

## MAYER CITY COUNCIL MEETING MINUTES ó MAY 11, 2015

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

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

ABSENT:

STAFF: City Administrator Ruch-Hammond and Clerk Maetzold

ALSO PRESENT: Don Wachholz, Ivan Raconteur, Rod Maetzold, Matthew Bowers, Donna Bierlein and Jeff Schwartz.

The meeting was opened with the Pledge of Allegiance.

### APPROVE AGENDA

MOTION was made by Council Member Stieve-McPadden with a second by Council Member McNeilly to approve the agenda with the addition of a signage issue at 109 Ash Ave N. Motion Carried 5/0

### PUBLIC COMMENT

None

*The Council Recognized Janet Vierling with a Certificate of Appreciation to for her dedicated service to the City of Mayer and the Mayer Community for a Lifetime Commission since 2013.*

### APPROVE CONSENT AGENDA

A MOTION was made by Council Member Osborn with a second by Council Member Stieve-McPadden to approve the Consent Agenda as presented. Motion Carried 5/0.

1. Approval of the Minutes for the April 27 2015 Regular Council Meeting.
2. Approval of the Minutes for the April 27, 2015 Work Session.
3. Approval of the Minutes for the January 27, 2015 EDA Meeting.
4. Approval of the Minutes for the February 2, 2015 Mayer Community for a Lifetime Commission.
5. Approval of the Additional Claims for May 2015.
  - Includes Pay Request #1 for the Water Tower in the amount of \$5,500.00.
  - Includes Pay Request #1 for the Roundabout in the amount of \$36,297.03.
6. Approval of the Check Summary for the Month of April 2015.
7. Approval of Request to close 2<sup>nd</sup> Street for Vacation Bible School June 15-19, 2015.
8. Approval of the Building Permit Report for the Month ending April 2015.
9. Approval of the Fire Department Report for the Month ending April 2015.
10. Approval of the Sheriff's Department Report for the Month ending April 2015.
11. Approval of Resolution 5-11-2015-18 Appointment of Ryan Vanderwater as a Mayer Firefighter.

### CITY ADMINISTRATOR

1. **Approval of Bond Pre Sale Resolution 5-11-2015-17** ó Since the last meeting, the City has made plans to issue bonds to finance the schools portion of the roundabout and the water tower rehabilitation and also the balance of the fire truck. Resolution 04/27/2015/16 must be rescinded before it can approve the sale of the new bond amount. A MOTION was made by Council Member Boder and seconded by Council Member Stieve-McPadden rescinding Resolution 4/27/2015/16 Providing for the Sale of \$620,000 General Obligation Bonds, Series 2015A. Motion Carried 5/0

Ehlers Inc has prepared a new presale report which recommends the City sell \$975,000 of General Obligation bonds; \$425,000 for the roundabout project; \$190,000 for the Water Tower Rehabilitation project and \$360,000 in equipment certificates for the fire truck. A MOTION was made by Council Member Osborn and seconded by Council Member Stieve-McPadden approving Resolution 5-11-2015-17 Providing for the Sale of \$975,000 General Obligation Bonds, Series 2015A. Motion Carried 5/0

The Fire Truck funding is the sale of equipment certificates and the amount that can be financed has a debt limit which is set out in MN State Statute 410.32 and 412.301. The issuance of this debt exceeds the .25% of the market value of the City so a separate resolution and legal notice is required. A MOTION was made by Council Member Stieve-McPadden and seconded by Council Member Osborn approving Resolution 5-11-2015-18 Determining the Necessity to Issue Not to Exceed \$380,000 General Obligation Equipment Certificates of 2015. Motion Carried 5/0

2. **Authorization of the Mayor's Signature on the SunShare Letter of Intent** – City Council had a presentation from SunShare at the work session on April 27. In order to explore the possibility of a subscription to Community Solar Power program further the City can enter in to a non binding letter of intent which will provide additional information for the Council. After some questions, a MOTION was made by Council Member Stieve-McPadden and seconded by Council Member McNeilly authorizing the Mayor's signature on the Non-Binding Letter of Intent with SunShare. Motion Carried 5/0 Matthew Bowers was asked to forward the City references.
3. **Approval of Contractor for Construction of Sand Volleyball Courts** óThe Council reviewed three quotes for construction of the sand volleyball courts. The Park Board is also requesting to purchase poles, nets and the installation of the poles in the amount of \$2,948.00. A MOTION was then made by Council Member Stieve-McPadden and seconded by Council Member Boder awarding the sand volleyball construction to Dalchow Construction in the amount of \$14,790.00 and the additional equipment in the amount of \$2,948.00 for a total cost of \$17,738.00. Motion Carried 5/0
4. **Approval of Resolution 5-11-2015-20 Appointment of Administrative Intern** ó City Council has Been discussing the shortage of office staff and had budgeted 16 hours a week for 39 weeks @\$10 per hour for a total of \$6,525. An opportunity to apply to the MCMA for a grant for an intern was presented to the Council and approved but the request was not awarded. Staff then contacted Mankato State University for a possible list of candidates for an intern position and was provided with the name of Meagan Donahue. The Personnel Committee interviewed Ms. Donahue on Monday, May 4, 2015 and is recommending to the City council to appoint her as an Administrative Intern with a start date of Wednesday, May 13, 2015 for 16 hours a week at a pay rate of \$10.50 per hour. The Council reviewed Ms. Donahue's resume. A MOTION was made by Council Member Osborn and seconded by Council Member McNeilly approving Resolution 5-11-2015-20 Regarding Employment of Meagan Donahue. Motion Carried 5/0 The Council will have Ms. Donahue come to the next Council Work Session to discuss her job description and work expectations.
5. **Fire Station Feasibility Study** – The City Council had a presentation from Brunton Architects at the January 27<sup>th</sup> Work Session on the issue of a feasibility study for a new fire station. At the February 9, 2015 Council Meeting, the City Council approved the feasibility study, and also requested a scope of work, with the understanding that Brunton would obtain grant funds that would be used to pay the fee for the study. The Council reviewed the Brunton Architects scope of work and proposal for site selection and feasibility study. The proposal includes a partial grant but it was indicated that the City will need to fund a portion of the feasibility study. Discussion included the cost of the feasibility study and if the scope of work meets the Council's expectations. Fire Chief Rod Maetzold indicated

