

**CITY OF MAYER
CITY COUNCIL MEETING
AGENDA
Monday
January 23, 2017
6:30 PM**

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

1. Pledge of Allegiance
2. Approval of Agenda
3. Public Comment (Please limit comments to 5 minutes)
4. Consent Agenda
 - 4.1. Approval of the minutes for the January 9, 2017 Regular Council Meeting
 - 4.2. Approval of the minutes for the Park Board for November 15, December 13, 2016
 - 4.3. Claims
 - Additional Claims for the month of January
 - Additional Claims for the month of December 2016
 - Includes Final Pay Request for the Roundabout in the amount of \$21,911.51
 - 4.4. Approval of resolution 1-23-2016-5 Fire Fighter Cody Brunner
 - 4.5. Approval of resolution 1-23-2016-6 Acceptance of Baseball Club Donations
 - 4.6. Approval of the Sheriff's Department Reports for 2016
 - 4.7. Authorization of Mayor's signature on Annual Weed Report
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. Discussion with Ann Antonson Springsted Compensation Study & Staffing
 - 6.2. Approval of the Pay Equity Report
 - 6.3. Approval of one year extension of the Solid Waste Grant Agreement
 - 6.4. Approval on lease of new copier
 - 6.5. Authorization to request Jaguar conduct a survey of Mayer residents
7. For Your Information
8. Council Reports
9. Other Business
10. Adjournment

Calendar of Events and Meetings

January 23	Monday	Work Session after Regular Council Meeting	
January 24	Tuesday	6:30 PM	EDA Meeting
February 8	Wednesday	6:30 PM	Personnel Committee Meeting
February 13	Monday	6:30 PM	City Council Meeting
February 15	Wednesday	6:30 PM	Joint City Council & Park Board Meeting
March 7	Tuesday	6:30 PM	Planning Commission Meeting
March 13	Monday	6:30 PM	City Council Meeting
March 14	Tuesday	6:30 PM	Park Board Meeting

This agenda has been prepared to provide information regarding an upcoming meeting of the Mayer City Council. This document does not claim to be complete and is subject to change at any time.

MAYER CITY COUNCIL MEETING MINUTES – JANUARY 9th, 2017

Call Regular meeting to order at 6:34 p.m. by Mayor Dodge

PRESENT: Mayor Dodge, Council Members Butterfield, Boder, McNeilly, and Stieve-McPadden

ABSENT: None

STAFF: City Administrator Ruch-Hammond, and Deputy Clerk Gildemeister

ALSO PRESENT: Don Wachholz, Mark Mitten, Jason Butterfield, Greg Kluver, Kyle Kuntz, Todd Johner

OATH OF NEW COUNCIL MEMBERS

Newly elected Mayor Mike Dodge, and Council Member Elizabeth Butterfield, were sworn in by City Administrator Luayn Ruch-Hammond.

The meeting was opened with the Pledge of Allegiance.

APPROVE AGENDA

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

1. Approve the Minutes of the December 12, 2016 Regular Council Meeting.
2. Approve the Minutes of the November 1, 2016 Planning Commission Meeting.
3. Approve the Claims for December.
4. Approve the Check Summary for the month of December.
5. Approve the Claims for January, 2017
6. Approve Resolution 1-9-2017-1 Gambling Exception for Watertown Mayer Gun Club.
7. Approve Resolution 1-9-2017-2 Gambling Exception for West Carver Ducks Unlimited.
8. Approve the Building Permit report for the month ending December 2016.
9. Approve the Fire Department report for the month ending December 2016.
10. Approve the Contract for Planning Services with Municipal Development Group.
11. Approve the 2017 Liquor Licenses.

CITY ADMINISTRATOR

1. **Approval of Mayer Fire Department Social Media Policy** – With further questions regarding specifics on code of ethics of the social media policy, the Council requested staff to forward the proposed policy to the City Attorney for review. A Motion to table the approval of the Social Media Policy for the Mayer Fire Department until the City Attorney can review, was made by Council Member Stieve-McPadden and seconded by Council Member McNeilly. Motion carried 5/0
2. **Approval of Ordinance 213 Fee Schedule** – The areas of change to the Fee Schedule are the water rates, building permit fees, and water meter fees. The change in water rates for 2017 adopted by the City Council on December 12, 2016 is included. The building inspector recommended an increase of \$10 to residential re-roof, re-side, and fence/shed zoning permit fees. Staff recommended an increase of \$45 for replacement water meters permit fees and increase of \$110 for new home permits based on information from HD Water

Supply. A MOTION to Approve Ordinance 213 Fee Schedule was made by Council Member McNeilly and seconded by Council Member Butterfield. Motion carried 5/0

3. **Discussion on Administrator's Contract** – The City Administrator requested direction from Council regarding her employment contract. The contract is a 3 year contract and will be expiring on May 9th, 2017. After discussion, Council agreed that the Personnel Committee meeting should be set for discussion on Administrator's contract. Council requests staff to set up a timeline and aim for a meeting date for sometime in February.

4. **Approval of Resolution 1-9-2017-3 Organization of the City of Mayer 2017** – After Council discussion on liaison positions A MOTION to approve resolution 1-9-2017-3 Organization of the City of Mayer was made by Council Member McNeilly and seconded by Council Member Stieve-McPadden. Motion carried 5/0

A MOTION to declare vacancies on the Commission for a Lifetime and to approve City Administrator to recruit for the positions was made by Council Member Stieve-McPadden and seconded by Council Member McNeilly. Motion carried 5/0

5. **Approval of Architect Services for Park Shelter and Restrooms** – Park Board requested authorization to hire an architect to assist them with the construction of the picnic shelter/restrooms in Old Schoolhouse Park. Preliminary estimates that staff compiled have a total cost of \$215,939.00, not including electrical and site preparation. After discussion, Council was concerned that the whole Park Board budget would be used for the park shelter. Council instructed Staff to look for previous architect/engineering drawings for bathrooms and that further discussion by Park Board was needed. Motion was tabled to February 15th, 2017 when City Council will meet with the Park Board.

6. **Review and Recommendations on Loss Control** – On October 31st, 2016 City Staff met with a Loss Control Representative from the League of Minnesota Cities. The League's Loss Control Specialist completed a survey of the City facilities on loss control and risk management activities. The topic this year was Data Security and the following recommendations were made.

1. User access and accounts are deleted immediately upon and employee's dismissal, termination, or leaving.
2. Change user passwords every 30-60 days and system password annually.
3. Install a bullet proof glass at front counter.
4. Add a lift gate to the City truck.

Council agreed to implement recommendations 1 and 2. Number 4 is left over from last year. Staff has requested assistance from the League on a solution to a lift gate for the City truck. Because of the sander and tailgate the City is not able to install a lift gate. A solution to the problem is being conducted by the League. By providing the item as a part of the loss control recommendations the City is able to apply for an OSHA grant for 50% of the cost.

7. **Approval of Resolution 1-9-2017-4 Assignment of City Clerk Duties** – The City Council had discussed the assignment City Clerk duties be added to the City Administrator. Staff had the City Attorney draft a resolution appointing the City Clerk duties to the City Administrator. A MOTION to Approve Resolution 1-9-2017-4 Assignment of City Clerk Duties was made by Council Member Boder and seconded by Council Member McNeilly. Motion Carried 4/1. (Mayor Dodge nay).

8. **Approval of Salary Adjustment for City Administrator** – A performance review for the City Administrator has been completed and a 3% increase was proposed in the 2017 budget. A MOTION to Approve Salary Adjustment of 3% for City Administrator was made by Council Member Stieve-McPadden

and seconded by Council Member McNeilly. After additional discussion, a MOTION to amend the previous motion and add a step increase along with the 3% increase was made by Council Member Stieve-McPadden and seconded by Council Member McNeilly. Motion carried 4/1. (Mayor Dodge nay).

FOR YOUR INFORMATION

- A memo providing background on the 2016 Property/Casualty Members was provided to the Council for review.
- An update on the Speed Study on Hwy 25.
- Rate change update for Nu-Telecom.
- A Notice of Public Hearing for a solar farm in Watertown township.

COUNCIL REPORTS

- None

OTHER BUSINESS

- None

CLOSED SESSION

6. The Regular Council Meeting was adjourned at 7:44 p.m. to hold a Closed Meeting pursuant to the Attorney-Client Privilege and Minn. Stat. Sec. 13D.05, Subd. 3(b) to discuss the *Denn v. City of Mayer* litigation, Court File No. 10-CV-16-109 review.

A MOTION to close the Closed Session at 8:20 p.m. was made by Council Member Boder and seconded by Council Member Butterfield. Motion carried 5/0. Council was back in regular session.

ADJOURN

A MOTION to adjourn the meeting at 8:25 p.m. was made by Council Member McNeilly and seconded by Council Member Stieve-McPadden. Motion carried 5/0

Mike Dodge, Mayor

Attest: _____
Janell Gildemeister, City Clerk

**CITY OF MAYER
CITY COUNCIL &
PARKS & RECREATION COMMISSION
MEETING MINUTES
Tuesday November 15, 2016**

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

Council Members Present: Etienne Stieve-McPadden, Erick Boder, and Nikki McNeilly.

Commission Members Absent: None

Council Members Not Present: Gerry Thomas, Mayor.

Others Present: None

Staff Present: Kyle Kuntz, Public Works; 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 McNeilly to approve the agenda with two additions vacant commission members and update on West Ridge Park shelter. Motion carried 5/0.

III. MINUTES/BUDGET/CIP

Minutes

On a motion by Commissioner Johnson and seconded by Commissioner McNeilly to approve the minutes of the October 11, 2016 meeting with one correction. Motion carried 5/0.

Park Board Budget 2017

Park Board Budget 2017

Current Period: October 2016

2017			2015	2016	2016	
	Account Descr	Budget	2015 Amt	Adopted	YTD Amt	Budget
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	\$6,713.76	\$9,360.00
	E 100-45000-110 Other Pay Boards &	\$1,500.00	\$1,230.00	\$1,500.00	\$0.00	\$1,500.00
	E 100-45000-120 Employer Contrib Ret	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	E 100-45000-180 Employee Withholdings	\$588.00	\$328.07	\$588.00	\$513.60	\$716.00
	E 100-45000-212 Motor Fuels	\$1,000.00	\$1,264.13	\$1,100.00	\$1,549.64	\$1,300.00
	E 100-45000-300 Professional Svcs	\$4,000.00	\$6,224.64	\$6,240.00	\$1,453.90	\$7,400.00
	E 100-45000-303 Engineering Fees	\$0.00	\$483.00	\$2,000.00	\$195.00	\$2,000.00
	E 100-45000-360 Insurance (GENERAL)	\$5,900.00	\$5,862.00	\$5,900.00	\$3,101.00	\$6,077.00
	E 100-45000-370 Recreation Program	\$1,000.00	\$2,585.76	\$1,000.00	\$410.00	\$2,000.00
	E 100-45000-381 Electric Utilities	\$250.00	\$148.45	\$177.00	\$128.04	\$177.00
	E 100-45000-400 Repairs & Maint Cont	\$5,000.00	\$7,880.85	\$4,000.00	\$3,741.06	\$5,000.00
	E 100-45000-430 Miscellaneous (GENERAL)	\$1,700.00	\$1,089.88	\$1,000.00	\$374.67	\$1,000.00
	E 100-45000-490 Donations to Civic Org s	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	E 100-45000-500 Capital Outlay (GENERAL)	\$53,000.00	\$9,211.33	\$59,451.00	\$41,429.03	\$59,820.00
	E 100-45000-530 City Beautification	\$2,000.00	\$1,085.04	\$2,000.00	\$701.71	\$2,000.00
	E 100-45000-580 New Equipment	\$0.00	\$0.00	\$7,500.00	\$9,124.99	\$0.00

E 100-45000-720 Transfer Out	\$0.00	\$26,474.00	\$0.00	\$31,245.00	\$0.00
Dept 45000 Park and Rec	\$83,618.00	\$68,155.55	\$100,136.00	\$100,681.40	\$98,350.00

Budget Capital Improvement Plan and Gantry Chart

Discussion on the 2016 budget, 2016 CIP and Gantry Chart, Park Board acknowledged receipt of all documents.

BUSINESS

Review of Park Shelter Plan

Council was present to discuss the construction of a picnic shelter in Old Schoolhouse Park. Discussion about the current building and its use as a picnic shelter. Commissioner Osborn had contacted RAM building and their input was that the building change in occupancy and the overall structure of the building with today's building codes would not be acceptable for the public's use. Discussion continued about placing restrooms in the picnic shelter. The Park Board does have \$260,000 in its 220 Fund that can be spent on the shelter. Amounts have been budgeted in previous budgets for a picnic shelter and when the shelter wasn't constructed the funds were transferred to the 220 Fund. Discussion also about doing a design builds of the shelter. Next step will be for staff to get financial numbers for the cement, sewer and water hookup, building and restroom costs for the Park Boards December meeting.

Commission Vacancies

The last election has created two vacancies on the Park Board. Discussion with City Council about filling of the positions. City Council was in agreement to begin the advertising process and for Park Board to begin interviews.

Holiday Tree Lighting

Park Board had wanted to discuss the lighting of a holiday tree. This will be added to the 2017 goals in January.

Tree Replacement

Staff had contacted Oas Landscaping and because of the cost of trees and no warranty this will be a 2017 agenda item.

Movie for December

Park Board decided that the movie title for December 28 will be Santa Claus. The City will offer two shows one at 10 AM and one at 7 PM.

Next Meeting

The next meeting of the Park Board will be on Tuesday, December 13, 2016 at 6:30 PM.

Commissioners Report

Save the information that was provided by Commissioner Johnson when making decisions about the purchase of playground equipment.

Staff Report

Updated the commission on the status of the picnic shelter in West Ridge Park and the issue of finding someone to complete the footings. Staff has been told that next week (Nov 28) the footings should be completed. Public works staff informed Park Board that he will be placing red rock on the ball fields, taking down the volley ball nets and soccer nets. Soccer nets will need to be replaced next year.

Adjournment

On a motion by Commissioner McNeilly and seconded by Commissioner Butterfield to adjourn the meeting at 7:45 PM. Motion carried 5/0.

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

Tuesday December 13, 2016

Commission Members Present: Commission Members Mike Dodge, Elizabeth Butterfield, Alisa Johnson and Nate McNeilly.

Commission Members Absent: Council Liaison Bruce Osborn

Others Present: Troy Congdon

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 McNeilly to approve the agenda with one addition discussion of Park Board Chair for 2017. Motion carried 4/0.

III. MINUTES/BUDGET/CIP

Minutes

On a motion by Commissioner Johnson and seconded by Commissioner McNeilly to approve the minutes of the November 15, 2016 meeting with one correction. Motion carried 4/0.

**Park Board Budget 2017
Current Period: November 2016**

Account Descr	2015 Budget	2015 Amt	2016 Adopted	2016 YTD Amt	2017 Budget
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	\$6,895.52	\$9,360.00
E 100-45000-110 Other Pay Boards &	\$1,500.00	\$1,230.00	\$1,500.00	\$0.00	\$1,500.00
E 100-45000-120 Employer Contrib Ret	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 100-45000-180 Employee Withholdings	\$588.00	\$328.07	\$588.00	\$527.51	\$716.00
E 100-45000-212 Motor Fuels	\$1,000.00	\$1,264.13	\$1,100.00	\$1,652.44	\$1,300.00
E 100-45000-300 Professional Srvs	\$4,000.00	\$6,224.64	\$6,240.00	\$1,943.11	\$7,400.00
E 100-45000-303 Engineering Fees	\$0.00	\$483.00	\$2,000.00	\$195.00	\$2,000.00
E 100-45000-360 Insurance (GENERAL)	\$5,900.00	\$5,862.00	\$5,900.00	\$3,101.00	\$6,077.00
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E 100-45000-381 Electric Utilities	\$250.00	\$148.45	\$177.00	\$140.01	\$177.00
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E 100-45000-490 Donations to Civic Org s	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 100-45000-500 Capital Outlay (GENERAL)	\$53,000.00	\$9,211.33	\$59,451.00	\$42,417.23	\$59,820.00
E 100-45000-530 City Beautification	\$2,000.00	\$1,085.04	\$2,000.00	\$701.71	\$2,000.00
E 100-45000-580 New Equipment	\$0.00	\$0.00	\$7,500.00	\$9,124.99	\$0.00
E 100-45000-720 Transfer Out	\$0.00	\$26,474.00	\$0.00	\$31,245.00	\$0.00
Dept 45000 Park and Rec	\$83,618.00	\$68,155.55	\$100,136.00	\$102,758.74	\$98,350.00
FUND 100 GENERAL FUND	\$83,618.00	\$68,155.55	\$100,136.00	\$102,758.74	\$98,350.00

Budget Capital Improvement Plan and Gantry Chart

Discussion on the 2016 budget, 2017 CIP and Gantry Chart, Park Board acknowledged receipt of all documents.

BUSINESS

Commission Vacancies

The last election has created two vacancies on the Park Board. Park Board is in receipt of two applications for the vacant park board positions. Another resident had expressed interest but did not submit an application. On a motion by Commissioner Butterfield and seconded by Commissioner McNeilly to recommend Troy Congdon and Mike Wegner be appointed to the Mayer Park and Recreation Board. Motion carried 4/0.

Picnic Shelter

Park Board discussed the estimated costs for a 24 x 44 shelter. The total does not include site work which would include removal of the old concrete and dirt work. It also does not include the electrical for the structure.

Building 24x44	\$43,445.00
Freight	\$2,000.00
Engineering & Design	\$5,500.00
Installation	\$21,500.00
Concrete	\$5,544.00
Restroom	\$75,450.00
Water/Sewer	\$62,500.00
Total	\$215,939.00

Site preparation	Unknown
Electrical	Unknown

Park Board also discussed expanding the concession stand and constructing restrooms near the concession stand. Park Board would like to have more concrete amounts so they would like to hire an architect to assist them with the picnic shelter. On a motion by Commissioner Johnson and seconded by Commissioner McNeilly to request that the City Council allow the Park Board to hire an architect. Motion carried 4/0.

Movie for December

Reminder about the movie for December 28 at 10 AM and 7 PM. Staff to check with local businesses about the type of popcorn and oil they use.

Discussion about 5K

Discussion about the 5K and whether the Park Board is going to sponsor a 5K event in 2017. Park Board instructed staff to find out if the Mayer Rising Community Festival would be okay with a 5K the day of their event. Park board would also like to see if the businesses would like to sponsor the event. Staff will forward idea to the EDA for their assistance on the sponsorship. Staff will contact Scott Wakefield about the 5K.

Skating Rink Discussion

Commissioner Johnson had requested the park board discuss a skating rink. Commissioner McNeilly explained the history of the skating rink. He had flooded and taken care of the skating rink for the past four years. He stated it is very difficult to make good ice. The City doesn't have the staff or the equipment to properly maintain a skating rink. The other issue was the location for a skating rink.

Next Meeting

The next meeting of the Park Board will be on Tuesday, January 10, 2017 at 6:30 PM.

Park Board Chair

Park Board discussed who was going to be the Chair. Commissioner McNeilly is willing to be the Chair.

Commissioners Report

Commissioner Butterfield has been elected to the City Council. She shared with the Park Board that she has enjoyed her five years on the Park Board.

Staff Report

None

Adjournment

On a motion by Commissioner McNeilly and seconded by Commissioner Butterfield to adjourn the meeting at 7:40 PM.
Motion carried 4/0.

