

CITY OF MAYER
REGULAR CITY COUNCIL MEETING
AGENDA
Monday
October 26, 2015
6:30 PM

CALL MEETING TO ORDER AT 6:30 P.M.

1. Pledge of Allegiance
2. Approval of Agenda
3. Public Comment
4. Consent Agenda
 - 4.1. Approval of the minutes for the October 12, 2015 Regular Council Meeting
 - 4.2. Approval of the minutes for the September 8, 2015 Park Board Meeting
 - 4.3. Additional Claims for the month of October
5. Staff Reports
 - 5.1. Public Works
 - 5.2. City Engineer
 - 5.3. Sheriff's Department
 - 5.4. City Administration
6. City Administrator
 - 6.1. Approval of the Agreement with the City of New Germany for use of Mayer compost site
 - 6.2. Authorization of Mayor's signature on the Liability Waiver Form
 - 6.3. Approval to close Friday, November 27, 2015 Day after Thanksgiving
 - 6.4. Discussion and approval of bee license fee
7. Council Reports
8. Other Business
9. Adjournment

Work Session October 26, 2014 Immediately Following Regular Council Meeting
UPCOMING MEETINGS

Planning Commission Meeting 6:30 PM Tuesday November 3, 2015

Regular Council Meeting 6:30 PM Monday, November 9, 2015

Park Board Meeting 6:30 PM Tuesday, November 10, 2015

City Offices Closed Wednesday, November 11, 2015 in Observance of Veterans Day

Veteran's Day Program Wednesday, November 11, 10:00 AM Mayer Lutheran High School

Regular Council Meeting 6:30 PM Monday, November 23, 2015

MAYER CITY COUNCIL MEETING MINUTES – OCTOBER 12, 2015

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

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

ABSENT: Council Members Boder and Osborn

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

ALSO PRESENT: Don Wachholz, Ivan Raconteur, Greg Kluver, Lana Tullis, Dale Mack, Gary Hoeser and Donald Jensen.

The meeting was opened with the Pledge of Allegiance.

APPROVE AGENDA

MOTION was made by Council Member Stieve-McPadden and seconded by Council Member McNeilly to approve the agenda as presented. Motion Carried 3/0

PUBLIC COMMENT

None

APPROVE CONSENT AGENDA

A MOTION was made by Council Member Stieve-McPadden and seconded by Council Member McNeilly to approve the Consent Agenda with correction to claims: Motion Carried 3/0.

1. Approval of the Minutes for the September 28, 2015 Regular Council Meeting.
2. Approval of the Minutes for the September 28, 2015 Work Session.
3. Approval of the Minutes for the September 1, 2015 Planning Commission Meeting.
4. Approval of the Fire Contracts for 2016 with the Townships.
5. Approval of the Claims for October 2015.
6. Approval of the Check Summary for the Month of September 2015.
7. Approval of the Building Permit Report for the Month ending September 2015 (17 new home permits through 9/30/15 for 2015)
8. Approval of the Fire Department Report for the Month ending September 2015.
9. Approval of the Sheriff's Department Report for the Month ending September 2015.

CITY ENGINEER

1. **Presentation of Capital Improvement Plan for the Waste Water Treatment Facility** – Lana Tullis of Bolton & Menk appeared before the Council to present the Capital Improvement Plan for the Wastewater Treatment Facility. She explained how this CIP identifies major capital improvements anticipated over the next 20-year period at the existing WWTF. The existing facility was constructed in 1999 and expanded in 2004 during a period of rapid residential growth. This plan was prepared based on age, visual inspection and input from Greg Kluver of Kluver Consulting and current Public Works Superintendent Kyle Kuntz. The report provides the following guidance regarding the existing WWTF
 - Review of the facility design, current flow and loadings and effluent limits.
 - Evaluation of the existing conditions.
 - Recommended capital improvements and probable cost.
 - Projected implementation schedule for capital improvements.

In reviewing the summary of capital improvements from 2016 – 2036, the average annual CIP expenditure would be \$81,500 in 2015 dollars based on a 3% inflation factor. This figure can be

used at budget time and also in the upcoming utility rate study. Staff will continue to evaluate this plan annually.

2. **Approval of 62nd Street School Zone** – City Engineer David Martini presented the results of a Speed Zone Study on 62nd Street just north of Mayer Lutheran High School. A posted speed limit of 40 mph is recommended based upon an evaluation of site characteristics and speed data collected within the corridor. It was found that most vehicles are traveling at this speed already. This differs from the 55 mph speed limit identified within the State statute. A MOTION was made by Council Member McNeilly and seconded by Council Member Stieve-McPadden to accept the study as presented. 3/0

This study will now be sent to MnDOT for review to see if it is sufficient or whether they will need to complete a study to establish a speed limit that differs from the state statute. Based upon the results, MnDOT may then authorize the local road authority to post new speed limits. The City could still sign the school zone speed limit and allow the roadway speed limit to remain 55 mph before the MnDOT investigation is complete. Staff will return to the Council with any necessary resolutions need.

3. **Discussion on Safe Routes to School Grant** – MnDOT has set aside \$1.7 million in federal funds for Safe Routes to School infrastructure projects in 2017 that would improve student walking and bicycling routes to and from schools. Our City Engineer has prepared two previous grants but has not been successful with funding. The Roundabout project may be beneficial toward the possible funding of a new grant submission. The City Engineer will proceed with a fee estimate for the preparation of the STRS grant.

CITY ADMINISTRATOR

1. **Fieldstone Homeowners Association Regarding Boulevard Tree Policy** – Dale Mack and Fieldstone Association President Gary Hoese appeared before the Council to discuss the Boulevard Tree Policy that the Council adopted at August 24, 2015 meeting. Past history was presented. The Association does not want the City to deviate from the current Development Agreement, especially since the homeowners have agreed to maintain the current boulevard trees and assume replacement. The matter was tabled to the October 26th Work Session.
2. **Approval Rezone and Preliminary Plat Hidden Creek 6th Addition** – The Council reviewed the City Planner's memo on Hidden Creek 6th Addition which is proposed to be rezoned from R-1 Low Density Residential to PRD Planned Residential Development.
 - **Approval of Ordinance #203 Amending the Official Zoning Map** – A MOTION was made by Council Member Stieve-McPadden and seconded by Council Member McNeilly to approve Ordinance #203 Amending the Official Zoning Map. Motion Carried 3/0
 - **Approval of Resolution 10-12-2015-35 Approving the Preliminary Plat for Hidden Creek 6th Addition** – A MOTION was made by Council Member McNeilly and seconded by Council Member Stieve-McPadden approving Resolution 10-12-2015-35 Preliminary Plat for Hidden Creek 6th Addition. Motion Carried 3/0
3. **Approval of Resolution 10-12-2015-33 Green Step City** – At the September 28th Work Session, Staff had discussed with the City Council the concept of Green Step City. It is a voluntary program for the City and is designed to assist Cities to achieve their sustainability and quality of life goals. It is a free continuous program managed by a public-private partnership and based on 28 best practices, many of which the City already has implemented. The program focuses on cost savings, energy use

reductions, quality of life and encourages civic innovation. A MOTION was made by Council Member Stieve-McPadden and seconded by Council Member McNeilly approving Resolution 10-12-2015-33 Green Step City. Motion Carried 3/0

City Staff will be presenting the information to Boards and Commissions for their implementation into their annual goals and will make recommendations to the City Council for approval. The Council will use the 28 best practices in future planning.