that he would like the Council to continue with the Feasibility Study provided that Brunton continues to look for grants and that no City funds would be used toward the study. After further discussion, a MOTION was made by Council Member Boder and seconded by Council Member Osborn to proceed with the Feasibility Study asking Brunton Architects to continue to look for grants to fund the study and that no City funds would be used. Motion Carried 4/1 (McNeilly)

6. **Approval of the 2015 Recycling Coupon Program** – For the past several years the City has offered its residents a recycling the City has offered its resident a \$10.00 recycling coupon that can be redeemed at the Douglas Kugler site in Watertown. The Council reviewed the number of coupons that have been redeemed for the past three years. A MOTION was made by Council Member Stieve-McPadden and seconded by Council Member McNeilly approving the coupon recycling program for 2015. Motion Carried 5/0
  
7. **Approval of Carver County Sheriff’s Department Additional Patrol and Purchase of Speed Sign**  
The Council reviewed Carver County Deputy Jake Hodge proposed plan to deal with the road construction detours in the next few months. Deputy Hodge is also recommending the City purchase a digital speed sign at a cost of \$3,295.00 which could be used at other times in the City. It was reported that the Roundabout project road closure has been moved to May 26<sup>th</sup> which will eliminate the issues of dealing with Zion School still being in session and the Memorial Day weekend.  
  
Further discussion included contacting Norwood Young America to see if the City can borrow their speed sign and moving Deputy Hodge’s hours to help patrol the times when additional patrol would seem appropriate. Stop for pedestrian crosswalk signs were discussed. Council also discussed that because of County Road 10 and the Watertown bridge projects, the detour through Mayer becomes more of a County issue. Administrator Ruch-Hammond will follow up with the County to see if they can offer more patrol.
  
8. **Discussion to Waive the Building Permit Fees for 255 Ash Ave N** – Staff is recommending that the City Council waive the building permit fees for the sign permits at 255 Ash Ave N for the new business, Ruby’s Roost. The cost for two signs would be \$110 or \$55 each. After some discussion, no action was taken.
  
9. **Approval of Advertising for the Mayer Car and Cycle Nights**ó The EDA is recommending that the City authorize \$260 in funds for advertising of the Mayer Car and Cycle Nights June through September. The funds will be used to purchase shirts for the three workers and for business cards and magnets. A MOTION was made by Council Member Stieve-McPadden and seconded by Council Member Boder authorizing the funds from the EDA to be used for advertising in the amount of \$260.00. Motion Carried 5/0
  
10. **Acceptance of Janet Vierling’s Resignation on the Mayer Community For A Lifetime Commission** - A MOTION was made by Council Member Boder and seconded by Council Member Osborn accepting the resignation of Janet Vierling from the Mayer Community for a Lifetime Commission and authorizing staff to advertise for the vacancy on the Commission. Motion Carried 5/0
  
11. **Approval of Construction of Roof Railings at the Community Center** ó It has been brought to the City’s attention that the units on the upper roof should have railings along the south side of the building to prevent employees and contractors from falling off of the building when servicing the hearing and air conditioning units. Also, a ladder should be installed from the lower roof to the upper roof. City Staff solicited two quotes for the installation of the railings and the ladder. Questions were

raised about the difference in the quotes. A MOTION was made by Council Member Osborn and seconded by Council Member Stieve-McPadden awarding the work for the railing installation to Vos Construction in the amount of \$2,557.00 providing the materials are the same ó if not the matter will be brought back to the next meeting. Motion Carried 5/0

12. **Approval of Pothole Repair Policy** - A MOTION was made by Council Member Stieve-McPadden and seconded by Council Member McNeilly approving the City Council Rules of Pothole Repair Policy. Motion Carried 5/0

13. **Approval of Sanitary Sewer Policy** - A MOTION was made by Council Member McNeilly and seconded by Council Member Boder approving the City Council Rules of Sanitary Sewer Policy. Motion Carried 5/0

14. **Signage issue at 109 Ash Ave N** ó The City Office has had several complaints about offensive signs that were installed at 109 Ash Ave N without a sign permit over the weekend. The owner has been notified and he indicated that they would come down today but did not. He said they would be taken down tomorrow. The Council reviewed photographic evidence that illustrated twenty signs at the property which is clearly in violation of the City's sign ordinance. One of the property owners was in attendance and was not aware of the ordinance. She will meet with Staff tomorrow to determine which signs can stay and which need a sign permit. It was indicated that only four banners are allowed at one time. Staff will send öfriendlyö reminders to all relevant business owners reminding them of the sign ordinance.

OTHER BUSINESS

- The Personnel Committee will get back to reviewing the City's Personnel Policy which is about one half completed.

COUNCIL REPORTS

- Mayor Thomas reported that the Mayer Community Center now has WIFI.

ADJOURN

There being no further business, a MOTION was made by Council Member McNeilly and seconded by Council Member Boder to adjourn the meeting at 7:50 p.m. Motion Carried 5/0

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Gerald W. Thomas, Mayor

Attest: \_\_\_\_\_  
Lois A. Maetzold, City Clerk