*Claim Register©

01/23/17PAY

January 2017

Claim Type	Direct				
Claim#	11326	ATHC - WATERTOWN			
Cash Payment	E 100-49505-300	Professional Svcs	COUPONS 4360 (33)		\$303.00
	Invoice	151840			
Transaction Date	1/12/2017		Security Bank	10100	Total \$303.00

Claim Type	Direct				
Claim#	11317	BOLTON MENK INC			
Cash Payment	G 800-20201	Coldwater Crossing	COLDWATER CROSSING 7TH		\$912.00
	Invoice	198629			
Cash Payment	E 100-41000-303	Engineering Fees	MISC. ENG		\$287.00
	Invoice	198629			
Cash Payment	G 800-20202	Hidden Creek	HIDDEN CREEK 6TH		\$1,439.50
	Invoice	198633			
Cash Payment	E 100-41000-303	Engineering Fees	2016 DEVELOPMENT REVIEW		\$112.00
	Invoice	198626			
Transaction Date	1/11/2017		Security Bank	10100	Total \$2,750.50

Claim Type	Direct				
Claim#	11315	BOND TRUST SERVICES CORP	Clk# 020497	1/19/2017	
Cash Payment	E 350-41000-600	Debt Srv Principal	GO BONDS \$975,000, SERIES 2015A		\$35,000.00
	Invoice	32929			
Cash Payment	E 350-41000-601	Debt Srv Interest	GO BONDS \$975,000, SERIES 2015A		\$3,625.00
	Invoice	32929			
Cash Payment	E 620-47000-601	Debt Srv Interest	GO BONDS \$975,000, SERIES 2015A		\$1,925.00
	Invoice	32929			
Cash Payment	G 620-22500	Bonds Payable-Current Portion	GO BONDS \$975,000, SERIES 2015A		\$15,000.00
	Invoice	32929			
Cash Payment	E 350-41000-601	Debt Srv Interest	GO BONDS \$975,000, SERIES 2015A		\$4,300.00
	Invoice	32929			
Cash Payment	E 350-41000-600	Debt Srv Principal	GO BONDS \$975,000, SERIES 2015A		\$40,000.00
	Invoice	32929			
Cash Payment	E 350-41000-601	Debt Srv Interest	GO BONDS \$975,000, SERIES 2015A		\$450.00
	Invoice	33795			
Cash Payment	E 100-41000-620	Fiscal Agent s Fees	GO IMPROVE/UTILITY REV BONDS \$1,675,000, SERIES 2014A		\$450.00
	Invoice	33794			
Cash Payment	E 325-41000-600	Debt Srv Principal	GO IMPROVE/UTILITY REV BONDS, SERIES 2014A		\$195,000.00
	Invoice	32928			
Cash Payment	E 325-41000-601	Debt Srv Interest	GO IMPROVE/UTILITY REV BONDS, SERIES 2014A		\$17,050.00
	Invoice	32928			
Transaction Date	1/11/2017		Security Bank	10100	Total \$312,700.00

Claim Type	Direct				
Claim#	11342	BUREAU OF CRIMINAL AFFAIRS	Clk# 020495	1/17/2017	
Cash Payment	E 100-42200-300	Professional Svcs	FD BACKGROUND CHECK FOR DANIEL MARTIN		\$32.00
	Invoice				
Transaction Date	1/17/2017		Security Bank	10100	Total \$32.00

Claim Type	Direct	
Claim#	11318	CARVER CO TAXPAYERS SERVIC

***Claim Register©**

01/23/17PAY

January 2017

Cash Payment	E 100-41410-350 Print/Binding	MISC FEES FOR 2016 ELECTION		\$1,020.23
	Invoice 1820			
Cash Payment	E 100-41000-301 Auditing and Acct g Serv	EOY10 AUDIT-VERIF. OF TAX DISTRICT		\$150.00
	Invoice 1842			
Transaction Date	1/11/2017	Security Bank	10100	Total \$1,170.23
Claim Type	Direct			
Claim#	11323	CARVER COUNTY ATTORNEYS OF		
Cash Payment	E 100-41000-304 Legal Fees	4TH QRT PARKING FINES 2016		\$274.83
	Invoice			
Transaction Date	1/12/2017	Security Bank	10100	Total \$274.83
Claim Type	Direct			
Claim#	11325	CCFDMAA		
Cash Payment	E 100-42200-433 Dues and Subscriptions	ANNUAL DUES FOR 2017		\$250.00
	Invoice FD201706			
Transaction Date	1/12/2017	Security Bank	10100	Total \$250.00
Claim Type	Direct			
Claim#	11336	CENTERPOINT ENERGY	Ck# 004440E 2/1/2017	
Cash Payment	E 640-49480-383 Gas Utilities	WWTF		\$1,507.42
	Invoice			
Transaction Date	1/12/2017	Security Bank	10100	Total \$1,507.42
Claim Type	Direct			
Claim#	11337	CENTERPOINT ENERGY	Ck# 004441E 2/1/2017	
Cash Payment	E 620-49410-383 Gas Utilities	WTP		\$117.72
	Invoice			
Transaction Date	1/12/2017	Security Bank	10100	Total \$117.72
Claim Type	Direct			
Claim#	11338	CENTERPOINT ENERGY	Ck# 004442E 2/1/2017	
Cash Payment	E 100-43700-383 Gas Utilities	P/W		\$132.76
	Invoice			
Transaction Date	1/12/2017	Security Bank	10100	Total \$132.76
Claim Type	Direct			
Claim#	11339	CENTERPOINT ENERGY	Ck# 004443E 1/12/2017	
Cash Payment	E 100-41940-383 Gas Utilities	CITY HALL		\$904.48
	Invoice			
Transaction Date	1/12/2017	Security Bank	10100	Total \$904.48
Claim Type	Direct			
Claim#	11340	CENTERPOINT ENERGY	Ck# 004444E 1/12/2017	
Cash Payment	E 100-42280-383 Gas Utilities	FD		\$490.58
	Invoice			
Transaction Date	1/12/2017	Security Bank	10100	Total \$490.58
Claim Type	Direct			
Claim#	11324	CENTRAL FIRE PROTECTION, INC.		
Cash Payment	E 100-42280-400 Repairs & Maint Cont	ANNUAL MAINTENANCE/FIRE EXTINGUISHERS		\$207.50
	Invoice 36145			
Transaction Date	1/12/2017	Security Bank	10100	Total \$207.50

*Claim Register©

01/23/17PAY

January 2017

Claim Type Direct

Claim# 11328 CITY OF HUTCHINSON

Cash Payment E 640-49480-404 Repairs/Maint Machinery/E 2017 ANNUAL DUES/PERMIT HAUL FEE-
WWTF \$100.00

Invoice 41988

Transaction Date 1/19/2017 Security Bank 10100 Total \$100.00

Claim Type Direct

Claim# 11330 FRANKLIN PRINTING INC

Cash Payment E 100-41000-200 Office Supplies NOTARY STAMP FOR JANELL \$31.69

Invoice W170012

Cash Payment E 100-41000-200 Office Supplies CITY ADDRESS STAMP \$43.92

Invoice W170012

Transaction Date 1/12/2017 Security Bank 10100 Total \$75.61

Claim Type Direct

Claim# 11334 FRONTIER Ck# 004438E 1/25/2017

Cash Payment E 100-43700-321 Telephone P/W \$80.11

Invoice

Transaction Date 1/12/2017 Security Bank 10100 Total \$80.11

Claim Type Direct

Claim# 11329 GERALD THOMAS

Cash Payment E 100-41020-400 Repairs & Maint Cont WIPE & RESET CITY LAPTOP FOR OSBORN \$20.00

Invoice

Transaction Date 1/12/2017 Security Bank 10100 Total \$20.00

Claim Type Direct

Claim# 11334 GOPHER STATE ONE-CALL INC

Cash Payment E 620-49440-355 Gopher State Locates 2017 ANNUAL FACILITY OPERATOR FEE
\$100-10.80(CREDIT) \$44.60

Invoice

Cash Payment E 640-49490-366 Gopher State Locates 2017 ANNUAL FACILITY OPERATOR FEE
\$100-10.80(CREDIT) \$44.60

Invoice

Transaction Date 1/19/2017 Security Bank 10100 Total \$89.20

Claim Type Direct

Claim# 11332 HDSWW-EDEN PRAIRIE MN

Cash Payment E 620-49440-437 Water Meters WATER METERS/HORNS \$147.13

Invoice G540810

Transaction Date 1/12/2017 Security Bank 10100 Total \$147.13

Claim Type Direct

Claim# 11329 HESELTON CONSTRUCTION, LLC

Cash Payment E 440-43100-500 Capital Outlay (GENERAL) CONTRACTOR FINAL PYMT TH 25/62ND ST
INTERS. IMPROVEMENTS \$21,911.51

Invoice

Transaction Date 1/19/2017 Security Bank 10100 Total \$21,911.51

Claim Type Direct

Claim# 11331 HILLYARD-OF HUTCHINSON

Cash Payment E 100-41940-400 Repairs & Maint Cont PAPER DISPENSER REPLACEMENT PART
FOR CC BATHROOM \$6.50

Invoice 39046944

Transaction Date 1/19/2017 Security Bank 10100 Total \$6.50

***Claim Register©**

01/23/17PAY

January 2017

Claim Type Direct
 Claim# 11322 *KLUVER CONSULTING* Ck# 020496 1/18/2017
 Cash Payment E 640-49480-300 Professional Svcs SERVICES FOR 1/1-15/17 \$900.00
 Invoice 1-17
 Transaction Date 1/12/2017 Security Bank 10100 **Total** \$900.00

Claim Type Direct
 Claim# 11328 *LUTHERAN HIGH SCHOOL*
 Cash Payment E 100-49605-430 Miscellaneous (GENERAL) CHRISTMAS TREE PICKUP-115 WREATHS & TREES \$230.00
 Invoice
 Transaction Date 1/12/2017 Security Bank 10100 **Total** \$230.00

Claim Type Direct
 Claim# 11332 *MCLEOD COOP POWER ASSN* Ck# 004448E 1/28/2017
 Cash Payment E 100-43160-381 Electric Utilities CITY SIGN \$35.69
 Invoice
 Transaction Date 1/19/2017 Security Bank 10100 **Total** \$35.69

Claim Type Direct
 Claim# 11333 *MCLEOD COOP POWER ASSN* Ck# 004447E 1/28/2017
 Cash Payment E 100-43160-381 Electric Utilities STREET LIGHTS \$694.73
 Invoice
 Transaction Date 1/19/2017 Security Bank 10100 **Total** \$694.73

Claim Type Direct
 Claim# 11316 *MELCHERT HUBERT SJODIN, PLL*
 Cash Payment E 100-41000-304 Legal Fees CWC 7TH ADD PLAT REV, ELITE WASTE \$432.10
 Invoice 129664
 Cash Payment E 100-41000-304 Legal Fees CARVER COUNTY FILING/RECORD FEES \$94.00
 Invoice 129664
 Cash Payment E 100-41000-304 Legal Fees EMAIL CORRESP/DRAFT DEVEL. AGREE. \$44.70
 Invoice 129666
 Cash Payment E 100-41000-304 Legal Fees REVIEW OF US SOLAR RESPONSE \$223.50
 Invoice 129667
 Transaction Date 1/11/2017 Security Bank 10100 **Total** \$794.30

Claim Type Direct
 Claim# 11319 *MN PUBLIC FACILITIES AUTHORIT*
 Cash Payment E 640-47000-601 Debt Srv Interest MPFA-98-0023-R-FY00 \$2,164.50
 Invoice
 Cash Payment E 620-47000-601 Debt Srv Interest MPFA-99-0068-R-FY01 \$1,837.70
 Invoice
 Cash Payment E 620-47000-601 Debt Srv Interest MPFA-05-0069-R-FY07 \$14,800.50
 Invoice
 Transaction Date 1/11/2017 Security Bank 10100 **Total** \$18,822.70

Claim Type Direct
 Claim# 11335 *MOBIL - EXXON/MOBIL*
 Cash Payment E 100-43100-212 Motor Fuels P/W \$278.99
 Invoice XXX16159375
 Cash Payment E 100-42260-212 Motor Fuels FD \$156.96
 Invoice XXX16159375
 Transaction Date 1/19/2017 Security Bank 10100 **Total** \$435.95

*Claim Register©

01/23/17PAY

January 2017

Claim Type	Direct				
Claim#	11321	MSFDA			
Cash Payment	E 100-42200-433	Dues and Subscriptions	RENEWAL FEES		\$7.00
	Invoice				
Transaction Date	1/11/2017	Security Bank	10100	Total	\$7.00

Claim Type	Direct				
Claim#	11320	MUNICIPAL DEVELOPMENT GROU			
Cash Payment	G 800-20201	Coldwater Crossing	PLANNING SERVICES CWC/HC WEST		\$442.63
	Invoice	MAY010717			
Cash Payment	E 100-41910-300	Professional Svcs	PLANNING SERVICES CWC/HC WEST		\$42.50
	Invoice	MAY010717			
Transaction Date	1/11/2017	Security Bank	10100	Total	\$485.13

Claim Type	Direct				
Claim#	11311	POSTMASTER	Ck# 020490	1/11/2017	
Cash Payment	E 620-49440-322	Postage	DECEMBER 2016 UTILITY BILLING		\$128.35
	Invoice				
Cash Payment	E 640-49490-322	Postage	DECEMBER 2016 UTILITY BILLING		\$128.35
	Invoice				
Transaction Date	1/11/2017	Security Bank	10100	Total	\$256.70

Claim Type	Direct				
Claim#	11327	UTILITY CONSULTANTS, INC.			
Cash Payment	E 620-49440-215	Samples	SAMPLES		\$40.00
	Invoice	93932			
Transaction Date	1/12/2017	Security Bank	10100	Total	\$40.00

Claim Type	Direct				
Claim#	11335	XCEL ENERGY	Ck# 004439E	1/31/2017	
Cash Payment	E 100-43160-381	Electric Utilities	CITY STREETLIGHTS		\$1,832.10
	Invoice	529610402			
Transaction Date	1/12/2017	Security Bank	10100	Total	\$1,832.10

Pre-Written Checks	\$319,684.29
Checks to be Generated by the Compute	\$48,121.09
Total	\$367,805.38

COUNCIL APPROVAL -
SIGNATURES/INITIALS _____

*Claim Register©

CLAIMFOR2016

December

January 2017

Claim Type Direct

Claim# 11313 AERZEN USA CORP

Cash Payment E 640-49480-404 Repairs/Maint Machinery/E 3 AIR FILTER CARTRIDGES \$ FREIGHT \$473.70
Invoice SPI-16-003806

Transaction Date 1/11/2017 Security Bank 10100 Total \$473.70

Claim Type Direct

Claim# 11341 EHLERS & ASSOCIATES INC

Cash Payment E 100-41000-301 Auditing and Acct'g Service FINANCIAL ADVISORY SERVICES \$3,175.00
Invoice

Transaction Date 1/12/2017 Security Bank 10100 Total \$3,175.00

Claim Type Direct

Claim# 11312 FERGUSON ENTERPRISES INC

Cash Payment E 640-49480-500 Capital Outlay (GENERAL) DEN30 & CONVERSION \$1,397.60
Invoice 4505506

Transaction Date 1/11/2017 Security Bank 10100 Total \$1,397.60

Claim Type Direct

Claim# 11314 OWENS COMPANIES, INC.

Cash Payment E 640-49480-404 Repairs/Maint Machinery/E PREVENTATIVE MAINTENANCE/REPAIR AIR \$894.06
UNIT #1
Invoice 70979

Transaction Date 1/11/2017 Security Bank 10100 Total \$894.06

Pre-Written Checks	\$0.00
Checks to be Generated by the Compute	\$5,940.36
Total	\$5,940.36

COUNCIL APPROVAL -
SIGNATURES/INITIALS _____



BOLTON & MENK, INC.

Consulting Engineers & Surveyors

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

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

www.bolton-menk.com

January 16, 2017

City of Mayer
Attn: Luayn Ruch-Hammond
13 Bluejay Ave
P.O. Box 102
Mayer, MN 55360-0102

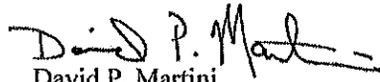
RE: TH 25 & 62nd Street Intersection Improvements
Mayer, MN

Dear Luayn:

Enclosed is Payment Request No. 9 - Final from Heselton Construction for work completed on the TH 25 & 62nd Street Intersection Improvements Project through January 16, 2017. This request accounts for the remaining retainage on the project. We have reviewed the estimate, verified the quantities, reviewed and verified all punch list items have been completed and recommend final payment in the amount of \$21,911.51.

Please contact me if you have any questions or need additional information.

Sincerely,
BOLTON & MENK, INC.


David P. Martini
Principal Engineer

CONTRACTOR'S PAY REQUEST		DISTRIBUTION:	
TH 25/62ND STREET INTERSECTION IMPROVEMENTS		CONTRACTOR (1)	
CITY OF MAYER, MN		OWNER (1)	
BMI PROJECT NO. C13.106052		ENGINEER (1)	
S.P. 1006-28		BONDING CO. (1)	
TOTAL AMOUNT BID PLUS APPROVED CHANGE ORDERS		\$867,422.15	
TOTAL, COMPLETED WORK TO DATE		\$876,460.76	
TOTAL, STORED MATERIALS TO DATE		\$0.00	
DEDUCTION FOR STORED MATERIALS USED IN WORK COMPLETED		\$0.00	
TOTAL, COMPLETED WORK & STORED MATERIALS		\$876,460.76	
RETAINED PERCENTAGE (. 0.0%)		\$0.00	
TOTAL AMOUNT OF OTHER PAYMENTS OR (DEDUCTIONS)		\$0.00	
NET AMOUNT DUE TO CONTRACTOR TO DATE		\$876,460.76	
TOTAL AMOUNT PAID ON PREVIOUS ESTIMATES		\$854,549.24	
PAY CONTRACTOR AS ESTIMATE NO.	9 - (Final)	\$21,911.51	

Certificate for Partial Payment

I hereby certify that, to the best of my knowledge and belief, all items quantities and prices of work and material shown on this Estimate are correct and that all work has been performed in full accordance with the terms and conditions of the Contract for this project between the Owner and the undersigned Contractor, and as amended by any authorized changes, and that the foregoing is a true and correct statement of the contract amount for the period covered by this Estimate.

Contractor: HESELTON CONSTRUCTION
680 NW 24th Street
Faribault, MN 55021

By Dean Sammon Name Project Manager Title

Date 1-16-17

CHECKED AND APPROVED AS TO QUANTITIES AND AMOUNT:
ENGINEER: BOLTON & MENK, INC., ENGINEERS, 2638 SHADOW LN., #200, CHASKA, MN 55318

By David P. Martini, CITY ENGINEER
DAVID MARTINI, P.E.

Date 1/17/17

APPROVED FOR PAYMENT:
OWNER:

By _____ Name _____ Title _____ Date _____

And _____ Name _____ Title _____ Date _____



City of Mayer
Resolution No. 1-23-2016-5

Regarding Appointment of Cody Brunner to the
Mayer Fire Department

WHEREAS, the City of Mayer made the decision to appoint members to the fire department,

WHEREAS, the City and fire department are in need of fire fighters; and

WHEREAS, Cody Brunner has passed all requirements of the Mayer Fire Department the Fire Chief is recommending the appointment of Cody Brunner,

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Mayer, Minnesota, that Cody Brunner is a member of the Mayer Fire Department as of January 23, 2017.

Adopted by the City Council of the City of Mayer, Minnesota this 23rd day of January, 2017.

Mike Dodge, Mayor

ATTEST:

Luayn Ruch-Hammond, City Clerk



**CITY OF MAYER
RESOLUTION NO. 1-23-2017-6
RESOLUTION APPROVING CONTRIBUTIONS**

WHEREAS, The City of Mayer is generally authorized to accept contributions of real and personal property pursuant to Minnesota Statutes Sections 412.21 and 465.03 for the benefit of its citizens and is specifically authorized to accept gifts and bequests for the benefit of recreational service pursuant to Minnesota Statutes Section 471.17; and

WHEREAS, The following persons and entities have offered to contribute the cash sums set forth below to the City:

<u>Name of Donor</u>	<u>Purpose</u>	<u>Amount</u>
Mayer Baseball Club	Fire Department	\$3,000.00

WHEREAS, All such sums have been contributed to assist the City in the establishment and operation of recreational facilities and programs within the City's corporate limits either alone or in cooperation with others, as allowed by law; and

WHEREAS, The City Council hereby finds that it is appropriate to accept the contributions offered.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF MAYER, MINNESOTA, AS FOLLOWS:

1. The contributions described above are hereby accepted by the City of Mayer and shall be used to establish and operate recreational facilities and programs within the City's corporate limits either alone or in cooperation with others, as allowed by law.

2. That the City Clerk is hereby directed to issue receipts to each donor acknowledging the City's receipt of the donor's contribution.

Adopted by the City Council of the City of Mayer this 23rd day of January 2017.

Mike Dodge, Mayor

ATTEST: _____
Luayn Ruch-Hammond, City Clerk

Luayn Ruch-Hammond

From: Sandy Meyer [smeyer@co.carver.mn.us]
Sent: Wednesday, January 11, 2017 2:04 PM
To: City of Mayer (cityadmin@frontiernet.net)
Cc: Gary Stahlke
Subject: 2016 Reports
Attachments: Activity Description by Class.pdf; 2016 Jan-May.pdf; 2016 June-December 2.pdf

First and foremost thank you for your patience and understanding, 2016 has been a transition year for the Carver County Sheriff's Office crime statistics.

June 1st was the major change over in the reporting of crimes to the FBI under the NIBRS (National Incident Based Reporting System) format.

The Carver County Sheriff's Office was chosen by the BCA (Bureau of Criminal Apprehension) to be the first law enforcement agency in the State of Minnesota to transition to NIBRS.

NIBRS meant the reclassification of crimes, to assist you I have attached a spread sheet which provides a list of each classification and activity code with description under NIBRS.

The other change under NIBRS guidelines is all misdemeanor citations for Group A or Group B offenses are classified as arrests.

These two changes resulted in making it literally impossible to compare 2016 crime statistics to prior years and provide one report format for 2016.

We also used this opportunity to revamp the monthly statistical reports to better fit your needs and wants.

There is no way an "apple to apple" comparison can be completed, therefore, you are receiving two (2) reports for the year 2016.

The January-May is based on the old MnCIRS (Minnesota Criminal Justice Reporting System) format.

The June – December is based on the new NIBRS format.

In 2017 you will again receive your monthly reports by the 10th of each month. The 2017 report will be in the same format as the June-December 2016.

Should you have any questions regarding your reports please feel free to contact Cmd. Paul Tschida or myself.

THANK YOU and Happy New Year!

Sandy Meyer
Records Supervisor
Carver County Sheriff's Office
Ph#952-361-1264

Disclaimer: Information in this message or an attachment may be government data and thereby subject to the Minnesota Government Data Practices Act, may be subject to attorney-client or work product privilege, may be confidential, privileged, proprietary, or otherwise protected. The unauthorized review, copying, retransmission, or other use or disclosure of the information is strictly prohibited. If you are not the intended recipient of this message, please immediately notify the sender of the transmission error and then promptly delete this message from your computer system.

