

CITY OF MAYER
REGULAR CITY COUNCIL MEETING
AGENDA
Monday
October 24, 2016
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 10, 2016 Regular Council Meeting
 - 4.2. Approval of the minutes for the Sept 12, 2016 Mayer Commission for a Lifetime Meeting
 - 4.3. Approval of the minutes for the Sept 13, 2016 Park Board Meeting
 - 4.4. Approval of the minutes for the August 30, 2016 EDA Meeting
 - 4.5. 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. Request to waive sewer fees and late fees
 - 6.2. Approval of Resolution 10-24-2016-34 approving a final plat for Hidden Creek 7th Addition
 - 6.3. Call for Public Hearing for Assessment of Unpaid Utility Bills
 - 6.4. Approval to close Friday, November 25, 2016 Day after Thanksgiving
 - 6.5. Park Board Recommendation on purchase of Omnispin
 - 6.6. Approval of Ordinance 212 Adopting a Supplement to the Code of Ordinances
7. For Your Information
8. Council Reports
9. Other Business
10. Adjournment

Work Session Immediately Following Regular Council Meeting
UPCOMING MEETINGS

Planning Commission Meeting 6:30 PM Tuesday, November 1, 2016
City Offices Closed Friday, November 11, 2016 in Observance of Veterans Day
Regular Council Meeting 6:30 PM November 14, 2016
City Council and Park Board Meeting 6:30 PM Tuesday, November 15, 2016
Regular Council Meeting 6:30 PM November 28, 2016

MAYER CITY COUNCIL MEETING MINUTES – OCTOBER 10, 2016

Call Regular meeting to order at 6:28 p.m. by Mayor Thomas

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

ABSENT: None

STAFF: City Administrator Ruch-Hammond, Public Works Kuntz, Deputy Clerk Gildemeister, and Fire Chief Maetzold

ALSO PRESENT: Don Wachholz, Mike Dodge, Al Edholm, Bob Carlson, Francis Condon, Gareth Holland, Tristan Carlson

The meeting was opened with the Pledge of Allegiance.

APPROVE AGENDA

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

PUBLIC COMMENT

None

APPROVE CONSENT AGENDA

A MOTION was made by Council Member McNeilly with a second by Council Member Boder to approve the Consent Agenda. Motion Carried 5/0.

1. Approve the Minutes of the September 26, 2016 Regular Council Meeting.
2. Approve the Minutes of the September 26, 2016 Work Session Meeting.
3. Approve Claims for the Month of October 2016.
4. Approve Check Summary for the Month of September 2016.
5. Approve the Fire Department Report for the Month Ending September 2016.
6. Approve the Building Permit Report for the Month Ending September 2016.

CITY ADMINISTRATOR

1. **Approval of Extension of Purchase Agreement for Casey's** – Casey's has requested an extension to the purchase agreement for the property at 314 Ash Avenue South which includes the request for an entrance off of Ash Avenue. Council is still in discussion with MNDot for an entrance onto Ash Avenue South. A MOTION to approve the Extension of Purchase Agreement for Casey's to January 10, 2017 was made by Council Member Boder and seconded by Council Member Osborn. Council instructed Staff to contact Jim Nash. Motion Carried 5/0
2. **Discussion on Purchase Agreement for 409 Shimmcor (Gary Harms Lot)** – The City entered into a purchase agreement with the property owners at 409 Shimmcor. This purchase was contingent on the sale of the lot at 314 Ash Avenue South. This purchase agreement expires on October 12, 2016. Council discussed 3 options:
 1. Let the purchase agreement expire (Earnest money is forfeited)
 2. Request an extension (Seller has to agree)
 3. The City can close on the lots as scheduled

Also the Council approved an addendum to the purchase agreement on the April 8 meeting. Part of the addendum is that the City pays the second half of the taxes which are due October 15, 2016.

After much discussion, a MOTION was made by Council Member Osborn and seconded by Council Member Thomas to close on the 409 Shimmcor lot as scheduled on October 12, 2016. Motion Carried 5/0

3. **Discussion on Metropolitan Council Reform Meetings** – At the February 22, 2016 City Council Meeting the City Council passed Resolution 2-22-16-10 Supporting Principles for Reform of the Metropolitan Council. The City is in receipt of a request for one representative from the City to attend two meetings. The two meetings would be held at the Metropolitan Mosquito Control District office at 2099 University Avenue W., St. Paul on Wednesday, November 16 and Wednesday, December 14, 2016. Council Member Boder volunteered to attend the two meetings on behalf of the City. Council Member Thomas volunteered to be an alternate attendee.
4. **Discussion on “No Parking” Signs on 62nd Street** – Mayer Lutheran High School requests that No Parking signs be placed on the south side of 62nd Street. MLHS informed the Council of safety concerns for pedestrians crossing 62nd Street between the school and the athletic field. When vehicles are parked on both sides of the street there is little to no room for vehicles to pass safely and decreased visibility for pedestrians is a concern. Council had discussed the possibility of placing “No Parking” signs on 62nd Street when the City roundabout was constructed. A speed zone study was completed in October 2015 and addressed the parking on 62nd Street. The study recommended parking on the north side of 62nd Street. A MOTION to approve “No Parking” Signs on the south side of 62nd Street was made by Council Member Osborn and seconded by Council Member McNeilly. Motion Carried 5/0
5. **Authorization of Mayor’s Signature on the Liability Waiver Form** – The LMCIT allows cities several options for structuring their liability coverage. City Council can choose to waive or not waive the monetary limits that the statute provides. The statutory liability limits are \$500,000 per claimant and \$1,500,000 per occurrence. In previous years the City elected to not waive the liability limits. A MOTION to Authorize Mayor’s Signature to Not Waive the monetary limits on the Liability Waiver Form was made by Council Member Stieve-McPadden and seconded by Council Member McNeilly. Motion Carried 5/0
6. **Authorization to Purchase Stove for the Community Center** – Part of ongoing improvements to the Community Center was to update the kitchen. Staff requested authorization to purchase a new stove to replace the old stove in the Community Center kitchen. Staff recommended the removal of the two old ovens that are currently not in used and to replace the filters in the exhaust hood. The costs for the new 6 burner stove, replacement filters for the hood, and shipping total \$2,032.50. A MOTION was made by Council Member McNeilly and seconded by Council Member Thomas to authorize the Purchase of Stove for the Community Center. Motion Carried 4/1 (Boder)
7. **Authorization to Repair Manholes** – Staff has compiled a list of 43 additional manhole road repairs needed throughout the City. Staff proposed to have Borgen Inc., infrare patch all of the manholes in the amount of \$8,170.00. Borgen Inc. repaired manholes earlier this year and City Staff was very pleased with the overall product. A MOTION to Approve the Repair of 43 Additional Manholes was made by Council Member McNeilly and seconded by Council Member Stieve-McPadden. Motion Carried 5/0

COUNCIL REPORTS

- Council Member Osborn informs Council that the Park Board intends to have a discussion on the West Ridge Park shelter. Staff will confirm meeting date.

OTHER BUSINESS

- Council agrees to have a Work Session after the regular Council Meeting on November 7, 2016.

ADJOURN

There being no further business, a MOTION was made by Council Member Osborn and seconded by Council Member Thomas to adjourn the meeting at 7:29 p.m. Motion Carried 5/0

Gerald W. Thomas, Mayor

Attest: _____
Janell Gildemeister, Deputy City Clerk

DRAFT

CITY OF MAYER
Mayer Community
For A Lifetime Commission
Meeting Minutes
Monday
September 12, 2016
10:00 AM

Members Present: Judi Edholm, Al Edholm, Kaye Timmers, Susan Ziermann and Gerry Thomas, Council Liaison.

Members Absent: None

Others Present: None

Staff Present: Jennifer J. Anderson, Carver County Public Health Program Specialist; Luayn Ruch-Hammond, City Administrator

The meeting was called to order by Chair Edholm at 10:00 AM.

AGENDA

On a motion by Kaye Timmers and seconded by Al Edholm to approve the agenda. Motion carried 5/0.

MINUTES

On a motion by Kaye Timmers and seconded by Al Edholm to approve the minutes of April 4, 2016 meeting. Motion carried 5/0.

Discussion on Act on Alzheimer's

The Act on Alzheimer's is a grassroots movement that began as a legislative initiative in 2009. After one year a report on senior issues was presented to the legislature. This report contained implementation strategies. A dementia friendly tool kit is being implemented in other communities. It is a process that takes fifteen months and is a coalition of community members. A community assessment is completed and then community needs are identified from the survey and a program is then implemented.

Focus is on education of the community and a memory cafe has been established in some communities.

Finding that there is a stigma around Alzheimer's much like depression. People do not want to talk about the disease.

Two separate parts of the initiative.

1. Dementia friendly business
2. Dementia friendly friends 18 month program

The dementia friendly business program is about an hour long and the training is for the local business employees.

The Commission would like to explore the dementia friendly training for the Mayer businesses. Staff is to contact the Mayer businesses to find out if they have an interest in the training and report back to the October 10, 2016 meeting.

Carver County Updates

The joint aging meeting was held on August 19. The topic for the joint meeting was Elder abuse, financial exploration and nuisance investigations. There will be a lunch and learn program in early November to train people in the service industry about these issues.

Other Business

Judi updated the commission on training that is offered by TRIAD. Staff will coordinate with Susan Ziermann to have Town Cop offer a program to the potluck group.

Commissioner Reports

None

Next Meeting

The next meeting of the Mayer Commission for a Lifetime will be on Monday, October 10 at 10:00 AM.

Adjournment

On a motion by Al Edholm and seconded by Susan Ziermann to adjourn the meeting at 10:40 AM. Motion carried 5/0.

**CITY OF MAYER
PARKS & RECREATION COMMISSION
MEETING MINUTES**

Tuesday September 13, 2016

Commission Members Present: Commission Members Mike Dodge, Elizabeth Butterfield, Alisa Johnson Nate McNeilly, and Council Liaison Bruce Osborn.

Commission Members Absent: None

Others Present: Etienne Stieve-McPadden

Staff Present: Luayn Ruch-Hammond, City Administrator.

I. CALL TO ORDER

Meeting was called to order at 6:30 PM by Chair Dodge.

II. ADOPT AGENDA

On a motion by Commissioner Butterfield and seconded by Commissioner Johnson to approve the agenda with one addition flower planters. Motion carried 5/0.

III. MINUTES/BUDGET/CIP

Minutes

On a motion by Commissioner McNeilly and seconded by Commissioner Butterfield to approve the minutes of the August 10, 2016 meeting. Motion carried 5/0.

Park Board Budget 2017

Current Period: August 2016 Account Descr	2015 Budget	2015 Amt	2016 Adopted	2016 YTD Amt
FUND 100 GENERAL FUND				
Dept 45000 Park and Rec				
E 100-45000-100 Wages and Salaries	\$7,680.00	\$4,288.40	\$7,680.00	\$3,643.72
E 100-45000-110 Other Pay Boards &	\$1,500.00	\$1,230.00	\$1,500.00	\$0.00
E 100-45000-120 Employer Contrib Ret	\$0.00	\$0.00	\$0.00	\$0.00
E 100-45000-180 Employee Withholdings	\$588.00	\$328.07	\$588.00	\$278.76
E 100-45000-212 Motor Fuels	\$1,000.00	\$1,264.13	\$1,100.00	\$978.15
E 100-45000-300 Professional Svcs	\$4,000.00	\$6,224.64	\$6,240.00	\$1,122.23
E 100-45000-303 Engineering Fees	\$0.00	\$483.00	\$2,000.00	\$195.00
E 100-45000-360 Insurance (GENERAL)	\$5,900.00	\$5,862.00	\$5,900.00	\$3,101.00
E 100-45000-370 Recreation Program	\$1,000.00	\$2,585.76	\$1,000.00	\$410.00
E 100-45000-381 Electric Utilities	\$250.00	\$148.45	\$177.00	\$92.54
E 100-45000-400 Repairs & Maint Cont	\$5,000.00	\$7,880.85	\$4,000.00	\$1,044.10
E 100-45000-430 Miscellaneous (GENERAL)	\$1,700.00	\$1,089.88	\$1,000.00	\$249.69
E 100-45000-490 Donations to Civic Org s	\$0.00	\$0.00	\$0.00	\$0.00
E 100-45000-500 Capital Outlay (GENERAL)	\$53,000.00	\$9,211.33	\$59,451.00	\$32,145.09
E 100-45000-530 City Beautification	\$2,000.00	\$1,085.04	\$2,000.00	\$701.71
E 100-45000-580 New Equipment	\$0.00	\$0.00	\$7,500.00	\$9,124.99
E 100-45000-720 Transfer Out	\$0.00	\$26,474.00	\$0.00	\$31,245.00
Dept 45000 Park and Rec	\$83,618.00	\$68,155.55	\$100,136.00	\$84,331.98

Budget and Capital Improvement Plan

Discussion on the 2016 budget and 2016 CIP, Park Board acknowledged receipt of both documents.

