

MAYER CITY COUNCIL MEETING MINUTES ó NOVEMBER 9, 2015

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

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

ABSENT: None

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

ALSO PRESENT: Don Wachholz, Ivan Raconteur, Mike Dodge and Dale Mack.

The meeting was opened with the Pledge of Allegiance.

APPROVE AGENDA

MOTION was made by Council Member McNeilly and seconded by Council Member Boder to approve the agenda with the following additions: 1) Park Board; 2) PC Policy Change. Motion Carried 5/0

PUBLIC COMMENT

None

APPROVE CONSENT AGENDA

After some discussion, a MOTION was made by Council Member Stieve-McPadden and seconded by Council Member McNeilly to approve the Consent Agenda which includes a payment of \$130,488.00 to KLM Engineering for tower repairs: Motion Carried 5/0.

1. Approval of the Minutes for the October 26, 2015 Regular Council Meeting.
2. Approval of the Minutes for the October 26, 2015 Work Session.
3. Approval of the Minutes for the October 6, 2015 Planning Commission Meeting.
4. Approval of the Claims for November 2015.
5. Approval of the Check Summary for the Month of October 2015.
6. Approval of the Building Permit Report for the Month ending October 2015 (22 new home permits through 10/31/15 for 2015)
7. Approval of the Fire Department Report for the Month ending October 2015.

CITY ENGINEER

1. **Discussion on Safe Routes to School Grant** – Bolton & Menk has prepared a Safe Routes to School Grant for the City of Mayer twice but has not been successful. In reviewing the new requirements for this year's application, it was reported that an evaluation which includes student travel tally and parent surveys needs to be completed to be able to measure improvements. It may be too late for this year, but steps could be taken toward next year's application. A decision to proceed with the SRSC grant application will be determined early next year.
2. **Approval of Resolution 11-09-2015-37 Mayer Lutheran High School Speed Limit** ó In October, a School Speed Zone Study was completed to evaluate the need and appropriateness of a School Speed Zone on 62nd Street between T.H.25 and Fieldstone Parkway. Based on the findings of the study, a school zone speed limit of 25 mph (a 15 mph decrease from the posted speed limit) was recommended along with associated improvements and signage. A MOTION was made by Council Member Boder and seconded by Council Member Stieve-McPadden to approve Resolution 11-09-2015-37 Relating to School Speed Zone on 62nd Street from Highway 25 (Ash Avenue North) to Fieldstone Parkway. Motion Carried 5/0 Staff with work with the Sheriff's Department on posting.

3. **Approval of Final Costs for the Roundabout** – The City Engineer reported that at this time the T.H. Roundabout Project is complete with the exception of minor punch list items that will be completed this fall and/or next spring. Based on the current status of the project, they estimate the final cost of the project will be \$1,259,280. The following is a summary of the cost splits based on the participation levels of the various project partners:

- MnDOT \$588,000 (47% of project costs)
- MLHS (60 % of Local Share) \$402,768 (32% of project costs)
- City of Mayer (40% of Local Share) \$268,512 (21% of project costs)

These costs do not include a contingency for additional construction related items that may arise in the spring. The Council reviewed a cost breakdown that shows the final project costs along with the cost estimates at the time of bid. These numbers will be used for assessing MLHS share at the next Council meeting.

CITY ADMINISTRATOR

1. **Approval of Ordinance 204 Amending Title XV: Land Usage, Chapter 152: Zoning, Section 152.062 Dimensional Standards Relating to the Lot Coverage and Side Yard Setback Requirements in the C/I Commercial/Industrial District** – The Planning Commission held a public hearing on November 3, 2015 and recommended to approve increasing the lot coverage from 75% to 85% and reducing the side yard setback from thirty feet to twenty feet for the C/I District on a 5-0 vote. A MOTION was made by Council Member Osborn and seconded by Council Member Boder to approve Ordinance #204 as presented. Motion Carried 5/0
2. **Approval of Ordinance 205 Amending Title XV: Land Usage, Chapter 152: Zoning, Section 152.031 Site Plan Review Required; Section 152.153 Board of Appeals and Adjustments; Variances; Section 152.154 Interim Uses; and Section 152.155 Conditional Use Permits (CUP)** – Due to a recent request to finish a development that had a site plan approved a few years ago under section 152.031 Site Plan Review Required, staff noticed inconsistencies in the expiration language for CUPs, IUPs, variances and site plan reviews. A public hearing was held at the November 3, 2015 Planning Commission meeting to amend the text for these sections of the zoning ordinance so consistent language applies to each use and to set renewal process. The Planning Commission recommended approving the text amendment 5/0 at their November 3, 2015 meeting. A MOTION was made by Council Member Osborn and seconded by Council Member Stieve-McPadden to approve Ordinance #205 as presented. Motion Carried 5/0
3. **Approval of Resolution 11-09-2015-38 Site Plan & Building Plan for a Building to be Located at 745 Shimmcor Street** – Plans have been submitted to construct a new building at 745 Shimmcor Street, which is located in the industrial park. The property is zoned (C/I) Commercial/Industrial District and industrial establishments used for storage of materials, goods and products is a permitted use in the district. The lot is 1.664 acres in size. A site and building plan review was done by our contracted Planning Consultant. A MOTION was made by Council Member Stieve-McPadden and seconded by Council Member Osborn approving Resolution 11-09-2015-38 which approves the site and building plan review subject to conditions set forth. Motion Carried 5/0
4. **Approval of Resolution 11-09-2015-39 Granting Two Variances to Reduce the Side Yard Setback Adjacent to a Street from Thirty feet to Five feet on the North Property Line and Thirty Feet to Twenty-Four Feet on the South Property Line for 320 Ash Ave S** – Based on a review done by our contracted Planning Consultant, the Planning Commission at their November 3,