Activity Code		NIBRS - Activity Codes	
Descriptor			
GROUP A			
AC	Animal Cruelty	Abuse or neglect of animal	
AR	Arson	Intentionally destroy property by fire	
A	Assault	Altercation between parties where physical harm occurred	
AA	Aggravated Assault	Assault where substantial injury is caused or weapon used	
BB	Bribery	Offering, giving, receive anything of value to sway judgement	
B	Burglary	Unlawful entry into a structure to commit a crime	
CF	Counterfeiting/Forgery	Alter, copy, imitation, passing a copy as an original	
P	Property Damage	All damage to property	
D	Drugs	All drug violations, possession of, sale of, manufacture of	
EM	Embezzlement	Misappropriation of money, property entrusted to person	
EX	Extortion/Blackmail	Unlawful obtain money, property by use or threat of force	
U	Fraud	Intentional perversion of truth to obtain money or property	
G	Gambling	Unlawful operate, promote or assist in operation of gambling	
H	Homicide	Intentional taking of a persons life	
HT	Human Trafficking	Induce a person to perform sex act or labor via force, fraud or coercion	
K	Kidnapping	Unlawful seizure, transport or detain person against their will	
T	Theft/larceny	Taking of property, stealing	
V	Motor Vehicle Theft	Theft of a motorized vehicle	
PO	Pornography	Manufacture, publish, sell, buy , possess sexually explicit material	
PR	Prostitution	Unlawfully engage in or promote sexual activity for anything of value	
R	Robbery	Taking of property by use of force	
S	Sex Offenses	Forcible sexual assault	
SN	Sex Offenses, Nonforcible	Nonforcible sexual intercourse (incest, statutory rape)	
SP	Stolen Prop Offenses	Receive, buy, sel possess, conceal, transport known stolen property	
W	Weapons	Violation of manufacture, sale purchase, transportm use firearm	

GROUP B			
BC	Bad Checks	Intentional issuance of check against insufficient or nonexistent funds	
CL *	Curfew/Loitering	Curfew violation/ person remain in area w/o visable means of support	
DP *	Disorderly Conduct	Behavior tends to disturb publice peace/shock public sense of morality	
J	Driving Under Influence	Traffic stop or accident involving drive under influence	
DR *	Drunkness	Drink alcohol to extent substantial impairs mental and physical function	
FO	Family Offense, Non violent	Unviolent acts by family member against another family member	
LV	Liquor Law Viol	Illegal consumption, sale, possession of liquor	
PT *	Peeping Tom	Secretly look in windows, doorway, keyhole for purpose of voyeurism	
RU	Runaway	Juvenile runaway	
TR *	Trepassing	Unlawfully enter land, dwelling or other real property	
M	All Other Offenses	OFF/Danco violation,Traffic - Hit & run accident	
		All other offense not included in other A & B classifications	
O *	Ordinances	Laws/rules created by county or cities.	
*		Use only when Enforcement used (citation or arrest)	

Activity Codes
Non-criminal, Traffic and Administrative

NON CRIMINAL		
Code	Description	
1	Misc. NonCriminal	Gen law enforcement questions: citizen assists, lost and found property civil disputes, juvenile disciplinary issues, etc
2	Unlock Veh/Bldg	Unlock doors of automobile, residence or business for owners
3	Alarm	Checking on an alarm at a private residence or business
4	Domestic	Verbal argument between parties. Must have relationship. No charges
5	Missing Person	Missing / Lost person (not runaway)
6	Abuse/Neglect - Info only	Abuse or neglect of children or adults
9	Animal	Animal bites, stray animals. All calls involving animals
10	Medical	Assist persons with medical issues, natural cause deaths
11	House/Business Check	Check on residences or business when owners are away from property
12	Assist other Agency	Assist other law enforcement, state patrol, govt depts, EMT or medical
13	Fire Call	Fires and assist to fire departments
15	Mental Health	Suicides, 72 hr holds for mental health issues
16	Civil Process	Service of civil papers. Assist with civil standby situations
17	Transport	Transport persons for various reasons.
19	Warrant Service	Service of warrant for Carver County and other counties.
20	Boat & Water	All incidents involving boats, watercraft and/or lakes
21	Snowmobile	All incidents involving snowmobiles
22	ATV	All incidents involving ATV
30	Suspicious Activity	Suspicious persons, acts or vehicles. Accidental 911 calls
31	Open Door	Located an open door to a business or residence
34	Drug - Info Only	Drug information only
35	Disturbance - Info Only	Noise complaint, disturbing peace
60	Child Custody Dispute	Incidents involving dispute over child custody

TRAFFIC RELATED		
Code	Description	
8	Traffic - Misc	Misc. traffic issues, stalled vehicle, debris on roadway, traffic control, veh in ditch, assists, all parking issues
38	Traffic - Stops	All traffic stops initiated by officers
50	Auto Accd - Prop Damage	Auto accident in which only property damage occurred
51	Auto Accd - MV vs deer	Auto accident involving a motor vehicle and deer
52	Auto Accd - Injury	Auto accident in which injury and property damage occurred
54	Auto Accd - Fatality	Auto accident in which a fatality occurred
80	Driving Complaint	Complaints of bad driving behavior.

ADMINISTRATIVE

Code	Description	
0	Call Error	Calls for service created in error
18	Warrant Issued	Warrant issued by Carver County Court Administration
23	Explosive/Firearm Dealer	Application for a permit for explosives or firearms dealer license.
24	Gun Permit - Acquire	Application for a permit to purchase a handgun.
25	Gun Permit -Carry (new)	Application for a permit to carry a handgun.
26	Gun Permit - Transfer	Application for the transfer of a reg. gun from one individual to another.
28	Gun Permit - Carry (renewa	Application to renew a permit to carry a handgun.
32	Gun Permit - Carry Late Re	Application to renew a permit to carry a handgun after 90 day expiration
37	Rec Ck - Immigration	Records check for updating immigration status
39	Rec Ck - Gambling Permit	Records check for gambling permit
40	Rec Ck - Citizen Academy	Records check for citizens academy
41	Rec Ck - Adoption	Records check for adoption
42	Rec Ck - Carver Cty Employ	Records check for Carver County employment
43	Rec Ck - SO Employ	Records check for Carver County Sheriff's Office employment
44	Rec Ck - SO Volunteer	Records check for Carver County Sheriff's Office Volunteer
45	Rec Ck - DHS	Records check for Dept of Human Services
46	Rec Ck - Name Change	Records check for Name change purposed
47	Rec Ck - Other Employ	Records check for other employment
48	Rec Ck - Individual	Records check for an individual
49	Rec Ck - Military	Records check for the military
61	License - Day Care	Records check for a day care license
62	License - Foster Care	Records check for a foster care license
63	License - Liquor	Records check for a liquor license
64	License - Massage Parlor	Records check for a massage parlor license
65	License - Fireworks	Records check for fireworks permit
66	License - Peddler	Records check for peddlers license
999	Sealed	Records are sealed by Court Order

TABLE 1

Year	Country	Value
1990	USA	1.00
1991	USA	1.00
1992	USA	1.00
1993	USA	1.00
1994	USA	1.00
1995	USA	1.00
1996	USA	1.00
1997	USA	1.00
1998	USA	1.00
1999	USA	1.00
2000	USA	1.00
2001	USA	1.00
2002	USA	1.00
2003	USA	1.00
2004	USA	1.00
2005	USA	1.00
2006	USA	1.00
2007	USA	1.00
2008	USA	1.00
2009	USA	1.00
2010	USA	1.00
2011	USA	1.00
2012	USA	1.00
2013	USA	1.00
2014	USA	1.00
2015	USA	1.00
2016	USA	1.00
2017	USA	1.00
2018	USA	1.00
2019	USA	1.00
2020	USA	1.00



City of Mayer

2016

January - May

Listed below is a description of each of the different classifications of calls for service which the Carver County Sheriff's Office received and processed for your area.

CRIMINAL

Part I Crimes

Arson	Intentionally destroy property by fire
Assault - Aggravated	Assault where substantial injury is caused or deadly weapon used
Burglary	Unlawful entry into a structure to commit a crime
Homicide	Intentional taking of a persons life
Robbery	Taking of property in the presence of another with use of force
Sex Crime - felony	Forcible sexual assault, All felony sex crimes.
Theft	Taking of property, stealing
Theft - Vehicle	Theft of a motorized vehicle

Part II Crimes

Abuse/Neglect	Chargeable abuse or neglect of children or adults
Assault	Altercation between parties where actual physical harm occurred
Court Order Violations	Violation of court orders
Disturb Peace	Chargeable disturbance of peace. Harassment, disorderly conduct
Drug Violation	All drug violations: possession of, sale of, manufacture of
Gambling	Unlawful operate, promote or assist in the operation of gaming.
Liquor Laws	Illegal Consumption, sale or possession of liquor.
Misc. Criminal	Minor offenses that do not fall under any other classification
Property Damage	All damage to property including vandalism, littering and trespassing on property
Runaway	Juvenile runaway
Sex Crimes	Misc. sex crimes: criminal sexual conduct, sexual abuse, pornography, indecent exposure. (non felony sex crimes)
Suspicious Activity	Suspicious activity where charges result.
Theft - Related	Fraud, credit card theft, ID theft, issuance on bad check, counterfeiting, swindle
Traffic - Alcohol	Traffic stop or accident involving a driver under the influence of alcohol or drugs
Traffic - Other	Traffic stop that results in a traffic criminal charge - DAC-IPS, Hit and Run
Weapons	Violation of manufacture, sale, purchase, transport, use of firearm.

NON-CRIMINAL	
Abuse/Neglect (NC)	Investigation of abuse or neglect of a child or adult where no charges are filed.
Alarm	Checking on an alarm at a private residence or business
Animal	Animal bites, stray animals. All calls involving animals
Assist other Agency	Assist other law enforcement office, state patrol or government departments
Auto Accd - Fatality	Auto accident in which a fatality occurred
Auto Accd - Injury	Auto accident in which injury and property damage occurred
Auto Accd - Prop Damage	Auto accident in which property damage occurred
Auto Accd - MV vs Deer	Auto accident involving a motor vehicle and deer
Background Record Checks	Records check for persons adopting a child, military, govt. employment, individual.
Boat & Water	All incidents involving boats, watercraft and/or lakes
Child Care Assistance	All background checks for Social Service unlicensed child care assistance.
Child Custody Dispute	Incidents involving dispute over child custody
Civil Process	Service of civil papers/court orders. Assist with civil stand by situations
Disturb Peace (NC)	Noise, harassments, disturbance of peace where charges are not filed
Domestic	Verbal argument between parties with relationship, where no charges are filed.
Driving Complaint	Complaints of bad driving behavior.
Drug - Information	Information regard drug activity. No charges filed
Fire Call	Fires and assist to fire departments
Gun Permit - Acquire	Application for a permit to purchase a handgun.
Gun Permit - Carry	Application for a permit to carry a handgun.
Gun Permit - Transfer	Application for the transfer of one registered gun to another
Explosive/Firearms Dlr	Application for a permit for explosives or firearms dealer license.
House/Business Check	Check on residences or business when owners are away from property
License - Day Care	Background check for licensing day care
License - Foster Care	Background check for licensing foster care
License - Liquor	Background check for liquor licensing
License - Peddler	Background check for peddler licensing
Medical	Assist persons with medical issues, natural cause deaths
Mental Health	Suicides, 72 hr holds for mental health issues
Misc. Non. Criminal	General law enforcement questions: citizen assists, lost and found prop., civil matters, council packets and meetings, juv. disciplinary issues, etc
Missing Person	Missing / Lost person
Open Door	Located an open door to a business or residence
Prowler (NC)	Person on property who does not belong - window peeper. No charges filed
Sex Offender Tracking	Request from State to check location of registered sex offender
Snowmobile	All incidents involving snowmobiles
Suspicious Act (NC)	Suspicious persons, acts or vehicles - no charges
Traffic - Misc	Misc. traffic issues, stalled vehicle, debris on roadway, traffic control, parking violations, vehicle in the ditch and motorist assists.
Traffic - Radar Display	Traffic - Speed - Radar wagon
Traffic - Stops	All traffic stops initiated by officers
Transport	Transport persons for various reasons
Unlock Veh/Bldg	Unlock doors of automobile, residence or business for owners
Warrant Issued	Warrant issued by Carver County Court Administration.
Warrant Service	Service of warrant for Carver County and other counties.

CARVER COUNTY SHERIFF'S OFFICE
City of Mayer
2016 January - May

	2016
	YTD
ARRESTS - #incidents	2
ARRESTS - #individual	3
CITATIONS - other	3
CITATIONS - traffic	13
CITATIONS - parking	0
TOTAL CITATIONS	16

WARNINGS (written)	0
WARNINGS (verbal)	83

CRIMINAL	
Part I Crimes	
Arson	0
Assault - Aggravated	0
Burglary	1
Homicide	0
Robbery	0
Sex Crimes - Felony	0
Theft	5
Theft - Vehicle	0
Total Part I Crimes	6

Part II Crimes	
Abuse/Neglect	0
Assault	1
Court Order Violation	0
Disturb Peace	0
Drug Violations	2
Gambling	0
Liquor Law Viol	1
Misc. Criminal	0
Property Damage	0
Runaway	1
Sex Crimes	0
Suspicious Activity	0
Theft - Related	3
Traffic - Alcohol	0
Traffic - Other	0
Weapons	0
Total Part II Crimes	8
TOTAL CRIMINAL	14

2016

	YTD
NON-CRIMINAL	
Abuse/Neglect (not chargable)	4
Alarm	7
Animal	14
Assist other Agency	2
Auto Accd - Fatality	0
Auto Accd - Injury	0
Auto Accd - Prop Damage	5
Auto Accd - MV & Deer	0
Background Records Check	0
Boat & Water	0
Child Custody Dispute	4
Civil Process	1
Dist. Peace (not chargable)	13
Domestic (not chargable)	2
Driving Complaints	6
Drug - Information Only	0
Fire Call	5
Gun Permit - Acquire	9
Gun Permit -Carry	15
Gun Permit - Transfer	0
Explosive/Firearms Dlr Permit	0
House/Business Check	0
License - Day Care	0
License - Foster Care	0
License - Liquor	5
License - Massage Parlor	0
License - Peddler	0
Medical	19
Mental Health	0
Misc. Non. Criminal	15
Missing Person	0
Open Door	0
Prowler (not chargable)	0
Sex Offender Tracking	0
Snowmobile	0
Suspicious Act (not chargable)	13
Traffic - Misc	4
Traffic - Radar Display	0
Traffic - Stops	94
Transport	0
Unlock Veh/Bldg	0
Warrant Service	2
TOTAL NON-CRIMINAL	239
TOTAL REPORTED	253



City of Mayer

2016

June - December

Activity		NIBRS - Activity Codes
Code	Descriptor	
GROUP A		
AC	Animal Cruelty	Abuse or neglect of animal
AR	Arson	Intentionally destroy property by fire
A	Assault	Altercation between parties where physical harm occurred
AA	Aggravated Assault	Assault where substantial injury is caused or weapon used
BB	Bribery	Offering, giving, receive anything of value to sway judgement
B	Burglary	Unlawful entry into a structure to commit a crime
CF	Counterfeiting/Forgery	Alter, copy, imitation, passing a copy as an original
P	Property Damage	All damage to property
D	Drugs	All drug violations, possession of, sale of, manufacture of
EM	Embezzlement	Misappropriation of money, property entrusted to person
EX	Extortion/Blackmail	Unlawful obtain money, property by use or threat of force
U	Fraud	Intentional perversion of truth to obtain money or property
G	Gambling	Unlawful operate, promote or assist in operation of gambling
H	Homicide	Intentional taking of a persons life
HT	Human Trafficking	Induce a person to perform sex act or labor via force, fraud or coercion
K	Kidnapping	Unlawful seizure, transport or detain person against their will
T	Theft/larceny	Taking of property, stealing
V	Motor Vehicle Theft	Theft of a motorized vehicle
PO	Pornography	Manufacture, publish, sell, buy, possess sexually explicit material
PR	Prostitution	Unlawfully engage in or promote sexual activity for anything of value
R	Robbery	Taking of property by use of force
S	Sex Offenses	Forcible sexual assault
SN	Sex Offenses, Nonforcible	Nonforcible sexual intercourse (incest, statutory rape)
SP	Stolen Prop Offenses	Receive, buy, sell, possess, conceal, transport known stolen property
W	Weapons	Violation of manufacture, sale, purchase, transport, use firearm

GROUP B		
BC	Bad Checks	Intentional issuance of check against insufficient or nonexistent funds
CL *	Curfew/Loitering	Curfew violation/ person remain in area w/o visible means of support
DP *	Disorderly Conduct	Behavior tends to disturb public peace/shock public sense of morality
J	Driving Under Influence	Traffic stop or accident involving drive under influence
DR *	Drunkness	Drink alcohol to extent substantial impairs mental and physical function
FO	Family Offense, Non violent	Unviolent acts by family member against another family member
LV	Liquor Law Viol	Illegal consumption, sale, possession of liquor
PT *	Peeping Tom	Secretly look in windows, doorway, keyhole for purpose of voyeurism
RU	Runaway	Juvenile runaway
TR *	Trepassing	Unlawfully enter land, dwelling or other real property
M	All Other Offenses	OFF/Danco violation, Traffic - Hit & run accident
		All other offense not included in other A & B classifications
O *	Ordinances	Laws/rules created by county or cities.
		Use only when Enforcement used (citation or arrest)

*

Activity Codes

Non-criminal, Traffic and Administrative

NON CRIMINAL		
Code	Description	
1	Misc. NonCriminal	Gen law enforcement questions: citizen assists, lost and found property civil disputes, juvenile disciplinary issues, etc
2	Unlock Veh/Bldg	Unlock doors of automobile, residence or business for owners
3	Alarm	Checking on an alarm at a private residence or business
4	Domestic	Verbal argument between parties. Must have relationship. No charges
5	Missing Person	Missing / Lost person (not runaway)
6	Abuse/Neglect - Info only	Abuse or neglect of children or adults
9	Animal	Animal bites, stray animals. All calls involving animals
10	Medical	Assist persons with medical issues, natural cause deaths
11	House/Business Check	Check on residences or business when owners are away from property
12	Assist other Agency	Assist other law enforcement, state patrol, govt depts, EMT or medical
13	Fire Call	Fires and assist to fire departments
15	Mental Health	Suicides, 72 hr holds for mental health issues
16	Civil Process	Service of civil papers. Assist with civil standby situations
17	Transport	Transport persons for various reasons.
19	Warrant Service	Service of warrant for Carver County and other counties.
20	Boat & Water	All incidents involving boats, watercraft and/or lakes
21	Snowmobile	All incidents involving snowmobiles
22	ATV	All incidents involving ATV
30	Suspicious Activity	Suspicious persons, acts or vehicles. Accidental 911 calls
31	Open Door	Located an open door to a business or residence
34	Drug - Info Only	Drug information only
35	Disturbance - Info Only	Noise complaint, disturbing peace
60	Child Custody Dispute	Incidents involving dispute over child custody

TRAFFIC RELATED		
Code	Description	
8	Traffic - Misc	Misc. traffic issues, stalled vehicle, debris on roadway, traffic control, veh in ditch, assists, all parking issues
38	Traffic - Stops	All traffic stops initiated by officers
50	Auto Accd - Prop Damage	Auto accident in which only property damage occurred
51	Auto Accd - MV vs deer	Auto accident involving a motor vehicle and deer
52	Auto Accd - Injury	Auto accident in which injury and property damage occurred
54	Auto Accd - Fatality	Auto accident in which a fatality occurred
80	Driving Complaint	Complaints of bad driving behavior.

ADMINISTRATIVE

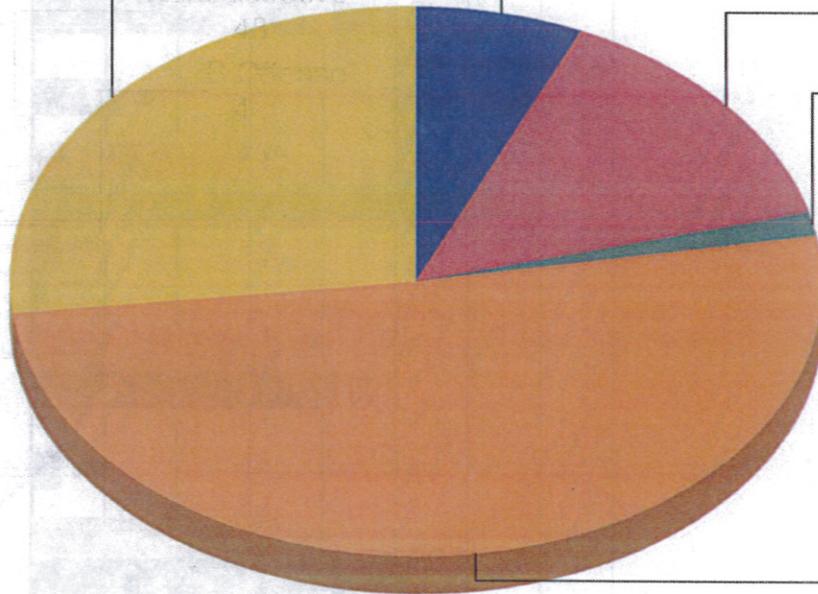
Code	Description	
0	Call Error	Calls for service created in error
18	Warrant Issued	Warrant issued by Carver County Court Administration
23	Explosive/Firearm Dealer	Application for a permit for explosives or firearms dealer license.
24	Gun Permit - Acquire	Application for a permit to purchase a handgun.
25	Gun Permit - Carry (new)	Application for a permit to carry a handgun.
26	Gun Permit - Transfer	Application for the transfer of a reg. gun from one individual to another.
28	Gun Permit - Carry (renewa	Application to renew a permit to carry a handgun.
32	Gun Permit - Carry Late Re	Application to renew a permit to carry a handgun after 90 day expiration
37	Rec Ck - Immigration	Records check for updating immigration status
39	Rec Ck - Gambling Permit	Records check for gambling permit
40	Rec Ck - Citizen Academy	Records check for citizens academy
41	Rec Ck - Adoption	Records check for adoption
42	Rec Ck - Carver Cty Employ	Records check for Carver County employment
43	Rec Ck - SO Employ	Records check for Carver County Sheriff's Office employment
44	Rec Ck - SO Volunteer	Records check for Carver County Sheriff's Office Volunteer
45	Rec Ck - DHS	Records check for Dept of Human Services
46	Rec Ck - Name Change	Records check for Name change purposed
47	Rec Ck - Other Employ	Records check for other employment
48	Rec Ck - Individual	Records check for an individual
49	Rec Ck - Military	Records check for the military
61	License - Day Care	Records check for a day care license
62	License - Foster Care	Records check for a foster care license
63	License - Liquor	Records check for a liquor license
64	License - Massage Parlor	Records check for a massage parlor license
65	License - Fireworks	Records check for fireworks permit
66	License - Peddler	Records check for peddlers license
999	Sealed	Records are sealed by Court Order.



