

**CITY OF MAYER
CITY COUNCIL SPECIAL BUDGET WORKSHOP MEETING
CITY COUNCIL CHAMBERS
WEDNESDAY, SEPTEMBER 4, 2019 @ 6:00 P.M.**

1. Call Meeting to Order
1. 2020 Sheriff Department Contract
2. Mayer Fire Station Discussion – Ehlers
3. 2020 Preliminary Draft Budget
4. Adjournment



Council Memorandum – Workshop

Item: Contract for Police Services

Meeting Date: September 4, 2019

Presented By: Margaret McCallum, City Administrator

Recommendations/Council Action/Motion Requested:

To review the proposed 2020 Police Services Contract and to determine if any changes need to be made in 2020 with regards to service hours.

*****Representatives from the Police Department will be available at the meeting for further discussion and to answer questions.*****

Details:

Current Coverage:

The City of Mayer contracts with Carver County Sheriff's Department for its police services.

Each year both parties work through an agreement that will work for the City of Mayer and the Carver County Sheriff's Department.

The current 2019 contract is for a Full Time Equivalent (FTE) Deputy (2080 hours) at .67%. The City also receives 130 hours in Community Service Officer Hours.

The 2020 contract is structured based on maintaining current levels of policing services and CSO services.

The current level of policing is 5.36 hours per day (.67 of a 2080 FTE/26.8 hours per week) of a Monday – Friday deputy working an 8 hour schedule as well as vehicle costs. This also includes 130 hours of CSO coverage.

The costs for 2020 would be \$93,935.00.

Personnel Cost	2016	2017	2018	2019	2020
.67 Corporal	\$63,055.00	\$66,205.00	\$68,652.00	\$69,148.00	\$72,008.00
CSO 130 Hours	\$4,033.00	\$4,350.00	\$5,022.00	\$5,006.00	\$5,607.00
Vehicle Cost .67	\$15,480.00	\$21,093.00	\$13,896.00	\$13,771.00	\$16,320.00
Total	\$82,568.00	\$91,648.00	\$87,570.00	\$87,925.00	\$93,935.00

The cost difference between 2019 and 2020 would be \$6,010.00.

Community Service Officer (CSO) Information

Here is information in relation to the accounting of CSO hours:

2017 – Contracted 130.00 hrs – Shortage of hours – 86.75 hrs

2018 – Contracted 130.00 hrs – Shortage of hours – 7.00 hrs

2019 – Contracted 130.00 hrs – Shortage thru July 29 – 16.50 hrs

In 2017 the department was short staffed with Community Service Officers. The city received credit back for unfulfilled hours.

Potential Options:

As the City continues to grow, the City may consider increasing the number of hours the Deputy is in the community. The City could look at an increase to .75 instead of .67. This would be 6 hours per day/30 hours per week, along with maintaining the 130 CSO hours and vehicle cost. This would cost the City \$104,482.00 (\$16,557.00).

The Sheriff's Department is also open to two-year contracts.

The current contract reads that if the city wants additional hours beyond the level of contracted services, hours would be billed at \$64.17 per hour. For the remainder of 2019, the city could look at scheduling shifts for nights or weekends at that rate, but the city would have had to have a contingency set aside for additional hours. For example, the Cities of Watertown and Norwood have requested shifts filled for their off Saturdays where they do not have contracted coverage as they have a contingency to provide an additional level of service and coverage.

Currently Watertown, Norwood, and Carver have Mon-Fri day coverage similar to the Mayer/New Germany partnership. They also have evening/weekend coverage in the form of a 2080 FTE scheduled for 10 hour shifts working a rotating Tue-Fri and Wed-Sat, 5PM-3AM or 6PM-4AM. So every other Saturday they have a form of weekend coverage. These shifts are not backfilled though if they contract deputy is off for training, vac, or sick unless the city wants filled and then it is filled at the \$64.17 rate as an overtime shift.

Historically, the City has been budgeting \$100,000.00 (2018 and 2019) for policing services. This is due to continued discussion on possible changes in coverage. If the City were to maintain the current coverage, the City would not see an increase in the budget. The City could actually lower the budget to be at the \$93,935.00.

If the City desired to increase coverage, the City could increase to the .75 rate. The City would need to increase its yearly budget by \$4,482.00.

According to the Sheriff's Department, if the City of Mayer were to increase coverage similar to Watertown, Norwood, and Carver (keeping the Mon-Fri coverage and adding the extra weekend and evening coverage), the City would need to budget around \$240,000 per year. That would be an additional \$140,000.

Attachments:

2020 Proposed Police Contract Template.

Mayer 3 year historical data.

CONTRACT FOR POLICE SERVICES

Mayer

THIS AGREEMENT, made and entered into this day of , by and between the County of Carver, through its Sheriff's Office (hereinafter, "County"), and the City of Mayer (hereinafter, the "City"), and, collectively known as the "parties".

WHEREAS, the City desires to enter into a contract with the County whereby the County will provide police services within the boundaries of the City; and

WHEREAS, the County agrees to render such services upon the terms and conditions hereinafter set forth; and

WHEREAS, Minnesota Statutes Section 471.59 authorizes governmental units in the State of Minnesota to enter into agreements by resolution with any other governmental unit to perform on behalf of that unit any service or function which that unit would be authorized to provide for itself; and

WHEREAS, said contract is authorized by Minnesota Statute, Section 471.59, 436.05, and Minnesota Statute, Section 366 and 367;

NOW, THEREFORE, it is agreed between the parties as follows:

ARTICLE I

PURPOSE: The purpose of this Agreement is to secure police contracting services for the City. Minnesota Statutes, Section 471.59 authorizes two or more governmental units to jointly exercise any power common to the contracting parties. Minnesota Statutes, Section 436.05 allows municipalities to contract with other municipalities for police services.

ARTICLE II

1. POLICE SERVICES. The County agrees to provide police service within the corporate limits of the City to the extent and in the manner set forth below:
 - 1.1 Police services to be provided under this contract shall encompass those police duties and functions which are the type statutorily deemed to be the responsibility of the local communities;
 - 1.2 With input from the City, the County shall assign personnel as necessary;
 - 1.3 All matters incident to the performance of such service or the control of personnel employed to render such service shall be and remain in the control of the County;

- 1.4 In the event a dispute arises between the parties concerning the type of service to be rendered, or the manner in which such service is provided, the County shall retain sole discretion in determining a solution to said dispute (e.g., re-assignment of personnel, types of patrol, level of service available); and
- 1.5 The police services will be provided to the City for the selected number of contracted hours and/or full time equivalent (FTE) personnel. Such services shall not include situations in which, in the opinion of the County, a police emergency occurs which requires a different use of the personnel, patrol vehicle, equipment, or the performance of special details relating to police services. It shall also not include the enforcement of matters which are primarily administrative or regulatory in nature (e.g., zoning, building code violations).

ARTICLE III

SPECIAL EVENT OR ADDITIONAL SERVICES. If the City desires additional police services over and above the hours and/or FTE's contracted for in this Agreement, the City shall contact the Sheriff's Office contract manager or designee noted in this Agreement. The County will invoice the City for these additional services pursuant to Minnesota Statute, Section 471.425, Prompt payment of local government bills, Subdivision 2(a) For municipalities who have governing boards which have regularly scheduled meetings at least once a month, the standard payment period is defined as within 35 days of the date of receipt.

ARTICLE IV

COOPERATION AMONG PARTIES. It is hereby agreed that the parties and all of their officials, personnel, agents and employees shall render full cooperation and assistance to each other to facilitate the provision of the services selected herein.

ARTICLE V

1. PROVISION OF EQUIPMENT. It is agreed that the County shall provide all necessary labor, supervision, vehicle, equipment, and supplies to maintain and provide the police services selected herein.
2. OFFICE SPACE. If an FTE is requested, the City shall provide office and work space for the assigned personnel.
3. FINANCIAL LIABILITY. The City does not assume liability for the direct payment of any salaries, wages, or other compensation to personnel employed by the County to perform the selected services. It is agreed that all personnel shall be employees of the County and the County shall be responsible for providing worker's compensation insurance and all other benefits to which such personnel shall become entitled by reason of their employment with the County.

4. MUTUAL INDEMNIFICATION. Each party shall be liable for its own acts to the extent provided by law and hereby agrees to indemnify, hold harmless and defend the other, its personnel and employees against any and all liability loss, costs, damages, expenses, claims or actions, including attorney's fees which its personnel and employees may hereafter sustain, incur or be required to pay, arising out of or by reason for any act or omission of the party, its agents, servants or employees, in the execution, performance, or failure to adequately perform its obligations pursuant to this contract. Liability of the County or other Minnesota political subdivisions shall be governed by the provisions of the Municipal Tort Claims Act, Minnesota Statutes, Chapter 466, and other applicable laws.

It is further understood that Minnesota 471.59, Subd. 1a applies to this Agreement. To the full extent permitted by law, actions by the parties pursuant to this Agreement are intended to be and shall be construed as a "cooperative activity" and it is the intent of the parties that they shall be deemed a "single governmental unit" for the purposes of liability, all as set forth in Minnesota Statutes Section 471.59, Subd. 1a(a); provided further that for purposes of that statute, each party to this Agreement expressly declines responsibility for the acts or omissions of the other party.

Each party agrees to promptly notify the other party if it knows or becomes aware of any facts or allegations reasonably giving rise to actual or potential liability, claims, causes of action, judgments, damages, losses, costs or expenses, including attorney's fees, involving or reasonably likely to involve the other party, and arising out of acts or omissions related to this Agreement.

LIABILITY

- (a) It is understood and agreed that liability shall be limited by the provisions of Minnesota Statutes Chapter 466. This Agreement to indemnify and hold harmless does not constitute a waiver by any participant of limitations on liability provided under Minnesota Statutes Section 466.04. To the full extent permitted by law, actions by parties pursuant to this Agreement are intended to be and shall be construed as a "cooperative activity" and it is the intent of the parties that they shall be deemed a "single governmental unit" for the purposes of liability, all set forth in Minnesota Statutes, Section 471.59, Subdivision 1a(a): provided further that for purposes of that statute, each party to this Agreement expressly declines responsibility for the acts or omissions of the other party.
- (b) For purposes of determining total liability damages, the participating governmental units and the joint board, if one is established, are considered a single governmental unit and the total liability for the participating governmental units and the joint board, if established, shall not exceed the limits on governmental liability for a single governmental unit as specified in State Statute, Section 3.736 or Section 466.04, Subdivision 1, or as waived or extended by the joint board or all participating governmental units under State Statute, Section 3.736, Subdivision 8 or Section 471.981. The parties of this Agreement are not liable for the acts or omissions of the other participants to this Agreement except to the extent to which they have agreed in writing

to be responsible for acts or omissions of the other parties.

5. INSURANCE. The County agrees that all insurance required to adequately insure vehicles, personnel and equipment used by the County in the provision of the selected services will be provided by the County.

ARTICLE VI

1. TERM. The term of this contract shall be January 1, 2020 to December 31, 2020. The term of this Agreement may be extended for up to an additional sixty (60) days under the same terms and conditions, provided the parties are attempting in good faith to negotiate a new Agreement. This Agreement extension shall automatically terminate upon the parties' entering into a new written Agreement, or on the sixtieth (60th) day, whichever occurs first.
2. RATE. As contained in this contract.
3. NOTICE.
 - 3.1 If the County does not desire to enter into a contract for police service for 2021, the City shall be so notified in writing six (6) months prior to the expiration of the current contract.
 - 3.2 On or before August 15 of the current contract year, the County shall notify the City of the police contract rates for the following year.
 - 3.3 The City shall notify the County of its intention to contract for police services for the following year no later than October 15 of the current contract year.
 - 3.4 In the event the City shall fail to give notice as required above, the County shall presume the City does not desire to enter into an Agreement with the County for police services.
 - 3.5 Notice under the above provisions shall be sent to:

Commander Mike Wollin
Carver County Sheriff's Office
606 East 4th Street
Chaska, MN 55318
mwollin@co.carver.mn.us
Office: 952-361-1857
Cell: 952-220-7926

City of Mayer
Margaret McCallum, Administrator
413 Blue jay Ave.
Mayer, MN. 55360
Phone: 952-657-1502
margaret.mccallum@cityofmayer.com

ARTICLE VII

MENU OF POLICE SERVICES

1. POLICE STAFFING OPTIONS

1.1 FULL TIME EQUIVALENT (FTE) PERSONNEL OPTION

1.1.1 FTE personnel are Full Time Employees dedicated to the contract community. The FTE deputies compensated time includes regular assignment duties, training, holidays, vacation, sick leave and other benefited time. The FTE deputy position is not automatically backfilled when the deputy is away from assignment for the above types of compensated time. The FTE deputy costs include: salary, benefits, supervision, administration, training, clerical support, insurance, and county overhead. The FTE costs do not include additional hours which are necessary for court or filling a shift for a compensated day off.

The first eighty (80) hours the deputy is gone from the community while on military leave will not be backfilled. The Sheriff's Office will backfill the position or credit back the time for military leave after the first 80 hours.

The first eighty (80) hours a deputy is gone from the community on FMLA leave will not be backfilled; it will be treated like sick leave. The Sheriff's Office will backfill the position or credit back the time for FMLA after the first 80 hours of FMLA is completed.

If the City requests coverage for compensated days off noted above, it is recommended the City set aside a contingency for additional hours. Additional hours for deputies will be billed at \$68.42.

The SouthWest Metro Drug Task Force will invoice \$2,100 separately.

Hours worked on a designated holiday will be billed at double the FTE's hourly pay rate per the collective bargaining agreement(s).

PERSONNEL COST

Deputy .67 (2080 FTE)	\$72,008
CSO – 130hours	\$5,607

VEHICLE COST

Patrol Vehicle – .67	<u>\$16,320</u>
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<u>TOTAL POLICE SERVICES</u>	\$93,935
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2. PAYMENT. The Sheriff shall invoice one half of the total amount of the current year police staffing option cost hereunder, or \$46,967 to be paid on or before June 30 of the current contract year. The Sheriff shall invoice the remaining half, or \$46,968 to be paid on or before November 30 of the current contract year.
3. MINNESOTA STATE POLICE AID. The County, upon receiving Minnesota State Police Aid, shall reimburse the City pursuant to Minnesota Statute, Section 69.011.

ARTICLE VIII

1. DATA. All data collected, created, received, maintained or disseminated in any form for any purposes by the activities of this Agreement is governed by the Minnesota Data Practices Act, Minnesota Statute Section 13, or the appropriate Rules of Court and shall only be shared pursuant to laws governing that particular data.
2. AUDIT. Pursuant to Minnesota Statute Section 16C.05, Subdivision 5, the parties agree that the State Auditor or any duly authorized representative at that time during normal business hours and as often as they may reasonably deem necessary, shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc. which are pertinent to the accounting practices and procedures related to this Agreement. All such records shall be maintained for a period of six (6) years from the date of termination of this Agreement.
3. NONWAIVER, SEVERABILITY AND APPLICABLE LAWS. Nothing in this Agreement shall constitute a waiver by the parties of any statute of limitation or exceptions on liability. If any part of this Agreement is deemed invalid such shall not affect the remainder unless it shall substantially impair the value of the Agreement with respect to either party. The parties agree to substitute for the invalid provision a valid one that most closely approximates the intent of the Agreement.

The laws of the State of Minnesota apply to this Agreement.

4. MERGER AND MODIFICATION. It is understood and agreed that the entire Agreement between the parties is contained herein and that this Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof. All items referred to in this Agreement are incorporated or attached and are deemed to be part of this Agreement. Any alterations, variations, modifications, or waivers of provisions of this Agreement shall only be valid when they have been reduced to writing as an amendment to this Agreement and signed by the parties hereto.

IN WITNESS THEREOF, the Municipality has caused this Agreement to be executed by its Mayor and by the authority of its governing body on this _____ day of _____, _____

SIGNED: _____ DATE: _____
Mayor

SIGNED: _____ DATE: _____
City Administrator

IN WITNESS THEREOF, the County of Carver has caused this Agreement to be executed by its Chair and attested by its Administrator pursuant to the authority of the Board of County Commissioners on this _____ day of _____, _____

COUNTY OF CARVER:

SIGNED: _____ DATE: _____
CHAIR, BOARD OF COMMISSIONERS

SIGNED: _____ DATE: _____
SHERIFF

Attest

SIGNED: _____ DATE: _____
COUNTY ADMINISTRATOR

Activity NIBRS - Activity Codes

Code	Descriptor
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GROUP A

AC	Animal Cruelty	Abuse or neglect of animal
AR	Arson	Intentionally destroy property by fire
A	Assault	Altercation between parties where physical harm occurred
AA	Aggravated Assault	Assault where substantial injury is caused or weapon used
BB	Bribery	Offering, giving, receive anything of value to sway judgement
B	Burglary	Unlawful entry into a structure to commit a crime
CF	Counterfeiting/Forgery	Alter, copy, imitation, passing a copy as an original
P	Property Damage	All damage to property
D	Drugs	All drug violations, possession of, sale of, manufacture of
EM	Embezzlement	Misappropriation of money, property entrusted to person
EX	Extortion/Blackmail	Unlawful obtain money, property by use or threat of force
U	Fraud	Intentional perversion of truth to obtain money or property
G	Gambling	Unlawful operate, promote or assist in operation of gambling
H	Homicide	Intentional taking of a persons life
HT	Human Trafficking	Induce a person to perform sex act or labor via force, fraud or coercion
K	Kidnapping	Unlawful seizure, transport or detain person against their will
T	Theft/larceny	Taking of property, stealing
V	Motor Vehicle Theft	Theft of a motorized vehicle
PO	Pornography	Manufacture, publish, sell, buy, possess sexually explicit material
PR	Prostitution	Unlawfully engage in or promote sexual activity for anything of value
R	Robbery	Taking of property by use of force
S	Sex Offenses	Forcible sexual assault
SN	Sex Offenses, Nonforcible	Nonforcible sexual intercourse (incest, statutory rape)
SP	Stolen Prop Offenses	Receive, buy, sell, possess, conceal, transport known stolen property
W	Weapons	Violation of manufacture, sale purchase, transport, use firearm

GROUP B

BC	Bad Checks	Intentional issuance of check against insufficient or nonexistent funds
CL *	Curfew/Loitering	Curfew violation/ person remain in area w/o visible means of support
DP *	Disorderly Conduct	Behavior tends to disturb public peace/shock public sense of morality
J	Driving Under Influence	Traffic stop or accident involving drive under influence
DR *	Drunkness	Drink alcohol to extent substantial impairs mental and physical function
FO	Family Offense, Non violent	Unviolent acts by family member against another family member
LV	Liquor Law Viol	Illegal consumption, sale, possession of liquor
PT *	Peeping Tom	Secretly look in windows, doorway, keyhole for purpose of voyeurism
RU	Runaway	Juvenile runaway
TR *	Trepassing	Unlawfully enter land, dwelling or other real property
M	All Other Offenses	OFP/Danco violation, Traffic - Hit & run accident
		All other offense not included in other A & B classifications
O *	Ordinances	Laws/rules created by county or cities.
*		Use only when Enforcement used (citation or arrest)

Activity Codes
Non-criminal, Traffic and Administrative

NON CRIMINAL		
Code	Description	
1	Misc. NonCriminal	Gen law enforcement questions: citizen assists, lost and found property civil disputes, juvenile disciplinary issues, etc
2	Unlock Veh/Bldg	Unlock doors of automobile, residence or business for owners
3	Alarm	Checking on an alarm at a private residence or business
4	Domestic	Verbal argument between parties. Must have relationship. No charges
5	Missing Person	Missing / Lost person (not runaway)
6	Abuse/Neglect - Info only	Abuse or neglect of children or adults
9	Animal	Animal bites, stray animals. All calls involving animals
10	Medical	Assist persons with medical issues, natural cause deaths
11	House/Business Check	Check on residences or business when owners are away from property
12	Assist other Agency	Assist other law enforcement, state patrol, govt depts, EMT or medical
13	Fire Call	Fires and assist to fire departments
15	Mental Health	Suicides, 72 hr holds for mental health issues
16	Civil Process	Service of civil papers. Assist with civil standby situations
17	Transport	Trtransport persons for various reasons.
19	Warrant Service	Service of warrant for Carver County and other counties.
20	Boat & Water	All incidents involving boats, watercraft and/or lakes
21	Snowmobile	All incidents involving snowmobiles
22	ATV	All incidents involving ATV
30	Suspicious Activity	Suspicious persons, acts or vehicles. Accidental 911 calls
31	Open Door	Located an open door to a business or residence
34	Drug - Info Only	Drug information only
35	Disturbance - Info Only	Noise complaint, disturbing peace
60	Child Custody Dispute	Incidents involving dispute over child custody

TRAFFIC RELATED		
Code	Description	
8	Traffic - Misc	Misc. traffic issues, stalled vehicle, debris on roadway, traffic control, veh in ditch, assists, all parking issues
38	Traffic - Stops	All traffic stops initiated by officers
50	Auto Accd - Prop Damage	Auto accident in which only property damage occurred
51	Auto Accd - MV vs deer	Auto accident involving a motor vehicle and deer
52	Auto Accd - Injury	Auto accident in which injury and property damage occurred
54	Auto Accd - Fatality	Auto accident in which a fatality occurred
80	Driving Complaint	Complaints of bad driving behavior.

