

MAYER CITY COUNCIL MEETING MINUTES ó JULY 13, 2015

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

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

ABSENT:

STAFF: City Administrator Ruch-Hammond, Public Works Kyle Kuntz, City Engineer David Martini, Administrative Intern Meagan Donahue and Clerk Maetzold

ALSO PRESENT: Don Wachholz, Ivan Raconteur,

The meeting was opened with the Pledge of Allegiance.

APPROVE AGENDA

MOTION was made by Council Member McNeilly with a second by Council Member Osborn deleting the closed session portion of the meeting and tabling it until July 27, 2015; and adding a laptop update and recommendation. Motion Carried 5/0

PUBLIC COMMENT

None

APPROVE CONSENT AGENDA

A MOTION was made by Council Member Boder 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 June 22, 2015 Regular Council Meeting.
2. Approval of the Minutes for the June 22, 2015 Work Session.
3. Approval of the Minutes for the July 6, 2015 Special Council Meeting.
4. Approval of the Minutes for the April 28, 2015 EDA Meeting.
5. Approval of the Minutes for the June 2, 2015 Planning Commission Meeting.
6. Approval of the Claims for July 2015.
7. Approval of Pay Request #3 to Hesselton Construction for the Roundabout in the amount of \$361,199.19.
8. Approval of the Check Summary for the Month of June 2015.
9. Approval of the Building Permit Report for the Month ending June 2015.
10. Approval of the Fire Department Report for the Month ending June 2015.
11. Approval of the Sheriff's Department Report for the Month ending June 2015.

PUBLIC WORKS

1. **Approval of Jetting** - Staff is proposing to have about 15,000 linear feet of sanitary sewer line be jetted and televised by Overline and son in the amount of \$12,150. The areas scheduled for the maintenance this year include: Fieldstone, 7th St NW, Bluejay Ave N, and Morning Drive. This is routine maintenance that the City is required to do on a yearly basis. A MOTION was made by Council Member Boder and seconded by Council Member Stieve-McPadden approving the maintenance as presented. Motion Carried 5/0
2. **Lift Station Pump** ó Staff is proposing that Quality Flow Systems, Inc. repair the pumps at lift station #1 as soon as possible in the amount of \$9,600. The lift station is outfitted with two 20HP pumps with close to 10,000 hours on them. Both pumps are in need of a new stain less steel ear rings in the amount of \$3,500 each. Pump #2 needs to be rebuilt with new bearings and seals in the amount of 42,600. Overall, the cost to fix Pump #1 is \$3,500 and pump #2 is \$6,100 resulting in the total price

of \$9,600. The price for one brand new pump is about \$14,000. Lift station #1 is the City's primary lift station, so it is critical that it remains operating at its highest potential. There were questions about how long these repairs to Pump #2 will last versus a new pump. Kuntz will get more information and bring back to the next meeting. A MOTION was made by Council Member Osborn and seconded by Council Member Boder approving the repairs for Pump #1 at lift station #1 at a cost of \$3,500.
Motion Carried 5/0

Kuntz also reported that the generator at the WWTF went down last night. It is being scheduled for repair as soon as possible. Kuntz will try to determine whether the cause can be turned in to insurance as a claim.

CITY ADMINISTRATOR

1. **Authorization to Advertise for Bids on the Mayer Wetland Project – Staff is requesting** authorization to advertise for bids for the Mayer Wetland project on Monday July 20th and Monday July 27th, 2015. The bid opening would be at 2:00 PM on Tuesday August 4th and bids would be presented to the Council for consideration at the Monday August 10th Council Meeting. A MOTION was made by Council Member Stieve-McPadden and seconded by Council Member Osborn authorizing advertisement of bids for the Mayer Wetland Project on July 20th and July 27th, 2015.
Motion Carried 5/0
2. **Approval of Data Policy for Release of Information from Xcel Energy to SolarStone – A** MOTION was made by Council Member Osborn and seconded by Council Member McNeilly authorizing the Mayor to sign the Consent to Release Customer Energy Usage Data from Xcel Energy to SolarStone partners. Motion Carried 5/0
3. **Request of Property Owner at 320 Ash Ave S** ó The property owner at 320 Ash Ave S is requesting that the City vacate a portion of the alley that is adjacent to his lot. The area is to the east of his property. The property owner wants to tear down the old garage and build a new one but would like to be able to utilize a portion of the alley. Also, to the north of his property is a strip of land, 5 feet by 180 feet that belongs to the City. Staff is proposing to deed the property to the property owner. The Property owner will have the lot surveyed at his expense. Staff would also propose that any legal expenses in conjunction with the release of the property for the City Attorney be paid by the property owner. The Council will move forward with the request and bring back documents for consideration.
4. **Approval of Preliminary Job Description Part Time Public Works** ó The Council reviewed a proposed job description for a seasonal part-time worker to work under the supervision of the Street/Parks Department Head. It was discussed to add water and sewer into the job description to aid Public Works in safety. Budget numbers will be added and brought back to the next Council meeting.
5. **Mayor's Attendance at Fire Department Meetings** ó The Mayor currently attends the Mayer Fire Department meetings on the first Monday of the Month. Mayor Thomas asked that his attendance be as needed or at the request of the Fire Chief; with the exception of his attendance at Relief Association meetings. A MOTION was made by Council Member Osborn and seconded by Council Member Stieve-McPadden to approve the change in Fire Department meeting attendance as presented. Motion Carried 5/0
6. **Date for the 2016 Spring Cleanup** ó The Fire Department is in the process of preparing the 2016 MFD Calendar. The City does place items of interest in the calendar. One of the items that the City

