

MAYER CITY COUNCIL MEETING AND WORK SESSION MINUTES 6 NOVEMBER 24, 2014

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

PRESENT: Mayor Dodge, Council Members Boder, Osborn, Lueth and Stieve-McPadden

ABSENT:

STAFF: City Administrator (Murphy) Ruch-Hammond, Public Works Kuntz, City Engineers David Martini and Andrew Budde and Clerk Maetzold

ALSO PRESENT: Don Wachholz, Ivan Raconteur, Nikki McNeilly, Gerry Thomas, Rod Maetzold, Kim Bones, Mark Deviny

The meeting was opened with the Pledge of Allegiance.

APPROVE AGENDA

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

PUBLIC COMMENT

None

APPROVE CONSENT AGENDA

A MOTION was made by Council Member Boder with a second by Council Member Osborn to approve the Consent Agenda with corrections to the 11/10/14 Council Minutes Motion Carried 5/0.

1. Approve the Minutes of the November 10, 2014 Regular Council Meeting.
2. Approve the Additional Claims for the Month of November 2014.

STAFF REPORTS

1. **Public Works** 6 The Council reviewed a report from Kyle Kuntz of Public Works activities from October 22 6 November 19, 2014. Kuntz reported that the first snowfall removal went smoothly.
2. **City Engineer** 6 The Council reviewed David Martini's summary of the projects Bolton & Menk have been working on during the billing period September 13 6 October 10, 2014.
3. **Sheriff's Department** 6 No Report
4. **City Administration** – The Council reviewed a report from October 25 6 November 21, 2014 outlining activities by the City Administrator. The Council was provided an updated Cash Balance Report for October.

CITY ADMINISTRATOR

PUBLIC HEARING – DELINQUENT UTILITIES

1. **Approval of Resolution 11-24-2014-33 Assessment of Delinquent Utilities** 6 A MOTION was made by Council Member Lueth and seconded by Council Member Osborn approving Resolution 11-24-2014-33 authorizing Assessment of Delinquent Utilities for collection in 2015 in the amount of \$1,458.49. Motion Carried 5/0
2. **Approval of Resolution 11-24-2014-34 Award of Bids for TH25 & 62nd Street Intersection Improvements** 6 The City Engineer reviewed the bid and financial information relating to the roundabout. Questions and concerns were addressed. A MOTION was made by Council Member

Lueth and seconded by Council Member Boder approving Resolution 11-24-2014-34 Receiving Bids and Awarding Contract on the TH 25 & 62nd Street Intersection Improvements. Motion Carried 5/0

3. **Replacement of Fire Station Garage Doors** ó Fire Chief Rod Maetzold is requesting to replace the garage doors at the Fire Station with doors that have more insulation value to save on utilities. He is requesting to replace two doors yet this year with budgeted funds and one more in 2015. The rest of the doors will be replaced when funds allow. A MOTION was made by Council Member Osborn and seconded by Council Member Stieve-McPadden to approve the replacement of three garage doors at the Fire Station as presented at a cost of \$2,000 each door including labor for removal and installation. Motion Carried 5/0
4. **Approval of FEMA Match for Fire Department Grant Application** – Fire Chief Maetzold is requesting to apply for a FEMA Grant in the amount of \$45,760.00 for the following equipment:
 - 1 Set of battery power extrication tools; a spreader; cutter; ram; 3 chargers; one extra set of batteries for each tool and an electric cord converter, totaling \$34,250.00.
 - 1 set of safety struts at \$4,595.00
 - 1 set of 3 air bags and controls at \$5,015.00
 - 2 sets of adjustable step chocks (\$950 each set) at \$1,900.00The City's match would be \$2,179.00. A MOTION was made by Council Member Boder and seconded by Council Lueth approving the request to apply for FEMA Grant Funds and the City's matching funds of \$2,179.00 which would come out of the equipment fund line item. Motion Carried 5/0

Chief Maetzold also reported that there will be another ISO review after January 1st.

5. **Approval of Recommendation of Personnel Committee for Public Works Wages** – The Personnel committee met on Monday November 10th to discuss the performance of the Public Works Employee. Staff researched the League of Minnesota Cities salary comparison for Sewer and Water Maintenance Worker, Maintenance Worker, and Street Maintenance Worker for the surrounding communities. After review, the Personnel Committee is recommending to the City Council to increase the Public Works employee's hourly rate by \$1.00 to \$19.00 per hour. A MOTION was made by Council Member Stieve-McPadden and seconded by Council Member Boder approving the pay increase for the Public Works worker from \$18.00 to \$19.00 per hour. Motion Carried 5/0
6. **Approval of Resolution 11-24-2014-35 Establishing Limited Clean Up and Property Damage Protection for Sewer Back Ups and Water Main Breaks for Water and Sewer Customers** – During the past year, the 77 cities that purchased the No Fault Sewer Backup (NFSB) coverage from the LMCIT, submitted 50 claims that caused the NFSB to operate at a loss which was funded from reserves. The LMC decided to change the definition of how events were going to be categorized for future coverage. The Council reviewed the changes to the coverage. The value of the NFSB coverage to the City was debated. The annual premium has not changed and remains at \$1,398.00, or about \$2.00 per residential hookup. If the City Council still wants to provide NFSB coverage to the residents and approve the coverage change criteria, a new resolution must be passed. Because of the reasonable coverage, a MOTION was made by Mayor Dodge and seconded by Council Member Osborn approving Resolution 11-24-2014-35 Establishing Limited Clean Up and Property Damage Protection for Sewer Back Ups and water Main Breaks for Water and Sewer customers. Motion Carried 5/0
7. **Approval of the 2015 Animal Impound Contract with Countryside Veterinarian** - The Council reviewed the 2015 Animal Impound Contract with Countryside Veterinarian. A MOTION was made

by Council Member Boder and seconded by Council Member Osborn authorizing the Mayor's and Clerk's signature on the 2015 Animal Impound Contract with Countryside Veterinarian for dogs only. Motion Carried 5/0