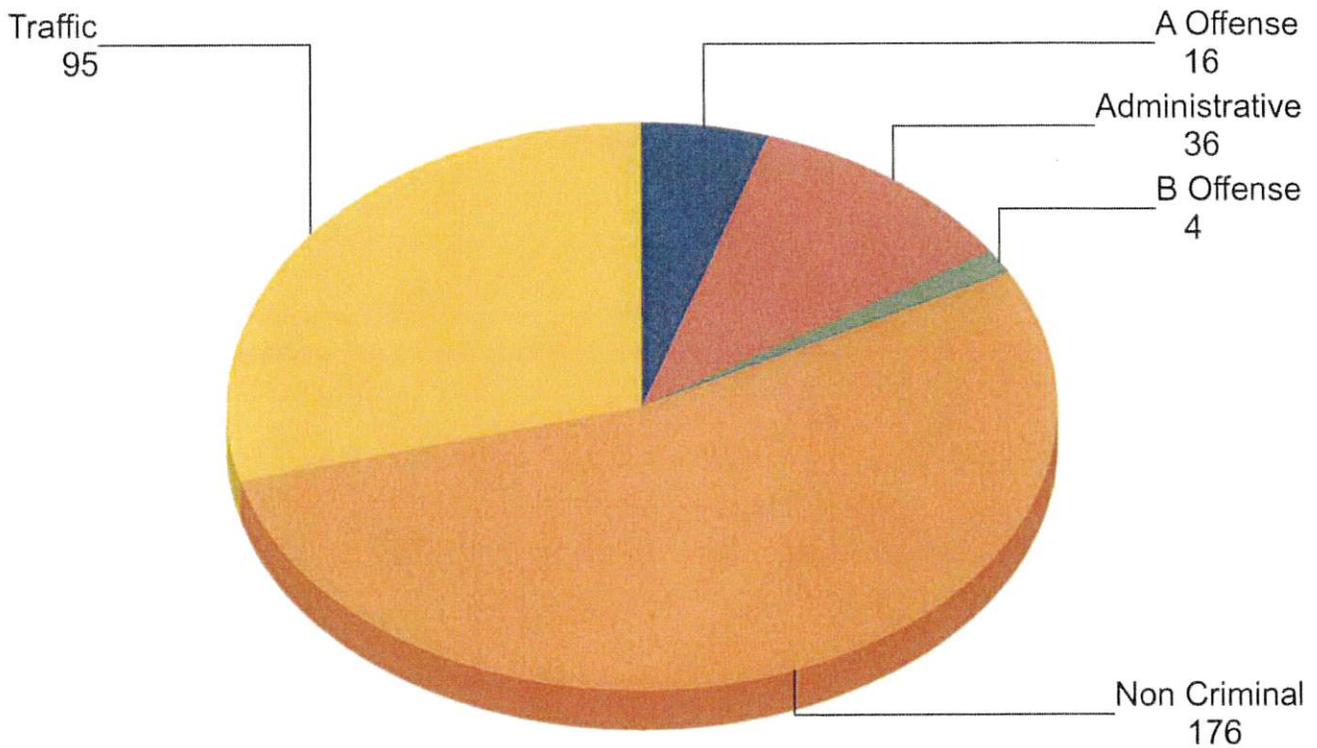
ADMINISTRATIVE

Code	Description	
0	Call Error	Calls for service created in error
18	Warrant Issued	Warrant issued by Carver County Court Administration
23	Explosive/Firearm Dealer	Application for a permit for explosives or firearms dealer license.
24	Gun Permit - Acquire	Application for a permit to purchase a handgun.
25	Gun Permit -Carry (new)	Application for a permit to carry a handgun.
26	Gun Permit - Transfer	Application for the transfer of a reg. gun from one individual to another.
28	Gun Permit - Carry (renewa	Application to renew a permit to carry a handgun.
32	Gun Permit - Carry Late Re	Application to renew a permit to carry a handgun after 90 day expiration
37	Rec Ck - Immigration	Records check for updating immigration status
39	Rec Ck - Gambling Permit	Records check for gambling permit
40	Rec Ck - Citizen Academy	Records check for citizens academy
41	Rec Ck - Adoption	Records check for adoption
42	Rec Ck - Carver Cty Employ	Records check for Carver County employment
43	Rec Ck - SO Employ	Records check for Carver County Sheriff's Office employment
44	Rec Ck - SO Volunteer	Records check for Carver County Sheriff's Office Volunteer
45	Rec Ck - DHS	Records check for Dept of Human Services
46	Rec Ck - Name Change	Records check for Name change purposed
47	Rec Ck - Other Employ	Records check for other employment
48	Rec Ck - Individual	Records check for an individual
49	Rec Ck - Military	Records check for the military
61	License - Day Care	Records check for a day care license
62	License - Foster Care	Records check for a foster care license
63	License - Liquor	Records check for a liquor license
64	License - Massage Parlor	Records check for a massage parlor license
65	License - Fireworks	Records check for fireworks permit
66	License - Peddler	Records check for peddlers license
999	Sealed	Records are sealed by Court Order



**Carver County Sheriff's Office
Monthly Calls for Service
From: 1/1/2019 To: 6/30/2019**

Mayer City



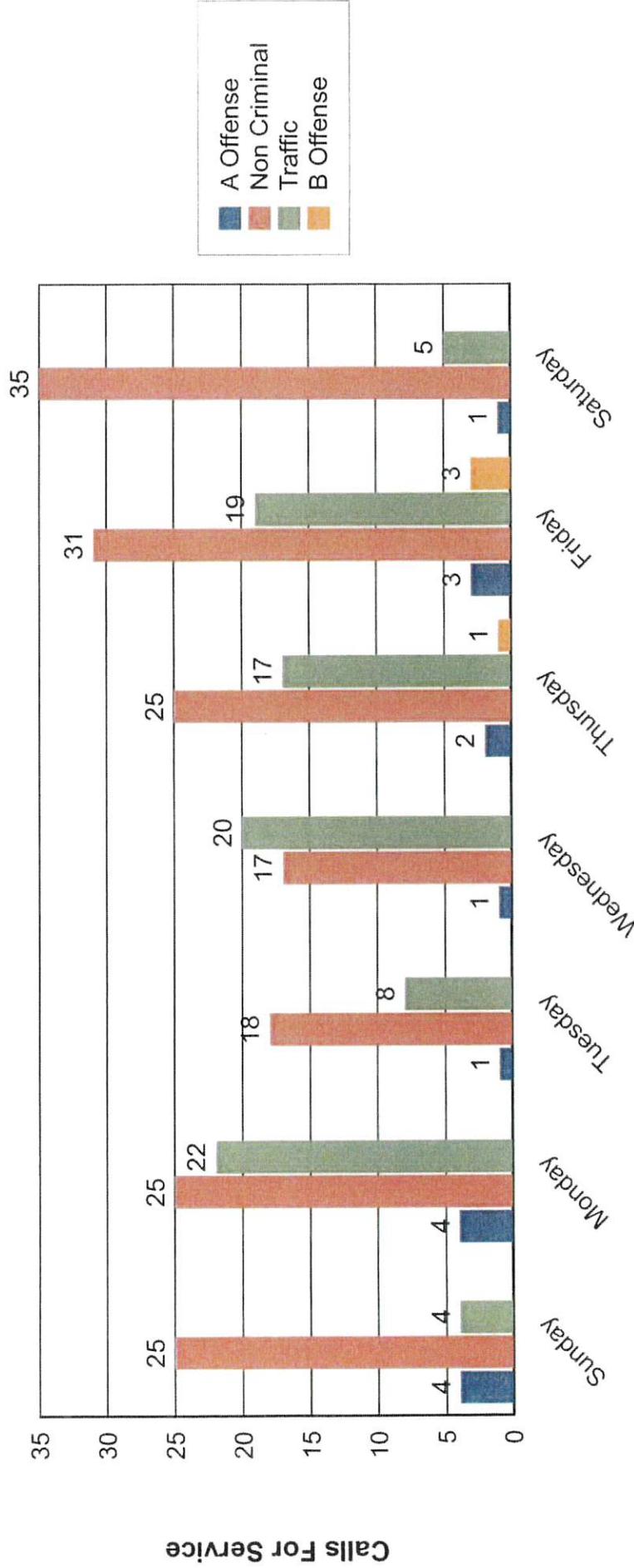
Total A Offense:	16
Total B Offense:	4
Total Non Criminal:	176
Total Traffic:	95
Total Administrative:	36

Total Mayer City: 327



Carver County Sheriff's Office
 Day of Week Analysis of Calls for Service
 Patrol Activity
 From: 1/1/2019 To: 6/30/2019

Mayer City



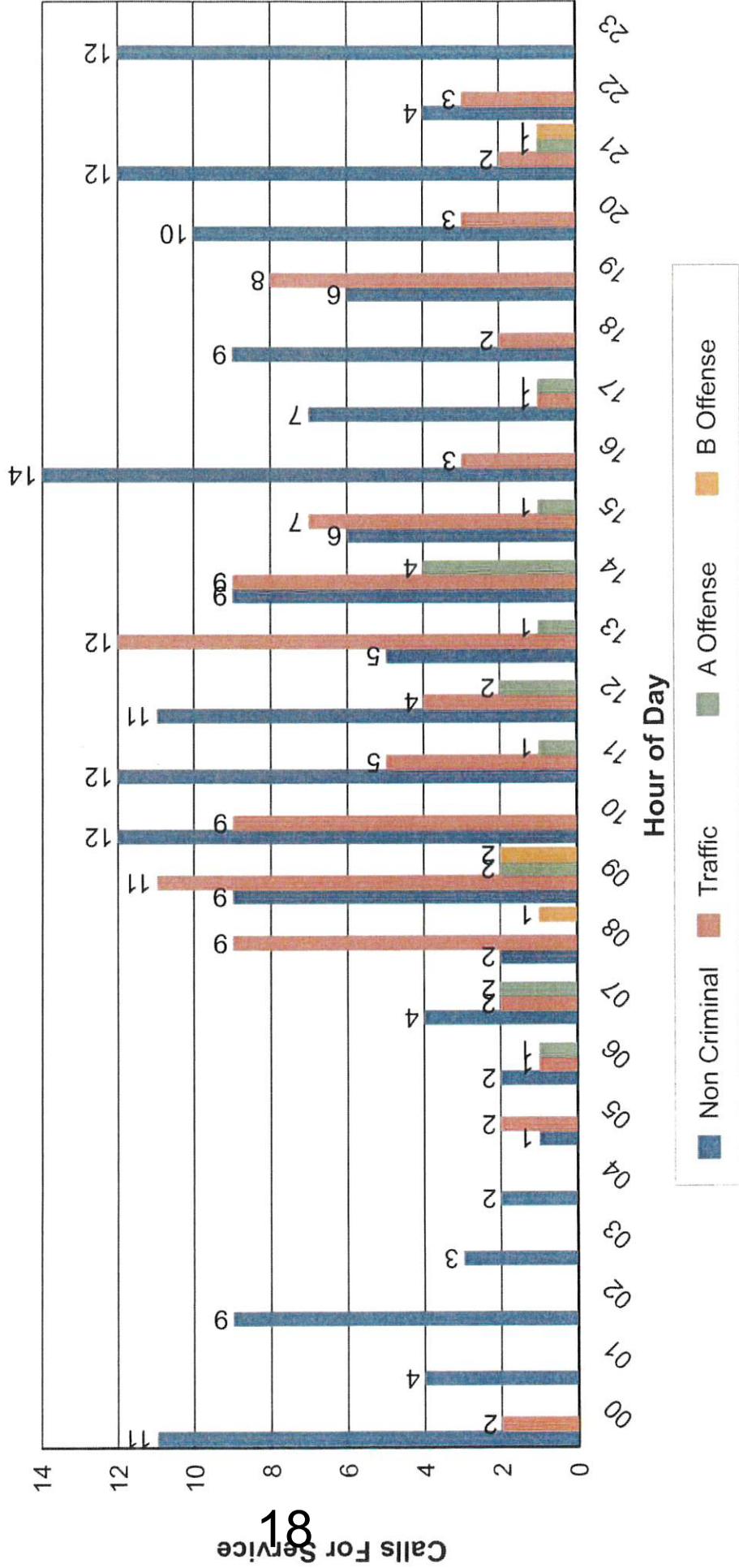
Total Mayer City: 291

Calls For Service



Carver County Sheriff's Office
Hour of Day Analysis of Calls for Service
Patrol Activity
From: 1/1/2019 To: 6/30/2019

Mayer City



Total Mayer City: 291



Carver County Sheriff's Office
Monthly Calls for Service
From: 1/1/2019 To: 6/30/2019

Mayer City

Patrol

A Offense

Burglary	1
Drug Violation	2
Traffic - alcohol Rel	1
Pornography	1
Theft	7
Fraud	3
Vehicle Theft	1

Total A Offense: 16

B Offense

Ordinances	3
Runaway	1

Total B Offense: 4

Non Criminal

Misc Non-criminal	24
Unlock Vehicle/bldg	2
Alarm	6
Domestic	4
Missing Person	2
Abuse/Neglect (Info Only)	11
Animal	15
Medical	36
House Check	1
Assist Other Agency	3
Fire Call	9
Mental Health	1
Civil Process	1
Warrant Service	3
Suspicious Activity	31
Open Door	16
Disturbance (Info Only)	10
Child Custody Dispute	1

Total Non Criminal: 176

Traffic

Traffic - Misc	20
Traffic Stop	64
Pd Accident	5
Driving Complaint	6

Total Traffic: 95

Total Patrol: 291

Administrative

Administrative

GunPermit-Acquire	10
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**Carver County Sheriff's Office
Monthly Calls for Service
From: 1/1/2019 To: 6/30/2019**

GunPermit-CarryNew	10
GunPermit-CarryRenew	9
GunPermit- Carry Late Ren	1
Rec Ck - Name Change	1
Rec Ck - Other Employ	1
Lic - Liquor	4
Total Administrative:	36

Total Administrative: 36

Total Mayer City: 327



Carver County Sherff's Office
Arrest Summary
For: Mayer City
From: 1/1/2019 To: 6/30/2019

	Total Charges	Total Arrestees	Total Incidents
Mayer City			
35A - Drug/Narcotic Violations	3	3	3
370 - Pornography/Obscene Material	1	1	1
90D - Driving Under the Influence	1	0	0
90G - Liquor Law Violations	1	0	0
90Z - All Other Offenses	4	3	3
Totals for Mayer City	10	7	7



**Carver County Sheriff's Office
Verbal Warnings
From: 1/1/2019 to 6/30/2019**

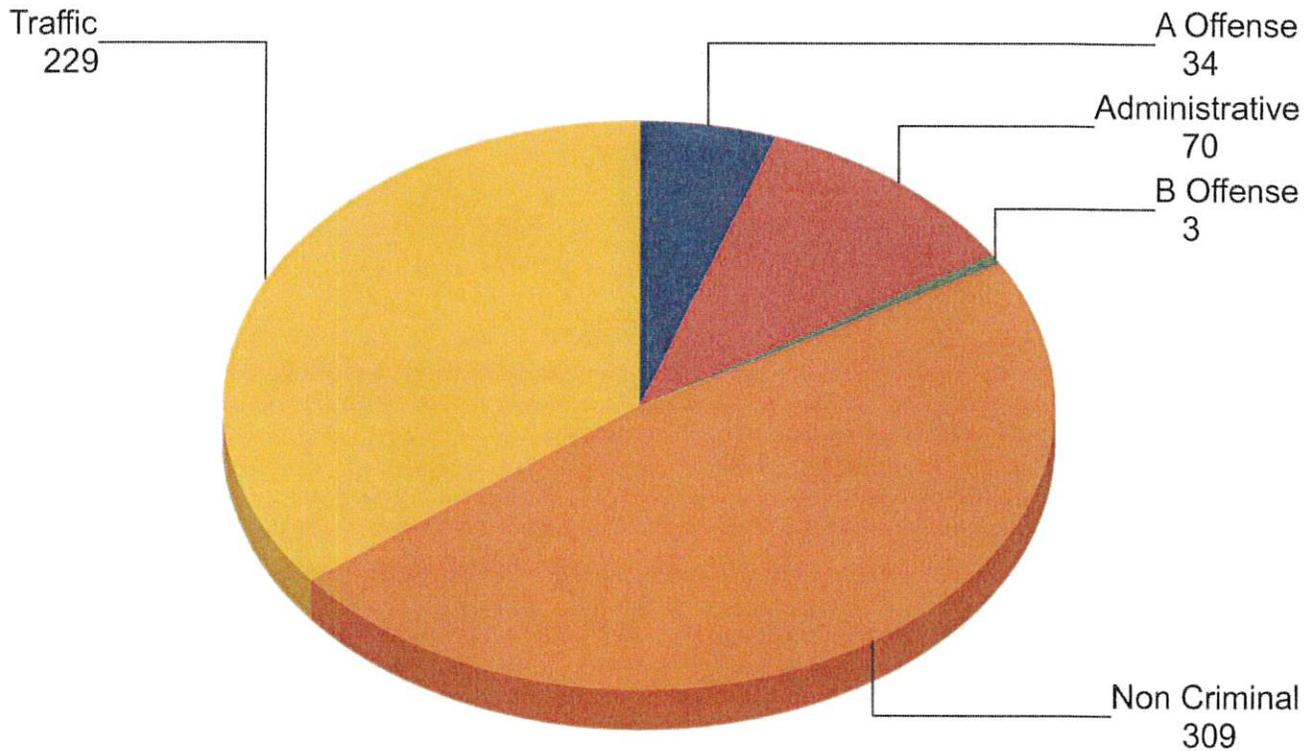
Mayer City

Animal:	2
Disturbance (Info Only):	2
Misc Non-criminal:	2
Traffic - Misc:	3
Traffic Stop:	48
Grand Total Verbal Warnings:	57



**Carver County Sheriff's Office
Monthly Calls for Service
From: 1/1/2018 To: 12/31/2018**

Mayer City



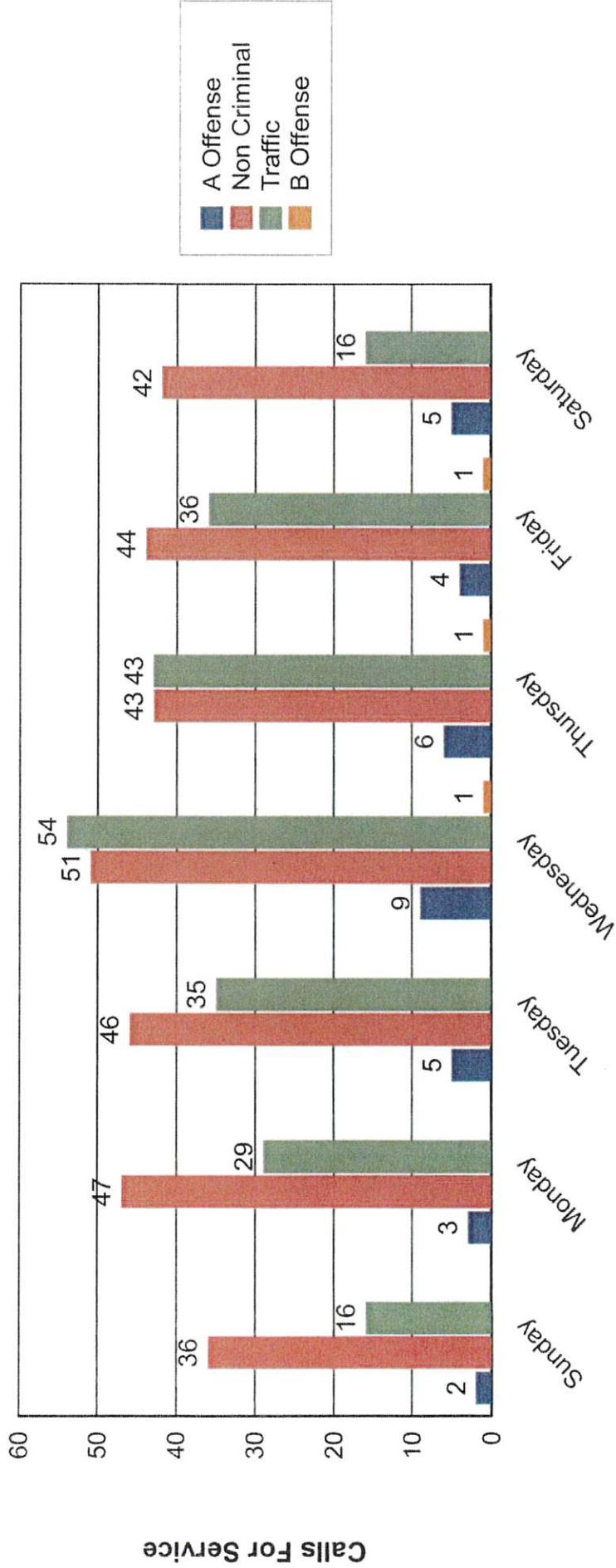
Total A Offense:	34
Total B Offense:	3
Total Non Criminal:	309
Total Traffic:	229
Total Administrative:	70