4. **Approval of Resolution 10-12-2015-34 Transfer of Funds from Capital Projects Fund 435 to Storm Sewer Fund 650** – A MOTION was made by Council Member Stieve-McPadden and seconded by Council Member McNeilly approving Resolution 10-12-2015-34 Transfer of Funds from Capital Projects Fund 435 to Storm Sewer Fund 650. Motion Carried 3/0
5. **Approval of Lawn Mower Trade in and Purchase** – In March of 2015, The Council wanted to see if it would be beneficial for the city to have two Hustler mowers. This summer, the old Hustler was only used for 6 hours. It has been determined that it is not necessary to own two mowers since repairs and rental is so readily available. Bob's Repair will still honor the spring trade in value of \$4,500. Another option would be to use part of the trade in value towards a vacuum/bagger system for the City's current 2015 72" Hustler mower. The vacuum/bagger would allow City Staff to vacuum up large amounts of grass clippings during peak growth periods, and leaves in the fall. After discussion, a MOTION was made by Council Member McNeilly and seconded by Council Member Stieve-McPadden approving the trade in of the old Hustler 60" mower and use the \$4,500 toward the purchase of the bagger system costing \$3,000. Bob's Repair will credit/cash the remaining \$1,500. Motion Carried 3/0
6. **Approval of The License Fee for Bees** – When the Council passed the Ordinance allowing bees in the City, a fee was not established for the licensing of bees. Staff has proposed that the fee be set the same as the Urban Chicken License fee of \$50 original license and \$25 per year for renewals. It was suggested that the City add an Education license for Schools at a lesser amount. The matter was tabled to the next meeting.
7. **Approval of Resolution 10-12-2015-36 Approving WCA Wetland Bank Application** – One of the final actions of the City as the Local government Unit for the establishment of the Mayer Wetland is to approve the WCA Wetland Bank application. In order to assure compliance with the Minnesota Wetland Conservation Act rules, the City with the assistance of our wetland specialist Mark Kjothlaug, of Kjothlaug Environmental Services, will monitor the Progress of the wetland. A MOTION was made by Council Member Stieve-McPadden and seconded by Council Member McNeilly approving the WCA Wetland Full Bank Application to Restore 21.2 Acres of Wetland and Upland Buffer to Facilitate the Development of the Mayer Wetland Bank. Motion Carried 3/0

OTHER BUSINESS

- The Fire Chief will advertise the 1986 Pumper for sale with Firetec, a publication/website for used fire apparatus.
- Public Works Kuntz reported that the water tower coating has been applied and is drying. Recent warm weather has been beneficial. It is anticipated that the tower will be back in service before the next Council meeting pending any problems.

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 8:20 p.m. Motion Carried 4/0.

Gerald W. Thomas, Mayor

Attest: _____
Lois A. Maetzold, City Clerk

DRAFT

CITY OF MAYER
PARKS & RECREATION COMMISSION
MEETING MINUTES
Tuesday, September 8, 2015

Commission Members Present: Council Liaison Etienne Stieve-McPadden, Commission Members Mike Dodge, Krista Goedel and Elizabeth Butterfield.

Commission Members Absent: Commission Member Nate McNeilly.

Others Present: None

Staff Present: David Martini, City Engineer; Kyle Kuntz, Public Works; Luayn Ruch-Hammond, City Administrator.

I. CALL TO ORDER

Meeting was called to order at 6:33 PM by Vice Chair Krista Goedel.

II. ADOPT AGENDA

On a motion by Commissioner Dodge and seconded by Commissioner Butterfield to approve the agenda as presented. 3/0

III. MINUTES

On a motion by Commissioner Butterfield and seconded by Commissioner Dodge to approve the minutes of the August 11, 2015 with clarification about the time frame for the hockey rink. Motion carried 3/0.

Budget and Capital Improvement Plan

Park Board reviewed the budget to date and the 2015 CIP.

Council Liaison Stieve-McPadden arrives at 6:48 PM.

BUSINESS

Fee estimate for Site Plan for Hockey Rink

City Engineer was present to discuss the fee estimate on the hockey rink. On a motion by Commissioner Goedel and seconded by Commissioner Butterfield to recommend that the City Council authorize the City Engineer to provide a scope of services outlined in the letter from Dave Martini dated September 1, 2015 for a fee of \$7,500. Motion carried 4/0.

Community Survey Results

Park Board reviewed the survey results and will need to discuss at a future meeting what should be accomplished with the results. The Park Board would like to have information on Facebook about the swimming pool. Park board reviewed the ranking of the results and decided to eliminate the swimming pool and splash pad because they think that this is such a large expense that this should be a Council decision and not a park board decision.

The top four items on the survey were: picnic shelters, sidewalk/trails, ice/hockey rink and rest rooms.

Park board would like survey results to be presented to the City Council.

Discussion on Sun Shades

Park board decided that at this time they are not interested in constructing sun sheds in the parks.

Review of 2016 Budget

Staff had added \$240 for the 2016 budget year to the professional services line item for the recording of Park Board meetings. Park Board discussed the idea and decided to leave the amount in the budget. Second request was for an additional \$2,500 in the capital outlay line item for the park vehicle. Both items will be added to the 2016 budget request.

Commissioners Report

None

Staff Report

None

Next meeting

Next Park Board meeting will be October 13, 2015.

Adjournment

On a motion by Commissioner Butterfield and seconded by Commissioner Goedel to adjourn the meeting at 7:55 PM. Motion carried 4/0.

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*Claim Register©

10/26/15 PAY

October 2015

Claim Type	Direct				
Claim#	12039	BOLTON MENK INC			
Cash Payment	G 800-20202	Hidden Creek	2015 DEVELOPMENT REVIEW - HIDDEN CREEK		\$975.00
	Invoice	0182914			
Transaction Date	10/12/2015		Security Bank	10100	Total \$975.00
Claim#	12040	BOLTON MENK INC			
Cash Payment	E 100-41000-303	Engineering Fees	2015 GENERAL ENGINEERING		\$260.00
	Invoice	0182915			
Cash Payment	E 100-45000-303	Engineering Fees	2015 GENERAL ENGINEERING		\$162.50
	Invoice	0182915			
Transaction Date	10/12/2015		Security Bank	10100	Total \$422.50
Claim#	12041	BOLTON MENK INC			
Cash Payment	E 100-43100-303	Engineering Fees	2015 SEAL COATING		\$650.00
	Invoice	0182916			
Transaction Date	10/12/2015		Security Bank	10100	Total \$650.00
Claim#	12042	BOLTON MENK INC			
Cash Payment	E 100-41000-303	Engineering Fees	SCHOOL ZONE STUDY		\$256.00
	Invoice	0182917			
Transaction Date	10/12/2015		Security Bank	10100	Total \$256.00
Claim#	12043	BOLTON MENK INC			
Cash Payment	E 650-49500-303	Engineering Fees	WETLAND PROJECT		\$3,409.50
	Invoice	0182918			
Transaction Date	10/12/2015		Security Bank	10100	Total \$3,409.50
Claim#	12044	HACH COMPANY			
Cash Payment	E 640-49480-404	Repairs/Maint Machinery/E	SENSOR CAP REPLACEMENT KIT		\$430.89
	Invoice	9601489			
Transaction Date	10/12/2015		Security Bank	10100	Total \$430.89
Claim#	12045	FREMONT INDUSTRIES, INC			
Cash Payment	E 640-49480-216	Chemicals and Chem Prod	COAGULANT - WWTF		\$1,134.00
	Invoice	860506			
Transaction Date	10/12/2015		Security Bank	10100	Total \$1,134.00
Claim#	12046	UTILITY CONSULTANTS, INC.			
Cash Payment	E 640-49480-385	Testing and Lab Services	SAMPLES - WTP		\$0.00
	Invoice	90136			
Cash Payment	E 620-49440-215	Samples	SAMPLES - WTP		\$40.00
	Invoice	90136			
Transaction Date	10/12/2015		Security Bank	10100	Total \$40.00
Claim#	12047	CULLIGAN - METRO			
Cash Payment	E 100-42280-400	Repairs & Maint Cont	MFD SOFTENER		\$63.90
	Invoice				
Transaction Date	10/12/2015		Security Bank	10100	Total \$63.90
Claim#	12048	XCEL ENERGY	Ck# 004038E 10/30/2015		
Cash Payment	E 100-43160-381	Electric Utilities	STREET LIGHTS		\$1,427.07
	Invoice	474204697			
Transaction Date	10/12/2015		Security Bank	10100	Total \$1,427.07

