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WEDNESDAY DECEMBER 13, 2010

Mayor Chris Capaul

Council Members Osborn, Taylor and Stieve-McPadden

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ABSENT: Council Member Oman

STAFF: City Administrator Murphy, Public Works Jeff Frost, Deputy Chris Nelson and Clerk Maetzold

ALSO PRESENT: Don Wachholz, Nikki Larson, Erick Boder, Zach Stifter, Nate McNeilly

The meeting was opened with the Pledge of Allegiance.

APPROVE AGENDA

MOTION made by Council Member Taylor with a second by Council Member Osborn to approve the agenda as presented. Motion Carried 4/0

PUBLIC COMMENT

None

APPROVE CONSENT AGENDA

A MOTION was made by Council Member Osborn with a second by Council Member Taylor to approve the Consent Agenda as presented: Motion Carried 4/0.

1. Approve Minutes of the November 22, 2010 Regular Council Meeting
2. Approve Minutes of the November 22, 2010 Council Work Session
3. Approve Minutes of the November 9, 2010 Park Board Meeting.
4. Approve the Claims for December 2010
5. Approve the Check Summary for the Month of November 2010.
6. Approve the Gambling Report for the Month of October 2010.
7. Approve the Building Permit Report for the Month ending November 2010.
8. Approve the Fire Department Report for the Month ending November 2010.
9. Approve the Sheriff's Department Report for the Month ending November 2010.

CITY ADMINISTRATOR

- **Approval of 2011 Fire Department Officers** – A MOTION was made by Council Member Osborn and seconded by Council Member Stieve-McPadden approving the following Officer appointments to the Mayer Fire Department for 2011: (Motion Carried 4/0)

Position	Name	Length	Term
Fire Chief	Rod Maetzold	1 year	12/31/2011
Chief II	Robert Carlson	2 years	12/31/2012
Training Captain	Adam Maetzold	2 years	12/31/2012
Captain	Jon Maetzold	2 years	12/31/2012

- **Approval of Attendance at the Experienced Officials Conference** – A MOTION was made by Council Member Osborn and seconded by Council Member Taylor authorizing current Council Members to attend the Experienced Officials Conference sponsored by the League of Minnesota Cities on February 25-26, 2010 if their schedules permit. There is money budgeted for training and mileage. Motion Carried 4/0
- **Approval of the 2011 Final Levy and Budget** –
 - *Approval of Resolution 12-13-2010-25 Setting the Final Levy*- A MOTION was made by Council Member Taylor and seconded by Council Member Stieve-McPadden approving



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ting year 2010 Final Tax Levy for the City of Mayer Collection Carried 4/0)

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		\$437,259.00
<i>DEBT SERVICE</i>		
Fund 100 ó Fire Station		\$8,308.00
Fund 325 ó East Side and Hwy 25		\$164,800.00
Fund 100 ó Fire Station Land		\$20,000.00
Fund 640 ó Sewer Debt		\$390,000.00
TOTAL LEVY		\$1,020,367.00

- *Approval of Resolution 12-13-2010-26 Approving the General Fund Budget for 2011 ó A MOTION was made by Council Member Osborn and seconded by Council Member Taylor approving Resolution 12-13-2010-26 General Fund Budget for 2011. Motion Carried 4/0*

GENERAL FUND	
General Government	\$297,231.00
Public Safety	\$294,163.00
Public Works ó Streets	\$162,114.00
Parks and Recreation	\$ 46,200.00
Compost	\$ 1,615.00
Operating EDA	\$ 2,000.00
TOTAL GENERAL FUND	\$803,323.00
DEBT	
East Side and Hwy 25	\$164,800.00
Sewer Debt	\$390,000.00
Fire Station Land	\$20,000.00
Fire Station	\$8,308.00
TOTAL EXPENDITURES FOR 2011	\$1,386,431.00

- **Approval of Resolution 12-13-2010-27 Authorization to pay additional claims for the month of December 2010.** – The City council will only be meeting once this month and there will be some additional claims for the month that will need to be paid. Staff is requesting authorization from the Council to pay any bills necessary and to report the payment of the bills at the first meeting in January 2011. A MOTION was made by Council Member Taylor and seconded by Council Member Stieve-McPadden approving Resolution 12-13-2010-27 Approving the Delegation of Authority for paying claims presented to the City of Mayer. Motion Carried 4/0
- **Approval of Water and Sewer Rates for 2011** – Council had instructed staff to review water and sewer rates and to find a rate increase that would take care of 1/3 of a \$90,000 deficit in the water fund. The Council reviewed proposed rate increases in several different scenarios. After review, it was agreed to increase the user fees instead of the base fee. A MOTION was made by Council Member Osborn and seconded by Council Taylor to increase both water and sewer rates by \$.35 per 1000 gallons. Motion Carried 4/0.
- **Approval of the 2011 Sewer and Water Budgets** – A MOTION was made by Council Member Taylor and seconded by Council Member Osborn approving the 2011 Sewer Budget in the amount of \$624,850.00 and the 2011 Water Budget in the amount of \$395,315.00. Motion Carried 4/0
- **Approval of Park Board Recommendation on SHIP Goals** – The Park Board had completed the assessment for the SHIP grant and submitted it to the County. The County had Wilder Research review

