

CITY OF MAYER
REGULAR CITY COUNCIL MEETING
AGENDA
Monday
September 26, 2016
6:30 PM

CALL MEETING TO ORDER AT 6:30 P.M.

1. Pledge of Allegiance
2. Approval of Agenda
3. Public Comment
Recognition for Becoming a Green Step City – Dianna McKeown
4. Consent Agenda
 - 4.1. Approval of the minutes for the September 12, 2016 Regular Council Meeting
 - 4.2. Approval of the minutes for the April 4, 2016 Mayer Commission for a Lifetime Meeting
 - 4.3. Approval of the minutes for the August 10, 2016 Park Board Meeting
 - 4.4. Additional Claims for the month of September
 - 4.5. Approval of the Fire Department Report for the month ending August 2016
5. Staff Reports
 - 5.1. Public Works
 - 5.2. City Engineer
 - 5.3. Sheriff's Department
 - 5.4. City Administration
6. City Administrator
 - 6.1. Approval of Fire Department Contracts with the Townships for 2017
 - 6.2. Approval of Resolution 9-26-2016-32 Preliminary 2017 General Fund Budget
 - 6.3. Approval of Resolution 9-26-2016-33 Preliminary Levy for Tax Collection in 2017
 - 6.4. Approval of Resolution 9-26-2016-34 Prosecution Contract for 2017
 - 6.5. Staffing Update
 - 6.6. Park Board Recommendation on Pedestrian Crossing County Road 30
 - 6.7. Approval of purchase of pedestrian crossing signs
 - 6.8. Approval of additional funds for pumps
 - 6.9. Approval of additional hours for compost employee
7. For Your Information
8. Council Reports
9. Other Business
10. Adjournment

Work Session Immediately Following Regular Council Meeting

UPCOMING MEETINGS

Planning Commission Meeting 6:30 PM Tuesday, October 4, 2016

Regular Council Meeting 6:30 PM October 10, 2016

Park Board Meeting 6:30 PM Tuesday, October 11, 2016

EDA Meeting Tuesday, October 18, 2016

Regular Council Meeting 6:30 PM Monday, October 24, 2016



RESOLUTION 10-12-2015-33
CITY OF MAYER
COUNTY OF CARVER
STATE OF MINNESOTA

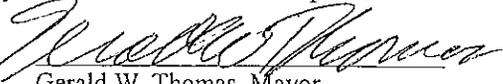
A RESOLUTION AUTHORIZING THE CITY OF MAYER
TO PARTICIPATE IN THE MINNESOTA GREENSTEP CITIES PROGRAM

WHEREAS, Minnesota GreenStep Cities is a voluntary challenge, assistance and recognition program to help cities achieve their sustainability and quality-of-life goals. GreenStep is a free, continuous improvement program, managed by a public-private partnership, and based upon 28 best practices. Each best practice can be implemented by completing one or more actions at a 1, 2 or 3-star level, from a list of four to eight actions. These actions are tailored to all Minnesota cities, focus on cost savings and energy use reduction, and encourage civic innovation; and

WHEREAS, steps taken toward sustainable solutions aim to improve community quality of life, building community capital and increasing government efficiency, accountability and transparency; and

NOW, THEREFORE, be it resolved that the City Council of the City of Mayer does hereby authorize the City of Mayer (the City) to participate in the Minnesota GreenStep Cities program that offers a free, voluntary continuous improvement framework. Passage of this participation resolution allows the City to be recognized as a Step One GreenStep City. Be it further resolved that the City:

1. Appoints the City Administrator to serve as the City's GreenStep coordinator for best practice documentation/implementation (and, as appropriate, identifies Boards and Commissions as the city's GreenStep coordination team); and
2. Will facilitate the involvement of community members and other units of government as appropriate Planning Commission, Park Board, Mayer Community for a Lifetime and EDA in the planning, promoting and/or implementing of GreenStep Cities best practices; and
3. Grants to the GreenStep program's buildings advisor read-only access to the City's B3 Benchmarking Database so as to facilitate analysis and cost-savings advice to the City regarding its buildings' energy use; and
4. Will claim credit for having implemented and will work at its own pace toward implementing any Best Practices for a B ranking of the GreenStep best practices that will result in energy use reduction, economic savings, quality of life improvement, reduction in the City's greenhouse gas footprint, and recognition by the League of Minnesota Cities as a Step Two GreenStep City. An on-going summary of the City's implementation of best practices will be posted by the City on the Minnesota GreenStep Cities web site.

By: 

Gerald W. Thomas, Mayor

ATTEST:


Lois A. Maetzold, City Clerk

Date: 10-12-15

MAYER CITY COUNCIL MEETING MINUTES – SEPTEMBER 12, 2016

Call Regular meeting to order at 6:30 p.m. by Mayor Thomas

PRESENT: Mayor Thomas, Council Members Boder, McNeilly, Osborn, and Stieve-McPadden

ABSENT: None

STAFF: City Administrator Ruch-Hammond, Deputy Clerk Gildemeister, and City Engineer Martini

ALSO PRESENT: Don Wachholz, Mike Dodge, Ivan Raconteur, Al Edholm

The meeting was opened with the Pledge of Allegiance.

APPROVE AGENDA

A MOTION was made by Council Member Boder with a second by Council Member Osborn to approve the agenda with one addition, Resolution Supporting the Application for Access to Trunk Hwy 25 at 314 Ash Avenue South. Motion Carried 5/0

PUBLIC COMMENT

None

APPROVE CONSENT AGENDA

A MOTION was made by Council Member Osborn with a second by Council Member McNeilly to approve the Consent Agenda. Motion Carried 5/0.

1. Approve the Minutes of the August 22, 2016 Regular Council Meeting.
2. Approve the Minutes of the August 22, 2016 Work Session Meeting.
3. Approve the Minutes of the April 26, 2016 EDA Meeting.
4. Approve the Minutes of the August 16, 2016 Planning Commission Meeting.
5. Approve the Claims for the Month of September 2016, including Pay Request #8 Heselton Construction in the amount of \$12,464.40.
6. Approve the Check Summary for the month of August 2016.
7. Approve the Building Report for the month of August 2016.

CITY ADMINISTRATOR

Discussion on US Solar Contract – City Staff presented the findings of the City Attorney in reference to the agreement from US Solar. The attorney found the following items for the Council to consider:

1. The City seeks at least one more proposal.
2. The City is “underwater” in year one of the proposal.
3. Concerns about the rates and payments
4. Term
5. The City’s solar allocation may not be fulfilled
6. Termination rights for US Solar are greater than the rights of termination for the City.
7. US Solar can assign or sell the subscription with the City
8. Arbitration should be with the American Arbitration Association
9. Several exhibits are blank

After some discussion a MOTION was made by Council Member Boder and seconded by Council Member Osborn to not enter into an agreement with US Solar based on the Attorney’s comments. Motion carried 5/0.

1. **Approval of Ordinance 210 Predatory Offender Residency Restriction** –The Council reviewed the current ordinance pertaining to predatory offender residency restrictions. After discussion, Council decided to change Section 5, (4), prohibiting a designated offender residing within 500 ft of a childcare facility, to prohibiting residence within 1000 ft of a childcare facility. A Motion was made by Council Member Boder and seconded by Council Member Stieve-McPadden to approve the Ordinance 210 for Predatory Offender Residency Restriction to 1000 ft for a childcare facility. Motion carried: 5/0
2. **Continued Discussion on 2017 Budget** – Mayor Thomas presented a detailed assessment of tax rate comparisons to Council and Staff. Property tax rate calculations were reviewed and a discussion to propose a minimum 10% property tax rate reduction for 2017 was agreed upon. Council asked Staff to bring back a preliminary general fund levy of \$952,000 for the 2017 budget. Council will set a preliminary levy at next Council meeting. Council will continue to examine the 2017 budget at a future Work Session on October 24, 2016.
3. **Approval of the Date for Truth in Taxation Hearing** – The City is required to hold a meeting to allow the public to discuss the City budget and final general fund levy. Past years the City has held this meeting as a part of the first regular meeting in December. A MOTION was made by Council Member Osborn and seconded by Council Member Boder approving the date and time of Monday, December 12, 2016 at 6:30 p.m. for the Truth in Taxation Hearing. Motion Carried 5/0
4. **Approval of Ordinance 211 Rezone** – A MOTION was made by Council Member Boder and seconded by Council Member Osborn approving Ordinance 211 Rezone of 319 Shimmcor Street or 314 Ash Avenue South from (P/I) Public/Institutional to (C/I) Commercial/Industrial. Motion Carried 5/0
5. **Approval of DNR Water Supply Plan engineering fee** – Staff asked for direction from Council on the DNR Water Supply Plan due December 31st, 2016. The cost proposed by Bolton & Menk to complete the DNR Water Supply Plan for the City is \$9,900.00. Staff informed Council that the majority of the information could be compiled in house and inputted into the standard template developed by DNR for the completion of the Water Supply Plan. Staff recommended retaining Bolton & Menk for technical assistance if needed, with an agreed not to exceed fee or time limit.
A MOTION to approve the completion of the DNR Water Supply Plan and retain Bolton & Menk for technical support with a not to exceed limit of \$5,000.00 was made by Council Member Boder and seconded by Council Member Osborn. Motion Carried 5/0
6. **Approval of Request to Hydro Seed instead of sod 5115 Harvest Curve** – After much discussion a MOTION was made by Mayor Thomas and seconded by Council Member McNeilly approving the request to Hydro seed instead of sod at 5115 Harvest Curve with the condition that the landscape escrow is to be held till spring or the lawn is green. Must keep erosion control in place.
Motion Carried 4/1 (Osborn)
7. **Approval of the cost for the Pedestrian in the Crosswalk signs** – Tabled until next Council Meeting.
8. **Approval of Resolution to Approve 2nd Entrance to Casey's from Hwy 25** – A MOTION to approve Resolution Supporting the Application for Access to Trunk Hwy 25 at 314 Ash Avenue South was made by Council Member Boder and Seconded by Council Member Osborn. Motion Carried 5/0

COUNCIL REPORTS

- None

OTHER BUSINESS

- None

ADJOURN

There being no further business, a MOTION was made by Council Member Stieve-McPadden and seconded by Council Member McNeilly to adjourn the meeting at 7:42 p.m. Motion Carried 5/0

Gerald W. Thomas, Mayor

Attest: _____
Janell Gildemeister, Deputy City Clerk

CITY OF MAYER
Mayer Community
For A Lifetime Commission
Meeting Minutes
Monday
April 4, 2016
11:00 AM

Members Present: Judi Edholm, Al Edholm, Kaye Timmers and Susan Ziermann.

Members Absent: Gerry Thomas, Council Liaison.

Others Present: None

Staff Present: Luayn Ruch-Hammond, City Administrator

The meeting was called to order by Chair Edholm at 11:00 AM.

AGENDA

On a motion by Susan Ziermann and seconded by Al Edholm to approve the agenda. Motion carried 4/0.

MINUTES

On a motion by Kaye Timmers and seconded by Al Edholm to approve the minutes of February 8, 2016 meeting. Motion carried 4/0.

Discussion on Senior Center

Waconia seniors held two information sessions on a proposed senior center. Commission members Judi and Al Edholm attended the Tuesday, March 29 meeting and the Mayor and Administrator attended the Wednesday, March 30 meeting.

The Waconia Seniors are in the planning process for a Senior Center. They are looking for input and ideas. They want the City of Waconia to hire an employee to operate a senior facility. The group wants the funding of the center to come from fees and the City of Waconia. They have completed ground work for the proposed program and how they think it should be organized.

The Mayor will be asking the City Council if he can attend the Waconia City Council meeting when the group addresses them on April 18, 2016.

Other Business

None

Commissioner Reports

None

Adjournment

On a motion by Susan Ziermann and seconded by Kaye Timmers to adjourn the meeting at 11:15 AM. Motion carried 4/0.

CITY OF MAYER
PARKS & RECREATION COMMISSION
MEETING MINUTES
Wednesday August 10, 2016

Commission Members Present: Commission Members Mike Dodge, Elizabeth Butterfield, Alisa Johnson Nate McNeilly, and Council Liaison Bruce Osborn.

