

MAYER CITY COUNCIL MEETING MINUTES ó MARCH 23, 2015

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

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

ABSENT:

STAFF: City Administrator Ruch-Hammond, Public Works Kuntz, City Engineer David Martini and Clerk Maetzold

ALSO PRESENT: Don Wachholz, Ivan Raconteur, Bill Drew

The meeting was opened with the Pledge of Allegiance.

APPROVE AGENDA

A MOTION was made by Council Member Osborn with a second by Council Member Stieve-McPadden to approve the agenda as presented. Motion Carried 4/0

PUBLIC COMMENT

None

Council Member Boder arrives.

APPROVE CONSENT AGENDA

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

1. Approve the Minutes of the March 9, 2015 Regular Council Meeting.
2. Approve the Minutes of the February 10, 2015 Park Board Meeting.
3. Approve the Additional Claims for the Month of March 2015.

STAFF REPORTS

1. **Public Works** ó The Council reviewed a report from Kyle Kuntz of Public Works activities from February 19 ó March 18, 2015.
2. **City Engineer** ó The Council reviewed David Martini's summary of the projects Bolton & Menk have been working on during the billing period January 17 ó February 13, 2015.
3. **Sheriff's Department** ó No Report
4. **City Administration** – The Council reviewed a report from February 23 ó March 20, 2015 outlining activities by the City Administrator. Compost site issues were discussed.

PUBLIC WORKS

1. **Approval of Installation of Fence at Public Works Facility** – Staff is proposing the purchase and installation of a 6' chain link fence with slating around the City's Public Works building and well #2 building in the amount of \$9,205 from Pass Fencing. Staff has been having issues with children running in front of the overhead doors, climbing on equipment when parked outside, and running in and out of the building when staff is

working. This is a major safety concern especially when staff is operating equipment. Children have also been climbing on the generator and transformer at Well #2. After discussion, a MOTION was made by Council Member Stieve-McPadden and seconded by Council Member McNeilly approving the purchase of a chain link security fence around Public Works building and well #2 building located in Old Schoolhouse Park for the amount of \$9,205 from Pass Fencing. Motion Carried 5/0

- 2. Authorization to Purchase Park Mowing Equipment** – Staff presented information about the replacement of current mowing equipment which is starting to show signs of wear and tear due to the hours currently on the machines. Currently the City Staff maintains about 28 acres of grass with one 2008 hustler diesel 60ö mower. Staff is also proposing the purchase of a John Deere Flex Wing grooming mower in the amount of \$14,000. Staff will be able to pull this grooming mower behind the City's 4520 John Deere tractor. The grooming mower is equipped with three independent decks with rear discharge, and will allow City staff to mow more lawn at a higher quality and in less time, which will be very beneficial during high growth periods when Staff is limited. There was discussion as to where to take the funds from for this equipment. The Park Board did not get to weigh in with the suggestion to take it from the Park budget. The matter was tabled until the Park Board can discuss at their next meeting.

CITY ADMINISTRATOR

- 1. Approval of the Broadband Lease Agreement** ó The Council reviewed the Antenna Site Lease for Broadband Corp. Engineers KLM have suggested an escrow account of \$7,000 for antenna inspection. The amount suggested was questioned. After review, a MOTION was made by Council Member Boder and seconded by Council Member Osborn to require the suggested \$7,000 escrow or Letter of Credit from Broadband for antenna inspection. Motion Carried 5/0. A MOTION was made by Council Member Boder and seconded by Council Member Stieve-McPadden approving the Mayor and Administrator's signatures on the Broadband Lease Agreement. Motion Carried 5/0
- 2. Approval of Resolution 3-23-2015-10 Outdoor Recreation Grant** ó The Park Board has reviewed their CIP and decided to apply for a MnDNR Grant for West Ridge Park to construct a parking lot, park shelter, picnic tables and trash receptacles. The total amount of the grant is \$79,927.50. This grant is a 50% matching grant and the City's portion would be \$39,963.75. The Park Board did budget \$50,000 for a picnic shelter in the 2015 budget. The size of the picnic shelter was discussed. A MOTION was made by Council Member McNeilly and seconded by Council Member Osborn approving Resolution 03-23-2015-10 Outdoor Recreation Grant. Motion Carried 5/0
- 3. Approval of Resolution 3-23-2015-11 Capital Balance Transfers** – A MOTION was made by Council Member Stieve-McPadden and seconded by Council Member McNeilly approving Resolution 03-23-2015-11 Capital Balance Transfers for the 2014 Financial Audit. Motion Carried 4/1 (Boder)