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Claim#	12049 CENTERPOINT ENERGY	Ck# 004039E 10/30/2015		
Cash Payment	E 620-49410-383 Gas Utilities	WTP		\$22.55
	Invoice			
Transaction Date	10/12/2015	Security Bank	10100	Total \$22.55
Claim#	12050 CENTERPOINT ENERGY	Ck# 004040E 10/30/2015		
Cash Payment	E 640-49480-383 Gas Utilities	WWTF		\$46.52
	Invoice			
Transaction Date	10/12/2015	Security Bank	10100	Total \$46.52
Claim#	12051 CENTERPOINT ENERGY	Ck# 004041E 10/30/2015		
Cash Payment	E 100-41940-383 Gas Utilities	COMM CTR		\$62.25
	Invoice			
Transaction Date	10/12/2015	Security Bank	10100	Total \$62.25
Claim#	12052 CENTERPOINT ENERGY	Ck# 004042E 10/30/2015		
Cash Payment	E 100-42280-383 Gas Utilities	FIRE STATION		\$25.13
	Invoice			
Transaction Date	10/12/2015	Security Bank	10100	Total \$25.13
Claim#	12053 ALEX AIR APPARATUS, INC.			
Cash Payment	E 100-42260-400 Repairs & Maint Cont	COMPRESSOR AIR QUALITY TEST		\$575.00
	Invoice 28323			
Transaction Date	10/12/2015	Security Bank	10100	Total \$575.00
Claim#	12054 POSTMASTER	Ck# 019334 10/13/2015		
Cash Payment	E 620-49440-322 Postage	POSTAGE FOR SEPT 2015 UTLITY BILLS		\$107.58
	Invoice			
Cash Payment	E 640-49490-322 Postage	POSTAGE FOR SEPT 2015 UTLITY BILLS		\$107.59
	Invoice			
Transaction Date	10/13/2015	Security Bank	10100	Total \$215.17
Claim#	12055 GREYSTONE CONSTRUCTION	Ck# 019335 10/13/2015		
Cash Payment	E 100-43700-500 Capital Outlay (GENERAL)	PMT TOWARD 28X24 NLFS FABRIC STRUCTURE FURNISHED & INSTALLED		\$3,990.00
	Invoice 25410			
Transaction Date	10/13/2015	Security Bank	10100	Total \$3,990.00
Claim#	12056 METRO WEST INSPECTION SERVIC			
Cash Payment	E 100-42400-300 Professional Svcs	SEPT 2015 BLDG INSPECTIONS		\$1,731.97
	Invoice			
Transaction Date	10/13/2015	Security Bank	10100	Total \$1,731.97
Claim#	12057 MATTHEW REDINGER			
Cash Payment	R 620-49440-37110 Water Use Charge	REFUND FINAL UTILITY CREDIT		\$15.00
	Invoice			
Cash Payment	R 640-49490-37210 Sewer Use Charge	REFUND FINAL UTILITY CREDIT		\$35.00
	Invoice			
Transaction Date	10/13/2015	Security Bank	10100	Total \$50.00
Claim#	12058 HACH COMPANY			
Cash Payment	E 620-49410-216 Chemicals and Chem Prod	FLUORIDE		\$164.55
	Invoice 9620346			
Transaction Date	10/13/2015	Security Bank	10100	Total \$164.55

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Claim#	12059 MINNESOTA DEPARTMENT OF REV	Ck# 004043E	10/14/2015		
Cash Payment	E 100-49570-450 Sales Tax Payment	3RD QTR STATE SALES TAX			\$238.00
	Invoice				
Transaction Date	10/13/2015	Security Bank	10100	Total	\$238.00
Claim#	12060 HDSWW-EDEN PRAIRIE MN				
Cash Payment	E 100-43700-580 New Equipment	LOCATOR W/DIGITAL DISPLAY			\$950.00
	Invoice E609516				
Transaction Date	10/13/2015	Security Bank	10100	Total	\$950.00
Claim#	12061 USA BLUE BOOK-HD SUPPLY MAIN				
Cash Payment	E 620-49440-226 Fire Hydrant Supplies	HYDRANT SUPPLIES			\$351.78
	Invoice 766779				
Transaction Date	10/13/2015	Security Bank	10100	Total	\$351.78
Claim#	12062 MINNESOTA PIPE & EQUIP				
Cash Payment	E 640-49490-525 Inflow/Infiltration	2 METAL RISER RINGS			\$325.00
	Invoice 0344799				
Transaction Date	10/13/2015	Security Bank	10100	Total	\$325.00
Claim#	12063 FRANKLIN PRINTING INC				
Cash Payment	E 100-41000-200 Office Supplies	#10 ENVELOPES - PRINTED BLACK			\$73.18
	Invoice W151475				
Transaction Date	10/15/2015	Security Bank	10100	Total	\$73.18
Claim#	12064 KJOLHAUG ENVIRON.SERVICES				
Cash Payment	E 650-49500-303 Engineering Fees	MAYER WETLAND PROJECT			\$1,219.75
	Invoice 102589				
Transaction Date	10/15/2015	Security Bank	10100	Total	\$1,219.75
Claim#	12065 MCLEOD COOP POWER ASSN	Ck# 004044E	10/28/2015		
Cash Payment	E 100-43160-381 Electric Utilities	CITY SIGN			\$27.50
	Invoice				
Transaction Date	10/15/2015	Security Bank	10100	Total	\$27.50
Claim#	12066 MCLEOD COOP POWER ASSN	Ck# 004045E	10/28/2015		
Cash Payment	E 100-43160-381 Electric Utilities	STREET LIGHTS			\$613.02
	Invoice				
Transaction Date	10/15/2015	Security Bank	10100	Total	\$613.02
Claim#	12067 KLUVER CONSULTING	Ck# 019336	10/16/2015		
Cash Payment	E 640-49480-300 Professional Svcs	WWTF SERVICE CONTRACT 10/1-15/15			\$900.00
	Invoice				
Transaction Date	10/16/2015	Security Bank	10100	Total	\$900.00
Claim#	12068 MUNICIPAL DEVELOPMENT GROUP				
Cash Payment	G 800-20202 Hidden Creek	SEPT PLANNING SERVICES			\$480.00
	Invoice MAY101515				
Cash Payment	E 100-41910-300 Professional Svcs	SEPT PLANNING SERVICES			\$320.83
	Invoice MAY101515				
Transaction Date	10/19/2015	Security Bank	10100	Total	\$800.83
Claim#	12069 MOBIL - EXXON/MOBIL				
Cash Payment	E 100-43100-212 Motor Fuels	SEPT 2015 STATEMENT			\$126.94
	Invoice XXX375510				

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Cash Payment	E 100-45000-212 Motor Fuels	SEPT 2015 STATEMENT		\$324.40
	Invoice XXX375510			
Cash Payment	E 100-42260-212 Motor Fuels	SEPT 2015 STATEMENT		\$226.66
	Invoice XXX375510			
Transaction Date	10/19/2015	Security Bank	10100	Total \$678.00
Claim#	12070 DELTA DENTAL OF MINNESOTA			
Cash Payment	G 100-21707 Dental	EMPLOYEE BENEFITS		\$124.65
	Invoice			
Transaction Date	10/19/2015	Security Bank	10100	Total \$124.65
Claim#	12071 BOLTON MENK INC			
Cash Payment	E 640-49480-500 Capital Outlay (GENERAL) WWTF CIP PLAN			\$2,077.50
	Invoice 0183108			
Transaction Date	10/19/2015	Security Bank	10100	Total \$2,077.50
Claim#	12072 UTILITY CONSULTANTS, INC.			
Cash Payment	E 640-49480-385 Testing and Lab Services	SAMPLES		\$1,822.00
	Invoice 90137			
Cash Payment	E 620-49440-215 Samples	SAMPLES		\$0.00
	Invoice 90137			
Transaction Date	10/19/2015	Security Bank	10100	Total \$1,822.00
Claim#	12073 FRANK NEUDORFF			
Cash Payment	E 212-42260-580 New Equipment	TV TO MOUNT IN BAY TO VIEW CALLS SENT BY DISPATCH		\$250.00
	Invoice			
Transaction Date	10/19/2015	Security Bank	10100	Total \$250.00
Claim#	12074 ANCOM TECHNICAL CENTER			
Cash Payment	E 100-42260-400 Repairs & Maint Cont	TECHNICAL SERVICE FOR MINITOR V		\$141.50
	Invoice 56173			
Transaction Date	10/19/2015	Security Bank	10100	Total \$141.50
Claim#	12075 VISA			
		Ck# 019337 10/20/2015		
Cash Payment	E 620-49440-322 Postage	WATER SAMPLE POSTAGE		\$7.55
	Invoice XXX1714			
Cash Payment	E 620-49410-400 Repairs & Maint Cont	LIGHT BULBS		\$62.27
	Invoice XXX3565			
Cash Payment	E 100-42200-200 Office Supplies	COPIER CARTIDGE		\$55.99
	Invoice XXX4617			
Cash Payment	E 620-49440-322 Postage	WATER SAMPLE POSTAGE		\$3.34
	Invoice XXX2346			
Cash Payment	E 100-43100-400 Repairs & Maint Cont	LIGHT REPAIRS		\$113.72
	Invoice XXX0018			
Cash Payment	E 100-41300-208 Training and Instruction	SEMINAR REGISTRATION		\$50.00
	Invoice XXX6110			
Cash Payment	E 100-41000-430 Miscellaneous (GENERAL) SEPT 2015 STATEMENT			\$21.11
	Invoice			
Transaction Date	10/20/2015	Security Bank	10100	Total \$313.98
	Claim Type	Direct	Tota	\$26,598.69