Commission Members Absent: None

Others Present: None

Staff Present: Luayn Ruch-Hammond, City Administrator.

I. CALL TO ORDER

Meeting was called to order at 6:30 PM by Chair Dodge.

II. ADOPT AGENDA

On a motion by Commissioner Butterfield and seconded by Commissioner McNeilly to approve the agenda with one addition use of speakers. Motion carried 5/0.

III. MINUTES/BUDGET/CIP

Minutes

On a motion by Commissioner McNeilly and seconded by Commissioner Johnson to approve the minutes of the July 12, 2016 meeting. Motion carried 5/0.

Budget and Capital Improvement Plan

Discussion on the 2016 budget and 2016 CIP, Park Board acknowledged receipt of both documents.

Park Board Budget 2017

Current Period: July 2016

Account Description	Budget	2015 Amt	2015 Adopted	2016 YTD Amt
FUND 100 GENERAL FUND				
Dept 45000 Park and Rec				
E 100-45000-100 Wages and Salaries	\$7,680.00	\$4,288.40	\$7,680.00	\$3,643.72
E 100-45000-110 Other Pay Boards &	\$1,500.00	\$1,230.00	\$1,500.00	\$0.00
E 100-45000-120 Employer Contrib Ret	\$0.00	\$0.00	\$0.00	\$0.00
E 100-45000-180 Employee Withholdings	\$588.00	\$328.07	\$588.00	\$278.76
E 100-45000-212 Motor Fuels	\$1,000.00	\$1,264.13	\$1,100.00	\$759.53
E 100-45000-300 Professional Svcs	\$4,000.00	\$6,224.64	\$6,240.00	\$755.44
E 100-45000-303 Engineering Fees	\$0.00	\$483.00	\$2,000.00	\$195.00
E 100-45000-360 Insurance (GENERAL)	\$5,900.00	\$5,862.00	\$5,900.00	\$3,101.00
E 100-45000-370 Recreation Program	\$1,000.00	\$2,585.76	\$1,000.00	\$410.00
E 100-45000-381 Electric Utilities	\$250.00	\$148.45	\$177.00	\$80.44
E 100-45000-400 Repairs & Maint Cont	\$5,000.00	\$7,880.85	\$4,000.00	\$880.72
E 100-45000-430 Miscellaneous (GENERAL)	\$1,700.00	\$1,089.88	\$1,000.00	\$249.69
E 100-45000-490 Donations to Civic Org s	\$0.00	\$0.00	\$0.00	\$0.00
E 100-45000-500 Capital Outlay (GENERAL)	\$53,000.00	\$9,211.33	\$59,451.00	\$31,367.14
E 100-45000-530 City Beautification	\$2,000.00	\$1,085.04	\$2,000.00	\$701.71
E 100-45000-580 New Equipment	\$0.00	\$0.00	\$7,500.00	\$9,124.99
E 100-45000-720 Transfer Out	\$0.00	\$26,474.00	\$0.00	\$31,245.00
Dept 45000 Park and Rec	\$83,618.00	\$68,155.55	\$100,136.00	\$82,793.14
FUND 100 GENERAL FUND	\$83,618.00	\$68,155.55	\$100,136.00	\$82,793.14

BUSINESS

Park Shelter

Commissioner Osborn had contacted a representative from RAM buildings. Park board discussed the existing building and whether the building meets building code. Staff had asked building inspector about the building and whether it meets codes. His advice and the advice from the RAM building person was that an architect will need to be consulted. The park board decided that it would be more cost effective to build new. On a motion by Commissioner Osborn and seconded by Commissioner McNeilly to inform the City Council that the park board does not want to use the old public works building for a park shelter. Motion carried 5/0.

Shade Old Schoolhouse Park

Continued discussion on shade in the parks. Staff presented a quote from APC Shelters for canvas shades to cover playground equipment in Old Schoolhouse Park. The cost to cover the toddler swings and toddler equipment in Old Schoolhouse Park would be \$14,655.00. Commissioner Johnson is concerned about the lack of shade in Old Schoolhouse Park for smaller park users. Park board wants the canopies added to the 2018 budget. If installation in West Ridge Park then consideration should be given to add it to the Outdoor Recreation Grant.

Christopher Reeves Grant

Staff informed park board that the deadline to apply for a Christopher Reeves Grant is August 15, 2016. Park board discussed child development and the impact of play on child development. On a motion by Commissioner Johnson and seconded by Commissioner Butterfield to apply for a Christopher Reeves Grant for the Omnispin. Motion carried 5/0.

Tree Replacement

Staff will solicit quotes for tree replacement. Discussion about the trees to the north of the public works building and whether they should be taken down. Park board instructed staff to contact an arborist for a diagnosis on the trees.

Request to Use Speakers

Staff has a request from Zac Stifter to use the speakers that are a part of the City's movie system. Currently City does not lend any items park board thought the City should be consistent. Staff will present the request to the City Council.

Commissioners Report

Staff Report

West Ridge Park Shelter is staked Commission Members should review where it is staked to be sure it is located correctly. Clemenson concrete to add a sidewalk to the park shelter to make the connection to the trail.

Next meeting

Next meeting is Tuesday, September 13, 2016.

Adjournment

On a motion by Commissioner McNeilly and seconded by Commissioner Butterfield to adjourn the meeting at 7:30 PM. Motion carried 5/0.

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*Claim Register©

09/26/12 PAY

September 2016

Claim Type	Direct				
Claim#	12843	POSTMASTER	Ck# 020124	9/12/2016	
Cash Payment	E 620-49440-322	Postage Invoice	AUGUST UTILITY BILLING POSTAGE		\$105.85
Cash Payment	E 640-49490-322	Postage Invoice	AUGUST UTILITY BILLING POSTAGE		\$105.85
Transaction Date	9/12/2016	Security Bank	10100	Total	\$211.70
Claim#	12844	KLUVER CONSULTING	Ck# 020125	9/12/2016	
Cash Payment	E 640-49480-300	Professional Srvs Invoice 17-16	SERVICE CONTRACT FOR WWTF 9/1-15/16		\$900.00
Transaction Date	9/12/2016	Security Bank	10100	Total	\$900.00
Claim#	12845	UTILITY CONSULTANTS, INC.			
Cash Payment	E 640-49480-385	Testing and Lab Services Invoice 92865	WWTF SAMPLES FOR AUG		\$1,282.40
Cash Payment	E 620-49440-215	Samples Invoice 92864	WTP SAMPLES		\$40.00
Transaction Date	9/14/2016	Security Bank	10100	Total	\$1,322.40
Claim#	12846	HDSWW-EDEN PRAIRIE MN			
Cash Payment	E 620-49440-437	Water Meters Invoice G086907	WTP-WATER METERS		\$1,469.44
Transaction Date	9/14/2016	Security Bank	10100	Total	\$1,469.44
Claim#	12847	FREMONT INDUSTRIES, INC			
Cash Payment	E 640-49480-216	Chemicals and Chem Prod Invoice 881144	WWTF-600 LBS COAGULANT		\$1,134.00
Transaction Date	9/14/2016	Security Bank	10100	Total	\$1,134.00
Claim#	12848	OWENS COMPANIES, INC.			
Cash Payment	E 640-49480-404	Repairs/Maint Machinery/E Invoice 68821	WWTF-CLARIFIER BLDG EXHAUST FAN MAINTENANCE		\$390.25
Transaction Date	9/14/2016	Security Bank	10100	Total	\$390.25
Claim#	12849	TOM CLEMENSEN			
Cash Payment	E 100-45000-500	Capital Outlay (GENERAL) Invoice 659737	DISCOVERY PARK CURBING		\$3,727.00
Transaction Date	9/14/2016	Security Bank	10100	Total	\$3,727.00
Claim#	12850	CHRISTIE ROCK HANTGE			
Cash Payment	E 100-46500-340	Advertising Invoice 1	CARVER COUNTY BROKER EVENT FEES		\$233.48
Transaction Date	9/14/2016	Security Bank	10100	Total	\$233.48
Claim#	12851	T.A.P.S.			
Cash Payment	E 100-41940-400	Repairs & Maint Cont Invoice 719846	CLEAN COMM CTR TAP & LINE		\$25.00
Transaction Date	9/14/2016	Security Bank	10100	Total	\$25.00
Claim#	12852	MELCHERT HUBERT SJODIN, PLLP			
Cash Payment	E 100-41000-304	Legal Fees	OPTING OUT TEMP FAMILY CARE DWELLING/PREDATORY SEX OFFENDER RESIDENCY		\$260.75

Invoice 127616

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09/26/12 PAY

September 2016

Cash Payment	E 100-41000-304 Legal Fees	START AGREEMENT REVIEW/US SOLAR/EDITING MEMO		\$856.75
Invoice 856.75				
Transaction Date	9/14/2016	Security Bank	10100	Total \$1,117.50
Claim#	12853 MCLEOD COOP POWER ASSN	Ck# 004318E	9/28/2016	
Cash Payment	E 100-43160-381 Electric Utilities	CITY SIGN		\$34.78
Invoice				
Transaction Date	9/14/2016	Security Bank	10100	Total \$34.78
Claim#	12854 MCLEOD COOP POWER ASSN	Ck# 004319E	9/28/2016	
Cash Payment	E 100-43160-381 Electric Utilities	STREET LIGHTS		\$592.50
Invoice				
Transaction Date	9/14/2016	Security Bank	10100	Total \$592.50
Claim#	12855 CENTERPOINT ENERGY	Ck# 004320E	9/28/2016	
Cash Payment	E 100-41940-383 Gas Utilities	CITY HALL		\$54.24
Invoice				
Transaction Date	9/14/2016	Security Bank	10100	Total \$54.24
Claim#	12856 CENTERPOINT ENERGY	Ck# 004321E	9/28/2016	
Cash Payment	E 100-43700-383 Gas Utilities	P/W		\$16.94
Invoice				
Transaction Date	9/14/2016	Security Bank	10100	Total \$16.94
Claim#	12857 CENTERPOINT ENERGY	Ck# 004322E	9/28/2016	
Cash Payment	E 620-49410-383 Gas Utilities	WTP		\$24.93
Invoice				
Transaction Date	9/14/2016	Security Bank	10100	Total \$24.93
Claim#	12858 CENTERPOINT ENERGY	Ck# 004323E	9/28/2016	
Cash Payment	E 640-49480-383 Gas Utilities	WWTF		\$49.68
Invoice				
Transaction Date	9/14/2016	Security Bank	10100	Total \$49.68
Claim#	12859 CENTERPOINT ENERGY	Ck# 004324E	9/28/2016	
Cash Payment	E 100-42280-383 Gas Utilities	FIRE DEPT		\$25.39
Invoice				
Transaction Date	9/14/2016	Security Bank	10100	Total \$25.39
Claim#	12860 XCEL ENERGY	Ck# 004325E	10/3/2016	
Cash Payment	E 100-43160-381 Electric Utilities	CITY STREETLIGHTS		\$1,721.56
Invoice 515419291				
Transaction Date	9/14/2016	Security Bank	10100	Total \$1,721.56
Claim#	12861 XCEL ENERGY	Ck# 004326E	10/6/2016	
Cash Payment	E 100-43160-381 Electric Utilities	ASH AVE STREETLIGHTS		\$15.62
Invoice 516039610				
Transaction Date	9/14/2016	Security Bank	10100	Total \$15.62
Claim#	12862 XCEL ENERGY	Ck# 004327E	9/14/2016	
Cash Payment	E 100-43700-381 Electric Utilities	P/W		\$58.42
Invoice 516081130				
Transaction Date	9/14/2016	Security Bank	10100	Total \$58.42
Claim#	12863 XCEL ENERGY	Ck# 004328E	10/6/2016	