**Carver County Sheriff's Office
Monthly Calls for Service
From: 06/01/2016 To: 12/31/2016**

Mayer City

Traffic
91



A Offense
23

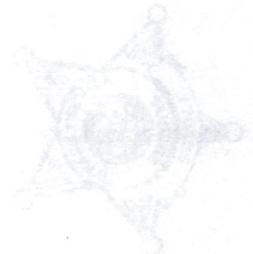
Administrative
48

B Offense
4

Non Criminal
173

Total A Offense:	23
Total B Offense:	4
Total Non Criminal:	173
Total Traffic:	91
Total Administrative:	48

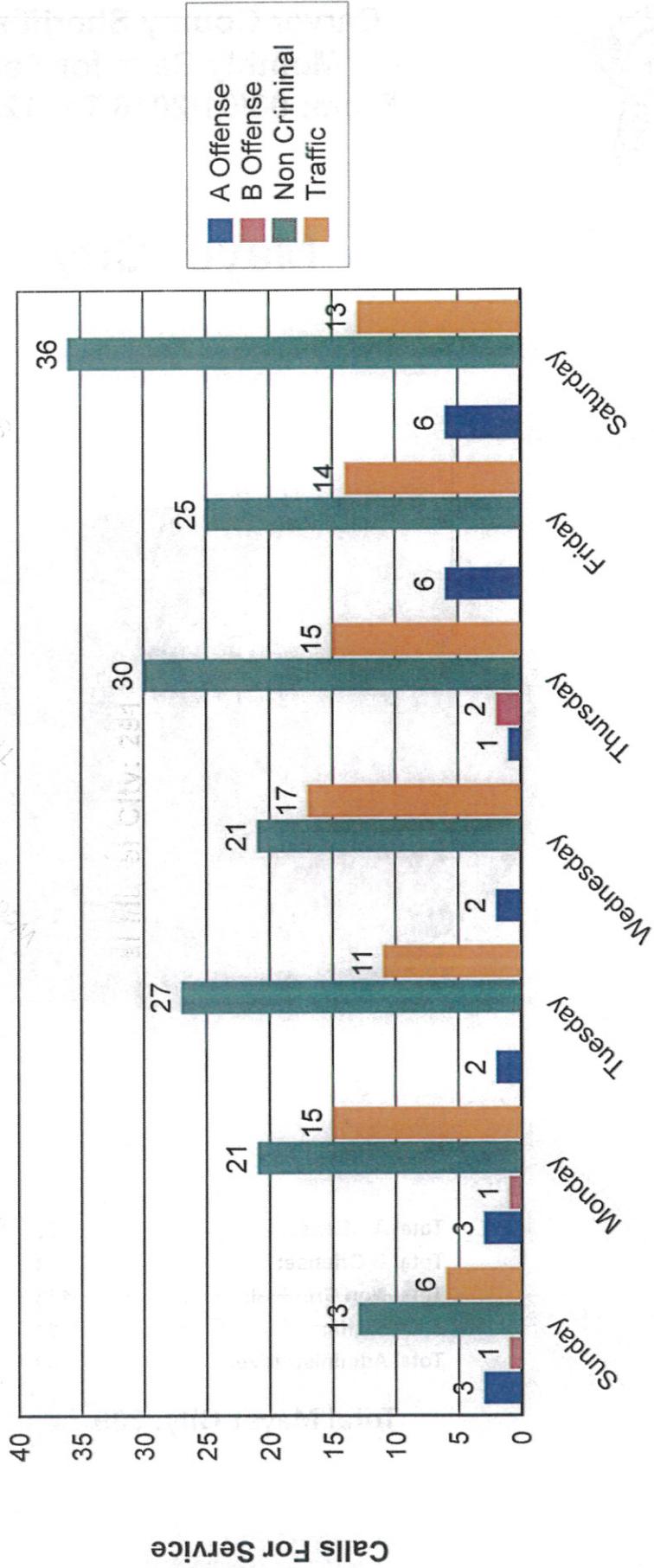
Total Mayer City: 339





**Carver County Sheriff's Office
Monthly Calls for Service
From: 06/01/2016 To: 12/31/2016**

Mayer City

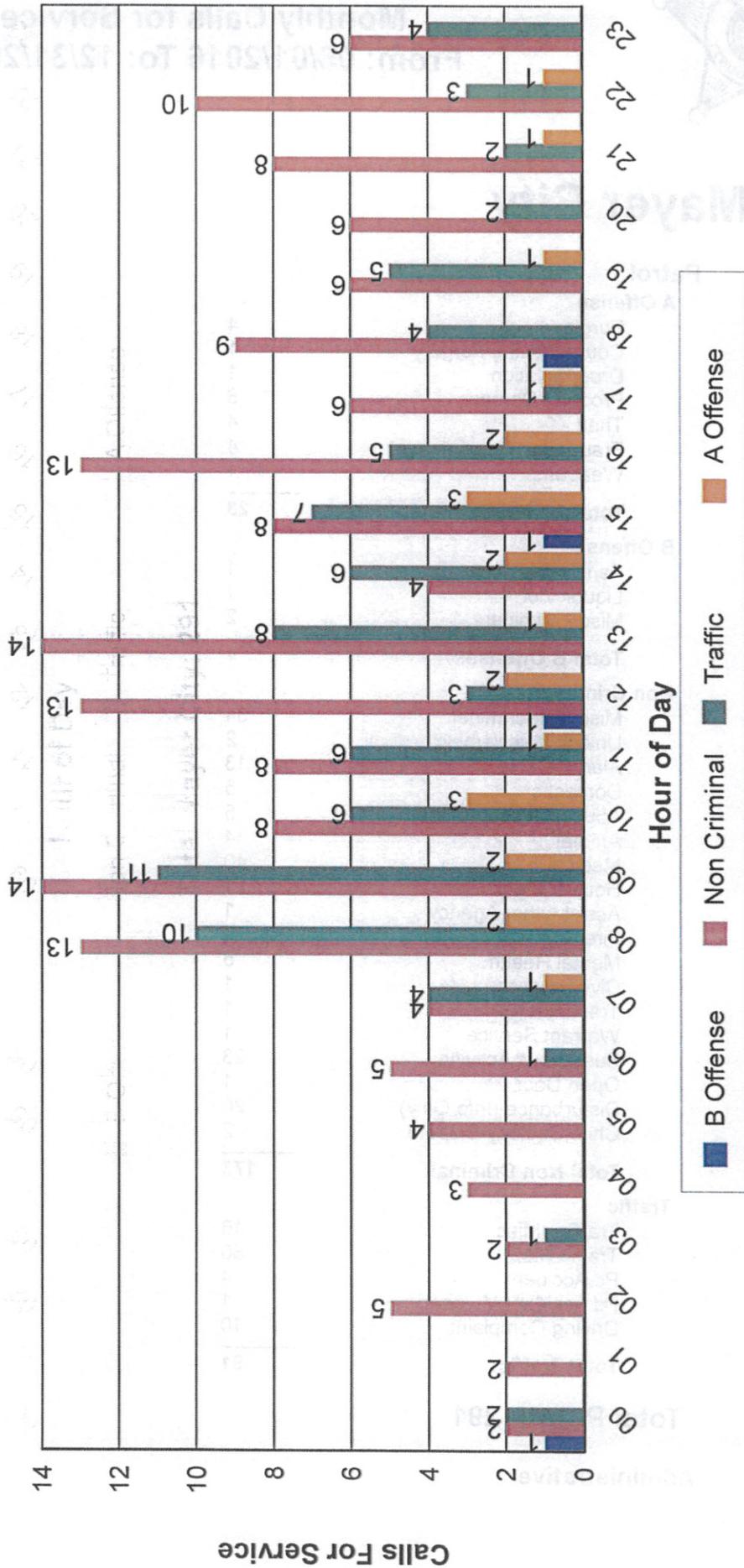


Total Mayer City: 291



Carver County Sheriff's Office
 Monthly Calls for Service
 From: 06/01/2016 To: 12/31/2016

Mayer City



Total Mayer City: 291





**Carver County Sheriff's Office
Monthly Calls for Service
From: 06/01/2016 To: 12/31/2016**

Mayer City

Patrol

A Offense

Burglary	4
Counterfeiting/Forgery	1
Drug Violation	1
Property Damage	8
Theft	4
Fraud	4
Weapons	1

Total A Offense: 23

B Offense

Family Offense	1
Liquor Viol	1
Misc - criminal	2

Total B Offense: 4

Non Criminal

Misc Non-criminal	34
Unlock Vehicle/bldg	2
Alarm	13
Domestic	5
Abuse/Neglect (Info Only)	5
Animal	14
Medical	40
House Check	1
Assist Other Agency	1
Fire Call	4
Mental Health	5
Civil Process	1
Transport	1
Warrant Service	1
Suspicious Activity	23
Open Door	1
Disturbance (Info Only)	20
Child Custody Dispute	2

Total Non Criminal: 173

Traffic

Traffic - Misc	16
Traffic Stop	60
Pd Accident	4
Pd Accident Mv/deer	1
Driving Complaint	10

Total Traffic: 91

Total Patrol: 291

Administrative



**Carver County Sheriff's Office
Monthly Calls for Service
From: 06/01/2016 To: 12/31/2016**

Administrative	
GunPermit-Acquire	22
GunPermit-CarryNew	25
ATF	1
Total Administrative:	<hr/> 48

Total Administrative: 48

Total Mayer City: 339



Carver County Sherff's Office Arrest Summary From: 06/01/2016 To: 12/31/2016

Mayer City

11B - Sodomy	1
11D - Fondling	1
26A - False Pretenses/Swindle/Confidence Gar	1
520 - Weapon Law Violations	1
90A - Bad Checks	1
90G - Liquor Law Violations	1
90Z - All Other Offenses	2

Total Number of Charges Involving All Arrests:	8
Total Number Individuals Arrested:	5
Total Incident With Arrests:	5



Carver County Sherff's Office Citation Summary From: 06/01/2016 To: 12/31/2016

Mayer City

Failure To Yield:	1
H&R Property Damage Accident:	1
Inattentive Driving:	2
Restricted License Violation:	1
Seatbelt Violation:	1
Speed:	3
Stop Sign:	2
Total Mayer City:	11



**Carver County Sheriff's Office
Verbal Warnings
From: 06/01/2016 to 12/31/2016**

Mayer City

Animal: 1

Driving Complaint: 1

Traffic - Misc: 2

Traffic Stop: 51

Grand Total Verbal Warnings: 55



Public Services Division
Carver County Government Center
600 East 4th Street
Chaska, MN 55318-2102

**CARVER
COUNTY**

December 28, 2016

Kyle Kuntz
City of Mayer
413 BlueJay Avenue
Mayer, MN 55360

Subject: Annual Weed Control Report

Dear Weed Inspector:

Attached is an annual weed control report. Please complete this report to the best of your ability for activities you completed in 2016, and return to me in the enclosed self-addressed envelope by January 15, 2017. Some of you, who have been around for a while, will remember filling out these reports several years ago. The purpose was to document how much time and effort was being done to comply with the noxious weed law.

The Department of Agriculture along with support from The Minnesota Association of County Agricultural Inspectors (MACAI) is seeking state funding for the Noxious Weed Program. This data will show that Noxious Weed management/control efforts are ongoing and that funding is needed to assist/strengthen these efforts.

If you have any questions regarding this information, please contact me at (952) 361-1801.

Sincerely,

Joseph Enfield
Senior Environmentalist, CAI
Environmental Services Department
Carver County Public Services Division

JE/klk

Enclosures

2016 Annual City Report

Noxious Weed Control

Required by Minnesota Statutes Section 18.81

INSTRUCTIONS: Using black ink, please write or print legibly. Upon completion and appropriate signatures, copies should be submitted to the Carver County Agriculture Inspector by January 15 2017

City: <u>Mayer</u>	County: <u>Carver</u>	Date: <u>1/5/17</u>
County Agriculture Inspector (CAI):	CAI Name: <u>Joe Enfield</u>	Address: <u>600 F 4th St., Chaska, MN 55318</u>
	Phone: <u>952-361-1801</u>	
<p>Local Weed Inspector (LWI): Please indicate who the City has designated as their Local Weed Inspector with the Person's name, address, phone number, and email address in the space provided below. If the CAI has any questions, this will be the person in the City that is contacted.</p>		
1. Name: <u>Kyle Kuntz</u>	2. Name:	
Address: <u>413 Bluejay Ave</u>	Address:	
Phone #: <u>952-657-1502</u>	Phone #:	
Email: <u>kkuntzcityofmayer@frontier.com</u>	Email:	
Noxious Weed Control		Number
1. Number of noxious weed inspections made in the City this year?		<u>4</u>
2. Number of landowner contacts made in the City for voluntary compliance this year?		<u>10</u>
3. Number of contacts made to federal, state or county owned land managers? (DNR, USFWS, MNDOT and County)		<u>0</u>
<p>5. Circle Noxious Weeds that are a concern in your City that are on Minnesota Prohibited Noxious Weed Control List: Leafy Spurge, Common Tansy, Spotted Knapweed, Wild Parsnip, <u>Canada Thistle</u>, Plumeless Thistle, Purple Loosestrife, Narrowleaf Bittercress. Write In: _____</p>		
Amount Controlled & Cost	Spraying (miles or acres)	Mowing (miles or acres)
Amount sprayed and/or mowed on City property	<u>10 acres</u>	<u>10 acres</u>
Cost of spraying or mowing City property and roadside for noxious weed control this year. (Please do not include brush control and snow removal).	\$ <u>750</u>	\$ <u>750</u>
_____ City Mayor	_____ Local Weed Inspector	



To: Mayor and Council Members

From: Kyle Kuntz

Re: Public Works Activities from November 23rd 2016 to January 13th 2017

Roads

- Replaced outlet covers on light poles
 - Took down Christmas decorations
 - Had AME replace GFI receptacles
- Hung “Winter Parking” signs around town
- Broke open catch basins before rain event
- Met with MNDOT about round-a-bout sidewalks
- Snow Events
 - Spread salt/sand on all intersections and hills
 - Plowed City Hall, Fire Station, WTP, WWTP, and Compost Site parking lots after each snow event
 - Shoveled the build-up of snow around downtown light poles as needed
- Plowed snow Wednesday, November 23rd –Widmer in to plow and haul snow
- Plowed snow Sunday, December 11th -Widmer in to plow and haul snow
- Plowed snow Saturday, December 17th -Widmer in to plow and haul snow
- Spread salt/sand Sunday December 25th
- Spread salt/sand Tuesday, January 3rd
- Plowed snow Tuesday, January 10th -Widmer in to plow and haul snow
- Plowed snow Wednesday, January 11th –Widmer in to plow and haul snow

Parks

- Conducted playground inspections on monthly basis
- Took down volleyball and soccer nets
- Put Christmas lights on city sign
- Plow park paths following every snow event
- Fixed clear dome on playground equipment 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 November and December 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
- Called in on Saturday, November 26th to shut off water
- Minnesota Department of Health came to inspect water treatment plant and distribution system (report included)
- Called in for issues with 3 phase power alarm

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
- Assisted contractor with calibrating meters

Lift Stations & Collection System

- Check lift station operations on daily basis
- Exercised generator on monthly basis
- Set up bypass pumps for lift station repair (worked great!)
- Quality flow in to repair sanitary lift station #1
 - Installed new guide rails, base elbows, and rebuilt pump #2
- Started working on 2017 Jetting and CIPP Lining areas

Miscellaneous

- Worked on organizing public works building in between other public works tasks
 - Installed air line and retractable air hose reel
 - Installed wash sink and eyewash station
 - Installed retractable electric cord and light
 - Installed radio receiver for garage doors and wired in garage door openers
 - Programmed remotes
 - Greased and oiled garage doors
 - Replaced light bulbs in exterior lights
- Gopher one locates
- Worked on November 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
- Ran to Lano's Equipment to get parts
- Ran to Hydro Engineering to get parts
- Attended safety training in Waconia on a monthly basis
- Pushed up brush pile at compost site and turned over compost pile
- Met with contractors about moving the old public works building
- Filled out employee performance review sheet
- Held public works meeting with Mayor
- Attended Council Meeting on 11/28/16
- Attended Council Meeting on 11/14/16

Equipment

- Fueled and washed equipment as needed
- Fixed Hydraulic fluid leak on Hustler mower
 - Cleaned and placed in storage
- Changed oil, greased, installed snow tires, and power cleaned skid loader
- Fixed power steering issues with F-550
- Installed back-up/monitoring camera on F-550

Safety Concerns

- No safety concerns at this time



Protecting, maintaining and improving the health of all Minnesotans

December 28, 2016

Mayer City Council
c/o Luayn Ruch-Hammond, Clerk
Mayer City Hall
413 Bluejay Avenue
Mayer, Minnesota 55360

Dear Council Members:

SUBJECT: Sanitary Survey Report for Mayer Public Water System (PWS), Carver County,
PWSID 1100006

Enclosed is a copy of the sanitary survey report summarizing an on-site inspection of your Community Public Water System. This report includes a review of the system's water source, facilities, equipment, operation, maintenance, and monitoring compliance for the purpose of evaluating the adequacy of the facilities for producing and distributing safe drinking water. Technical and management information regarding the operation of the system may also be provided. Conducting sanitary surveys on a regular basis is an important element in preventing contamination of drinking water supplies and in maintaining compliance with the National Primary Drinking Water Standards. Kyle Kuntz was present during this inspection.

Please take appropriate action to address any deficiencies or recommendations identified within this report. A deficiency may lead to a contamination of the water supply or failure of the system to be in compliance with the Safe Drinking Water Act. The enclosed report must be kept on file and made available for public review for not less than ten (10) years.

The Minnesota Department of Health (MDH) continues to monitor your PWS for contaminants identified by state and federal drinking water regulations. The results of such monitoring are not part of this report. They are sent to you under separate cover as they become available.

If you have questions concerning the information contained in the report, please contact me at 507/344-2713.

Sincerely,

A handwritten signature in black ink, appearing to read "Amy Lynch", is written over the typed name.