Total Mayer City: 645



Carver County Sheriff's Office
Day of Week Analysis of Calls for Service
Patrol Activity
From: 1/1/2018 To: 12/31/2018

Mayer City

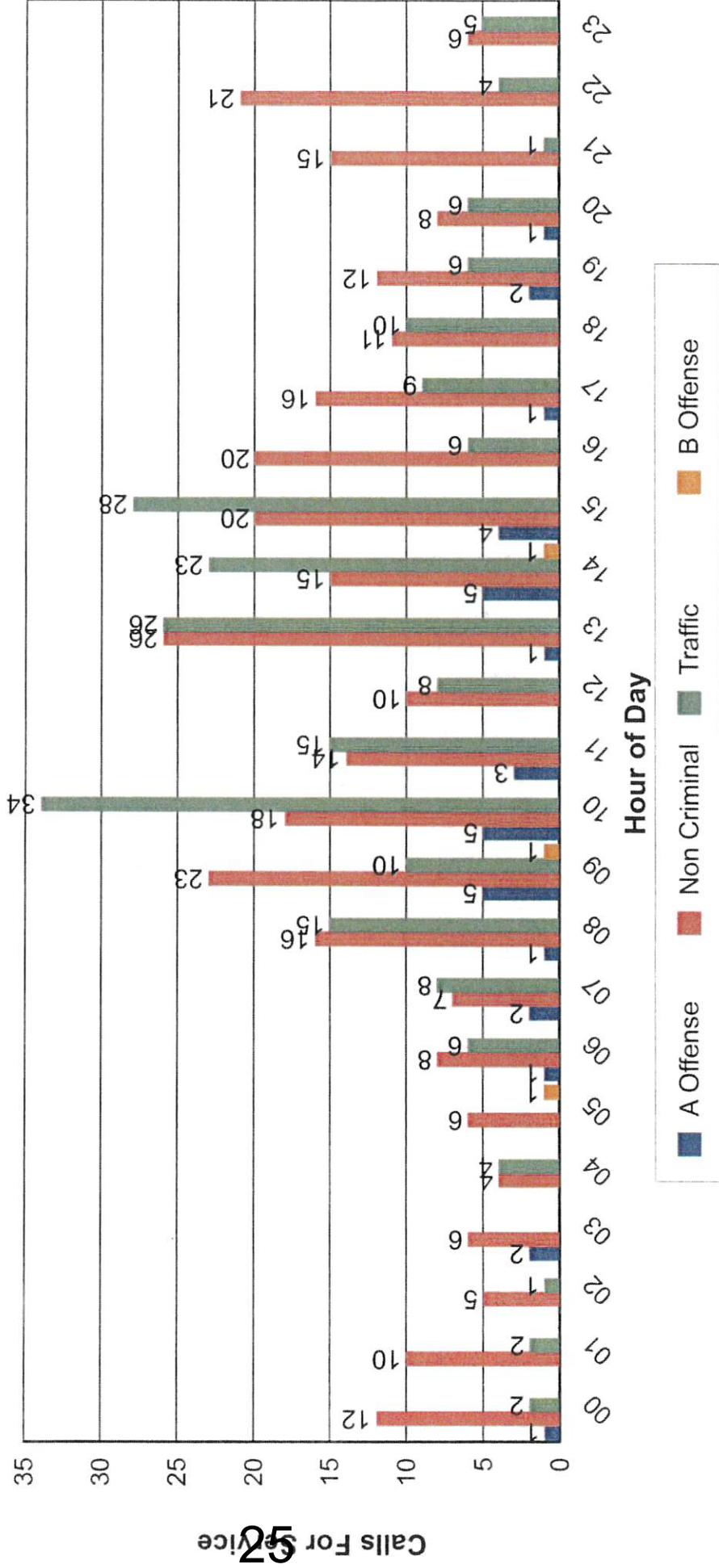


Total Mayer City: 575



Carver County Sheriff's Office
 Hour of Day Analysis of Calls for Service
 Patrol Activity
 From: 1/1/2018 To: 12/31/2018

Mayer City



Total Mayer City: 575



**Carver County Sheriff's Office
Monthly Calls for Service
From: 1/1/2018 To: 12/31/2018**

Mayer City

Patrol

A Offense

Assault	4
Burglary	7
Counterfeiting/Forgery	2
Drug Violation	1
Sex Crime	1
Theft	10
Fraud	8
Weapons	1

Total A Offense: 34

B Offense

Disorderly Conduct	1
Ordinances	1
Peeping Tom	1

Total B Offense: 3

Non Criminal

Misc Non-criminal	70
Alarm	14
Domestic	3
Missing Person	1
Abuse/Neglect (Info Only)	18
Animal	22
Medical	73
House Check	2
Assist Other Agency	8
Fire Call	13
Mental Health	10
Civil Process	4
Snowmobile	1
ATV	2
Suspicious Activity	29
Open Door	6
Disturbance (Info Only)	31
Child Custody Dispute	2

Total Non Criminal: 309

Traffic

Traffic - Misc	24
Traffic Stop	186
Pd Accident	6
Pi Accident	1
Driving Complaint	12

Total Traffic: 229

Total Patrol: 575



**Carver County Sheriff's Office
Monthly Calls for Service
From: 1/1/2018 To: 12/31/2018**

Administrative

Administrative	
GunPermit-Acquire	23
GunPermit-CarryNew	19
GunPermit-CarryRenew	8
ATF	2
Lic - Liquor	4
Lic - Peddler	14
Total Administrative:	<u>70</u>

Total Administrative: 70

Total Mayer City: 645



Carver County Sherff's Office
Arrest Summary
For: Mayer City
From: 1/1/2018 To: 12/31/2018

	Total Charges	Total Arrestees	Total Incidents
Mayer City			
13A - Aggravated Assault	1	1	1
13B - Simple Assault	4	3	3
13C - Intimidation	1	0	0
220 - Burglary/Breaking & Entering	7	7	2
23F - Theft from Motor Vehicle	7	0	0
26F - Identity Theft	1	1	1
290 - Destruction/Damage/Vandalism of Proper	1	1	1
520 - Weapon Law Violations	1	1	1
90C - Disorderly Conduct	1	0	0
90Z - All Other Offenses	1	1	1
Totals for Mayer City	25	15	10



Carver County Sherff's Office

Traffic Citation Summary

From: 1/1/2018 To: 12/31/2018

Mayer City

DAS, DAR, DAC:	3
Expired Tabs:	1
Fail To Change Doiclle/Name On DL:	1
Inattentive Driving:	2
No Parking Anytime:	1
No Proof Of Insurance:	2
Ordinance Violations:	1
Seatbelt Violation:	2
Speed:	4
Total Mayer City:	17



Carver County Sheriff's Office Verbal Warnings From: 1/1/2018 to 12/31/2018

Mayer City

Animal:	1
ATV:	2
Disturbance (Info Only):	1
Driving Complaint:	1
Fire Call:	1
Traffic - Misc:	4
Traffic Stop:	169
Grand Total Verbal Warnings:	179



Carver County Sherff's Office
Written Warning Summary
From: 1/1/2018 To: 12/31/2018

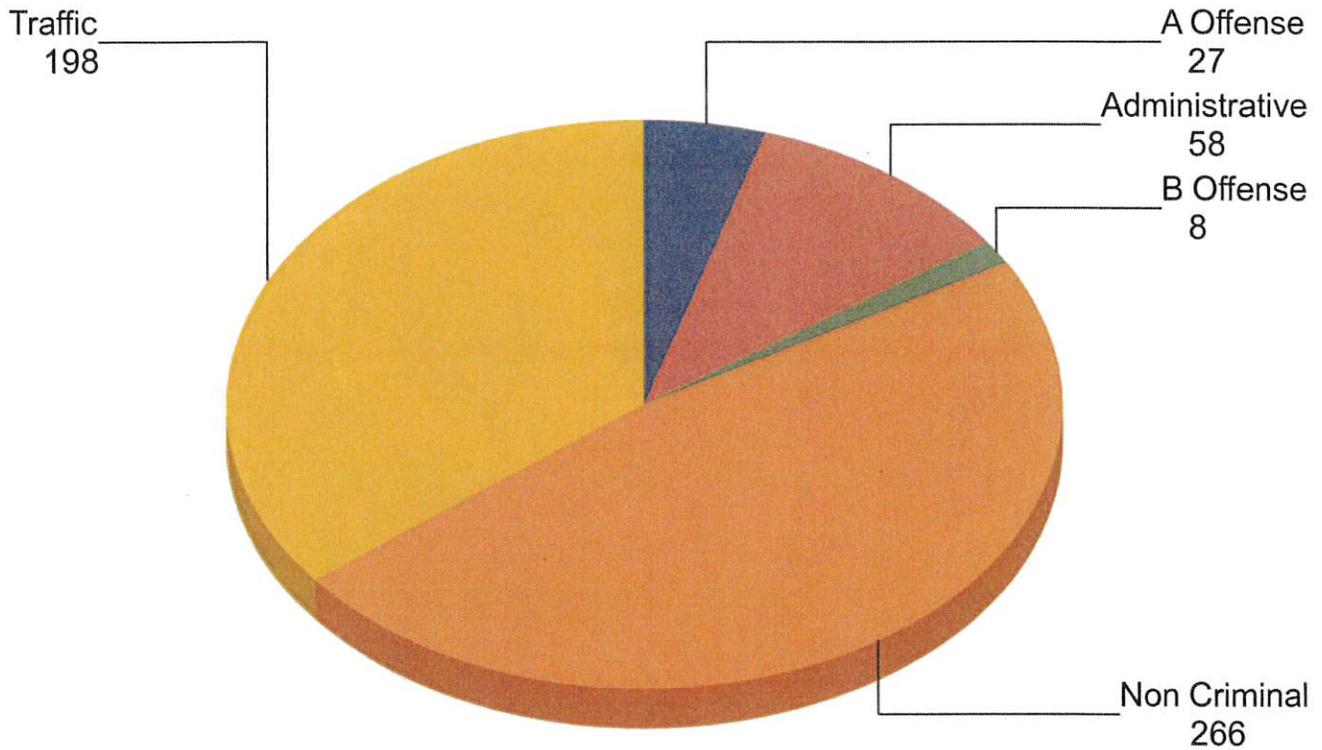
Mayer City

Abandon Vehicle:	2
Expired Tabs:	3
Parking - All Other:	2
Total Mayer City:	7



**Carver County Sheriff's Office
Monthly Calls for Service
From: 01/01/2017 To: 12/31/2017**

Mayer City



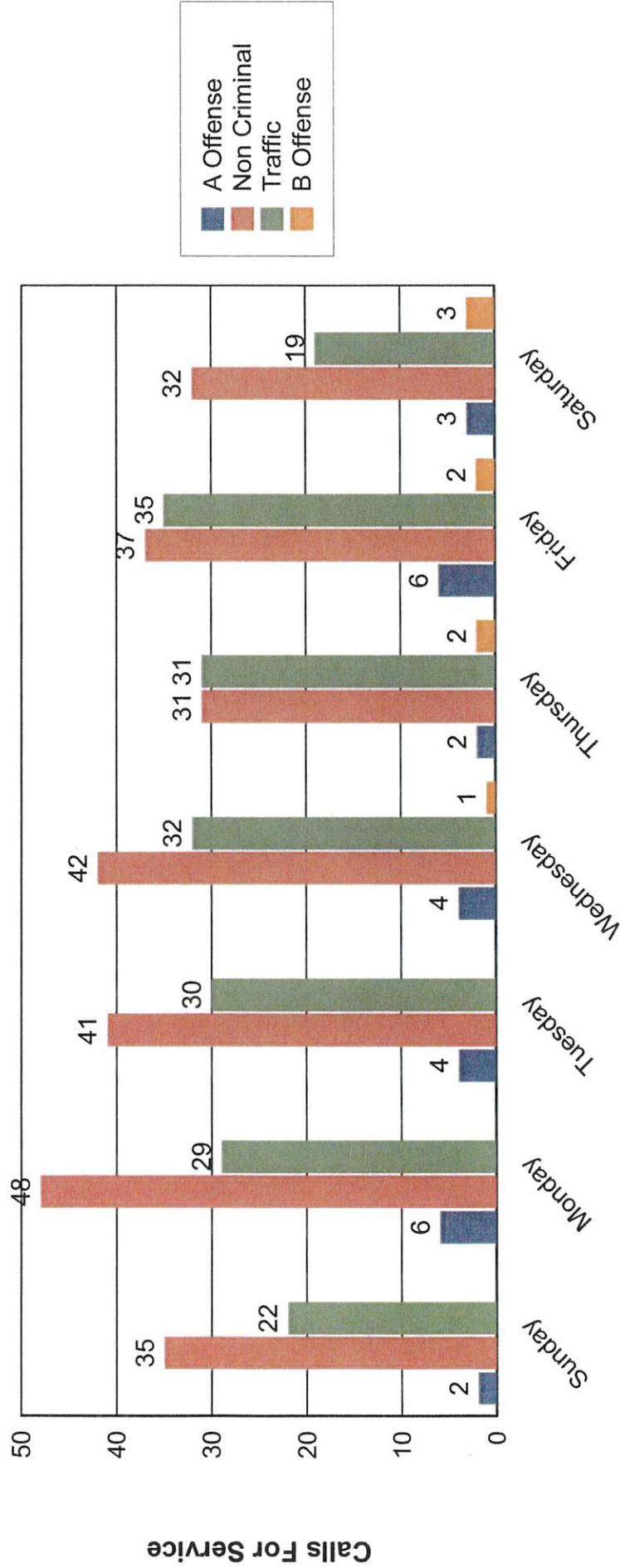
Total A Offense:	27
Total B Offense:	8
Total Non Criminal:	266
Total Traffic:	198
Total Administrative:	58

Total Mayer City: 557



Carver County Sheriff's Office
Day of Week Analysis of Calls for Service
Patrol Activity
From: 01/01/2017 To: 12/31/2017

Mayer City



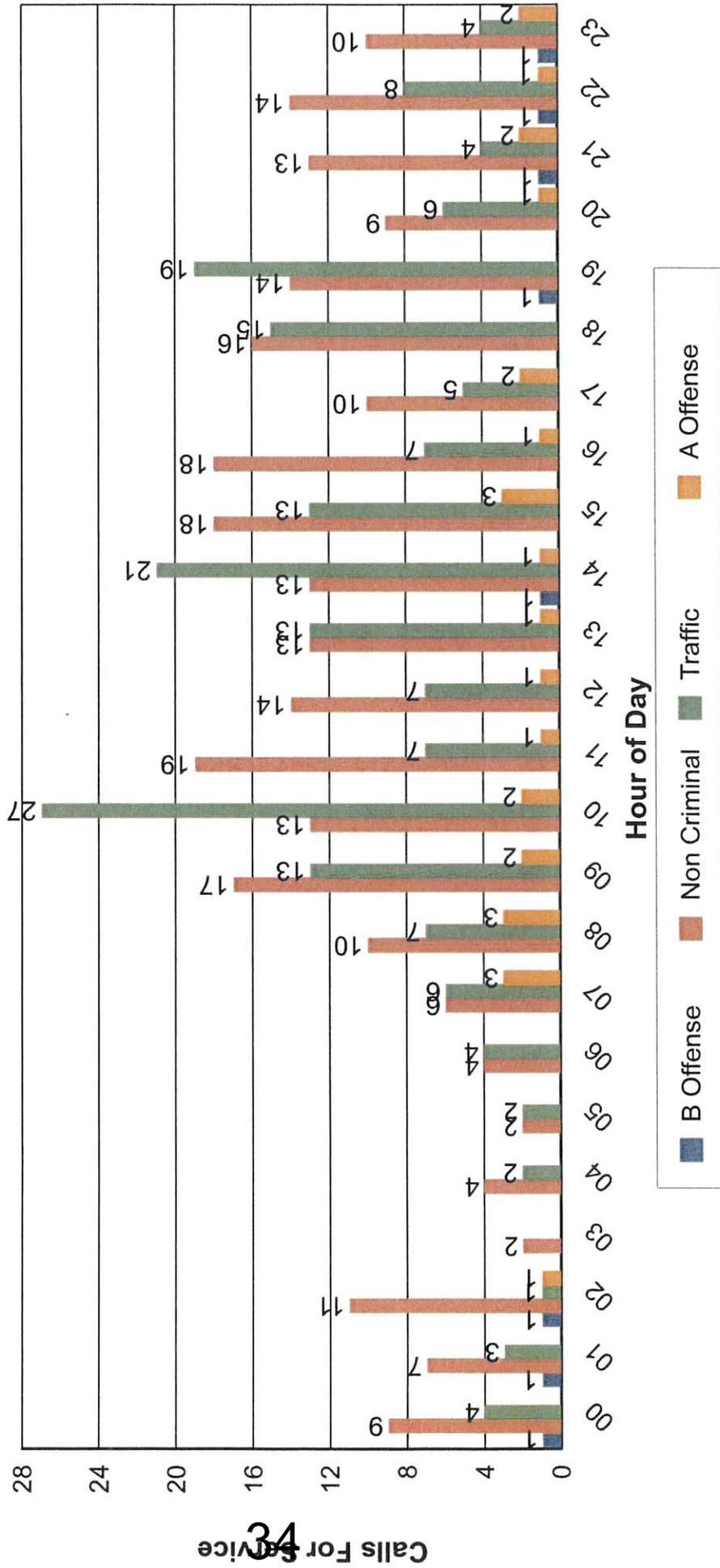
Total Mayer City: 499

Calls For Service



Carver County Sheriff's Office
 Hour of Day Analysis of Calls for Service
 Patrol Activity
 From: 01/01/2017 To: 12/31/2017

Mayer City



Total Mayer City: 499



Carver County Sheriff's Office
Monthly Calls for Service
From: 01/01/2017 To: 12/31/2017

Mayer City

Patrol

A Offense

Assault	3
Agg. Assault	1
Burglary	2
Counterfeiting/Forgery	1
Drug Violation	3
Property Damage	4
Pornography	1
Stolen Property Offenses	1
Theft	7
Fraud	4

Total A Offense: 27

B Offense

Traffic - alcohol Rel	7
Misc - criminal	1

Total B Offense: 8

Non Criminal

Misc Non-criminal	46
Unlock Vehicle/bldg	1
Alarm	27
Domestic	2
Abuse/Neglect (Info Only)	6
Animal	21
Medical	58
House Check	1
Assist Other Agency	7
Fire Call	12
Mental Health	6
Civil Process	3
Warrant Service	5
Suspicious Activity	33
Open Door	7
Disturbance (Info Only)	30
Child Custody Dispute	1

Total Non Criminal: 266

Traffic

Traffic - Misc	20
Traffic Stop	142
Pd Accident	19
Driving Complaint	17

Total Traffic: 198

Total Patrol: 499

Administrative



**Carver County Sheriff's Office
Monthly Calls for Service
From: 01/01/2017 To: 12/31/2017**

Administrative

GunPermit-Acquire	23
GunPermit-CarryNew	18
GunPermit-CarryRenew	8
ATF	2
GunPermit- Carry Late Ren	2
Rec Ck - Individual	1
Lic - Liquor	4
Total Administrative:	58

Total Administrative: 58

Total Mayer City: 557



Carver County Sheriff's Office

Arrest Summary By Beat

From: 01/01/2017 To: 12/31/2017

	Total Charges	Total Arrestees	Total Incidents
Mayer City			
13A - Aggravated Assault	1	1	1
13B - Simple Assault	1	1	1
13C - Intimidation	1	1	1
23H - All Other Larceny	1	1	1
26C - Impersonation	1	0	0
280 - Stolen Property Offenses	2	2	1
35A - Drug/Narcotic Violations	3	2	2
35B - Drug Equipment Violations	2	2	1
90D - Driving Under the Influence	16	7	7
90G - Liquor Law Violations	2	1	0
90Z - All Other Offenses	2	0	0
Total Mayer City:	32	18	15



**Carver County Sherff's Office
Traffic Citation Summary
From: 01/01/2017 To: 12/31/2017**

Mayer City

Expired Tabs:	1
Improper Pass:	1
Inattentive Driving:	1
No Proof Of Insurance:	1
Seatbelt Violation:	5
Snowbird / Winter Parking:	1
Speed:	9
Unsafe Equipment:	1
Total Mayer City:	20