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09/26/12 PAY

September 2016

Cash Payment	E 100-45000-381 Electric Utilities	OSH CONCESSION		\$11.75
	Invoice 516038224			
Transaction Date	9/14/2016	Security Bank	10100	Total \$11.75
Claim#	12864 XCEL ENERGY	Ck# 004329E	10/5/2016	
Cash Payment	E 640-49470-381 Electric Utilities	RED BARN LIFT		\$26.96
	Invoice 515845624			
Transaction Date	9/14/2016	Security Bank	10100	Total \$26.96
Claim#	12865 MOBIL - EXXON/MOBIL			
Cash Payment	E 100-43100-212 Motor Fuels	AUGUST STMT		\$275.42
	Invoice XXX375609			
Cash Payment	E 100-45000-212 Motor Fuels	AUGUST STMT		\$299.54
	Invoice XXX375609			
Cash Payment	E 100-42260-212 Motor Fuels	AUGUST STMT		\$36.90
	Invoice XXX375609			
Transaction Date	9/14/2016	Security Bank	10100	Total \$611.86
Claim#	12867 SECURITY BANK	Ck# 020150	9/15/2016	
Cash Payment	E 100-42280-600 Debt Srv Principal	LEASE BUILDING PAYMENT		\$3,500.30
	Invoice			
Cash Payment	E 100-42280-601 Debt Srv Interest	LEASE BUILDING PAYMENT		\$653.70
	Invoice			
Transaction Date	9/15/2016	Security Bank	10100	Total \$4,154.00
Claim#	12868 METRO WEST INSPECTION SERVIC			
Cash Payment	E 100-42400-300 Professional Svcs	SEPTEMBER STMT		\$2,268.91
	Invoice			
Transaction Date	9/19/2016	Security Bank	10100	Total \$2,268.91
Claim#	12869 EROSION PRODUCTS LLC			
Cash Payment	E 100-45000-500 Capital Outlay (GENERAL) DOUBLE NET STRAW BLKT/SEED			\$240.00
	Invoice 3264			
Transaction Date	9/19/2016	Security Bank	10100	Total \$240.00
Claim#	12870 MEDICA			
Cash Payment	G 100-21706 Hospitalization/Medical Ins	EMPLOYEE DENTAL FOR SEPTEMBER		\$251.65
	Invoice			
Transaction Date	9/19/2016	Security Bank	10100	Total \$251.65
Claim#	12871 MAETZOLD HOMES INC			
Cash Payment	E 100-42280-400 Repairs & Maint Cont	F.D. OVERHEAD GARAGE DOOR INSTALL & UNINSTALL		\$800.00
	Invoice 3421			
Transaction Date	9/19/2016	Security Bank	10100	Total \$800.00
Claim#	12872 ASPEN MILLS			
Cash Payment	E 212-42200-430 Miscellaneous (GENERAL) F.D. CUSTOM PATCH			\$296.00
	Invoice 186605			
Transaction Date	9/19/2016	Security Bank	10100	Total \$296.00
Claim#	12873 JERRYS TRANSMISSION SERVICE			
Cash Payment	E 100-42260-400 Repairs & Maint Cont	3" BALL KIT		\$185.37
	Invoice 27520			
Transaction Date	9/22/2016	Security Bank	10100	Total \$185.37

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***Claim Register©**

09/26/12 PAY

September 2016

Claim#	12874 <i>ARNOLDS OF GLENCOE, INC</i>				
Cash Payment	E 100-43100-500 Capital Outlay (GENERAL) P/W KABOTA PARTS				\$1,434.20
	Invoice GC27474				
Transaction Date	9/22/2016	Security Bank	10100	Total	\$1,434.20
Claim#	12875 <i>PEAK HEATING AND COOLING</i>				
Cash Payment	E 100-41940-400 Repairs & Maint Cont	MID SEASON SERVICE			\$132.50
	Invoice 11076				
Transaction Date	9/22/2016	Security Bank	10100	Total	\$132.50
Claim#	12876 <i>LUAYN RUCH-HAMMOND</i>				
Cash Payment	E 100-41300-331 Travel Expenses	MILEAGE 8/24-9/7/16			\$126.14
	Invoice				
Cash Payment	E 100-45000-430 Miscellaneous (GENERAL) MILEAGE 8/24-9/7/16				\$9.98
	Invoice				
Transaction Date	9/22/2016	Security Bank	10100	Total	\$136.12
Claim#	12877 <i>MINNESOTA LIFE INSURANCE CO</i>				
Cash Payment	G 100-21708 Life/Disability	EMPLOYEE BENEFITS			\$16.00
	Invoice 62580042				
Transaction Date	9/22/2016	Security Bank	10100	Total	\$16.00
Claim#	12878 <i>PREFERRED ONE INS CO</i>				
Cash Payment	G 100-21706 Hospitalization/Medical Ins	EMPLOYEE BENEFITS			\$1,826.37
	Invoice 1626-1011				
Transaction Date	9/22/2016	Security Bank	10100	Total	\$1,826.37
Claim#	12879 <i>CARVER COUNTY</i>				
Cash Payment	R 100-41000-35100 Court Fines	AUG FINES			\$78.68
	Invoice 10 AUG 16 REV				
Transaction Date	9/22/2016	Security Bank	10100	Total	\$78.68
Claim#	12880 <i>MINI BIFF INC</i>				
Cash Payment	E 100-45000-300 Professional Svcs	OSH PARK			\$85.68
	Invoice A-81202				
Cash Payment	E 100-45000-300 Professional Svcs	W RIDGE PARK			\$85.68
	Invoice A-81240				
Cash Payment	E 100-45000-300 Professional Svcs	DISCOVERY PARK			\$85.68
	Invoice A-81647				
Transaction Date	9/22/2016	Security Bank	10100	Total	\$257.04
Claim#	12881 <i>FRONTIER</i> Ck# 004333E 9/26/2016				
Cash Payment	E 100-43700-321 Telephone	P/W			\$77.65
	Invoice				
Transaction Date	9/22/2016	Security Bank	10100	Total	\$77.65
Claim#	12882 <i>FRONTIER</i> Ck# 004334E 10/11/2016				
Cash Payment	E 100-42280-321 Telephone	F.D.			\$134.22
	Invoice				
Transaction Date	9/22/2016	Security Bank	10100	Total	\$134.22
Claim#	12883 <i>VERIZON WIRELESS</i> Ck# 004335E 10/8/2016				
Cash Payment	E 640-49470-321 Telephone	F.D OSH LIFT STATION AUTO DIALER			\$14.28
	Invoice				

MAYER, MN

09/22/16 3:29 PM

Page 5

*Claim Register©

09/26/12 PAY

September 2016

Transaction Date	9/22/2016	Security Bank	10100	Total	\$14.28
Claim Type	Direct			Total	\$26,078.39

Pre-Written Checks	\$8,124.62
Checks to be Generated by the Compute	\$17,953.77
Total	\$26,078.39

COUNCIL APPROVAL -
SIGNATURES/INITIALS _____



Date: September 15, 2016

TO: MAYER CITY COUNCIL/CONTRACTING TOWNSHIPS
FROM: MAYER FIRE DEPARTMENT, ROD MAETZOLD – FIRE CHIEF

SUBJECT: FIRE REPORT FOR MONTH ENDING – 08/31/16

TOWNSHIP CALLS:

<u>DATE</u>	<u>TIME</u>	<u>TOWNSHIP</u>	<u>DESCRIPTION/ADDRESS</u>	<u>MAN HOURS</u>
08/30/16	1120	Waconia	Power Line Down, Co Rd 32 & Hwy 25	7

CITY OF MAYER CALLS:

<u>DATE</u>	<u>TIME</u>	<u>DESCRIPTION/ADDRESS</u>	<u>MAN HOURS</u>
08/03/16	0406	Fire Alarm, 2346 Coldwater Crossing	15
08/05/16	2350	Medical, 1238 Meadow Pkwy	7
08/07/16	2158	Medical, 419 Bluejay Ave	18
08/10/16	2011	Weather Watch	16
08/16/16	0955	Medical, 419 Bluejay Ave	8
08/19/16	0214	Weather Watch	9
08/19/16	1245	Fire Alarm, 305, 5 th St NE	10
08/22/16	0527	Medical, 101 Canary Ave	17
08/27/16	0833	Medical, 1736 Hidden Trail	13

FIRE DEPARTMENT TRAININGS/ACTIVITIES FOR MONTH ENDING 08/31/16

08/01/16	Fire Department Open House – Mayer Community Center
08/5-7/16	New Germany Fire Department Softball Tournament – MFD 3 rd Place out of 19
08/08/16	Regular Meeting
08/15/16	Group Training – Jordan “Scale”
08/22/16	Group Training – Ladder Training



To: Mayor and Council Members

From: Kyle Kuntz

Re: Public Works Activities from August 18th to September 20th (2016)

Roads

- Cut down willow branches at the intersection of HWY 25 and Hidden Creek Boulevard
- Hauled and leveled gravel to alley behind Zion Church
- Removed brush/trees between walking path and lumber yard
- Took an inventory of signs that need to be replaced

Parks

- Conducted playground inspections on monthly basis
- Mowed and weed whipped all parks on a weekly basis-**Seasonal Staff**
- Emptied garbage cans on a regular basis-**Seasonal Staff**
- Watered downtown flowers
- Met with contractors about curbing in Discovery Park and park shelter in West Ridge Park
- Worked on concrete curbing in Discovery Park
 - Excavated 2'x 2' trench around playground equipment
 - Hauled access material to public works building
 - Hauled and packed 6"to 8" of class 5 within trench
 - Modified tile line to improve drainage within playground equipment
 - Hauled in 10 yards of black dirt for final grading
 - Hauled and leveled 40 yards of mulch around playground equipment
 - Graded, seeded, and laid down erosion blanket
- Contractor came to pour curbing in Discovery Park
- Trimmed trees in Discovery Park

Water Treatment Facility

- Executed daily rounds
- Performed chlorine, fluoride, iron, and manganese tests on a weekly basis
- Received chemical deliveries from DCP Industries on a monthly basis
- Took water samples for Minnesota Department of Health
- Filled out monthly fluoride report for August 2016
- Changed out chlorine tanks as needed
- Cleaned chlorine analyzer and replaced reagents as needed
- Flushed KMNO₄ feed line and mixed KMNO₄ on a regular basis
- Exercised generator at WTP and well #2 on a monthly basis
- Conducted well #2 draw down on a monthly basis
- Helped Luayn with the DNR report
- Called in on Saturday, September 10th for a high tower alarm
- Fixed damaged curb box along Ash Ave S

Wastewater Treatment Facility

- Executed daily rounds and weekly sampling procedures
- Decant digester as necessary

- Washed down scum manhole and control structure #2 as necessary
- Cleaned cyclone grit separator as necessary
- Greased clarifier, fine screen, paddle mixer, and cyclone grit separator as necessary

Lift Stations & Collection System

- Exercised generator on monthly basis
- Met with multiples vendors about bypass pump and received quotes
 - Northern Dewatering
 - Hydro Engineering
- Met with Quality Flow to go over other lift station repairs
- Battery charger for generator failed and Total Energy Systems came to replace
- Worked on “Repairs” proposal for lift station #1

Miscellaneous

- Worked on organizing new building in between other public works tasks
 - Moved pallet racking and other storage cabinets
- Gopher one locates
- Worked on August public works activities sheet
- Changed out old MXU devices for residential water meters
- Installed MXU’s and sealed water meters for new houses
- Read water meters on the 1st of each month
- Worked on ‘On Call’ schedule
- Ran to Mayer Lumber Yard to get supplies
- Ran to Farm Supply to get supplies
- Ran to Northern Hydraulics to get supplies
- Attended safety training in Waconia
- Attended MRWA Operator Expo in Waconia
- Installed a 12” catch basin box in and connect to previous tile line due to a settle catch basin
- Pushed up brush pile at compost site and turned over compost pile
- Mowed part of compost site
- Attended Council Meeting on 8/22/16

Equipment

- Fueled equipment as needed
- Greased and sharpened blades on Hustler mower
- Ordered new driver side door for Kubota RTV
- Received quotes for hot water pressure washer

Safety Concerns

- No safety concerns at this time



**BOLTON
& MENK**

Real People. Real Solutions.

2638 Shadow Lane
Suite 200
Chaska, MN 55318-1172

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Fax: (952) 448-8805
Bolton-Menk.com

MEMORANDUM

Date: September 21, 2016
To: Mayer City Council
From: David Martini
Subject: Projects in Progress

For your convenience, the following is a summary of the projects Bolton & Menk has worked on during the billing period between July 16th and August 12th, 2016.