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***Claim Register©**

10/26/15 PAY

October 2015

Pre-Written Check	\$7,881.19
Checks to be Generated by the Compute	<u>\$18,717.50</u>
Total	\$26,598.69

COUNCIL APPROVAL -
SIGNATURES/INITIALS _____



To: Mayor and Council Members

From: Kyle Kuntz

Re: Public Works Activities from September 19th to October 22nd (2015)

Roads

- Cleaned storm sewer drains after each rain event
- Fixed stop signs on Big Oak LN
- Ordered materials needed for salt storage building
 - Hauled and compacted road reclaim for base
 - Received 4ft bin block from Hutchinson Concrete (still waiting for 6ft block)

Parks

- Conducted playground inspections on monthly basis
- Mowed and weed whipped all parks as needed
- Pulled weeds around playground equipment
- Sprayed weeds in West Ridge Park

Water Treatment Facility

- Executed daily rounds
- Mowed on a weekly basis and weed whipped as necessary
- Performed chlorine, fluoride, iron, and manganese tests on a weekly basis
- Took water samples for Minnesota Department of Health
- Cleaned chlorine analyzer and replaced reagents as needed
- Flushed KMNO₄ feed line and mixed KMNO₄ on a regular basis
- Exercised generators on a monthly basis
- Conducted well #2 draw down on a monthly basis

Wastewater Treatment Facility

- Executed daily rounds and weekly sampling procedures
- Mowed on a weekly basis and weed whipped as necessary
- Decant digester as necessary
- Washed down scum manhole and control structure #2 as necessary
- Cleaned cyclone grit separator as necessary
- Greased clarifier, fine screen, paddle mixer, and cyclone grit separator as necessary
- Met with Bolton and Menk to discuss CIP
- Swept floor in clarifier building
- Scrubbed UV channel
- Washed down digester walls after hauling of biosolids
- Cleaned out scum manhole and influent channel in the pretreatment building
- Been working on water service leak at 112 Bluejay Ave and had MRWA listen for a leak
- Drained down clarifier and inspected with Greg Kluver
 - Removed blockage from center of clarifier
- Cleaned admin building

Lift Stations & Collection System

- Exercised generator on monthly basis
- Raised buried manhole on 7th St NW
- Received quote on CIPP Lining from Visu-Sewer

Miscellaneous

- Cleaned and organized public works maintenance building on regular basis
- Gopher one locates
- Worked on September public works activities sheet
- Changed out old MXU devices for residential water meters
- Installed MXU's and sealed water meters
- Read water meters on the 1st of each month
- Attended City Council meetings
- Read troublesome water meters
- Worked on 'On Call' schedule
- Ran to Mayer Lumber Yard to get supplies
- Ran to Farm Supply to get supplies
- Did miscellaneous paper work and organized desk
- Worked on installing new garage door opener in public works building
- Pushed up compost pile and brush pile at compost site
- Clear cut trees and brush 10ft back on east side of compost site fence line
- Cleaned up west side of public works building and graded
- Repaired water meters
- Attended safety training in Waconia
- Installed garage door openers and realigned garage doors

Equipment

- Fueled equipment as needed
- Changed blades, oil, and greased Huslter lawn mower
- Installed strobe lights on Hustler mower

Water Tower

- Staff has been monitoring system pressure and water plant operations closely
- Manually backwash filters every 650,000 gallons
- KLM Engineering came and did "double rub test" on tank coating
- Met with KLM Engineering and Slack Painting to go over punch list items
- Oversaw chlorination of the water tower and refilled tower to operating level (awaiting bacti test results)
- Contacted UC Labs about bacteriological samples, and oversaw the collection of bacteriological samples
- Climbed water tower to see work completed and to experience "arc testing"

Safety Concerns

- No safety concerns at this time



BOLTON & MENK, INC.[®]

Consulting Engineers & Surveyors

2638 Shadow Lane, Suite 200 • Chaska, MN 55318-1172

Phone (952) 448-8838 • Fax (952) 448-8805

www.bolton-menk.com

MEMORANDUM

Date: October 21, 2015
To: Mayer City Council
From: Dave Martini
Subject: Projects in Progress

For your convenience, the following is a summary of the projects Bolton & Menk has worked on during the billing period between August 15th and September 11th, 2015.

Miscellaneous Engineering

Miscellaneous Engineering included attendance at the City Council meeting on August 24th.

Miscellaneous time also included the following:

- Correspondence with Mn/DOT regarding future improvements to T.H. 25
- Reviewing cost estimates for extending sanitary sewer to the properties east of Mayer Lutheran High School
- Reviewing a fence permit at 1315 Birch Drive
- Meeting with the Developer and reviewing the lot layout and utility plan for Hidden Creek 6th Addition
- Reviewing as-built surveys for Pine Cone Lane
- Attending the Park Board Meeting on September 8th

9.5 hours of time was provided at the City's reduced hourly rate and the City Council Meeting was attended at no charge, which resulted in a savings to the City of **\$1,002.50**.

Wetland Restoration Project

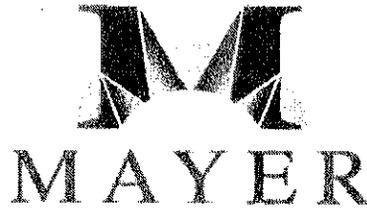
During the billing period, time was spent preparing contracts, finalizing easement documents, and setting survey control.

School Zone Study

During the billing period, time was spent reviewing the scope of work and coordinating data collection.

Seal Coating

During the billing period, time was spent observing construction operations.



To: Mayor and Council Members
From: Luayn Ruch-Hammond, City Administrator
Re: Monthly Report
Date: October 26, 2015

My Activities for the weeks of September 28 – October 23, 2015

1. Carver County CDA Proposal

The Carver County CDA is proposing to implement a new pilot program. The CDA would take the current program funds in the Business Loan program and return it to cities in the form of a grant program. The grant program would be for projects that create affordable housing, redevelopment or create jobs. The amount of the grant would be \$50,000 for project grants and \$7,500 for planning grants. The City could utilize the planning grant funds when the City updates its comprehensive plan.

2. Pedestrian Crossing

Staff had applied to MN DOT for a permit to install a pedestrian crossing sign. The location of the sign is at 4th Street and Highway 25. Staff has received notice that the permit was approved. Staff will purchase the appropriate signage for the intersection. Staff has applied for a permit for the pedestrian crossing at Hidden Creek Boulevard.

3. City Property Insurance

Staff has completed the renewal application for the City's property insurance. The last action is the Liability Coverage Waiver Form which is on the Council agenda tonight.

4. Watertown Mayer Superintendent

Staff met with the Watertown/Mayer Superintendent, Ron Wilke. We discussed resurrecting the City and School joint meetings.

5. Insurance Payment LMCIT re Water Plant Generator

Staff had submitted a claim with the League of MN Cities Insurance Trust in the amount of \$2,213.91. The claim was for labor in the amount of \$564.51, CH power \$792.16 and Bobs Repair \$857.24 for a total of \$2,213.91 minus the \$1,000 deductible a payment to the city in the amount of \$1,213.91. (Attached check)

6. Lot Inventory

Mayor had requested information on the lot inventory remaining in the City. Staff has attached the sheet with the lot inventory for each development.

