

CITY OF MAYER
REGULAR CITY COUNCIL MEETING
AGENDA
Monday
January 9, 2017
6:30 PM

Oath of Office New Council Members

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 December 12, 2016 Regular Council Meeting
 - 4.2. Approval of the minutes for the November 1, 2016 Planning Commission Meeting
 - 4.3. Approval of Claims for December
 - 4.4. Approval of the Check Summary for the month of December
 - 4.5. Approval of Claims for the month of January
 - 4.6. Approval of Resolution 1-9-2017-1 Gambling Exception for Watertown Mayer Gun Club
 - 4.7. Approval of Resolution 1-9-2017-2 Gambling Exception for West Carver Ducks Unlimited
 - 4.8. Approval of the building permit report for the month ending December 2016
 - 4.9. Approval of the Fire Department report for the month ending December 2016
 - 4.10. Approval of contract for planning services with Municipal Development Group
 - 4.11. Approval of 2017 Liquor Licenses
5. City Administrator
 - 5.1 Approval of Mayer Fire Department Social Media Policy
 - 5.2 Approval of Ordinance 213 Fee Schedule
 - 5.3 Discussion on Administrator's contract
 - 5.4 Approval of Resolution 1-9-2017-3 Organization of the City of Mayer 2017
 - 5.5 Approval of Architect Services for Park Shelter and Restrooms
 - 5.6 Review and Recommendations on Loss Control
 - 5.7 Approval of Resolution 1-9-2017-4 Assignment of City Clerk duties
 - 5.8 Approval of salary adjustment for City Administrator
6. For Your Information
7. Council Reports
8. 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.
9. Other Business
10. Adjournment

Calendar of Events and Meetings

January 10	Tuesday	6:30 PM	Park Board Meeting
January 16	Monday		Martin Luther King Holiday City Offices Closed
January 24	Tuesday	6:30 PM	EDA Meeting
February 13	Monday	6:30 PM	City Council
February 14	Tuesday	6:30 PM	Park Board Meeting

MAYER CITY COUNCIL MEETING MINUTES – DECEMBER 12, 2016

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

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

ABSENT: None

STAFF: Waste Water Contract Operator Greg Kluver, City Administrator Ruch-Hammond, Public Works Kuntz, and Deputy Clerk Gildemeister

ALSO PRESENT: Mike Dodge, Elizabeth Butterfield, Ivan Raconteur Jeff Volmer and Todd Johnson

The meeting was opened with the Pledge of Allegiance.

APPROVE AGENDA

A MOTION was made by Council Member Mc Neilly and seconded by Council Member Stieve-McPadden to approve the agenda as with three additions gym use, Clerk Resignation and Fire Department request to create a Facebook page. Motion Carried 5/0

PUBLIC COMMENT

None

RECOGNITION: The Council recognized Donald Wachholz for his outstanding attendance at the Mayer Council meetings in 2016, and for being an informed citizen. Certificate will be forward to Don.

Mayor Thomas presented a plaque to Council Member Osborn for his service to the City since 2009. Council Member Boder presented a plague to Mayer Thomas for his past two years of service.

APPROVE CONSENT AGENDA

A MOTION was made by Council Member Stieve-McPadden and seconded by Council Member Osborn to approve the Consent Agenda. Motion Carried 5/0.

1. Approval of the minutes for the November 28, 2016 Regular Council Meeting
2. Approval of Claims
3. Approval of the Check Summary for the month of November
4. Approval of Amusement Licenses for 2017
5. Approval of Fire Department Officers for 2017
6. Approval of Resolution 12-12-2016-41 To pay add'l claims for the month of Dec 2016
7. Approval of Building Permit Report for the month ending November 2016
8. Approval of Fire Department Report for the month ending November 201

CITY ADMINISTRATOR

1. Fire Department Request to Create Facebook Page

Firemen Johnson and Volmer came before the Council requesting authorization to create a FACEBOOK page for the Mayer Fire Department. The Fire Department will use the page to educate the public about activities of the Fire Department. On a motion by Council Member Stieve-McPadden and seconded by Council Member Osborn to authorize the Mayer Fire Department to create a Facebook page and to return to the Council with a policy before launching the page. Motion carried 5/0.

2. Public Hearing Truth in Taxation

Hearing was opened at 6:45 PM with no public comment the public hearing was closed at 6:46 PM. Staff reviewed with Council on the changes to the general fund. On a motion by Council Member Stieve-McPadden and seconded by Mayor Thomas approving resolution 12-12-2016-43 Approving Final Levy for 2017 setting the final levy at \$952,000. Motion Carried 4/0 and Council Member Osborn Nay.

3. Approval of General Fund Budget 2017

After some discussion on changes to the General Fund Budget for specific line items Council agreed on the changes. On a motion by Council Member Boder and seconded by Council Member McNeilly to approve resolution 12-12-2016-42 Approving General Fund Budget for 2017 in the amount of \$1,405,936.00 Motion carried 4/0 Osborn voting Nay.

4. Water and Sewer Budgets

Staff reviewed narratives for the water and sewer budgets. Discussion about the capital outlay line item for the waste water plant and how amounts were derived. Contract Operator Kluver explained that some numbers were used from the CIP that was prepared by Bolton and Menk. Contract Operator would solicit quotes for the work to be performed and those numbers would be used. Many times there was a cost savings from what the engineers estimate was to the actual bids. On a motion by Council Member Stieve-McPadden and seconded by Council Member McNeilly to approve the water budget in the amount of \$450,356 and the sewer budget in the amount of \$825,382. Motion carried 5/0.

5. Approval of Water and Sewer Rates

Staff presented the following rates for Council consideration. These rates are based on the budgets that were approved previously and based on the MRW rate study that was completed last year.

Service	Current Fee	Proposed Fee
Wastewater Monthly Base	\$18.19	\$19.46
Wastewater Per thousand	\$7.02	\$7.40
Water Monthly Base	\$10.90	\$11.88
Water Per Thousand 0-6,000 gallons	\$4.67	\$5.25
Water Per Thousand on 6,001-15,000	\$5.40	\$6.08
Water Per Thousand on 15,001-20,000	\$6.36	\$7.15
Water Per Thousand on 20,001 & Above	\$8.61	\$9.68
Hydrant Meter 1-10,000	\$65.00	\$70.00
10,000- 15,000 gallons	\$5.40	\$6.08
15,001-20,000 gallons	\$6.36	\$7.15
20,001- and Above	\$8.61	\$9.68

On a motion by Council Member Boder and seconded by Mayor Thomas to approve Resolution 12-12-2016-44 Water and Sewer Rates for 2017. Motion carried 4/1. Osborn Nay

Council Member Osborn leaves the meeting 7:36 PM.

6. Approval of Police Contract

City of Mayer contracts with Carver County for police services and every year the City enter into a contract with the County. This year the City had requested additional patrol for nights and weekends. The County is proposing to cover the hours with a part time position starting July 1. Council would like to discuss with the County whether paying over time would be more prudent than a position. On a motion by Council Member McNeilly and seconded by Mayor Thomas to approve resolution 12-12-2016-45 Police Services with reservations on the additional position until the Council can have a discussion with the Commander. Motion carried 4/0.

7. Approval of Wage Adjustments

In December the City Council adjusts the wages and salaries for all municipal employees for the following year after a satisfactory performance. Public Works and Deputy Clerk have completed performance reviews and received a satisfactory performance.

Based on Council instruction for the 2017 budget a 3% cost of living was included (\$2,464.80). The hourly increase for the Public Works would be \$.64 and Deputy Clerk would be \$.54. Discussion continued about rewarding employees also with a step. The total hourly increase for a step and 3% COLA for public works would be \$1.29 per hour and Deputy Clerk wages would increase \$1.08. The 2017 budget increase for both the step and the COLA based on 2080 hours for the two employees would be \$4,929.60. City Council already included the 3% COLA increase in the 2017 budget. The additional funds for the step would be \$2,464.80 for the additional step.

Also, the City needs to be in compliance with minimum wage increase. A large employer must pay all employees at least \$9 per hour. The City meets the requirement of a large employer and must pay the \$9 per hour. Currently compost employee is paid \$8.75 staff is proposing a wage of \$9.75.

On a motion by Council Member McNeilly and seconded by Council Member Boder to approve Resolution 12-12-2016-46 Wage Scale which is 3% COLA, step increase and \$1 per hour for compost employee. Motion carried 4/0.

8. Approval of Auditor Fees for 2016 Audit

Staff is requesting approval of the fee of \$21,733 for the 2016 Audit and \$2,678 for the Long Term Financial Management Plan with Abdo, Eick and Meyers and authorization to sign the engagement letter. A MOTION was made by Council Member McNeilly and seconded by Council Member Boder approving the auditor fees for 2016. Motion carried 4/0. Further discussion about the City completing an RFP for the 2017 audit. Staff will bring back to Council for consideration.

9. Approval of Christmas Tree Pick Up

In the past Carver County has coordinated and paid for a Christmas tree pick up in the City of Mayer. Carver County has changed their procedures for reimbursement to youth groups and they no longer can reimburse youth groups for assistance with the Christmas tree pick up. However, the City could coordinate the clean up and request reimbursement from the County for the Christmas trees.

Mayer Lutheran High is willing to do the pick up for the City. They are proposing Sunday, January 8, 2017 from 1-4 PM at a reimbursement of \$2.00. The funds donated to Ridgeview for woman undergoing cancer treatment to pay utility bills.

A motion by Council Member McNeilly and seconded by Council Member Boder approving Mayer Lutheran High to conduct a Christmas tree pick up on Sunday, January 8, 2017 from 1-4 PM and reimbursement of \$2.00 per tree. Motion carried 4/0.

10. Request for Use of Gym

This item was tabled

11. Approval of City Clerk Resignation

City is in receipt of a letter of resignation from Clerk Maetzold stating her last day of employment with the City of Mayer is December 30, 2016. On a motion by Council Member Boder and seconded by Council Member McNeilly to accept the resignation. Motion carried 4/0. Staff will arrange an open housed retirement in January.

12. CLOSED MEETING The City Council went into closed session to conduct the City Administrators annual review permitted under Minnesota State Statute 13D.05, subd. 3(a) –for the purpose of conducting the city administrator’s annual performance review.

COUNCIL REPORTS

- None

OTHER BUSINESS

- None

ADJOURN

There being no further business, a MOTION was made by Council Member Boder and seconded by Council Member McNeilly to adjourn the meeting at 9:30 p.m. Motion Carried 4/0

Mike Dodge, Mayor

Attest: _____
Janell Gildemeister, Deputy City Clerk

City of Mayer
Planning Commission
Meeting Minutes
Tuesday, November 1, 2016

Commission Members Present: Chairperson Tom Stifter, Les Hahn, Barney Johnson, Rod Maetzold, Don Wachholz and Council Liaison Erick Boder.

Commission Members Absent: Patty Lanting.

Others Present: Bryce Loring with Casey's, Gerry Thomas and Scott Wakefield.

Staff Present: Planning Consultant John Anderson of Municipal Development Group, LLC

CALL MEETING TO ORDER

Meeting called to order at 6:30 PM by Chairperson Stifter.

ADOPT AGENDA

A motion to approve the agenda was made by Commissioner Wachholz and seconded by Commissioner Johnson. Motion carried 6/0.

APPROVAL OF MINUTES

A motion to approve the September 6, 2016 Planning Commission minutes was made by Commissioner Wachholz and seconded by Commissioner Johnson. Motion carried 6/0.

SITE PLAN REVIEW FOR CASEY'S GENERAL STORE TO BE LOCATED AT 319 SHIMMCOR STREET.

At 6:34 PM Planning Consultant Anderson presented the information and stated that with the most recent revisions the outstanding items have been addressed. He also stated that he expected comments from Mn/DOT on November 3, 2016 and that any comments would have to be satisfied by the applicant.

Commissioner Wachholz asked if the additional traffic that will use Shimmcor Street will affect fire truck access.

Commissioner Johnson says he has a issue with the traffic at this intersection and feels the new Casey's store will negatively affect traffic.

Council Liaison Boder stated that this intersection has been discussed by the City Council in the past so the Council is aware of the issues. He also stated he felt a large part of the issue is that more enforcement is needed for this area and that would solve a lot of the problems.

Commissioner Hahn stated he did not think additional traffic would be drawn to the area by the Casey's store other than the normal traffic that uses Trunk Highway 25 and Shimmcor Street.

Bryce Loring with Casey's General Store spoke and stated the building design is a pitched roof style.

Commissioner Hahn asked if there were any studies done to determine what the customer count is projected at.

Bryce Loring stated they have done no specific studies on customer counts and that they base their counts on a monthly total instead of a daily total.

Council Liaison Boder asked about the operating hours of the store and the number of employees

Bryce Loring said it has not yet been determined, but he thought it would be 5:00 am to 11:00 pm but that they reserve the right to be open twenty-four hours a day. He stated that when the store is closed the pumps would also be closed. He also said the number of employees would be between fifteen and twenty employees and there would be a mix of full time and part time employees. He said they will use managers from neighboring stores for the hiring process and that they typically hire locally.

A motion to recommend approval of the site plan review for Casey's General Store was made by Commissioner Wachholz and seconded by Commissioner Maetzold. Motion carried 5/1 with Commissioner Johnson voting no.

DISCUSSION ON CHAPTER 4 LAND USE OF THE CITY OF MAYER 2040 COMPREHENSIVE PLAN UPDATE.