Miscellaneous Engineering

During the billing period, time was spent attending the Council Meeting on July 25th. Other Miscellaneous Engineering included the following:

- Review of lot surveys for Coldwater Crossing, Fieldstone, and Hidden Creek
- Reviewed Hidden Creek 7th Addition Plans
- Reviewed plans for the proposed Casey's Store
- Reviewed plans for the Mayer Lutheran H.S. Expansion
- Reviewed Apple Circle and Hidden Creek Blvd. pond issues
- Prepared information for the proposed 62nd Street sewer extension
- Reviewed easement information for 2461 Deer Woods Ct.
- Reviewed pond issues in Sunset Meadows
- Reviewed WAC and SAC charges for 633 Shimmcor

14.5 hours of time was provided at the City's reduced hourly rate and the Council Meeting was attended at No Charge, which resulted in a savings to the City of **\$965.50**.

Hidden Creek 6th (Pass Thru)

During the billing period, time was spent reviewing the remaining work for the project, updating City Maps, and reviewing pay applications for the Developer.

Wetland Restoration

During the billing period, time was spent providing project management. Construction services have now exceeded the approved fee for the project. Therefore, **\$72** of services were provided at no charge to the City.

TH 25 Roundabout

Project Management time continues to be spent on the roundabout project to complete punch list items and check labor compliance. These services are being provided to the City at no charge.



To: Mayor and Council Members
From: Luayn Ruch-Hammond, City Administrator
Re: Monthly Report
Date: September 26, 2016

My Activities for the weeks August 22 – September 23, 2016

1. Commercial Broker Event

The Mayor and I attended the first Carver County commercial broker event on Wednesday, September 7, 2016. The event was a coalition of Carver County and the entire City's in the County to promote our communities and the county. There were 80 people in attendance at the event. Carver County paid for a video that was played following is the link to the video. The City was able to make a couple of contacts.

https://www.youtube.com/watch?v=KKaDgPSL_Lc

2. Creamery

The EDA held a meeting on August 30, 2016. Nick was not able to attend but will be attending the October 18, 2016 EDA meeting to discuss his proposal for the Creamery. The proposal with EDA recommendations will be presented at the October 24, 2016 Council Meeting.

3. Community Education Kids Company

The Kids Company program is going well.

4. Comprehensive Planning Assistance Grant

The Metropolitan Planning Assistance Grant is complete and has been submitted to the Metropolitan Council for funding. The City is eligible for \$32,000 in funding.

*Check Reconciliation©

Security Bank

10100 CASH

August 2016

Account Summary

Beginning Balance on 8/1/2016	\$659,367.31	Cleared	\$685,295.47
+ Receipts/Deposits	\$167,261.76	Statement	\$685,295.47
- Payments (Checks and Withdrawals)	\$141,333.60	Difference	\$0.00
Ending Balance as of 8/31/2016	\$685,295.47		

Check Book Balance

Active	G 100-10100	GENERAL FUND	-\$581,951.11
Active	G 210-10100	FIRE TRUCK FUND	\$71,931.59
Active	G 212-10100	FIRE DEPT GRANTS&CON	\$5,980.86
Active	G 215-10100	FIR DEPT FEMA GRANT	\$8,972.76
Active	G 220-10100	PARK IMPROVEMENT FUN	\$263,405.80
Active	G 222-10100	OLD SCHOOLHOUSE PAR	\$5,395.89
Active	G 225-10100	EDA	\$12,765.55
Active	G 230-10100	CITY CELEBRATION	\$0.46
Active	G 231-10100	RISING ARTISTS FESTIVA	\$0.25
Active	G 301-10100	GO W/S 2001 REVENUE B	\$0.00
Active	G 302-10100	GO W/S 2003 REVENUE B	\$0.00
Active	G 303-10100	GO IMPROVEMENT BOND	\$0.00
Active	G 304-10100	GO WATER/SEWER BOND	\$0.00
Active	G 325-10100	HWY 25/2007 ST BOND	\$374,707.51
Active	G 330-10100	DEBT SERVICE FOR 2007	\$0.00
Active	G 350-10100	2015 FIRE TRUCK BOND	\$50,411.47
Active	G 360-10100	SPECIAL ASSESSMENTS	\$0.00
Active	G 361-10100	2007A REFUNDING	\$0.00
Active	G 400-10100	70TH STREET IMPROV FU	\$42,557.79
Active	G 405-10100	STREET IMPROVEMENT F	\$5,827.67
Active	G 410-10100	COMM CTR CAPITOL OUT	\$10,392.43
Active	G 425-10100	HWY 25 PROJECT 2006	\$0.16
Active	G 430-10100	2007 STREET CONST PRO	\$0.38
Active	G 435-10100	CAPITAL PROJECTS	\$670,596.36
Active	G 440-10100	ROUNDAABOUT PROJECT	\$14,567.57
Active	G 460-10100	W RIDGE RD/7TH ST CAP I	\$0.00
Active	G 620-10100	WATER FUND	\$794,069.64
Active	G 640-10100	SEWER FUND	\$1,581,359.76
Active	G 650-10100	STORM WATER FUND	\$67,252.59
Active	G 700-10100	INVESTMENT FUND	-\$2,744,747.16
Active	G 800-10100	ESCROW FUND	\$23,266.03
		Cash Balance	\$676,764.25

REQUEST FOR CITY COUNCIL ACTION

Meeting Date: September 26, 2016
Item Name: Township Fire Contracts
Originating Department: Administration
Presented by: Luayn Ruch-Hammond

Previous Council Action (if any):

Item Type (X only one): Consent Regular Session Discussion Session

RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED (Include motion in proper format.)

A motion approving the Fire Contracts with Camden, Hollywood, Waconia and Watertown Townships and authorizing the Mayor's signature on the contracts.

EXPLANATION OF AGENDA ITEM (Include a description of background, benefits, and recommendations.)

This is the annual contracts with the townships to provide fire services. The City has met with the Townships and they are in agreement with the contract for services.
 The City calculates the fee for services that is due to the City by the number of parcels with buildings served in each township. Staff has township officials verify the parcel numbers before calculating the fees. Attached is the breakdown of the amounts for each township.
 For 2017 the townships will pay 28.82% of the operating budget of the fire department. They pay roughly 34% of the fire truck payment.
 Staff is recommending approval of the contract amounts and authorization of the Mayor's signature on the contracts.

FINANCIAL IMPLICATIONS:

Funding Sources & Uses:

Budget Information:

Budgeted

Non Budgeted

Amendment Required

ADVISORY BOARD RECOMMENDATIONS:

Other

Approved _____ **Denied** _____ **Tabled** _____ **Other** _____
Resolution No. _____ **Ordinance No.** _____

Mayer Fire Department
2017 BUDGET FIRE CONTRACT BREAKDOWN

Compiled - 08/18/16
TWP Board -
Appvd by Council -

2017 Fire Dept Budget - \$ 173,778.00 (excludes -\$8,308 Bldg pmt & \$42,196.00 Truck pmt)

	Expenses	Truck Pmt	Total Contract
City of Mayer	\$ 125,363.46	\$ 27,733.60	\$ 153,097.06
Camden TWP	\$ 11,973.30	\$ 3,615.60	\$ 15,588.90
Hollywood TWP	\$ 11,816.90	\$ 3,615.60	\$ 15,432.50
Waconia TWP	\$ 12,477.26	\$ 3,615.60	\$ 16,092.86
Watertown TWP	\$ 12,147.08	\$ 3,615.60	\$ 15,762.68
	\$ 173,778.00	\$ 42,196.00	\$ 215,974.00

	2015	Percent of Contract	2016	Percent of Contract	2017	% of Contract Exp & Truck Pmt
City of Mayer	\$ 142,521.52	70.79%	\$ 152,694.62	71.18%	\$ 153,097.06	72.14%
Camden TWP	\$ 14,536.02	7.22%	\$ 15,209.40	7.08%	\$ 15,588.90	6.89%
Hollywood TWP	\$ 14,133.36	7.02%	\$ 14,780.35	7.08%	\$ 15,432.50	6.80%
Waconia TWP	\$ 15,381.62	7.64%	\$ 16,088.93	7.48%	\$ 16,092.86	7.18%
Watertown TWP	\$ 14,757.48	7.33%	\$ 15,423.81	7.18%	\$ 15,762.68	6.99%
	\$ 201,330.00	100%	\$ 214,197.11	100%	\$ 215,974.00	100.00%

Parcels 2014	Parcels 2015	Parcels 2016	Parcels 2017	% of Contract By Parcel		TOTAL
677	686	704	743	72.14%	City of Mayer	\$ 153,097.06
70	70	70	71	6.89%	Camden TWP	\$ 15,588.90
68	68	70	70	6.80%	Hollywood TWP	\$ 15,432.50
74	74	74	74	7.18%	Waconia TWP	\$ 16,092.86
71	71	71	72	6.99%	Watertown TWP	\$ 15,762.68
960	969	989	1030	100.00%		\$ 215,974.00

\$153.27 per parcel for 2011

\$155.32 per parcel for 2012

\$143.83 per parcel for 2013

\$140.92 per unit at 960 units for 2014

\$167.56 per unit at 969 units for 2015 (not including truck payment - \$207.77 with Truck Pmt)

\$176.64 per unit at 989 units for 2016 (not including truck payment - \$216.90 with Truck Pmt)

\$168.72 per unit at 1030 units for 2017 (not including truck payment - \$209.68 with Truck Pmt)



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	September 26, 2016
Item Name:	2017 General Fund Budget and Levy Resolution 9-26-2016-32 Preliminary 2017 General Fund Budget Resolution 9-26-2016-33 Preliminary Levy for 2017
Originating Department:	Administration
Presented by:	Luayn Ruch-Hammond

Previous Council Action (if any):

Item Type (X only one):	Consent	Regular Session	<input checked="" type="checkbox"/> Discussion Session
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RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED *(Include motion in proper format.)*
 A motion approving Resolution 9-26-2016-32 Preliminary 2017 General Fund Budget.
 A motion approving Resolution 9-26-2016-33 Preliminary Levy for 2017.

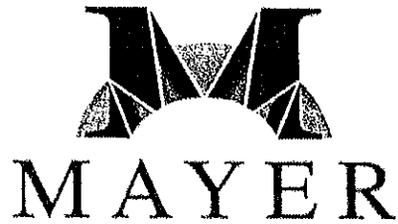
EXPLANATION OF AGENDA ITEM *(Include a description of background, benefits, and recommendations.)*
 City Council had instructed staff to prepare resolutions based on a general fund preliminary levy of \$952,000. The City is required to certify the preliminary levy to Carver County by September 30, 2016.

The general fund and preliminary levy resolutions are attached to this memo.
 Staff is requesting approval of the resolutions.