**Carver County Sheriff's Office
Verbal Warnings
From: 01/01/2017 to 12/31/2017**

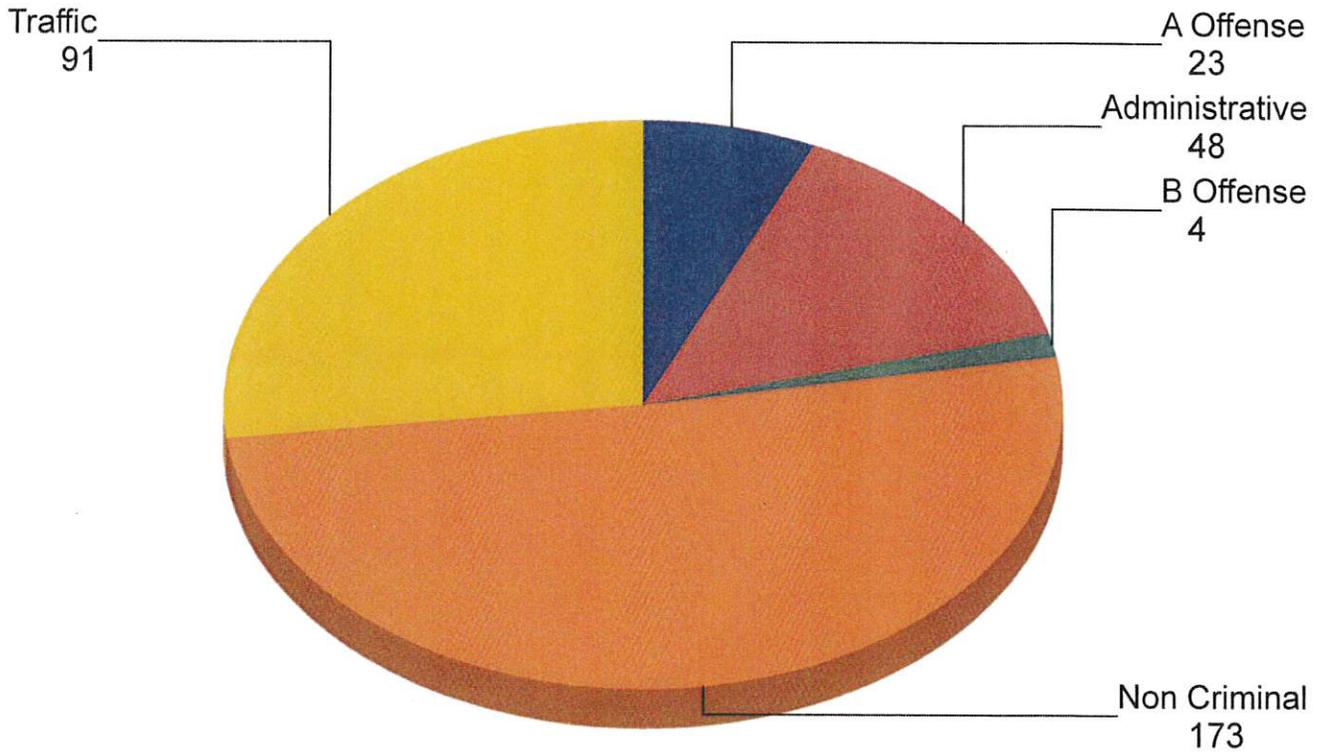
Mayer City

Animal:	1
Driving Complaint:	2
Misc Non-criminal:	1
Traffic - Misc:	1
Traffic Stop:	122
Grand Total Verbal Warnings:	127



**Carver County Sheriff's Office
Monthly Calls for Service
From: 06/01/2016 To: 12/31/2016**

Mayer City



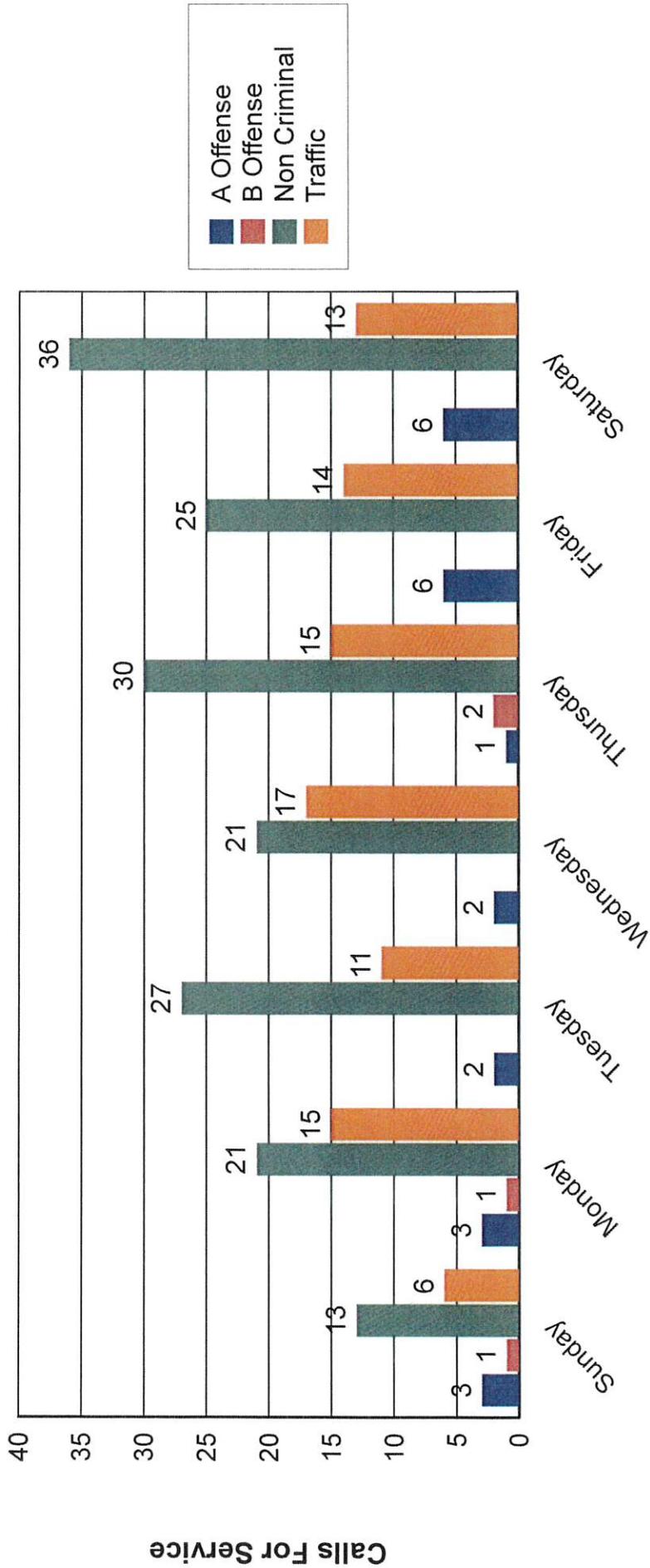
Total A Offense:	23
Total B Offense:	4
Total Non Criminal:	173
Total Traffic:	91
Total Administrative:	48

Total Mayer City: 339



Carver County Sheriff's Office
 Monthly Calls for Service
 From: 06/01/2016 To: 12/31/2016

Mayer City

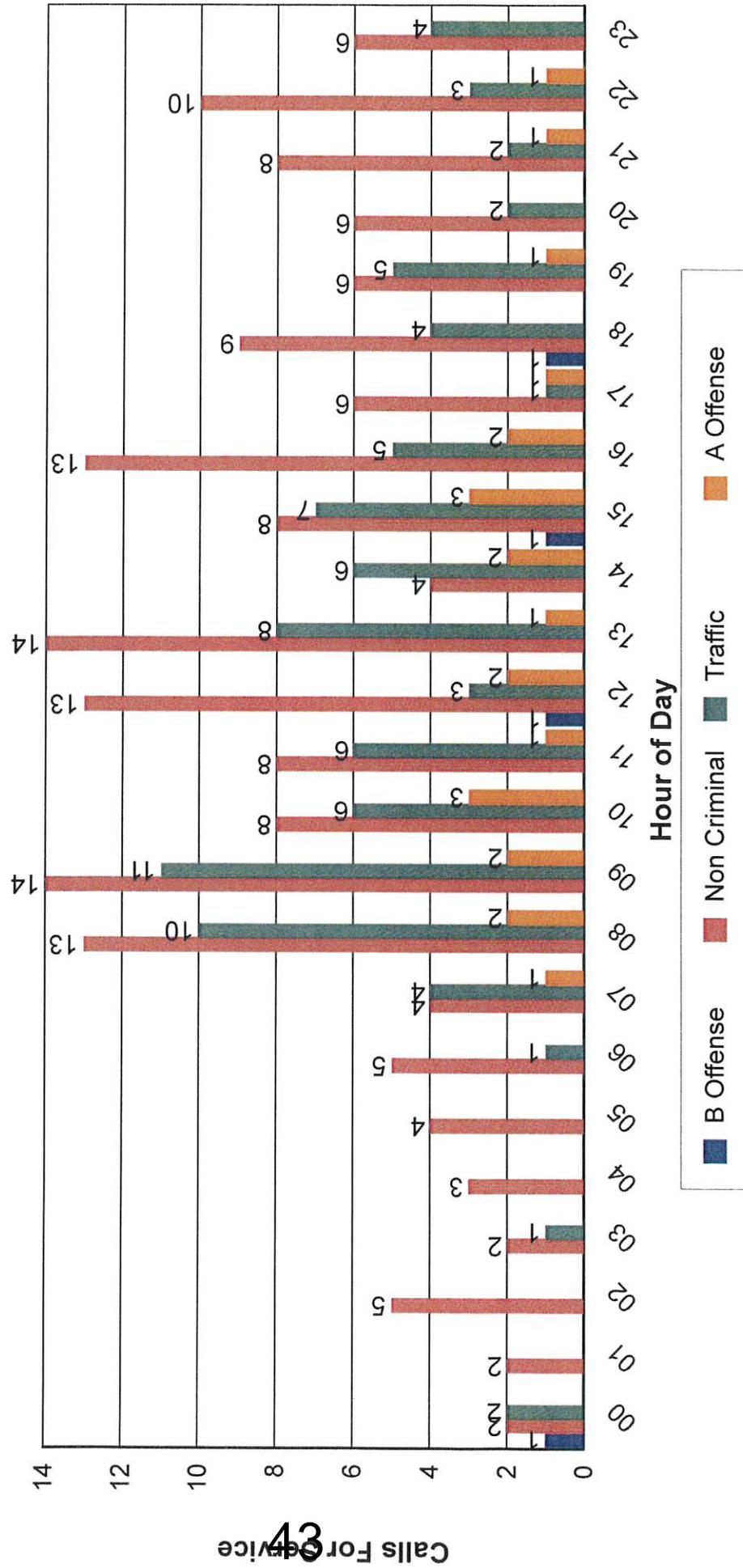


Total Mayer City: 291



**Carver County Sheriff's Office
Monthly Calls for Service
From: 06/01/2016 To: 12/31/2016**

Mayer City



Total Mayer City: 291



Carver County Sheriff's Office
Monthly Calls for Service
From: 06/01/2016 To: 12/31/2016

Mayer City

Patrol

A Offense

Burglary	4
Counterfeiting/Forgery	1
Drug Violation	1
Property Damage	8
Theft	4
Fraud	4
Weapons	1

Total A Offense: 23

B Offense

Family Offense	1
Liquor Viol	1
Misc - criminal	2

Total B Offense: 4

Non Criminal

Misc Non-criminal	34
Unlock Vehicle/bldg	2
Alarm	13
Domestic	5
Abuse/Neglect (Info Only)	5
Animal	14
Medical	40
House Check	1
Assist Other Agency	1
Fire Call	4
Mental Health	5
Civil Process	1
Transport	1
Warrant Service	1
Suspicious Activity	23
Open Door	1
Disturbance (Info Only)	20
Child Custody Dispute	2

Total Non Criminal: 173

Traffic

Traffic - Misc	16
Traffic Stop	60
Pd Accident	4
Pd Accident Mv/deer	1
Driving Complaint	10

Total Traffic: 91

Total Patrol: 291

Administrative



**Carver County Sheriff's Office
Monthly Calls for Service
From: 06/01/2016 To: 12/31/2016**

Administrative	
GunPermit-Acquire	22
GunPermit-CarryNew	25
ATF	1
Total Administrative:	<hr/> 48

Total Administrative: 48

Total Mayer City: 339



Carver County Sherff's Office
Arrest Summary
From: 06/01/2016 To: 12/31/2016

Mayer City

11B - Sodomy	1
11D - Fondling	1
26A - False Pretenses/Swindle/Confidence Gar	1
520 - Weapon Law Violations	1
90A - Bad Checks	1
90G - Liquor Law Violations	1
90Z - All Other Offenses	2

Total Number of Charges Involving All Arrests:	8
Total Number Individuals Arrested:	5
Total Incident With Arrests:	5



Carver County Sherff's Office Citation Summary From: 06/01/2016 To: 12/31/2016

Mayer City

Failure To Yield:	1
H&R Property Damage Accident:	1
Inattentive Driving:	2
Restricted License Violation:	1
Seatbelt Violation:	1
Speed:	3
Stop Sign:	2
Total Mayer City:	11



**Carver County Sheriff's Office
Verbal Warnings
From: 06/01/2016 to 12/31/2016**

Mayer City

Animal: 1

Driving Complaint: 1

Traffic - Misc: 2

Traffic Stop: 51

Grand Total Verbal Warnings: 55



Council Memorandum – Workshop

Item: Mayer Fire Station Financing Option

Meeting Date: September 4, 2019

Presented By: Margaret McCallum, City Administrator

Recommendations/Council Action/Motion Requested:

To review the financing options for a new fire station.

Details:

The Mayer Fire Department was established in 1900 and had a long history within the community and surrounding townships. The Department provides services to the City of Mayer (about 2,100 residents) and the four surrounding townships: Camden, Hollywood, Waconia, and Watertown.

Current Station

The existing station is a 5,394 square foot concrete block building built in 1972. The current station is located at 400 Ash Avenue North.

The building has no expansion ability due to land constraints. The City would have to try and purchase existing land as a possible option.

There have been expansions and remodeling on the building in the past including new apparatus bays, heating system, painting and new roof and siding.

Studies by Brunton Architects and by the League of Minnesota Cities have determined concerns about the current station. The existing station is lacking adequate space and up-to-date ventilation mechanisms.

Community Growth

The City has been growing exponentially since the current station was built in the 1970s. The Mayer population growth is as follows:

1970 – 325

2000 – 554

2010 – 1,749

2019 – 2,100 (projected)

The City has seen a steady growth of about 25-30 homes in the recent years.

New Station

The City has been researching the construction of a new fire station.

The City did a location feasibility study in 2016 to determine the most ideal location. After review of three sites within the City of Mayer, the study recommended 409 Shimmcor Street as the best location for the new station.

The proposed building would be a 12,560 square foot precast concrete building (main floor) with a 1,700 square foot mezzanine. It would include apparatus bays, training spaces, offices, ADA Accessibility, ample parking and other support spaces.

New Fire Station Project Cost

The project is projected to be about \$3,148,210 for building construction. This does not include the inside amenities such as exercise equipment, electronics, tables, chairs, etc.

Loan and Financing Options

There are several options for financing the new fire station.

****A representative from Ehlers will be at the meeting to go over financing options and the procedures included in those financing options****

Options include: Referendum G.O. Bonds, Capital Improvement Plan G.O. Bonds, EDA Lease Revenue Bonds and City Lease Agreement.

The referendum G.O. Bond option would be the option if the Council were to decide to call for an election to determine if bonds should be issued for the project.

The Capital Improvement Plan G.O. Bond would be if the Council chose to move ahead with the USDA Loan Financing Option.

Attachments:

2016 Location Feasibility Study
2018 LMCIT Fire Station Walkthrough Study
2019 Preliminary Architectural Feasibility Report
USDA Loan Fact Sheet
USDA Loan Amortization Schedule
Financing Options
Capital Improvement Plan Option Schedule
Referendum Option Schedule

MAYER FIRE STATION FEASIBILITY STUDY

MAYER, MN

JANUARY 20, 2016



BRUNTON
ARCHITECTS & ENGINEERS

225 Belgrade Ave, North Mankato, MN 56003
5900 Green Oak Drive, Ste. 300A, Minnetonka, MN 55343
(507) 386-7996

WWW.BRUNTONARCHITECTS.COM

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Space Needs Analysis	5
Conceptual Block Diagram	6-7
Conceptual Site Plan	8-10
Site Matrix	11
Statement of Probable Costs	12

SUMMARY

Brunton Architects & Engineers was commissioned by the City of Mayer to complete a comprehensive study for the feasibility of a new fire station.

The existing fire station does not have the space to accommodate essential areas needed in an emergency facility for the department to sufficiently and practically serve the residents of Mayer. The Mayer Fire Department serves not only the city of Mayer, but also the four surrounding townships. Additionally, a large training and meeting room will give the fire department the opportunity to host regional training sessions and meetings. Key training and recruiting for volunteer firefighters is critical to the survival of a small town department.

The intent of the feasibility study was to review potential sites and relevant amenities provided by each site, review potential access barriers of these sites, complete an existing facility study, complete a space needs analysis, and develop conceptual diagrams of the proposed building.

The process used for the study:

- 1) The existing building and conditions were measured and documented.
- 2) The Fire Chief and Mayor were interviewed.
- 3) The information gathered from the interview (the "Program" information) was used to determine the Space Needs Analysis.
- 4) Assess potential sites with consideration to the final square footage needed from the space needs analysis.
- 5) Recommendation of a building solution for the department.
- 6) Assist the building committee in completing a Site Matrix to determine the most desired building site.
- 7) Generate the final Feasibility Study Report.

PROGRAM INFORMATION

The Program is developed from visiting the existing building and gathering information from the staff.

1. General Information:
 - a. The city of Mayer is located in the center of the fire department's response area
 - b. Three proposed sites to be studied.
 - c. The fire department uses hydrants on the edge of town to refill drop tanks for rural response calls.
 - d. 30 paid on-call fire fighters.
 - e. The fire department responds to medical calls.
 - f. Possibility of ambulance responding from the fire station in the future.
 - g. Possibility of sleeping quarters being needed in the future.
2. Office space needs:
 - a. (1) One private office for Fire Chief
 - b. (1) One private office for Assistant Fire Chief
 - c. (1) One private office for Training Officer
3. Shared space needs:
 - a. Meeting/Training room for 50 people (not open to the community)
 - b. Kitchen
 - c. Fitness Room
 - d. Lounge
 - e. Hose Tower with Sky warn windows
4. Apparatus: (9) Bays preferred
 - a. (2) Engines
 - i. (1) 32'-9"
 - ii. (1) 34'-0"
 - b. (2) Rescues
 - i. (1) Pickup with utility
 - ii. (1) Heavy Rescue 31'-8"
 - c. (2) Tankers
 - i. (1) 2000 gallon
 - ii. (1) 3200 gallon
 - d. (2) Grass Rigs
 - e. (1) Hummer
 - f. (1) Boat on Trailer
 - g. (1) Future Ladder Truck

SPACE NEEDS ANALYSIS

Existing Square Footage = 5,394
 Needed Square Footage = 12,072

Area	Square Footage Needed	Existing
Office 1 Fire Chief	120	110**
Office 2 Assistant Fire Chief	120	N/A*
Office 3 Training Officer	120	N/A*
Meeting/Training Room	1,250 (25 sf/per person x 50 people)	527
Kitchen	280	36
Hose Tower/Decontamination	200	N/A*
Storage	400	N/A*
SCBA/Laundry	400	N/A***
Fitness Room	300	N/A*
Restrooms (1 Mens/1 Womens)	300 (150/ each)	72
Mechanical	200	N/A*
Compressor Room	120	N/A***
Apparatus Bays	7,200 (9 bays @ 800/each) 20' x 40'/ each	4,500***
Apparatus Bay Restroom (1 Unisex)	50	N/A*
Gear Grid Area	200	N/A***
Total Net Area	11,260 SF	5,245
Add Circulation 20% (less bays) (4060 sf x .20)	812 SF	149
Total Building Gross SF	12,072 SF	5,394

*Does not exist in current facility

**Currently only one office for all 3 staff members

***Currently Gear/SCBA/Compressor/Laundry is located in apparatus bay

CONCEPTUAL BLOCK DIAGRAM - A

COMPRESSOR
180.0 SF

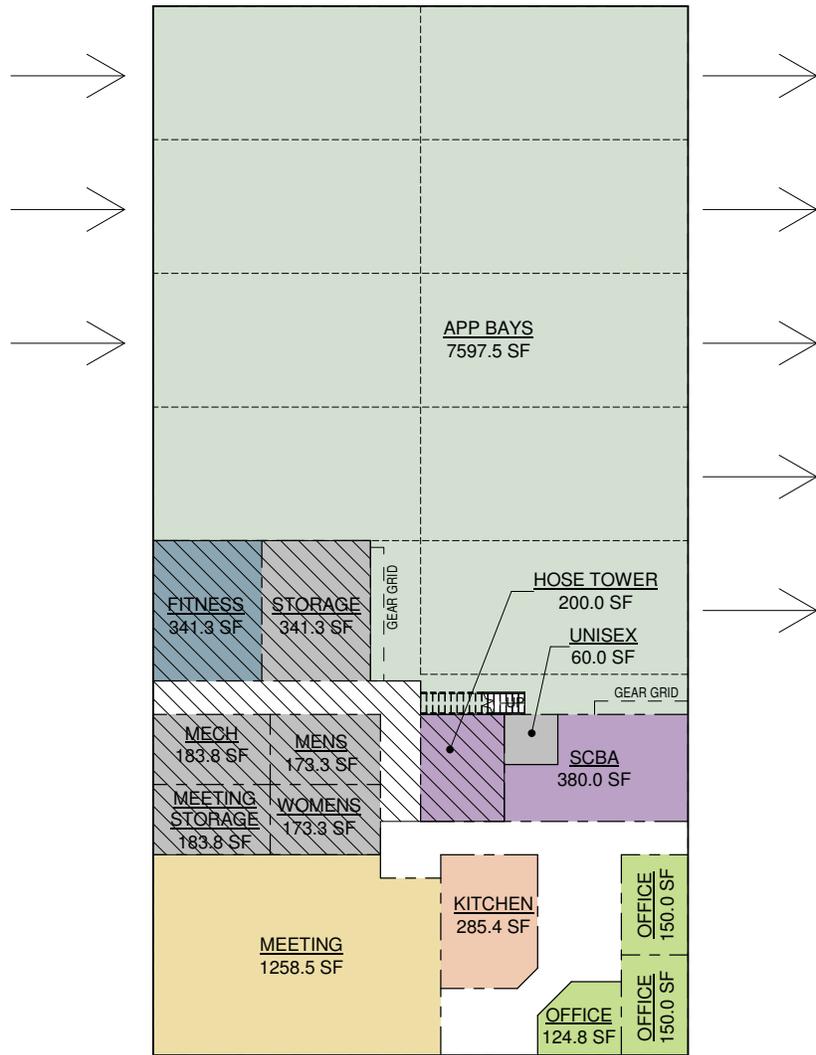


STORAGE
1512.5 SF

HOSE TOWER
200.0 SF

② SECOND FLOOR
1/16" = 1'-0"