Amy L. Lynch
MDH-Drinking Water Protection
Environmental Health Division
12 Civic Center Plaza, Suite 2105
Mankato, Minnesota 56001

ALL
Enclosures
cc: Water Superintendent



MINNESOTA DEPARTMENT OF HEALTH
SECTION OF DRINKING WATER PROTECTION
Public Water Supply Inventory Report



System Name: Mayer	Survey Date: 12/20/2016
PWSID: 1100006	Surveyor: Amy L. Lynch
System Contact: Kyle Kuntz	PWS Type: Community

Contact Information

<u>Name</u>	<u>Address</u>	<u>Phone/Email</u>
-------------	----------------	--------------------

Contact		
Kyle Kuntz		Business Phone 1 612/701-4087, Ext. Cell Business Phone 2 952/657-1502 Email kkuntzcityofmayer@frontier.com
Luayn Ruch-Hammond		Business Phone 1 952/657-1502

Owner/Responsible Party		
Mayer City Council	c/o Luayn Ruch-Hammond, Clerk Mayer City Hall 413 Bluejay Avenue Mayer, MN 55360	Business Phone 1 952/657-1502 Email cityadmin@frontiernet.net

Financial		
Mayer City Council	c/o Luayn Ruch-Hammond, Administrator Mayer City Hall 413 Bluejay Avenue Mayer, MN 55360	Business Phone 1 952/657-1502 Email cityadminfrontiernet.net

Sample Bottles/General Correspondence		
Water Superintendent	Mayer City Hall 413 Bluejay Avenue Mayer, MN 55360	Business Phone 1 952/657-1502 Email kkuntzcityofmayer@frontier.com

Emergency Workday		
Kyle Kuntz		Business Phone 1 612/701-4087, Ext. Cell Email kkuntzcityofmayer@frontier.com

Emergency After-Hours		
Kyle Kuntz		Business Phone 1 612/701-4087, Ext. Cell Email kkuntzcityofmayer@frontier.com

Consumer Confidence Report		
Luayn Ruch-Hammond		Business Phone 1 952/657-1502 Email cityadmin@frontiernet.net

Classification Information

Owner Type: Municipal	Population: 1767
System Class: C	Service Connections: 680
Service Area Characteristics: Municipal	Class Points: 32



**MINNESOTA DEPARTMENT OF HEALTH
SECTION OF DRINKING WATER PROTECTION
Public Water Supply Inventory Report**



System Name: Mayer	Survey Date: 12/20/2016
PWSID: 1100006	Surveyor: Amy L. Lynch
System Contact: Kyle Kuntz	PWS Type: Community

Certified Operators

Name	Class	Expiration Date	Name	Class	Expiration Date
Kluver, Gregory E.	B	06/30/2017	Kuntz, Kyle W.	C	12/31/2019

Production Totals

Design Capacity:	250 Gallons per Minute	Emergency Capacity:	250 Gallons per Minute
Average Daily:	152,000 Gallons	Storage Capacity:	400,000 Gallons
Highest Daily:	312,000 Gallons		

Source Information

Well #1

Unique Well No.: 00220954	Source Type: Groundwater
Type: Well	Pump Capacity (gpm): 180
Status: Active	Pumping Rate (gpm): 180
Availability: Primary	Emergency Capacity: 180 Gallons per Minute
Year Constructed: 1962	Static Depth (ft): 60
Well Depth (ft): 280	Drawdown (ft): 8
Casing Depth (ft): 202	Pump Type: Submersible
Casing Diameter (in): 10	Vulnerable: No
Screen Length (ft):	
Aquifer: Jordan	

Well #2

Unique Well No.: 00655479	Source Type: Groundwater
Type: Well	Pump Capacity (gpm): 250
Status: Active	Pumping Rate (gpm): 250
Availability: Primary	Emergency Capacity: 250 Gallons per Minute
Year Constructed: 2001	Static Depth (ft): 45
Well Depth (ft): 260	Drawdown (ft): 68
Casing Depth (ft): 173	Pump Type: Submersible VFD
Casing Diameter (in): 16	Vulnerable: No
Screen Length (ft): 87	
Aquifer: Jordan	



MINNESOTA DEPARTMENT OF HEALTH
SECTION OF DRINKING WATER PROTECTION
Public Water Supply Inventory Report



System Name: Mayer	Survey Date: 12/20/2016
PWSID: 1100006	Surveyor: Amy L. Lynch
System Contact: Kyle Kuntz	PWS Type: Community

Treatment Information

TREATMENT PLANT

Type: Treatment Plant	Source Water: Groundwater
Status: Active	Design Capacity: 250 Gallons per Minute
Availability: Primary	Emergency Capacity: 250 Gallons per Minute
	Operating Rate: 250 Gallons per Minute
<u>Treatment Objective</u>	<u>Treatment Process Mechanism</u>
Corrosion control - Lead/Copper	Stabilization/Inhibitors/Polyphosphates
Disinfection	Chlorine/Gas
Fluoride (Z)	Fluoridation/Hydrofluosilicic acid
Iron/Manganese Removal	Aeration/Induced Draft
	Filtration (Gravity)/Anthracite/Greensand
	Oxidation - chemical/Potassium permanganate

Storage Information

<u>New Tower</u>	
Type: Storage-Elevated	Capacity: 400,000 Gallons
Status: Active	Availability: Primary
	Chlorination: <input type="checkbox"/>



MINNESOTA DEPARTMENT OF HEALTH
SECTION OF DRINKING WATER PROTECTION
Public Water Supply Inventory Report



System Name: Mayer	Survey Date: 12/20/2016
PWSID: 1100006	Surveyor: Amy L. Lynch
System Contact: Kyle Kuntz	PWS Type: Community

Bacteriological Sample Site Plan

Distribution

<u>Sample Site ID</u>	<u>Sample Location</u>	<u>Status</u>	<u>Notes</u>
001	Lumber Yard	Active	
002	Bob's Repair	Active	
003	Community Center	Active	



MINNESOTA DEPARTMENT OF HEALTH
Section of Drinking Water Protection
Sanitary Survey Report



System Name: Mayer	Survey Date: 12/20/2016
PWSID: 1100006	Surveyor: Amy L. Lynch
System Contact: Kyle Kuntz	PWS Type: Community

Requirements and Recommendations

Water Source

As a reminder, it is required that a well for a community public water supply be located according to distances specified in Minn.Rules 4725.4450, including not less than 50 feet from a source of contamination including buried sewers (except as specified in Minn. Rules 4725.5850).

The City is currently looking into rehabilitating Well #1.

Pumps/Pump Facilities and Controls

No deficiencies observed.

Treatment

No deficiencies observed.

Water Storage

No deficiencies observed.

A mixer was installed in the water tower in 2016.

Distribution

It is recommended that a free chlorine residual of at least 0.2 to 0.5 milligrams per liter or a total chlorine residual of at least 1.0 milligrams per liter be maintained on all points of the distribution system.

It is recommended that dead ends in the distribution system be minimized by looping. If looping is not feasible, a fire hydrant, approved flushing hydrant or blow off for flushing purposes must be used at the dead ends to maintain water quality and/or chlorine residual. [Recommended Standards for Water Works 8.0]



MINNESOTA DEPARTMENT OF HEALTH
Section of Drinking Water Protection
Sanitary Survey Report



System Name: Mayer	Survey Date: 12/20/2016
PWSID: 1100006	Surveyor: Amy L. Lynch
System Contact: Kyle Kuntz	PWS Type: Community

Requirements and Recommendations

Monitoring/Reporting Data Verification

The following applicable records are required to be maintained by the water supply system:

- a. Coliform bacteria results - 5 years
- b. Chlorine residual results - 5 years
- c. Chemical results - 10 years
- d. Sanitary survey reports - 10 years
- e. All lead and copper materials - 12 years
- f. Consumer confidence reports - 3 years
- g. Public Notices - 3 years
- h. Fluoride quarterly results and monthly reports - 1 year
- i. Turbidity results - 3 years

[Minn. Rules 4720.0350]

Water System Management/Operation

As a reminder, engineering plans for new, modifications to, or additions to the water supply system, including water mains, are required to be properly submitted to the Minnesota Department of Health for review. All plans must be approved prior to the start of construction. [Minn. Rules 4720.0010]

To ensure security, it is recommended that a daily check of critical system components be conducted, including confirmation that all doors and access hatches are locked.

It is recommended that a list of all testable backflow prevention devices, their locations and maintenance records be maintained by the public water supply. [Minn. Rules, 4720.0025].

Operator Compliance with State Requirements

The certified operators are required to qualify themselves by attending waterworks operators training seminars offered throughout the state. Continuing education is valuable experience for anyone engaged in this field. The required contact hours in the previous 3 years for certification renewal are:

- Class A 32 contact hours
- Class B 24 contact hours
- Class C 16 contact hours
- Class D 8 contact hours
- Class E 4 contact hours

[Minn. Rules 9400.1200]



MINNESOTA DEPARTMENT OF HEALTH
Section of Drinking Water Protection
Sanitary Survey Report



System Name: Mayer	Survey Date: 12/20/2016
PWSID: 1100006	Surveyor: Amy L. Lynch
System Contact: Kyle Kuntz	PWS Type: Community

Bacteriological Results and Chlorine Residuals

<u>Date</u>	<u>Sampling Location</u>	<u>Chlorine Residual Free / Total (mg/L)</u>	<u>Coliform Bacteria</u>	<u>E.Coli</u>
11/20/2016	City Hall	0.64 / 0.82	Absent	
11/20/2016	Well #2	/	Absent	
11/20/2016	Treatment Plant	1.89 / 2.08	Absent	
11/20/2016	Lumber Yard	1.00 / 1.34	Absent	



Minnesota
Department
of Health

PROTECTING, MAINTAINING & IMPROVING THE HEALTH OF ALL MINNESOTANS

October 21, 2016

Mayer City Council
c/o Lois Maetzold, Clerk
Mayer City Hall
413 Bluejay Avenue, Box 102
Mayer, Minnesota 55360

Dear Council Members:

SUBJECT: Lead/Copper Tap Water Monitoring Report, PWSID 1100006

This letter is to report the results of your recent lead/copper monitoring that is required by the Safe Drinking Water Act. The results revealed the following 90th percentile levels:

90th percentile lead level = 1 $\mu\text{g/l}$ (rounded as 0.001 mg/l).
The action level for lead is 15.0 $\mu\text{g/l}$.

90th percentile copper level = 1050 $\mu\text{g/l}$ (rounded as 1.050 mg/l).
The action level for copper is 1300 $\mu\text{g/l}$.

Based on these results, your public water system **has not exceeded** the action level for lead and **has not exceeded** the action level for copper.

By federal rule, 40 CFR 141.85, you are required to provide the lead/copper results to persons served at the sites that were tested. In addition, you must provide them with an explanation of the health effects of lead/copper, list steps consumers can take to reduce exposure to lead/copper in drinking water, and water utility contact information. The notification must also provide the maximum contaminant level goals, the action levels for lead/copper, and the definitions for these two terms.

Notification must be made within 30 days by U.S. Mail, hand/direct delivery, or posting. Please refer to the enclosed Lead/Copper Results Delivery Certification form for delivery method requirements. If the residence is a rental property, both the occupant(s) of the residence and rental property owner must be notified. To assist you in meeting the notification requirements, we have enclosed the results notification letters which must be delivered to the homeowners along with a copy of the fact sheet on lead/copper in drinking water.

The lead/copper sampling site addresses are private data. This information was classified as "nonpublic" by the Minnesota Department of Administration in October 2004, upon the request of Minnesota Department of Health (MDH) and Minnesota community water supply systems. When notifying the persons served at the sites that were tested, provide them with the results for that address only.

Mayer City Council
Page 2
October 21, 2016
PWSID 1100006

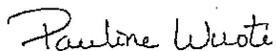
Within 10 days after notifying the residents of their results, you must complete the enclosed Lead/Copper Results Delivery Certification form and return it to us. If you chose not to use the results notification letters MDH sent to you and created your own results notification letters, you must submit a copy of one of the letters along with this certification form. The letter you create must contain the same language as the enclosed results notification letters as this is EPA required language. A return envelope is enclosed for your convenience.

Please note that all enclosures are sent to the addressee of this letter. Persons receiving a copy (cc) of the letter do not receive any enclosures. It is the responsibility of the addressee to follow through with the requirements.

A sampling kit will be sent to you prior to your next scheduled sampling date. The enclosed report should be placed in your records and a copy maintained on or near the water supply premises and available for public inspection for not less than ten (10) years.

If you have any questions, please contact me at 651/201-4674, or Anna Schliep at 651/201-4667.

Sincerely,



Pauline A. Wuoti
Community Public Water Supply Unit
Environmental Health Division
P.O. Box 64975
St. Paul, Minnesota 55164-0975

PAW
Enclosures
cc: Water Superintendent

10/17/16

PWSID 110006 Mayer

Mayer Municipal Water Supply started lead/copper corrosion control treatment in the fall of 2007. Through the treatment, both lead and copper levels at consumers' taps have been significantly reduced. Mayer has met the lead/copper action levels since 2008 consistently. By meeting the action levels for three consecutive years in 2010, Mayer has been deemed to have optimized the corrosion control treatment and has been on triennial monitoring since then.

Mayer will remain on triennial monitoring for 2019.

The Community Public Water Unit recommends that orthophosphate residuals in the range of 1.0-1.5 mg/L be maintained throughout the water distribution system, at all times, to ensure the continued success with Lead and Copper Rule compliance and corrosion control treatment

Please contact Anna Schliep at 651-201-4667 with any questions relating to the Lead and Copper Rule and/or corrosion control treatment and treatment optimization, and pre-notify her of any treatment modifications or changes by emailing her at anna.schliep@state.mn.us.

Lead and Copper Monitoring Results

Location: Mayer

PWSID No. 1100006

Tap Monitoring Results	Lead (15 µg/L) (parts per billion-ppb or µg/L)		Copper (1300 µg/L) (parts per billion-ppb or µg/L)	
	90 th Percentile	Range	90 th Percentile	Range
Base, July 1993	<5	<5 - <5	1455	318 - 1788
Detect Base #2, June 1997	2	<1 - 25.0	1500	170 - 1800
Detect Base #3, October 1997	1.2	<1 - 1.5	1500	190 - 1900
Detect Base #4, June 1999	2	<1 - 6.0	1600	160 - 1900
Detect Interim, October 1999	3.1	<1 - 3.8	1770	187 - 1810
Detect Interim, September 2000	3	<2 - 6.0	1440	452 - 1800
Detect Interim, June 2001	3	<2 - 8.0	1550	185 - 1640
Detect Interim, June 2002	4	<2 - 10.0	1270	407 - 1360
Detect Long Term, June 2005	2	<2 - 3.0	1490	443 - 1780
Detect Interim, June 2006	2	<2 - 5.0	1770	128 - 1990
Detect Base, April 2008	3	<2 - 36.0	952	45 - 1800
Detect Base, October 2008	2	<2 - 3.0	1120	293 - 1560
Detect Interim, June 2009	2	<2 - 4.0	1040	400 - 1140
Detect Interim, June 2010	1	<1 - 2	896	233 - 1130
Detect Long Term, July 2013	2	<1 - 2.1	1050	194 - 1070
Detect Long Term, August 2016	1	<1 - 3	1050	87 - 1290



**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: January 16, 2017
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 November 5th, and December 2nd, 2016.

Miscellaneous Engineering

During the billing period, Miscellaneous Engineering included attendance at the City Council Meeting on November 28th and the following:

- Reviewing plans for the proposed Casey's
- Preparing a cost estimate for proposed water and sewer extensions in Old School House Park
- Reviewing grading issues with new home construction in Cold Water Crossing

3.5 hours of time was provided at the City's reduced hourly rate and the Council Meeting was attended at no charge to the City, which resulted in a savings to the City of **\$467**.

Hidden Creek 6th (Pass Thru)

During the billing period, time was spent reviewing quantities for a pay request and a proposed Letter of Credit Reduction. Time was also spent reviewing conductivity and deflection tests for water and sewer.

Cold Water Crossing 7th (Pass Thru)

During the billing period, time was spent reviewing outstanding wetland and storm water management issues in Cold Water Crossing.



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Bolton-Menk.com

MEMORANDUM

Date: December 22, 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 October 7th and November 4th, 2016.

Miscellaneous Engineering

During the billing period, Miscellaneous Engineering included the following:

- Reviewing backyard drainage issues on Apple Circle
- Reviewing plans and Mn/DOT correspondence for the proposed Casey's
- Reviewing Hidden Creek lot surveys
- Reviewing sewer and water access for Hidden Creek West

3.5 hours of time was provided at the City's reduced hourly rate which resulted in a savings to the City of \$304.50.

Hidden Creek 6th and 7th (Pass Thru)

During the billing period, time was spent reviewing plans for the 7th Addition. Work on the 6th Addition included review of sidewalk construction, letter of credit reduction, and review of quantities.



To: Mayor and Council Members
From: Luayn Ruch-Hammond, City Administrator
Re: Monthly Report
Date: January 23, 2017

My Activities for the weeks November 24, 2016 – January 20, 2017

1. Change in Address

Staff has contacted the Post Office about mail deliver to City Hall. They have been delivering mail to the City Hall. The City will no longer be using the PO Box but just the physical address. This eliminates the \$20 per month for Deputy Clerk to get mail and is more convenient for staff.

2. Meeting re Coldwater Crossing

There is a new developer for Cold Water Crossing. The City and the TEP panel recently met to discuss the outstanding wetland issues in the development and what the requirements would be moving forward.

3. Bonded indebtedness Report

Has been completed and will be submitted to the County before January 30, 2017.

4. Public Works

Made contact with Excel Energy about moving of the old public works building and Tom Clemenson on the footings/foundation for the building. This will be discussed during the work session.

5. Preparation of Documents for Auditor's

In preparation for the annual audit City Staff prepare a series of letters for the auditor. They are verification of accounts with the banks and financial institutions that the City has funds or bonds. This is a part of the verification process for the audit.

6. Preparation of W-2's and 1099's

All W-2's and 1099's have been mailed to respective parties and also been submitted to the Social Security Administration, State of Minnesota and the Department of Treasury.

7. Year in Review

Attached is the year in review.

***Check Reconciliation©**

Security Bank

10100 CASH

November 2016

Account Summary

Beginning Balance on 11/1/2016	\$708,244.67	Cleared	\$321,893.48
+ Receipts/Deposits	\$137,549.09	Statement	\$321,893.48
- Payments (Checks and Withdrawals)	\$523,900.28	Difference	\$0.00
Ending Balance as of 11/30/2016	\$321,893.48		

Check Book Balance

Active	G 100-10100	GENERAL FUND	\$701,014.28
Active	G 210-10100	FIRE TRUCK FUND	\$71,931.59
Active	G 212-10100	FIRE DEPT GRANTS&CON	\$5,313.26
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	RISING ARTISTS FESTIVA	\$0.25
Active	G 301-10100	GO W/S 2001 REVENUE B	\$0.00
Active	G 302-10100	GO W/S 2003 REVENUE B	\$0.00
Active	G 303-10100	GO IMPROVEMENT BOND	\$0.00
Active	G 304-10100	GO WATER/SEWER BOND	\$0.00
Active	G 325-10100	HWY 25/2007 ST BOND	\$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	\$703.06
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	ROUNDAABOUT PROJECT	\$2,103.17
Active	G 460-10100	W RIDGE RD/7TH ST CAP I	\$0.00
Active	G 620-10100	WATER FUND	\$778,329.66
Active	G 640-10100	SEWER FUND	\$1,372,022.41
Active	G 650-10100	STORM WATER FUND	\$70,974.43
Active	G 700-10100	INVESTMENT FUND	\$2,744,747.16
Active	G 800-10100	ESCROW FUND	\$1,474.72
		Cash Balance	\$299,175.90

4M Fund

The Minnesota Municipal Money Market Fund (the 4M Fund) is a customized cash management and investment program for Minnesota public funds.

Sponsored and governed by the League of Minnesota Cities, the 4M Fund is a unique investment alternative designed to address the daily and long-term investment needs of Minnesota cities and other municipal entities.

Managed in accordance with Minnesota Statutes and customized specifically for public entities, the 4M Fund provides safety, daily liquidity, and highly competitive yields.

The 4M Fund also provides a wide range of fixed term investments through our Fixed Rate Program, as well as term series investment pools that seek higher yields for short-term investments.

The 4M Fund currently offers professional investment management through two funds: the Liquid Asset Fund and the PLUS Fund. Both offer a competitive money market rate, with the Liquid Asset Fund providing additional cash management services like check writing. The 4M Fund also provides a wide range of fixed-term investments through RBC Capital Markets.

Benefits and Features

- Customized accounting
- Direct wire of state aid
- Full online access, including transactions and reporting
- Multiple transaction and reporting options
- Rates quoted net of all expenses
- Free checking for most cities, including check printing
- No minimum balances
- Unlimited sub-accounts
- Wide range of fixed rate investment options
- Dedicated customer service team

Administration

The 4M Fund is administered by PMA Financial Network, with RBC Global Asset Management as investment advisor and fund representative. RBC Capital Markets offers fixed rate investment options.

[Learn more at www.4Mfund.com](http://www.4Mfund.com)

REVIEW of 2016

CITY OF MAYER MISSION STATEMENT

Building on our heritage, planning for the future, and enhancing the quality of life for its residents; The mission of the City of Mayer is to welcome new residents and businesses, provide the resource, opportunity, and environment necessary for growth, manage the City in a responsible manner and maintain a friendly, small town atmosphere.