does let the public know about is the City wide cleanup. The Council reviews dates to consider and will let Staff choose a date that works for Elite Disposal.

7. **Review of Draft Bee Ordinance** ó The Council reviewed a draft Bee Ordinance. Several suggestions were discussed. Staff will revise and bring back to a future Council meeting.
8. **Approval of Scope of Work for Revised Feasibility Study for Fire Station** ó The City had entered into an agreement with Brunton Architects to prepare a feasibility study for the Mayer Fire Station. The original feasibility study was at a cost of \$9,500. The City Agreed to move forward with the feasibility study as long as the study was funded with grant funds. The City did receive an AgStar grant in the amount of \$5,000. Brunton has changed the scope of work to fit with the grant amount. The Council reviewed the revised proposal and was concerned that there would be additional costs to have our City Engineer provide information. After some discussion, a MOTION was made by Council Member Osborn and seconded by Council Member Boder to move forward with the feasibility study with the \$5,000 grant funds provided that no reduction in service will occur because no additional City funds would be added. Motion Carried 4/1 (McNeilly)

Council Member Osborn leaves the meeting.

9. **Authorization of Signatures on the Sponsorship Agreement for Fire Station Feasibility Study** ó A MOTION was made by Council Member Boder and seconded by Council Member Stieve-McPadden authorizing the Mayor's signature on the sponsorship agreement with AgStar for a grant in the amount of \$5,000 to fund the feasibility study for the fire station with Brunton Architects. Motion Carried 3/1 (McNeilly)

CITY ADMINISTRATOR INTERN ó MEAGAN DONAHUE

1. *Review of Business Subsidy Policy* – A MOTION was made by Council Member Stieve-McPadden and seconded by Council Member McNeilly approving the City Council Rules of Business Subsidy Policy. Motion Carried 4/0.
2. *Review of Tax Abatement Policy* – A MOTION was made by Council Member Boder and seconded by Council Member McNeilly approving the City Council Rules of Tax Abatement Policy. Motion Carried 4/0 (This Policy is not currently being used but it is available and in place if needed in the future.)

OTHER BUSINESS

- **Electronic Device Update and Recommendation** – Mayor Thomas brought in the HP Stream to be used during this evenings Council meeting. Its ease of use and compatibility with current office software make it very desirable considering its price. He reported that an HP Stream x360 with touch screen would cost approximately \$269.00. He will come back to the next Council meeting with a package price.
- **Roundabout Update** – City Engineer David Martini gave an update on the Roundabout. He reported that pending weather ó the second wear course will be put down next Monday and stripping will occur on Tuesday. After these checklist items are completed the roadway can open to the public. There may be additional work to be done in the right of ways which can be done after the roadway is opened.

COUNCIL REPORTS

- Council Member Stieve-McPadden reported that the Mayer Rising Community Festival held Saturday July 11th went very well. The weather cooperated and approximately 150-160 cars attended the car show.
- Council Member Stieve-McPadden reported that the Park Commission has had some issues with the sand volleyball court. Not enough materials were requested in the quote, and to complete the two courts will cost more money. The Park Board will discuss at their next meeting how to proceed. The Movie in the Park was moved indoors. The equipment worked well and they are already discussing adding more events.

ADJOURN

There being no further business, a MOTION was made by Council Member McNeilly and seconded by Council Member Stieve-McPadden to adjourn the meeting at 8:10 p.m. Motion Carried 4/0.

Gerald W. Thomas, Mayor

Attest: _____
Lois A. Maetzold, City Clerk