FINANCIAL IMPLICATIONS:	ADVISORY BOARD RECOMMENDATIONS:
Funding Sources & Uses:	
Budget Information:	
<input type="checkbox"/> Budgeted <input type="checkbox"/> Non Budgeted <input type="checkbox"/> Amendment Required	
	Other

Approved _____	Denied _____	Tabled _____	Other _____
Resolution No. _____		Ordinance No. _____	

	2017	
	Proposed	Totals
General Government	\$81,500.00	
Council Wages	\$17,111.00	
Administrator	\$103,351.55	
Boards & Commissi	\$1,440.00	
City Clerk/Deputy	\$19,385.50	
Elections	\$1,050.00	
Assessment Services	\$12,500.00	
Planning and Zoning	\$8,110.00	
Computer	\$2,400.00	General Government
Community Center	\$43,530.00	\$290,378.05
Police Contract	\$144,257.00	
Fire Protection	\$54,095.00	
WAFTA	\$2,000.00	
Fire Equipment	\$98,800.00	
Fire Station	\$10,575.00	
FD Truck Payment		
FD Relief Associatin		
Buidling Inspections	\$20,000.00	
Civil Defense	\$450.00	Public Safety
Animal Control	\$650.00	\$330,827.00
Public Works		
Hwys Streets and R	\$125,474.30	
Ice and Snow Remo	\$27,000.00	
Storm Drainage	\$10,000.00	
Street Lighting	\$25,545.00	Public Works
Maintenance Bldg	\$36,340.00	\$224,359.30
		Parks
Park and Rec	\$98,350.00	\$98,350.00
Baseball Park		EDA
EDA	\$4,550.00	\$4,550.00
		Compost
Compost	\$1,960.00	\$1,960.00



CITY OF MAYER
PROPOSED BUDGET
RESOLUTION NO. 09-26-2016-32

WHEREAS, The 2017 Proposed Budget must be adopted by September 30, 2016; and

WHEREAS, The 2017 Actual Final Budget adopted subsequent to this resolution may be **higher or lower** and such amounts are not preordained; and

WHEREAS, The City Council will further review the budget for cost savings and reductions before establishing the final budget;

BE IT RESOLVED, By the City Council of the City of Mayer, Minnesota that the budgeted expenditures, excluding depreciation, for each fund during the 2017 calendar fiscal year shall be as follows:

General Fund

General Government	\$290,378.00
Public Safety	\$330,827.00
Public Works Streets	\$224,360.00
Parks and Recreation	\$98,350.00
Compost	\$1,960.00
Operating EDA	\$4,550.00

Total General Fund \$950,425.00

Debt

East Side and Highway 25	\$154,654.00
Sewer Debt	\$273,000.00
Fire Station	\$8,308.00
Fire Truck	\$21,749.00

Total Debt \$457,711.00

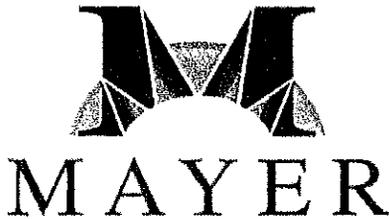
Total Expenditures for the 2016 Budget \$1,408,136.00

Adopted by the City Council of the City of Mayer this 26th day of September, 2016.

Attest:

Luayn Ruch-Hammond, City Administrator

Gerald W. Thomas, Mayor



RESOLUTION 9-26-2016-33
ADOPTING YEAR 2016
PRELIMINARY TAX LEVY
FOR THE
CITY OF MAYER
COLLECTION IN 2017

WHEREAS, The 2017 Preliminary Levy must be adopted by September 30, 2016; and

WHEREAS, the City of Mayer is dependent upon collection of a tax to fund a portion of its operating budget and to pay bonded debt,

NOW THEREFORE BE IT RESOLVED, that the City Council of the City of Mayer, Carver County, Minnesota, hereby adopts the following preliminary tax levy for collection in 2017 upon taxable property in the City of Mayer for the following purposes:

General Fund Levy		\$494,289.00
DEBT SERVICE Levy		
East Side and Highway		
25	\$154,654.00	
Sewer Debt	\$273,000.00	
Fire Station	\$8,308.00	
Fire Truck	\$21,749.00	
	Total Debt	\$457,711.00
	Total Levy	952,000.00

Adopted this 26th day of September, 2016 by the Mayer City Council.

Gerald W. Thomas, Mayor

Attest:

Luayn Ruch-Hammond, City Administrator

REQUEST FOR CITY COUNCIL ACTION

Meeting Date: September 26, 2016
Item Name: Resolution 9-26-2016-34 Prosecution Contract
Originating Department: Administration
Presented by: Luayn Ruch-Hammond

Previous Council Action (if any):

Item Type (X only one): Consent Regular Session Discussion Session

RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED (Include motion in proper format.)

EXPLANATION OF AGENDA ITEM (Include a description of background, benefits, and recommendations.)

The City of Mayer contracts with Carver County Attorney's office for prosecution services for statutory gross misdemeanor and misdemeanor violations.

Every year the City enters into a contract with the Carver County Attorney to provide prosecution services for the City. Staff has received the 2017 prosecution services contract from the Carver County Attorney.

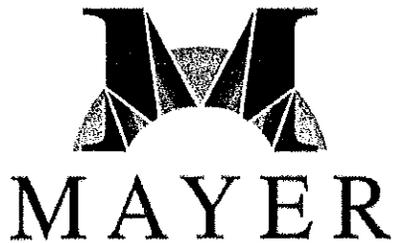
The fee that is paid for the prosecution services is based on a three year caseload. The fees for City of Mayer for services based on caseload for 2013 was \$796.45, for 2014 was \$738.13 for 2015 was \$912.02 and for 2016 is \$979.31.

The proposed fee for 2017 is \$1,018.49. This is because of a 1.24% increase in caseload from 2016-2017 and a 4% surcharge increase for 2017.

Staff is requesting approval of resolution 9-26-2016-34 Authorizing Execution of Joint Powers Agreement Prosecution Contract for 2017.

FINANCIAL IMPLICATIONS:	ADVISORY BOARD RECOMMENDATIONS:
Funding Sources & Uses:	Other
Budget Information:	
<input type="checkbox"/> Budgeted <input type="checkbox"/> Non Budgeted <input type="checkbox"/> Amendment Required	

Approved **Denied** **Tabled** **Other**
Resolution No. _____ **Ordinance No.** _____



**CITY OF MAYER
RESOLUTION 9-26-2016-34
AUTHORIZING EXECUTION OF JOINT POWERS
AGREEMENT PROSECUTION CONTRACT**

WHEREAS, the Carver County Attorney (the "Attorney") offers to provide certain prosecution services for the City of Mayer (the "City"); and

WHEREAS, The Attorney will provide for the prosecution of statutory gross misdemeanor, misdemeanor, violations, excluding certain liquor law violations, and the cost of said prosecution services shall be provided by the City contributing an additional one-third (1/3) of all fines and penalties to Carver County; and,

WHEREAS; The Attorney may provide other prosecution services for ordinance violations and will not charge an additional fee; and

WHEREAS, The Attorney will charge the City a surcharge of \$1,018.49 for 2017; and

WHEREAS, The City desires to obtain these prosecution services.

NOW THEREFORE BE IT RESOLVED; By the City Council of the City of Mayer, hereby approves the Joint Powers Agreement Prosecution Contract for 2017 calendar year, attached hereto and by said references incorporated herein in its entirety.

BE IT FURTHER RESOLVED, that the Mayor and City Administrator are hereby authorized and directed to execute said Agreement on behalf of the City.

Passed and adopted by the City Council, City of Mayer, and this 26th day of September, 2016.

Gerald W. Thomas, Mayor

ATTEST: _____

Lois A. Maetzold, City Clerk

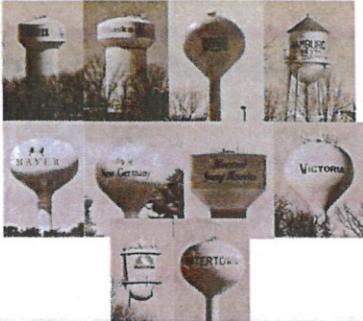
City Prosecution Contracts

Carver County Attorney's Office




Who We Serve

- Carver
- Chaska
- Cologne
- Hamburg
- Mayer
- New Germany
- Norwood Young America
- Victoria
- Waconia
- Watertown



The value and services that cities receive through the prosecution contract with the County Attorney's Office

- We prosecute all cases for the city (felonies, gross misdemeanors, misdemeanors, petty misdemeanors, ordinances violations and juvenile delinquencies)
- Our attorneys are full-time prosecutors specializing exclusively in criminal cases
- We have an experienced on-call attorney available 24 hours a day
- We appear at all bail hearings to advocate for conditions of release, public safety and victim safety

- We provide focused and attentive victim – witness services through our experienced full-time coordinator during the entire court process
- At every hearing our prosecutors are available to meet with offenders or their attorneys who desire to speak about their cases; our mission is to administer justice with thoughtful, individualized and professional attention

- We are centrally located in the courthouse allowing us to maintain close coordination with our law enforcement partners and agencies (social services, probation, jail, administration, etc.)
- We train law enforcement each year on legal issues and best practices

HISTORICALLY: Determination of Contract Fees

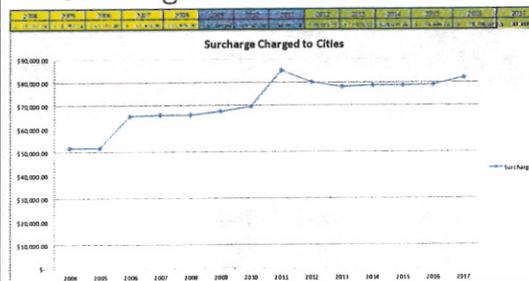
County Attorney Staff Costs	\$202,928
<i>Less Total Fine Revenue paid to Carver County</i>	
<i>Attorney's office in 2015</i>	-95,184
<i>Contract Cost Allocation</i>	-25,896
Equals Total Surcharge to be paid in 2017	\$ 81,848

Participating cities pay surcharge quarterly per their three year case load average (see chart later in presentation)

Very nominal increases over the years for County Attorney Staff Costs

- Historically, County Attorney Staff Costs have remained steady in the area of \$203,000
- The County has not increased its costs since 2007
- There was a \$117,000 reduction in 2009

Surcharges since 2004:



Yearly Staffing Costs

- 2004=\$65,000
- 2005=\$65,00
- 2006=\$72,000
- 2007=\$320,695
- 2008=\$320,695
- 2009=\$203,929
- 2010=\$203,929
- 2011=\$203,929
- 2012=\$203,929
- 2013=\$203,929
- 2014=\$202,928
- 2015=\$202,928

How are the County Attorney's Office's Resources Allocated?

- Attorneys, administration, paralegal, victim witness coordination, law clerks
- Calculated based on a percentage of time spent on prosecuting for the cities

• SPRING 2016: AUDIT OF COSTS TO THE COUNTY ATTORNEY'S OFFICE

Staff time used on city prosecution

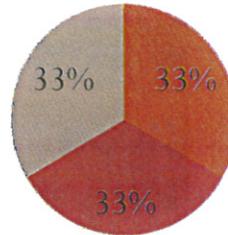
- 1.85 Attorneys (full time)
- 2 law clerks (90% time) (14 hours/week)
- 2 administrative assistants (full time)
- .3 (30% of time) victim-witness coordinator
- .10 (10% time) misc (County Atty, Chief Deputy Cty atty, executive asst to County Atty, front desk)

Salaries + Benefits

- 1.85 Attorneys = \$176,693
- 2 law clerks = \$22,680
- 2 administrative assistants = \$161,378
- .3 victim-witness coordinator = \$30,750
- .10 misc = \$15,000
-
- TOTAL = \$406,501

Fine Revenue Distribution

■ Rate of MSJ ■ Other ■ Career Co. Attorney



Cases Listed: Adult (PM/MD/GM/GM-DWI)

City	2012	2013	2014	3Yr-Avg	3Yr-Avg %
Carver	84	165	177	142	9.14%
Chaska	820	784	720	775	49.86%
Cologne	21	27	26	25	1.63%
Hamburg	8	8	8	8	0.51%
Mayer	18	25	15	19	1.24%
New Germany	19	8	10	12	0.79%
Norwood Young America	107	103	96	102	6.57%
Victoria	152	127	135	138	8.88%
Waconia	195	241	241	226	14.52%
Watertown	112	89	118	106	6.84%
Totals	1,538	1,577	1,546	1,554	100.00%

Excludes Charges Pending, Declined Prosecution and Pending Further Investigation Cases

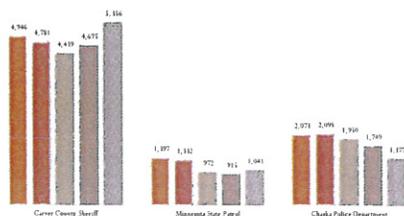
Contract Rates and Caseload %

	2016 Rate	2017 Rate	3Yr. Caseload %
Carver	\$7,192.92	\$7,480.64	9.14%
Chaska	\$39,240.25	\$40,809.86	49.86%
Cologne	\$1,283.24	\$1,334.57	1.63%
Hamburg	\$405.23	\$421.44	0.51%
Mayer	\$979.32	\$1,018.49	1.24%
New Germany	\$624.74	\$649.73	0.79%
Norwood Young America	\$5,166.75	\$5,373.42	6.57%
Victoria	\$6,990.30	\$7,269.91	8.88%
Waconia	\$11,431.00	\$11,888.24	14.52%
Watertown	\$5,386.25	\$5,601.70	6.84%
Totals:	\$78,700.00	\$81,848.00	100%