1692 SQ FT



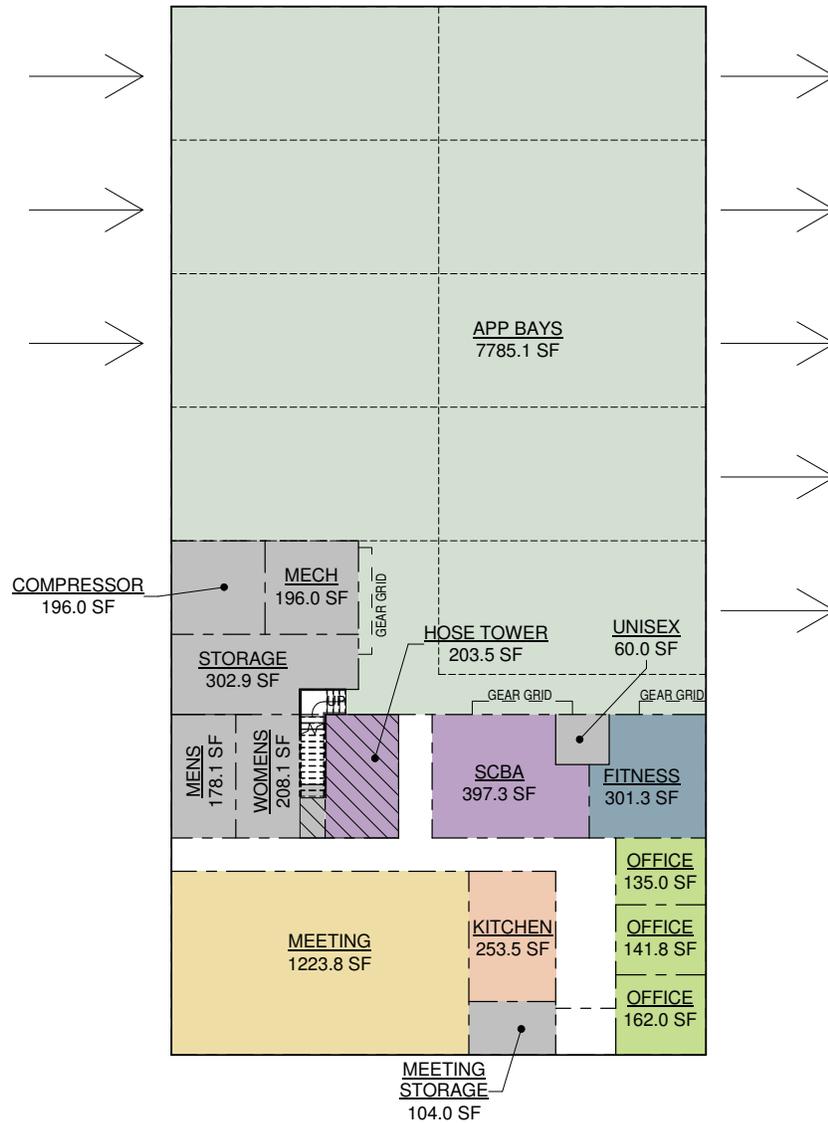
① FIRST FLOOR 'A'
1/16" = 1'-0"

12,560 SQ FT

MAYER FIRE FEASIBILITY STUDY
MAYER, MN



CONCEPTUAL BLOCK DIAGRAM - B

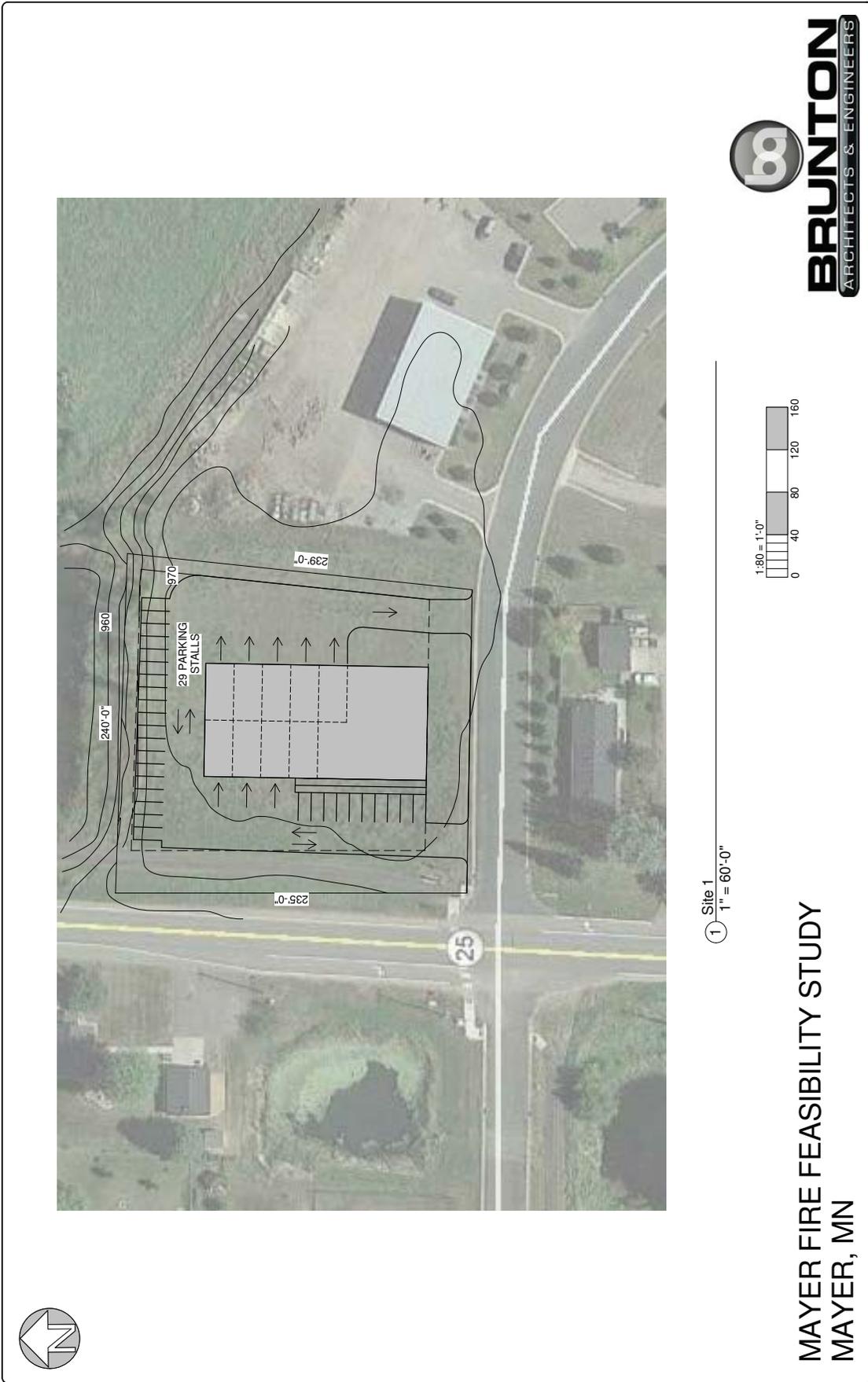


① FIRST FLOOR 'B' 12,560 SQ FT
1/16" = 1'-0"

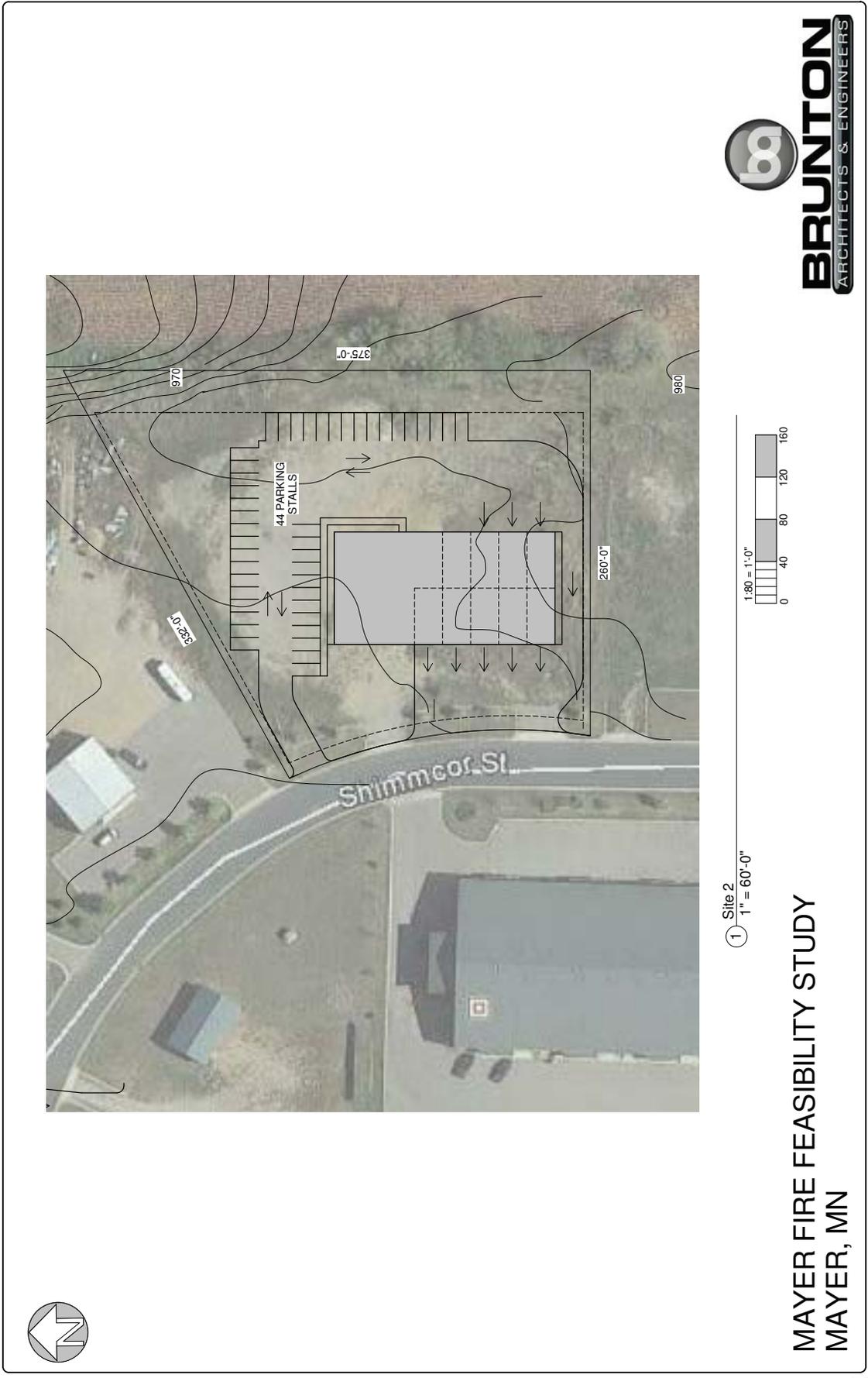
MAYER FIRE FEASIBILITY STUDY
MAYER, MN



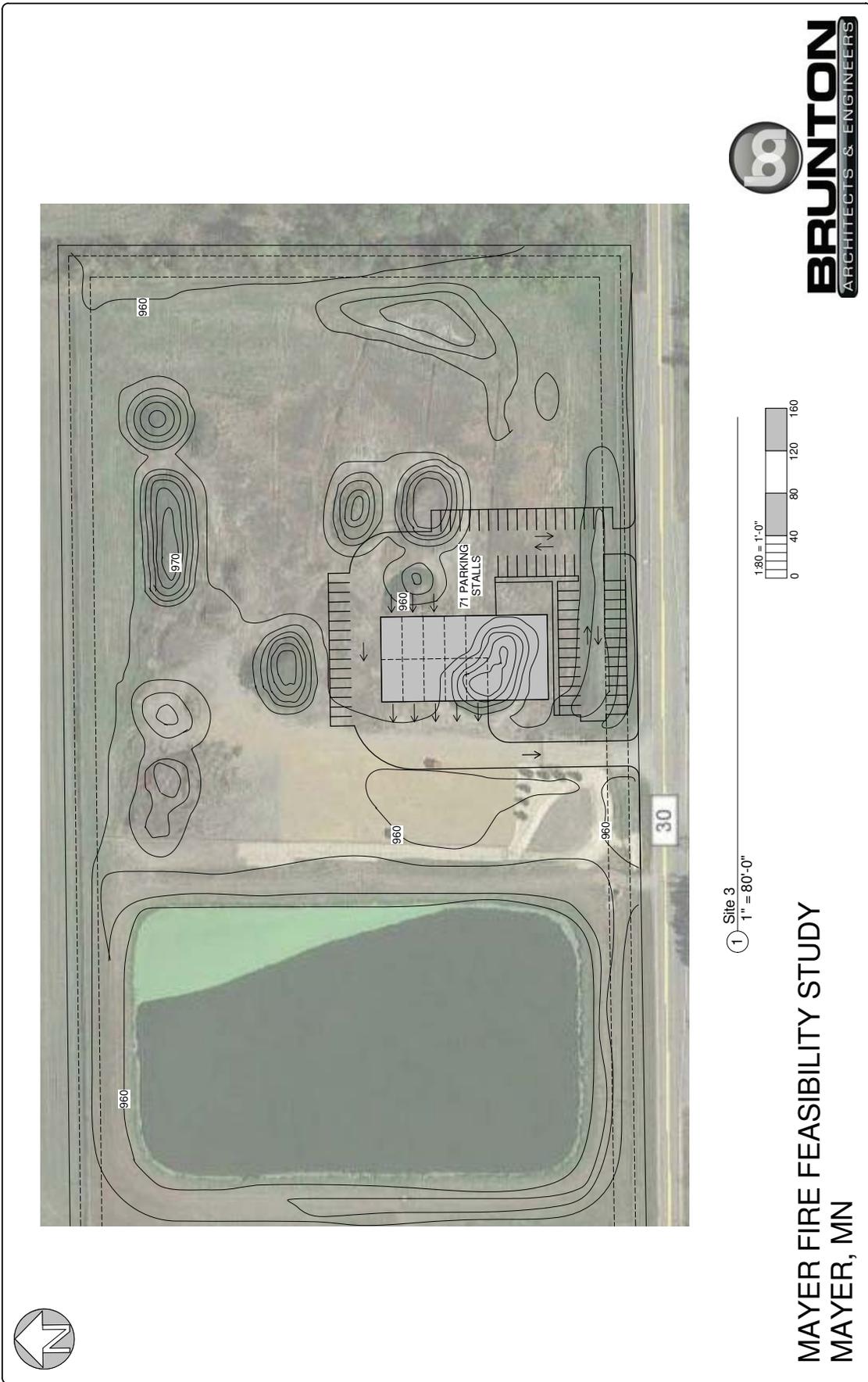
CONCEPTUAL SITE PLAN



CONCEPTUAL SITE PLAN



CONCEPTUAL SITE PLAN



SITE MATRIX

SITE SELECTION MATRIX

City of Mayer

SITE NAME	GEOGRAPHIC LOCATION	LOT SIZE (EXPANSION)	SAFETY	UTILITIES	COST OF LAND	TOTALS
SITE 1	80	16	64	40	28	228
SITE 2	60	38	64	40	32	234
SITE 3	20	38	56	8	16	138

Total numbers combined for 4 Fire Facility Building Committee members.

RANKING: Scale 1-5 (5 = Highest)

SITE 2 HAS HIGHEST RANKING = BEST OPTION



MAYER, MN

STATEMENT OF PROBABLE COSTS

PROJECT DESCRIPTION

Construct a fire station building on proposed Site #2 on Shimmcor Street in Mayer, MN. The block diagrams produced were based upon the approved program of spaces and space needs analysis.

CONSTRUCTION COST CALCULATIONS

Based upon our recent experience with projects such as yours, the below square footage costs are raw building costs, ie: not including the land cost, design fees, or equipment costs.

Conceptual Block Diagram A

Total square footage =

First Floor: 12,560 SF

Second Floor: 1,692 SF

First Floor: 12,560 SF x \$190/SF

Second Floor: 1,692 SF x \$100/SF

Total = approx. \$2,555,600

Conceptual Block Diagram B

Total square footage =

First Floor: 12,560 SF

First Floor: 12,560 SF x \$190/SF

Total = approx. \$2,386,400

SUMMARY

It appears the proposed fire station will fit on the proposed lot. Further modifications to the floor plans are expected and additional cost saving measures will be explored. The projected costs are estimates only and are greatly impacted by interior finish selections and exterior geometry choices. The above estimate is subject to fluctuations in the market for materials, labor, and escalation. As design moves forward, updated cost estimates and projections will be provided and reviewed to assure the project budget is maintained throughout the life of the project.



Rod Maetzold, Fire Chief – mayerlumber@frontiernet.net
City of Mayer
413 Bluejay Ave.
Mayer, MN 55360

Re: Fire Department Building Safety Walkthrough Conducted on June 4, 2018

Dear Chief Maetzold,

On the above date, I met with you to discuss loss control topics pertaining to the Mayer Fire Department. This was in conjunction with the City of Mayer's participation in the League of Minnesota Cities Insurance Trust (LMCIT) property, liability and/or workers' compensation program.

Purpose of Visit

The purpose of my visit was to conduct a safety survey of the Fire Department station and operations to identify areas and job tasks where there is known or potential hazards. During my visit, we discussed the following:

- Walkways & Aisles
- Housekeeping
- Stairs
- Meeting Rooms & Use
- Apparatus Bays & Storage
- SCBA Filling Area
- Equipment Maintenance Area
- PPE Washing
- ADA Accessibility
- Equipment Maintenance Area
- Getting On/Off Equipment
- Miscellaneous

Conclusions

- The City of Mayer Fire Department keeps the fire station well maintained and practices good overall housekeeping in the limited space they have.
- The Mayer Fire Department also provides to their employee's individual gear and lockers for each firefighter with decontamination areas, for both SCBA & PPE.
- The Mayer Fire Department already has in place some safety features related to the prevention of employee slips, trips and falls. Including housekeeping, and limiting obstructions in walkways.
- The City of Mayer Fire Department may be eligible to receive an OSHA grant for employee safety equipment. For more information, visit the Minnesota Department of Labor and Industry's website at <http://www.doli.state.mn.us/wsc/Grants.asp>, email DLI.Grants@state.mn.us, or call (651) 284-5162 (local) or (800) 731-7232 (toll free).
- To help reduce potential hazard the City Mayer wish to consider implementing the loss control recommendations (also listed in the Appendix).

Recommendations

I've included loss control recommendations aimed at reducing the slip, trip and fall hazards, employee safety, American with Disabilities Act (ADA) compliance, and overall building safety for your consideration in the attached appendix. Steps should be taken to evaluate and reduce these hazards.

60 Day Response

I have submitted recommendations for your consideration as a tool to help guide your risk management efforts. The decision to complete the recommendations, either in part or in full or the decision not to complete recommendations, lies entirely with the City of Mayer. LMCIT believes completion of recommendations can ultimately reduce property, liability or workers' compensation losses as the case may be.

Please contact me by telephone or email within the next 60 days to let me know what, if any, progress you are making on each recommendation. I look forward to hearing from you.

Thanks again for the time and courtesy extended to me during my visit. As always, if you have safety or loss control related questions, please do not hesitate to contact me.

Sincerely,
Sincerely,



Elizabeth Tadsse | Loss Control Representative

Tel: (651) 281-1231

E-Mail: Etadsse@lmc.org | Web site: www.lmc.org

League of Minnesota Cities
145 University Avenue West
St. Paul, MN 55103-2044



**Troy T. Walsh | Loss Control Consultant
Public Safety Specialist**

Mobile: (612) 554-0623 | Tel: (651) 281-1231

E-Mail: twalsh@lmc.org | Web site: www.lmc.org

League of Minnesota Cities
145 University Avenue West
St. Paul, MN 55103-2044

c: Christopher Biehle, Bullis Insurance Agency – cbiehle@bullisagency.com
Margaret McCallum, City Administrator - margaret.mccallum@cityofmayer.com

Attachments: Appendix New Recommendations

Recommendations and comments are provided for loss control and risk exposure improvement purposes only. They are not made for the purpose of complying with the requirements of any law, rule or regulation. We do not infer or imply in the making of these recommendations and comments that all sites were reviewed or that all possible hazards were noted. The final responsibility for conducting loss control and risk management programs rests with the member.