8. **515 Ridge Road Sewer Adjustment Request** - The property owner at 515 Ridge Road is requesting that the City adjust their utility bill to 3,000 gallons instead of the 23,000 gallons for the sewer fees. The property owner installed 1,800 square feet of new sod and watered it daily for 2 weeks resulting in additional usage of 20,000 gallons. He is new to the City and was unaware of the second meter available for outside water use, but plans on purchasing one. History for the property owner has been 3,000 gallons. A MOTION was made by Council Member Boder and seconded by Council Member Lueth to credit the Utility bill at 515 Ridge Road in the amount of \$133.00, and that the resident will purchase a second water meter. Motion Carried 5/0

COUNCIL REPORTS

- Council Stieve-McPadden reported that the Mayer Rising Community Festival Committee will hold a Breakfast with Santa on December 13th. She also reported on the Watertown Mayer Community Education Committee meeting.
- Mayor Dodge reported that he attended the Veteran's Memorial Program held at Mayer Lutheran High School on November 11th.

OTHER BUSINESS

None

The Council meeting was recessed – and the Work Session was opened.

1. **KLM Elevated Water Tank Inspection Report** ó Public Works employee Kuntz reviewed a power point water tank inspection report with the Council which was prepared by KLM Engineering Inc. Several items were identified for repairs which should be addressed within one to three years. They are: 1) issues with antenna installation; 2) Interior coating; 3) Exterior cleaning. Several safety issues were also reported. Deferring these repairs any longer could result in further damage to the tower.

Kuntz reported that so far the damage to the tower has not resulted in problems to the water quality which remains good. Repairs would occur during a time that irrigation is not needed since the tower will need to be taken off line. Kuntz was told to have the safety issues addressed as soon as possible. As part of the repairs, Kuntz requested that a mixer be installed to prevent ice and improve water quality. KLM will come to the January 12, 2015 Council meeting and give a more detailed report.

2. **Discussion on SCADA Equipment for Waste Water Facility** ó Greg Kluver reported that an upgrade of the existing SCADA system software and hardware was budgeted under the WWTF Capital Outlay for 2014. A proposal from IN CONTROL for these upgrades was reviewed in the amount of \$8,291.00, excluding the option for OPS software. This company completed an upgrade to the WTP SCADA system recently and staff thought a cost savings could be realized in the future by having the same company providing technical support for both the WTP and WWTF. Because the work cannot be completed until 2015, a cost of \$6,000 should be approved in a motion to be paid in 2014 with a balance of \$2,291 being paid in 2015.

3. **Discussion on Capital Improvement Plan for Water and Sewer** ó City Engineer David Martini reviewed proposals for conducting a Sanitary Sewer System Capital Improvements Study and Water System Capital Improvement Study for the City of Mayer. Because the City has such large investments, we need to be prepared to replace equipment in the future. Each study has a proposed fee of \$9,500 based on the Scope of Work presented. These proposals have been included in the 2015 Water and Sewer budgets.
4. **Discussion on 2015 Water and Sewer Budgets** ó The City Council reviewed the water and sewer budgets for 2015. The water expenses have a \$92,239.27 deficit, while the sewer expenses revealed a \$15,032.65 positive balance. The Council reviewed suggestions for increased revenue in the water fund. The water fund was reviewed by line item with suggested cuts. Administrator Ruch-Hammond will work on a few base fee and rate increase scenarios for the next Council meeting.
5. **Discussion on 2015 General Fund Budget** ó Administrator Ruch-Hammond reviewed the 2015 General Fund narrative with the Council. They also reviewed the past years levies. Discussion included ways to reduce expenses and a review of the Park Fund Capital Outlay amount. The Council will need to approve the 2015 General Fund Budget at the December 8, 2014 Council meeting.

The Work Session was closed – and the Council Meeting was reopened.

- **Approve SCADA System for WWTF** ó A MOTION was made by Council Member Lueth and seconded by Council Member Boder to approve the purchase of an upgrade to the SCADA system for the WWTF in the amount of \$8,291.00. \$6,000 of this amount will be paid out of the 2014 budget, and the remaining amount of \$2,291 will be paid out of the 2015 Sewer budget. Motion Carried 5/0

The Council Meeting moved to a Closed Session for the City Administrator’s Review at 9:15 p.m.

The Council Meeting reopened at 10:30 p.m.

- The City Administrator was given a positive review.

ADJOURN

There being no further business, a MOTION was made by Council Member Stieve-McPadden and seconded by Council Member Osborn to adjourn the meeting at 10:31 p.m. Motion Carried 5/0

Mike Dodge, Mayor

Attest: _____
 Lois A. Maetzold, City Clerk