BUSINESS

Review of Park Maintenance Policy

Park Board reviewed the Mayer Ball Field Maintenance policy and made no changes. On a motion by Commission McNeilly and seconded by Commissioner Osborn to approve the Mayer Ball Field Maintenance Policy. Motion carried 5/0.

Discussion on Purchase of Omnispin

Park Board would like to continue to purchase playground pieces for persons with differing abilities. On a motion by Commissioner Johnson and seconded by Commissioner Butterfield to recommend to the City Council to purchase an Omnispin to be placed in West Ridge Park. Motion carried 5/0.

Planning of Parks

Staff presented a gantry chart with the 2017 CIP items of park shelter, trees and curbing at Old Schoolhouse Park. Park Board would like the chart added to the monthly park board packet. Discussion on the park shelter for Old Schoolhouse Park. Park board members were encouraged to complete a wish list for a park shelter for the next meeting. Park Board requested that staff provide information that the park board received at a previous meeting about shelters in the next packet.

Trees in Old Schoolhouse Park

Park Board reviewed the results of the report from S & S tree specialists. Their recommendation is to not cut the trees down. They have something called verticillium wilt. It causes large and separate branches to defoliate and possibly die-back. The trees may recover so it would not be necessary to take the trees down at this point but instead to monitor in coming years.

Planters Downtown

Staff requested Park Board input on the plants for 2017. They would like the same plants for 2017 as 2016.

Commissioners Report

Tree needs to be trimmed at 100 Ash Avenue North branches are hanging over the sidewalk. Discussion about securing of the mini biffs in the parks. Staff will check with public works.

Park Board would like to have a pedestrian crossing marked across Co. Road 30 at Coldwater Crossing and Hidden Crossing. On a motion by Commissioner McNeilly and seconded by Commissioner Johnson to recommend that the City Council pursue a pedestrian crossing with Carver County. Motion carried 5/0.

Staff Report

None

Next meeting

Next meeting is Tuesday, October 11, 2016.

Adjournment

On a motion by Commissioner McNeilly and seconded by Commissioner Johnson to adjourn the meeting at 7:15 PM. Motion carried 5/0.

CITY OF MAYER
ECONOMIC DEVELOPMENT AUTHORITY MEETING
Minutes
August 30, 2016

Members Present: Tim Duckworth, Scott Wakefield Thomas Stifter, Gerry Thomas and Nikki McNeilly.

Members Absent: None

Staff Present: Luayn Ruch-Hammond, City Administrator

Others Present: Mathew Burlson

The meeting was called to order by Vice Chair Stifter at 6:30 PM.

Approval of Agenda

On a motion by Commissioner Wakefield and seconded by Commissioner Stifter to approve the agenda with one addition Digital town. Motion carried 5/0.

Approval of the Minutes

On a motion by Commissioner Stifter and seconded by Commissioner Wakefield to approve the minutes of the April 26, 2016 meeting. Motion carried 5/0.

Presentation of Certificate

EDA Chair Duckworth welcomed new business owner of Mayer Wine and Spirits, Mathew Burelson.

Marketing

This is a continued discussion from the April meeting. Discussion of avenues of marketing businesses was by mass emailing and texting. Staff presented information on dissemination of information from Gov Office, Mytowntext.com, Frontier, Public Alert and Twitter.

EDA discussed the different avenues of information sharing and they also discussed the Digital Town concept.

The concept for emailing should be where the residents are able to subscribe to an email for the City and have the ability to unsubscribe. Bring more information to the next meeting from Gov Office about mass emailing.

On a motion by Commissioner Duckworth and seconded by Commissioner Stifter to have staff research digital town platform and to contact the businesses about information they would like to include in the new resident packet. Motion carried 5/0.

EDA had further discussion on the avenues for contacting city residents. On a motion by Commissioner Wakefield and seconded by Commissioner Duckworth to review more information from Gov Office on email instead of texting. Motion carried 5/0.

Carver County Broker Event

Staff updated EDA on the Carver County Broker event planned for September 7, 2016. This is an opportunity for the City to market to brokers and real estate agents in the area. Staff has compiled a handout about the City and acquired information from Zion School, Mayer Lutheran High and Watertown/Mayer Schools. Staff had purchased a banner for the City.

Budget 2017

Staff requested input from the EDA on the 2017 budget. After some discussion EDA added \$1,600 to the budget for Broker Event for 2017 \$500, Mytowntext - \$750 and for Mini Biff for the car show in the amount of \$350.

Creamery

The new owner of the Creamery, Nick Vleck was unable to be at the EDA meeting but will be attending the October meeting.

Business Update

Staff updated the EDA on Casey's application for construction of a store and the purchase of the fire department lot.

Other Business

None

Next Meeting

Next meeting will be held on October 25, 2016.

Adjournment

On a motion by Commissioner Wakefield and seconded by Commissioner McNeilly to adjourn the meeting at 7:37 PM.

Motion carried 5/0.

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*Claim Register©

10/24/16 PAY

October 2016

Claim Type	Direct				
Claim#	12909 MN DEPT OF LABOR AND INDUSTR	Ck# 004342E	10/7/2016		
Cash Payment	E 100-42400-300 Professional Srvs	BUILDING SURCHARGE REPORT			\$703.90
	Invoice 3QTR2016				
Transaction Date	10/6/2016	Security Bank	10100	Total	\$703.90
Claim#	12910 POSTMASTER	Ck# 020210	10/11/2016		
Cash Payment	E 620-49440-322 Postage	SEPT UTILITY BILL POSTAGE			\$107.04
	Invoice				
Cash Payment	E 640-49490-322 Postage	SEPT UTILITY BILL POSTAGE			\$107.08
	Invoice				
Transaction Date	10/11/2016	Security Bank	10100	Total	\$214.12
Claim#	12911 MINNESOTA DEPARTMENT OF REV	Ck# 004343E	10/12/2016		
Cash Payment	E 620-49440-450 Sales Tax Payment	3RD QTR 2016 SALESTAX PD			\$222.00
	Invoice S/U 3RD QTR				
Transaction Date	10/11/2016	Security Bank	10100	Total	\$222.00
Claim#	12912 CARVER COUNTY				
Cash Payment	E 100-42100-300 Professional Srvs	MAYER RISING COMM FESTIVAL			\$59.21
	Invoice SHERI002738				
Transaction Date	10/11/2016	Security Bank	10100	Total	\$59.21
Claim#	12913 CENTRAL FIRE PROTECTION, INC.				
Cash Payment	E 620-49440-400 Repairs & Maint Cont	WTP			\$95.50
	Invoice 35966				
Cash Payment	E 640-49490-400 Repairs & Maint Cont	WWTF			\$206.00
	Invoice 35966				
Cash Payment	E 100-41940-400 Repairs & Maint Cont	CITY HALL			\$14.25
	Invoice 35966				
Cash Payment	E 100-43100-400 Repairs & Maint Cont	P/W			\$45.75
	Invoice 35966				
Transaction Date	10/11/2016	Security Bank	10100	Total	\$361.50
Claim#	12914 DAVES MULCH STORE, LLC				
Cash Payment	E 100-45000-400 Repairs & Maint Cont	323 SHIMMOR ST			\$1,160.00
	Invoice 10979				
Transaction Date	10/11/2016	Security Bank	10100	Total	\$1,160.00
Claim#	12915 AME ELECTRIC INC				
Cash Payment	E 640-49480-404 Repairs/Maint Machinery/E	WWTF-LED LIGHT REPLACEMENT			\$985.00
	Invoice 2983				
Transaction Date	10/11/2016	Security Bank	10100	Total	\$985.00
Claim#	12916 QUALITY FLOW SYSTEMS INC				
Cash Payment	E 640-49470-400 Repairs & Maint Cont	WWTF-INSTALLATION OF BYPASS PUMP & LINE			\$4,040.00
	Invoice 32638				
Transaction Date	10/11/2016	Security Bank	10100	Total	\$4,040.00
Claim#	12917 CULLIGAN - METRO				
Cash Payment	E 100-42280-400 Repairs & Maint Cont	FD SOFTENER EXCHANGE RENTAL SERVICE			\$67.10
	Invoice OCT16				

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10/24/16 PAY

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Transaction Date	10/11/2016	Security Bank	10100	Total	\$67.10
Claim#	12918 AMERICAN LEGAL PUBLISHING CO				
Cash Payment	E 100-41000-304 Legal Fees	S-4 SUPPLEMENT PGS			\$2,632.00
	Invoice 0112356				
Cash Payment	E 100-41000-304 Legal Fees	S-4 FOLIO SUPPLEMENT PGS			\$282.95
	Invoice 0112463				
Transaction Date	10/11/2016	Security Bank	10100	Total	\$2,914.95
Claim#	12919 MELCHERT HUBERT SJODIN, PLLP				
Cash Payment	E 100-41000-304 Legal Fees	CASEY'S REVIEW FOR SEPT 2016			\$377.50
	Invoice 128080				
Transaction Date	10/11/2016	Security Bank	10100	Total	\$377.50
Claim#	12920 HERALD JOURNAL PUBLISHING IN				
Cash Payment	E 100-41000-351 Legal Notices Publishing	ORDINANCE 210 & 211			\$324.72
	Invoice				
Transaction Date	10/11/2016	Security Bank	10100	Total	\$324.72
Claim#	12921 CENTERPOINT ENERGY				
Cash Payment	E 100-43700-383 Gas Utilities	P/W			\$16.94
	Invoice				
Transaction Date	10/11/2016	Security Bank	10100	Total	\$16.94
Claim#	12922 CENTERPOINT ENERGY				
Cash Payment	E 620-49410-383 Gas Utilities	WTP			\$22.72
	Invoice				
Transaction Date	10/11/2016	Security Bank	10100	Total	\$22.72
Claim#	12923 CENTERPOINT ENERGY				
Cash Payment	E 640-49480-383 Gas Utilities	WWTF			\$49.18
	Invoice				
Transaction Date	10/11/2016	Security Bank	10100	Total	\$49.18
Claim#	12924 CENTERPOINT ENERGY				
Cash Payment	E 100-42280-383 Gas Utilities	F.D.			\$25.58
	Invoice				
Transaction Date	10/11/2016	Security Bank	10100	Total	\$25.58
Claim#	12925 CENTERPOINT ENERGY				
Cash Payment	E 100-41940-383 Gas Utilities	CITY HALL			\$60.18
	Invoice				
Transaction Date	10/11/2016	Security Bank	10100	Total	\$60.18
Claim#	12926 XCEL ENERGY				
Cash Payment	E 100-43160-381 Electric Utilities	CITY STREET LIGHTS			\$1,748.27
	Invoice 518797654				
Transaction Date	10/11/2016	Security Bank	10100	Total	\$1,748.27
Claim#	12927 FRONTIER				
Cash Payment	E 100-43700-321 Telephone	P/W			\$77.61
	Invoice				
Transaction Date	10/11/2016	Security Bank	10100	Total	\$77.61
Claim#	12928 NORTHER TOOL & EQUIPMENT				
		Ck# 020211	10/13/2016		