MAYER, MN

10/06/15 2:53 PM

Page 1

*Check Reconciliation©

Security Bank

10100 CASH

September 2015

Account Summary

Beginning Balance on	9/1/2015	\$2,589,078.51	Cleared	\$1,990,598.45
+ Receipts/Deposits		\$108,639.30	Statement	\$1,990,598.45
- Payments (Checks and Withdrawals)		\$707,119.36	Difference	\$0.00
Ending Balance as of	9/30/2015	\$1,990,598.45		

Check Book Balance

Active	G 100-10100	GENERAL FUND	\$388,672.53
Active	G 210-10100	FIRE TRUCK FUND	\$8,816.92
Active	G 212-10100	FIRE DEPT GRANTS&CON	\$20,110.35
Active	G 215-10100	FIR DEPT FEMA GRANT	\$11,077.53
Active	G 220-10100	PARK IMPROVEMENT FUN	\$226,422.93
Active	G 222-10100	OLD SCHOOLHOUSE PAR	\$5,394.51
Active	G 225-10100	EDA	\$12,603.40
Active	G 230-10100	CITY CELEBRATION	\$0.46
Active	G 231-10100	RISING ARTISTS FESTIVA	\$0.25
Active	G 301-10100	GO W/S 2001 REVENUE B	\$0.00
Active	G 302-10100	GO W/S 2003 REVENUE B	\$0.00
Active	G 303-10100	GO IMPROVEMENT BOND	\$0.00
Active	G 304-10100	GO WATER/SEWER BOND	\$0.00
Active	G 325-10100	HWY 25/2007 ST BOND	\$378,652.35
Active	G 330-10100	DEBT SERVICE FOR 2007	\$0.00
Active	G 350-10100	2015 FIRE TRUCK BOND	\$19,482.50
Active	G 360-10100	SPECIAL ASSESSMENTS	\$0.00
Active	G 361-10100	2007A REFUNDING	\$0.00
Active	G 400-10100	70TH STREET IMPROV FU	\$31,860.44
Active	G 405-10100	STREET IMPROVEMENT F	\$21,179.24
Active	G 410-10100	COMM CTR CAPITOL OUT	\$1,497.82
Active	G 425-10100	HWY 25 PROJECT 2006	\$0.16
Active	G 430-10100	2007 STREET CONST PRO	\$0.38
Active	G 435-10100	CAPITAL PROJECTS	\$1,056,737.30
Active	G 440-10100	ROUNDAABOUT PROJECT	\$92,465.07
Active	G 460-10100	W RIDGE RD/7TH ST CAP I	\$0.00
Active	G 620-10100	WATER FUND	\$887,662.55
Active	G 640-10100	SEWER FUND	\$1,436,249.86
Active	G 650-10100	STORM WATER FUND	\$86,837.08
Active	G 700-10100	INVESTMENT FUND	-\$2,743,612.94
Active	G 800-10100	ESCROW FUND	\$19,938.89
		Cash Balance	\$1,962,049.58

What now?

We have an opportunity!

With John leaving the CDA, it is an opportunity for the CDA to look at how economic development in Carver County had worked and is there a better way to use the limited resources that the CDA has and put them to use in a better way to have a much larger impact while also providing us an opportunity to work more closely with all of the cities in Carver County. I believe that this will create a partnership between the CDA and the cities that will ultimately work to our advantage with the elected officials.

The new pilot program should be one that furthers the CDA mission of housing and community/economic development.

We would take the current Business Loan fund pool of about \$360,000 and grant it back to the Cities for projects that create affordable housing, redevelopment or create jobs.

A few options could be:

- Project grants
- Planning grants

We could look at a maximum of \$50,000 for project grants and \$7,500 for planning grants.

A few examples would be:

- City fees for a housing project
- Engineering study for a new industrial park
- Gap money for a housing project
- Funding for soil remediation
- Signal for a new affordable housing development
- Assist a city with the acquisition of land for a Land Trust home
- Redevelopment Plan

This is all just an idea and I am looking for any other ideas or projects that you as City Managers/Administrators would have that would make this more beneficial to you and your cities.

LEAGUE OF MINNESOTA CITIES
INSURANCE TRUST

PROPERTY CASUALTY FUND CLAIMS ACCOUNT
PO Box 59149
Minneapolis, MN 55469-0143

US BANK
17-2-910

0010001904
5

DATE

October 14, 2015

LMC CP 000000009630

PAY ONE THOUSAND TWO HUNDRED THIRTEEN AND 91/100

AMOUNT
\$*****1,213.91

TO THE ORDER OF
MAYER CITY OF

VOID AFTER 90 DAYS

Mail To: MAYER CITY OF
PO BOX 102
MAYER MN 55360-0102

Two Signatures Required for Amounts of \$10,000 or Greater

⑈0010001904⑈ ⑆091000022⑆ 160234548354⑈

RUB OR BREATHE ON THE PINK LOCK & KEY ICONS - COLOR WILL FADE AND THEN REAPPEAR ON AN AUTHENTIC CHECK - IF COLOR DOES NOT FADE DO NOT ACCEPT

LEAGUE OF MINNESOTA CITIES INSURANCE TRUST

POLICY #: CMC 37477 INSURED NAME: MAYER, CITY OF
CLAIM #: LMC CP 000000009630
CHECK #: 0010001904 CHECK DATE: 10/14/15
PAYMENT: 1,213.91
LOSS DATE: 07/12/15
PAYEE: MAYER CITY OF
DESCRIPTION: invoices less \$1000 deductible

REVISED 10/15/15

	Lots / Units	Vacant Lots	Built
Coldwater Crossing 2000 Preliminary Plat	391		
<i>Coldwater Crossing 2006 Preliminary Plat Amendment</i>	437		
Coldwater Crossing 1 Final Plat	43	0	43
Coldwater Crossing 2 Final Plat	25	0	25
Coldwater Crossing 3 Final Plat	38	9	29
Coldwater Crossing 4 Final Plat	40	0	40
Coldwater Crossing 5 Final Plat	33	0	33
Coldwater Crossing 6 Final Plat	33	7	26
Coldwater Crossing 7 Final Plat	0	0	0
	212	16	196
Hidden Creek Preliminary Plat	314		
Hidden Creek 1 Final Plat	34	0	34
Hidden Creek 2 Final Plat	43	0	43
Hidden Creek 3 Final Plat	54	2	52
Hidden Creek 4 Final Plat	56	1	55
Hidden Creek 5 Final Plat	60	20	40
(approx 65 lots in 6th addn.)	247	23	224
<i>Hidden Creek West Preliminary Plat</i>	110		
Fieldstone - Comp Plan 2005	1700		
Fieldstone - Pre Plat #1	63		
Fieldstone - Pre Plat # 2	164		
	TOTAL		
	227		
Fieldstone 1 Final Plat	59	28	31
Fieldstone 2 Final Plat	25	1	24
	84	29	55
Sunset Meadows	48		
Sunset Meadows Final Plat	48	28	20

9 lots along Hwy 30

3 lots are outlots

5171 Lt 1 Blk 4

Developments	Platted Lots	Final Lots	Built
Coldwater Crossing Preliminary Plat	391	212	196
Coldwater Crossing Preliminary Plat Amendment			
Hidden Creek	314	247	224
Hidden Creek West			
Fieldstone	227	84	55
Sunset Meadows	48	48	20
TOTAL	980	591	495



Minnesota Pollution Control Agency

520 Lafayette Road North | St. Paul, MN 55155-4194 | 651-296-6300 | 800-657-3864 | 651-282-5332 TTY | www.pca.state.mn.us

October 16, 2015

Mayor Gerald Thomas
City of Mayer
413 Bluejay Avenue
Mayer, MN 55360



Minnesota GreenStep Cities

Dear Mayor Thomas and City Council Members:

Congratulations and welcome! On behalf of the MPCA and the seven other GreenStep Cities program partners I want to extend our appreciation to you for becoming the **88th GreenStep City**. We have designed the GreenStep program to make it easy to both report your past actions taken to become a more sustainable city, and to find knowledgeable assistance for taking future actions. As more cities join, telling their stories and calling on assistance, we think the program will become stronger and more useful to cities. Thank you for being a part of this effort!

Each June at its annual conference, the League of Minnesota Cities (LMC) formally recognizes GreenStep Cities and their level of achievement. **Mayer is now a Step One GreenStep City** by virtue of having adopted a resolution to join the program. Higher steps recognize city accomplishments—best practice actions completed prior to joining the GreenStep program and actions you would complete before each year’s LMC conference – being held next year in St. Paul June 15-17. As a voluntary program, each city takes initiative on a different set of best practices, and we look forward to learning about practices in which your city excels.

GreenStep art work is available through GreenStep administrative web pages created for the city, along with a sample press release and a sample newsletter article for sharing news with community members about joining and participating in the GreenStep Cities program. Links to the GreenStep Facebook and Twitter accounts are on the public GreenStep web site. Other resources include a free state-of-the-art city building energy-tracking web site (B3), monthly technical assistance workshops, and an LMC listserv available to your designated GreenStep coordinator, Luayn Ruch-Hammond.

We encourage you and your staff to use the many GreenStep resources available, and to suggest changes to the GreenStep program. If you don’t easily find what you need, please don’t hesitate to contact me.