At 7:00 PM Planning Consultant Anderson started the Land Use Visioning session presentation and the Planning Commission members and members of the audience filled out the questionnaires and surveys and marked of the maps showing proposed land uses throughout the community.

Items that were brought up were future broadband and fiber optic availability, what amenities can Mayer bring to the community to lessen trips out of the community to other cities like Waconia and Watertown and that a big reason people buy in Mayer is because of the community and price points of the housing.

Commissioner Hahn stated that the parcel of land just to the west of the Hidden Creek Development that is owned by Mayer Lutheran High School should be discussed as a future nature park.

NEXT MEETING

Next scheduled meeting is Tuesday, December 6, 2016.

COMMISSIONERS REPORT

No reports were given.

ADJOURNMENT

A motion was made by Commissioner Johnson and seconded by Commissioner Hahn to adjourn the meeting at 7:56 PM. Motion carried 6/0.

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Payments

Current Period: December 2016

Batch Name	16YRENDCLAIM	User Dollar Amt	\$110,160.15		
Payments		Computer Dollar Amt	\$110,160.15		
				\$0.00	In Balance
Refer	13114 <u>KLUVER CONSULTING</u>	Ck# 020343	12/12/2016		
Cash Payment	E 640-49480-300 Professional Svcs	DECEMBER 1ST TO 15TH			\$900.00
Invoice	12/12/2016				
Transaction Date	12/12/2016	Security Bank	10100	Total	\$900.00
Refer	13115 <u>POSTMASTER</u>	Ck# 020342	12/12/2016		
Cash Payment	E 620-49440-322 Postage	NOVEMBER BILLING			\$118.83
Invoice	12/12/2016				
Cash Payment	E 640-49490-322 Postage	NOVEMBER BILLING			\$118.83
Invoice	12/12/2016				
Transaction Date	12/12/2016	Security Bank	10100	Total	\$237.66
Refer	13116 <u>KLM ENGINEERING INC</u>	Ck# 020378	12/14/2016		
Cash Payment	E 620-49410-500 Capital Outlay (GENERA	DRY TANK EVALUATION FIXED FEE			\$2,400.00
Invoice 6237	11/22/2016				
Cash Payment	E 620-49410-400 Repairs & Maint Cont	DRY TANK EVALUATION FIXED FEE			\$850.00
Invoice 6238	11/22/2016				
Transaction Date	12/13/2016	Security Bank	10100	Total	\$3,250.00
Refer	13117 <u>CARVER CO TAXPAYERS SERVIC</u>	Ck# 020379	12/14/2016		
Cash Payment	E 100-43100-430 Miscellaneous (GENERA	2016 PROPERTY TAXES FOR 323 SHIMMOR ST			\$2,909.76
Invoice	12/14/2016				
Transaction Date	12/14/2016	Security Bank	10100	Total	\$2,909.76
Refer	13118 <u>LITZAU EXCAVATING INC</u>	Ck# 020380	12/14/2016		
Cash Payment	E 640-49480-220 Bio-Solids Disposal	WWTP- 10/24-10/25/16 HAULING SLUDGE			\$5,108.00
Invoice 18447	12/9/2016				
Transaction Date	12/14/2016	Security Bank	10100	Total	\$5,108.00
Refer	13119 <u>ANCOM COMMUNICATIONS, INC</u>	Ck# 020381	12/14/2016		
Cash Payment	E 100-42260-406 800 Mgz Radios	FD-IMPRES 2000MAH FM BATTERY			\$85.00
Invoice 65152	12/7/2016				
Transaction Date	12/14/2016	Security Bank	10100	Total	\$85.00
Refer	13120 <u>MCLEOD COOP POWER ASSN</u>	Ck# 004406E	12/28/2016		
Cash Payment	E 100-43160-381 Electric Utilities	CITY SIGN			\$34.79
Invoice	12/9/2016				
Transaction Date	12/14/2016	Security Bank	10100	Total	\$34.79
Refer	13121 <u>MCLEOD COOP POWER ASSN</u>	Ck# 004407E	12/28/2016		
Cash Payment	E 100-43160-381 Electric Utilities	STREET LIGHTS			\$702.76
Invoice	12/9/2016				
Transaction Date	12/14/2016	Security Bank	10100	Total	\$702.76
Refer	13122 <u>IDEAL SERVICE INC</u>	Ck# 020382	12/14/2016		
Cash Payment	E 640-49480-404 Repairs/Maint Machinery	WWTF			\$367.50
Invoice 8320	11/14/2016				
Cash Payment	E 620-49410-400 Repairs & Maint Cont	WTP			\$192.50
Invoice 8320	11/14/2016				

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Current Period: December 2016

Transaction Date	12/14/2016	Security Bank	10100	Total	\$560.00
Refer	13123 CULLIGAN - METRO	Ck# 020383	12/14/2016		
Cash Payment	E 100-42280-400 Repairs & Maint Cont	FIRE DEPARTMENT SOFTNER			\$67.10
Invoice	902886163 11/30/2016				
Transaction Date	12/14/2016	Security Bank	10100	Total	\$67.10
Refer	13124 DELTA DENTAL OF MINNESOTA	Ck# 020384	12/14/2016		
Cash Payment	G 100-21707 Dental	EMPLOYEE BENEFITS FOR DEC 16			\$140.10
Invoice	6719186 12/7/2016				
Transaction Date	12/14/2016	Security Bank	10100	Total	\$140.10
Refer	13125 PREFERRED ONE INS CO	Ck# 020385	12/14/2016		
Cash Payment	G 100-21706 Hospitalization/Medical Ins	EMPLOYEE BENEFITS DEC 2016			\$2,107.44
Invoice	163410000256 12/6/2016				
Transaction Date	12/14/2016	Security Bank	10100	Total	\$2,107.44
Refer	13126 AVENET, LLC	Ck# 020386	12/14/2016		
Cash Payment	E 100-41000-340 Advertising	GOV OFFICE ANNUAL SERVICE PKGE			\$425.00
Invoice	39835 12/7/2016				
Transaction Date	12/14/2016	Security Bank	10100	Total	\$425.00
Refer	13127 FRANKLIN PRINTING INC	Ck# 020387	12/14/2016		
Cash Payment	E 100-41000-200 Office Supplies	PLAQUES FOR G.THOMAS & B.OSBORN			\$100.00
Invoice	W161502 12/8/2016				
Cash Payment	E 100-41000-200 Office Supplies	NAME PLATES FOR M.DODGE & E.BUTTERFIELD			\$35.88
Invoice	W161502 12/8/2016				
Transaction Date	12/14/2016	Security Bank	10100	Total	\$135.88
Refer	13128 ERICK BODER	Ck# 020388	12/14/2016		
Cash Payment	E 100-41100-331 Travel Expenses	MET COUNCIL MEETINGS 11/16 & 12/14/16			\$97.20
Invoice	12/14/2016				
Transaction Date	12/14/2016	Security Bank	10100	Total	\$97.20
Refer	13129 SUSAN ZIERMANN	Ck# 020389	12/14/2016		
Cash Payment	E 100-41330-430 Miscellaneous (GENERA	5 COMMISSION MEETINGS FOR 2016			\$150.00
Invoice	12/12/2016				
Transaction Date	12/14/2016	Security Bank	10100	Total	\$150.00
Refer	13130 TOM STIFTER	Ck# 020390	12/14/2016		
Cash Payment	E 100-41910-110 Other Pay Boards & Co	11 COMMISSION MEETINGS FOR 2016			\$210.00
Invoice	12/11/2016				
Cash Payment	E 100-46500-110 Other Pay Boards & Co	11 COMMISSION MEETINGS FOR 2016			\$120.00
Invoice	12/11/2016				
Transaction Date	12/14/2016	Security Bank	10100	Total	\$330.00
Refer	13131 PATTY LANTING	Ck# 020391	12/14/2016		
Cash Payment	E 100-41910-110 Other Pay Boards & Co	5 COMMISSION MEETINGS FOR 2016			\$150.00
Invoice	12/13/2016				
Transaction Date	12/14/2016	Security Bank	10100	Total	\$150.00
Refer	13132 R & V SERVICE	Ck# 020392	12/14/2016		
Cash Payment	E 100-42260-400 Repairs & Maint Cont	TIRE SHINE, BULB			\$11.22
Invoice	130925 7/27/2016				

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Cash Payment	E 100-42260-400 Repairs & Maint Cont	R&R OUTTER, INNER SHAFT, BRAKE DRUM		\$261.00
Invoice	161686	7/27/2016		
Transaction Date	12/14/2016	Security Bank	10100	Total \$272.22
Refer	13136	LES HAHN	Ck# 020402 12/15/2016	
Cash Payment	E 100-41910-110 Other Pay Boards & Co	ADDITIONAL COMMISSION MEETINGS		\$30.00
Invoice		12/15/2016		
Transaction Date	12/15/2016	Security Bank	10100	Total \$30.00
Refer	13137	AME ELECTRIC INC	Ck# 020450 12/20/2016	
Cash Payment	E 100-43160-400 Repairs & Maint Cont	SERVICE CALL ON POLES 3&5, REPLACE GFI		\$130.00
Invoice	3070	12/5/2016		
Cash Payment	E 100-43160-400 Repairs & Maint Cont	SERVICE CALL/REPLACED 2 CONTACTORS-CAR WASH		\$1,166.20
Invoice	2982	12/5/2016		
Transaction Date	12/16/2016	Security Bank	10100	Total \$1,296.20
Refer	13138	NORTHER TOOL & EQUIPMENT	Ck# 020433 12/20/2016	
Cash Payment	E 100-43100-400 Repairs & Maint Cont	2 27W LED WORK LIGHTS FOR TRUCK		\$119.98
Invoice	55651	12/8/2016		
Transaction Date	12/16/2016	Security Bank	10100	Total \$119.98
Refer	13139	HYDRO ENGINEERING INC	Ck# 020434 12/20/2016	
Cash Payment	E 640-49490-500 Capital Outlay (GENERA	BYPASS PUMP INVOICE#1		\$5,749.67
Invoice	78613	12/7/2016		
Cash Payment	E 640-49490-500 Capital Outlay (GENERA	BYPASS PUMP INVOICE #2		\$35,611.55
Invoice	78620	12/12/2016		
Transaction Date	12/16/2016	Security Bank	10100	Total \$41,361.22
Refer	13140	LEAGUE OF MINNESOTA CITIES	Ck# 020435 12/20/2016	
Cash Payment	E 100-43100-208 Training and Instruction	LMCIT/MMUA REGIONAL SAFETY TRAINING		\$433.50
Invoice	247951	12/8/2016		
Cash Payment	E 620-49440-208 Training and Instruction	LMCIT/MMUA REGIONAL SAFETY TRAINING		\$216.75
Invoice	247951	12/8/2016		
Cash Payment	E 640-49490-208 Training and Instruction	LMCIT/MMUA REGIONAL SAFETY TRAINING		\$216.75
Invoice	247951	12/8/2016		
Transaction Date	12/16/2016	Security Bank	10100	Total \$867.00
Refer	13141	MOBIL - EXXON/MOBIL	Ck# 020436 12/20/2016	
Cash Payment	E 100-43100-212 Motor Fuels	P/W		\$340.35
Invoice	XXX375612	12/1/2016		
Cash Payment	E 100-42260-212 Motor Fuels	FD		\$330.87
Invoice	XXX375612	12/1/2016		
Transaction Date	12/16/2016	Security Bank	10100	Total \$671.22
Refer	13142	ALEX AIR APPARATUS, INC.	Ck# 020437 12/20/2016	
Cash Payment	E 100-42260-400 Repairs & Maint Cont	AIR QUALITY TEST/CHANGED OIL & FILTER, AIR & SECURUS FILTER/ACD		\$730.00
Invoice	31384	12/13/2016		
Transaction Date	12/19/2016	Security Bank	10100	Total \$730.00
Refer	13143	JEFFERSON FIRE & SAFETY	Ck# 020438 12/20/2016	
Cash Payment	E 100-42260-580 New Equipment	FSP FIREAID A/B FOAM 5 GAL PAILS		\$490.00
Invoice	232538	12/13/2016		