Citations issued by Law Enforcement

Citations Issued

■ 2011 ■ 2012 ■ 2013 ■ 2014 ■ 2015

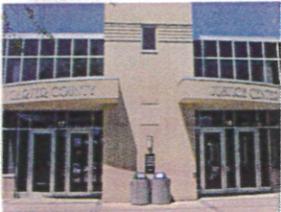


4% Surcharge increase in 2017

	2016 Surcharge	2017 Surcharge	Difference
Carver	\$7,192.92	\$7,480.64	\$287.72
Chaska	\$39,240.25	\$40,809.86	\$1,569.61
Cologne	\$1,283.24	\$1,334.57	\$51.33
Hamburg	\$405.23	\$421.44	\$16.21
Mayer	\$979.32	\$1,018.49	\$39.17
New Germany	\$624.74	\$649.73	\$24.99
Norwood Young America	\$5,166.75	\$5,373.42	\$206.67
Victoria	\$6,990.30	\$7,269.91	\$279.61
Waconia	\$11,431.00	\$11,888.24	\$457.24
Watertown	\$5,386.25	\$5,601.70	\$215.45
Totals:	\$78,700.00	\$81,848.00	\$3,148.00

Our Office Serving Carver County

- Mark Metz, County Attorney
- Peter Ivy, Chief Deputy
- Rhonda Betscher, Executive Assistant
- 15 Assistant County Attorneys
- 3 Paralegals
- 2 Law Clerks
- John Rekow, Law Office Manager
- 7 Legal Administrative Assistants
- 1 Administrative Assistant
- 1 Victim/Witness Coordinator



2017 PROSECUTION CONTRACT

THIS JOINT POWERS AGREEMENT is made and entered into between the Carver County Attorney, the Carver County Board of Commissioners, a political subdivision of the State of Minnesota, and the City of Mayer, a municipal corporation organized under the laws of the State of Minnesota, to provide for prosecution of statutory gross misdemeanor, misdemeanor and petty misdemeanor violations, other than liquor law violations directly involving establishments, organizations or individuals with liquor licenses or permits issued by the City of Mayer and also to provide for prosecution of municipal traffic and parking ordinance violations.

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, Minnesota Statutes Section 484.87, Subdivision 3, provides that statutory gross misdemeanor, misdemeanor, petty misdemeanor violations and municipal ordinance violations in the counties of Anoka, Carver, Dakota, Scott and Washington shall be prosecuted by the attorney of the municipality where the violation is alleged to have occurred and further provides that municipalities may enter into three party agreements with the County Board and the County Attorney to provide for prosecution services for criminal offenses; and

WHEREAS, each of the parties hereto desires to enter into this Joint Powers Agreement and has, through the actions of its respective governing bodies, been duly authorized to enter into this Joint Powers Agreement for the purposes hereinafter stated;

NOW, THEREFORE, in consideration of the mutual covenants and agreements contained herein, it is hereby agreed by and between the County of Carver, through the Board of Commissioners, the Carver County Attorney, and the City of Mayer, through its Council, that:

1. Enabling Authority.

Minnesota Statutes Section 471.59 authorizes two or more governmental units to jointly exercise any power common to the contracting parties. Minnesota Statutes Section 484.87, Subdivision 3 authorizes the City of Mayer to enter into an agreement with the County of Carver and the Office of the Carver County Attorney to provide for prosecution services for criminal offenses.

2. Purpose

Provide for prosecution of statutory gross misdemeanor, misdemeanor and petty misdemeanor violations, other than liquor law violations directly involving establishments, organizations or individuals with liquor licenses or permits issued by the City of Mayer and also to provide for prosecution of municipal traffic and parking ordinance violations.

3. Services.

The Carver County Attorney's Office shall prosecute statutory gross misdemeanor, misdemeanor, petty misdemeanor violations and, any other criminal municipal ordinance violation. The Carver County Attorney shall also prosecute all municipal traffic and parking ordinance violations allegedly occurring within the jurisdiction of the municipality and within Carver County.

4. Term.

Prosecution services shall be rendered by the Carver County Attorney's Office commencing January 1, 2017, and extending through December 31, 2017.

5. Payment for Services.

In consideration for prosecution services being rendered, the County shall collect one-half (1/2) of all funds allocated pursuant to Minnesota Statute Section 484.90, Subdivision 6(a)(1) (fines that the court administers allocates 100% to the fines to the city or town in which the offense was committed) and one-third (1/3) allocated pursuant to Minnesota Statute Section 484.90, Subdivision 6(a)(2) (fines that the court administers allocates two-thirds to the fines to the city or town in which the offense was committed). An additional surcharge calculated on the percentage of cases and fine revenue in the amount of \$1,018.49 is to be paid by the City of Mayer to the Carver County Attorney's Office in four equal installments by April 15, 2017, July 15, 2017, October 15, 2017 and January 15, 2018.

6. Ordinances.

The City shall forward current traffic ordinances to the Carver County Attorney's Office and immediately inform the County Attorney of any changes made during the contract period.

7. 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.

8. 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.

9. 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 officers and employees against any and all liability, loss, costs, damages, expenses, claims or actions, including attorney's fees which the other, its officers and employee may hereafter sustain, incur or be required to pay, arising out of or by reason of any act or omission of the party, its agents, servants or employees, in the execution or performance or failure to adequately perform its obligations pursuant to this Agreement.

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.

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.

10. 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.

11. Termination.

This Agreement shall terminate of its own accord without further action taken or notice given by either party at midnight, December 31, 2017.

12. 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.

Space Intentionally Left Blank

IN WITNESS WHEREOF, each of the parties has caused this Agreement to be executed by its appropriate officers and with the consent and approval of its appropriate governing bodies.

CITY OF MAYER

IN PRESENCE OF:

BY: _____
Mayor

City Administrator

Date: _____

Date: _____

COUNTY ATTORNEY

Mark Metz
Carver County Attorney

Date: _____

IN PRESENCE OF:

COUNTY OF CARVER

BY: _____
County Administrator

Date: _____



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

9/13/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Bullis Insurance Agency, LLC 407 East Lake Street #201 P.O. Box 704 Wayzata MN 55391	CONTACT NAME: Scott Endorf CPCU CIC CRM	
	PHONE (A/C, No. Ext): (952) 449-0089 FAX (A/C, No): (952) 449-0208 E-MAIL ADDRESS: sendorf@bullisagency.com	
INSURED City of Mayer PO Box 102 Mayer MN 55360	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A: League of Minnesota Cities	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	

COVERAGES

CERTIFICATE NUMBER: 16-17

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			CMC38675	1/1/2016	1/1/2017	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 2,500 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000 \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			CMC38675	1/1/2016	1/1/2017	COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			MEL8739	1/1/2016	1/1/2017	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	0200091922	11/1/2015	11/1/2016	PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ 1,500,000 E.L. DISEASE - EA EMPLOYEE \$ 1,500,000 E.L. DISEASE - POLICY LIMIT \$ 1,500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Carver County Attorney's Office is named as additional insured.

CERTIFICATE HOLDER

CANCELLATION

Carver County Attorney's Office
 604 East 4th Street
 Chaska, MN 55318

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Chris Biehle CIC/PW

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REQUEST FOR CITY COUNCIL ACTION					
Meeting Date:		September 26, 2016			
Item Name:		Staffing Update			
Originating Department:		Administration			
Presented by:		Luayn Ruch-Hammond			
Previous Council Action (if any):					
Item Type (X only one):		Consent <input type="checkbox"/>	Regular Session <input type="checkbox"/>	X Discussion Session <input checked="" type="checkbox"/>	
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED <i>(Include motion in proper format.)</i>					
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>					
Current City Clerk is working two half days a week through October. She will then be here to help with the elections and on an as needed basis after the election.					
FINANCIAL IMPLICATIONS:			ADVISORY BOARD RECOMMENDATIONS:		
Funding Sources & Uses:			Other		
Budget Information:					
_____ Budgeted					
_____ Non Budgeted					
_____ Amendment Required					
Approved _____		Denied _____		Tabled _____	
Resolution No. _____		Ordinance No. _____		Other _____	

REQUEST FOR CITY COUNCIL ACTION

Meeting Date: September 26, 2016
Item Name: Pedestrian Crossing on County Road 30
Originating Department: Administration
Presented by: Luayn Ruch-Hammond

Previous Council Action (if any):

Item Type (X only one): Consent Regular Session Discussion Session

RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED *(Include motion in proper format.)*

EXPLANATION OF AGENDA ITEM *(Include a description of background, benefits, and recommendations.)*

The Park Board is recommending/requesting that the City Council request pedestrian crossing markings and signs on County Road 30 at the intersections of Coldwater Crossing and Hidden Trail. (map)

The City did request signs and pedestrian crossing markings at the County Road 30 at the intersection of Coldwater Crossing and Hidden Trail in 2009 and the request was denied because of the speed limit.

Staff is requesting direction on the request to the County.

FINANCIAL IMPLICATIONS:

Funding Sources & Uses:

Budget Information:

Budgeted

Non Budgeted

Amendment Required

ADVISORY BOARD RECOMMENDATIONS:

Other

Approved **Denied** **Tabled** **Other**
Resolution No. _____ **Ordinance No.** _____



This map was created using Carver County's Geographic Information Systems (GIS), it is a compilation of information and data from various City, County, State, and Federal offices. This map is not a surveyed or legally recorded map and is intended to be used as a reference. Carver County is not responsible for any inaccuracies contained herein.

Map Date: 9/14/2016

REQUEST FOR CITY COUNCIL ACTION

Meeting Date: September 26, 2016
Item Name: Pedestrian Crossing Signs
Originating Department: Administration
Presented by: Luayn Ruch-Hammond

Previous Council Action (if any):

Item Type (X only one): Consent Regular Session Discussion Session

RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED *(Include motion in proper format.)*

A motion authorizing the purchase of the pedestrian crossing signs for the intersection of Highway 25 and Hidden Creek Boulevard.

EXPLANATION OF AGENDA ITEM *(Include a description of background, benefits, and recommendations.)*

Staff met with Kevin Nystedt a representative of Tapco a company that provides the flashing pedestrian crossing signs. We reviewed the two pedestrian crossing sites to be sure that the signs would work. In the review of the crossing at 4th Street the observation was made that the west side of the street (McIntosh) there will be an issue on the placement of the sign because of the City street light. Traffic going south would not have a clear view of the sign. The solution would be to place a sign to the north that would communicate with the sign on the west side and would start to flash when the button is pushed letting the traveling public know that a crosswalk exists and that there is a pedestrian in the crosswalk. This is going to require some additional review from Mn DOT.

On the crossing at Hidden Creek Boulevard and Highway 25 the signs should work. The only issue that was found was the No Passing sign that blocks the pedestrian crossing sign on the east side of the highway. Staff has contacted Mn Dot to request that the sign be moved. Mn Dot staff informed the City that the sign can be moved not sure of when but the City can install the signs.

The cost to install the two signs at the intersection of Highway 25 and Hidden Creek Boulevard is \$8,945.00 plus shipping. There will also be additional expenses for installation of a concrete footer for each of the signs.

Staff is requesting Council approval of the Tapco quote to install pedestrian crossing signs at the Highway 25 and Hidden Creek Boulevard crossing in the amount of \$8,945.00 plus shipping and footings. The funds for the expense would be taken from the streets capital outlay line item.