Sincerely,

Philipp Muessig

GreenStep Cities program coordinator at the MPCA

<http://www.MnGreenStep.org> 651/757-2594 philipp.muessig@state.mn.us

cc: Luayn Ruch-Hammond



GREAT PLAINS
INSTITUTE

10/26/2015

6.1



REQUEST FOR CITY COUNCIL ACTION

Meeting Date: October 26, 2015
Item Name: Agreement for use of Compost Site with the City of New Germany
Originating Department: Administration
Presented by: Luayn Ruch-Hammond

Previous Council Action (if any):

Item Type (X only one): Consent Regular Session Discussion Session

RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED *(Include motion in proper format.)*

A motion authorizing the Mayor's signature on the agreement with the City of New Germany for use of the compost site for brush disposal.

EXPLANATION OF AGENDA ITEM *(Include a description of background, benefits, and recommendations.)*

Staff had discussed with the City Council about the City of New Germany residents using the City's compost site to dispose of their brush.
 Staff informed the City of New Germany that the City of Mayer would allow their residents to use the compost site for brush.
 The City of New Germany is proposing the attached agreement with an implementation date of January 1, 2016. The fee the City of New Germany will pay the City of Mayer for the use of the site is \$2,500 annually,
 A motion authorizing the Mayor's signature on the document.

<p>FINANCIAL IMPLICATIONS:</p> <p>Funding Sources & Uses: _____</p> <p>Budget Information:</p> <p>_____ Budgeted</p> <p>_____ Non Budgeted</p> <p>_____ Amendment Required</p>	<p>ADVISORY BOARD RECOMMENDATIONS:</p> <p>Other _____</p>
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<p>Approved _____</p> <p>Resolution No. _____</p>	<p>Denied _____</p>	<p>Tabled _____</p> <p>Ordinance No. _____</p>	<p>Other _____</p>
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AGREEMENT BETWEEN THE CITY OF MAYER
AND THE CITY OF NEW GERMANY
FOR USE OF THE MAYER COMPOST SITE
FOR DISPOSAL OF BRUSH AND TREE BRANCHES BY
RESIDENTS OF THE CITY OF NEW GERMANY

Dated October 20, 2015

WHEREAS, the City of Mayer (Mayer) maintains a compost site located at 15200 County Road 30, Mayer, Minnesota, for the use of the residents of the City of Mayer, and

WHEREAS, the City of New Germany (New Germany) has requested that the residents of New Germany be allowed to use the Mayer compost site as a drop off site for brush and tree branches, and

WHEREAS, Mayer is willing to allow such use subject to certain conditions and restrictions.

NOW, THEREFORE, for valuable consideration and the mutual covenants set forth in this agreement, it is agreed between the City of Mayer and the City of New Germany as follows:

1. Subject to conditions and restrictions set forth below, Mayer hereby agrees to allow the residents only of New Germany to use the Mayer compost site at 15200 County Road 30, Mayer, Minnesota for the sole purpose of disposing of brush and tree branches generated within the city limits of New Germany.
2. No grass clippings or other material of any kind is allowed.
3. Tree branches shall not exceed three inches in diameter.
4. In the event of a storm or weather event that creates or generates a large amount of additional tree branches above normal or regular usage, Mayer reserves the right to temporarily restrict or limit the amount of brush and tree branches that can be delivered to the drop off site by New Germany residents.
5. Such disposal shall be limited to the hours of operation of the disposal site as designated by Mayer from time to time as determined in its sole discretion. As of the date of this agreement, such hours of operation are as follows:

Hours of Operation

April through September

Wednesdays – 5:00 pm to 8:00 pm

Saturdays – 8:00 am to 12:00 pm

October through November

Wednesdays – 5:00 pm to 7:00 pm

Saturdays – 8:00 am to 12:00 pm

December through March

Saturdays – 8:00 am to 12:00 pm

Mayer will notify New Germany whenever such hours of operation are changed.

6. Mayer will provide appropriate staffing during the hours of operation.
7. In consideration of Mayer allowing New Germany to use the disposal site for the purposes of this agreement, New Germany shall pay to Mayer the sum of \$2,500 annually beginning on the effective date of this agreement. In the event of termination of this agreement other than at the end of a contract year, Mayer shall refund to New Germany on a proportional basis that part of the annual payment unused.
8. This agreement may be terminated at any time with or without cause by either party giving 60 days written notice to the other party of such termination. If given by New Germany, it shall be addressed to the City of Mayer, attention City Administrator, at 413 Bluejay Avenue, P.O. Box 102, Mayer, MN 55360 (952-657-1502). If given by Mayer, it shall be addressed to the City of New Germany, attention City Clerk, 300 Broadway Street East, P.O. Box 177, New Germany, MN 55367 (952-353-2488).
9. Mayer may establish such other conditions or restrictions from time to time that it deems reasonably appropriate to insure the proper, safe, and efficient operation of the disposal site for both the benefit of Mayer and New Germany.
10. During the entire term of this agreement, each City shall maintain: i) general liability and automobile liability insurance coverage with coverage limits not less than those prescribed under Minn. Stat. § 466.04; and ii) Workers' Compensation Insurance coverage or self-insurance in accordance with the Minnesota statutory requirements.

The City of New Germany agrees to defend, indemnify and hold harmless the City of Mayer, its elected officials, officers, agents, volunteers and employees from any liability, causes of action, judgments, damages, losses, costs and expenses, including reasonable attorney fees, associated with third party claims to the extent arising from the negligence or willful misconduct of New Germany, its employees or contractors in performing New Germany's obligations under this agreement.

The City of Mayer agrees to defend, indemnify and hold harmless the City of New Germany, its elected officials, officers, agents, volunteers and employees from any liability, causes of action, judgments, damages, losses, costs and expenses, including

reasonable attorney fees, associated with third party claims to the extent arising from the negligence or willful misconduct of Mayer, its employees or contractors in performing Mayer's obligations under this agreement.

Notwithstanding anything to the contrary contained in this agreement, under no circumstance shall either City be required to pay a third party any amount in excess of the limits of liability established in Minnesota Statutes Chapter 466, which limits shall remain in full force and effect. Further, such statutory limits of liability may not be added together or stacked to increase the maximum amount of liability for any third party claim. Rather, the actions of each City pursuant to this agreement are intended to be and shall be construed as a "cooperative activity" and it is the intent of the parties that they shall be deemed a "single governmental unit" for purposes of liability, all as set forth in Minnesota Statutes, Section 471.59, subdivision 1(a), as amended. For purposes of that statute, each party to this agreement expressly declines responsibility for the acts or omissions of the other party.

The indemnification and defense obligations of the parties contained in this paragraph shall survive the expiration or earlier termination of this agreement in regard to all matters occurring during the term of this agreement.

11. This agreement shall be effective as of January 1, 2015.

Approved by the City Council of the City of New Germany this 20 day of October, 2015.

City of New Germany

By: Steven J. VanLith
Steven J. VanLith, Mayor

By: Twyla Menth
Twyla Menth, Clerk

Approved by the City Council of the City of Mayer this _____ day of _____, 2015.

City of Mayer

By: _____
Gerry Thomas, Mayor

By: _____
Luayn Ruch-Hammond, City Administrator



REQUEST FOR CITY COUNCIL ACTION

Meeting Date: October 26, 2015
Item Name: Liability Cover Waiver
Originating Department: Administration
Presented by: Luayn Ruch-Hammond

Previous Council Action (if any):

Item Type (X only one): Consent Regular Session Discussion Session

RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED (Include motion in proper format.)

A motion to not waive the monetary limits and authorizing the Mayor's signature on the Liability Coverage Waiver Form.

EXPLANATION OF AGENDA ITEM (Include a description of background, benefits, and recommendations.)

The LMCIT allows the cities several options for structuring their liability coverage. The City Council can choose to waive or not to waive the monetary limits that the statue provides.
 The statutory liability limits is \$500,000 per claimant and \$1,500,000 per occurrence.
 The City must decide whether to not waive the statutory tort limits, waive the limits and purchase excess liability coverage, or waive the limits waive the limit and not purchase additional coverage.
If the city does not waive the statutory tort limits, an individual claimant would be able to recover no more than \$500,000 on any claim to which the statutory tort limits apply. The total which all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would be limited to \$1,500,000. These statutory tort limits would apply regardless of whether or not the city purchases the optional excess liability coverage.
If the city waives the statutory tort limits and does not purchase excess liability coverage, a single claimant could potentially recover up to \$1,500,000 on a single occurrence. The total which all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would also be limited to \$1,500,000, regardless of the number of claimants.
If the city waives the statutory tort limits and purchases excess liability coverage, a single claimant could potentially recover an amount up to the limit of the coverage purchased. The total which all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would also be limited to the amount of coverage purchased, regardless of the number of claimants.