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Transaction Date	12/19/2016	Security Bank	10100	Total	\$490.00
Refer	13144	METRO WEST INSPECTION SERVI	Ck# 020439 12/20/2016		
Cash Payment	E 100-42400-300	Professional Svcs	DECEMBER 2016 STMT		\$673.91
Invoice		12/13/2016			
Transaction Date	12/19/2016	Security Bank	10100	Total	\$673.91
Refer	13145	DALCHOW CHRISTMAS TREES	Ck# 020440 12/20/2016		
Cash Payment	E 100-41940-400	Repairs & Maint Cont	2 BUNDLE SPREE TOPS		\$40.00
Invoice		12/17/2016			
Transaction Date	12/19/2016	Security Bank	10100	Total	\$40.00
Refer	13146	TOM GOEFFERT	Ck# 020441 12/20/2016		
Cash Payment	E 620-49440-300	Professional Svcs	ON CALL 12/3 & 12/4/2016		\$50.00
Invoice					
Cash Payment	E 640-49480-300	Professional Svcs	ON CALL 12/3 & 12/4/2016		\$50.00
Invoice					
Transaction Date	12/19/2016	Security Bank	10100	Total	\$100.00
Refer	13147	MICHAEL BASICH INC.	Ck# 020442 12/20/2016		
Cash Payment	E 100-45000-500	Capital Outlay (GENERA	EXCAVATE & PARK FOOTINGS		\$6,700.00
Invoice	101	12/19/2016			
Transaction Date	12/19/2016	Security Bank	10100	Total	\$6,700.00
Refer	13148	CARVER CO TAXPAYERS SERVIC	Ck# 020443 12/20/2016		
Cash Payment	E 100-41000-351	Legal Notices Publishing	TRUTH IN TAXATION BILLINGS 2016 PUBLICATION		\$683.15
Invoice	1799	12/15/2016			
Transaction Date	12/19/2016	Security Bank	10100	Total	\$683.15
Refer	13150	WRIGHT COUNTY RECORDER	Ck# 020444 12/20/2016		
Cash Payment	E 100-41000-300	Professional Svcs	NOTARY COMMISSION RECORDING FOR JANELL GILDEMEISTER		\$20.00
Invoice		12/1/2016			
Transaction Date	12/20/2016	Security Bank	10100	Total	\$20.00
Refer	13151	OBRIEN, JAMES	Ck# 020446 12/29/2016		
Cash Payment	R 100-41000-32210	Building Permits	RE-ROOF PERMIT REFUND 1166 HCB J.OBRIEN		\$65.00
Invoice	B2015-59	12/20/2016			
Transaction Date	12/20/2016	Security Bank	10100	Total	\$65.00
Refer	13152	HDSWW-EDEN PRAIRIE MN	Ck# 020447 12/29/2016		
Cash Payment	E 620-49440-437	Water Meters	16 IPERL, 16 HORNS		\$2,916.07
Invoice	G538859	12/9/2016			
Transaction Date	12/20/2016	Security Bank	10100	Total	\$2,916.07
Refer	13153	ABDO EICK & MEYERS LLP	Ck# 020448 12/29/2016		
Cash Payment	E 100-41000-301	Auditing and Acct g Servi	CERTIFIED AUDIT SERVICES FOR YR END 2016		\$5,500.00
Invoice	375206	12/21/2016			
Transaction Date	12/22/2016	Security Bank	10100	Total	\$5,500.00
Refer	13154	PREFERRED ONE INS CO	Ck# 020449 12/29/2016		
Cash Payment	G 100-21706	Hospitalization/Medical Ins	EMPLOYEE BENEFITS		\$2,107.44
Invoice	163510002011	1/1/2017			

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Transaction Date	12/27/2016	Security Bank	10100	Total	\$2,107.44
Refer	13155 HYDRO ENGINEERING INC	Ck# 020450	12/29/2016		
Cash Payment	E 640-49490-500 Capital Outlay (GENERA	ELBOW/ELBOW OFFSET			\$697.92
Invoice	78702	12/16/2016			
Transaction Date	12/27/2016	Security Bank	10100	Total	\$697.92
Refer	13156 WESTWOOD EQUIPMENT	Ck# 020452	12/29/2016		
Cash Payment	E 640-49480-404 Repairs/Maint Machinery	WWTF			\$457.47
Invoice	9590	12/20/2016			
Transaction Date	12/27/2016	Security Bank	10100	Total	\$457.47
Refer	13157 LANO EQUIPMENT	Ck# 020453	12/29/2016		
Cash Payment	E 100-43100-400 Repairs & Maint Cont	SKID STEER OIL CHANGE ITEMS			\$73.30
Invoice	5573	12/21/2016			
Transaction Date	12/27/2016	Security Bank	10100	Total	\$73.30
Refer	13159 QUALITY FLOW SYSTEMS INC	Ck# 020454	12/29/2016		
Cash Payment	E 640-49470-400 Repairs & Maint Cont	WTP-PUMP REPAIRS			\$3,100.00
Invoice	32998	12/22/2016			
Cash Payment	E 640-49470-400 Repairs & Maint Cont	PUMP REPAIRS & BASE ELBOW REPAIRS			\$7,800.00
Invoice		12/22/2016			
Transaction Date	12/27/2016	Security Bank	10100	Total	\$10,900.00
Refer	13160 KLUVER CONSULTING	Ck# 020455	12/29/2016		
Cash Payment	E 640-49480-300 Professional Svcs	WWTF SERVICES FOR 12/16-12/31/16			\$900.00
Invoice	24-16	12/27/2016			
Transaction Date	12/27/2016	Security Bank	10100	Total	\$900.00
Refer	13161 VISA	Ck# 020456	12/29/2016		
Cash Payment	E 620-49440-322 Postage	WTP WATER SAMPLES			\$10.60
Invoice	781	12/15/2016			
Cash Payment	E 620-49440-322 Postage	WTP WATER SAMPLE			\$3.21
Invoice	784	12/15/2016			
Cash Payment	E 100-45000-430 Miscellaneous (GENERA	THE SANTA CLAUS			\$115.00
Invoice	BO1397004	12/15/2016			
Cash Payment	E 100-41000-200 Office Supplies	PENS, MAILING LABELS, BATTERIES			\$51.67
Invoice	9747272312	12/15/2016			
Cash Payment	E 100-42200-200 Office Supplies	FD-INK CARTRIDGE			\$12.91
Invoice		12/15/2016			
Cash Payment	E 100-43100-210 Operating Supplies	P/W WEEKLY/MONTHLY PLANNER 2017			\$28.18
Invoice		12/15/2016			
Cash Payment	E 620-49410-400 Repairs & Maint Cont	WTP WEEKLY/MONTHLY PLANNER 2017			\$28.18
Invoice		12/15/2016			
Cash Payment	E 640-49490-400 Repairs & Maint Cont	WWTF WEEKLY/MONTHLY PLANNER 2017			\$28.19
Invoice		12/15/2016			
Transaction Date	12/27/2016	Security Bank	10100	Total	\$277.94
Refer	13162 JEFFERSON FIRE & SAFETY	Ck# 020457	12/29/2016		
Cash Payment	E 100-42260-400 Repairs & Maint Cont	FD FSP FIREADE 2000 A/B FOAM			\$686.00
Invoice	232874	12/20/2016			
Transaction Date	12/27/2016	Security Bank	10100	Total	\$686.00
Refer	13163 MUNICIPAL EMERGENCY SERVIC	Ck# 020458	12/29/2016		

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Cash Payment	E 100-42260-517 PPE Purchase	FD-ALPHA X HYBRID CERTIFIED GLOVES		\$370.03
Invoice	IN1090569	12/21/2016		
Transaction Date	12/27/2016	Security Bank	10100	Total \$370.03
Refer	13164 IDEAL SERVICE INC	Ck# 020459	12/29/2016	
Cash Payment	E 640-49480-500 Capital Outlay (GENERA	WWTF-DRIVE REMOTE KEYPAD KIT & VFD REPLACEMENTS		\$2,862.24
Invoice	8359	12/12/2016		
Transaction Date	12/27/2016	Security Bank	10100	Total \$2,862.24
Refer	13165 MIKE DODGE	Ck# 020445	12/28/2016	
Cash Payment	E 100-45000-110 Other Pay Boards & Co			\$360.00
Invoice				
Transaction Date	12/28/2016	Security Bank	10100	Total \$360.00
Refer	13166 DELTA DENTAL OF MINNESOTA	Ck# 020460	12/29/2016	
Cash Payment	G 100-21707 Dental	EMPLOYEE BENEFIT 1/1-31/17		\$233.50
Invoice		12/15/2016		
Transaction Date	12/28/2016	Security Bank	10100	Total \$233.50
Refer	13167 MINNESOTA LIFE INSURANCE CO	Ck# 020461	12/29/2016	
Cash Payment	G 100-21708 Life/Disability	EMPLOYEE BENEFIT		\$16.00
Invoice	63490042	12/14/2016		
Transaction Date	12/28/2016	Security Bank	10100	Total \$16.00
Refer	13181 ELIZABETH BUTTERFIELD	Ck# 020462	12/29/2016	
Cash Payment	E 100-45000-110 Other Pay Boards & Co	11 COMMISSION MEETINGS FOR 2016		\$330.00
Invoice		12/28/2016		
Transaction Date	12/28/2016	Security Bank	10100	Total \$330.00
Refer	13182 GERALD THOMAS	Ck# 020463	12/29/2016	
Cash Payment	E 100-41920-500 Capital Outlay (GENERA	WIPE & RESET CITY LAPTOP/1 MEETING		\$50.00
Invoice		12/28/2016		
Transaction Date	12/28/2016	Security Bank	10100	Total \$50.00
Refer	13183 WATERTOWN TOWNSHIP	Ck# 020464	12/29/2016	
Cash Payment	E 100-43100-400 Repairs & Maint Cont	2016 SUMMER ROAD BLADING		\$850.00
Invoice		12/28/2016		
Transaction Date	12/28/2016	Security Bank	10100	Total \$850.00
Refer	13184 ZTS PRODUCTIONS	Ck# 020465	12/29/2016	
Cash Payment	E 100-45000-300 Professional Svcs	AUG-DEC PARK BOARD		\$100.00
Invoice	16017	12/27/2016		
Cash Payment	E 100-41100-300 Professional Svcs	JUL-DEC COUNCIL		\$270.00
Invoice	16018	12/27/2016		
Transaction Date	12/28/2016	Security Bank	10100	Total \$370.00
Refer	13185 SCHNEIDER EXCAVATING & GRAD	Ck# 020466	12/29/2016	
Cash Payment	E 100-43150-500 Capital Outlay (GENERA	REPAIR STORM SEWER MANHOLE ON BLUEJAY/REGRADE RD BY HS		\$3,000.00
Invoice	SE1255	12/21/2016		
Cash Payment	E 100-43100-400 Repairs & Maint Cont	REPAIR STORM SEWER MANHOLE ON BLUEJAY/REGRADE RD BY HS		\$750.00
Invoice	SE1255	12/21/2016		
Transaction Date	12/28/2016	Security Bank	10100	Total \$3,750.00

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Refer	13186	NATE MCNEILLY	Ck# 020467	12/29/2016		
Cash Payment	E 100-45000-110	Other Pay Boards & Co	12	COMMISSION MEETINGS FOR 2016		\$360.00
Invoice		12/29/2016				
Transaction Date	12/29/2016	Security Bank	10100	Total		\$360.00
Refer	13187	JOHNSON, ALISA	Ck# 020468	12/29/2016		
Cash Payment	E 100-45000-110	Other Pay Boards & Co	8	COMMISSION MEETINGS FOR 2016		\$240.00
Invoice		12/29/2016				
Transaction Date	12/29/2016	Security Bank	10100	Total		\$240.00
Refer	11300	FREMONT INDUSTRIES, INC	Ck# 020475	1/5/2017		
Cash Payment	E 640-49480-216	Chemicals and Chem Pr	WWTF			\$1,134.00
Invoice	892024	12/28/2016				
Transaction Date	1/3/2017	Security Bank	10100	Total		\$1,134.00
Refer	11301	BOBS REPAIR	Ck# 020476	1/5/2017		
Cash Payment	E 100-43700-580	New Equipment	P/W	TIRES		\$487.72
Invoice	88526	12/26/2016				
Cash Payment	E 100-43700-580	New Equipment	P/W	DBL TOW MOUNT/HITCH PIN		\$59.85
Invoice	88856	12/26/2016				
Cash Payment	E 100-42260-580	New Equipment	FD	MISC PARTS/REPAIRS		\$189.39
Invoice	88854	12/26/2016				
Transaction Date	1/3/2017	Security Bank	10100	Total		\$736.96
Refer	11302	MAYER LUMBER CO INC	Ck# 020477	1/5/2017		
Cash Payment	E 100-43700-400	Repairs & Maint Cont	P/W	OUTLET		\$15.96
Invoice	137231	12/5/2016				
Cash Payment	E 100-42280-400	Repairs & Maint Cont	FD	COMM KEYPAD/LOCK		\$812.30
Invoice	137547	12/12/2016				
Cash Payment	E 100-43700-400	Repairs & Maint Cont	P/W	CLEANER/DEGREASER, SAFETY LADDER HOOK, GARAGE REMOTE		\$51.97
Invoice	137643	12/13/2016				
Cash Payment	E 100-43700-400	Repairs & Maint Cont	P/W	MISC PIPE HARDWARE		\$33.94
Invoice	137724	12/15/2016				
Cash Payment	E 100-42260-400	Repairs & Maint Cont	FD	IND BATTERY		\$107.28
Invoice	137938	12/22/2016				
Cash Payment	E 100-42260-580	New Equipment	FD	ALUMINUM SCOOP		\$27.99
Invoice	137939	12/22/2016				
Cash Payment	E 100-43700-400	Repairs & Maint Cont	P/W	MISC HARDWARE, BATTERY, REMOTE		\$52.77
Invoice	137956	12/22/2016				
Cash Payment	E 100-43700-400	Repairs & Maint Cont	P/W	FLOR TUBE/ BULB LIGHTS		\$18.48
Invoice	138119	12/29/2016				
Transaction Date	1/3/2017	Security Bank	10100	Total		\$1,120.69
Refer	11308	OVERLINE & SON, INC	Ck# 020478	1/5/2017		
Cash Payment	E 640-49470-400	Repairs & Maint Cont	WWTF-VACTOR	SERVICES		\$1,350.00
Invoice	491	12/27/2016				
Transaction Date	1/5/2017	Security Bank	10100	Total		\$1,350.00