2015 meeting, recommended to approve the variance request from the property owner at 320 Ash Ave S. to reduce the side yard setbacks adjacent to a street from the required thirty feet to five feet on the north property line and from the required thirty feet to twenty-four feet on the south property line, on a 5/0 vote with conditions. (Condition #6 had already been satisfied, so the Council removed it from the Resolution.) A MOTION was made by Council Member Stieve-McPadden and seconded by Council Member McNeilly to approve Resolution 11-09-2015-39 as corrected. Motion Carried 5/0

5. **Discussion on Proposal for Comprehensive Plan Update** ó Recently the Metropolitan Council adopted a new comprehensive development guide known as Thrive MSP 2040. The City of Mayer, along with all the communities in the seven County Metro area, will have until the end of 2018 to update their Comprehensive Plans. The Council reviewed a timeline from our contracted Planning Consultant from Municipal Development Group, Inc. which estimates the period of time to complete the comprehensive plan update and each section of the plan. Staff will be looking into grant opportunities for the Comp Plan process. The Council discussed an RFP for the Comp Plan process. Staff will bring an RFP to a future meeting for approval.
6. **Call for Public Hearing for Assessment of Unpaid Utility Bills** ó Staff is requesting that Council set a Public Hearing for Monday, November 23, 2015 at 6:30 p.m. at the Mayer Community Center at 413 Bluejay Ave., Mayer, MN for the purpose of placing delinquent water and sewer costs on the property owner's taxes payable in the year 2016. Property owners will be sent shutoff notices and will be given until noon, November 23 2015 to pay their bills. A MOTION was made by Council Member Osborn and seconded by Council Member Boder setting the date of the Public Hearing for delinquent utilities for Monday, November 23, 2015 at 6:30 PM or shortly thereafter. Motion Carried 5/0
7. **Approval of Boulevard Tree Policy** ó The Council had discussed changes to the boulevard tree policy for Fieldstone I & II. The following language was added to the policy: *The City requires two trees on each lot with no more than one tree in the boulevard.* A MOTION was made by Council Member Stieve-McPadden and seconded by Council Member McNeilly approving the Boulevard Tree Policy as changed for Fieldstone I & II. Motion Carried 5/0
8. **Approval of Personnel Policy** ó The Council had reviewed the Personnel Policy at the October 26, 2015 Work Session. Staff was asked to contact neighboring cities for their accrual rates and sick time conversions. After review, a MOTION was made by Council Member Osborn and seconded by Council Member McNeilly to approve the Mayer Personnel Policy as presented. After further discussion, an AMENDMENT to the motion was made by Council Member Osborn and seconded by Council Member McNeilly to include the City of Mantorville's PTO schedule to the Mayer Personnel Policy. Motion Carried 5/0 Current employees' vacation, sick and funeral leave conversion to PTO will be presented at the next meeting.

Council Member Osborn leaves the meeting at 7:35 p.m.

CLOSED SESSION TO CONDUCT ADMINISTRATOR'S ANNUAL REVIEW WAS TABLED UNTIL THE NEXT COUNCIL MEETING.

OTHER BUSINESS

- Council Member Stieve-McPadden reported that she will be stepping down as the Park Board Chairperson. The Park Board Commission will be electing the replacement chair. She will continue to be the Council Liaison to the Park Board.

- Mayor Thomas presented a Update/Change to the City of Mayer Computer Use Policy. He stated that Council Members may, at times, find the need to install software that will make their PC more usable for them in their City responsibilities, need to adjust power settings and install updates for software. After review of the update/changes to the policy, which will give them the password for the "City of Mayer" account which is an administrator account; a MOTION was made by Council Member Stieve-McPadden and seconded by Council Member McNeilly approving the Computer Use Policy. Motion Carried 4/0

COUNCIL REPORTS

- None

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 7:45 p.m. Motion Carried 4/0.

Gerald W. Thomas, Mayor

Attest: _____
Lois A. Maetzold, City Clerk