Claims to which the statutory municipal tort limits do not apply are not affected by this decision.
 The City in the past does not waive the monetary limits on municipal tort liability established by MN Statutes Section 433.04.

A motion to not waive the monetary limits and authorizing the Mayor's signature on the Liability Coverage Waiver Form.

FINANCIAL IMPLICATIONS:	ADVISORY BOARD RECOMMENDATIONS:
Funding Sources & Uses:	Other
Budget Information:	
<input type="checkbox"/> Budgeted <input type="checkbox"/> Non Budgeted <input type="checkbox"/> Amendment Required	

Approved _____ Denied _____ Tabled _____ Other _____
 Resolution No. _____ Ordinance No. _____



CONNECTING & INNOVATING
SINCE 1913

LIABILITY COVERAGE – WAIVER FORM

LMCIT members purchasing coverage must complete and return this form to LMCIT before the effective date of the coverage. Please return the completed form to your underwriter or email to pstech@lmc.org

This decision must be made by the member's governing body every year. You may also wish to discuss these issues with your attorney.

League of Minnesota Cities Insurance Trust (LMCIT) members that obtain liability coverage from LMCIT must decide whether to waive the statutory tort liability limits to the extent of the coverage purchased. The decision has the following effects:

If the member does not waive the statutory tort limits, an individual claimant would be able to recover no more than \$500,000 on any claim to which the statutory tort limits apply. The total all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would be limited to \$1,500,000. These statutory tort limits apply regardless of whether the city purchases the optional excess liability coverage.

If the member waives the statutory tort limits and does not purchase excess liability coverage, a single claimant could potentially recover up to \$2,000,000 for a single occurrence. (Under this option, the tort cap liability limits are waived to the extent of the member's liability coverage limits, and the LMCIT per occurrence limit is \$2 million.) The total all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would also be limited to \$2,000,000, regardless of the number of claimants.

If the member waives the statutory tort limits and purchases excess liability coverage, a single claimant could potentially recover an amount up to the limit of the coverage purchased. The total all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would also be limited to the amount of coverage purchased, regardless of the number of claimants.

Claims to which the statutory municipal tort limits do not apply are not affected by this decision.

_____ selects liability coverage limits of \$_____ from the League of Minnesota Cities Insurance Trust (LMCIT).

Check one:

- The member **DOES NOT WAIVE** the monetary limits on municipal tort liability established by Minnesota Statutes, Section 466.04.
- The member **WAIVES** the monetary limits on municipal tort liability established by Minnesota Statutes, Section 466.04 to the extent of the limits of the liability coverage obtained from LMCIT.

Date of city council/governing body meeting _____

Signature _____ Position _____

10/26/2015
6.3



REQUEST FOR CITY COUNCIL ACTION

Meeting Date: October 26, 2015
Item Name: Authorization to close Friday, November 27, 2015
Originating Department: Administration
Presented by: Luayn Ruch-Hammond

Previous Council Action (if any):

Item Type (X only one): Consent Regular Session Discussion Session

RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED *(Include motion in proper format.)*

A motion approving the closing of City Hall for the day after Thanksgiving, Friday November 27, 2015.

EXPLANATION OF AGENDA ITEM *(Include a description of background, benefits, and recommendations.)*

The City of Mayer has been closed the day after Thanksgiving for the past several years. Staff is proposing to be closed again on Friday November 27, 2015.

Staff would use vacation time or comp time to replace the hours. This request is not to make the Friday after Thanksgiving a permanent holiday but to close again this year. Conducting business the day after Thanksgiving is very limited because many of the organizations and businesses that would utilize City services are closed.

A motion approving the closing of City Hall for the day after Thanksgiving, Friday November 27, 2015.

<p>FINANCIAL IMPLICATIONS:</p> <p>Funding Sources & Uses: _____</p> <p>Budget Information:</p> <p>_____ Budgeted</p> <p>_____ Non Budgeted</p> <p>_____ Amendment Required</p>	<p>ADVISORY BOARD RECOMMENDATIONS:</p> <p>Other _____</p>
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Approved _____	Denied _____	Tabled _____	Other _____
Resolution No. _____		Ordinance No. _____	

10/26/2015

6.4



REQUEST FOR CITY COUNCIL ACTION

Meeting Date: October 12, 2015

Item Name: Bee License Fee

Originating Department: Administration

Presented by: Luayn Ruch-Hammond

Previous Council Action (if any):

Item Type (X only one):	Consent		Regular Session	<input checked="" type="checkbox"/>	Discussion Session	
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RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED (Include motion in proper format.)

A motion setting the license fee for Bees.

EXPLANATION OF AGENDA ITEM (Include a description of background, benefits, and recommendations.)

Council requested that the bee license fee be placed on the next Council agenda for discussion and action.

Staff had proposed that the fee be set the same as the Urban Chicken License fee of \$50 original license and \$25 per year for renewals.

Council will need to discuss then give staff direction on the fee for the bee license.

FINANCIAL IMPLICATIONS:

Funding Sources & Uses:

Budget Information:

Budgeted

Non Budgeted

Amendment Required

ADVISORY BOARD RECOMMENDATIONS:

Other

Approved _____	Denied _____	Tabled _____	Other _____
Resolution No. _____		Ordinance No. _____	

CITY OF MAYER
ORDINANCE # 202

AN ORDINANCE AMENDING TITLE IX: GENERAL REGULATIONS,
CHAPTER 92: ANIMALS, BY AMENDING SECTION 92.01 DEFINITIONS
BY ADDING NEW DEFINITIONS AND BY ADDING A NEW SECTION 92.18
BEEKEEPING, RELATING TO THE KEEPING OF BEES

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MAYER THAT THE FOLLOWING SECTIONS OF THE MAYER CITY CODE, RELATED TO BEEKEEPING BE AMENDED TO READ AS FOLLOWS:

SUBD. 1. Section 92.01 Definitions is amended as follows, by adding the following definitions:

SECTION 92.01 DEFINITIONS.

APIARY. The assembly of one (1) or more colonies of honeybees at a single location.

BEEKEEPER. A person who owns or has charge of one (1) or more colonies of honeybees.

BEEKEEPING EQUIPMENT. Anything used in the operation of an apiary, such as hive bodies, supers, frames, top and bottom boards and extractors.

COLONY. An aggregate of honeybees consisting principally of workers, but having, when perfect, one (1) queen and at times drones, brood, combs, and honey.

HIVE. The receptacle inhabited by a colony that is manufactured for that purpose.

HONEYBEE. All life stages of the common domestic honeybee, *Apis mellifera* species of European origin.

NUCLEUS COLONY. A small quantity of honeybees with a queen housed in a smaller than usual hive box designed for a particular purpose.

SUPER. That part of a honeybee hive used to collect honey.

SWARMING. The natural process where a queen bee leaves a colony with a large group of worker bees.

UNUSUAL AGGRESSIVE BEHAVIOR. Any instance in which unusual aggressive characteristics such as stinging without provocation or attacking without provocation occurs.

SUBD. 2. A new Section 92.18 is added related to beekeeping within the City:

SECTION 92.18 BEEKEEPING.

(A) Purpose. The purpose of this section is to establish certain requirements for beekeeping within the City and to avoid conflicts which might otherwise be associated with beekeeping in populated areas, all for the sake of preserving the safety and well-being of the community.

(B) Standards of Practice.

(1) Honeybee Colonies meeting the requirements of this ordinance may be kept within the A Agricultural, C/I Commercial/Industrial and P/I public institutional districts.

(2) No more than six (6) hives or two (2) colonies may be located on a lot.

(3) No hive shall occupy any front yard.

(4) No hive shall exceed twenty (20) cubic feet in volume.

(5) No hive shall be located closer than ten (10) feet from a public sidewalk, twenty-five (25) feet from a principal building on an abutting lot, three (3) feet from any side or rear property line, within two hundred (200) feet of a school or licensed child day care center and no hive shall be kept or maintained within any required front yard.

(6) A flyway barrier at least six (6) feet in height shall shield any part of a property line that is within twenty-five (25) feet of a hive. The flyway barrier shall consist of a wall, fence, dense vegetation or a combination thereof and it shall be positioned to transect both legs of a triangle extending from an apex at the hive to each end point of the part of the property line to be shielded.