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Fund Summary

	10100 Security Bank	
100 GENERAL FUND		\$36,921.89
620 WATER FUND		\$6,786.14
640 SEWER FUND		\$66,452.12
		<hr/>
		\$110,160.15

Pre-Written Checks	\$110,160.15
Checks to be Generated by the Computer	\$0.00
	<hr/>
Total	\$110,160.15

*Check Summary Register©

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Name	Check Date	Check Amt	
10100 Security Bank			
Paid Chk# 004392E VERIZON WIRELESS	12/15/2016	\$41.23	FD
Paid Chk# 004393E FRONTIER	12/16/2016	\$76.55	WTP
Paid Chk# 004394E FRONTIER	12/16/2016	\$92.89	FD
Paid Chk# 004395E FRONTIER	12/16/2016	\$227.66	CITY HALL
Paid Chk# 004396E VERIZON WIRELESS	12/16/2016	\$42.32	CITY ON CALL PHONE
Paid Chk# 004397E INTERNAL REVENUE SERVICE C	12/2/2016	\$1,816.60	Vendor Liability
Paid Chk# 004398E PERA	12/2/2016	\$958.54	Vendor Liability
Paid Chk# 004399E MINNESOTA DEPARTMENT OF R	12/1/2016	\$319.63	Vendor Liability
Paid Chk# 004400E FRONTIER	12/27/2016	\$77.61	P/W
Paid Chk# 004401E CENTERPOINT ENERGY	12/30/2016	\$478.38	WWTF
Paid Chk# 004402E CENTERPOINT ENERGY	12/30/2016	\$40.20	WTP
Paid Chk# 004403E CENTERPOINT ENERGY	12/30/2016	\$148.84	FD
Paid Chk# 004404E CENTERPOINT ENERGY	12/30/2016	\$35.16	P/W
Paid Chk# 004405E CENTERPOINT ENERGY	12/30/2016	\$400.56	CITY HALL
Paid Chk# 004410E INTERNAL REVENUE SERVICE C	12/16/2016	\$469.74	Vendor Liability
Paid Chk# 004411E MINNESOTA DEPARTMENT OF R	12/16/2016	\$316.58	Vendor Liability
Paid Chk# 004412E PERA	12/16/2016	\$965.34	Vendor Liability
Paid Chk# 004413E INTERNAL REVENUE SERVICE C	12/16/2016	\$1,800.81	Vendor Liability
Paid Chk# 020305E KLUVER CONSULTING	11/28/2016	\$900.00	WWTF-NOVEMBER 16-30 2016
Paid Chk# 020333 EDHOLM, ALLAN	12/1/2016	\$56.56	
Paid Chk# 020334 GILDEMEISTER, JANELL	12/1/2016	\$983.48	
Paid Chk# 020335 KUNTZ, KYLE	12/1/2016	\$1,552.14	
Paid Chk# 020336 RUCH-HAMMOND, LUAYN R	12/1/2016	\$2,065.18	
Paid Chk# 020337 TRUGREEN COMMERCIAL	12/1/2016	\$427.48	WWTF LAWN SERVICE
Paid Chk# 020338 MINNESOTA DEPARTMENT OF H	12/8/2016	\$23.00	CLASS C WATER OPERATOR RENEWAL
Paid Chk# 020339 MINNESOTA DEPARTMENT OF H	12/8/2016	\$245.00	2017 LICENSE RENEWAL FOR OSH P
Paid Chk# 020340 MINNESOTA DEPARTMENT OF H	12/8/2016	\$1,081.00	4TH QTR COMMUNITY WATER SUPPLY
Paid Chk# 020344 ALLAN EDHOLM	12/12/2016	\$180.00	6 SR COMMISSION MEETINGS 2016
Paid Chk# 020345 AME ELECTRIC INC	12/12/2016	\$106.26	RECEPTACLE COVERS
Paid Chk# 020346 BANYON DATA SYSTEMS	12/12/2016	\$1,590.00	PAYROLL AND FUND SUPPORT
Paid Chk# 020347 BOLTON & MENK, INC.	12/12/2016	\$2,492.50	CREDIT FOR OVERPAYMENT TO BRAN
Paid Chk# 020348 CITY OF LESTER PRAIRIE	12/12/2016	\$8,640.00	WWTF-BIOSOLIDS TRANS TO LESTER
Paid Chk# 020349 COHRS TREE SERVICE	12/12/2016	\$600.00	COMM CTR/OSH PARK TREE REMOVAL
Paid Chk# 020350 DAWN CLEMENSEN	12/12/2016	\$375.00	SERVICES FOR NOVEMBER 2016
Paid Chk# 020351 DONALD WACHHOLZ	12/12/2016	\$210.00	7 COMMISSION MEETINGS 2016
Paid Chk# 020352 EVOQUA WATER TECHNOLOGIE	12/12/2016	\$4,432.50	WWTF-BILL FOR JEFF RIEMER/BIO
Paid Chk# 020353 FLAGSHIP RECREATION	12/12/2016	\$6,890.00	OMNISPIN SPINNER SURFACE MOUNT
Paid Chk# 020354 FREMONT INDUSTRIES, INC	12/12/2016	\$1,134.00	WWTF
Paid Chk# 020355 LES HAHN	12/12/2016	\$180.00	7 COMMISSION MEETINGS 2016
Paid Chk# 020356 HOMELAND BUILDERS	12/12/2016	\$1,650.00	LANDSCAPE ESCROW RETURNED 2582
Paid Chk# 020357 JANELL GILDEMEISTER	12/12/2016	\$79.43	CANCEL DEPENDENT DENTAL INS-DE
Paid Chk# 020358 JEFF VOLLMER	12/12/2016	\$334.50	REIMBURSEMENT FOR FIREPUP PROG
Paid Chk# 020359 JOHNSON, BARNEY	12/12/2016	\$150.00	5 COMMISSION MEETINGS 2016
Paid Chk# 020360 JUDITH EDHOLM	12/12/2016	\$180.00	6 SR COMMISSION MEETINGS 2016
Paid Chk# 020361 KAYE TIMMERS	12/12/2016	\$180.00	6 SR COMMISSION MEETINGS 2016
Paid Chk# 020362 LEAGUE OF MINNESOTA CITIES	12/12/2016	\$6,912.00	CLERICAL, ELECTED/APOINTED, MA
Paid Chk# 020363 LOOMIS HOMES	12/12/2016	\$1,650.00	LANDSCAPE ESCROW RETURNED 1539
Paid Chk# 020364 LUAYN RUCH-HAMMOND	12/12/2016	\$22.29	WINTER DECORATIONS FOR CC PLAN
Paid Chk# 020365 MAYER LUMBER CO INC	12/12/2016	\$490.37	FD-13GAL KITCHEN BAG
Paid Chk# 020366 MELCHERT HUBERT SJODIN, PL	12/12/2016	\$968.50	HIDDEN CREEK 7TH ADD PRELIMINA
Paid Chk# 020367 METRO WEST INSPECTION SER	12/12/2016	\$5,601.93	NOVEMBER 2016 SERVICES
Paid Chk# 020368 MUNICIPAL DEVELOPMENT GR	12/12/2016	\$377.80	MISC SERVICES FOR NOV 2016
Paid Chk# 020369 PEARSON BROS INC	12/12/2016	\$1,312.00	FALL 2016 STREET SWEEPER RENTA

*Check Summary Register©

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Name	Check Date	Check Amt	
Paid Chk# 020370 R HOME LLC	12/12/2016	\$1,650.00	LANDSCAPE ESCROW RETURNED
Paid Chk# 020371 ROD MAETZOLD	12/12/2016	\$210.00	7 COMMISSION MEETINGS 2016
Paid Chk# 020372 RUBENSTEIN, JOE & ERIN	12/12/2016	\$88.75	UTILITY CREDIT REFUND
Paid Chk# 020373 SCOTT WAKEFIELD	12/12/2016	\$60.00	2 COMMISSION MEETINGS 2016
Paid Chk# 020374 TIM DUCKWORTH	12/12/2016	\$90.00	3 COMMISSION MEETINGS 2016
Paid Chk# 020375 UTILITY CONSULTANTS, INC.	12/12/2016	\$1,039.60	SAMPLES & CHEMICALS
Paid Chk# 020376 WIDMER CONSTRUCTION LLC	12/12/2016	\$1,127.50	DUMP TRK 3.5HRS
Paid Chk# 020377 WM. MUELLER & SONS, INC	12/12/2016	\$450.00	SHAPE & PATCH AROUND MANHOLE
Paid Chk# 020393 GILDEMEISTER, JANELL	12/15/2016	\$1,074.77	
Paid Chk# 020394 KUNTZ, KYLE	12/15/2016	\$1,491.92	
Paid Chk# 020395 MAETZOLD, LOIS A	12/15/2016	\$64.62	
Paid Chk# 020396 RUCH-HAMMOND, LUAYN R	12/15/2016	\$2,065.18	
Paid Chk# 020397 BODER, ERICK	12/8/2016	\$544.86	
Paid Chk# 020398 MCNEILLY, NIKKI J.	12/8/2016	\$517.16	
Paid Chk# 020399 OSBORN, BRUCE	12/8/2016	\$544.86	
Paid Chk# 020400 STIEVE-MCPADDEN, ETIENNE	12/8/2016	\$489.45	
Paid Chk# 020401 THOMAS, GERALD W.	12/8/2016	\$738.80	
Paid Chk# 020403 BOOTE, ANNA E.	12/19/2016	\$991.08	
Paid Chk# 020404 Carlson, Robert	12/19/2016	\$1,851.62	
Paid Chk# 020405 CLARK, DENNIS	12/19/2016	\$618.74	
Paid Chk# 020406 COOPER, SHAWN B.	12/19/2016	\$619.85	
Paid Chk# 020407 Esser, Patrick L.	12/19/2016	\$1,246.72	
Paid Chk# 020408 Herd, Andrew V.	12/19/2016	\$1,168.23	
Paid Chk# 020409 Hilk, Brent R.	12/19/2016	\$1,140.52	
Paid Chk# 020411 HOESE, NATHAN	12/19/2016	\$632.60	
Paid Chk# 020412 JACKSON, JEFFREY	12/19/2016	\$378.63	
Paid Chk# 020413 JOHNSON, TODD J.	12/19/2016	\$660.35	
Paid Chk# 020414 Maetzold, Adam D.	12/19/2016	\$1,610.58	
Paid Chk# 020415 Maetzold, Andrew G	12/19/2016	\$1,967.05	
Paid Chk# 020416 Maetzold, Jonathan R.	12/19/2016	\$1,071.26	
Paid Chk# 020417 MAETZOLD, RODNEY	12/19/2016	\$2,370.09	
Paid Chk# 020418 McIntosh, Joshua C.	12/19/2016	\$899.89	
Paid Chk# 020419 MCNEILLY, NATHAN P.	12/19/2016	\$549.48	
Paid Chk# 020420 Nace, Kevin M.	12/19/2016	\$535.63	
Paid Chk# 020421 NEUDORFF, FRANK	12/19/2016	\$404.06	
Paid Chk# 020422 QUAAS, CLAYTON	12/19/2016	\$124.67	
Paid Chk# 020423 Seltz, Martin P.	12/19/2016	\$600.27	
Paid Chk# 020424 Snow, Wayne L.	12/19/2016	\$484.84	
Paid Chk# 020425 Stifter, Thomas	12/19/2016	\$438.66	
Paid Chk# 020426 STIFTER, ZACHARY	12/19/2016	\$1,308.37	
Paid Chk# 020427 Taylor Jr., Myron	12/19/2016	\$46.17	
Paid Chk# 020428 Theisen, Scott D.	12/19/2016	\$672.54	
Paid Chk# 020429 VANDERWATER, RYAN	12/19/2016	\$859.88	
Paid Chk# 020430 VOLLMER, JEFFREY	12/19/2016	\$1,470.88	
Paid Chk# 020431 WEIBEL, DAVID	12/19/2016	\$452.64	
Paid Chk# 020432 Hill, Debra J.	12/19/2016	\$36.94	
Paid Chk# 020469 GILDEMEISTER, JANELL	12/29/2016	\$1,040.84	
Paid Chk# 020470 KUNTZ, KYLE	12/29/2016	\$1,546.13	
Paid Chk# 020471 MAETZOLD, LOIS A	12/29/2016	\$172.32	
Paid Chk# 020472 RUCH-HAMMOND, LUAYN R	12/29/2016	\$2,138.31	
Paid Chk# 020473 WEINZIERL, GERALD	12/29/2016	\$135.74	
Total Checks		\$104,874.61	