4. **Acceptance of Park Board Resignation** – A MOTION was made by Council Member Osborn and seconded by Council Member Stieve-McPadden accepting the resignation of Chad Bloom from the Mayer Park Board effective March 23, 2015. Motion Carried 5/0
5. **Approval of Resolution 03-23-2015-12 Appointment of Mike Dodge to the Park Board** – A MOTION was made by Council Member Stieve-McPadden and seconded by Council Member McNeilly approving Resolution 03-23-2015-12 Appointing Mike Dodge to the Mayer Park and Recreation Commission. Motion Carried 3/2 (Osborn & Boder) Discussion included advertizing openings to the Planning Commission and Mayer Community for a Lifetime Commission.
6. **Approval of Resolution 3-23-2015-13 Approval of Sub Grant Agreement** – The City is eligible to apply for FEMA funds to be able to raise several manholes that are attributed to the lift station flooding last June. Staff is working towards completion of the grant. In order to submit the grant to FEMA for funding, the Council must give the City Administrator authority to enter into Sub Grant agreements with the Department of Homeland Security and Emergency Management in the MN Dept of Public Safety for the Hazardous Mitigation Assistance Program. A MOTION was made by Council Member Boder and seconded by Council Member Stieve-McPadden approving Resolution 3-23-2015-13 Authorizing Execution of Sub Grant Agreement. Motion Carried 5/0
7. **Approval of Purchase of Trash Receptacles** – The Park Board has determined that the parks are in need of additional trash receptacles. A MOTION was made by Council Member Stieve-McPadden and seconded by Council Member Boder approving the purchase of 4 trash receptacles for Old Schoolhouse Park and two for Meadow Park for a total amount of \$2,912.00. Motion Carried 5/0
8. **Approval of the MN Rural Water Rate Study** – One of the services available to the City of Mayer as a member of MN Rural Water Association is to complete rate studies for their members. One option for this study is to have MN Rural Water staff spend a day with City Staff compiling the rate study at a cost of \$1,500. After some discussion, a MOTION was made by Council Member Osborn and seconded by Council Member Boder authorizing staff to have MN Rural Water complete a rate study for the water and sewer utilities at a cost of \$1,500. Motion Carried 5/0 Administrator Ruch-Hammond was also directed to get water and sewer rate comparisons with like facilities and population as well as with local surrounding community rates for the Council to review.
9. **Administrator's Vacation Request** – A MOTION was made by Council Member Osborn and seconded by Council Member Stieve-McPadden approving the Administrator's request for vacation the week of March 30 ó April 3, 2015. Motion Carried 5/0
10. **Review and Approval of the Fixed Asset Policy** – A MOTION was made by Council Member Boder and seconded by Council Member Osborn approving the Fixed Asset Policy as reviewed. Motion Carried 5/0

11. Review and Approval of the Purchasing Policy - A MOTION was made by Council Member McNeilly and seconded by Council Member Stieve-McPadden approving the Purchasing Policy as reviewed. Motion Carried 5/0

COUNCIL REPORTS

- Council Member McNeilly reported that she attended the Watertown/Mayer Community Ed meeting, where the budget was discussed. McNeilly is committed to make sure they utilize the Mayer Community Center for a variety of classes. There has been success with the exercise classes that have been scheduled.
- Mayor Thomas reported that continued work is being done on paperless agendas and hardware; and wireless for the Council chambers and offices.

ADJOURN

There being no further business, a MOTION was made by Council Member Osborn and seconded by Council Member Stieve-McPadden to adjourn the meeting at 7:45 p.m. Motion Carried 5/0

Gerald W. Thomas, Mayor

Attest: _____
Lois A. Maetzold, City Clerk