(7) A constant supply of water shall be provided within twenty-five (25) feet of all hives.

(8) No colonies or hives shall be kept upon any land not owned or possessed by the keeper of such bees. The owner shall obtain a license for beekeeping under the requirements of this section.

(9) Nothing in this section shall be deemed or construed to prohibit the keeping of bees within a school or on school grounds for the purpose of observation, or within a physician's office or laboratory for the purpose of medical research, treatment, or other scientific purposes.

(C) Application for License. An Application for a license to keep bees shall be made to the City upon forms furnished by the City prior to installing, altering or establishing a colony of bees within a hive. A license must be obtained to assure that all colonies and hives meet all requirements of this section.

(1) The Application shall include the following data.

(a) Name and address of applicant/property owner.

(b) Legal description of the property.

(c) A site plan or survey, if deemed necessary by the City, illustrating the dimensions of the property, including location and distances of neighboring residences and the location of the hive(s) in relation to any property lines, sidewalk, alleys, and right-of-ways.

(d) Location of any schools or licensed child day care center.

(2) All applications shall be accompanied by an application fee, if any is required by the City.

(3) Upon establishment of the colony and placement of the hive(s) and after all requirements of this section are met, the City shall issue a license upon a form furnished by the City. The license shall be good for a period of one (1) year at which time the applicant shall renew the license. The renewal shall be accompanied by a renewal fee, if any is required by the City and notification by the City is not required for renewal of a license.

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(4) Upon initial registration or change of address within the City, the City shall notify in writing all owners of lots within two hundred (200) feet of any lot line of the apiary site, of the presence of said apiary.

(5) Any resident within two hundred (200) feet of any lot line of an apiary site may file a written appeal of the approval of the initial registration to the City Administrator, or their designee. If an appeal is filed, the beekeeper will be notified in writing by the City Administrator or their designee.

(D) Required Conditions.

(1) Honeybee colonies shall be kept in hives with removable frames, which frames shall be kept in sound and usable condition.

(2) Materials from a hive or colony which might encourage the presence of honeybees, such as wax comb, shall be promptly disposed of in a sealed container or placed within a building or other bee-proof enclosure.

(3) For each colony permitted to be maintained under this section, there may also be maintained upon the same apiary site, one nucleus colony in a hive structure not to exceed one standard 9 5/8 inch depth ten-frame hive body, with no supers.

(4) Beekeeping equipment shall be maintained in good condition. Unused beekeeping equipment must be protected to prevent occupancy by swarming honeybees.

(5) Hives shall be continuously managed to provide adequate living space for their resident honeybees in order to control swarming.

(6) In any instance in which a colony exhibits unusual aggressive behavior, it shall be the duty of the beekeeper to promptly implement appropriate actions to address the behavior.

(7) If requeening is required, queens shall be selected from European stock bred for gentleness and non-swarming characteristics.

(8) Fruit trees and other flowering trees, which are located on an apiary site, shall not be sprayed, while in full bloom, with any substance which is injurious to honeybees.

(E) Compliance and Inspection.

(1) Upon receipt of credible information that any Colony or hive located within the City is not being kept in compliance with this section, the City Administrator shall cause an investigation to be conducted. If the investigation shows that a violation may exist and will continue, the City Administrator shall cause a written notice of hearing to be issued to the owner. Notices shall be given by certified U.S. Mail or personal delivery. However, if the owner cannot be located, then notice may be given by publication in the official newspaper, at least seven (7) days before the hearing. The notice shall set forth the following.

(a) The date, the time and the place that the hearing will be held, which date shall be not more than thirty (30) days from the date of the notice.

(b) The violation alleged.

(c) That the owner may appear in person or through counsel, present evidence, and cross examine witnesses.

(d) That if the City Council finds that the colonies or hives have been kept in violation of this section, and if the violation is not remediated within the time allowed, the colonies or hives may be ordered removed and/or destroyed.

(2) No hearing and no order shall be required for the destruction of honeybees not residing in a hive structure that is intended for beekeeping.

(3) Upon prior notice to the owner of the apiary site, the chief of police or his/her designee shall have the right to inspect any apiary for the purpose of ensuring compliance with this section.

(4) It shall be deemed a violation of this section for any person to resist, impede or hinder City Administrator or his/her designee in the performance of their duties in inspecting any apiary and surrounding grounds.

(F) Denial, Revocation or suspension

(1) Registrations issued under the provisions of this section may be denied, revoked or suspended by the City Administrator after notice and the right to request a hearing, for any of the following causes:

(a) Fraud, misrepresentation or false statements on the registration or during the course of the registered activity.

(b) The keeping of honeybees in an unlawful manner or a manner so as to constitute a breach of peace, or to constitute a nuisance to the health, safety or general welfare of the public.

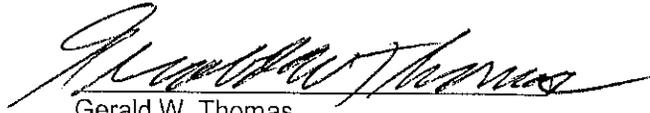
(G) Any Violation of this Section.

Notice of the denial, revocation or suspension, shall be in writing, specifically set forth the grounds for denial, revocation or suspension and the person's right to request a hearing before the city manager or his/her designee. Such notice shall be mailed, postage prepaid, to the person to his/her last known address, or shall be delivered in the same manner as a summons. Any person who desires a hearing before the city manager or his/her designee must request the hearing in writing, within seven (7) days of the date of the notice, by filing a written request for a hearing with the chief of police. If a hearing is requested it shall be held before the City Administrator or designee within thirty (30) days of the request. The City shall notify the person in writing of the time, date and location of the hearing at least five (5) days prior to the hearing. Within seven (7) days after the hearing the City Administrator or designee shall issue a written decision in the matter and that decision shall be final. If the person fails to request a hearing within seven (7) days of the date of the notice, the denial, suspension, or revocation shall automatically be deemed final. The right to request a hearing before the City Administrator or his/her designee shall be in place of any right to appeal.

EFFECTIVE DATE.

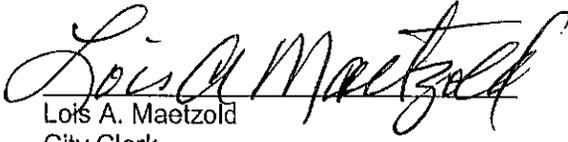
This Ordinance shall become effective following its publication in the official newspaper of the City.

ORDAINED by the City Council of the City of Mayer, Carver County, Minnesota this 24 th day of August, 2015.



Gerald W. Thomas
Mayor

ATTEST:



Lois A. Maetzold
City Clerk

Moved by:
Seconded by:

Published:
Filed with Carver County:

CITY OF MAYER

413 Bluejay Avenue
P.O. Box 102
Mayer, Minnesota 55360
952-657-1502 • FAX 952-657-1203
www.cityofmayer.com

BEE LICENSE APPLICATION

Please identify location of hives on a scaled plan or property survey that shows lot lines structures and existing conditions.

Site Address for Bees: _____

Applicant: _____ Phone _____

Address: _____
Street City State Zip Code

Property Owner Name: _____ Phone: _____

Address: _____
Street City State Zip Code

Property Owner Signature
(If different than applicant): _____ Date _____

Current Zoning District: _____ Current Land Use: _____

Is the applicant aware of any private property covenants or restrictions prohibiting or regulating the keeping of bees? _____ Yes _____ No

Hive Information
Number of Hives _____

OFFICE USE

Approved/Denied Fee Paid: _____
License Number _____ Receipt: _____ Date: _____

FYI

JIM Nash

STATE REPRESENTATIVE



47A



CANNON COUNTY

557 State Office Building 100 Rev. Dr. Martin Luther King Jr. Blvd St. Paul, MN 55155



Jim Nash

FALL/WINTER SCHEDULE

WATERTOWN CITY HALL 7:00PM NOV 3RD

309 Lewis Avenue S • Watertown, MN 55388 • 952-955-2681

COLOGNE CITY HALL 7:00PM NOV 24TH

1211 Village Parkway • P.O. Box 120, Cologne, MN 55322 • 952-466-2064

WACONIA CITY HALL 7:00PM DEC 8TH

201 Vine Street • Waconia, MN 55387 • 952-442-2184

MAYER CITY HALL 6:30PM JAN 13TH

413 Bluejay Ave N • Mayer, MN 55360 • 952-657-1502

JIM Nash

rep.jim.nash@house.mn 651-296-4282