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10/24/16 PAY

October 2016

Cash Payment	E 100-43100-400 Repairs & Maint Cont	P/W HANG-STAC, WALL MOUNTED HOSE, SHELF		\$169.97
Invoice 1614928809				
Transaction Date	10/13/2016	Security Bank	10100	Total \$169.97
Claim#	12929 DPC INDUSTRIES INC	Ck# 020212	10/13/2016	
Cash Payment	E 620-49410-216 Chemicals and Chem Prod WTP CHEMICALS			\$166.00
Invoice 827000805-16				
Transaction Date	10/13/2016	Security Bank	10100	Total \$166.00
Claim#	12930 GOPHER STATE ONE-CALL INC			
Cash Payment	E 620-49440-355 Gopher State Locates	JULY 2016		\$70.87
Invoice				
Cash Payment	E 640-49490-355 Gopher State Locates	AUG 2016		\$70.88
Invoice				
Transaction Date	10/14/2016	Security Bank	10100	Total \$141.75
Claim#	12931 MCLEOD COOP POWER ASSN	Ck# 004351E	10/28/2016	
Cash Payment	E 100-43160-381 Electric Utilities	CITY SIGN		\$33.50
Invoice				
Transaction Date	10/14/2016	Security Bank	10100	Total \$33.50
Claim#	12932 CARVER COUNTY			
Cash Payment	E 100-42100-300 Professional Srvs	2016 POLICE CONTRACT 2ND HALF PYMT		\$41,284.00
Invoice SHERI002747				
Transaction Date	10/14/2016	Security Bank	10100	Total \$41,284.00
Claim#	12933 CARVER COUNTY ATTORNEYS OF			
Cash Payment	E 100-41000-304 Legal Fees	3RD QTR 2016 PARKING FINES		\$398.14
Invoice				
Transaction Date	10/14/2016	Security Bank	10100	Total \$398.14
Claim#	12934 A-Z RESTRAURANT EQUIPMENT C			
Cash Payment	E 100-41940-500 Capital Outlay (GENERAL)	COMM CTR 6 BURNER STOVE/CASTERS/SHIPPING		\$2,032.50
Invoice 92257				
Transaction Date	10/14/2016	Security Bank	10100	Total \$2,032.50
Claim#	12935 METRO WEST INSPECTION SERVIC			
Cash Payment	E 100-42400-300 Professional Srvs	OCTOBER 2016 BUILDING INSPECTIONS		\$9,112.47
Invoice				
Transaction Date	10/14/2016	Security Bank	10100	Total \$9,112.47
Claim#	12936 XCEL ENERGY	Ck# 004352E	11/3/2016	
Cash Payment	E 640-49470-381 Electric Utilities	RED BARN LIFT STATION		\$24.85
Invoice 519575541				
Transaction Date	10/14/2016	Security Bank	10100	Total \$24.85
Claim#	12937 MINNESOTA PIPE & EQUIP			
Cash Payment	E 100-43100-400 Repairs & Maint Cont	25 6"CUTOFF DISC/12 RITE HITE ADAPTER/SHIPPING		\$304.79
Invoice 0368076				
Cash Payment	E 620-49440-400 Repairs & Maint Cont	25 6"CUTOFF DISC/12 RITE HITE ADAPTER/SHIPPING		\$304.79
Invoice 0368076				

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10/24/16 PAY

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Transaction Date	10/14/2016	Security Bank	10100	Total	\$609.58
Claim#	12938 UTILITY CONSULTANTS, INC.				
Cash Payment	E 620-49440-215 Samples	WTP			\$40.00
	Invoice 93141				
Transaction Date	10/14/2016	Security Bank	10100	Total	\$40.00
Claim#	12939 TOM GOEPFERT				
Cash Payment	E 620-49440-300 Professional Srvs	ON CALL 10/8-10/9/16 & ALARM CALL 10/9/16			\$75.00
	Invoice				
Cash Payment	E 640-49480-300 Professional Srvs	ON CALL 10/8-10/9/16 & ALARM CALL 10/9/16			\$75.00
	Invoice				
Transaction Date	10/14/2016	Security Bank	10100	Total	\$150.00
Claim#	12940 KLUVER CONSULTING				
Cash Payment	E 640-49480-300 Professional Srvs	WWTF SERVICE 10/1-10/15/16			\$900.00
	Invoice 20-16				
Transaction Date	10/14/2016	Security Bank	10100	Total	\$900.00
Claim#	12941 VICTORIA PLUMBING				
Cash Payment	E 100-41000-810 Refunds/Reimbursements	CREDIT MLHS PLMBG PERMIT FEES RETURNED			\$363.36
	Invoice				
Transaction Date	10/14/2016	Security Bank	10100	Total	\$363.36
Claim#	12942 BOLTON MENK INC				
Cash Payment	E 100-41000-303 Engineering Fees	2016 DEVELOPMENT REVIEW			\$1,228.00
	Invoice 0195219				
Cash Payment	E 650-49500-303 Engineering Fees	2016 MISC. ENGINEERING			\$721.00
	Invoice 0195219				
Cash Payment	E 100-41000-303 Engineering Fees	ADD'L ENG. FEES			\$1,403.50
	Invoice 0195219				
Cash Payment	G 800-20202 Hidden Creek	HIDDEN CREEK BLVD 6TH ADD.			\$1,700.00
	Invoice 0195221				
Transaction Date	10/14/2016	Security Bank	10100	Total	\$5,052.50
Claim#	12943 XCEL ENERGY	Ck# 004353E 11/4/2016			
Cash Payment	E 100-43700-381 Electric Utilities	P/W			\$49.44
	Invoice 519822754				
Transaction Date	10/17/2016	Security Bank	10100	Total	\$49.44
Claim#	12944 XCEL ENERGY	Ck# 004354E 11/4/2016			
Cash Payment	E 100-45000-381 Electric Utilities	OHS CONCESSIONS			\$11.87
	Invoice 519777552				
Transaction Date	10/17/2016	Security Bank	10100	Total	\$11.87
Claim#	12945 XCEL ENERGY	Ck# 004355E 11/4/2016			
Cash Payment	E 100-43160-381 Electric Utilities	202 ASH AVE N UNIT STREETLIGHT			\$15.74
	Invoice 519780333				
Transaction Date	10/17/2016	Security Bank	10100	Total	\$15.74
Claim#	12946 MOBIL - EXXON/MOBIL				
Cash Payment	E 100-43100-212 Motor Fuels	P/W			\$166.03
	Invoice XXX375610				

MAYER, MN

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*Claim Register©

10/24/16 PAY

October 2016

Cash Payment	E 100-45000-212 Motor Fuels	PARKS		\$271.95
	Invoice XXX375610			
Cash Payment	E 100-42260-212 Motor Fuels	FD		\$184.43
	Invoice XXX375610			
Transaction Date	10/17/2016	Security Bank	10100	Total \$622.41
Claim#	12948 DOODLES LOCK & KEY INC			
Cash Payment	E 100-45000-400 Repairs & Maint Cont	REPLACED LOCK & DOOR GUARD		\$155.00
	Invoice	OSH/CONCESSIONS		
Transaction Date	10/20/2016	Security Bank	10100	Total \$155.00
Claim#	12949 ANCOM COMMUNICATIONS, INC			
Cash Payment	E 100-42260-406 800 Mgz Radios	FD PAGER- MINITOR V BELT CHIP		\$99.60
	Invoice 63417			
Transaction Date	10/20/2016	Security Bank	10100	Total \$99.60
Claim#	12950 BRYAN ROCK PRODUCTS, INC			
Cash Payment	E 100-45000-400 Repairs & Maint Cont	RED BALL		\$1,084.46
	Invoice 18419			
Transaction Date	10/20/2016	Security Bank	10100	Total \$1,084.46
Claim#	12951 PREFERRED ONE INS CO			
Cash Payment	G 100-21706 Hospitalization/Medical Ins	EMPLOYEE BENEFITS		\$1,826.37
	Invoice 162910000928			
Transaction Date	10/20/2016	Security Bank	10100	Total \$1,826.37
Claim#	12952 MEDICA			
Cash Payment	G 100-21706 Hospitalization/Medical Ins	EMPLOYEE BENEFITS		\$251.65
	Invoice			
Transaction Date	10/20/2016	Security Bank	10100	Total \$251.65
Claim#	12953 MUNICIPAL DEVELOPMENT GROUP			
Cash Payment	E 100-41910-300 Professional Svcs	MISC SEPT SERVICES/HC 7TH ADD.		\$437.93
	Invoice MAY101616			
Cash Payment	G 800-20202 Hidden Creek	MISC SEPT SERVICES/HC 7TH ADD.		\$63.75
	Invoice MAY101616			
Transaction Date	10/20/2016	Security Bank	10100	Total \$501.68
	Claim Type	Direct	Total	\$78,527.32

Pre-Written Checks	\$3,611.87
Checks to be Generated by the Compute	\$74,915.45
Total	\$78,527.32

COUNCIL APPROVAL -
SIGNATURES/INITIALS _____



To: Mayor and Council Members

From: Kyle Kuntz

Re: Public Works Activities from September 21th to October 18th (2016)

Roads

- Ordered street signs for Hidden Creek 6th Addition
- Marked remaining settled manholes around town and work on proposal to fixed them
- Installed “Stop” signs on Walnut Ct and Rocky Meadow LN
- Met with contractor about installing street signs in Hidden Creek 6th addition
- Ordered “No Parking” signs and posts for 62nd St

Parks

- Conducted playground inspections on monthly basis
- Mowed and weed whipped all parks on a weekly basis-**Seasonal Staff**
- Emptied garbage cans on a regular basis-**Seasonal Staff**
- Put together picnic tables for new park shelter and moved them to West Ridge Park
- Took inventory of trees that need to be replaced in all the parks
- Met with Tru Green about spraying and fertilizing for next year
- Hauled in black dirt and planted grass around cement pad in Discovery Park
- Took down “Park Closed” signs and pulled up straw blanket in Discovery Park

Water Treatment Facility

- Executed daily rounds
- Performed chlorine, fluoride, iron, and manganese tests on a weekly basis
- Received chemical deliveries from DCP Industries on a monthly basis
- Took water samples for Minnesota Department of Health
- Filled out monthly fluoride report for August 2016
- Changed out chlorine tanks as needed
- Cleaned chlorine analyzer and replaced reagents as needed
- Flushed KMNO₄ feed line and mixed KMNO₄ on a regular basis
- Exercised generator at WTP and well #2 on a monthly basis
- Conducted well #2 draw down on a monthly basis
- Helped Luayn with the DNR report
- Ran new feed lines and primed Poly Phosphate pump
- Took out Fieldstone irrigation meters and shut off water
- Fixed pressure snubber in water tower due to inaccurate level readings
- Opened water main valves and flushed hydrants in Hidden Creek 6th addition
- Raised hydrant on 9th St SW by Hidden Creek 6th addition with the assistance of MRWA

Wastewater Treatment Facility

- Executed daily rounds and weekly sampling procedures
- 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
- Pressure washed railing in digester building and old clarifier building
- Pressure washed walls, ceiling, and catwalk in primary clarifier building
- Pressure washed exterior of digester building
- Striped railing in digester building and primed striped areas
- Welded broken areas on railing in digester building
- Sprayed weeds along fence line and in-between buildings

Lift Stations & Collection System

- Exercised generator on monthly basis
- Put together proposal to purchase bypass pumps
- Met with Hydro-Engineering about purchase of bypass pumps

Miscellaneous

- Worked on organizing new building in between other public works tasks
- 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 for new houses
- Read water meters on the 1st of each month
- Worked on 'On Call' schedule
- Ran to Mayer Lumber Yard to get supplies
- Ran to Farm Supply to get supplies
- Attended safety training in Waconia
- Pushed up brush pile at compost site and turned over compost pile
- Pushed up dirt pile at public works site for wetland project as contractors hauled it in
- Fixed hinges and oiled pivot points on garage doors at public works building
- Order receiver for garage door openers
- Met with Loomis Homes about building issues
- Troubleshoot issues with downtown street lights (AME had to replace contactor)
- Met with Minnesota Pipe to go over new valve cutter
- Attended Council Meeting on 9/26/16
- Attended Council Meeting on 10/10/16
- On vacation 9/23/16
- On vacation 9/30/16

Equipment

- Fueled equipment as needed
- Greased and sharpened blades on Hustler mower
- Installed hot water pressure washer
- Replaced tires on Hustler mower
- Washed skid loader
- Washed F-550 and brought to Bob's Repair for oil change

Safety Concerns

- No safety concerns at this time



**BOLTON
& MENK**

Real People. Real Solutions.