ions. Acting on the recommendations of Wilder Research, the goals to establish active living, to further promote existing facilities, Park Board will work on the implementation of the five goals implementation, the City will receive another \$3,000.00. A MOTION McPadden and seconded by Council Member Taylor approving

the recommendations of the Park Board for projects and goals for the SHIP grant. Motion Carried 4/0.

- **Ordinance #171 City Council, City Employees** – Staff is requesting further direction on Ordinance #171. The Council was provided with a letter from David Hubert, City Attorney. Erick Boder addressed the Council. He indicated that the Council did not have to pass this Ordinance and that issues could be worked out. It was decided that the topic would be discussed at the first Work Session in January. The Council can decide on a Code of Ethics which all can operate under.
- **Approval of Sick Time Payout Policy** – The Personnel Committee met and discussed changes to the vacation and termination sections of the Personnel Policy as it refers to Sick Time. In lieu of wage increases, they are recommending the following changes:
VACATION - Employees shall be allowed to carry over vacation based on the following: 5-9 years or more carryover of 120 hours and 10 years and more allowed to carry over 160 hours.
TERMINATION – Employees shall be compensated for accrued but unused sick leave based on the following years of service. Any employee with 5 years or less will not be compensated for sick time. Only employees with more than 5 years of service will be compensated for unused sick time based on the following chart:

Years of Service	%age of Sick Time paid out upon Resignation or Retirement (based on maximum of 800 hours)
Less than 5	0 %
> 5	30%
6 > 10	35%
11 > 15	40%
16 > 20	45%
20years or more	50%

After review, a MOTION was made by Council Member Taylor and seconded by Council Member Osborn to approve the amendments to section 6.3 Vacation and 6.4 Termination of the Personnel Policy as presented. Motion Carried 4/0

- **Acceptance of the Deputy Clerk Resignation** – Deputy Clerk Paulette Goepfert has submitted her resignation with an effective date of Friday, December 31, 2010. A MOTION was made by Council Member Osborn and seconded by Council Member Taylor to accept the resignation of the Deputy Clerk, recognizing the employee's last day of employment as December 31, 2010. Motion Carried 4/0
- **Zion Church's Request for Mission Services** – Staff has had a request from Zion Lutheran Church for the City to provide them with ideas for Mission Service. One possible service to the City would be to shovel out the City fire hydrants. The Council was asked to call Administrator Murphy with any other suggestions for service.
- **January 14, 2011 Office Hours** – Administrator Murphy asks direction on staffing office hours on January 14, 2011 and one Friday morning in February, March, April and possible May. She is a member of the Property Tax Working Group and typically meetings have been held on the second Thursday of the month. The group has Representatives and Senators on the committee and with the Legislature reconvening; the meeting date is being changed to accommodate the Legislature. The new meeting date will be on the second Friday of the month. With the reduction in City Staff, Administrator Murphy asked if the Council had a problem with Public Works Jeff Frost staffing the office on those Fridays. The only problem would be if he had to plow snow or if there was an emergency which would then require him to post the Office Closed. Clerk Lois Maetzold does not work Fridays, but has agreed to flex hours if needed. Administrator Murphy was given the authority to staff those days she is gone as proposed.



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or spoke to the Council and thanked them for the opportunity to t years on the Council, stating that he learned much about City

Government. Mayor Capaul then presented Council Member Taylor with a plaque which thanked him for his eight years of dedication and service to the improvement and development of our Community.

- Mayor Capaul also presented a Certificate to Don Wachholz in recognition of outstanding attendance at Mayer Council meetings and for being a dedicated, informed citizen.
- It was reported that Jeffrey Frost has attained the Minnesota Department of Health Water Supply System Operator, Class B license.

ADJOURN

There being no further business, a MOTION was made by Council Member Taylor and seconded by Council Member Stieve-McPadden to adjourn the meeting at 7:25 p.m. Motion Carried 4/0

Chris Capaul, Mayor

Attest: _____
Lois A. Maetzold, City Clerk