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Batch Name	01/09/17PAY Payments	User Dollar Amt	\$18,333.98		
		Computer Dollar Amt	\$18,333.98		
			\$0.00	In Balance	
Refer	13168 XCEL ENERGY	Ck# 004417E	1/11/2017		
Cash Payment	E 100-43700-381 Electric Utilities	P/W			\$191.38
Invoice	52770652 12/13/2016				
Transaction Date	12/28/2016	Security Bank	10100	Total	\$191.38
Refer	13169 XCEL ENERGY	Ck# 004418E	1/11/2017		
Cash Payment	E 100-43160-381 Electric Utilities	ASH AVE STREETLIGHTS			\$28.61
Invoice	527654703 12/13/2016				
Transaction Date	12/28/2016	Security Bank	10100	Total	\$28.61
Refer	13170 XCEL ENERGY	Ck# 004419E	1/11/2017		
Cash Payment	E 100-45000-381 Electric Utilities	OSH CONCESSIONS			\$11.75
Invoice	527720541 12/13/2016				
Transaction Date	12/28/2016	Security Bank	10100	Total	\$11.75
Refer	13171 XCEL ENERGY	Ck# 004420E	1/13/2017		
Cash Payment	E 100-45000-381 Electric Utilities	OSH CONCESSIONS-LAST SINGLE BILL, NOW ALL ON 1			\$1.55
Invoice	528075998 12/15/2016				
Transaction Date	12/28/2016	Security Bank	10100	Total	\$1.55
Refer	13172 XCEL ENERGY	Ck# 004421E	12/28/2016		
Cash Payment	E 640-49470-381 Electric Utilities	RED BARN LIFT			\$25.95
Invoice	527106935 12/8/2016				
Transaction Date	12/28/2016	Security Bank	10100	Total	\$25.95
Refer	13173 XCEL ENERGY	Ck# 004422E	1/12/2017		
Cash Payment	E 640-49470-381 Electric Utilities	RED BARN LIFT-FINAL SINGLE BILL			\$4.85
Invoice	527845674 12/14/2016				
Transaction Date	12/28/2016	Security Bank	10100	Total	\$4.85
Refer	13174 XCEL ENERGY	Ck# 004423E	12/28/2016		
Cash Payment	E 100-43160-381 Electric Utilities	CITY STREERLIGHTS			\$1,823.55
Invoice	526494946 12/5/2016				
Transaction Date	12/28/2016	Security Bank	10100	Total	\$1,823.55
Refer	13175 XCEL ENERGY	Ck# 004424E	1/20/2017		
Cash Payment	E 640-49480-381 Electric Utilities	WWTP			\$2,480.69
Invoice	528645685 12/21/2016				
Cash Payment	E 100-42280-381 Electric Utilities	FD			\$162.97
Invoice	528645685 12/21/2016				
Cash Payment	E 620-49410-381 Electric Utilities	WELL #2			\$608.61
Invoice	528645685 12/21/2016				
Cash Payment	E 100-41940-381 Electric Utilities	CITY HALL			\$548.74
Invoice	528645685 12/21/2016				
Cash Payment	E 640-49470-381 Electric Utilities	LIFT STATION			\$468.01
Invoice	528645685 12/21/2016				
Cash Payment	E 620-49410-381 Electric Utilities	WATER TOWER			\$117.01
Invoice	528645685 12/21/2016				

MAYER, MN

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Payments

Current Period: January 2017

Cash Payment	E 620-49410-381 Electric Utilities	WTP			\$1,064.51
Invoice	528645685	12/21/2016			
Transaction Date	12/28/2016	Security Bank	10100	Total	\$5,450.54
Refer	13176 FRONTIER	Ck# 004425E	1/9/2017		
Cash Payment	E 640-49480-321 Telephone	WWTF			\$134.02
Invoice		12/16/2016			
Transaction Date	12/28/2016	Security Bank	10100	Total	\$134.02
Refer	13177 FRONTIER	Ck# 004426E	1/17/2017		
Cash Payment	E 620-49410-321 Telephone	WTP			\$79.11
Invoice		12/22/2016			
Transaction Date	12/28/2016	Security Bank	10100	Total	\$79.11
Refer	13178 FRONTIER	Ck# 004427E	1/17/2017		
Cash Payment	E 100-41000-321 Telephone	CITY HALL			\$227.66
Invoice		12/22/2016			
Transaction Date	12/28/2016	Security Bank	10100	Total	\$227.66
Refer	13179 FRONTIER	Ck# 004428E	1/17/2017		
Cash Payment	E 100-42280-321 Telephone	FD			\$92.89
Invoice		12/22/2016			
Transaction Date	12/28/2016	Security Bank	10100	Total	\$92.89
Refer	13180 VERIZON WIRELESS	Ck# 004429E	1/8/2017		
Cash Payment	E 640-49470-321 Telephone	OSH LIFT STATION AUTO DIALER			\$18.18
Invoice					
Transaction Date	12/28/2016	Security Bank	10100	Total	\$18.18
Refer	13188 BUREAU OF CRIMINAL AFFAIRS	Ck# 020474	1/3/2017		
Cash Payment	E 100-42200-300 Professional Srvs	BACKGROUND CHECK/FD			\$32.00
Invoice					
Transaction Date	1/3/2017	Security Bank	10100	Total	\$32.00
Refer	11303 GOPHER STATE ONE-CALL INC				
Cash Payment	E 620-49440-355 Gopher State Locates	DECEMBER LOCATES			\$5.40
Invoice	6120550	12/31/2016			
Cash Payment	E 640-49490-355 Gopher State Locates	DECEMBER LOCATES			\$5.40
Invoice	6120550	12/31/2016			
Transaction Date	1/3/2017	Security Bank	10100	Total	\$10.80
Refer	11304 VERIZON WIRELESS	Ck# 004433E	1/15/2017		
Cash Payment	E 100-42280-321 Telephone	TABLET			\$40.01
Invoice		12/21/2016			
Cash Payment	E 100-42280-321 Telephone	CELL			\$1.22
Invoice		12/21/2016			
Transaction Date	1/3/2017	Security Bank	10100	Total	\$41.23
Refer	11305 VERIZON WIRELESS	Ck# 004434E	1/16/2017		
Cash Payment	E 640-49480-321 Telephone	CITY ON CALL PHONE			\$14.10
Invoice		12/21/2016			
Cash Payment	E 620-49410-321 Telephone	CITY ON CALL PHONE			\$14.10
Invoice		12/21/2016			
Cash Payment	E 100-43100-321 Telephone	CITY ON CALL PHONE			\$14.11
Invoice		12/21/2016			

Payments

Current Period: January 2017

Transaction Date	1/3/2017	Security Bank	10100	Total	\$42.31
Refer	11306 MSFDA				
Cash Payment	E 100-42200-433 Dues and Subscriptions	2017 MSFDA MEMBERSHIP DUES			\$148.00
Invoice	1/3/2017				
Transaction Date	1/3/2017	Security Bank	10100	Total	\$148.00
Refer	11307 DAWN CLEMENSEN				
Cash Payment	E 100-41940-300 Professional Svcs	CLEANING SERVICE FOR THE MONTH OF DECEMBER 2016			\$375.00
Invoice	1/1/2017				
Transaction Date	1/3/2017	Security Bank	10100	Total	\$375.00
Refer	11310 PEAK HEATING AND COOLING				
Cash Payment	E 100-41940-400 Repairs & Maint Cont	HEATING SERVICE FOR COMM CTR IN DEC 2016			\$337.26
Invoice 12359	1/5/2017				
Transaction Date	1/5/2017	Security Bank	10100	Total	\$337.26
Refer	11311 MN DEPT OF LABOR AND INDUST				
Cash Payment	E 100-42400-300 Professional Svcs	4TH QTR BLDG SURCHG FOR 2016			\$951.36
Invoice	1/5/2017				
Transaction Date	1/5/2017	Security Bank	10100	Total	\$951.36
Refer	11312 CUSTOMIZED FIRE RESCUE TRAI				
Cash Payment	E 100-42200-208 Training and Instruction	ANNA BOOTE			\$200.00
Invoice 954	12/29/2016				
Transaction Date	1/5/2017	Security Bank	10100	Total	\$200.00
Refer	11313 JERRYS TRANSMISSION SERVICE				
Cash Payment	E 100-42260-400 Repairs & Maint Cont	FD-MISC REPAIRS FOR SPAR PUMPER			\$364.77
Invoice 28152	12/28/2016				
Transaction Date	1/5/2017	Security Bank	10100	Total	\$364.77
Refer	11314 MUNICIPAL EMERGENCY SERVIC				
Cash Payment	E 100-42260-580 New Equipment	FD-SAFETY VEST, V-PATCH			\$97.71
Invoice IN 1093008	12/30/2016				
Transaction Date	1/5/2017	Security Bank	10100	Total	\$97.71
Refer	11315 UNITED FIRE FIGHTERS ASSN				
Cash Payment	E 100-42200-433 Dues and Subscriptions	2017 MEMBERSHIP DUES			\$30.00
Invoice	1/3/2017				
Transaction Date	1/5/2017	Security Bank	10100	Total	\$30.00
Refer	11316 MSFCB				
Cash Payment	E 100-42200-433 Dues and Subscriptions	2017 MEMBERSHIP RENEWAL			\$321.00
Invoice	1/4/2017				
Transaction Date	1/5/2017	Security Bank	10100	Total	\$321.00
Refer	11317 WIDMER CONSTRUCTION LLC				
Cash Payment	E 100-43125-300 Professional Svcs	SNOW REMOVAL 12/11-12/17/16			\$7,292.50
Invoice 4236	12/28/2016				
Transaction Date	1/6/2017	Security Bank	10100	Total	\$7,292.50

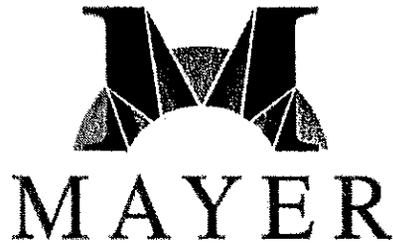
Payments

Current Period: January 2017

Fund Summary

	10100 Security Bank	
100 GENERAL FUND		\$13,294.04
620 WATER FUND		\$1,888.74
640 SEWER FUND		\$3,151.20
		<hr/>
		\$18,333.98

Pre-Written Checks	\$8,205.58
Checks to be Generated by the Computer	\$10,128.40
Total	<hr/>
	\$18,333.98



CITY OF MAYER
RESOLUTION 1-9-2017-1
APPROVING LAWFUL GAMBLING EXEMPTION

WHEREAS, the Watertown Rod and Gun Club has applied to the Minnesota gambling control board for a lawful gambling exemption (raffle) on, at the Mayer Community Center; and

WHEREAS, the Mayer City Council has received copies of said exemption applications to the Minnesota gambling control board and has 30 days in which to present a resolution to said Minnesota gambling control board objecting to the exemption applications; and

WHEREAS, the city council approves of the exemption applications and wishes to waive the 30 day waiting period.

NOW, THEREFORE, BE IT RESOLVED, that the Mayer City Council hereby approves of the Minnesota gambling control board issuing a lawful gambling exemption to the Watertown Rod and Gun Club (raffle) on March 4, 2017 at the Mayer Community Center and does hereby waive the 30 day waiting period which it has to object to the issuance of said exemptions.

RESOLVED FURTHER, that the city clerk is hereby authorized and directed to send a copy of this resolution to the Minnesota gambling control board immediately after its passage.

Adopted by the City Council of the City of Mayer, Carver County, Minnesota, this 9th day of January 2017.

Mike Dodge, Mayor

ATTEST:

Luayn Ruch-Hammond, City Administrator/Clerk

MINNESOTA LAWFUL GAMBLING
LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:
 conducts lawful gambling on five or fewer days, and
 awards less than \$50,000 in prizes during a calendar year.
If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

Application Fee (non-refundable)
Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is \$100; otherwise the fee is \$150.
Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

ORGANIZATION INFORMATION

Organization Name: Watertown Rode Gun Club Previous Gambling Permit Number: X-05174
Minnesota Tax ID Number, if any: _____ Federal Employer ID Number (FEIN), if any: _____
Mailing Address: 13380 Co. Rd. 122 Box 92
City: Watertown State: MN. Zip: 55388 County: CARVER
Name of Chief Executive Officer (CEO): Gail A. Schuette
Daytime Phone: 612-616-2616 Email: _____

NONPROFIT STATUS

Type of Nonprofit Organization (check one):
 Fraternal Religious Veterans Other Nonprofit Organization

Attach a copy of one of the following showing proof of nonprofit status:
(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)
 A current calendar year Certificate of Good Standing
Don't have a copy? Obtain this certificate from:
MN Secretary of State, Business Services Division Secretary of State website, phone numbers:
60 Empire Drive, Suite 100 www.sos.state.mn.us
St. Paul, MN 55103 651-296-2803, or toll free 1-877-551-6767
 IRS income tax exemption (501(c)) letter in your organization's name
Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.
 IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)
If your organization falls under a parent organization, attach copies of both of the following:
1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling, and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): MAJER COMMUNITY CENTER
Address (do not use P.O. box): 413 BLUE JAY AVE.
City or Township: MAJER Zip: 55360 County: CARVER
Date(s) of activity (for raffles, indicate the date of the drawing): MARCH 4, 2017

Check each type of gambling activity that your organization will conduct:
 Bingo Paddlewheels Pull-Tabs Tipboards
 Raffle (total value of raffle prizes awarded for the calendar year, including this raffle: \$ 3,000/100)

Gambling equipment for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to www.mn.gov/gcb and click on Distributors under List of Licensees, or call 651-539-1900.

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)

CITY APPROVAL
for a gambling premises located within city limits

The application is acknowledged with no waiting period.

The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).

The application is denied.

Print City Name: _____

Signature of City Personnel: _____

Title: _____ Date: _____

The city or county must sign before submitting application to the Gambling Control Board.

COUNTY APPROVAL
for a gambling premises located in a township

The application is acknowledged with no waiting period.

The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.

The application is denied.