2638 Shadow Lane
Suite 200
Chaska, MN 55318-1172

Ph: (952) 448-8838
Fax: (952) 448-8805
Bolton-Menk.com

MEMORANDUM

Date: October 18, 2016
To: Mayer City Council
From: David 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 13th and September 9th, 2016.

Miscellaneous Engineering

During the billing period, time was spent attending the Council Meeting on August 22nd. Other Miscellaneous Engineering included the following:

- Reviewing drainage issues in Sunset Meadows and Hidden Creek
- Reviewing drainage issues at 405 Ash Avenue
- Reviewing TH 25 Ditch drainage
- Reviewing erosion and sediment control issues in Hidden Creek and Cold Water Crossing
- Reviewing plans for the Mayer Lutheran HS Project
- Reviewing plans for the proposed Casey's General Store
- Review lot surveys for Cold Water Crossing

13 hours of time was provided at the City's reduced hourly rate and the Council Meeting was attended at No Charge, which resulted in a savings to the City of **\$1,293.5**.

Hidden Creek 6th (Pass Thru)

During the billing period, time was spent updating City maps, and reviewing plans for the proposed 7th Addition.

Wetland Restoration

During the billing period, time was spent providing project management. These services are being provided to the City at **no charge**.

TH 25 Roundabout

Project Management time continues to be spent on the roundabout project to complete punch list items and check labor compliance. These services are being provided to the City at **no charge**.



To: Mayor and Council Members
From: Luayn Ruch-Hammond, City Administrator
Re: Monthly Report
Date: October 24, 2016

My Activities for the weeks September 27 – October 21, 2016

1. Petrofund Reimbursement

In April of 2013 the City had an oil spill at the Creamery. What had happened was the stand pipe had a plug on it and somehow the plug was disturbed allowing water to enter the underground tank. The underground tank still had old diesel fuel in it and when it was mixed with rain water it rose to the top and overflowed out of the tank. MPCA was notified there was oil or diesel in the street and to the river. The City was ordered by MPCA to pump 18 55 gallon barrels of the contents of the tank. The City was told by MPCA that this was reimbursable under Petrofund. Staff had submitted a grant application for the funds but they were denied stating it was not a covered expense. However, the petrofund staff was in the process of amending the statute to allow reimbursement. In the 2016 legislature the statute was changed and now the expenses were an eligible expense. Staff has resubmitted the request for funding in the amount of \$6,819.31.

2. Community Education Kids Company

The Kids Company program is going well. Staff received an email from Community Education about the possibility of having a preschool program in Mayer next year. I will bring information forward if the school decides this is something they would like to have a conversation with the City Council.

3. Fire Department Lot

The City closed on the lot at 409 Shimmcor on Wednesday, October 12, 2016.

4. Comprehensive Planning Assistance Grant

The City has received the grant agreement for the planning grant. The City will be receiving the first half of the \$32,000 after Metropolitan Council executes the grant agreement.

MAYER, MN

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*Check Reconciliation©

Security Bank

10100 CASH

September 2016

Account Summary

Beginning Balance on	9/1/2016	\$685,295.47
+ Receipts/Deposits		\$101,460.42
- Payments (Checks and Withdrawals)		\$79,964.62
Ending Balance as of	9/30/2016	\$706,688.81

Cleared	\$706,791.27
Statement	\$706,688.81
Difference	\$102.46

Check Book Balance

Active	G 100-10100	GENERAL FUND	\$613,773.60
Active	G 210-10100	FIRE TRUCK FUND	\$71,931.59
Active	G 212-10100	FIRE DEPT GRANTS&CON	\$5,684.86
Active	G 215-10100	FIR DEPT FEMA GRANT	\$8,972.76
Active	G 220-10100	PARK IMPROVEMENT FUN	\$263,405.80
Active	G 222-10100	OLD SCHOOLHOUSE PAR	\$5,395.89
Active	G 225-10100	EDA	\$12,765.55
Active	G 230-10100	CITY CELEBRATION	\$0.46
Active	G 231-10100	RIISING 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	\$374,707.51
Active	G 330-10100	DEBT SERVICE FOR 2007	\$0.00
Active	G 350-10100	2015 FIRE TRUCK BOND	\$50,411.47
Active	G 360-10100	SPECIAL ASSESSMENTS	\$0.00
Active	G 361-10100	2007A REFUNDING	\$0.00
Active	G 400-10100	70TH STREET IMPROV.FU	\$42,557.79
Active	G 405-10100	STREET IMPROVEMENT.F	\$5,827.67
Active	G 410-10100	COMM CTR CAPITOL OUT	\$10,392.43
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	\$670,596.36
Active	G 440-10100	ROUNABOUT PROJECT	\$2,103.17
Active	G 460-10100	W.RIDGE RD/7TH ST CAP I	\$0.00
Active	G 620-10100	WATER FUND	\$824,239.61
Active	G 640-10100	SEWER FUND	\$1,610,932.65
Active	G 650-10100	STORM WATER FUND	\$67,576.43
Active	G 700-10100	INVESTMENT FUND	-\$2,744,747.16
Active	G 800-10100	ESCROW FUND	\$24,214.03
		Cash Balance	\$693,196.06

REQUEST FOR CITY COUNCIL ACTION

Meeting Date: October 24, 2016
Item Name: Request to Waive Fees
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.)

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

The property owner at 2450 Deerwoods Court has requested that the City waive some of the late fees and the sewer fees for their utility bill for the months of May- August.

The property owner had a bad irrigation head on their sprinkler system which caused excessive water use. The water did not actually discharge into the City sewer. The property owner does not have a second meter for outside watering.

Property owner did not catch the excessive water bills until the August bill as he was hospitalized.

If the City takes the usually amount of sewer which is 4,000 gallons and adjusts the sewer portion of the water bill for the months of May- August. Council will need to discuss the options for the sewer bill and whether the City should waive the portion of the sewer bill.

Attached is a letter from the company verifying that he did have a water leak from his irrigation system.

Month	Actual Use	Historical Use	Adjustment	Amount	Amount of credit fee	Late Fee	Total Adjustment
May	13,000	4,000	8,000		\$61.20	\$6.12	\$67.32
June	16,000	4,000	12,000		\$91.80	\$15.30	\$107.10
July	25,000	4,000	21,000		\$160.65	\$31.36	\$192.01
August	19,000	4,000	15,000		\$114.75	\$42.84	\$157.59
			56,000		\$428.40	\$95.62	\$524.02

FINANCIAL IMPLICATIONS:
 Funding Sources & Uses:
 Budget Information:
 Budgeted _____
 Non Budgeted _____
 Amendment Required _____

ADVISORY BOARD RECOMMENDATIONS:
 Other _____

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

Bill History

01-0000644-00-9 ANDERSON, CHAD 2450 DEERWOODS COURT

Type	Charge	Amount	Date	Prev Read	Prev Read Date	Curr Read	Curr Read Date	Usage	Bill Per	Year
For 01-0000644-00-9 2450 DEERWOODS COURT										
Calculation Number 231										
	Prev Bal	\$153.65								
Late Fee	WATER NO T	\$5.75	6/13/2016							5 2016
Late Fee	SEWER-RES	\$9.02	6/13/2016							5 2016
Late Fee	MPFA RES	\$0.07	6/13/2016							5 2016
Late Fee	RES-STWR FE	\$0.42	6/13/2016							5 2016
Late Fee	ST TEST FEE	\$0.11	6/13/2016							5 2016
Service	WATER NO T	\$76.72	6/13/2016	1358000	5/2/2016	1371000	6/1/2016	13000		5 2016
Service	SEWER-RES	\$109.45	6/13/2016					13000		5 2016
Service	MPFA RES	\$1.30	6/13/2016					13000		5 2016
Service	RES-STWR FE	\$2.00	6/13/2016							5 2016
Service	ST TEST FEE	\$0.53	6/13/2016							5 2016
	Cur Charges	\$190.00	6/13/2016							5 2016
	Total	\$359.02	6/13/2016							5 2016
Calculation Number 231										
Calculation Number 232										
	Prev Bal	\$359.02								
Late Fee	WATER NO T	\$13.99	7/11/2016							6 2016
Late Fee	SEWER-RES	\$20.86	7/11/2016							6 2016
Late Fee	MPFA RES	\$0.21	7/11/2016							6 2016
Late Fee	RES-STWR FE	\$0.66	7/11/2016							6 2016
Late Fee	ST TEST FEE	\$0.18	7/11/2016							6 2016
Service	WATER NO T	\$93.88	7/11/2016	1371000	6/1/2016	1387000	7/1/2016	16000		6 2016
Service	SEWER-RES	\$130.51	7/11/2016					16000		6 2016
Service	MPFA RES	\$1.60	7/11/2016					16000		6 2016
Service	RES-STWR FE	\$2.00	7/11/2016							6 2016
Service	ST TEST FEE	\$0.53	7/11/2016							6 2016
	Cur Charges	\$228.52	7/11/2016							6 2016
	Total	\$623.44	7/11/2016							6 2016
Calculation Number 232										
Calculation Number 233										
	Prev Bal	\$623.44								
Late Fee	WATER NO T	\$24.78	8/11/2016							7 2016
Late Fee	SEWER-RES	\$36.00	8/11/2016							7 2016
Late Fee	MPFA RES	\$0.39	8/11/2016							7 2016
Late Fee	RES-STWR FE	\$0.93	8/11/2016							7 2016
Late Fee	ST TEST FEE	\$0.25	8/11/2016							7 2016
Service	WATER NO T	\$162.37	8/11/2016	1387000	7/1/2016	1412000	8/1/2016	25000		7 2016
Service	SEWER-RES	\$193.69	8/11/2016					25000		7 2016
Service	MPFA RES	\$2.50	8/11/2016					25000		7 2016
Service	RES-STWR FE	\$2.00	8/11/2016							7 2016
Service	ST TEST FEE	\$0.53	8/11/2016							7 2016
	Cur Charges	\$361.09	8/11/2016							7 2016
	Total	\$1,046.88	8/11/2016							7 2016
Calculation Number 233										
Calculation Number 234										
	Prev Bal	\$1,046.88								
Late Fee	WATER NO T	\$43.49	9/12/2016							8 2016
Late Fee	SEWER-RES	\$58.97	9/12/2016							8 2016
Late Fee	MPFA RES	\$0.68	9/12/2016							8 2016
Late Fee	RES-STWR FE	\$1.22	9/12/2016							8 2016
Late Fee	ST TEST FEE	\$0.32	9/12/2016							8 2016
Service	WATER NO T	\$112.96	9/12/2016	1412000	8/1/2016	1431000	9/1/2016	19000		8 2016
Service	SEWER-RES	\$151.57	9/12/2016					19000		8 2016
Service	MPFA RES	\$1.90	9/12/2016					19000		8 2016
Service	RES-STWR FE	\$2.00	9/12/2016							8 2016
Service	ST TEST FEE	\$0.53	9/12/2016							8 2016
	Cur Charges	\$268.96	9/12/2016							8 2016
	Total	\$1,420.52	9/12/2016							8 2016
Calculation Number 234										

GREEN GRASS OUTDOOR SERVICES

**7425 County Road 15
Minnetrista, Minnesota 55364
952.472.5757**

September 22, 2016

Chad Anderson

Dear Chad:

This is to confirm that Green Grass Outdoor Services performed service on a leaking valve at your property in late August 2016. When the valve leaks, it is a continuous flow which causes excessive water usage. Please call if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Steve Wren", with a long horizontal flourish extending to the right.

Steve Wren

Green Grass Outdoor Services



APPLICATION DATA

Meeting Date: October 24, 2016

Applicant: Paxmar, LLC - Don Jensen

Owner: Hidden Creek 1, LLC - Alan Roessler

Address/Location: The southwest corner of the Hidden Creek development along the north side of 70th Street North.