Recommendation Appendix

The referenced products and/or services are provided solely as a source of general assistance and should not be taken as the League's endorsement of the particular product or service or a recommendation that it will meet your unique needs.

The City of Mayer Fire Department: 400 Ash Ave N. Mayer, MN 55360

The Mayer Fire Department was established in 1900, and has a long history within the community and surrounding townships. When meeting with Fire Chief Rod Maetzold, we discussed the history of the Fire Station, current apparatus, future projections for the community, and current operations of the department. The Mayer Fire Station was originally built in the 1960's with an addition of three apparatus bays in the 1980's. Chief Maetzold discussed that the members of the fire department and community have done extensive remodels and repairs to the station including, new apparatus doors, apparatus bay heating systems, multiple exterior and interior paint updates, new roofs and siding upgrades. This does not include equipment updates to the station that would include SCBA filling station, gear washing machine, gear drying machine, hose drying racks, gear lockers, and maintenance/ tool repair area. Chief Maetzold discussed that as the community has grown so have the apparatus, and the equipment needs. This growth has started to become an issue with storage, and organization of the station. Chief Maetzold and the membership have done an excellent job to keep the station maintained, organized, and clutter free to promote safety for its members and the public.

During the walkthrough we reviewed safety clearance in walking areas in the station, organization, building safety, exhaust systems for apparatus bays, storage, and the meeting/office rooms.

I have added recommendation following our walkthrough, and these are in the below attachment.



Recommendations and comments are provided for loss control and risk exposure improvement purposes only. They are not made for the purpose of complying with the requirements of any law, rule or regulation. We do not infer or imply in the making of these recommendations and comments that all sites were reviewed or that all possible hazards were noted. The final responsibility for conducting loss control and risk management programs rests with the member.

Recommendations generated from today's visit:

01-06/18: Recommend reviewing apparatus bays for access and clearance. The Mayer Fire Department has a very well kept and organized facility including their apparatus bays. All bays have been filled with apparatus, as well as gear lockers, maintenance equipment, and some fire equipment storage.

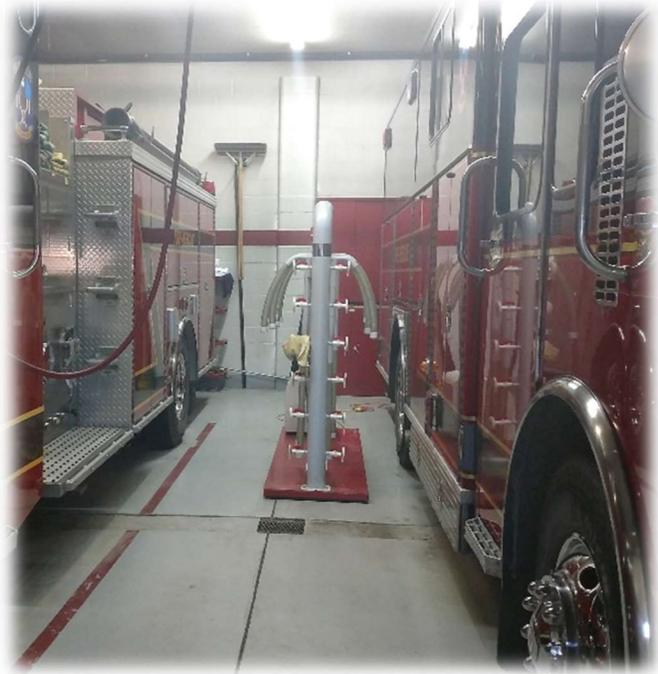
- Apparatus floor markings help ensure proper location of apparatus to maximize access, and limit hazards. Even with these parking markings, there is limited access at the front and rear of most apparatus for members to walk around apparatus. According to the [Safety and Health Considerations for the Design of Fire and EMS Stations](#) published by the US Fire Administration: Page 67 – A minimum 4-foot clearance shall be maintained (designated) around apparatus parked within the station. Most of the current apparatus do have a 4-foot clearance between. The Front & Rear of almost all apparatus does not meet a 4-foot clearance, with a few less than 2-feet.
- The Fire Service has changed for the better with the introduction of routine PPE Washing, and Maintenance. The Mayer Fire Department have acquired a Gear-Dryer for proper PPE Maintenance and Decontamination. This Gear-Dryer does take up some apparatus floor space, but is a valuable tool for firefighter safety.

(Front & Rear Apparatus, Less than 3-Foot Clearance)



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(Between Apparatus, most have 4-foot Clearance but also have multiple obstructions)



(Left Pic: Rear of Apparatus at the Hose Drying Rack, less than 2-feet of clearance)
(Right Pic: All Apparatus have overhead Electrical Plugs to reduce clearance infringement)



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(Left Pic: Space for Boat, the Engine must be moved to get the boat out of the station)
(Right Pic: Space between the boat and the Hose Drying Rack is limited)



(Left Pic: The Grass Truck Clearance is less than 1-foot to the apparatus door)
(Right Pic: The Gear Washing Area and Sink are blocked with additional equipment & items)



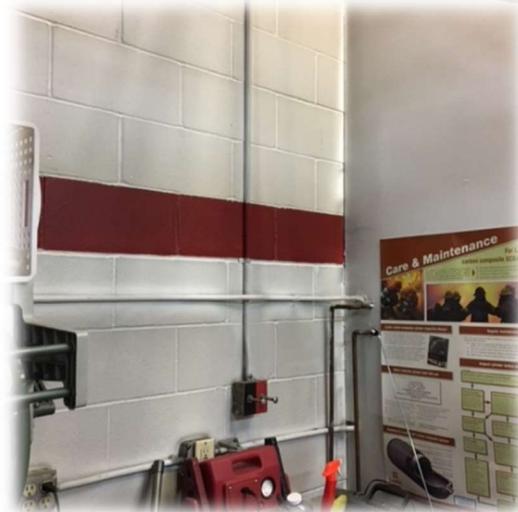
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(Left Pic: The extra hose is stored in gear lockers, limiting space between trucks and lockers)
(Right Pic: The trash receptacle impedes on the mezzanine staircase clearance)



02-06/18: Recommend reviewing the Apparatus Bays and Exhaust Ventilation. The Apparatus Bays are required to have a ventilation system for remove exhaust from apparatus. Minnesota State Statute **5205.0200 GARAGE VENTILATION**. Ventilation shall be provided for all repair garages, service stations, body shops, and all live storage garages, housing six or more vehicles driven by internal combustion engines. A live storage area is any area within a building used for the storage of fire trucks, tractors, automobiles, trucks, and other self-propelled vehicles driven in and out under their own power. <https://www.revisor.mn.gov/rules/?id=5205.0200>

- Note: In the photos the discoloration of the white walls with diesel exhaust soot.



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- Note: There has been a rising risk of Cancer within the Fire Service, and some of these concerns to reducing the risk of cancers in firefighters is the exhaust within the fire station. There are many changes in the fire service to prevent and reduce cancer in firefighters, and reducing the risk of exhaust exposure is one of them. [Diesel Exhaust & Other Carcinogens \(www.fccancer.org\)](http://www.fccancer.org)
- According to the [Safety and Health Considerations for the Design of Fire and EMS Stations](#) published by the US Fire Administration: Page 95 - Diesel exhaust has been classified as carcinogenic to humans by the International Agency for Research on Cancer (IARC), a branch of the World Health Organization.

03-06/18: Recommend reviewing the SCBA filling area. The SCBA Filling station is currently in the apparatus bay and close to the sink for SCBA Decontamination. When firefighters return from training and/or fire's they must decontaminate their SCBA's, refill bottles, and inspect them for service. This is being accomplished in a limited space area.

- During the walkthrough Chief Maetzold discussed during warmer weather apparatus can be placed outside when these tasks are completed, but during freezing temps this task becomes more difficult because of space.
- The SCBA Fill station has been plumbed for Fresh Air from the exterior of the building, when filling SCBA's.
- The National Fire Protection Association (NFPA) 1852, *Standard on Selection, Care, and Maintenance of Open-Circuit Self-Contained Breathing Apparatus (SCBA)*, provides requirements for the inspection, testing and repair of SCBA.



Decontamination Sink is located behind the Grill next to the Gear Washer

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04-06/18: Recommend reviewing of Turn-out-Gear (PPE) washing area. The Fire Service has seen many changes, and decontamination of firefighter PPE has become another action in increasing life of PPE, and reducing the risk of cancer in firefighters. The PPE washing area is in the apparatus bay in close proximity to the SCBA fill station, and sink. This area may be used more often than the SCBA area with decontamination after ems emergencies, crashes, wildland fires, as well as structure fire and training.

- Chief Maetzold again stated during warmer weather apparatus can be placed outside when these tasks are completed, but during freezing temps this task becomes more difficult because of space.



05-06/18: Recommend reviewing the use of Battery Tenders and Electrical Hazards. Battery tenders are commonly used for vehicles and equipment that have battery drawdown, and/or that do not get started often. These tenders help maintain the correct voltage to start and operate the apparatus. During the walkthrough the station currently has a couple of Batter Tender Banks mounted to the ceiling and hooked into the electrical system. These tender banks could pose a long-term concern with location, fall hazards, proximity to water, as well as a potential fire hazard.



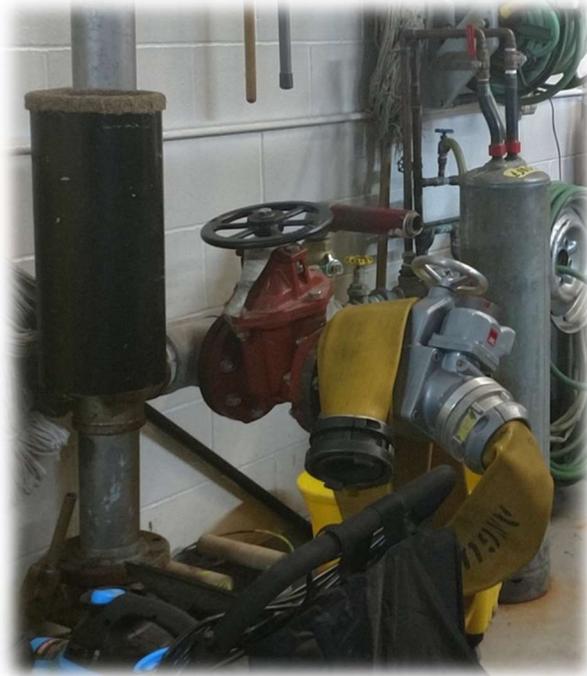
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06-06/18: Recommend reviewing the use of overhead fill stations for apparatus. As the Fire Service has modernized and updated Fire Apparatus the overhead fill has been replaced with safer methods. When the firefighter needs to climb onto the top of the apparatus to fill with water, they increase the potential of falling. These chances greatly increase during an emergency, and especially during the winter months. If the apparatus is unable to fill from ground level, overhead may be the only option. As apparatus are replaced, adding ground level fill intakes will reduce and/or eliminate the need to climb on the apparatus. The current station does have a ground filling station located at the back of the building. This again does pose an issue maintaining a 4-foot clearance around apparatus. Encouraging the use of the ground fill location, is a best practice for safety.

(Current Overhead Fill – Inside Station)



(Current Ground Fill Location – Inside Station, Rear *North* Wall)



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07-06/18: Recommend reviewing storage areas above meeting office and meeting room. The Fire Department have utilized the vertical storage areas about the office and meeting room for equipment storage, gear storage, and less used items. These areas include wall shelves, floor storage, and some HVAC equipment. This area is accessed via the apparatus bay using a staircase.

- The storage area has shelves that are storing EMS equipment, training items, event supplies, as well as additional firefighter PPE.
- The second-floor storage areas have been kept organized, but the floor areas are starting to accumulate items with lack of additional storage room. The added storage items could be adding weight to the “dead load” of the floor construction and could potentially be problematic over time.
- The second-floor storage rooms also have low-ceiling height increasing the potential for injuries. When members need to access they will need to crawl or crouch. These actions could cause potential head injuries because of height, but could also create an awkward body posture when needing to move large or heavy items.

(Directly at top of stairs – directly above Chiefs office.)



(East Side of Building – Left photo – Over Restrooms
Right photo – Over Meeting Room, looking north)



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(East Side of Building – Over Meeting Room – Looking South)



08-06/18: Recommend reviewing the office, meeting room, and restrooms for occupancy load, access and ADA accessibility. The meeting room and kitchenet are directly in the main front door, and is a location where meetings, trainings, and gatherings typically occur. At the rear-left of the meeting room is an office with two desks and file storage. The rear of the meeting room is both an Male & Female Restroom, as well as a utility/storage room.

- Reviewing the American with Disabilities Act (ADA) for accessibility and access for not only the fire department membership, but also the public during events or emergencies. Minnesota Council on Disability – A resource for all things dealing with disability and disability policy in Minnesota. Survey Example - <http://www.disability.state.mn.us/wp-content/uploads/2016/09/CM-BUILDING-ACCESS-SURVEY-SHORT-DF-FINAL.docx>
- The current meeting room is 17.5' ft. x 34' ft. = 595sq ft. (minus the kitchenet 18sq ft.) = 577sq ft. The [Minnesota State Fire Code on Assembly Occupancies](#) , using tables & chairs is 15sq ft. per person. Using this method, the occupancy for this room is approximately 38 People.
- The meeting room, bathrooms, and office are directly connected to the apparatus bays. This is also a concern for exhaust and continued carcinogen exposure.
- According to the [Safety and Health Considerations for the Design of Fire and EMS Stations](#) published by the US Fire Administration: Page 85 - The challenge in the design of fire and emergency services facilities to minimize the risks of cancer is to isolate, capture and remove the carcinogens. While these are simple concepts, they require a change that needs to be accepted in the emergency response culture.

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(Left Photo – Meeting Room with Tables & Chairs South
Right Photo – Office off the Meeting Room)



(Left Photo – Door Left is Office / Door Right is Women’s Restroom
Right Photo – Inside of Women’s Restroom)



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(Left Photo – Men's Restroom Restroom
Right Photo – Utility/Storage Room)



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Mayer Fire Hall

Preliminary Architectural Feasibility Report



Mayer, MN

August, 2019

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North Mankato, MN 56003



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NORTH MANKATO, MN 56001

MINNETONKA
5900 GREEN OAK DRIVE, STE 300A
MINNETONKA, MN 55343

PRELIMINARY ARCHITECTURAL FEASIBILITY REPORT

PROJECT NAME: Mayer Fire Hall, Mayer, MN
PROJECT NUMBER: 18138-3
DATE: August, 2019

GENERAL: The following report will outline the need, cost, and requirements for a new Fire Hall in Mayer, MN.

A) Need for the Facility:

The existing Mayer fire hall has served its useful life. The urban sprawl of the community, along with the added fire service area has required additional emergency response vehicles be placed into service. Having ample space for training, administrative needs, storage, and an efficient garage for the maintenance and safe keeping of the apparatus is greatly needed. The Mayer Fire Department currently covers the City of Mayer which has a population of about 2,100 people; part of Camden Township with about 175 people; part of Hollywood with about 168 people; Waconia Township with about 178 people; and Watertown Township with about 174 people.

B) Existing Facilities:

The existing Mayer Fire Hall is difficult to use and has many shortcomings. It is a 5,394 sq ft concrete block building built in 1972 with limited parking. The League of Minnesota Cities did a building safety walk-through on June 4, 2018. Some of the items identified according to the Safety and Health Considerations for the Design of Fire and EMS Stations published by the US Fire Administration are: A minimum 4-foot clearance shall be maintained (designated) around apparatus parked within the station. Most of the current apparatus do have a 4-foot clearance in-between, however, the front and rear of almost all apparatus do not meet the 4-foot clearance requirement; some with a less than 2-feet. The Grass Truck clearance is less than 1-foot to the apparatus door. The Gear Washing Area and sink are blocked with additional equipment and items. The apparatus walls have diesel exhaust soot on them. The apparatus bays are required to have a ventilation system to remove exhaust. The SCBA filling station is currently in the apparatus bay and close to the sink or SCBA decontamination. When firefighters return from training and/or fires, they must decontaminate their SCBA's, refill bottles, and inspect them for service. The boat is next to the hose drying rack and the Engine must be moved to access the boat. The second floor rooms have a low ceiling height. When members need to access these areas, they need to crawl or crouch which may cause potential head and /or back injuries. None of the restrooms are ADA compliant. A parking lot is needed so firefighters do not have to cross the street to get to the station. The training room's occupancy load is 21 persons which is far short of the required occupancy load.

C) Proposed Facility:

The proposed facility is a 12,940 sf precast concrete structure. The building design includes nine apparatus bays, three offices, hose tower, fitness room, training room, kitchen, restrooms, and a 1,965 sq ft storage mezzanine that also serves to access the hose tower functions of the building. Precast concrete was chosen as the building structure due to its durability and longevity as a building material.

D) Building Site:

a. Amount of land required

The site will need to accommodate fireman parking, ample space for fire truck maneuvering and the 12,940 sf building footprint. The proposed site is located slightly on the south side of town near Casey's General Store and requires 1.83 acres of land.

b. Location - Alternate locations

The City is using an alternative location for the proposed Fire Hall as the existing building cannot be added onto since it is land locked.

c. Site plan

See attached site plan drawing

d. Site suitability

The proposed site allows for ample maneuvering space and it is a suitable site due to its somewhat central location within the city and easy access to main arterial roadways.

E) Cost Estimate

1)	Development and Construction	\$2,583,900
	Building - \$2,170,078	
	Site Construction - \$410,000	
	Soil Borings - \$3,822	
2)	Land and Rights*	N/A
3)	Legal	\$5,000
4)	Architect Fees	\$259,531
5)	Interest	\$___ Annual
6)	Equipment	\$15,000
7)	Contingencies (10% of 1-4)	\$284,779
8)	Refinancing	\$0
	Estimated Total Project	\$3,148,210



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F) Annual Operating Budget

a. Income:

1. Estimated Total Income - \$0

b. Operation and Maintenance Costs:

1. Estimated Staffing Expenses - \$39,000

2. *Does not include any principal or interest for USDA RD financing.

Annual heating/cooling and electricity (lighting & a/c) expenses are estimated to be around \$12,500 / year with the months of December, January, and February being the highest costs for heating.

G) Maps, Drawings, Sketches, and Photographs

a. Maps - See attached project location map

b. Drawings and Sketches - See attached site plan, floor plan, building elevations, typical wall section, and building sections.

c. See attached photographs of the existing building.

H) Construction Problems

a. No construction problems are anticipated at this time.

I) Conclusions and Recommendations

a. The proposed facility will provide a very usable space for the fire department for the next 50+ years. We feel that the proposed design is an economical structure while providing the safety and durability required for the safe operations of the Mayer fire department.

b. We would propose using glass overhead doors for the apparatus bays as it helps admit much needed natural light into the bays.