Print County Name: _____

Signature of County Personnel: _____

Title: _____ Date: _____

TOWNSHIP (if required by the county)
On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)

Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature: _____ Date: _____
(Signature must be CEO's signature; designee may not sign)

Print Name: _____

REQUIREMENTS

Complete a separate application for:

- all gambling conducted on two or more consecutive days, or
- all gambling conducted on one day.

Only one application is required if one or more raffle drawings are conducted on the same day.

Financial report to be completed within 30 days after the gambling activity is done:
A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

MAIL APPLICATION AND ATTACHMENTS

Mail application with:

- _____ a copy of your proof of nonprofit status, and
- _____ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is \$100; otherwise the fee is \$150. Make check payable to State of Minnesota.

To: Minnesota Gambling Control Board
1711 West County Road B, Suite 300 South
Roseville, MN 55113

Questions?
Call the Licensing Section of the Gambling Control Board at 651-539-1900.

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

This form will be made available in alternative format (i.e. large print, braille) upon request.



CITY OF MAYER
RESOLUTION 1-9-2017-2
APPROVING LAWFUL GAMBLING EXEMPTION

WHEREAS, the West Carver Duck's Unlimited Club has applied to the Minnesota gambling control board for a lawful gambling exemption (raffle) on March 31, 2017, at the Mayer Community Center; and

WHEREAS, the Mayer City Council has received copies of said exemption applications to the Minnesota gambling control board and has 30 days in which to present a resolution to said Minnesota gambling control board objecting to the exemption applications; and

WHEREAS, the city council approves of the exemption applications and wishes to waive the 30 day waiting period.

NOW, THEREFORE, BE IT RESOLVED, that the Mayer City Council hereby approves of the Minnesota gambling control board issuing a lawful gambling exemption to the West Carver Duck's Unlimited Club (raffle) on March 31, 2017, at the Mayer Community Center and does hereby waive the 30 day waiting period which it has to object to the issuance of said exemptions.

RESOLVED FURTHER, that the city clerk is hereby authorized and directed to send a copy of this resolution to the Minnesota gambling control board immediately after its passage.

Adopted by the City Council of the City of Mayer, Carver County, Minnesota, this 9th day of January, 2017.

Mike Dodge, Mayor

ATTEST:

Luayn Ruch-Hammond City Administrator

City of Mayer Building Permit
Valuation Report

	DECEMBER		4TH QUARTER		2016 YEAR TO DATE	
	Permits	Valuation	Permits	Valuation	Permits	Valuation
Residential						
New Single Family Homes	3	\$606,100.00	8	\$1,814,976.00	32	\$7,426,484.00
Townhouse/Twin Homes	0	\$0.00	0	\$0.00	0	\$0.00
House Additions	0	\$0.00	0	\$0.00	0	\$0.00
House Remodels/Basement Finish	1	\$1,200.00	2	\$35,050.00	9	\$139,300.00
Garages	0	\$0.00	0	\$0.00	1	\$57,000.00
Garage Additions and Remodels	0	\$0.00	0	\$0.00	2	\$65,000.00
3-Season Porches/Sun Rooms	0	\$0.00	0	\$0.00	0	\$0.00
Decks/Deck Frgs Only/Stairs	0	\$0.00	4	\$30,980.00	20	\$159,376.00
Fire Damage Repair	0	\$0.00	0	\$0.00	0	\$0.00
Swimming Pools	0	\$0.00	0	\$0.00	0	\$0.00
Voided Permits	0	\$0.00	0	\$0.00	0	\$0.00
Demolition Permits	0	\$0.00	0	\$0.00	0	\$0.00
Sheds and Accessory Structures	0	\$0.00	0	\$0.00	2	\$0.00
Renewals	0	\$0.00	0	\$0.00	2	\$0.00
Move-In House/Garage	0	\$0.00	0	\$0.00	0	\$0.00
Mechanical Permits	0	\$0.00	5	\$0.00	11	\$0.00
Plumbing Permits	0	\$0.00	1	\$0.00	10	\$0.00
Re-Roof, Re -Side, Re-Window	0	\$0.00	6	\$0.00	28	\$0.00
Fence	0	\$0.00	2	\$0.00	9	\$0.00
Miscellaneous	1	\$0.00	1	\$0.00	2	\$0.00
TOTAL RESIDENTIAL	5	\$607,300.00	29	\$1,881,006.00	128	\$7,847,160.00
COMMERCIAL/INDUSTRIAL						
New Buildings	0	\$0.00	0	\$0.00	1	\$190,000.00
Remodel Additions	0	\$0.00	0	\$0.00	0	\$0.00
Re-Roof, Re -Side, Re-Window	0	\$0.00	0	\$0.00	0	\$0.00
Mechanical Permits	0	\$0.00	1	\$33,621.00	2	\$42,621.00
Plumbing Permits	0	\$0.00	1	\$76,000.00	2	\$106,000.00
Fire Sprinkler	0	\$0.00	0	\$0.00	0	\$0.00
Miscellaneous	0	\$0.00	2	\$30,000.00	4	\$35,000.00
TOTAL COMMERCIAL/INDUSTRIAL	0	\$0.00	4	\$139,621.00	9	\$373,621.00
PUBLIC & INSTITUTIONAL						
New Buildings	0	\$0.00	0	\$0.00	0	\$0.00
Remodel Additions	0	\$0.00	1	\$120,000.00	1	\$120,000.00
Re-Roof, Re -Side, Re-Window	0	\$0.00	0	\$0.00	0	\$0.00
Mechanical Permits	0	\$0.00	1	\$33,621.00	1	\$33,621.00
Plumbing Permits	0	\$0.00	1	\$76,000.00	1	\$76,000.00
Fire Sprinkler	0	\$0.00	0	\$0.00	0	\$0.00
Miscellaneous	0	\$0.00	1	\$1.00	1	\$1.00
	0	\$0.00	0	\$0.00	0	\$0.00
TOTAL PUBLIC & INSTITUTIONAL	0	\$0.00	0	\$120,000.00	0	\$229,622.00
GRAND TOTALS	5	\$607,300.00	33	\$2,140,627.00	137	\$8,450,403.00



Date: January 4, 2017

TO: MAYER CITY COUNCIL/CONTRACTING TOWNSHIPS
FROM: MAYER FIRE DEPARTMENT, ROD MAETZOLD – FIRE CHIEF

SUBJECT: FIRE REPORT FOR MONTH ENDING – 12/31/16

TOWNSHIP CALLS:

12/01/16	1115	Camden	Mutual Aid New Germany, 18150 94 th St	34
12/13/16	1241	Camden	Mutual Aid NYA, Shed fire, 10140 CR 33	57
12/16/16	1526	Franklin	Mutual Aid Watertown, 177 113 th St SE	79
12/25/16	0235	Montrose	Mutual Aid – Standby Watertown FD, 8577 HWY SW	33
12/31/16	1138	Waconia	Medical, d15120 Do Rd 30	7

CITY OF MAYER CALLS:

<u>DATE</u>	<u>TIME</u>	<u>DESCRIPTION/ADDRESS</u>	<u>MAN HOURS</u>
12/07/16	1123	Medical, 104 5 th St NE	8
12/08/16	0835	St Boni Mutual Aid, House Fire, 6540 South Bay Dr	60
12/08/16	1947	Medical, 325 Ridge Rd	16
12/22/16	0823	Medical, 205 Morning Dr	14
12/31/16	0836	Medical, 419 Bluejay Ave #101	15

FIRE DEPARTMENT TRAININGS/ACTIVITIES FOR MONTH ENDING 12/31/16

12/05/16	Regular Meeting
12/12/16	Group Training - RIT
12/13/16	United Fire Meeting, Eden Prairie
12/15/16	Carver County Chiefs' Meeting, Hamburg
12/19/16	EMR Training

REQUEST FOR CITY COUNCIL ACTION

Meeting Date: January 9, 2017
Item Name: Contract for Consulting Planning Services 2017
Originating Department: Administration
Presented by: Luayn Ruch-Hammond

Previous Council Action (if any):

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

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

A motion authorizing the Mayor's signature on the Consulting Planning Services Contract for 2017

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

The City of Mayer has been using Municipal Development Group (MDG) for planning services for the past few years.

The time that MDG spends on planning issues for the City are either captured through fees or direct billing to the applicant. The City collects fees for site plan review, CUP, conditional use, variance, lot split, annexation and rezone. These fees are intended to cover some of the planner costs.

The City also budgets \$5,000 a year for planning services for City initiated planning. This would include questions that are asked by residents and ordinance changes.

Attached is a one year contract for planning services for the year 2017 with Municipal Development Group. The only change to this contract from the past contract is the dates and an updated IRS mileage reimbursement.

Staff is requesting authorization for the Mayor's signature on the contract.

<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>
---	--

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



December 23, 2016

City of Mayer
413 Bluejay Avenue
Mayer, MN 55360

Re: Contract for Consulting Planning Services for 2017

Dear Mayor and City Council members:

Included with this letter are two contracts for consulting planning services for the year 2017 to be executed by the City of Mayer. It is my understanding the City Council will be reviewing these contracts at one of the upcoming City Council meetings. Once the contracts are signed, they can both be forwarded to Municipal Development Group for final signatures. Once MDG receives and executes the contracts, one copy will be mailed back to you for your records. The contracts can be mailed to:

Municipal Development Group, LLC
25562 Willow Lane
New Prague, MN 56071

The contracts remain the same as the previous contract except the dates have been updated and the federal mileage reimbursement rate was adjusted for the 2017 rate.

If you have any questions or need to contact me for any reason you can reach me by calling direct at 952-855-4596, or you may email me at: jandersonmdg@gmail.com.

Once again it is our pleasure doing business with the City of Mayer.

Sincerely,

John Anderson, Associate
Municipal Development Group, LLC

AGREEMENT FOR CONSULTING PLANNER SERVICES

THIS AGREEMENT is made and entered into this 9th day of January, 2017 by and between the City of Mayer, a Minnesota Municipal Corporation and Political Subdivision, hereinafter referred to as the "City" and Municipal Development Group, LLC (MDG), a Minnesota Limited Liability Company, hereinafter referred to as the "Company".

I. DEFINITIONS

- A. City - The "City" shall be defined as the City of Mayer, a Minnesota Municipal Corporation and Political Subdivision.
- B. Company - The "Company" shall be defined as Municipal Development Group, LLC (MDG), a Minnesota Limited Liability Company.
- C. Consulting Planner Services - The "Consulting Planner Services" shall be defined as consulting services relating to municipal planning for the City of Mayer.
- D. Hourly Fee - The "Hourly Fee" shall be defined as an \$85.00 per hour fee charge for Consulting Planner Services. Invoicing will occur on a monthly basis, exclusive of additional reimbursable expenses. See Exhibit A – Rate Schedule, of this Agreement.
- E. Off-Site - "Off-Site" shall be defined as Consulting Planner Services provided for the City at the Company's office.
- F. On-Site - "On-Site" shall be defined as Consulting Planner Services provided at the City offices as opposed to those services provided at the Company's offices.
- G. Reimbursable Expenses - The "Reimbursable Expenses" shall be defined as the expenses associated with the Consulting Planner Services which may include mileage at the federal tax rate (currently at \$0.535 per mile as of the date of this contract), long-distance phone and fax charges, postage, photocopying and supplies directly related to the Consulting Planner Services. See Exhibit A – Rate Schedule, of this Agreement.
- H. Travel Fee - The "Travel Fee" shall be defined as an \$25.00 per hour fee charge for time spent traveling to and from site visits, meetings, on-site hours, etc for the Consulting Planner Services. See Exhibit A – Rate Schedule, of this Agreement.

II. SCOPE OF SERVICES AND FEES

The Company will work with the development applicants, City staff, City consultants, the Planning Commission, the City Council and others on various planning projects as outlined below. It is the intent of this agreement that there will be a close cooperative working relationship between the Company and the City.

Basic services and fees shall include:

- A. The Company shall provide Consulting Planner Services on a scheduled or as needed basis as directed by the City, which may include both On-Site and Off-Site office and meeting hours, at an hourly rate of \$85.00, otherwise known as the Hourly Fee;
- B. As directed by the City, the Company shall attend Planning Commission, City Council or other meetings and travel time to and from these meetings shall be billed at an hourly rate of \$25.00, otherwise known as the Travel Fee;
- C. As directed by the City, the Company shall coordinate/facilitate/review requests for planning approval such as approval of minor subdivisions, variances, conditional use permits, ordinance text and official zoning map amendments, plat review, etc;
- D. As directed by the City, the Company shall implement, administer and enforce the Comprehensive Plan and related local controls such as the Zoning Ordinance and Subdivision Ordinance;
- E. As directed by the City, the Company shall assist with interpretation and/or amendments to the Comprehensive Plan, Zoning Ordinance and Subdivision Ordinance as directed;
- F. As directed by the City, the Company shall provide GIS mapping services;
- G. As directed by the City, the Company shall provide other duties related to community development as assigned;
- H. The Company shall invoice the City on a monthly basis. A monthly update of the total hours and projects completed shall be provided to the City;
- I. The Company may provide additional assistance in conjunction with specific projects as authorized by the City such as Comprehensive Plan updates for a lump sum project fee or on an hourly basis; and,
- J. The Company shall be reimbursed for other Reimbursable Expenses directly related to Consulting Planner Services provided for the City, including mileage, long distance phone/fax, photocopies, postage and supplies. The Company shall be reimbursed for mileage at the federal tax rate (currently at \$0.535 per mile as of the date of the contract). Reimbursable Expenses are listed on the attached Exhibit "A" – Rate Schedule.