City Council

January

Held a Special Meeting on January 4, 2016

Council considering the purchase of property at 323 Shimmcor

Discussion on 2016 City Employee wages

Discussion on NeoGov for the City

Approved Ordinance 206 Fee Schedule

Approved annual appointments for 2016

Recommended changes to Ordinance 207 tree and landscaping requirements in the C-1, C-2, C/I and P/I Districts

Approved application for a Twins Youth Clinic

Discussion on the appraisal at 323 Shimmcor

Recognized Krista Goedel for her Service on the Park Board since 2007

Presentation from Carver County Public Health on "Preparing for an Aging Population"

Approved a Development Agreement for Hidden Creek 6th Addition

Approved final plat for Hidden Creek 6th Addition

Approved a contract with Municipal Development Group for planning services for the City

Continued discussion on the appraisal for the property at 323 Shimmcor

Presentation of Feasibility report for the Mayer Fire Station from Brunton Architects

Held a Closed Session to discuss the property at 409 Shimmcor

February

Approved purchase of new Christmas decorations and Banners

Approved purchase of computers for City Hall

Approval of energy analysis of City buildings with Centerpoint Energy

Recommended Planning Commission review Ordinance 207 tree and landscaping requirements in the C-1, C-2, C/I and P/I Districts

Approved dates for Deputy Clerk interviews

Approved sewer application agreement for Hidden Creek 6th Addition

Approved Mayor's signature on Lexstar Commercial non exclusive showing agreement

Discussion on purchase of property at 409 Shimmcor

Closed session to discuss counter offer on the property at 409 Shimmcor

Greg Kluver, Kluver Consulting presented annual WWTF report

Council approved resolution on Supporting Principles for Reform of the Metropolitan Council

Approved purchase agreement for 409 Shimmcor

Presentation of 2016 Water Resources plant

Sale of Fire Truck

Held a special meeting for interviews of part time Deputy Clerk

March

Held special meeting to discuss part time clerks decided to advertise Deputy Clerk position as a full time position

Approved lining of 1,869 feet of sanitary sewer

Approved jetting of 22,000 linear feet of sanitary sewer

Approved purchase of Kubota for park use

Presentation of 2015 Audit and Financial Management letter

Request of Elite Waste Disposal for an increase in fee

Approved purchase of Oodle Swing

Approved the Adopt a Park Application for Old Schoolhouse Park for the Watertown Mayer Boy Scout Troop

Approved resignation of Krista Goedel from the planning commission and authorization to advertise

Approved the appointment of Alisa Johnson to the Mayer Park Board

Approved job description, wages and advertisement for the fulltime deputy clerk position

Approved sale of City property at 314 Ash Avenue S

Approved the appointment of Kinsie Stifter as part time seasonal public works staff

Approved a resolution to apply for an outdoor recreation grant for West Ridge Park

Discussion on the City Attorney's comments on the purchase agreement for 314 Ash Ave South

Approved sale of computer

April

Approved the sale of the tax forfeited property at 113 5th Street NW

Approved Ordinance 207 tree and landscaping requirements in the C-1, C-2, C/I and P/I Districts

Special meeting to interview fulltime Deputy Clerk candidates

Presented award to Krista Goedel for her service on the Mayer Planning Commission since 2007

Approved installation of signs in the parks "Pick up after your dog and dogs must be on a leash"

Approved the addendum to purchase agreement for 409 Shimmcor (Harms)

Approved the concrete curbing for Discovery Park

Approved the revised purchase agreement for 314 Ash Avenue South (Casey's)

Approved Wayzata Timing for the Mayer Moxie 5K

Approved Mayer Moxie 5K prizes

Approved resolution appointing Janell Gildemeister as Deputy City Clerk

Approved Off Sale Liquor license for Barrelz Inc. at 212 Ash Ave N

May

Approved a pay adjustment for public works employee

Discussed NeoGov's proposal

Discussed pedestrian in the crosswalk signs

Approved Ordinance 208 Land Usage for side yard setbacks C-1

Approved site plan and building plan for 633 Shimmcor

Held a public hearing for the sale of the housing revenue refunding notes for McKenna Crossing

Approved the issuance and sale of Senior Housing Revenue Refunding Notes

Approved installation of fences in Mayer parks

Discussed summer hours for office staff

Discussion on the pedestrian in the crosswalk signs

Approved moving of salt storage shed and new surface

Approved street repairs

Closed session re Dale Denn lawsuit

June

Carver County Library staff with an update on the Carver County libraries
Tim Litfin appeared before the Council in reference to Tour De Tonka
Discussion about use of the Community Center for Kids Company
Approved resolution to apply to the Metropolitan Council for Planning Grants
Discussion on Roundabout drainage
Approved change order for the Mayer Wetland Project
Approved purchase of fire station doors
Approved extension of the current snow removal contract with Widmer for the 2016-2017 snow season
Approved construction of park shelter in West Ridge Park
Discussed office staffing
Approved draft contract for rental of space to the Watertown/Mayer Kids Company

July

Approved no change to Rural Service Districts
Denied the PRD, preliminary plat and final plat for Hidden Creek 7th Addition
Discussion pedestrian in the crosswalk signs
Discussion with residents on 62nd Street about hook up to City sewer
Discussion with US Solar
Approved reauthorization in the 4M Fund
Approved purchase of flashing pedestrian signs
Approved purchase and installation of location signs for City Hall and Public Works
Approved the Capital Improvement Plan for 2017
Approved Mayor's signature on the contract with Watertown Mayer Community Education
Approved Key Holder policy

August

Approved a fence permit in the easement for 2269 Coldwater Crossing
Discussed subscription agreement with US Solar
Discussed proposed improvements to the Community Center
Approved performance review forms
Authorized staff to apply for a Christopher Reeves Foundation Grant
Approved Lift station modifications
Approved preliminary plat for Hidden Creek 7th Addition
Approved site plan for Carver County Veterans Memorial
Approved Ordinance 209 regarding opt out of temporary family health care dwellings
Approved contract with Carver County Assessor for assessment services
Reviewed Park Board decision on old public works building
Authorized signatures on agreement with Carver County (ERSI)

September

Discussion with US Solar about solar subscription
Approved Ordinance 210 Predatory Offender Residency Restriction
Continued discussion on 2017 General Fund Budget
Approved date for Truth in Taxation Hearing
Approved Ordinance 211 rezoning of 314 Ash Avenue South
Presented fee for Water Supply Plan
Approval of request to hydro seed instead of sod
Approved resolution in support of Casey's access to Highway 25
Approved Township Fire department contracts

- Approved General Fund preliminary levy
- Approved prosecution contract with Carver County Attorney for 2017
- Park Board request for pedestrian crossing on County Road 30
- Discussion on purchase of pedestrian crossing signs
- Approval of additional funds to purchase pump
- Approval of additional hours for compost employee

October

- Approved extension of purchase agreement with Casey's
- Approval of purchase agreement for 409 Shimmcor
- Discussion on Metropolitan Council Reform Meetings
- Approval of no parking signs on 62nd Street
- Approval of Liability Waiver Form for Property Insurance
- Authorization to purchase stove for community center
- Authorization to repair manholes
- Approval of request to waive water and sewer fees for 2450 Deerwoods Court
- Approval of Final Plat for Hidden Creek 7th Addition
- Call for a public hearing for utility bills
- Approval to close Friday after Thanksgiving
- Purchase of Omnispin for West Ridge Park
- Approval of Ordinance for Codification

November

- Approval of fence permit for 1760 Hidden Trail
- Discussion with US Solar to provide solar power to the City
- EDA recommendation on assessment for 113 5th Street NW
- Canvassing of the 2016 election and Approval of Summary of Ballots
- Approval of request for speed study for County Road 30
- Approval of Site Plan for Casey's
- Approval of Stipend for Deputy Clerk
- Approval of addition information for moving of Public Works building
- Time limit on the public comment section of the agenda
- Approval of two Council Members for Fire Department Lieutenant review

December

- Held Truth in Taxation Hearing
- Approval of Levy for 2017
- Approval of General Fund Budget for 2017
- Approval of establishment of a Face book page for the Fire Department
- Approval of Water and Sewer Budgets
- Approval of rate increase for water and sewer funds
- Approval of contract for police services
- Approval of wage adjustments
- Approval of auditor fees for 2016 audit
- Approval of Christmas tree pick up
- Approval of City Clerk resignation
- Conducted annual review of City Administrator

Ordinances and Resolutions

The following is the list of Ordinances for 2016 and the date of City Council approval.

Ordinance Title	Number	Date of Council Action
Fee Schedule	206	1/11/2016
Landscape Requirements	207	4/11/2016
Zoning C-1	208	5/9/2016
Opt Out	209	8/22/2016
Predatory Offender	210	9/12/2016
Rezone	211	9/12/2016
Code of Ordinances	212	10/24/2016

Next are resolutions that were passed and the date of City Council approval.

Title or Issue	Number	Council Meeting Date
Wage Scale	1	1/4/2016
Rod & Gun Club Gambling Permit	2	1/4/2016
Annual Appointments/2016	3	1/11/2016
Baseball Club Donation	4	1/11/2016
PRD and DA for HC 6th	5	1/25/2016
Final Plat HC 6th	6	1/25/2016
West Carver Ducks Unlimited	7	2/8/2016
Baseball Club Donation	8	2/22/2016
Land Purchase 323 Shimmcor	9	2/22/2016
Met Council Reform	10	2/22/2016
Balance Transfers	11	3/28/2016
Seasonal Hire	12	3/28/2016
Outdoor Recreation Grant	13	3/28/2016
Gambling Permit SAVE	14	3/28/2016
Public Works Pay Adjustment	15	4/25/2016
Hire of Deputy City Clerk	16	4/25/2016
Appointment of Planning Commissioner	17	4/11/2016
Appointment of Park Board	18	3/14/2016
Site Plan 633 Shimmcor	19	5/9/2016
Conduit financing	20	5/23/2016
Assistance Planning Grant	21	6/13/2016
appointment of Election Judges	22	7/11/2016
HC 7th Denial PRD	23	7/11/2016
HC 7th Denial Prelim Plat	24	7/11/2016
HC 7th Denial Final Plat	25	7/11/2016
Reauthorization to 4M Fund	26	7/25/2016
Contract for Assessment	27	8/22/2016
Baseball Club Donation	28	8/22/2016

HC 7th Addition Prelimn Plat	29	8/22/2016
Veteran's Memorial	30	8/22/2016
Support of Casey's	31	9/12/2016
Preliminary Budget	32	9/26/2016
Preliminary Levy	33	9/26/2016
Prosecution contract	34	9/26/2016
Final Plat HC 7th	35	10/24/2016
Canvass of Election	36	11/14/2016
Changes for CO Road 30	37	11/14/2016
Site Plan Casey's	38	11/14/2016
Delinquent Utilities	39	11/28/2016
FASTLANE Application	40	11/28/2016
Additional Claims	41	12/12/2016
General Fund Budget	42	12/12/2016
Final Levy	43	12/12/2016
Water and Sewer Rates	44	12/12/2016
Police Contract	45	12/12/2016
Wage Scale	46	12/12/2016

Administration

Some of the tasks that were completed by the City Administrator were City Council and Advisory Committee packets and minutes were drafted for all of the commissions except, for the City Council and Work Session of which the City Clerk completed those minutes.

Packets	
City Council	23
Work Session	12
Park Board	12
Planning Commission	7
Senior Commission	5
EDA	5

Investments

Other tasks that were completed by the City Administrator the property insurance renewal, completion of the MN DNR Water Supply Plan, bonded indebtedness report, state budget summary, Gambling Report, Lobbying Expense Report to the OSA, application for Twins Youth Clinic, completion of investment report on a monthly basis.

The following is the investment's balance at the end of December 2016. The Auditors use this spread sheet for verification of the City's investments for the audit. In addition to the funds listed below the City also has 1.5 million invested with 4M fund. I have attached information about the 4M fund to this memo.

Savings 788491	\$732,931.63
MM Savings 3000708	\$96,243.14
FEMA Grant 766823	\$296.62
CD-Fire Dept 8725	\$21,458.15
CD 89460	\$209,533.03
CD-FD Truck Fund 14337	\$27,906.96
	\$0.00
Total Security Bank	\$1,088,369.53
Edward Jones (GE Capital)	\$0.00
Edward Jones (BMW Bank of NA)	\$0.00
Edward Jones (Amer Xpress Cent)	\$201,713.89
Redeemed GE Capital Bank CD	\$0.00
Buy BMW of North America	\$205,999.19
BMW Bank of N America	\$45,539.48
Bank of China CD .60%	\$0.00
Edward Jones MM	\$3,322.19
First MN CD 82644	\$253,073.79
First MN CD 82646	\$207,520.50
First MN CD 82658	\$0.00
First MN CD 82662	\$102,684.10
First MN CD 82669	\$200,529.32
First MN CD 82704	\$102,926.70
Total Investments	\$1,323,309.16

Bonded Indebtedness

Every year the City must submit a report on the bonded indebtedness of the City to the County by January 31. The following is the report for the bonded indebtedness in 2016. This illustrates the amount of debt the City has the payments on the principal only.

Bonded Indebtedness - All Bonds	Amount *
1 Bonds Outstanding January 1, 2016.....	\$8,113,000.00
2 Issued During 2016.....	\$
3 Paid During 2016.....	\$(719,000.00)
4 Bonds Outstanding December 31, 2016.....	\$ 7,394,000.00
5 Interest Paid On Bonds (Transportation Only).....	

Type of Bonds	Amount
6 General Obligation.....	\$
7 General Obligation Tax Increment.....	
8 General Obligation Special Assessment.....	\$ 2,265,000.00
9 General Obligation Revenue.....	\$ 5,129,000.00

10	Revenue.....	
11	Other (Identify).....	
12	Total Bonds Outstanding **.....	\$ 7,394,000.00

Elections

This year was also an election year. The City Clerk serves as the Election Administrator for the City of Mayer. The City had roughly 13 election judges to administer the primary election and the general election. Staffing the polling precinct from 6:00 AM until 8:00 PM for the public and then closing the polls and conducting all of the activities required for reporting of the results. The following is the information on the 2016 election which was held November 8, 2016. There were 1162 persons registered to vote as of 7:00 a.m. November 8, 2016 for the City of Mayer. An additional 181 persons registered to vote in the City of Mayer on November 8, 2016. The registered voters in the City of Mayer cast 1087 total ballots which does include 76 Absentee ballots. This election was for the two-year term of Mayor and two 4-year terms for City Council positions.

The official Mayoral candidates received the following number of votes:

Mike Dodge	512
Gerry Thomas	442

The official four-year candidates received the following number of votes:

453	Etienne Stieve-McPadden	453
428	Elizabeth Butterfield	428
321	Allan Edholm	321
255	Steve Albertson	255
17	Write in	17

Candidates Stieve-McPadden and Butterfield received the highest amount of votes at 453 and 428 respectively.

Water and Sewer Utilities

There were 8,752 utility bills mailed to residents for the year. These utility bills are then receipted into Banyon and then deposited at the bank. This includes some duplicates to property owners that have rental property. City Staff also places the multiple utility bills to properties in one envelope instead of mailing individually. For example, Mayer Lutheran High has 5 utility bills, Zion has 4 ect.

Waste Water Plant

Greg Kluver of Kluver Consulting will be presenting his annual report to the City Council in February.

Planning Commission

Planning Commission held seven meetings in 2016. They acted on a variety of issues. They held public hearings on:

January 5, 2016

Screening and tree and landscaping requirements in the C/I Commercial Industrial, P/I Public Institutional, C-2 Central business and C-1 General Commerce.

April 5, 2016

Dimensional Standards of the zoning ordinance relating to side yard setbacks in the C-1 General Commerce District

Reviewed landscaping requirements for the C/I Commercial Industrial, P/I Public Institutional, C-2 Central business and C-1 General Commerce.

Discussion on mother – law apartments as an accessory use to the principal residence

Comprehensive Plan Discussion on initial gathering of results and Chapters 1 & 2 of the Comprehensive Plan

May 3, 2016

Public Hearing on Dimensional Standards of the zoning ordinance relating to side yard setbacks in the C-1 General Commerce District

Comprehensive Plan Discussion on Comprehensive plan Chapter 3 Demographic Trends and Assumptions

July 5, 2016

Amendment to the approved Final Development Plan for Hidden Creek 7th Addition

Preliminary Plat for Hidden Creek 7th Addition

August 16, 2016

Preliminary Plat for Hidden Creek 7th Addition

Opt out of the requirements of MN Statute 462.3593 Regarding temporary family health care dwellings

Comprehensive Plan - Discussion on Comprehensive plan Chapter 5 Housing

September 6, 2016

Rezone of the property located at 314 Ash Avenue South

Comprehensive Plan Discussion on Comprehensive plan Chapter 4 Land Use

November 1, 2016

Site plan review for Casey's

Comprehensive Plan Discussion on Comprehensive plan Chapter 4 Land Use

Other items of Action and Discussion for the Planning Commission in 2016

Side Yard Setback Requirements for C-1

Review of the tree and landscaping requirements in the C/I Commercial Industrial, P/I Public Institutional, C-2 Central business and C-1 General Commerce.

Discussion on Mother- In- Law apartments

C-1 Sign discussion

Final Plat approval Hidden Creek 7th Addition

Site plan review of the Carver County Veteran's Memorial

Site plan review for Casey's

They also began the process of review of the 2040 Comprehensive Plan. They have reviewed five of the chapters of the comprehensive plan.

Building Permits

The following is the building permit totals for 2016. The City added 32 new single family homes. Two new commercial buildings were added in the Sell Industrial Park.

	2016 YEAR END	
	Permits	Valuation
Residential		
Single Family Homes	32	\$7,426,484.00
TOTAL RESIDENTIAL	128	\$7,847,160.00
TOTAL COMMERCIAL/INDUSTRIAL		\$373,621.00
TOTAL PUBLIC & INSTITUTIONAL		\$229,622.00
GRAND TOTALS		\$8,450,403

Park Board

Discussed a hockey rink and reviewed quotes for construction of a rink.

Purchased an Oodle Swing with a Christopher Reeves Grant

Discussed amenities in Meadow Park

Established the dates for 2016 movies

Met with the City Council twice for joint meetings to discuss park improvements

Public works attended several park board meetings to update the park board on improvements and maintenance in the parks.

Applied for an Outdoor Recreation Grant for West Ridge Park

Park board interviewed two potential candidates for park board vacancy created by Krista Goedel. Park board recommended appointment of Alissa Johnson.

Decided on a 5K to be held June 11, 2016 because of lack of participants the 5K was canceled.

Decided to expand the portable restroom surround in West Ridge Park to accommodate a handicapped restroom
Had fencing installed in Bluejay Park along basketball court, West Ridge Park to keep balls out of storm water pond and Meadow Park for the soccer balls

Decided to have concrete curbs placed around all playground equipment Discovery Park concrete surround was installed this year.

City purchased a building for public works vacating the current building in Old Schoolhouse Park. Park board discussed their options on the building.

Reviewed the capital improvement plan for 2017 and made recommendations to the City Council.

Discussed placing canvas shades over playground equipment.

Request from Freshwater Church to assist with parks

Request to place a portable restroom in Discovery Park.

The City was not awarded an Outdoor Recreation Grant decided to construct a picnic shelter.

Reviewed Park Maintenance Policy

Purchased an Omnispin for West Ridge Park

Implemented the concept of a gantry chart for tracking of amenities

Examined trees in Old Schoolhouse Park for disease

Brett Altergott from Flagship compiled a Capital Improvement Plan for playground equipment in West Ridge Park

Discussed tree replacement in parks

Continued discussion about park shelter, ice skating rink and 5K

Discussed appointment of two new park board members for 2017 and made a recommendation to the City Council.

Park Board established the following goals at the first meeting in January.

2016 Park Board Goals

1. Continue to partner with Watertown-Mayer Community Education on structured programs for our fields and facilities.
2. Seek grant funds when appropriate for projects.
3. Promote the use of City Parks year around through multiple outlets.
4. Review the 5 year Capital Improvement Plan and make recommendations to the City Council.
5. Recommend to the City Council a 2017 Park Board Budget.
6. Continue to work with youth on age appropriate activities.
7. Review the maintenance plan for the parks semi annually.
8. Continue to devise a plan for downtown beautification.
9. Continue to strive to improve, develop and upgrade all City Parks.
10. Implement the 2016 Capital Improvement Plan
Picnic Shelter
Hockey Rink
11. Collaborate with other Boards and City Council to develop parks and promote use.
12. Make parks accessible for aging and handicapped.
13. Review Green Step Program to implement best practices for parks.
14. Public works to attend park board meetings quarterly.
15. Review and make recommendations to the Comprehensive Plan

EDA

The EDA conducted the following business in 2016.

Reviewed 2015 goals

Established 2016 goals

Reviewed by laws

Elected officers

Discussed marketing and promotion of City businesses

Supported the Mayer Car and Cycle show night.

Discussed the use of email or electronic information exchange with residents

Attended and participated in the first ever Carver County Broker Event.

Reviewed 2017 budget and made recommendations to the City Council

New ownership of the Creamery. New owner is requesting forgiveness of current assessment and presented a four phase plan.

Staff solicited business cards from the Mayer Businesses and a sheet was compiled for the new resident packet.
Mayer Wine and Spirits new owner was recognized.

The EDA held five meetings last year. Much of the meeting discussions were about marketing of the City.

At the first meeting in January the EDA established the following goals:

1. To attract new businesses to consider Mayer as a place for commercial/industrial opportunities.
2. To continue to enhance community awareness and participation in community (re)development by promoting Mayer EDA efforts.
3. To investigate/participate in commercial grant programs which enhance and complement community development.
4. To actively market/promote Mayer as a great place to do business.
5. Continue to create partnerships with other government entities and private individuals to create opportunities.

6. Continue to explore opportunities to increase the tax base of the City by attracting new businesses, residential development, and Commercial and Industrial opportunities.
7. Continue to develop partnerships with the Carver County CDA to promote economic development.
8. Create Partnerships with City Boards and Commissions to promote the City.
9. To research the need for an incubator or office space opportunities in the City.

Electronic Sign

The City collected \$296.00 in revenue for the use of advertising on the electronic sign.

Number of Weeks Paid Advertising	133
City	47
Free Public Service	39
Non Profit	17
Profit	33
Out of town Advertisers	1

Fire Department

The Mayer Fire Department responded to the following calls for service

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Totals
Auto Fire													0
Auto Accident												2	2
Dryer Fire							1						1
Medical	3	1	5	1	2	1	4	1	4		2	1	25
Standby							1				1		2
Mutual Aid	1		1					1	1		1		5
Grass Fire				1									1
Gas Leak					2								2
Sandbagging							1						1
Entrapment							1						1
Lift Assist									1				1
Sky Watch										1			1

Mayer Senior Commission For a Lifetime

The Mayer Senior Commission For a Lifetime met five times this past year. They worked on implementation of the following goals.

1. Explore Act on Alzheimer's
2. New Commission Member
3. Present Power Point to City Council Raise City Council awareness of preparing for an aging population.
4. Promote Transportation

5. Promote CarFit
6. Complete a CarFit program.
7. Promote relationship with Town Cop

The Commission decided to review and implement an Act on Alzheimer's program. In November the City offered the program to all of the businesses in the community. The Waconia Senior Citizens approached Mayer Commission for a Lifetime in their planning of a new Senior Center. Discussed the vacancies on the Commission and suggested ways to fill the positions.