Legal Description: Outlots A, B, C & D, Hidden Creek 6th Addition.

BACKGROUND DATA

Action

Requested: Approval of a 38 lot final plat for property to be known as Hidden Creek 7th Addition.

Background:

This property was originally preliminary platted in 2002 under the Hidden Creek development by Backes Development. The original preliminary plat was only good for a period of ten years, so in 2012 the preliminary plat expired and no extension was asked for. Prior to the expiration of the preliminary plat the property was rough graded for the proposed streets, ponds and building pads. Streets and utilities were never installed since this area of the original Hidden Creek preliminary plat was never final platted.

Since that time Hidden Creek 1, LLC has purchased the property, preliminary platted the 6th and 7th additions and final platted the 6th addition. The 6th addition has now been built and the applicant is asking for final plat approval of the 7th addition to allow construction next year.

The preliminary plat itself consists of 38 lots and three outlots that will be used for stormwater ponding or contain wetlands. The applicant is proposing that the 7th Addition will be the last phase of Hidden Creek.

Street access in the 7th Addition will extend Hidden Trail located in the 6th addition to the west where it turns north and connects to Hidden Trail in the 4th addition. The right of way width is proposed at 60 foot wide to match the existing sections of Hidden Creek. The right of way for 70th Street N has been dedicated in the 6th addition final plat.

At the August 16, 2016 Planning Commission the Planning Commission voted 6-0 to recommend approval the final plat of Hidden Creek 7th Addition. The preliminary plat was approved by the City Council at the August 22, 2016 City Council meeting.

Future Land Use

Classification: The property is designated Low Density Residential on the future land use map and the proposed use is allowed under this designation.

Zoning

Classification: The property is currently zoned Planned Residential Development (PRD) and the approved lot standards and requirements are as follows.

Minimum lot size: 10,000 square feet
 Minimum lot width: 75 feet

Maximum density: 3 units per acre
Front yard setback: 30 feet
Side yard setback: 10 feet
Rear yard setback: 30 feet
Maximum height: 30 feet
Lot coverage: 35%

At this time the proposed plat meets all of the PRD criteria listed above. All of the lots will be required to meet the setback and lot coverage requirements as listed in the R-1 district.

Density: The entire site consists of 14.83 acres or 646,162 square feet. Thirty-eight lots are proposed so a gross density of 2.56 units per acre is proposed in this phase.

Comments

Received: No comments have been received at the time of this memo.

Park Dedication: No parkland dedication will be required with this plat since all parkland dedication requirements have been previously satisfied with the prior phases of Hidden Creek.

Landscaping: Under a PRD, at a minimum, the landscaping shall follow the respective land-use guidelines. In other words, if the PRD contains uses consistent with R-1, R-2 or R-3 districts, the landscaping requirements applicable to those districts shall apply to the PRD. In the case of the R-1 district, each lot shall have two over-story trees per street frontage, located in the front yard, and when required, the side-street yard. However, additional landscape requirements may be requested at the discretion of the Planning Commission. It could be required that any lots adjacent to the 70th Street North right of way could be required to plant additional landscaping or trees for screening and buffering purposes.

Sidewalks: The applicant will be required to construct a five foot wide concrete sidewalk along the north/east side of Hidden Trail. Previously bituminous trails were constructed but this will change to concrete sidewalks within the front yards of single family detached lots.

70th Street North: It shall be determined with the final plat if any additional fees are needed to construct 70th Street North to the west boundary of the plat.

Utilities: All utilities will be reviewed by the City Engineer and any comments or requirements will need to be satisfied by the applicant.

Outlot B Access: A twenty foot access easement from Pinecone Lane to Outlot B, Hidden Creek 7th Addition should have been dedicated in favor of the City in the plat of Hidden Creek 6th Addition. The easement is for access and maintenance for the storm water management pond located in the outlot. This area shall consist of a grass path that is to be provided by the applicant. If the easement has not been previously dedicated it will be required with this plat.

Wetlands: The city wetland consultant has stated that a new wetland delineation will not be needed. The applicant is proposing no impacts to the wetlands that were previously delineated. So all wetland requirements have been satisfied.

Signage: No monument signs are proposed with this plat, but if the applicant wanted to add a monument sign at the entrance of Redhawk Way and 70th Street N, the sign would have to meet the requirements of sections 152.120 through 152.133 of the zoning ordinance.

City Engineer Review:

The City Engineer reviewed the final plat and construction plans and comments were supplied in letter dated October 4, 2016. These comments will need to be satisfied as part of the final plat approval. The comments are attached to this memo.

Watershed

Review: The plans have been submitted to the Carver County Water Management Organization for review and will need to be approved as a condition of approval.

Association: The applicant does not plan to create an association but has submitted covenants for review. These covenants are the essentially the same covenants that were used in the previous phases of Hidden Creek and it is at the discretion of the applicant whether they want to record additional covenants against the lots or create an association.

Mailboxes: The applicant will place clusters of mailboxes throughout the development as required by the post office. Individual mailboxes are no longer allowed in new residential developments per the post office.

Development

Agreement: As part of the final plat approval, a development agreement will need to be signed and recorded. The development agreement will be included with the packet and should be approved by the City Council as part of the final plat approval for Hidden Creek 7th Addition.

CONDITIONSFinal Plat

If approval of the final plat is granted by the City Council, the following conditions are proposed to be included with the approval. The conditions listed below may be subject to modification depending upon the outcome at the City Council meeting.

1. Engineer's Comments. The final plat shall satisfactorily address all comments in a letter dated October 4, 2016 as provided by the City Engineer.
2. Carver County Water Management Organization. That the final plat and construction plans satisfy all comments and conditions of the Carver County Water Management Organization and that a permit is received prior to construction.
3. Park Dedication. There shall be no required park dedication with this plat.
4. Sidewalks. The applicant shall construct five foot wide concrete sidewalks along the north/east side of Hidden Trail.
5. Outlot Dedication. Outlots A, B & C, Hidden Creek 7th Addition shall be deeded to the City when the final plat is recorded.
6. Outlot C Access. A 20 foot wide access easement shall be provided over Lot 1, Block 1, Hidden Creek 7th Addition and shall be dedicated in favor of the City of Mayer for access to Outlot B, Hidden Creek 7th Addition for maintenance of the stormwater management pond located there.
7. Required Landscaping. Each lot shall have two over-story trees per street frontage, located in the front yard, and when required, the side-street yard.
8. 70th Street North Improvements. That section of 70th Street North adjacent to the plat must be paved to City specs and standards at the expense of the applicant. If the applicant does not pave all of 70th Street North with this plat, a per lot fee shall be collected at the time of the building permit for each lot in Hidden Creek 7th Addition.
9. Development Agreement. The applicant shall enter into a development agreement for the construction of public improvements, with such agreement signed prior to filing of any final plat. Such agreement shall specify cost requirements development.

10. Building Permits. The final plat shall be recorded with Carver County prior to issuance of any building permits.

CITY COUNCIL ACTION REQUIRED

After review and discussion by the members of the City Council, a motion is in order to approve, deny or to table the final plat.

Possible action items - Final Plat

1. Approve the final plat subject to conditions.
2. Table the final plat to a date specific, and provide the applicant with direction on the issues that have been discussed.
3. Deny the final plat request.

If you have any questions relating to the final plat prior to the City Council meeting, please feel free to contact me at: jandersonmdg@gmail.com or call direct at 952-855-4596 or toll free at: 1-888-763-4462 ext. 3.

Sincerely,

MUNICIPAL DEVELOPMENT GROUP, LLC

John Anderson, Associate
Consulting Planner, City of Mayer

LIST OF ATTACHMENTS

- Exhibit A – Aerial Location Map
- Exhibit B – Preliminary Plat of Hidden Creek 7th Addition dated 7-25-16
- Exhibit C – Final Plat of Hidden Creek 7th Addition Page 1
- Exhibit D – Final Plat of Hidden Creek 7th Addition Page 2
- Exhibit E – Engineering Comments Dated October 4, 2016 Page 1
- Exhibit F – Engineering Comments Dated October 4, 2016 Page 2

07-district-bounds-2016 Exhibit A – Aerial Location Map



This map was created using Carver County's Geographic Information Systems (GIS), it is a compilation of information and data from various City, County, State, and Federal offices. This map is not a surveyed or legally recorded map and is intended to be used as a reference. Carver County is not responsible for any inaccuracies contained herein.

Map Date: 9/27/2016

Preliminary Plat: HIDDEN CREEK 7TH ADDITION

PRELIMINARY PLAT GENERAL NOTES

LEGAL DESCRIPTION:
 Clark, S. B. & Co. vs. D. HIDDEN CREEK 7TH ADDITION,
 Cass County, Missouri.

DATE OF PREPARATION:
 Day 2016

CUSTOM DATA:
 The order of matters of same tenor to binding of LCA's
 1/21/2016 as August 17, 2016 and the order of matters
 as set on the plat's 2016

EXISTING CONDITIONS:
 The plat is based on the plat of
 1/21/2016 as August 17, 2016
 as set on the plat's 2016

PROPOSED ZONING:
 The plat is based on the plat of
 1/21/2016 as August 17, 2016
 as set on the plat's 2016

AREAS:
 Proposed Outlet A = 14,220 Sq Ft or 0.32 Acre
 Proposed Outlet B = 10,470 Sq Ft or 0.24 Acre
 Proposed Outlet C = 11,145 Sq Ft or 0.25 Acre
 Proposed Outlet D = 17,130 Sq Ft or 0.39 Acre
 Proposed Outlet E = 21,675 Sq Ft or 0.49 Acre
 Proposed Outlet F = 20,280 Sq Ft or 0.46 Acre
 Total Proposed Area = 86,940 Sq Ft or 1.97 Acre

PROPOSED DRAINAGE STRUCTURES:
 Pipe = 30" Diameter
 Manhole = 30" Diameter
 Box Culvert = 30" x 10' Box
 Road = 30" Diameter

FLOOD ZONE DESIGNATIONS:
 The plat is based on the plat of
 1/21/2016 as August 17, 2016
 as set on the plat's 2016

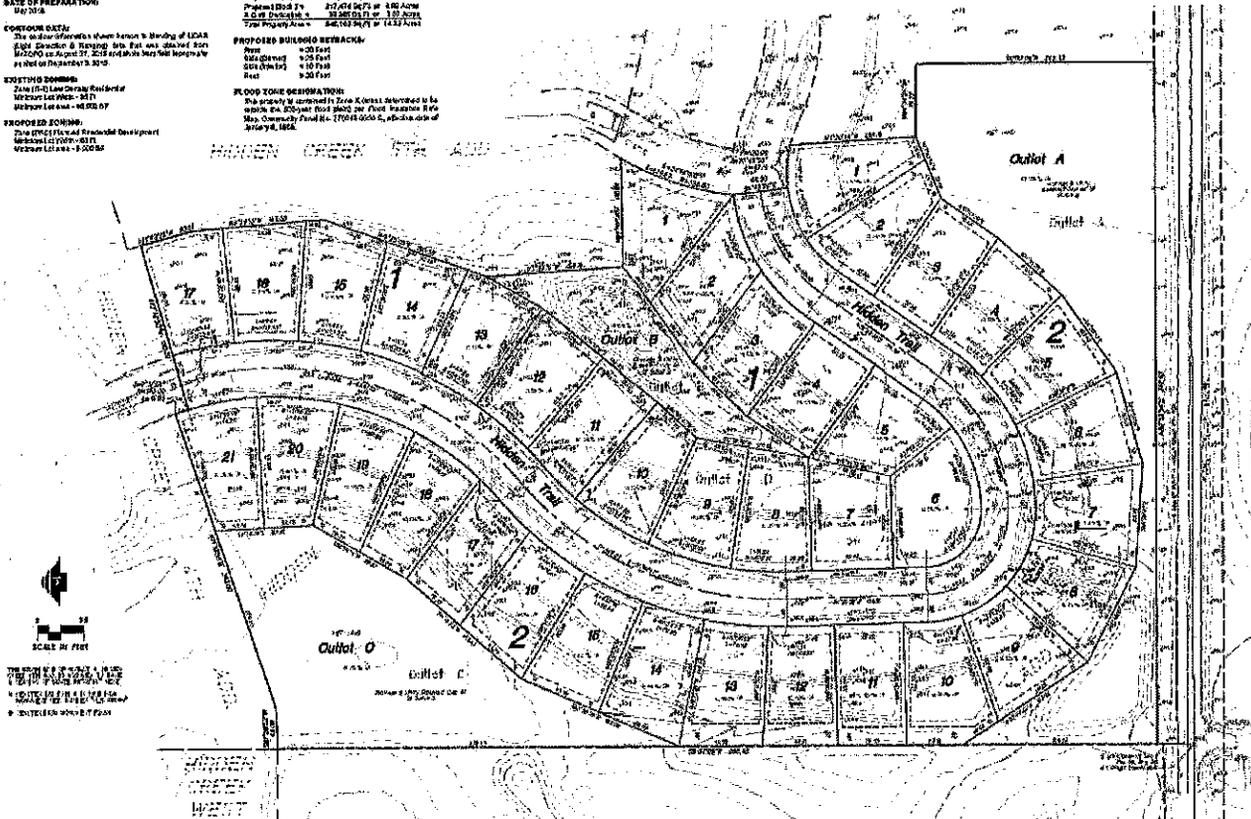


Exhibit C – Final Plat of Hidden Creek 7th Addition Page 1

HIDDEN CREEK 7TH ADDITION

PLAT FILE No. _____
C.R. DOC. No. _____

KNOW ALL MEN BY THESE PRESENTS: That HCL, LLC, a Minnesota limited liability company, owner of the following described property situated in the County of Carver, State of Minnesota, to wit:

Quota A, B, C & D, HIDDEN CREEK 4TH ADDITION

Has caused the same to be surveyed and platted as HIDDEN CREEK 7TH ADDITION, and does hereby dedicate to the public for public use forever the public ways and the easements for drainage and utility purposes as shown on this plat.

In witness whereof said HCL, LLC, a Minnesota limited liability company, has caused these presents to be signed by its president after this _____ day of _____, 201____.

HCL, LLC

Alan W. Resnick, President

State of Minnesota
County of _____

The foregoing instrument was acknowledged before me this _____ day of _____, 201____ by Alan W. Resnick, President of HCL, LLC, a Minnesota limited liability company, on behalf of the company.

Notary Public _____ County, Minnesota
My Commission Expires _____

SURVEYOR CERTIFICATION

I, Max L. Skutumpah, do hereby certify that this plat was prepared by me or under my direct supervision, that I am a duly Licensed Land Surveyor in the State of Minnesota, that this plat is a correct representation of the boundary survey, that all mathematical data and data are correctly determined on this plat, that all monuments depicted on this plat have been, or will be correctly set within one year, that all notes, boundaries and lot lines, as defined in Minnesota Statutes, Section 505.01, Subd. 3, as of the date of this certificate are shown and labeled on this plat, and all public ways are shown and labeled on this plat.

Dated this _____ day of _____, 201____.

Max L. Skutumpah, Licensed Land Surveyor
Minnesota License No. 42553

State of Minnesota
County of Hennepin

This instrument was acknowledged before me this _____ day of _____, 201____ by Max L. Skutumpah, a Licensed Land Surveyor.

Signature

Printed Name
Notary Public _____ County, Minnesota
My Commission Expires January 31, 201____.

MAVER, MINNESOTA

This plat of HIDDEN CREEK 7TH ADDITION was approved and adopted by the City Council of the City of Mayer, Minnesota, at a regular meeting thereof, held this _____ day of _____, 201____, and is in accordance with the provisions of Minnesota Statutes, Section 505.02, Subd. 3. All monuments will be set as specified by the City Council and as stated on this plat, according to Minnesota Statutes, Section 505.02, Subd. 1.

CITY COUNCIL OF THE CITY OF MAVER, MINNESOTA

By _____ Mayor _____ City Clerk _____

COUNTY SURVEYOR, Carver County, Minnesota

Pursuant to Chapter 295, Minnesota Laws of 1971, this plat has been approved this _____ day of _____, 201____.

By _____ John E. Puentes, Carver County Surveyor

COUNTY AUDITOR/TREASURER, Carver County, Minnesota

I hereby certify that taxes payable in _____ and prior years have been paid for land described on this plat. Dated this _____ day of _____, 201____.

By _____ Laura Davis, County Auditor/Treasurer

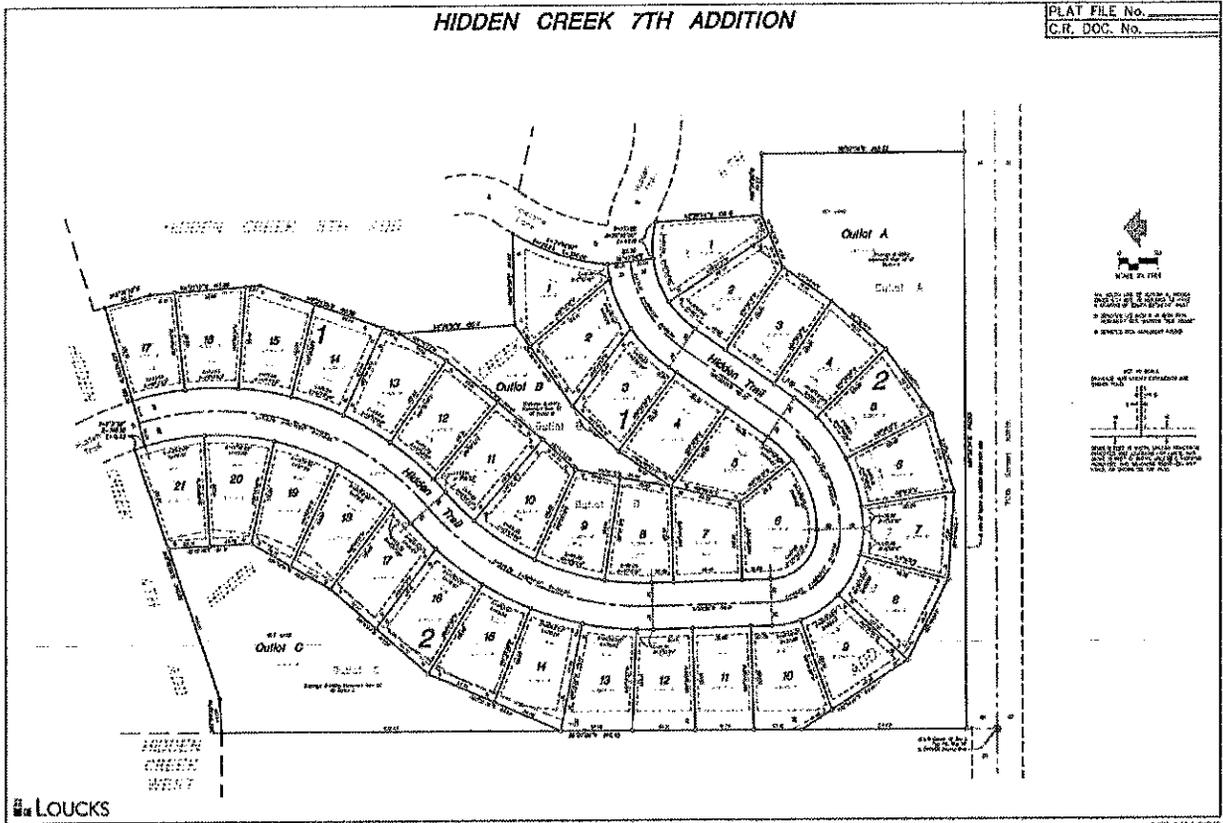
COUNTY RECORDER, Carver County, Minnesota

I hereby certify that this plat of HIDDEN CREEK 7TH ADDITION was filed this _____ day of _____, 201____ at _____ o'clock _____ M. on December 1st, _____.

By _____ John E. Puentes, County Recorder



SHEET 1 OF 2 SHEETS





Real People. Real Solutions.

2638 Shadow Lane
Suite 200
Chaska, MN 55318-1172

Ph: (952) 448-8838
Fax: (952) 448-8805
Bolton-Menk.com

October 4, 2016

City of Mayer
Attn: Luayn Ruch-Hammond
413 Bluejay Avenue
Mayer, MN 55360

RE: Hidden Creek 7th Addition
Engineering Review #2

Dear Luayn:

We have completed review of the information submitted for Hidden Creek 7th Addition and offer the following comments for your consideration:

1. The Engineer's Estimate indicates proposed improvements will cost \$641,287.25. Therefore, a Letter of Credit totaling 125% of proposed improvement costs (\$801,609.06) should be submitted prior to any land disturbing activities.
2. Perimeter erosion control measures (silt fence, rock construction entrance, etc.) should be installed or repaired down gradient from proposed improvements. Redundant controls must be installed adjacent to wetlands. Measures should be installed by the Contractor and inspected by the City prior to any work. Contractor must provide a minimum 24 hour notice prior to inspection.
3. The SWPPP currently does not list the Crow River as impaired. The South Fork of the Crow River is impaired for Chloride, Fecal Coli Form, Fish Bioassessments, and Turbidity. Plans should be revised accordingly.
4. The emergency overflow (EOF) located at the rear of Lots 16 and 17, Block 1 (977.4) does not provide sufficient freeboard for the low openings of Lots 10 and 11, Block 1 (978.0 and 977.0). The grading should be revised to provide a minimum 1' separation between the EOF and low opening for all lots.
5. The plans should be changed to use RC pipe between CBMH 6 and FES 7. The pipe end is connected to a pond, and HDPE pipe is highly susceptible to floating. Fluctuation of the pond elevation during rainfall events could result in the pipe being bent upward.
6. The plans should be reviewed by City Public Works Staff and the Fire Chief to ensure the proposed infrastructure meets their requirements.
7. The applicant has obtained Carver County Watershed Management Organization (CCWMO) approval, and a copy of the permit has been submitted accordingly.
8. The applicant will be required to obtain a NPDES permit for proposed improvements. A copy of the NPDES permit should be submitted prior to any land disturbing activities.
9. Record drawings must be submitted upon completion of the project. As-built survey shots on ponds must be obtained after construction sediment is removed and side slopes re-dressed.
10. Tie cards should also be provided for each lot so that all service locations can be located.

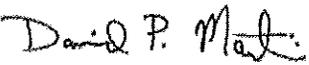
16\MAYR\C1311226\Hidden Creek 7th Addition\Hidden Creek 7th_2016-10-04.docx

Bolton & Menk is an equal opportunity employer.

Hidden Creek 7th Addition
October 4, 2016
Page 2

Sincerely,

Bolton & Menk, Inc.



David P. Martini, P.E.
Principal Engineer

**CITY OF MAYER
CITY COUNCIL RESOLUTION 10-24-2016-34**

A RESOLUTION APPROVING A FINAL PLAT KNOWN AS HIDDEN CREEK 7TH ADDITION

WHEREAS, Hidden Creek I, LLC (the "Applicant" and "Owner"), has submitted a final plat known as Hidden Creek 7th Addition to the City of Mayer (the "City") on property located north of 70th Street North, with PID numbers of 50.24503.10, 50.24503.20, 50.24503.30 and 50.24503.40 (the "Property"); and

WHEREAS, the property is designated Low Density Residential on the future land use map; and

WHEREAS, the property was zoned R-1 Low Density Residential District and was rezoned to PRD Planned Residential Development by the City Council on October 12, 2015 and a final development plan was approved by the City Council on January 25, 2016; and

WHEREAS, a copy of the proposed final plat was available at the City Offices for public viewing; and

WHEREAS, Chapter 151 Subdivisions, Section 3 Application for Subdivision, Subd. 7 Final Plat of the City Code outlines the procedures and requirements for final plat submission and approval; and

WHEREAS, the preliminary plat for Hidden Creek 7th Addition was approved by the City Council on August 22, 2016; and

WHEREAS, the final plat for Hidden Creek 7th Addition is consistent with the preliminary plat and was reviewed by the Planning Commission at their August 16, 2016 meeting where a recommendation to approve the final plat was approved on a 6-0 vote; and

WHEREAS, the City Council has the authority to impose reasonable conditions on a final plat; and

WHEREAS, the necessary infrastructure to serve the property is currently in place or will be as a result of proposed roadway and utility improvements; and

WHEREAS, the minimum lot sizes and widths, along with building setbacks, shall be governed in accordance with amended final development plan of Hidden Creek 7th Addition; and

WHEREAS, the City Council makes the following findings of fact in support of granting approval of the final plat of Hidden Creek 7th Addition:

- A. The legal description of the subject property is: Outlots A, B, C and D, Hidden Creek 6th Addition.
- B. The Planning report dated October 4, 2016 shall be the governing document.
- C. The Aerial Location Map is attached as Exhibit A.
- D. The Preliminary Plat of Hidden Creek 7th Addition is attached as Exhibit B.
- E. The Final Plat of Hidden Creek 7th Addition page 1 is attached as Exhibit C.
- F. The Final Plat of Hidden Creek 7th Addition page 2 is attached as Exhibit D.
- G. The Engineering comments dated October 4, 2016 are attached as Exhibit C.