III. RESPONSIBILITIES

- A. The Company shall respond to inquiries from the City or development applicants in a timely fashion, generally within twenty-four (24) to forty-eight (48) hours.
- B. The Company shall prepare and submit itemized invoices detailing the projects completed and the dates in which services were provided by the tenth (10th) of each month following the service.

C. If the City requires the Company to provide on-site office hours, the City shall be responsible for providing a work space and computer/printer for the Company to utilize while completing said on-site consulting service hours.

D. The Company shall provide office space for consulting services provided off-site.

IV. MISCELLANEOUS PROVISIONS

A. Right of Termination. The City or Company may terminate this Agreement upon thirty (30) days written notice.

B. Binding Effect. This Agreement shall inure to the benefit of, and is binding upon the parties hereto and their respective heirs, representatives, successors and assigns.

C. Amendments. This Agreement can be amended only in writing signed by both parties.

V. TERM OF AGREEMENT

This Agreement covers the period beginning the 1st day of January, 2017 and ending the 31st day of December, 2017, and may be renewed or amended thereafter.

IN WITNESS WHEREOF, the parties have set their hand as of the date first written above.

CITY OF MAYER, a Minnesota municipal corporation and political subdivision

By: _____

Its: Mayor _____

Dated: 1/9/17 _____

MUNICIPAL DEVELOPMENT GROUP, LLC, a Minnesota Limited Liability Company

By: _____

Its: _____

Dated: _____

**EXHIBIT "A"
RATE SCHEDULE**

Hourly Fee	\$85.00 per hour
Mileage	The federal reimbursable tax rate (Currently \$0.535 per mile)
Travel Fee	Actual time spent traveling to and from meetings, site visits, etc. (based on a \$25.00 per hour charge)
Telephone – long distance	Actual long distance charge (based on \$.05 per minute)
Fax – long distance	Actual long distance charge (based on \$.05 per minute)
Photocopies	\$0.10 per 8 1/2 x 11 black & white copy; \$0.25 per 8 1/2 x 11 black & white duplex copy; \$0.80 per 8 1/2 x 11 color copy; \$1.70 per 8 1/2 x 11 color duplex copy; \$0.30 per 11 x 17 black & white copy; \$1.25 per 11 x 17 color copy; \$35.00 per 22 x 34 colored copy; \$50.00 per 22 x 34 colored copy mounted on tag board
Postage	Actual expense
Supplies	As pre-approved by City staff at actual expense of supplies.



REQUEST FOR CITY COUNCIL ACTION

Meeting Date: January 9, 2017
Item Name: 2017 Liquor Licenses
Originating Department: Administration
Presented by: Luayn Murphy

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 liquor licensee's for 2017 for the time period of March 1, 2017 – February 28, 2018.

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

Name of Permittee	License Fee	Types of Licenses			3.2
		Off Sale	On Sale	Sunday	
Heldt's Bar	\$2,100.00	X	X	X	
Mayer Wine and Spirits	\$100.00	X			
Knuckleheads	\$2,100.00	X	X	X	
Mayer Baseball Club	\$10.00				X

Liquor licenses will be issued upon approval by the State of Minnesota, Alcohol and Gambling Division and upon all conditions of licensing being met in accordance with City of Mayer ordinances. This includes appropriate fee for each establishment will be paid, certificate of insurance and background checks will be completed by the Carver County Sheriff's Department.

Staff is recommending approval of the 2017 liquor licenses which includes a 3.2 Liquor License for Mayer Baseball Club.

<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>

REQUEST FOR CITY COUNCIL ACTION

Meeting Date: January 9, 2017
Item Name: Mayer Fire Department Social Media Policy
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 Social Media Policy for the Mayer Fire Department.

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

This is a return from the December 12, 2016 Council Meeting when Fire Department Personnel requested permission to establish a FACEBOOK page for the Mayer Fire Department. Council requested that a policy be established defining the content and responsibilities for the page. Fire Department personnel have prepared the attached draft Social Media Policy for Council review and approval.

A motion approving the Social Media Policy for the Mayer Fire Department.

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

City of Mayer, MN Fire Department Social Media Policy

SUBJECT: SOCIAL MEDIA GUIDELINES

PURPOSE: Establish guidelines for the use of social media by MFD members, including, but not limited to, social networking sites, blogs, on-line forums, and news articles. This policy is intended to provide guidance to MFD members on avoiding illegal or damaging actions, loss of trust from citizens and stakeholders, and compromised security related to the use of social media. It is not meant to hinder use of technology, photos and video for legitimate work-related purposes, nor hinder an employee's right to speak out on matters of public concern.

POLICY: When engaging in the use of social media, MFD members must conduct themselves in a professional manner. Only authorized officers and other personnel specifically authorized by the Fire Chief or his designee are permitted to use social media for MFD business purposes.

AUTHORITY & RESPONSIBILITY: Only officers and other personnel specifically authorized by the Fire Chief or his designee are primary responsibility for interpreting and administering this policy. MFD members are expected to comply with these guidelines. Supervisors are responsible for ensuring that the conduct, actions, and behavior of their reports fall within the guidelines. Only the MFD officers and other personnel specifically authorized by the Fire Chief or his designee are allowed to be the social media administrators.

PROCEDURE:

I. DEFINITIONS:

- A. **SOCIAL MEDIA:** A broad spectrum of internet platforms and websites including, but not limited to, Facebook, YouTube, Twitter, Instagram, on-line forums, blogs, and news media website comment threads.
- B. **BUSINESS PURPOSE:** Use of social media as a means of communicating official information about the District, including incident information, emergency information and feature stories. Also includes interaction with community members on social media websites.
- C. **PERSONAL USE:** On-duty use of personal social media sites by a MFD member, including access on personal computers and smartphones.
- D. **MFD:** Mayer, Minnesota Volunteer Fire Department

II. USE OF SOCIAL MEDIA FOR BUSINESS PURPOSES:

- A. MFD seeks to engage its citizens and stakeholders by using social media tools to promote its mission and share important information.
- B. Only authorized MFD members may use social networking websites to conduct business, including District activities, events, and incidents; recruitment and hiring information; and calendars. Authorized individuals include all officers and other personnel specifically authorized by the Fire Chief or his designee.
- C. MFD members will not release confidential or HIPAA protected information without written permission of the involved parties. If HIPAA protected information is released, the posting will accompany a statement that informs viewers that the consent of the patient was obtained.
- D. ELECTRONIC MEDIA: Under no circumstances may incident photos be posted to any internet or social media website by anyone other than those individuals authorized to do so. In addition:
 - 1. Photos and videos posted to any internet or social media website must be in compliance with HIPAA regulations regarding patient privacy, e.g., not showing a patient's face, license plate, or other identifying features.
 - 2. Photos and video taken by on-duty MFD member will be done with appropriate discretion and regard for the potential emotional reaction of the victim/patient or the general public.

III. PERSONAL USE OF SOCIAL MEDIA BY EMPLOYEES AND VOLUNTEERS:

- A. In general, the law allows public sector employees to speak out on "matters of public concern." The District encourages employees to use good judgment related to their social media activity.
- B. Use of social media by employees and volunteers will be guided by the following:
 - 1. MFD members must never release confidential or HIPAA protected information.
 - 2. Under no circumstances may an MFD member post a photo or video of an emergency incident they responded to while on duty on a private social media site or any private website unless, told to by an officer or any other personnel specifically authorized by the Fire Chief or his designee.
 - 3. Any photo taken by an MFD member while training or participating in a MFD-sponsored event or activity – should be approved by an officer or any other personnel specifically authorized by the Fire Chief or his designee before posting on a personal social media site. It is strongly encouraged to have an officer or any other personnel specifically authorized by the Fire

Chief or his designee post images to the official page and then the photograph posted on an official MFD social media site, can be 'liked,' tagged, or copied to a personal site. MFD sponsored event or activity includes training drills, meetings, community events, station tours, or any situation in which employees are wearing or using District-issued clothing or equipment.

4. The MFD logo will not be used on a non-District site in a manner that implies the District endorses and/or has a relationship with an individual or business.
5. MFD members should avoid presenting personal opinions that imply endorsement by the MFD. If posted material may reasonably be connected to MFD or its operations, the material should be accompanied by a disclaimer to the effect: "*The opinions and positions expressed are my own and may not reflect those of MFD.*"
6. Employees or volunteers must be aware of the image conveyed by words and pictures on a personal social media site.
7. Additionally, MFD members are reminded to keep the following in mind when using a social media site:
 - a. Information posted goes out instantly to thousands – possibly millions – of people around the world and once published, it cannot be undone.
 - b. Information posted on the internet is public. Employees and volunteers are responsible for knowing how to use social network sites, manage information shared on such sites, and ensure that their on-line profile is one they wish to potentially share with the public.
 - c. Users should ensure that their online profile is one they wish to potentially share with the public. Social networking site privacy settings (such as Facebook) should be reviewed and consideration given to changing settings to 'Friends Only' to ensure only approved individuals have viewing privileges.
 - d. Approved 'Friends' on social networking profiles should be regularly reviewed, keeping in mind that these individuals have access to all posted personal information.
 - e. 'Tagged' photos should be regularly reviewed to ensure that they are appropriate. On websites like Facebook, individuals can 'tag' someone in a photo without their permission. MFD members should consider manually searching and removing 'tags' on photos that may not reflect positively on themselves or the District.
 - f. Social networking sites are able to track the origins of traffic to their site and often do so. Reporting systems, such as Google Analytics,

can identify computers at specific public or private organizations, e.g., city government offices, newspapers, TV news channels, etc.

- IV. MFD members who see violations of this policy must address the issue and should report violations to their respective Captain/Chief.

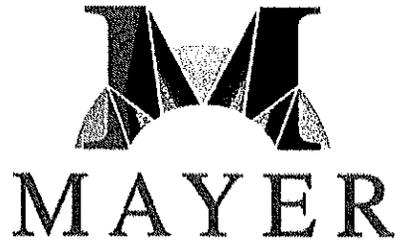
APPROVED:

Mike Dodge, Mayor

Dated _____

Rod Maetzold, Fire Chief

Dated: _____



I have read and fully understand the Mayer Fire Department Social Media Policy dated 1/9/2017.

Date: _____

Employee Signature

REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	January 9, 2017
Item Name:	Ordinance 213 Fee Schedule
Originating Department:	Administration
Presented by:	Luayn Ruch-Hammond

Previous Council Action (if any):

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

A motion approving Ordinance 213 Fee Schedule.

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

Certain actions of the City Council require resolutions or ordinances. These actions are considered formal motions of the Council. State statute requires Cities to pass a fee schedule by ordinance. Attached is ordinance 213 Fee Schedule.

Staff is proposing changes to the Fee Schedule and the areas of change to the fee schedule are the water rates, building permit fees and water meter fees. The changes are in bold and italic on the attached document. All other fees remain the same.

The change in water rates for 2017 adopted by the City Council on December 12, 2016 is included. The building inspector is recommending an increase of \$10 to the residential reroof, reside re window, fence and shed permit fees making the total fee \$75 plus state surcharge.

Staff has reviewed the fee schedule for other changes and is recommending an increase in fees for replacement water meters from \$305 to \$350 based on information from HD Water Supply.

Staff is also proposing a fee increase for water meters for new houses. This fee is collected on the building permit. The recommended new fee on the building permit for two water meters, MXU's, two horns and nuts should be \$545.00. Currently the City is collecting \$435.00 for the water meters and MXU's on the building permit. Below is a breakdown of the cost of the water meters to the City from HD Water Supply.

Item	Cost
Water Meter	\$125.00
Horn	\$44.05
1 " Swivel	\$8.33
3/4" Swivel	\$5.20
	\$182.58
Times Two	X2
	\$365.16
Plus MXU	\$127.00
	\$492.16
10%	\$49.22
	\$541.38

After review and any discussion or changes to fees staff is requesting approval of Ordinance 213 Fee Schedule.

FINANCIAL IMPLICATIONS: Funding Sources & Uses:	ADVISORY BOARD RECOMMENDATIONS:
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ORDINANCE NO. 213
(Fee Schedule)

CITY OF MAYER
CARVER COUNTY, MINNESOTA

January 9, 2017

AN ORDINANCE ESTABLISHING A UNIFORM SYSTEM OF FEES, CHARGES, COSTS AND RATES FOR CITY LICENSES, PERMITS, APPLICATIONS, INFORMATION, SERVICES AND OTHER MATTERS.

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

Section 1. Authorization and Establishment of Fees. The City of Mayer is authorized by law and does hereby establish and impose certain fees, charges, costs and rates for licenses, permits, applications, information, services and other matters required or provided by the City.

Section 2. Fee Schedule. The fees, charges, costs and rates for such licenses, permits, applications, information, services and other matters are adopted as set forth on **Schedule A** attached and made a part of this ordinance. These fees and charges are deemed appropriate and reasonable. Schedule A and this ordinance may be amended or revised from time to time by subsequent ordinance adopted by the City Council. The fees and charges shall be collected by City Staff as required and collected prior to the issuance of a license or permit or acceptance of an application as the case may be. Fees are not refundable unless otherwise provided by ordinance or council action.

Section 3. Conflict. In the event of any conflict between this ordinance and any other provisions of the Code of Ordinances of the City of Mayer, this ordinance shall control.