J) Outline Specifications

a. See attached Table of Contents

End of report



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Project Location: Proposed Mayer Site



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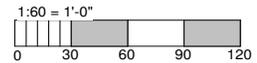
Project Site: Proposed Mayer Lot



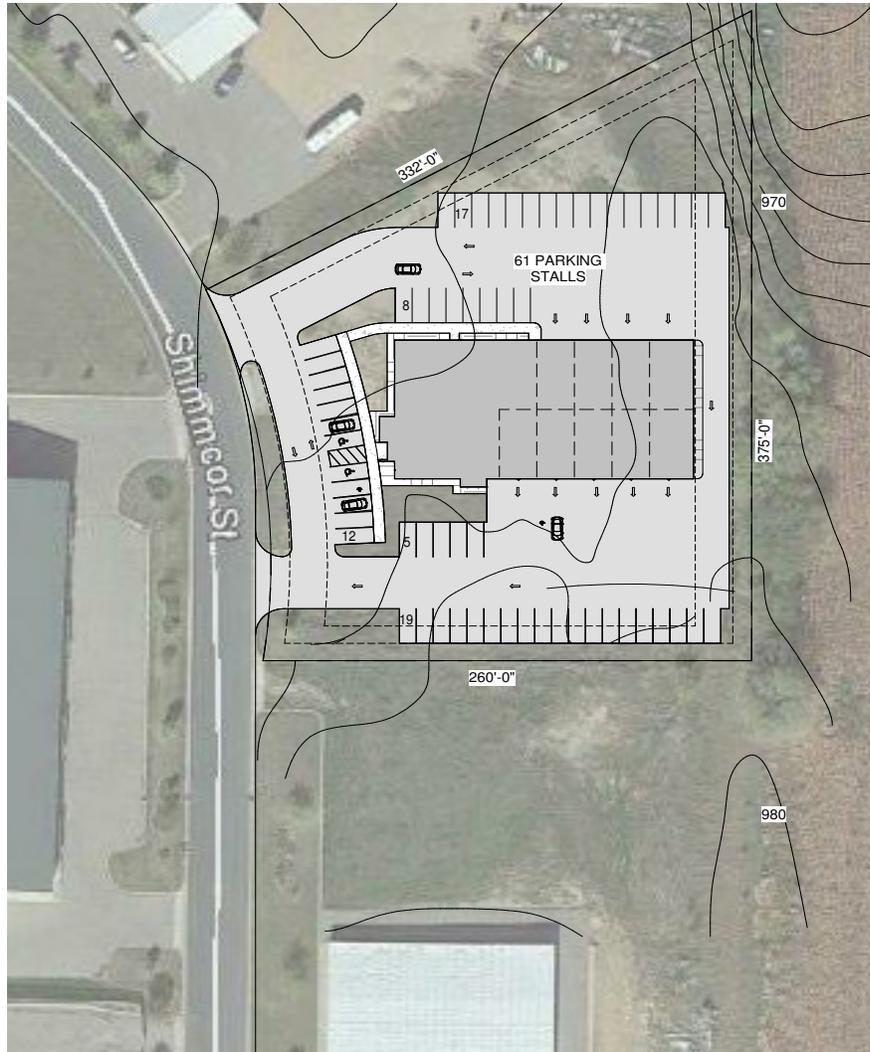
PH: 507.386.7996 FAX: 507.386.7992

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Conceptual Site Plan



C/I Commercial / Industrial
PARKING - 10'
FRONT YARD - 30'
SIDE YARD - 20'
REAR YARD - 30'
MAX HEIGHT - 40'

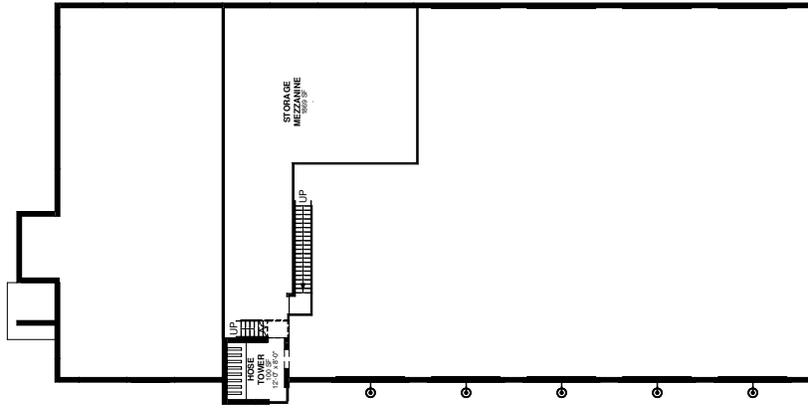
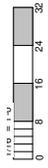


① SITE PLAN
1" = 60'-0"

MAYER FIRE FEASIBILITY STUDY
MAYER, MN



Floor Plan Concept

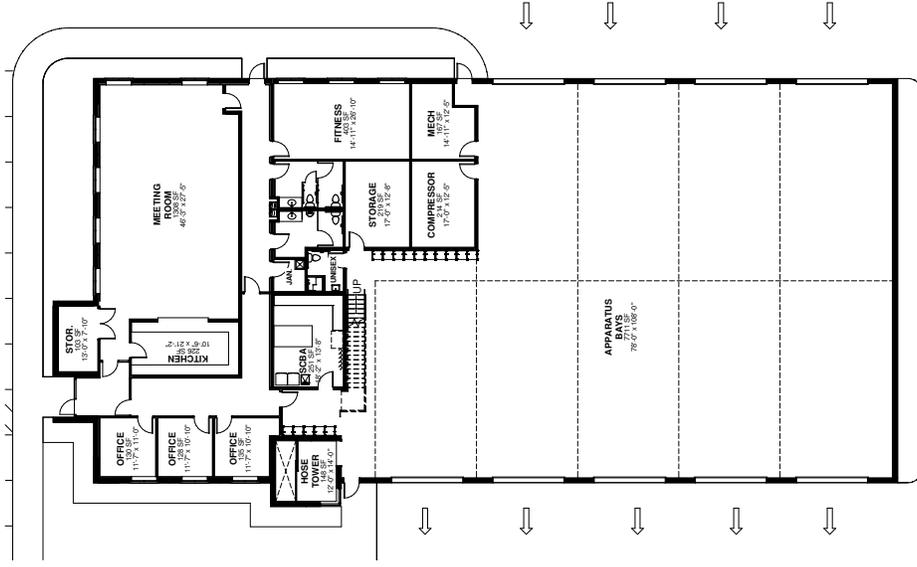


① MEZZANINE
1/16" = 1'-0"
1,989 SQ FT



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MAYER FIRE FEASIBILITY STUDY
MAYER, MN



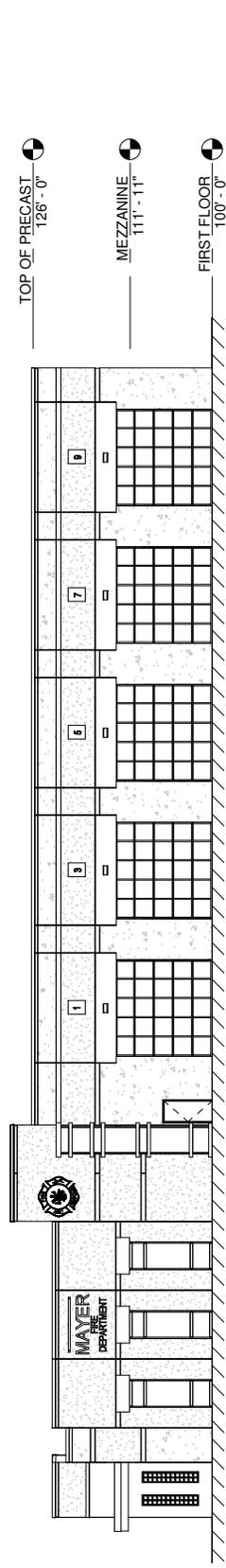
① FIRST FLOOR
1/16" = 1'-0"
12,940 SQ FT



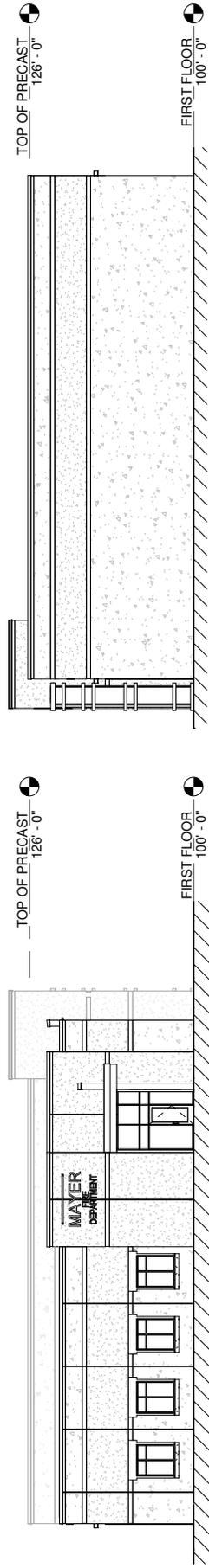
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MAYER FIRE FEASIBILITY STUDY
MAYER, MN

Exterior Elevations

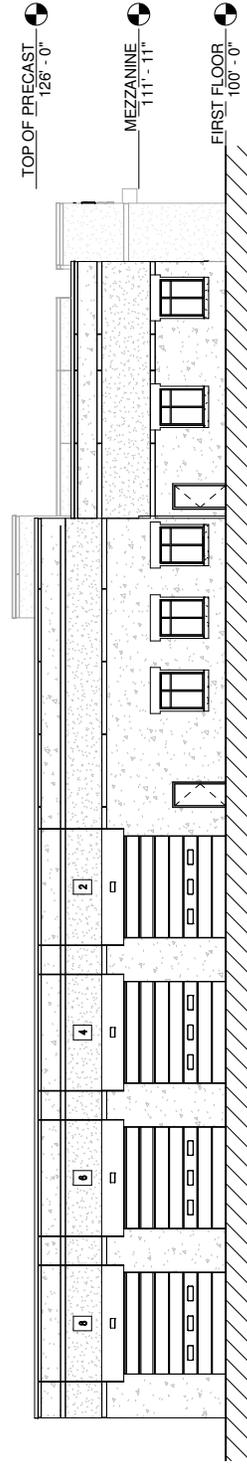


① SOUTH
1/16" = 1'-0"



② WEST
1/16" = 1'-0"

③ EAST
1/16" = 1'-0"



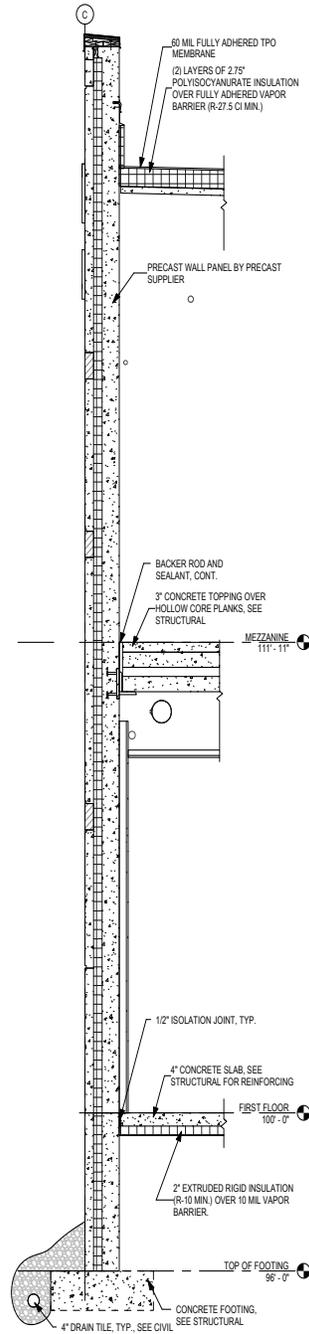
④ NORTH
1/16" = 1'-0"



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MAYER FIRE FEASIBILITY STUDY
MAYER, MN

Wall Section



1 WALL SECTION

Interior Photos - Existing Facility



Interior Photos - Existing Facility



Outline Specifications

SECTION 00 0110

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- M. 23 4000 - HVAC Air Cleaning Devices
- N. 23 5100 - Breechings, Chimneys, and Stacks
- O. 23 5400 - Furnaces
- P. 23 5533 - Fuel-Fired Unit Heaters
- Q. 23 7223 - Packaged Air-to-Air Energy Recovery Units
- R. 23 8127 - Small Split-System Heating and Cooling

2.18 DIVISION 26 -- ELECTRICAL (NOT USED)

2.19 DIVISION 27 -- COMMUNICATIONS (NOT USED)

2.20 DIVISION 28 -- ELECTRONIC SAFETY AND SECURITY (NOT USED)

2.21 DIVISION 31 -- EARTHWORK (NOT USED)

- 31 1000 - Site Clearing
- 31 2000 - Earth Moving
- 31 2313 - Subgrade Preparation
- 31 2319 - Dewatering

2.22 DIVISION 32 -- EXTERIOR IMPROVEMENTS (NOT USED)

- 32 1123 - Aggregate Base Courses
- 32 1201 - Flexible Paving (Municipal Projects)
- 32 1314 - Concrete Walks, Medians, and Driveways
- 32 1613 - Curbs and Gutters
- 32 1723 - Pavement Markings
- 32 9200 - Turf and Grasses

2.23 DIVISION 33 -- UTILITIES

- 33 0505 - Trenching and Backfilling
- 32 1212 - Water Services
- 33 3114 - Sanitary Sewer Services
- 33 4000 - Storm Drainage Utilities

2.24 DIVISION 46 -- WATER AND WASTEWATER EQUIPMENT (NOT USED)

END OF SECTION 00 0110



Community Facilities Direct Loan & Grant

What does this program do?

This program provides affordable funding to develop essential community facilities in rural areas. An essential community facility is defined as a facility that provides an essential service to the local community for the orderly development of the community in a primarily rural area, and does not include private, commercial or business undertakings.

Who may apply for this program?

Eligible borrowers include:

- Public bodies
- Community-based nonprofit corporations
- Federally recognized Tribes

What is an eligible area?

Rural areas including cities, villages, townships and towns including Federally Recognized Tribal Lands with no more than 20,000 residents according to the latest **U.S. Census Data** are eligible for this program.

How may funds be used?

Funds can be used to purchase, construct, and/or improve essential community facilities, purchase equipment and pay related project expenses.

Examples of essential community facilities include:

- Healthcare facilities such as hospitals, medical clinics, dental clinics, nursing homes or assisted living facilities
- Public facilities such as town halls, courthouses, airport hangars or street improvements
- Community support services such as child care centers, community centers, fairgrounds or transitional housing
- Public safety services such as fire departments, police stations, prisons, police vehicles, fire trucks, public works vehicles or equipment
- Educational services such as museums, libraries or private schools
- Utility services such as telemedicine or distance learning equipment
- Local food systems such as community gardens, food pantries, community kitchens, food banks, food hubs or greenhouses

For a complete list see Code of Federal Regulations 7 CFR, Part 1942.17(d) for loans; **7 CFR, Part 3570.62** for grants.

What kinds of funding are available?

- Low interest direct loans
- Grants
- A combination of the two above, as well as our **loan guarantee program**. These may be combined with commercial financing to finance one project if all eligibility and feasibility requirements are met.

What are the funding priorities?

Priority point system based on population, median household income

- Small communities with a population of 5,500 or less
- Low-income communities having a median household income below 80% of the state nonmetropolitan median household income.

What are the terms?

Funding is provided through a competitive process.

Direct Loan:

- Loan repayment terms may not be longer than the useful life of the facility, state statutes, the applicants authority, or a maximum of 40 years, whichever is less.
- Interest rates are set by Rural Development, contact us for details and current rates.
- Once the loan is approved, the interest rate is fixed for the entire term of the loan, and is determined by the median household income of the service area.
- There are no pre-payment penalties.
- Contact us for details and current interest rates applicable for your project.



Community Facilities Direct Loan & Grant

What are the terms? (continued)

Grant Approval:

Grant funds must be available. Applicant must be eligible for grant assistance, which is provided on a graduated scale with smaller communities with the lowest median household income being eligible for projects with a higher proportion of grant funds. Grant assistance is limited to the following percentages of eligible project costs:

Maximum of 75 percent when the proposed project is:

- Located in a rural community having a population of 5,000 or fewer; and
- The median household income of the proposed service area is below the higher of the poverty line or 60 percent of the State nonmetropolitan median household income.

Maximum of 55 percent when the proposed project is:

- Located in a rural community having a population of 12,000 or fewer; and
- The median household income of the proposed service area is below the higher of the poverty line or 70 percent of the State nonmetropolitan median household income.

Maximum of 35 percent when the proposed project is:

- Located in a rural community having a population of 20,000 or fewer; and
- The median household income of the proposed service area is below the higher of the poverty line or 80 percent of the State nonmetropolitan median household income.

Maximum of 15 percent when the proposed project is:

- Located in a rural community having a population of 20,000 or fewer; and
- The median household income of the proposed service area is below the higher of the poverty line or 90 percent of the State nonmetropolitan median household income. The proposed project must meet both percentage criteria. Grants are further limited.

Are there additional requirements?

- Applicants must have legal authority to borrow money, obtain security, repay loans, construct, operate, and maintain the proposed facilities
- Applicants must be unable to finance the project from their own resources and/or through commercial credit at reasonable rates and terms
- Facilities must serve rural area where they are/will be located
- Project must demonstrate substantial community support
- Environmental review must be completed/acceptable

How do we get started?

Contact your **local offices** to discuss your specific project. Applications are accepted year round

Who can answer questions?

Contact our **local office** that serves your area.

What governs this program?

- Direct Loan: 7 CFR Part 1942, Subpart A
- Grant: 7 CFR Part 3570, Subpart A

NOTE: Because citations and other information may be subject to change please always consult the program instructions listed in the section above titled "What Law Governs this Program?" You may also contact **your local office** for assistance. You will find additional forms, resources, and program information at www.rd.usda.gov. *USDA is an equal opportunity provider, employer, and lender.*

Amortization Factor & Amortization Schedule Calculator				
Mayer CF Loan - proposed				
\$ 3,058,050.00	Loan Amount			**Disclaimer - Please note that the breakdown of principal and interest payments shown are an estimate only. Actual amounts are dependent upon the actual date of application of payment. Interest accrues daily from one payment to the next.
3.500%	Interest Rate (entered as a percentage i.e. 3.625%)			
40	Term			
0	# of Years of Principal Deferral (select from drop-down)			
40	Amortization Period			
1	Payments per Year (select from drop-down)			
46.83	Amortization Factor			
\$ 143,209.00	Payment			
				Balance
Payment	Interest	Principal		
			\$	3,058,050.00
1	\$ 107,031.75	\$ 36,177.25	\$	3,021,872.75
2	\$ 105,765.55	\$ 37,443.45	\$	2,984,429.30
3	\$ 104,455.03	\$ 38,753.97	\$	2,945,675.32
4	\$ 103,098.64	\$ 40,110.36	\$	2,905,564.96
5	\$ 101,694.77	\$ 41,514.23	\$	2,864,050.73
6	\$ 100,241.78	\$ 42,967.22	\$	2,821,083.51
7	\$ 98,737.92	\$ 44,471.08	\$	2,776,612.43
8	\$ 97,181.44	\$ 46,027.56	\$	2,730,584.86
9	\$ 95,570.47	\$ 47,638.53	\$	2,682,946.34
10	\$ 93,903.12	\$ 49,305.88	\$	2,633,640.46
11	\$ 92,177.42	\$ 51,031.58	\$	2,582,608.87
12	\$ 90,391.31	\$ 52,817.69	\$	2,529,791.18
13	\$ 88,542.69	\$ 54,666.31	\$	2,475,124.87
14	\$ 86,629.37	\$ 56,579.63	\$	2,418,545.25
15	\$ 84,649.08	\$ 58,559.92	\$	2,359,985.33
16	\$ 82,599.49	\$ 60,609.51	\$	2,299,375.82
17	\$ 80,478.15	\$ 62,730.85	\$	2,236,644.97
18	\$ 78,282.57	\$ 64,926.43	\$	2,171,718.54
19	\$ 76,010.15	\$ 67,198.85	\$	2,104,519.69
20	\$ 73,658.19	\$ 69,550.81	\$	2,034,968.88
21	\$ 71,223.91	\$ 71,985.09	\$	1,962,983.79
22	\$ 68,704.43	\$ 74,504.57	\$	1,888,479.22
23	\$ 66,096.77	\$ 77,112.23	\$	1,811,367.00
24	\$ 63,397.84	\$ 79,811.16	\$	1,731,555.84
25	\$ 60,604.45	\$ 82,604.55	\$	1,648,951.30
26	\$ 57,713.30	\$ 85,495.70	\$	1,563,455.59
27	\$ 54,720.95	\$ 88,488.05	\$	1,474,967.54
28	\$ 51,623.86	\$ 91,585.14	\$	1,383,382.40
29	\$ 48,418.38	\$ 94,790.62	\$	1,288,591.79
30	\$ 45,100.71	\$ 98,108.29	\$	1,190,483.50
31	\$ 41,666.92	\$ 101,542.08	\$	1,088,941.42
32	\$ 38,112.95	\$ 105,096.05	\$	983,845.37
33	\$ 34,434.59	\$ 108,774.41	\$	875,070.96
34	\$ 30,627.48	\$ 112,581.52	\$	762,489.44
35	\$ 26,687.13	\$ 116,521.87	\$	645,967.57
36	\$ 22,608.87	\$ 120,600.13	\$	525,367.44
37	\$ 18,387.86	\$ 124,821.14	\$	400,546.30
38	\$ 14,019.12	\$ 129,189.88	\$	271,356.42
39	\$ 9,497.47	\$ 133,711.53	\$	137,644.89
40	\$ 4,817.57	\$ 138,391.43	\$	(746.54)
41	\$ -	\$ -	\$	-
42	\$ -	\$ -	\$	-
43	\$ -	\$ -	\$	-
44	\$ -	\$ -	\$	-
45	\$ -	\$ -	\$	-
46	\$ -	\$ -	\$	-
47	\$ -	\$ -	\$	-
48	\$ -	\$ -	\$	-

Public Safety Facility Financing Options

In order for a City to issue debt, the City needs to comply with Minnesota State Statutes. Cities typically do not have cash to pay for large capital expenditures. Once plans and a project budget have been prepared, debt service estimates can be prepared for possible financing options. The following is a summary of the state statutes that allow the issuance of debt for a public safety facility as well as key points for each approach:

Financing Approach	Referendum G.O. Bonds	Capital Improvement Plan G.O. Bonds	EDA Lease Revenue Bonds	City Lease Agreement
MN Statutes	Chapter 475	Chapter 475 and Section 475.521	Chapter 469 and Section 465.71	Section 465.71
Bond Process	<ul style="list-style-type: none"> -Council calls for an election (special or at the time of the general election) -Notice of Election published -Election held -Majority voting in election determines if bonds can be issued 	<ul style="list-style-type: none"> -Staff prepares CIP Plan -Council calls a Public Hearing -Holds Public Hearing -CIP Plan approval requires 3/5ths Council approval -Wait 30 days after hearing to see if reverse referendum petition filed -Bonds can be issued if no petition filed 	<ul style="list-style-type: none"> -EDA agrees to issue bonds for project -City enters into lease with EDA for term of bonds -Annually the City agrees to budget to make payment to EDA to cover bonds -EDA issues bonds based on City lease 	<ul style="list-style-type: none"> -No EDA participation required -City enters into lease directly with lender -Annually the City agrees to budget to make payment to lender -No bonds are issued
Advantages	<ul style="list-style-type: none"> -Can issue General Obligation (GO) Bonds -GO Bonds have lowest interest rate and lowest issuance cost -Property Taxes levied on tax capacity to pay bonds -Subject to Net Debt limit of 3% of Assessors Estimated Market Value -Can sell GO Bonds competitively 	<ul style="list-style-type: none"> -Can issue GO Bonds -GO Bonds have lowest interest rate and lowest issuance cost -Property Taxes levied on tax capacity to pay bonds -Subject to 3% Net Debt limit -Annual levy for debt service cannot exceed .16% of market value -Can sell GO Bonds competitively 	<ul style="list-style-type: none"> -Ability to issue Lease Revenue Bonds can be accomplished with a simple majority Council vote -Payment annually budgeted as part of operating budget and then levied on tax capacity to pay bonds -Not subject to referendum or petition 	<ul style="list-style-type: none"> -Ability to enter into Lease Agreement can be accomplished with a simple majority Council vote -Payment annually budgeted as part of operating budget and then levied on tax capacity to pay bonds -Not subject to referendum or petition -No reserve required -No economic development district required
Disadvantages	<ul style="list-style-type: none"> -Subject to referendum success -Difficult to issue Lease Revenue Bonds if referendum not successful and project needed -Requires 74 day notification to County Auditor -Question assumes entire payment paid by taxes 	<ul style="list-style-type: none"> -Potentially subject to referendum success if a petition is received -Difficult to issue Lease Revenue Bonds if referendum not successful and project needed 	<ul style="list-style-type: none"> -Credit rating one step lower than a GO -Lease Revenue Bonds have higher interest rates (.25-.75%) and higher issuance cost than GO Bonds -May require debt reserve -May need economic development district public hearing -Leases over \$1,000,000 are subject to 3% Net Debt limit -May need to negotiate the sale of the Bonds 	<ul style="list-style-type: none"> -Not rated -Lease Agreements have higher interest rates (.25-.75%) and higher issuance cost than GO Bonds -Leases over \$1,000,000 are subject to 3% Net Debt limit -May have limited number of lenders interested in participating



Pre-Sale Schedule dated August 20, 2019
5-Year City Capital Improvement Plan Bond Issuance
City of Mayer, Minnesota

The City Council must take the following actions before Bonds can be issued:

- City Council directs preparation of a 5-Year Capital Improvement Plan.
- City Council conducts a Public Hearing on issuance of Bonds and Capital Improvement Plan.
- City Council approves Bonds and Capital Improvement Plan by at least a 3/5ths vote of the governing body membership.