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL FOR THE CITY OF MAYER, MINNESOTA: that the final plat known as Hidden Creek 7th Addition is hereby approved with the following conditions:

1. Engineer's Comments. The final plat shall satisfactorily address all comments in a letter dated October 4, 2016 as provided by the City Engineer.

2. Carver County Water Management Organization. That the final plat and construction plans satisfy all comments and conditions of the Carver County Water Management Organization and that a permit is received prior to construction.
3. Park Dedication. There shall be no required park dedication with this plat.
4. Sidewalks. The applicant shall construct five foot wide concrete sidewalks along the north/east side of Hidden Trail.
5. Outlot Dedication. Outlots A, B & C, Hidden Creek 7th Addition shall be deeded to the City when the final plat is recorded.
6. Outlot C Access. A 20 foot wide access easement shall be provided over Lot 1, Block 1, Hidden Creek 7th Addition and shall be dedicated in favor of the City of Mayer for access to Outlot B, Hidden Creek 7th Addition for maintenance of the stormwater management pond located there.
7. Required Landscaping. Each lot shall have two over-story trees per street frontage, located in the front yard, and when required, the side-street yard.
8. 70th Street North Improvements. That section of 70th Street North adjacent to the plat must be paved to City specs and standards at the expense of the applicant. If the applicant does not pave all of 70th Street North with this plat, a per lot fee shall be collected at the time of the building permit for each lot in Hidden Creek 7th Addition.
9. Development Agreement. The applicant shall enter into a development agreement for the construction of public improvements, with such agreement signed prior to filing of any final plat. Such agreement shall specify cost requirements development.
10. Building Permits. The final plat shall be recorded with Carver County prior to issuance of any building permits.

Adopted by the Mayer City Council this 24th day of October, 2016.

Mayor Gerry Thomas

Attest:

Luayn Ruch-Hammond, City Administrator

The following Council Members voted in favor:

The following Council Members voted against or abstained:

Whereupon the motion was duly passed and executed.

Published:

Filed with Carver County:

Attachments:

Exhibit A – Aerial Location Map

Exhibit B – Preliminary Plat of Hidden Creek 7th Addition

Exhibit C – Final Plat of Hidden Creek 7th Addition Page 1

Exhibit D – Final Plat of Hidden Creek 7th Addition Page 2

Exhibit E – Engineering Comments Dated October 4, 2016 Page 1

Exhibit F – Engineering Comments Dated October 4, 2016 Page 2

Exhibit A – Aerial Location Map



This map was created using Carver County's Geographic Information Systems (GIS), it is a compilation of information and data from various City, County, State, and Federal offices. This map is not a surveyed or legally recorded map and is intended to be used as a reference. Carver County is not responsible for any inaccuracies contained herein.

Map Date: 9/27/2016

Exhibit B – Preliminary Plat of Hidden Creek 7th Addition

Preliminary Plat: HIDDEN CREEK 7TH ADDITION

PRELIMINARY PLAT GENERAL NOTES

LOCAL DESCRIPTION:
 Block A, B, C and D, HIDDEN CREEK 6TH ADDITION
 Cedar County, Missouri

DATE OF PREPARATION:
 May 2018

CONTRIBUTOR:
 City of Cedar

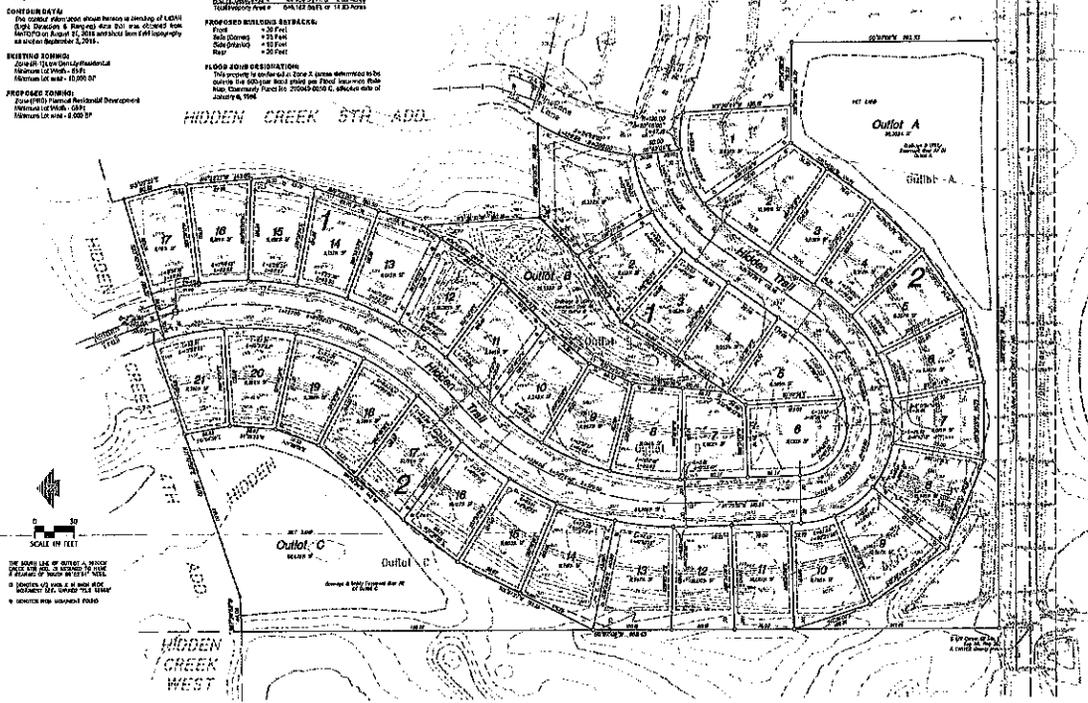
RECORDING INFORMATION:
 This plat is subject to the terms and conditions of the plat of the 6th Addition, recorded in the Cedar County Recorder's Office, Cedar, Missouri, on August 1, 2018.

PROPOSED ZONING:
 Single-Family Residential Development
 Minimum Lot Area - 6,000 SF

AREA:
 Proposed Block A = 36,222 SqFt or 1.03 Acres
 Proposed Block B = 35,822 SqFt or 1.02 Acres
 Proposed Block C = 50,822 SqFt or 1.46 Acres
 Proposed Block D = 102,822 SqFt or 2.94 Acres
 Proposed Block E = 110,122 SqFt or 3.19 Acres
 Proposed Block F = 24,722 SqFt or .71 Acres
 Proposed Block G = 50,122 SqFt or 1.45 Acres

PROPOSED BUILDING SETBACKS:
 Front = 30 Feet
 Side (Street) = 10 Feet
 Side (Other) = 10 Feet
 Rear = 20 Feet

FIELD JOB OBSERVATION:
 This plat is subject to the terms and conditions of the plat of the 6th Addition, recorded in the Cedar County Recorder's Office, Cedar, Missouri, on August 1, 2018.



HIDDEN CREEK 7TH ADDITION

LOUCKS
 Planning
 CIVIL ENGINEERING
 LAND SURVEYING
 LANDSCAPE ARCHITECTURE
 ENVIRONMENTAL
 7700 University Blvd. #200
 Rock Hill, SC 29730
 803.781.1111
 www.loucks.com

PROPOSED ZONING:
 Single-Family Residential Development
 Minimum Lot Area - 6,000 SF

PROPOSED BUILDING SETBACKS:
 Front = 30 Feet
 Side (Street) = 10 Feet
 Side (Other) = 10 Feet
 Rear = 20 Feet

FIELD JOB OBSERVATION:
 This plat is subject to the terms and conditions of the plat of the 6th Addition, recorded in the Cedar County Recorder's Office, Cedar, Missouri, on August 1, 2018.

SCALE OF FEET
 0 10 20 30 40 50

DEVELOPER:
 City of Cedar
 1000 N. 1st St.
 Cedar, MO 64801
 417.265.1111

PRELIMINARY PLAT
 1 of 1

Exhibit C – Final Plat of Hidden Creek 7th Addition Page 1

HIDDEN CREEK 7TH ADDITION

PLAT FILE No. _____
C.R. DOC. No. _____

KNOW ALL MEN BY THESE PRESENTS, That HCL, LLC, a Minnesota limited liability company, owner of the following described property situated in a County of Carver, State of Minnesota, to wit:

CHURCH, B, & O, HIDDEN CREEK PHASE 0301

Has caused the same to be surveyed and platted as HIDDEN CREEK 7TH ADDITION, and does hereby declare in the public for public use for the public use and convenience for drainage and utility purposes shown on this plat.

In witness whereof HCL, LLC, a Minnesota limited liability company, has caused these presents to be signed by its proper officer on this _____ day of _____, 201____.

John W. Roscher, President

State of Minnesota

County of _____

The foregoing instrument was acknowledged before me this _____ day of _____, 201____, by John W. Roscher, President of HCL, LLC, a Minnesota limited liability company, on behalf of the company.

Notary Public _____ County, Minnesota

My Commission Expires _____

SURVEYOR'S CERTIFICATION

I, Max L. Swindorick, do hereby certify that this plat was prepared by me or under my direct supervision; that I am a duly Licensed Land Surveyor in the State of Minnesota; that this plat is a correct representation of the boundary survey; that all mathematical data and calculations were properly computed on this plat; that all requirements described on this plat have been met; and that no survey points were set that were not shown and marked on this plat, as shown by Minnesota Statutes, Section 320.02, Subd. 2, as of the date of this certification. All errors and omissions are hereby acknowledged and all public uses are shown and marked on this plat.

Dated this _____ day of _____, 201____.

Max L. Swindorick, Licensed Land Surveyor
Minnesota License No. 48916

State of Minnesota

County of _____

This instrument was acknowledged before me this _____ day of _____, 201____, by Max L. Swindorick, a Licensed Land Surveyor.

Signature _____

(Printed Name)
Notary Public _____ County, Minnesota

My Commission Expires January 31, 201____

MAYER, MINNESOTA

This plat of HIDDEN CREEK 7TH ADDITION was approved and accepted by the City Council of the City of Mayer, Minnesota, at a regular meeting thereof, held on the _____ day of _____, 201____, and to be complete with the provisions of Minnesota Statutes, Section 320.02, Subd. 2. All monuments will be set as directed by the City Council and its record on this plat, according to Minnesota Statutes, Section 320.02, Subd. 1.

CITY COUNCIL OF THE CITY OF MAYER, MINNESOTA

By: _____ Mayor By: _____ Clerk

COUNTY SURVEYOR, Carver County, Minnesota

Pursuant to Chapter 375, Minnesota Laws of 1971, this plat has been approved this _____ day of _____, 201____.

By: _____

COUNTY AUDITOR/TREASURER, Carver County, Minnesota

I hereby certify that taxes payable in _____ and prior years have been paid for land described on this plat. Dated this _____ day of _____, 201____.