Community Center Rental

City rents the community center to residents and non residents of the City for a variety of reasons. The City also rents the gym to Mayer Lutheran High for their basketball and volleyball programs. The City also rents the gym to High Voltage Volleyball. The city provides a service to the community by allowing the fire arms training to use the facility. The City has collaborated with Watertown Mayer Community Education to have activities at the Community Center. The following is the number of rentals and the purpose.

Event	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Totals
Weddings						2			1	2			5
Parties		1			1	1	1		1	1		2	8
Business				1									1
Other			3	2	1	1	1			1	1	1	11

Some of the other events were the Mayer Fire Department Fish Fry, Mayer Rising Community Festival, Mayer Fire Department Banquet, Hoeft Fundraiser, Watertown Gun Club, FFA Banquet, Ducks Unlimited, and the Dandelions Easter Bunny Event. These are the weekend activities during the week the Community Center is used by Watertown Mayer Community Education for AARP classes, Boot camp, Soccer, Gun Training, Bloodmobile and the Mayer Moxie Program.

Since September of 2016 the facility has been used by Watertown Mayer Community Education for Kids Company.

REQUEST FOR CITY COUNCIL ACTION

Meeting Date: January 23, 2017
Item Name: Springsted Representative Ann Antonsen
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.)*

Council had requested assistance with compensation and staffing. Staff contacted Springsted and Ann Antonsen will be present to discuss with the City Council on how to proceed.

<p>FINANCIAL IMPLICATIONS:</p> <p>Funding Sources & Uses: _____</p> <p>Budget Information:</p> <p>_____ Budgeted</p> <p>_____ Non Budgeted</p> <p>_____ Amendment Required</p>	<p>ADVISORY BOARD RECOMMENDATIONS:</p> <p>_____ Other</p>
---	--

<p>Approved _____ Denied _____</p> <p>Resolution No. _____</p>	<p>Tabled _____ Other _____</p> <p>Ordinance No. _____</p>
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REQUEST FOR CITY COUNCIL ACTION

Meeting Date: January 23, 2017
Item Name: Pay Equity Report
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 Pay Equity report for the reporting year 2017.

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

The 1984 Local Government Pay Equity Act requires that the City of Mayer files a pay equity report with the State of Minnesota. The law was instituted to eliminate any sex-based wage inequities in compensation for local governments. Per the Local Government Pay Equity Act, the City of Mayer is required to submit a report to the State of Minnesota every three years.

The City of Mayer is required to submit a pay equity report for the 2016 calendar year. The attached report reflects the salaries of full-time employees as of December 31, 2016. The law requires that the City Council approve the report prior to sending it to the State of Minnesota for further review. Upon approval by the City Council, the attached report will be submitted to the State Department of Management and Budget by January 31, 2017.

Attached is the job class data entry and the pay equity implementation form which requires Council approval.

Staff is requesting the Council approval of the pay equity implementation report.

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

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

Minnesota Pay Equity Management System - Mayer(17-No Submission)

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Pay Equity Implementation Form

Information entered on this page is not saved until you click "sign and submit." This page may be printed and shared with your governing body for approval. After you receive approval, you will need to come back to this page, complete the necessary information, then click "sign and submit."

Part A: Jurisdiction Identification

Jurisdiction: Mayer

413 Bluejay Avenue

Mayer

Jurisdiction Type: CITY - City

Contact: **Name**

Luayn Ruch-Hammond

Title

City Administrator

Phone

952-657-1502

Email

cityadmin@frontlernet.net

Part B: Official Verification

1. The job evaluation system used measured skill, effort responsibility and working conditions and the same system was used for all classes of employees. The system used was:

Describe: (*less than 240 characters)

2. Health Insurance benefits for male and female classes of comparable value have been evaluated and

and female classes are not at a disadvantage.

3. An official notice has been posted at:

(prominent location) (*less than 60 characters)

informing employees that the Pay equity Implementation Report has been filed and is available to employees upon request. A copy of the notice has been sent to each exclusive representative, if any, and also to the public library.

The report was approved by:

(governing body) (*less than 60 characters)

(chief elected official)(*less than 60 characters)

(title) (*less than 60 characters)

- Checking this box indicates the following:

- signature of chief elected official
- approval by governing body

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Jurisdiction: ID # 2313 - Mayer

Number of cases found: 5

View/Add	Export	Report Year	Case ID	Case Description	Case Status	Edit	Delete
View Jobs	Export Jobs	2003	1	2003 DATA	In Compliance		
View Jobs	Export Jobs	2008	2	2008 DATA	In Compliance		
View Jobs	Export Jobs	2011	1	2011 DATA	In Compliance		
View Jobs	Export Jobs	2014	1	2014 DATA	In Compliance		
View Jobs	Export Jobs	2017	1	2017	Shared (Jur and MMB)	Edit Case Desc	Delete Case and Jobs
Add New Case							

/ Jurisdiction # 2313 - Mayer || Report Year 2017 || Case # 1 - 2017

Number of jobs in this case: 4

	Job Nbr	Title	Males	Females	Points	Min Sal	Max Sal	Yrs To Max	Yrs Srv	Exceptional Srv
Edit	Delete	6	Deputy Clerk	0	1	117	3120.00	3120.00	0.00	0.00
Edit	Delete	1	Public Works Employee	1	0	193	3727.00	3727.00	0.00	0.00
Edit	Delete	5	City Clerk	0	1	289	4348.93	4348.93	0.00	0.00
Edit	Delete	4	City Administrator	0	1	305	6663.00	6663.00	0.00	0.00
	Add									

We have worked to ensure this product is accessible and compliant with the standard WCAG 2.0 level AA. We have tested accessibility using the JAWS software from Freedom Scientific. We found it to work correctly for us. If you find errors in accessibility, please let us know at pay.equity@state.mn.us so that we can follow up. Thank you.

REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	January 23, 2017
Item Name:	Extension of Solid Waste Grant Contract
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 notifying the County of the City's intent to extend the grant agreement for one year.

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

The County receives funds from the Solid Waste Management (SWM) Tax. This tax applies to services for mixed municipal solid waste ("mixed waste") and non-mixed municipal solid waste ("non-mixed waste"). These funds are derived from the 9.75% tax on residential garbage. The State collects the tax and returns the funds to Counties to be distributed for recycling programs and other programs that reduce waste to landfills. Composting is one of the reductions of waste activities that qualify for the program.

The County budgets \$110,000 for the Community Grant Program. This program distributes funds to the cities and townships in Carver County. The City receives \$3,740 from the County's Community Grant Program. The City uses the grant funds for management of the compost site, coupon recycling program and for costs associated with city wide clean up.

The City had entered into a grant agreement with Carver County on January 13, 2013 and the grant agreement allows the grant funding to be extended in one year increments until December 31, 2017. The County is requesting City notification that the City wishes to extend the grant for one year.

Staff is requesting Council authorization to extend the grant agreement for one year.

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



Public Services Division
Carver County Government Center
600 East 4th Street
Chaska, MN 55318-2102

**CARVER
COUNTY**

January 10, 2017

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

RE: 2017 Solid Waste Grant

Dear Luayn Ruch-Hammond:

Carver County annually budgets \$110,000 for the Community Grant Program which distributes funding to the eleven cities and ten townships of Carver County. An agreement was entered into in 2013 between Carver County and the City/Township of Mayer which provides funding for solid waste abatement programs for the amount of \$3,740.00.

The terms of this agreement allows the grant funding to be extended in one year increments until December 31, 2017 by mutual consent of parties. As a result, I am requesting written notification by January 31, 2017 that the City/Township of Mayer would like to extend the agreement through 2017.

Once the County receives this request for continued funding, the grant agreement is fully executed and the City/Township of Mayer may claim reimbursement for expenditures incurred as outlined in the original contract.

On a related note, all outstanding receipts for 2016 grant program must be received by the County no later than January 31, 2017. If you have any questions please feel free to call me at (952) 361-1806.

Sincerely,

Marcus Zbinden
Environmentalist III

MZ/klk

Enclosures

**CARVER OF COUNTY
CITY SOLID WASTE
GRANT AGREEMENT**

This grant agreement is between the County of Carver, acting through its Public Health & Environment Division, 600 East 4th Street, Chaska, MN 55318 and the City of Mayer, 413 Bluejay Ave., P.O. Box 102, Mayer, MN 55360-0102 ("Grantee").

Recitals

1. Under Minnesota Statutes §473 and §115A, the County is empowered to enter into this grant.
2. The County is in need of the City of Mayer's assistance to carry out the provisions of the Carver County Solid Waste Master Plan 2012 to 2030, adopted by the Carver County Board of Commissioners on March 20, 2012.
3. The Grantee represents that it is duly qualified and agrees to perform all services described in this grant agreement to the satisfaction of the County.

Grant Agreement

1. Term of Grant Agreement

- a. **Effective date:** January 1, 2013. Once this grant agreement is fully executed, the Grantee may claim reimbursement for expenditures incurred back to effective date. Reimbursements will only be made for those expenditures made according to the terms of this grant.
- b. **Expiration date:** The expiration date of the grant is certified through December 31, 2013, or until all obligations have been satisfactorily fulfilled, whichever occurs first. All expenditures must be made prior to December 31, 2013 and reimbursement requests must be received by the County no later than January 31, 2014. The grant agreement may be extended in one year increments until December 31, 2017 by mutual consent of the parties provided that funds are available and the Grantee remains in compliance with grant terms. Grant funds may not be carried over to the next calendar year and must be used for activities specified in the attached spending plan, (Exhibit A), which must be updated each calendar year.
- c. **Survival of Terms.** The following clauses survive the expiration or cancellation of this grant agreement:
 9. Liability; 10. Audits, 11. Government Data Practices and Intellectual property; 13. Publicity and Endorsement; 14. Governing Law, Jurisdiction, and Venue; and 19. Data Disclosure.

2. Grantee's Duties

The Grantee, who is not a County employee, will provide solid waste program services and education consistent with the Carver County Solid Waste Master Plan. The Grantee will submit to the County a spending plan (Exhibit "A" to this grant) along with this form to carry out the Grantee's duties. These activities must relate to solid waste landfill abatement programs and activities consistent with the Carver County Solid Waste Master Plan and applicable State Statutes and County ordinances. The spending plan must be approved by the County. The Grantee agrees to work with the County to promote solid waste programs. Any deviations from

the spending plan (Exhibit "A") must be approved in writing by Carver County Public Health & Environment.

3. Reporting Requirements

The Grantee must satisfactorily submit all activity and financial reports by the date(s) requested by the County, unless the County grants an extension in writing.

4. Time

The Grantee must comply with all the time requirements described in this grant agreement.

5. Consideration and Payment

a. **Consideration.** The County will pay for all services performed by the Grantee under this grant agreement as follows:

i. **Compensation.** The Grantee will be paid for solid waste landfill abatement activities as specified in Exhibit A, performed by the Grantee during the term of the Grant up to three thousand, seven hundred forty dollars (\$3,740.00).

b. **Total Obligation.** The total obligation of the County for all compensation and reimbursements to the Grantee under this grant agreement will not exceed three thousand, seven hundred forty dollars (\$3,740.00).

c. **Payment**

i. **Invoices.** The County will promptly pay the Grantee after the Grantee's presentation of invoices for services performed and acceptance of such services by the County's authorized agent pursuant to Clause 7. Invoices shall be submitted in a form prescribed by the County within the dates previously noted in "Term of Grant Agreement" in this contract.

ii. **Federal Funds.** (Where applicable, if blank, this section does not apply) Payments under this grant agreement will be made from federal funds obtained by the County through Title _____ CFDA number _____ of the _____ Act of _____. The grantee is responsible for compliance with all federal requirements imposed on these funds and accepts full financial responsibility for any requirements imposed by the Grantee's failure to comply with federal requirements.

6. Conditions of Payment

All services provided by the Grantee under this grant agreement must be performed to the County's satisfaction, as determined at the sole discretion of the County's Authorized Representative and in accordance with all applicable federal, County, and local laws, ordinances, rules, and regulations. The Grantee will not receive payment for work found by the County to be unsatisfactory or performed in violation of federal, County, or local law.

7. Authorized Representative

The County's Authorized Representative is Marcus Zbinden, Environmentalist III, 600 East 4th Street, Chaska, MN 55318, 952-361-1806, or his/her successor, and has the responsibility to monitor the Grantee's performance and the authority to accept the services provided under this grant agreement. If the services are satisfactory, the County's Authorized Representative will certify acceptance on each invoice submitted for payment.

The Grantee's Authorized Representative is Lois Maetzold, City of Mayer, 413 Bluejay Ave., P.O. Box 102, Mayer, MN 55360-0102 ("Grantee"). If the Grantee's Authorized Representative changes at any time during this grant agreement, the Grantee must immediately notify the County.

8. Assignment, Amendments, Waiver, and Grant Agreement Complete

- a. **Assignment.** The Grantee may neither assign nor transfer any rights or obligations under this grant agreement without the prior consent of the County and a fully executed Assignment Agreement, executed and approved by the same parties who executed and approved this grant agreement, or their successors in office.
- b. **Amendments.** Any amendment to this grant agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original grant agreement, or their successors in office.
- c. **Waiver.** If the County fails to enforce any provision of this grant agreement, that failure does not waive the provision or its right enforce it.
- d. **Grant Agreement Complete.** This grant agreement, including Exhibit "A", contains all negotiations and agreements between the County and the Grantee. No other understanding regarding this grant agreement, whether written or oral, may be used to bind either party.

9. Liability

The Grantee must indemnify, save, and hold the County, its agents, and employees harmless from any claims or causes of action, including attorney's fees incurred by the County, arising from the performance of this grant agreement by the Grantee or the Grantee's agents or employees.

10. Audits

Under Minn. Stat. §16C.05, subd. 5, the Grantee's books, records, documents, and accounting procedures and practices relevant to this grant agreement are subject to examination by the County and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this grant agreement.

11. Government Data Practices and Intellectual Property

- a. **Government Data Practices.** The Grantee and County must comply with the Minnesota Government Data Practices Act, Minnesota Statute §. 13, as it applies to all data provided by the County under this grant agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Grantee under this grant agreement. The civil remedies of Minn. Stat. §13.08 apply to the release of the data referred to in this clause by either the Grantee or the County.

If the Grantee receives a request to release the data referred to in this Clause, the Grantee must immediately notify the County. The County will give the Grantee instructions concerning the release of the data to the requesting party before the data is released.

12. Worker's Compensation

The Grantee certified that it is in compliance with Minn. Stat. §176.181, subd. 2, pertaining to workers' compensation insurance coverage. The Grantee's employees and agents will not be considered County employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the County's obligation or responsibility.

13. Publicity

- a. **Publicity.** Any publicity regarding the subject matter of this grant agreement must identify the County as the sponsoring agency and must not be released without prior written approval from the County's Authorized Representative. For purposes of this provision, publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Grantee individually or jointly with others, or any subcontractors with respect to the program, publications, or services provided resulting from this grant agreement.

14. Governing Law, Jurisdiction, and Venue

Minnesota law, without regard to its choice-of-law provisions, governs this grant agreement. Venue for all legal proceedings out of this grant agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Carver County, Minnesota.

15. **Accessibility:** Structural and nonstructural facilities and programs must meet all state and federal accessibility laws, regulations, and guidelines.

Copies of accessibility guidelines can be downloaded off the Americans with Disabilities Act Accessibility Guidelines website at <http://www.access-board.gov>.

16. Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion – Lower Tier Covered Transactions

- a. The prospective lower tier participant certifies, by submission of this agreement, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- b. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this agreement.

17. Monitoring

If the grant is over \$50,000, the County's authorized representatives will conduct at least one monitoring visit per grant period. This visit may be in person or by telephone.

18. Termination

Termination by the County. The County may cancel this agreement at any time, with or without cause, upon 30 days' written notice to the grantee. Upon termination, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.

19. Data Disclosure

Under Minn. Stat. §270C.65, subd. 3 and other applicable law, the Grantee consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the County, to federal and state tax agencies, and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Grantee to file state tax returns and pay delinquent state tax liabilities, if any.

IN WITNESS WHEREOF, the parties have caused this Grant Agreement to be duly executed intending to be bound thereby.

COUNTY OF CARVER
STATE OF MINNESOTA

Michael DeWitt 5/13/13
MAYOR
Grantee/Date

John A. [Signature] 4/29/13
County Administrator/Date

Paula Wolf 4/26/13
Division Director/Date

Approved as to form:

[Signature] 4/17/2013
Assistant County Attorney/Date

REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	January 23, 2017
Item Name:	Copier Lease
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 a lease with Marco for a 1-Konica Minolta C454e copier at a monthly cost of \$167.04.

EXPLANATION OF AGENDA ITEM (Include a description of background, benefits, and recommendations.)
 The City was contacted by Marco about providing copier services to the City. They are proposing that the City lease a new copier from them for 5 years at a cost of \$234.43 per month annual cost of \$2,813.16 or the City can lease a demo copier for 63 months for \$167.04 annual cost \$2,004.48. The current contract (2016) that the City has with Coordinated is an annual cost of \$2,005.23. The City's service contract with Coordinated Business expires on February 10, 2017. The past few years the City has experienced a 15% increase in the service contract with Coordinated. If that is the case for 2017 the annual cost with Coordinated will be \$2,306.01.

Staff did contact Coordinated and they will be providing an alternative to the current contract.
 By leasing the copier from Marco the City is assured that there will not be any increases in the monthly costs and the City will have a new machine. The only possible overage would be if the City makes more copies same as Coordinated. The overage charges for copies are slightly less with Marco than Coordinated.

	Black & White	Color
Coordinated	0.016229	0.08563
Marco	0.01	0.052

Staff is requesting Council discussion on the copier.

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. _____	



Sharp MX-4101N



Konica Minolta bizhub C454e

BACKGROUND INFORMATION		
SRP/Street Price	\$16,495/None	\$24,410/None
Manufacturing Status	Discontinued	New
GENERAL SPECIFICATIONS/PAPER HANDLING		
First Copy Time	6.7 sec color/4.7 sec black	5.5 sec color/4.6 sec black
Multicopy (Ltr/Lgl/Ldgr)	41 cpm color/41 cpm black	45 cpm color/45 cpm black
Warm-up Time	120 sec	25 sec
Paper Weights	16-lb bond to 110-lb index	14-lb bond to 140-lb index
Max Original Size	11 x 17	11 x 17
System Memory (Std/Max)	1.5-GB RAM, 80-GB HD/2.5-GB RAM, 80-GB HD	2-GB RAM, 250-GB HD/2-GB RAM, 250-GB HD
PRINTER SPECIFICATIONS		
Enhanced Resolution	Not applicable	1800 x 600 dpi
Unenhanced Resolution	1200 x 1200 dpi	1200 x 1200 dpi
SCANNER AND IMAGE MANAGEMENT SPECIFICATIONS		
Technology/Speed	CCD/70 ipm color, 70 ipm black	CCD/80 ipm color, 80 ipm black
Max Resolution	600 x 600 dpi	600 x 600 dpi
File Formats Supported	JPG, PDF, compact PDF, encrypted PDF, TIFF, XPS, compact XPS	Searchable DOCX/XLSX, JPEG, PDF, compact PDF, encrypted PDF, PDF/A 1a and 1b; searchable PDF, PPTX, searchable PPTX, TIFF, XPS, compact XPS

Current Situation: A Sharp MX-4101 copier on an annual renewing maintenance agreement. In 12 months the device averaged 4,181 B&W/938 Color prints. From 2/11/2017 to 2/10/2018 service rates on the aging device will be \$0.021462/\$0.113252. Cost of operation in 2017 is projected to be around \$196.02/month!

OPTION A

1-Konica Minolta C368 (NEW)

- 36 Pages Per Minute
- 2-Sided Networked Color Print
- 2-Sided Networked Color Scan
- Single Pass Document Feeder (160 Originals/Minute)
- (4) 500 Sheet Paper Trays
- (1) 150 Sheet Bypass Paper Tray
- Scan to Email/Network Folder
- Wireless & Mobile Printing
- Fax



MANAGED ACCOUNT PROGRAM (MAP)

Marco's Managed Account Program includes all equipment, toner, service and supplies.

- 60 month MAP..... **\$234.43/Month**
 - Includes 4,000 B&W/900 Color (Overages @ \$0.01/\$0.052)
 - Includes a \$500 Trade In Check for the Sharp MX-4101

OPTION B

1-Konica Minolta C454e (Demo)

- 45 Pages Per Minute
- 2-Sided Networked Color Print
- 2-Sided Networked Color Scan
- Single Pass Document Feeder (160 Originals/Minute)
- (4) 500 Sheet Paper Trays
- (1) 150 Sheet Bypass Paper Tray
- Staple Finisher
- Scan to Email/Network Folder
- Wireless & Mobile Printing
- Fax



MANAGED ACCOUNT PROGRAM (MAP)

Marco's Managed Account Program includes all equipment, toner, service and supplies.