The table below lists the steps in the issuing process:

__/__/__	City Council adopts Resolution calling for Public Hearing on issuance of Bonds and on Capital Improvement Plan.
__/__/__ @ __: __	Close date to get Notice of Public Hearing on issuance of Bonds and on Capital Improvement Plan to official newspaper for publication.
__/__/__	Publish Notice of Public Hearing on issuance of Bonds and on Capital Improvement Plan (publication no more than 28 days and no less than 14 days prior to hearing date).
__/__/__ @ __: __	City Council holds Public Hearing on Bonds and on Capital Improvement Plan and adopts Resolution giving preliminary approval for their issuance and approving Capital Improvement Plan by at least a 3/5ths vote of the governing body membership.
__/__/__	City Council provides for sale of Bonds.
Week of __/__/__	Ehlers distributes official statement.
Week of __/__/__	Conference call with Standard & Poor's for bond rating.
__/__/__	Reverse referendum period ends (within 30 days of the public hearing).
__/__/__	City Council accepts offer for Bonds and adopts Resolution-Approving sale of Bonds.
__/__/__	Tentative closing/receipt of funds.

Net Debt Limit		Annual Levy Limit	
Assessor's Estimated Market Value	193,996,400	Assessor's Estimated Market Value	193,996,400
Multiply by 3%	0.03	Multiply by .16%	0.0016
Statutory Debt Limit	5,819,892	Statutory Levy Limit	310,394
Less: Debt Paid Solely from Taxes	0	Less: Annual Levy under CIP	0
Unused Debt Limit	5,819,892	Unused Levy Limit	310,394

SPECIAL ELECTION TIMELINE FOR FIRE HALL BALLOT QUESTION

Date	Statute	Action
	Minn. Stat. 475.59 & 205.10	City considers resolution calling for special election, which includes ballot language
	Minn. Stat. 205.16, subd. 4	At least 74 days prior to election, provide written notice to County Auditor (including date of election, title and language for ballot question to be voted on)
	Minn. Stat. 205.16, subd. 4	If election is cancelled, at least 74 days prior to election, provide written notice of cancellation to County Auditor
	Minn. Stat. 205.16, subd. 5	At least 74 days prior to election, the County Auditor must provide notice of election to Secretary of State
	Minn. Stat. 205.16, subd. 1	At least two weeks before election, publish notice of election two weeks before and one week* before election (stating time of election, location of each polling place, question to be voted on)**
	Minn. Stat. 205.16, subd. 2	At least two weeks before election, publish sample ballot in official newspaper of City**
	Minn. Stat. 205.16, subd. 3	At least two weeks prior to election, post sample ballot for public inspection at City Clerk's office
	Minn. Stat. 205.16, subd. 1	At least ten days prior to election, post notice of election in City Clerk's office (optional)
	Minn. Stat. 205.17, subd. 6	City Clerk prepares and prints ballots pursuant to rules of Secretary of State
	Minn. Stat. 205.16, subd. 3	On election day, post sample ballot in each polling place
		Election Day
	Minn. Stat. 205.185, subd. 3	City Council meets to canvass returns and declare results of Special Election (between third and tenth day following election) Council provides for sale of Bonds
		Council accepts offer for bonds and adopts resolution approving sale of bonds
		Tentative closing/receipt of funds

The City's official newspaper is the _____.

*The statute requires publication at least two weeks before the election but the Minnesota Secretary of State has interpreted this to mean two separate publications, the first being two weeks before and the second being one week before.

**Because Mayer is a city of the fourth class, the publication requirements provided in Minn. Stat. § 205.16 can be dispensed of by the city council in its resolution calling for the special election.

	2018 Budget	2019 Budget	2020 Budget - Proposed
GENERAL FUND			
COUNCIL			
Wages and Benefits	\$15,071.00	\$18,000.00	\$18,000.00
Professional Services	\$1,800.00	\$1,800.00	\$1,800.00
Education and Training	\$1,500.00	\$1,500.00	\$1,500.00
Total Council	\$18,371.00	\$21,300.00	\$21,300.00
CITY ADMINISTRATOR/DEPUTY CLERK			
Wages and Benefits	\$119,034.85	\$121,631.78	\$125,490.41
Professional Services	\$1,500.00	\$2,500.00	\$2,500.00
Education and Training	\$3,900.00	\$5,000.00	\$5,000.00
Total City Administrator	\$124,434.85	\$129,131.78	\$132,990.41
ELECTIONS			
Election Judge Pay	\$1,500.00	\$0.00	\$2,000.00
Operating Supplies	\$1,050.00	\$1,050.00	\$1,500.00
Repairs and Maintenance	\$0.00	\$0.00	\$0.00
Total Elections	\$2,550.00	\$1,050.00	\$3,500.00
PLANNING AND ZONING			
Wages and Benefits	\$3,110.00	\$3,110.00	\$3,250.00
Professional Services	\$50,000.00	\$6,500.00	\$7,000.00
Education and Training	\$0.00	\$0.00	\$0.00
Total Planning and Zoning	\$53,110.00	\$9,610.00	\$10,250.00
BOARDS AND COMMISSIONS			
Boards and commissions	\$1,440.00	\$1,440.00	\$1,500.00
Total Boards and Commissions	\$1,440.00	\$1,440.00	\$1,500.00
CITY ADMINISTRATION			
Office Supplies	\$3,000.00	\$3,000.00	\$3,000.00
Auditing Services	\$36,000.00	\$45,000.00	\$40,000.00
Engineering Fees	\$15,000.00	\$15,000.00	\$20,000.00

Legal Fees	\$10,000.00	\$15,000.00	\$20,000.00
Telephone	\$3,000.00	\$3,000.00	\$3,000.00
Postage	\$1,500.00	\$1,500.00	\$1,500.00
Advertising	\$900.00	\$900.00	\$1,000.00
Print/Binding	\$1,300.00	\$2,000.00	\$2,000.00
Legal Notice Publishing	\$1,000.00	\$2,000.00	\$2,000.00
Insurance	\$15,500.00	\$15,000.00	\$14,000.00
Dues and Subscriptions	\$2,200.00	\$1,000.00	\$1,500.00
Donations	\$0.00	\$0.00	\$0.00
Miscellaneous	\$6,000.00	\$6,000.00	\$6,000.00
Capital Outlay	\$0.00	\$0.00	\$0.00
Fiscal Agents Fees	\$900.00	\$900.00	\$0.00
Total City Administration	\$96,300.00	\$110,300.00	\$114,000.00

ASSESSMENT SERVICES

Professional Services	\$13,500.00	\$14,000.00	\$15,000.00
Assessment Services Total	\$13,500.00	\$14,000.00	\$15,000.00

POLICE

Contracted Services	\$100,000.00	\$100,000.00	\$120,000.00
Miscellaneous	\$2,100.00	\$2,100.00	\$2,100.00
Total Police	\$102,100.00	\$102,100.00	\$122,100.00

FIRE PROTECTION

Wages/Salaries	\$31,000.00	\$39,000.00	\$39,000.00
Employee Withholdings	\$2,325.00	\$4,400.00	\$4,400.00
Office Supplies	\$200.00	\$200.00	\$200.00
Training/Instruction	\$8,500.00	\$8,500.00	\$8,500.00
Explorer Program	\$500.00	\$500.00	\$750.00
Medical - Physicals	\$2,000.00	\$2,000.00	\$2,000.00
Postage	\$125.00	\$125.00	\$125.00
Travel Expense	\$350.00	\$350.00	\$500.00
Insurance	\$10,000.00	\$10,000.00	\$7,500.00
Misc	\$125.00	\$500.00	\$750.00

Dues/Subscriptions	\$1,000.00	\$1,500.00	\$1,500.00
FIRE Pension Benefit Contribution	\$3,800.00	\$0.00	\$0.00
Total Fire Protection	\$59,925.00	\$67,075.00	\$65,225.00

WAFTA

Wafta	\$2,000.00	\$2,000.00	\$2,000.00
Total Wafta	\$2,000.00	\$2,000.00	\$2,000.00

FIRE EQUIPMENT

Motor Fuels	\$1,800.00	\$1,800.00	\$2,000.00
Repairs/Maintenance	\$12,000.00	\$14,000.00	\$15,000.00
Radios	\$0.00	\$22,750.00	\$0.00
Capital Outlay	\$0.00	\$0.00	\$0.00
Personal Protective Equipment	\$100,000.00	\$100,000.00	\$0.00
New Equipment	\$0.00	\$0.00	\$7,500.00
Transfer to Equipment Acquisition Fund	\$0.00	\$0.00	\$0.00
Total Fire Equipment	\$113,800.00	\$138,550.00	\$24,500.00

FIRE STATION

Operating Supplies	\$150.00	\$500.00	\$500.00
Telephones	\$1,500.00	\$1,500.00	\$1,500.00
Electric Utilities	\$1,800.00	\$1,800.00	\$1,800.00
Gas Utilities	\$2,600.00	\$3,000.00	\$3,000.00
Repairs/Maintenance	\$3,000.00	\$3,000.00	\$3,000.00
Debt Service (P & I)	\$8,308.00	\$3,500.00	\$0.00
Total Fire Station	\$17,358.00	\$13,300.00	\$9,800.00

FIRE TRUCK

Truck Payment (P & I)	\$21,749.00	\$21,749.00	\$31,762.60
Total Fire Truck	\$21,749.00	\$21,749.00	\$31,762.60

BUILDING INSPECTION

Professional Services	\$25,000.00	\$25,000.00	\$30,000.00
Total Building Inspection	\$25,000.00	\$25,000.00	\$30,000.00

COMPUTER/IT			
Software Support	\$2,000.00	\$3,000.00	\$3,000.00
Repairs/Maintenance Contract	\$500.00	\$7,000.00	\$1,000.00
Capital Outlay	\$1,000.00	\$15,000.00	\$5,000.00
Total Computer/IT	\$3,500.00	\$25,000.00	\$9,000.00

COMMUNITY CENTER			
Professional Services	\$6,000.00	\$6,000.00	\$7,000.00
Electric Utilities	\$8,000.00	\$8,000.00	\$8,000.00
Gas Utilities	\$6,000.00	\$7,000.00	\$7,000.00
Repairs/Maintenance	\$10,000.00	\$10,000.00	\$10,000.00
Capital Outlay	\$15,000.00	\$10,000.00	\$15,000.00
Total Community Center	\$45,000.00	\$41,000.00	\$47,000.00

STREETS			
Wages and Benefits	\$32,662.06	\$44,463.00	\$50,000.00
Operating Supplies	\$5,000.00	\$4,000.00	\$4,000.00
Professional Services	\$1,375.00	\$2,000.00	\$2,000.00
Training and Education	\$1,000.00	\$1,000.00	\$1,000.00
Utilities	\$180.00	\$500.00	\$500.00
Repair and Maintenance	\$15,000.00	\$15,000.00	\$15,000.00
Engineering	\$7,500.00	\$0.00	\$0.00
Contract Services	\$2,500.00	\$2,500.00	\$2,500.00
Insurance	\$2,000.00	\$2,000.00	\$3,500.00
Motor Fuels	\$3,000.00	\$5,000.00	\$5,000.00
Capital Outlay	\$55,000.00	\$74,000.00	\$60,000.00
Miscellaneous	\$1,000.00	\$1,000.00	\$1,000.00
Travel Expenses	\$400.00	\$400.00	\$500.00
Total Streets	\$126,617.06	\$151,863.00	\$145,000.00

ICE AND SNOW REMOVAL			
Sand and Salt	\$7,000.00	\$7,000.00	\$10,000.00
Professional Services	\$20,000.00	\$20,000.00	\$20,000.00

Total Ice and Snow Removal	\$27,000.00	\$27,000.00	\$30,000.00
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STORM DRAINAGE

Engineering Fees	\$2,500.00	\$0.00	\$0.00
Capital Outlay	\$15,000.00	\$0.00	\$0.00
Total Storm Drainage	\$17,500.00	\$0.00	\$0.00

CIVIL DEFENSE

Repairs/Maintenance	\$450.00	\$450.00	\$450.00
Total Civil Defense	\$450.00	\$450.00	\$450.00

ANIMAL CONTROL

Animal Control	\$650.00	\$650.00	\$650.00
Animal Control Total	\$650.00	\$650.00	\$650.00

STREET LIGHTING

Street lighting	\$30,000.00	\$30,000.00	\$31,000.00
Total Street Lighting	\$30,000.00	\$30,000.00	\$31,000.00

BUILDING MAINTENANCE

Telephone	\$960.00	\$960.00	\$960.00
Electric Utilities	\$2,500.00	\$2,500.00	\$2,500.00
Gas Utilities	\$1,000.00	\$1,500.00	\$1,500.00
Repairs/Maintenance	\$6,000.00	\$5,000.00	\$5,000.00
Capital Outlay	\$10,000.00	\$0.00	\$5,000.00
New Equipment	\$5,000.00	\$5,000.00	\$5,000.00
Total Building Maintenance	\$25,460.00	\$14,960.00	\$19,960.00

PARK AND RECREATION

Wages/Salaries	\$37,162.06	\$44,463.00	\$50,000.00
Boards/Commission	\$1,500.00	\$1,500.00	\$1,500.00
Motor Fuels	\$1,300.00	\$1,300.00	\$1,300.00
Professional Services	\$7,875.00	\$7,000.00	\$5,000.00
Engineering Fees	\$2,000.00	\$2,000.00	\$2,000.00

Insurance	\$5,000.00	\$5,000.00	\$5,000.00
Electric Utilities	\$150.00	\$150.00	\$150.00
Recreation Program	\$1,000.00	\$1,000.00	\$0.00
Repairs/Maintenance	\$5,000.00	\$5,000.00	\$15,000.00
Miscellaneous	\$500.00	\$500.00	\$500.00
Donations to Organizations	\$0.00	\$0.00	\$0.00
Capital Outlay	\$70,000.00	\$70,000.00	\$0.00
City Beautificaiton	\$3,000.00	\$2,000.00	\$3,000.00
Minor Equipment	\$0.00	\$0.00	\$0.00
Transfer Out - Park Improvement fund	\$0.00	\$0.00	\$0.00
Total Park and Recreation	\$134,487.06	\$139,913.00	\$83,450.00

EDA

Boards/Commission	\$450.00	\$450.00	\$450.00
Professional Services	\$1,100.00	\$1,100.00	\$1,100.00
Advertising	\$6,500.00	\$3,000.00	\$3,000.00
Total EDA	\$8,050.00	\$4,550.00	\$4,550.00

COMPOST SITE

Wages and Salaries	\$3,150.00	\$3,150.00	\$3,150.00
Benefits/Withholdings	\$240.00	\$240.00	\$250.00
Repairs/Maintenance	\$2,000.00	\$2,000.00	\$2,000.00
Total Compost Site	\$5,390.00	\$5,390.00	\$5,400.00

CAPITAL

0	\$100,000.00	\$0.00
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\$1,075,741.97	\$1,197,381.78	\$960,388.01
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Difference	\$121,639.81	-\$236,993.77
% Difference	11.31%	-19.79%

	2019	2020
General Fund Expenditures	\$1,197,381.78	\$960,388.01
	\$639,145.64	\$386,934.87

REVENUES	2019 Budget	2020 Proposed Revenue
General Property Taxes	\$639,145.64	\$386,934.87
General Property Taxes that are levied. The City receives these funds twice a year in June and December		
State Grants and Aids	\$15,000.00	\$15,000.00
This includes Small Assistance Grants for Streets.		
Local Government Aid (LGA)	\$313,058.00	\$338,375.00
Local Government Aid (LGA) is received in July and December		
Liquor Licenses	\$2,000.00	\$2,000.00
This is revenue from liquor licensing		
Misc Other Licenses/Revenues	\$400.00	\$400.00
This includes animal licenses and background checks for liquor licenses		
Building Permits	\$100,000.00	\$90,000.00
This is the revenue from building permits that are issued. The City pays Metro West 33% of the fee and retains the balance.		
Zoning Permits	\$3,600.00	\$2,500.00
This is where the City accounts for site plan reviews and subdivision fees for preliminary and final plats and zoning questions.		
Site Drainage Inspection Fee	\$3,000.00	\$2,000.00
Fee for Drainage Inspections		
Police State Aid	\$6,500.00	\$6,500.00
This is the City's proportionate amount of the state aid that the County receives based on the number of police officers providing the services under the		
County Grants	\$3,500.00	\$3,500.00
Solid Waste grant that the City receives from the County for the Compost Site		
State Reimbursement for Snow Removal	\$10,000.00	\$10,000.00
This is the reimbursement that the City receives from the State for snow removal on Highway 25.		
Compost Collection Charges	\$2,500.00	\$2,500.00
This is revenue that the City receives from the City of New Germany for the use of the compost site for brush.		

Community Center Rental	\$5,000.00	\$5,000.00
Revenue from rental of the Community Center.		
Court Fines	\$1,000.00	\$1,000.00
Revenue from tickets		
Interest Earnings	\$2,500.00	\$2,500.00
Interest Earnings on investments		
10% Charitable Gambling	\$3,000.00	\$5,000.00
Revenue from the Baseball Club.		
Tower Antenna Rent	\$19,000.00	\$19,000.00
Tower rent.		
Township Fire Contract	\$51,215.74	\$51,215.74
Township Fire Contacts		
Fire Truck fund	\$16,962.40	\$16,962.40
From Relief and Township funds		
	\$558,236.14	\$573,453.14

2020

TAXES LEVIED FOR GENERAL	\$386,934.87
TAXES LEVIED FOR CAPITAL FUNDS	
Street Capital Fund	\$100,000.00
Fire Capital Fund	\$100,000.00
Parks Capital Fund	\$100,000.00
TAXES LEVIED FOR DEBT	
Fire Station	\$56,000.00
GO Improvement and Utility Refunding Bonds 2014A	\$218,079.00
GO Bonds 2015A	\$46,961.00
GO Water & Sewer Refunding Bonds - 2007A	\$254,500.00
	\$875,540.00
Total Levy (Gen + Debt)	\$1,262,474.87
FD Contribution	\$96,240.00
Actual (Projected) Fiscal D.	-\$226,107.00
	-\$129,867.00
Levy - Fiscal D.	\$1,132,607.87
Actual (Projected) Tax Cap.	\$2,134,422.00
Actual (Projected) Tax Rate	<u>53.06%</u>