FINANCIAL IMPLICATIONS:		ADVISORY BOARD RECOMMENDATIONS:	
Funding Sources & Uses:		Other _____	
Budget Information:			
_____ Budgeted	_____ Non Budgeted		
_____ Amendment Required			
Approved _____	Denied _____	Tabled _____	Other _____
Resolution No. _____		Ordinance No. _____	

General Fund EXP 2016

Current Period: September 2016

Account Descr	2015 Amt	2016 Adopted	2016 YTD Amt	2017 Budget
FUND 100 GENERAL FUND				
Dept 43100 Hwys, Streets, & Roads				
E 100-43100-100 Wages and Salaries	\$25,943.46	\$25,080.00	\$17,874.55	\$62,138.00
E 100-43100-120 Employer Contrib Ret	\$1,857.37	\$1,880.00	\$1,340.60	\$4,660.50
E 100-43100-131 Employer Paid Health	\$1,320.00	\$1,900.00	\$990.00	\$9,000.00
E 100-43100-133 Employer Paid Dental	\$239.09	\$249.00	\$191.05	\$778.40
E 100-43100-134 Employer Paid Life	\$20.71	\$21.00	\$15.53	\$62.40
E 100-43100-180 Employee Withholdings	\$1,984.70	\$1,920.00	\$1,367.43	\$4,755.00
E 100-43100-208 Training and Instruction	\$597.00	\$1,000.00	\$445.97	\$1,000.00
E 100-43100-210 Operating Supplies	\$1,445.31	\$750.00	\$532.86	\$750.00
E 100-43100-212 Motor Fuels	\$2,919.09	\$3,000.00	\$1,383.32	\$3,000.00
E 100-43100-300 Professional Svcs	\$0.00	\$0.00	\$1,800.00	\$0.00
E 100-43100-303 Engineering Fees	\$3,481.00	\$0.00	\$0.00	\$0.00
E 100-43100-304 Legal Fees	\$0.00	\$0.00	\$0.00	\$0.00
E 100-43100-310 Contract Services	\$0.00	\$2,400.00	\$1,200.00	\$2,000.00
E 100-43100-321 Telephone	\$169.33	\$180.00	\$168.31	\$180.00
E 100-43100-331 Travel Expenses	\$0.00	\$0.00	\$0.00	\$150.00
E 100-43100-360 Insurance (GENERAL)	\$0.00	\$2,000.00	\$0.00	\$2,000.00
E 100-43100-400 Repairs & Maint Cont	\$14,467.19	\$15,000.00	\$7,234.85	\$15,000.00
E 100-43100-430 Miscellaneous (GENERAL)	\$0.00	\$0.00	\$32.78	\$0.00
E 100-43100-500 Capital Outlay (GENERAL)	\$44,644.97	\$67,000.00	\$14,563.66	\$20,000.00
Dept 43100 Hwys, Streets, & Roads	\$99,089.22	\$122,380.00	\$49,140.91	\$125,474.30
FUND 100 GENERAL FUND	\$99,089.22	\$122,380.00	\$49,140.91	\$125,474.30



SALES QUOTE

Customer Copy

Number	ETO16-03940
Date	9/16/2016
Page	1

5100 West Brown Deer Road • Brown Deer, WI 53223
 Phone (800) 236-0112 • tapconet.com • Fax (800) 444-0331

Sell To Cust C58601	City of Mayer (MN) Luayn Ruch-Hammond P.O. Box 102 413 Blue Jay Ave MAYER, MN 55360	Ship To Cust	City of Mayer (MN) Luayn Ruch-Hammond P.O. Box 102 413 Blue Jay Ave MAYER, MN 55360		
Customer PO.#	Expires	Slsp	Terms	Freight	Ship Via
RRFB	10/20/2016	Keven Nystedt	Net 30 DAYS	PREPAY/ADD	BEST RATE

Item	Description	Quantity	UM	Price	Extension
RRFB-1DERABWNNAA	RRFB Controller Kit, 55W/48Ah, 4.5" OD Round, Wireless, No Modem	2	EA	1,890.00	\$3,780.00
RRFBXL2-NA1	RRFB XL2 Light Bar, One Ped Indicator Banding Mount w Snap Locks, for 2.375+ Inch OD	4	EA	562.50	\$2,250.00
101620	Push Button Bulldog Add-On Option Kit Yellow, With LED; Includes R10-25 Sign	2	KT	180.00	\$360.00
373-05076	W11-2,36"x36"x.080 DG3 FYG, Pedestrian Crossing (Symbol) Fed Spec, Fluorescent Yellow-Green Sign	4	EA	150.00	\$600.00
117703	W16-7mPL, 30"x24"x.080 DG3 FYG Down Diagonal Left Arrow (MN Spec)	2	EA	82.25	\$164.50
117702	W16-7mPR, 30"x24"x.080 DG3 FYG Down Diagonal Right Arrow (MN Spec)	2	EA	82.25	\$164.50
373-1580A	Standard Aluminum Pole 15' Schedule 80 6061-T6 4.5 OD T.O.E., Anodized Clear	2	EA	337.50	\$675.00
203-00014A	Base, Aluminum, Square, Anodized Clear Door, SP-5444-PNC	2	EA	225.00	\$450.00
109482A	Collar Assembly for Square base/AL PB-5325, Anodized Clear	2	EA	112.50	\$225.00
111644	J-Bolt, 3/4"W x 17"L, with 1 Nut and 1 Washer (four are needed for a set, sold individually)	8	EA	15.00	\$120.00
030-00006	Washer Flat 1-1/16"ID x2.5OD"x.125" Galvanized For 1" A/B, for use w/item # 111644 (not incl)	8	EA	2.00	\$16.00
107265	Sign Mounting Kit, Banded, Flared Leg, Standard For Mounting B2B Static Signs to a Large Pole	4	EA	35.00	\$140.00

Furnish only quote. Installation is not included.
 Solar powered equipment requires no shading or obstructions
 Solar site survey MUST be completed prior to Plus Shipping and Handling

Shipment within _____
 Acceptance By _____
 Date _____
 By _____

Merchandise	Freight	Tax	Total
\$8,945.00	\$0.00	\$614.97	\$9,559.97

Rectangular Rapid Flash Beacon (RRFB) LED Crosswalk Warning System

RRFBs are user-actuated amber LEDs that supplement warning signs at intersections without signals or mid-block crosswalks. Two arrays of alternately flashing LEDs use an irregular flash pattern (similar to emergency flashers on police vehicles), commanding the attention of drivers day and night. The RRFB has been shown to provide an 80% reduction to Yield-to-Pedestrian traffic, exceeding that of standard beacons. As a low cost alternative to traffic signals, it's no wonder why RRFB systems are taking the country by storm! The RRFB units install easily onto new or existing signal poles, and TAPCO can provide completed system with poles and hardware. The FHWA requires that RRFB systems are solely for use in pedestrian or school crossings, and must be pedestrian activated (actively or passively).



- TAPCO RRFB LEDs are the brightest and most durable on the market
- Wireless Synchronized Control
- Longest Range of Communication
- 3-Year Warranty; Dedicated Support
- Lowest Power Consumption
- SAE Certified, Steerable LED Arrays
- Solar, 110VAC or 12VDC
- Efficient Energy Management System
- Active or Passive Wireless Activation
- Pushbutton or Bollard or Infrared
- Individually Maintained Components
- ITS Compatible
- Signs & Anti-vandal Hardware
- RRFB LEDs can flash on front and sides, alerting drivers and pedestrians simultaneously Compatible with Intelligent Transportation Systems (ITS)
- MUTCD interim approval

TAPCO RRFB Advantages

- ✓ TAPCO RRFB LED arrays are SAE J595 Class 1 certified and FHWA compliant.
- ✓ TAPCO RRFB-XL™'s extra-large LED arrays exceed FHWA requirements (ideal for daylight visibility and multi-lane roads).
- ✓ State-of-the-art lens performs to the highest standards, with the best viewing angle and brightest LEDs on the market.
- ✓ TAPCO's modular RRFB assemblies are designed to allow for component-level replacements, saving you time and money.
- ✓ Compatible with pedestrian activation devices, including wireless push-button and infrared bollards.
- ✓ TAPCO's optional BlinkLink™ application allows you to monitor RRFBs and other ITS systems, with any device linked to the internet.
- ✓ TAPCO manufactures signage of the highest quality, and we carry all of the hardware to complement RRFB assemblies.
- ✓ Solar power eliminates electrical installation labor and maintenance costs*

Solar powered.
No AC required.

2 BlinkerBeam™ wirelessly activates the other RRFB unit

1 Pedestrian activates

RRFB LED arrays flash synchronously

80% reduction to Yield to Pedestrian traffic*

* "An Analysis of the Efficacy of Rectangular-shaped Rapid Flash LED Beacons to Increase Yielding to Pedestrians Using Crosswalks on Multilane Roadways in the City of St. Petersburg, FL" Center for Evaluation and Research in Safety

REQUEST FOR CITY COUNCIL ACTION

Meeting Date: September 26th 2016
Item Name: Sanitary Lift Station #1 Bypass Pump
Originating Department: Public Works
Presented by: Kyle Kuntz

Previous Council Action (if any):

Item Type (X only one): Consent Regular Session Discussion Session

RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED (Include motion in proper format.)

A motion approving the purchase of two separate pumps needed to bypass lift-station #1

EXPLANATION OF AGENDA ITEM (Include a description of background, benefits, and recommendations.)

During the council meeting on August 22nd 2016 City Council approved the purchase of pump needed to bypass Sanitary Lift Station #1 in the amount of \$24,800. After further investigation by City Staff it has been concluded that the pump City Council approved at a previous meeting won't be able to handle a suction lift greater than 25 feet. In order to pump from a depth of 32' the City will have to purchase and additional pump to force feed the bypass pump. This pump will be submersible and run off of hydraulics. In order to run this pump hydraulically the bypass pump needs to be equipped with hydraulic capabilities; otherwise, City Staff will need to use additional equipment in order to power the pump.

Staff is recommending purchasing the pumps from Hydro Engineering in the amount of \$41,243.59. The bypass pump will be equipped with a 74 HP John Deere Engine and a Gorman Rupp Pump. It will also be equipped with the hydraulics needed to run the submersible hydraulic pump as well, so everything will be able to run off of this one unit. The other pumps quoted would require the submersible pump to be powered off the City's skid loader.

Vender	Bypass Pump	Cost	Additional Equipment Needed	Total Cost with Hydraulic Submersible
Northern Dewatering	John Deere/Pioneer	\$46,692.79	Yes-Skid Loader	\$52,324.83
Hydro Engineering	John Deere/Gorman Rupp	\$35,611.55	None	\$41,243.59
Hydro Engineering	John Deere/Gorman Rupp	\$30,622.08	Yes-Skid Loader	\$36,254.12
Quality Flow	Yanmar/Barnes	\$24,800.00	Yes-Skid Loader	\$30,432.04
Vender	Hydraulic Submersible	Cost		
Hydro Engineering	Hydraulic	\$5,632.04		
Northern Dewatering	Hydraulic	\$10,368.58		

All of the City's wastewater flows to this lift station and from there it is pumped to the wastewater treatment plant. It is a poor design overall, because it causes all of our eggs to be in one basket. So, it is absolutely critical that this lift station operates at its highest potential 24/7 365 days a year. Staff would also recommend that before any future development takes place we look at adding another sanitary lift station to avoid putting an even heavier load on Sanitary Lift Station #1.