- 63 month MAP..... **\$167.04/Month**
 - Includes 4,000 B&W/900 Color (Overages @ \$0.01/\$0.052)
 - Includes a \$500 Trade In Check for the Sharp MX-4101

BENEFITS:

- Higher Quality & Reliability (Konica vs. Sharp)
- Increased Speed & Features (See Attached Spreadsheet)
- Faster Service Response Times
- Increased Allowances to Eliminate Overages
- No Price Escalations
- Government Contract Pricing
- \$500 Trade-In Check For the Sharp**
- Monthly Cost Savings of up to \$28.98/Month!**
- Annual Cost Savings of \$347.76/Year!**
- No Capital Expenditure for a New Copier!!**

Prices quoted are subject to change and should be verified before placing your order.

Accepted by: _____ Date: _____

By signing this proposal, you are authorizing Marco, Inc. to order, install and invoice the above listed equipment.



MAIL REMITTANCE TO:
851 W. 128TH ST.
BURNSVILLE, MN 55337

INVOICE

Customers First *Always*

851 W. 128TH ST.
BURNSVILLE, MN 55337 952.894.9460

INVOICE NO. CNIN170127	TERMS Net 10
---------------------------	-----------------

SHIP VIA: BESTWAY

SOLD TO: City of Mayer
413 Bluejay Ave
PO Box 102
Mayer MN 55360

SHIP TO: City of Mayer
413 Bluejay Ave
PO Box 102
Mayer, MN 55360

CUSTOMER NO. 6571502	PURCHASE ORDER NO.	SALES PERSON H.S.
SALES ORDER NO. 692192	SHIPPING DATE	INVOICE DATE 2/12/2015

ORD	SHIP	B.O.	U/M	DESCRIPTION	ITEM NUMBER	UNIT PRICE	AMOUNT
				* Maintenance Contract No. 15029			
				Contract Dates 2/11/2015 - 2/10/2016			
				Billing Period from 2/11/2015 through 2/10/2016			
1	1	0	ea	Sharp MX 4101N Copier	MX4101N Serial: 0500042Y00	1,464.020000	1,464.02
				Machine id: 07018			
				**** City of Mayer			
				**** 413 Bluejay Ave			
				**** PO Box 102			
				**** Mayer, MN 55360			
				COPIES Used from 2/11/2014 through 2/10/2015			
				** Black and White			
				203894 ___ Current Meter Reading			
				151276 ___ Prior Meter Reading			
				52618 ___ Total COPIES			
				48000 ___ COPIES Included In Use Charge			
				4618 ___ Net Billable COPIES			
1	1	0		48000 COPIES @ 0.000000	Black and White	0.000000	0.00
1	1	0		4618 COPIES @ 0.014112	Black and White	65.170000	65.17
				COPIES Used from 2/11/2014 through 2/10/2015			

678

PLEASE REMIT PAYMENT TO COORDINATED BUSINESS SYSTEMS.
1.5% PER MONTH (18% PER ANNUM) SERVICE CHARGE ON ALL CHARGES AFTER 10 DAYS.
RETURNS NOT ACCEPTED WITHOUT PRIOR AUTHORIZATION.
RETURNS SUBJECT TO A 15% RESTOCKING CHARGE.

CONTINUED

INVOICE NO. CNIN170127	INVOICE DATE 2/12/2015
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CONTINUED



MAIL REMITTANCE TO:
851 W. 128TH ST.
BURNSVILLE, MN 55337

INVOICE

Customers First *Always*

351 W. 128TH ST.
BURNSVILLE, MN 55337 952.894.9460

INVOICE NO. CNIN170127	TERMS Net 10
---------------------------	-----------------

SHIP VIA: BESTWAY

SOLD TO: City of Mayer
413 Bluejay Ave
PO Box 102
Mayer MN 55360

SHIP TO: City of Mayer
413 Bluejay Ave
PO Box 102
Mayer, MN 55360

CUSTOMER NO. 6571502	PURCHASE ORDER NO.	SALES PERSON H.S.
SALES ORDER NO. 692192	SHIPPING DATE	INVOICE DATE 2/12/2015

ORD	SHIP	B.O.	U/M	DESCRIPTION	ITEM NUMBER	UNIT PRICE	AMOUNT
				** Color			
				46559 Current Meter Reading			
				36871 Prior Meter Reading			
				9688 Total COPIES			
				8000 COPIES Included In Use Charge			
				1688 Net Billable COPIES			
1	1	0		8000 COPIES @ 0.000000	Color	0.000000	0.00
1	1	0		1688 COPIES @ 0.074461	Color	125.690000	125.69

PLEASE REMIT PAYMENT TO COORDINATED BUSINESS SYSTEMS.
.5% PER MONTH (18% PER ANNUM) SERVICE CHARGE ON ALL CHARGES AFTER 10 DAYS.
RETURNS NOT ACCEPTED WITHOUT PRIOR AUTHORIZATION.
RETURNS SUBJECT TO A 15% RESTOCKING CHARGE.

SUBTOTAL 1,654.88
FREIGHT 0.00
SALES TAX 13.12

INVOICE NO. CNIN170127	INVOICE DATE 2/12/2015
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Please Pay This Amount 1,668.00



MAIL REMITTANCE TO:
851 W. 128TH ST.
BURNSVILLE, MN 55337

INVOICE

Customers First *Always*

Please remit top portion with payment.

851 W. 128TH ST.
BURNSVILLE, MN 55337 952.894.9460

INVOICE NO. CNIN202674	TERMS Net 10
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SHIP VIA: BESTWAY

SOLD TO: City of Mayer
413 Bluejay Ave
PO Box 102
Mayer MN 55360

SHIP TO: City of Mayer
413 Bluejay Ave
PO Box 102
Mayer, MN 55360

CUSTOMER NO. 6571502	PURCHASE ORDER NO.	SALES PERSON H.S.
SALES ORDER NO. 818423	SHIPPING DATE	INVOICE DATE 2/11/2016

ORD	SHIP	B.O.	U/M	DESCRIPTION	ITEM NUMBER	UNIT PRICE	AMOUNT
				* Maintenance Contract No. 15029			
				Contract Dates 2/11/2016 - 2/10/2017			
				Billing Period from 2/11/2016 through 2/10/2017			
1	1	0	ea	Sharp MX 4101N Copier	MX4101N Serial: 0500042Y00	1,668.980000	1,668.98
				Machine id: 07018			
				**** City of Mayer			
				**** 413 Bluejay Ave			
				**** PO Box 102			
				**** Mayer, MN 55360			
				COPIES Used from 2/11/2015 through 2/10/2016			
				** Black and White			
				254074 ___ Current Meter Reading			
				203894 ___ Prior Meter Reading			
				50180 ___ Total COPIES			
				48000 ___ COPIES Included In Use Charge			
				2180 ___ Net Billable COPIES			
1	1	0		48000 COPIES @ 0.000000	Black and White	0.000000	0.00
1	1	0		2180 COPIES @ 0.016229	Black and White	35.380000	35.38
				COPIES Used from 2/11/2015 through 2/10/2016			

PLEASE REMIT PAYMENT TO COORDINATED BUSINESS SYSTEMS.
1.5% PER MONTH (18% PER ANNUM) SERVICE CHARGE ON ALL CHARGES AFTER 10 DAYS.
RETURNS NOT ACCEPTED WITHOUT PRIOR AUTHORIZATION.
RETURNS SUBJECT TO A 15% RESTOCKING CHARGE.

CONTINUED

INVOICE NO. CNIN202674	INVOICE DATE 2/11/2016
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CONTINUED



MAIL REMITTANCE TO:
851 W. 128TH ST.
BURNSVILLE, MN 55337

INVOICE

Customers First *Always*

851 W. 128TH ST.
BURNSVILLE, MN 55337 952.894.9460

INVOICE NO. CNIN202674	TERMS Net 10
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SHIP VIA: BESTWAY

SOLD TO: City of Mayer
413 Bluejay Ave
PO Box 102
Mayer MN 55360

SHIP TO: City of Mayer
413 Bluejay Ave
PO Box 102
Mayer, MN 55360

CUSTOMER NO. 6571502	PURCHASE ORDER NO.	SALES PERSON H.S.
SALES ORDER NO. 818423	SHIPPING DATE	INVOICE DATE 2/11/2016

ORD	SHIP	B.O.	U/M	DESCRIPTION	ITEM NUMBER	UNIT PRICE	AMOUNT
				** Color			
				57820 ___ Current Meter Reading			
				46559 ___ Prior Meter Reading			
				11261 ___ Total COPIES			
				8000 ___ COPIES Included In Use Charge			
				3261 ___ Net Billable COPIES			
1	1	0		8000 COPIES @ 0.000000	Color	0.000000	0.00
1	1	0		3261 COPIES @ 0.085630	Color	279.240000	279.24

PLEASE REMIT PAYMENT TO COORDINATED BUSINESS SYSTEMS.
1.5% PER MONTH (18% PER ANNUM) SERVICE CHARGE ON ALL CHARGES AFTER 10 DAYS.
RETURNS NOT ACCEPTED WITHOUT PRIOR AUTHORIZATION.
RETURNS SUBJECT TO A 15% RESTOCKING CHARGE.

SUBTOTAL	1,983.60
FREIGHT	0.00
SALES TAX	21.63

INVOICE NO. CNIN202674	INVOICE DATE 2/11/2016
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Please Pay This Amount 2,005.23

REQUEST FOR CITY COUNCIL ACTION

Meeting Date: January 23, 2017
Item Name: Jaguar
Originating Department: Administration
Presented by: Luayn Ruch-Hammond

Previous Council Action (if any):
Item Type (X only one): Consent Regular Session Discussion Session

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

A motion authorizing staff to provide assistance to Jaguar Communications.

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

The City was contacted by Jonathon Rodd of Jaguar Communications about providing internet service to the residents of Mayer. Jaguar has been contacted by several residents and a couple of businesses in the City requesting services.

Jaguar would like to survey the residents and is requesting that the City assist them with the survey. They wanted the City to include a survey in the utility bills. When I informed Mr. Rodd that the City mailed post cards but could provide him with labels for all of the residents that met with his approval.

Staff is requesting Council authorization to work with Jaguar to survey the residents of Mayer.

<p>FINANCIAL IMPLICATIONS:</p> <p>Funding Sources & Uses:</p> <p>Budget Information:</p> <p>_____ Budgeted</p> <p>_____ Non Budgeted</p> <p>_____ Amendment Required</p>	<p>ADVISORY BOARD RECOMMENDATIONS:</p> <p>_____</p> <p>_____</p> <p>Other _____</p>
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Approved _____ **Denied** _____ **Tabled** _____ **Other** _____

Resolution No. _____ **Ordinance No.** _____

FYI

Suayn, Mayor & Council,
Thank you for the continued
opportunity to serve the
City of Mayer with
planning consulting services!
We sincerely appreciate your
inclusion of us on your team!

Best regards,
Jo. Forest John Anderson

Waters of Carver County – the next 20 years



Chaska Event Center February 8th, 2017

4:30 to 7:30 p.m. Open House to view CCWMO accomplishments, lend your input to the water management plan update and enjoy refreshments. Snacks are provided and beverages available at Crooked Pint.

5:30 p.m. Paul Huttner, Meteorologist for Minnesota Public Radio, will present on challenges local communities are facing with larger and changing precipitation events.

Steve Woods, Freshwater Society will present on what solutions local communities are using to tackle water problems.

6:30 p.m. Paul Moline, with CCWMO will discuss what's ahead for local water resources.

Activities

- CCWMO is updating its water management plan, a document that guides its actions over 10 years. We want to know what you think. What are your biggest water concerns? What is important to protect? Come share and help direct our actions.
- Water bar – taste tap water from around the metro.
- Youth project display - see what students have created to educate others on water issues.

Chaska Event Center
3210 Chaska Blvd
Chaska, MN 55318

RSVP by February 6th, 2017 to
Madeline at
mseveland@co.carver.mn.us
952-361-1026

Luayn Ruch-Hammond

From: Swanson, Michelle M [michelle.m.swanson@xcelenergy.com]
Sent: Thursday, January 12, 2017 2:30 PM
To: Luayn Ruch-Hammond
Subject: LED streetlighting conversion
Attachments: MN LED SL IS Sept 2016 (2).pdf; Mayer worksheet.xlsx

Luayn:

Your city is expected to have the Xcel Energy owned cobra streetlights converted in March, 2017. As we get closer, I will be able to confirm the actual starting date. Please see the attached flyer on LED street lighting and a worksheet summarizing the savings associated with the conversion. Let me know if you have any questions.

Michelle Swanson
Xcel Energy | Responsible By Nature
Manager, Community Relations & Economic Development
5309 West 70th Street, Edina, MN 55439
P: 952-380-2604* **F:** 612-573-1724
E: michelle.m.swanson@xcelenergy.com

* Please note new phone number

XCELENERGY.COM

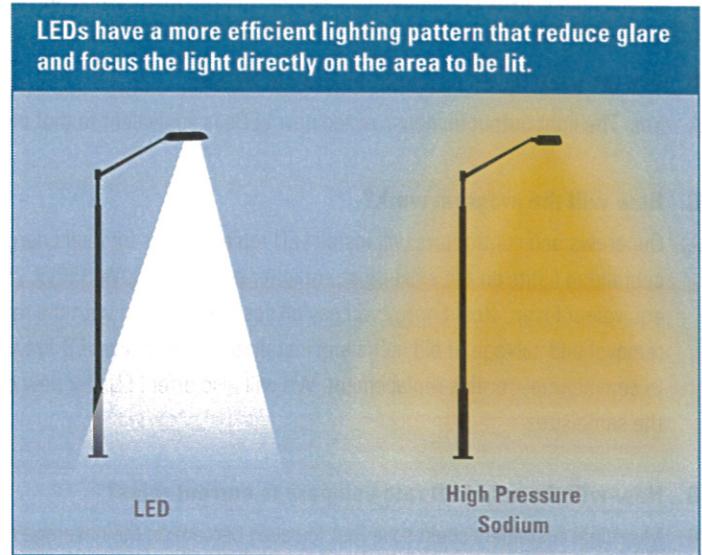
Please consider the environment before printing this email.

LED Street Lighting

LED streetlights are durable, long-lasting and cost effective and can lead to enhanced public safety while delivering environmental advantages because they use less energy while delivering enhanced visible light. After completing pilot programs and a technical analysis of current products that meet our engineering requirements, we found mainstream LED streetlights to be of utility-grade quality and on par with the reliability standards we must maintain.

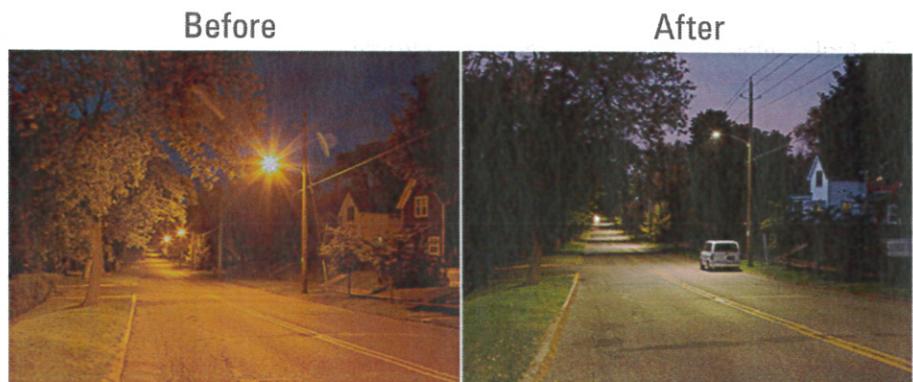
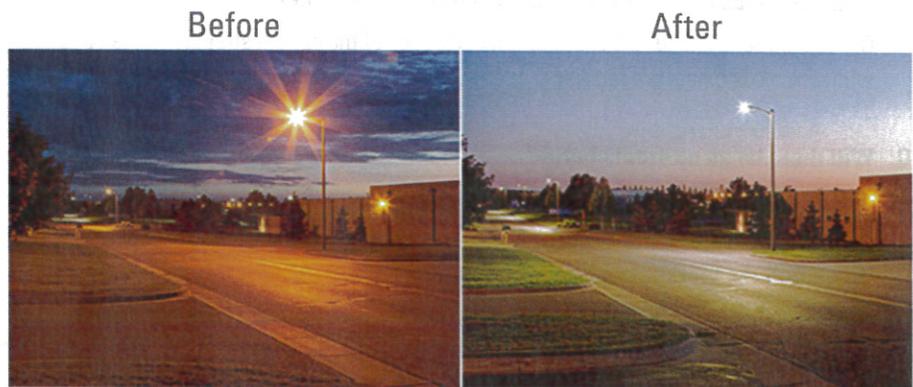
Q. Will residents notice a difference compared to the existing lights?

A. Yes. Old residential streetlight technology such as high pressure sodium has less efficient light pattern that causes glare and light trespass. New residential LED street lighting technology has a more efficient lighting pattern that reduces glare and focuses the light directly on the area to be lit (typically corners and mid-block locations).



LEDs have better, broad spectrum lighting than traditional high pressure sodium cobra head-style streetlights which spill excessive yellowish-orange light away from the street and into neighboring yards and windows. Because existing poles are not being moved, any unlit areas between poles (corners and mid-block locations) are unchanged. However, due to the uniformity of the light from LEDs, the difference between lit and unlit areas is accentuated.

All of our LED lighting is also “Dark Sky” compliant for backlight, uplight and glare. Dark sky is a designation given to outdoor lighting fixtures that meet the International Dark Sky Association’s requirements for reducing the waste of ambient light.



Q. What is the purpose of residential street lighting?

A. Residential street lighting is different than downtown or highway street lighting in that it's meant to provide sufficient guidance for pedestrians and vehicle traffic along residential streets by illuminating corners and mid-block locations. In a downtown area, lighting uniformity plays an important role due to the high volume of pedestrian and vehicle traffic and to enhance the visibility of buildings and storefronts. In highway lighting, particularly near interchanges, exits or roundabouts, lighting uniformity is also important.

Q. Are the new lights as bright as the old lights?

A. Yes. The light output (lumens) of the new LEDs is equivalent to that of the old HPS lights.

Q. How will the program work?

A. Our crews and contractors will install LED replacements for Xcel Energy-owned HPS cobrahead lights on the existing streetlight rate at the 100W, 150W, 250W and 400W equivalent levels. Xcel Energy will pay all costs associated with the retrofits, including removal and salvage of old lights and installation of the new LED fixtures. There are no costs to communities for this replacement. We will also offer LEDs for new construction projects in the same sizes.

Q. How will the new LED rate compare to current rates?

A. Municipal customers could save four to seven percent on their average monthly streetlight bill.

Q. What services does the LED Street Lighting rate include?

A. Our LED Street Lighting rate is a simple modification of the current streetlight rate structure with which customers are familiar.

Q. Will there be an up-front charge?

A. No. We will be able to implement this program with no up-front charge to customers.

Q. When will the work take place?

A. The installation of LED streetlights began in Minnesota September 2016 and will continue for 2 1/2 years.

For further information we also encourage you to visit
xcelenergy.com/LEDStreetLighting.

Outdoor Lighting Mayer MN

Street Lighting System Service (Average Monthly Bill Impact Per Fixture)

OVERHEAD SERVICE (Average Monthly Bill)						
High Pressure Sodium		LED Equivalent		Monthly \$ Savings per fixture	Monthly Energy kWh Savings per fixture	Monthly CO2 lbs/kWh avoided
100 Watt (4,000 Lumens)	\$10.34	39 Watt (4,000 Lumens)	\$9.89	\$0.45	27.1	28.5634
150 Watt (6,000 Lumens)	\$11.46	65 Watt (6,000 Lumens)	\$10.70	\$0.76	36.8	38.7872
250 Watt (14,000 Lumens)	\$15.12	155 Watt (14,000 Lumens)	\$14.54	\$0.58	52.7	55.5458
400 Watt (25,000 Lumens)	\$19.19	246 Watt (25,000 Lumens)	\$18.50	\$0.69	81.8	86.2172
UNDERGROUND SERVICE (Average Monthly Bill)						
High Pressure Sodium		LED Equivalent		Monthly \$ Savings per fixture	Monthly Energy kWh Savings per fixture	Monthly CO2 lbs/kWh avoided
100 Watt (4,000 Lumens)	\$19.06	39 Watt (4,000 Lumens)	\$18.61	\$0.45	27.1	28.5634
150 Watt (6,000 Lumens)	\$20.17	65 Watt (6,000 Lumens)	\$19.42	\$0.75	36.8	38.7872
250 Watt (14,000 Lumens)	\$23.64	155 Watt (14,000 Lumens)	\$23.05	\$0.59	52.7	55.5458
400 Watt (25,000 Lumens)	\$27.71	246 Watt (25,000 Lumens)	\$26.72	\$0.99	81.8	86.2172
AVG. MONTHLY SAVINGS (\$, ENERGY, CARBON)						
	# OVERHEAD	# UNDERGROUND	Monthly \$ Savings	Monthly Energy kWh Savings	Monthly CO2 lbs/kWh avoided	
100 Watt HPSV → 39 Watt LED	19	1	\$9.00	542	571.268	
150 Watt HPSV → 65 Watt LED	13	20	\$24.88	1214.4	1279.9776	
250 Watt HPSV → 155 Watt LED			\$0.00	0	0	
400 Watt HPSV → 246 Watt LED			\$0.00	0	0	
Total	32	21	\$33.88	1756.4	1851.2456	
Note: Carbon emissions avoided calculated using 2014 Xcel Energy Corporate Responsibility Report (lbs/kWh) for Upper Midwest generation sources (1.054 lbs/kWh)						