By: _____

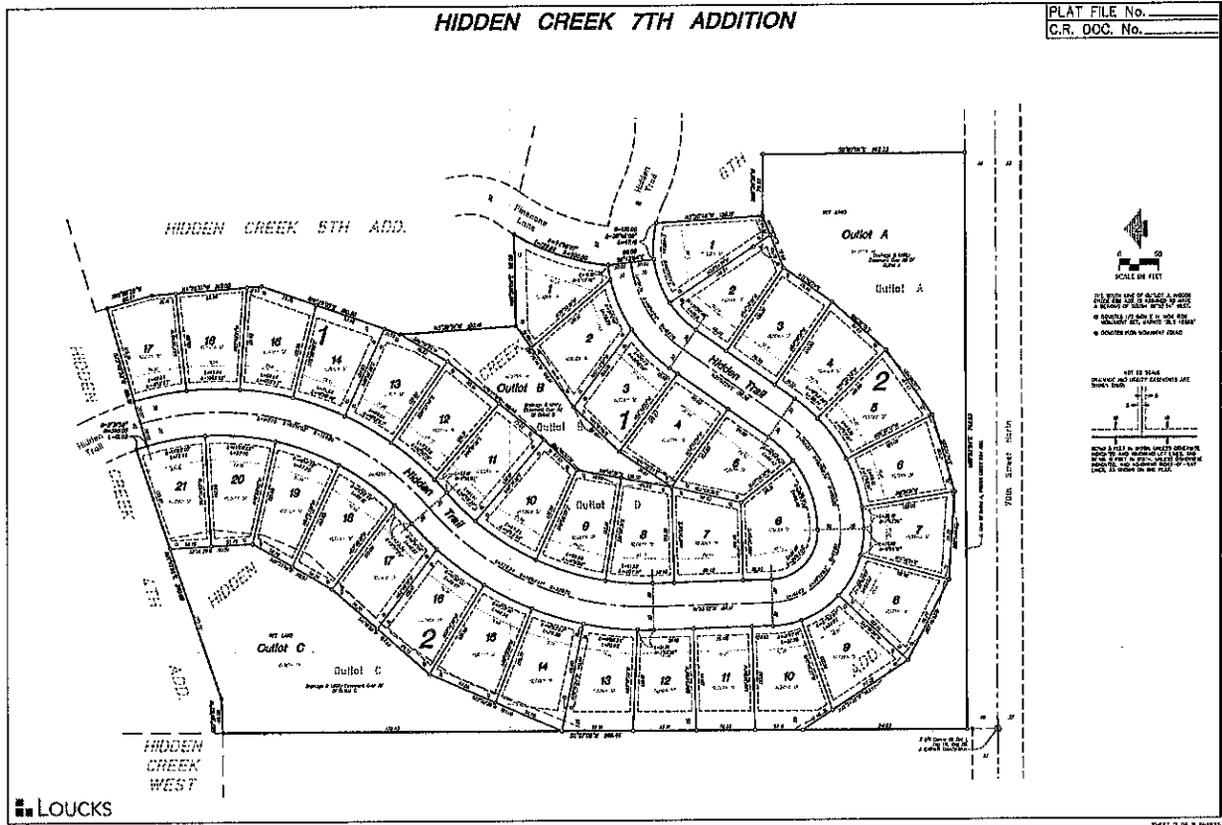
COUNTY RECORDER, Carver County, Minnesota

I hereby certify that this plat of HIDDEN CREEK 7TH ADDITION was filed this _____ day of _____, 201____, at _____ o'clock _____ M., on September 16, _____.

By: _____



Exhibit D – Final Plat of Hidden Creek 7th Addition Page 2





Real People. Real Solutions.

2638 Shadow Lane
Suite 200
Chaska, MN 55318-1172

Ph: (952) 448-8838
Fax: (952) 448-8805
Bolton-Menk.com

October 4, 2016

City of Mayer
Attn: Luayn Ruch-Hammond
413 Bluejay Avenue
Mayer, MN 55360

RE: Hidden Creek 7th Addition
Engineering Review #2

Dear Luayn:

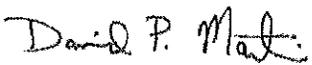
We have completed review of the information submitted for Hidden Creek 7th Addition and offer the following comments for your consideration:

1. The Engineer's Estimate indicates proposed improvements will cost \$641,287.25. Therefore, a Letter of Credit totaling 125% of proposed improvement costs (\$801,609.06) should be submitted prior to any land disturbing activities.
2. Perimeter erosion control measures (silt fence, rock construction entrance, etc.) should be installed or repaired down gradient from proposed improvements. Redundant controls must be installed adjacent to wetlands. Measures should be installed by the Contractor and inspected by the City prior to any work. Contractor must provide a minimum 24 hour notice prior to inspection.
3. The SWPPP currently does not list the Crow River as impaired. The South Fork of the Crow River is impaired for Chloride, Fecal Coli Form, Fish Bioassessments, and Turbidity. Plans should be revised accordingly.
4. The emergency overflow (EOF) located at the rear of Lots 16 and 17, Block 1 (977.4) does not provide sufficient freeboard for the low openings of Lots 10 and 11, Block 1 (978.0 and 977.0). The grading should be revised to provide a minimum 1' separation between the EOF and low opening for all lots.
5. The plans should be changed to use RC pipe between CBMH 6 and FES 7. The pipe end is connected to a pond, and HDPE pipe is highly susceptible to floating. Fluctuation of the pond elevation during rainfall events could result in the pipe being bent upward.
6. The plans should be reviewed by City Public Works Staff and the Fire Chief to ensure the proposed infrastructure meets their requirements.
7. The applicant has obtained Carver County Watershed Management Organization (CCWMO) approval, and a copy of the permit has been submitted accordingly.
8. The applicant will be required to obtain a NPDES permit for proposed improvements. A copy of the NPDES permit should be submitted prior to any land disturbing activities.
9. Record drawings must be submitted upon completion of the project. As-built survey shots on ponds must be obtained after construction sediment is removed and side slopes re-dressed.
10. Tie cards should also be provided for each lot so that all service locations can be located.

Hidden Creek 7th Addition
October 4, 2016
Page 2

Sincerely,

Bolton & Menk, Inc.

A handwritten signature in black ink that reads "David P. Martini". The signature is written in a cursive style with a large initial "D".

David P. Martini, P.E.
Principal Engineer



REQUEST FOR CITY COUNCIL ACTION

Meeting Date: October 24, 2016
Item Name: Call for a Public Hearing Assessment of Unpaid Utility Bills
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 setting the date of the Public Hearing for delinquent utilities for Monday November 28, 2016 at 6:30 PM or shortly thereafter.

EXPLANATION OF AGENDA ITEM *(Include a description of background, benefits, and recommendations.)*
 Staff is requesting that Council set a Public Hearing for Monday, November 28, 2016 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 2017. The following is the proposed public hearing notice:

The City Council of the City of Mayer will hold a Public Hearing on Monday, November 28, 2016 at 6:30 PM or shortly thereafter, at the Mayer Community Center at 413 Bluejay Ave., Mayer, MN for the purpose of placing delinquent water, sewer, costs on the property owners taxes payable in the year 2017.

The property owners will be sent shutoff notices and will be given until noon, November 28, 2016 to pay their bills. A delinquent list will be placed in the Council packet. However; staff will provide an updated delinquent list to the City Council at the Council Meeting on Monday, November 28.

If the bill remains unpaid, the Council may order that service be immediately discontinued, or they may order the delinquent charge be placed on the property owner's taxes payable in the year 2017.

Staff is requesting the City Council establish the date and time for the public hearing as Monday, November 28, 2016 at 6:30 p.m. or shortly thereafter.

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



REQUEST FOR CITY COUNCIL ACTION

Meeting Date: October 24, 2016
Item Name: Authorization to close Friday, November 25, 2016
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 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 25, 2016

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 25, 2016.

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. _____	

REQUEST FOR CITY COUNCIL ACTION

Meeting Date: October 24, 2016
Item Name: Park Board Recommendation on purchase of Omnispin
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 purchase of the Omnispin in the amount of \$6,640.

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

Park Board is continuing with their goal of installation of handicapped equipment in West Ridge Park. They are recommending that the City purchase an Omnispin to be installed in 2017.

By purchasing the equipment this fall the City would save funds. Also, the installation in 2017 works because the playground area needs to be expanded and in the spring the City will be installing concrete surrounding in West Ridge Park.

The cost for the Omnispin is \$6,640.00 and funds will be expended from the capital outlay line item.

Staff is requesting approval to purchase the Omnispin.

FINANCIAL IMPLICATIONS:		ADVISORY BOARD RECOMMENDATIONS:	
Funding Sources & Uses:		Park Board	
Budget Information:			
_____ Budgeted	_____ Other		
_____ Non Budgeted			
_____ Amendment Required			

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



Date: 8/11/2016
 Quote: City of Mayer
 Contact: Luayn Ruch-Hammond
 Phone: _____
 Fax: _____
 Email: cityadmin@frontiernet.net

Ship To:	Please Make PO's & Contracts Out To:
City of Mayer 413 Bluejay Ave Mayer, MN 55360	Landscape Structures 601 7th St. S Delano, MN 55328

Bill To:	Please Remit Payment To:
City of Mayer 413 Bluejay Ave Mayer, MN 55360	Landscape Structures 601 7th St. S Delano, MN 55328

We are pleased to submit this proposal to supply the following products/services:

QTY	ITEM #	DESCRIPTION	UNIT PRICE	EXT. PRICE
1	173591A	Omni Spin		\$ 6,640.00
				\$ -
1		NCPA Discount (6%)		\$ (398.40)
1		Installation		\$ 1,665.85
		*This is an estimat - we assume the playground container has an aggregate base and that excavation is limited to pulling back the engineered wood fiber (EWF)		
SIGNATURE BELOW ACCEPTING THIS PROPOSAL CONSTITUTES A PURCHASE ORDER ONLY UPON APPROVAL BY FLAGSHIP RECREATION, CUSTOMER RECEIPT OF AN ORDER ACKNOWLEDGMENT CONSTITUTES APPROVAL			Freight	\$ 250.00
			Subtotal	\$ 8,157.45
			Sales Tax	N/A
			Total	\$ 8,157.45

ACCEPTED BY CUSTOMER _____ DATE: _____

Brett Altergott
 PROPOSED BY: _____

*Terms: Net 30 days; 1.5% finance charge on balances over 30 days

REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	October 24, 2016
Item Name:	Ordinance 212
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 approving ordinance 212 Adopting a Supplement to the Code of Ordinances for the City of Mayer.

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

From time to time after City Council has passed several ordinances staff sends the ordinances for codification to American Legal Publishing. What that means is that the ordinances are incorporated into the full City Code.

In order to recognize the additional codification the City will need to pass Ordinance 212 adopting a supplement to the Code of Ordinances for the City of Mayer. This was sent with the codification from American Legal Publishing.

City Attorney drafter Ordinance 212 staff is requesting approval of the ordinance.

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

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

ORDINANCE NO. 212
(Adopting 4th Supplement to Code of Ordinances)

CITY OF MAYER,
CARVER COUNTY, MINNESOTA

October 24, 2016

AN ORDINANCE ENACTING AND ADOPTING A SUPPLEMENT TO THE CODE OF ORDINANCES FOR THE CITY OF MAYER.

WHEREAS, American Legal Publishing Corporation of Cincinnati, Ohio, has completed the 4th supplement to the Code of Ordinances of the City of Mayer, which supplement contains all ordinances of a general and permanent nature enacted since the prior supplement to the Code of Ordinances of the City of Mayer.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MAYER, CARVER COUNTY, MINNESOTA, ORDAINS:

Section 1. That the 4th supplement to the Code of Ordinances of the City of Mayer as submitted by American Legal Publication Corporation of Cincinnati, Ohio, which supplement and Code is on file in the office of the City Clerk, be and the same is hereby adopted by reference as if set out in its entirety.

Section 2. The Clerk of the City of Mayer is hereby authorized and ordered to insert such supplement into the copy of the Code of Ordinances kept on file in the office of the Clerk.

Passed and adopted by the City Council of the City of Mayer this 24th day of October, 2016.

Gerald W. Thomas, Mayor

ATTEST: _____
Lois A. Maetzold, City Clerk

(Published in the *Herald Journal* on the _____ day of _____, 2016.)