FINANCIAL IMPLICATIONS:

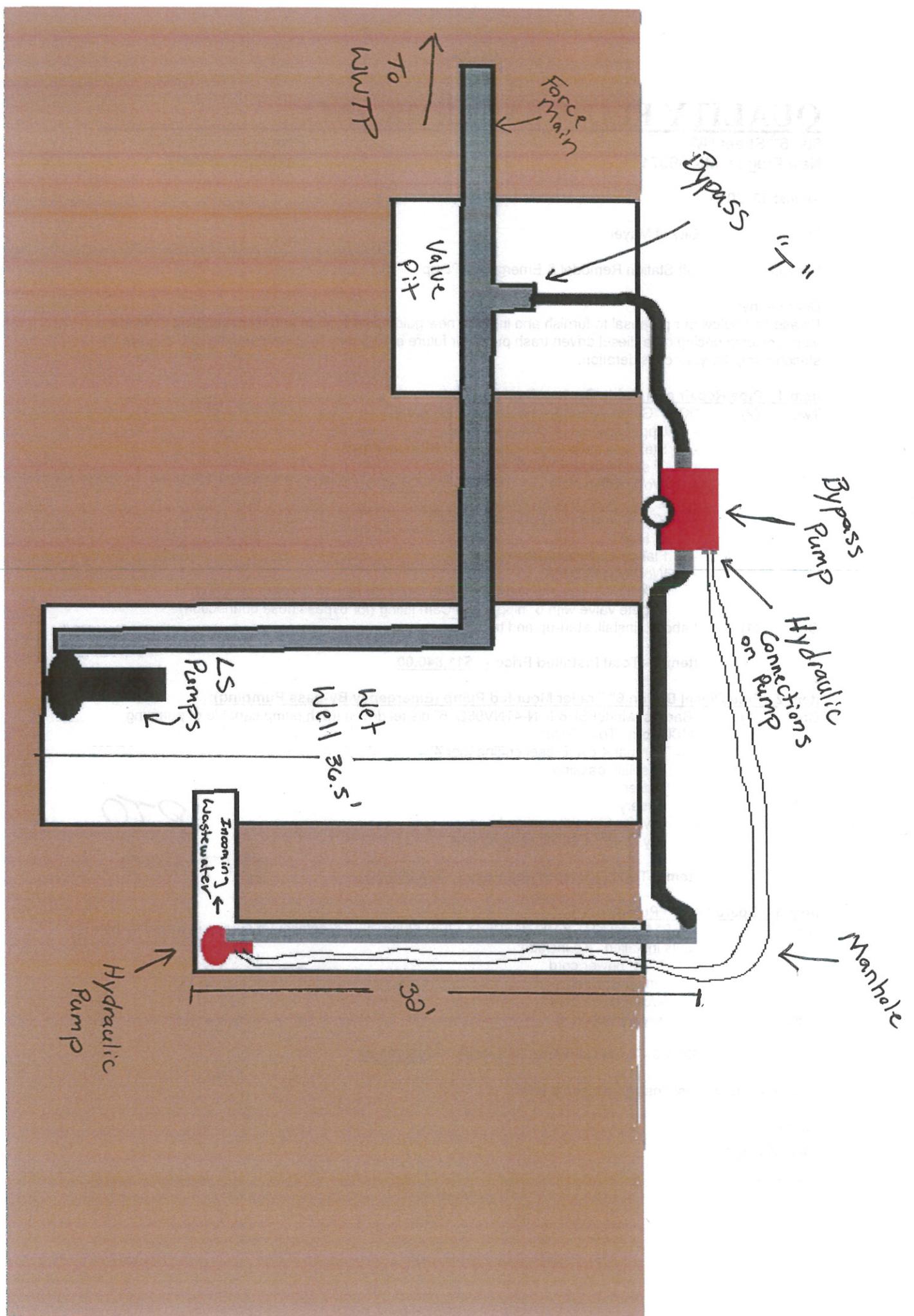
Funding Sources & Uses: Sewer Fund
Inflow/Infiltration: \$11,606.63
Hidden Creek 6th Area Fees
Lift Station Capital Outlay
 Budget Information:

ADVISORY BOARD RECOMMENDATIONS:



	Budgeted				
	Non Budgeted				
	Amendment Required		Other		
Approved		Denied		Tabled	Other
Resolution No.	_____	_____		Ordinance No.	_____

Bypass Illustration



QUALITY FLOW SYSTEMS, INC.

800 6th Street NW
New Prague, MN 56071

Phone(952)758-9445
Fax(952)758-9661

August 15, 2016

TO: City of Mayer
Subject: Lift Station Remodel & Emergency Pump

Dear Lenny;
Please find below our proposal to furnish and install a new guide pipe system and by-pass fitting. We are also providing pricing on a diesel driven trash pump for future emergency by-pass pumping and a spare lift station pump for your consideration.

Item 1 - Pipe Repair and Guide System Replacement:

- Two (2) "KSB" Guide systems to include the following:
- Upper bracket; WoWi guide pipe
 - Stainless steel upper guide pipe brackets; WoWi
 - 2" stainless steel guide pipe
 - WoWi guide claw
 - 4" X 6" base elbow (WoWi)
 - 2" X 6" intermediate bracket (WoWi)
 - 6" FCA
 - Flange accessory kit - 6"
 - WoWi guide claw
 - 6" X 8" X 8" tee and installation into the forcemain for bypass pumping
 - 6" gate valve with 6" nipple and Cam fitting (for bypass hose connection)
- One (1) Labor to install, start-up and training

Item 1 - Total Installed Price - - \$11,840.00

Item 2 - Pipe Diesel Driven 6" Trailer Mounted Pump (Emergency By-pass Pumping):

- One (1) "Barnes" Model SH6-R/N-4TNV98C, 6" diesel driven trash pump capable of pumping 1100 gpm. To include:
- Yanmar 4 cyl. Diesel engine (tier 4)
 - 3" solids passing
 - Trailer
 - Battery
 - Qty. 2 - 6" X 25' suction hose
 - Qty. 3 - 6" X 50' discharge hose

Item 2 Total Delivered Sell Price - - \$24,800.00

PTO
\$17,800

Item 3 - Spare "KSB" Pump:

- One (1) "KSB" Model KRT K100-316/164X (265), 20hp, 460/3 replacement pump identical to the units installed. To include:
- 50' of power cord
 - Lifting handle
 - WoWi guide claw
- One (1) Delivery service.

Item 3 - Total Delivered Sell Price - - \$13,790.00

If you have any questions please let me know.

Thanks

Jim Pettit

Jim Pettit

HYDRO ENGINEERING

Sales Quote

-301 INDUSTRIAL BLVD -NORWOOD-YOUNG AMERICA, MN 55397
 Telephone 952-467-3100 Fax 952-467-4000

Order #: 20025508-G
 Customer # 13125

Date: 08/26/16 Ordered By KYLE PO #: Salesperson: JOHN FAHEY

Bill To:

Company: CITY OF MAYER Full Name:
 Street Address: CITY CLERK 413 BLUEJAY AVE
 City : MAYER State: MN Zip Code: 55360 Phone: 000-000-0000

Ship To:

Ship To CITY OF MAYER
 Street Address: CITY CLERK 413 BLUEJAY AVE
 City : MAYER State: MN Zip Code: 55360

Qty	Open Qty	Part #	Description	Item Price	Total
1.00		NONINVENTOR	NON INV;JD ENGINE, CLUTCH, GORMAN RUPP PUMP ON 10' TRA 4045 JOHN DEERE ENGINE, SUPPLIES 74HP AT 1800 RPM, 78HP AT 2000 TO 2400 RPM. INCLUDES; ENGINE, RADIATOR, CORE GAURD, ELECTRIC START COMPLETE WITH CABLES,BATTERY, FUEL LIFT PUMP, FUEL LINES, STANDARD DUTY AIR CLEANER,MUFFLER, MOUNTING FEET, VERNIER THROTTLE CONTROL (ME-1,10" X 12" BOX, SHOCK MOUNTED,MURPHY TEMP AND PRESSURE SWITHCGAGES, MURPHY 518 RELAY, MURPHY L-129 OIL LEVEL SAFETY,ALT. INDICATOR LIGHT,TACH-HOUR METER, KEYSWITCH STARTING, LOW LEVEL COOLANT SENSOR),OXDRIVE FOR ADDITION OF HYDRAULIC PUMP, IRRIGATION COVER, CLUTCH PUMP, 3" SOLIDS (GORMAN RUPP MODEL T6A60S-B),DRIVESHAFT AND HUBS, MOUNTED ON TRAILER WITH SPRING AXLE, BUILT IN 45 GALLON FUEL TANK, REAR STABILIZER AND FRONT JACK, PIN HITCH.	28,330.00	28,330.00
3.00		NONINVENTOR	NON INV;6" x 50' BRN LAYFLAT, CAMLOCK ENDS 150 PSI RATING	260.00	780.00
2.00		PS20F	6" X 20' STYLE "K" HOSE W/ MALE AND FEMALE CAMLOCKS	493.54	987.08
1.00		NONINVENTOR	NON INV; LIGHTS, CHAINS, 2 15/16 BALL RECIEVER ADDER FOR ELECTRIC BRAKES, LIGHTS, SAFETY CHAINS AND 2 15/16" BALL RECIEVER.	525.00	525.00
1.00		HP691	HWGD; 30 GPM @ 2900 PSI PUMP *INCLUDES - OIL COOLER, FILTERS, VALVES & TANK* ADDER TO ENGINE TO RUN 30GPM PIT PAL PREVIOUSLY QUOTED.	4,989.47	4,989.47

Continued on Next Page

Thank you for your business. We expect payment within 30 days, so please process this invoice within that time. If it is not paid there will be a 1.5% interest charge per month on late Invoices.

Due to circumstances beyond our control this proposal is subject to availability of merchandise and the price in effect at time of delivery.

HYDRO ENGINEERING

Sales Quote

-301 INDUSTRIAL BLVD -NORWOOD-YOUNG AMERICA, MN 55397
 Telephone 952-467-3100 Fax 952-467-4000

Order #: 20025450
 Customer #: 13125

Date: 08/22/16 Ordered By: KYLE PO #: Salesperson: KEVIN WOLTER

Bill To:

Company: CITY OF MAYER Full Name:
 Street Address: CITY CLERK 413 BLUEJAY AVE
 City: MAYER State: MN Zip Code: 55360 Phone: 000-000-0000

Ship To:

Ship To: CITY OF MAYER
 Street Address: CITY CLERK 413 BLUEJAY AVE
 City: MAYER State: MN Zip Code: 55360

Qty	Open Qty	Part #	Description	Item Price	Total
1.00		HP61B	HWGD; HP61B PIT PUMP (30 GAL/MIN-COMPLETE) *NOTE - MAX HYDRAULIC REQUIRED: 30 G.P.M. @ 2800 P.S.I. - 1200 G.P.M. 30' HEAD* W/ 90 DEGREE 6" RL DISCHARGE AND CLAMP ATTACHED	3,385.42	3,385.42
1.00		HP640	HYDRAULIC HOSE; KIT (HP61 - 30 TPM *40*) SET OF 2	990.00	990.00
2.00		IK23400610	PIPE; 6" X 10' TELESCOPING PIPE OPENS TO 20'	532.00	1,064.00
3.00		HPRLC600	CLAMP; 6" TRAVIS RINGLOCK CLAMP	21.00	63.00
1.00		G3140-6	ELBOW; 6" 90 DEGREE ELBOW-GALVANIZED	129.62	129.62
			NOTE; DISCHARGE HOSE AND FITTING, HYDRAULIC HOSE ENDS EXCLUDED		
			Approved By: _____		
			<input type="checkbox"/> Approve All Items & Quantities		

F.O.B.:Hydro Engineering

Thank you for your business. We expect payment within 30 days, so please process this invoice within that time. If it is not paid there will be a 1.5% interest charge per month on late invoices.

Subtotal	5,632.04
Freight	0.00
6.875% Sales Tax	387.20
Total	6,019.24

NO TAX

Due to circumstances beyond our control this proposal is subject to availability of merchandise and the price in effect at time of delivery.

The above prices, specifications and conditions are satisfactory and you are authorized to do the work as specified. Payment will be made as outlined.

Accepted by HYDRO ENGINEERING.

By: _____
 Authorized Officer Date Authorized Buyers Signature Date

REQUEST FOR CITY COUNCIL ACTION			
Meeting Date:	September 26, 2016		
Item Name:	Compost Employee		
Originating Department:	Administration		
Presented by:	Luayn Ruch-Hammond		
Previous Council Action (if any):			
Item Type (X only one):	Consent <input type="checkbox"/>	Regular Session <input type="checkbox"/>	Discussion Session <input type="checkbox"/>
		<input checked="" type="checkbox"/>	
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED <i>(Include motion in proper format.)</i>			
A motion approving the additional eight hours a month for the compost site employee.			
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>			
Carver County can no longer staff the compost site on Saturday's. They were staffing the first and third Saturday's and the City was staffing the site on the second, fourth and sometimes fifth Saturday's of the month. Staff is requesting to have the current compost site employee staff the site the first and third Saturday's also.			
This would be an additional \$70 per month or \$840 per year (\$8.75 hourly rate x 8 hours= \$70) (12 months x \$70 = \$840 additional annual cost). Staff will request additional funding from the County for the additional hours.			
Staff is requesting approval of the additional hours for the compost site employee.			
FINANCIAL IMPLICATIONS:		ADVISORY BOARD RECOMMENDATIONS:	
Funding Sources & Uses:		Other _____	
Budget Information:			
_____ Budgeted	_____ Non Budgeted		
_____ Amendment Required			
Approved _____	Denied _____	Tabled _____	Other _____
Resolution No. _____		Ordinance No. _____	