Section 4. Non-exclusive. This ordinance shall not limit or preclude any other fees, charges, costs or rates as required by the Code of Ordinances of the City of Mayer or as otherwise established by ordinance or resolution.

Section 5. Summary Approval. Pursuant to Minnesota Statutes Section 412.191, Subd. 4, the council hereby determines that publication of the title and a summary of this ordinance will clearly inform the public of the intent and effect of this ordinance. The text of the summary of this ordinance entitled "Official Summary of Ordinance No 213, a copy of which is attached hereto, is hereby approved and the council determines that it clearly informs the public of the intent and effect of this ordinance.

Section 6. Publication, Inspection and Posting. The City Clerk is hereby directed that only the title of this ordinance and the attached summary be published with a notice that a printed copy of this ordinance is available for inspection by any person during regular office hours at the

office of the City Clerk. A copy of the entire text of the ordinance shall also be posted at the Mayer Community Center, 413 Bluejay Avenue, Mayer, Minnesota.

Section 7. Effective Date. This ordinance shall be in full force and effect upon its adoption and publication according to law.

Passed and adopted by the City Council of the City of Mayer this 9th day of January, 2017.

Mike Dodge, Mayor

ATTEST:

Luayn Ruch-Hammond, City Administrator

Title and Official Summary of Ordinance No. 213 Published in the _____ Newspaper on _____, 20____.

**ORDINANCE NO. 213
(Fee Schedule)**

CITY OF MAYER

CARVER COUNTY, MINNESOTA

AN ORDINANCE ESTABLISHING A UNIFORM SYSTEM OF FEES, CHARGES, COSTS AND RATES FOR CITY LICENSES, PERMITS, APPLICATIONS, INFORMATION, SERVICES AND OTHER MATTERS.

OFFICIAL SUMMARY

January 9, 2017

The following is the official summary of Ordinance No. 213 of the City of Mayer adopted January 9, 2017, pertaining to the establishment of certain fees and charges.

The City of Mayer has adopted a fee schedule that establishes a system of fees, charges, costs and rates for City licenses, permits, applications, information, services and other matters provided by the City.

The fee schedule is attached to and made a part of Ordinance No 213 adopted January 9, 2017, and sets fees and charges for such categories as the following:

Administrative Fees, Amusement Devises, Assessment Search, Building Permits, Planning & Zoning, Community Center Rental, Fire Department, Licenses, Meetings, Utilities, Public Works, Consultant Fees, Area Charges and Title Insurance Fee for Development.

The fees and charges may be changed from time to time by Council action.

A PRINTED COPY OF THIS ENTIRE ORDINANCE IS AVAILABLE FOR INSPECTION AND REVIEW BY ANY PERSON AT THE OFFICE OF THE CLERK OF THE CITY OF MAYER AT THE MAYER CITY HALL/COMMUNITY CENTER, 413 BLUEJAY AVENUE, MAYER, MINNESOTA 55360.

Luayn Ruch-Hammond, City Administrator

Published in the _____ News on _____, 20__.

**FEE SCHEDULE
2017**

Type/Subject Matter	Terms & Conditions	Adopted 2016 Fees	Proposed 2017 Fees
ADMINISTRATIVE FEES			
Labor/Staff Time	Min 1 hour - Rates are 1.5 for weekend & overtime	\$60.00	\$60.00
	Skid Steer/ Operator	\$120.00	\$120.00
	Public Notice	Cost+\$30.00 per/hr	Cost+\$30.00 per/hr
	Mailings - Minimum of one hour	Cost + \$30.00 per/hr	Cost + \$30.00 per/hr
	Recording Fees	Cost	Cost
Service Charges	Copy Cost	\$.50 per page	\$.50 per page
	Fax Cost	\$1.00 per page	\$1.00 per page
	City map	Cost	Cost
	Zoning map	\$15.00 per map	\$15.00 per map
	Copy: Comprehensive Plan	\$50.00per document	\$50.00per document
	Copy: Zoning Ordinance	\$50.00 per document	\$50.00 per document
	Copy: City Standard Specs & Plates	\$50.00 per document	\$50.00 per document
	Copy: Subdivision Ordinance	\$50.00 per document	\$50.00 per document
	Copy: Code Of Ordinances	\$75.00 per document	\$75.00 per document
	Copy: Financial Statement/Audit	\$50.00 per document	\$50.00 per document
	Copy: City Budget	\$30.00 per document	\$30.00 per document
	Copy: City Fee Schedule	\$30.00 per document	\$30.00 per document
	Returned check charge	Per Statute	Per Statute
Filing Fees	Office of Mayor or Council	\$15.00	\$15.00
Mileage Reimbursement	IRS Guidlnes	\$0.575	\$0.575
AMUSEMENT DEVICES	Annual renewal January 1st - \$15.00 per location	\$15.00 per location plus	\$15.00 per location plus
		\$15.00 per machine	\$15.00 per machine
ASSESSMENT SEARCH	per parcel	\$20.00	\$20.00
BUILDING PERMITS			
PLANNING & ZONING	Water Meter other sizes	COST	COST
	Landscape Escrow Future Developments	\$2,500.00	\$2,500.00
	Coldwater Crossing Area Charges	\$2,084.00	\$2,084.00
BUILDING PERMITS			
PLANNING & ZONING			
	Lot Survey escrow	\$1,000.00	\$1,000.00
	Excavation Permit	Set By Council	Set By Council
	*Comprehensive Plan Amendment	\$400.00	\$400.00

**FEE SCHEDULE
2017**

Type/Subject Matter	Terms & Conditions	Adopted 2016 Fees	Proposed 2017 Fees
BUILDING PERMITS	Conditional Use	\$150.00	\$150.00
PLANNING & ZONING	*Variance	\$300.00	\$300.00
	*Rezoning Application	\$400.00	\$400.00
	Interim Use Permit	\$150.00	\$150.00
	*Boundary Adjustment/Lot Split	COST	COST
Subdivision	Minor (1-3 lots)		
	Minor subdiv. 1-3 lots Prelim Plat	\$500.00 & \$50/lot	\$500.00 & \$50/lot
	Minor subdiv. 1-3 lots Final Plat	\$400.00 & \$50/lot	\$400.00 & \$50/lot
	Major (3+ lots)		
	Major subdiv/PUD Prelim Plat	\$500.00 & \$50/lot	\$500.00 & \$50/lot
	Major subdiv/PUD Final Plat	\$400.00 & \$50/lot	\$400.00 & \$50/lot
	*Site Plan Review	\$250.00	\$250.00
	Street Alley Vacation Application Fee	\$200.00	\$200.00
	Annexation Application Fee	\$250.00	\$250.00
	Renewal of Site Plan Application, Interim Use, Variance	\$100.00	\$100.00
	<i>All Fees double for after the fact applications</i>		
	*Plus all staff, legal, engineering, & associated costs		
PLANNING & ZONING			
	Engineering Deposit	\$550.00	\$550.00
	Legal Deposit	\$550.00	\$550.00
	Planning Deposit	\$550.00	\$550.00
	Park Dedication Fee: Residential	Per Ordinance	Per Ordinance
	Park Dedication Fee: Commercial	Per Ordinance	Per Ordinance
	Utility Feasibility Study - Council approval required	Cost	Cost
	Escrow Deposits**		
Utility feasibility study	Council Approval Required	Cost Estimate	Cost Estimate
New Development (minor)	Required as part of preliminary plat application	\$10,000	\$10,000
New Development (major)	Required as part of preliminary plat application	\$10,000	\$10,000
Cell/Antenna Tower	Prior to site plan review/CUP	\$10,000	\$10,000
EAW	Costs accumulated by city	Cost Estimate	Cost Estimate
** Responsible for all additional costs			
	Site Plan Review	\$100.00	\$100.00
	Site Plan Amendment	\$100.00	\$100.00

**FEE SCHEDULE
2017**

Type/Subject Matter	Terms & Conditions	Adopted 2016 Fees	Proposed 2017 Fees
COMMUNITY CENTER	Gym, Bar area and Kitchen Weddings	\$350.00	\$350.00
	Reserve Community Center day after rental	\$75.00	\$75.00
	*Gym, Bar area and Kitchen Non Residents	\$350.00	\$350.00
	*Gym, Bar area and Kitchen Residents	\$250.00	\$250.00
	Bar area and Kitchen Only Residents	\$150.00	\$150.00
	Bar area and Kitchen Only Non Residents	\$200.00	\$200.00
	*Residents Reserve Comm Ctr day after Rental Date	\$50.00	\$50.00
	*Non Residents Reserve Comm Ctr day after Rental Date	\$75.00	\$75.00
	Gym only (2 hours minimum)	\$18.50	\$18.50
	Rental for Non-Profit Local/Non-Local Organization	One/Half Rental Cost	One/Half Rental Cost
	Damage Deposit	\$150.00	\$150.00
	*Events other than weddings the resident/nonresident rates apply		
Concession Stand	Damage Deposit	\$25.00	\$25.00
	Four hour rental	\$25.00	\$25.00
FIRE DEPARTMENT	3000 gallon tanker - load of water	\$50.00 per load (within Fire Dist)	\$50.00 per load (within Fire Dist).
	2000 gallon tanker - load of water	\$35.00 per load (within Fire Dist)	\$35.00 per load (within Fire Dist)
	3000 gallon tanker - load of water	\$100.00 per load (outside Fire Dist)	\$100.00 per load (outside Fire Dist).
	2000 gallon tanker - load of water	\$70.00 per load (outside Fire Dist)	\$70.00 per load (outside Fire Dist)
	Fire/Accident Call Not Covered by Contract	\$450 First Hr. + \$350 Each Addnl Hr.	\$450 First Hr. + \$350 Each Addnl Hr.
	*Structure burning permit	\$1,000 Recmd Donation	\$1,000 Recmd Donation
	* does not include Asbestos Inspection		
	Hazmat Fee	\$450 plus \$10 per hour per Fire Fighter	\$450 plus \$10 per hour per Fire Fighter
LICENSES			
Dog License - Natural	Annual renewal January 1st	\$10.00	\$10.00
Dog License - Neutered	Annual renewal January 1st	\$7.50	\$7.50
	Lifetime Dog License	\$10.00	\$10.00
	duplicate license	\$2.00	\$2.00
	Unlicensed dog fine	double license fee	double license fee
	Animal pick up charge	actual cost	actual cost
	Impound fines	actual cost/per day	actual cost/per day
LICENSES	Running at large/creating nuisance - 1st Offense	Warning	Warning
	Running at large/creating nuisance - 2nd Offense	\$50.00	\$50.00
	Running at large/creating nuisance - 3rd Offense	\$75.00	\$75.00
	-Subsequent Offenses (each)	\$100.00	\$100.00

**FEE SCHEDULE
2017**

Type/Subject Matter	Terms & Conditions	Adopted 2016 Fees	Proposed 2017 Fees
Chicken License	Initial Fee	\$50.00	\$50.00
	Annual Renewal	\$25.00	\$25.00
Bee License	Initial Fee	\$50.00	\$50.00
	Annual Renewal	\$25.00	\$25.00
Liquor License	3.2 Beer - On Sale	\$10.00/non profit only/yr	\$10.00/non profit only/yr
	Intoxicating - On Sale (yearly renewal March 1st)	\$1,800.00	\$1,800.00
	Intoxicating - Off Sale (yearly renewal March 1st)	\$100.00	\$100.00
	Intoxicating - Sunday Sale (yearly renewal Mar 1st)	\$200.00	\$200.00
	Non Refundable Investigative Fee New License	\$100.00	\$100.00
	Wine and Beer License	\$200.00	\$200.00
	3.2 Bee Annual License	\$200.00	\$200.00
	Misc. Licenses	Peddler License & Background Check Each	\$100.00
	Right-of-Way Permit - Large Utilities	\$250.00	\$250.00
Tobacco	Licensed by Carver County		
MEETINGS	Councilmember per diem for Special Meeting	\$30.00	\$30.00
	Board and Commission Per diem	\$30.00	\$30.00
	Special Council Meeting held before Regular Meeting	\$150.00	\$150.00
	Special Council Mtg other date -requested by residents	\$150.00	\$150.00
	Special Planning Commission Meeting	\$210.00	\$210.00
UTILITIES			
Connection Charges	Water (WAC)	\$4,500.00	\$4,500.00
	Sewer (SAC)	\$4,500.00	\$4,500.00
Main Connection Charge	Water	\$100.00	\$100.00
	Sewer	\$100.00	\$100.00
	Excavation Permit Fee	\$200.00	\$200.00
	Escrow for Excavation	Set By Council	Set By Council
Monthly Use Fees	Water = No Gallon Base	\$10.90	\$11.88
	Water = 0 -6,000 gallons	\$4.67	\$5.25
	6,001-15,000	\$5.40	\$6.08
	15,001-20,000	\$6.36	\$7.15
	20,001 and above	\$8.61	\$9.68
	Sewer = No Gallon Base	\$18.19	\$19.46
	Sewer = per 1000 gallons	\$7.02 Per 1000 gallons	\$7.40
	MPFA Replacement fund	\$.10 per 1000	\$.10 per 1000
Minnesota Water Testing Fee	\$0.53	\$0.53	
Utility penalty	10%	10%	

**FEE SCHEDULE
2017**

Type/Subject Matter	Terms & Conditions	Adopted 2016 Fees	Proposed 2017 Fees
	Prohibited Stormwater Discharge Surcharge	Set By Council	
Watering Violations	Watering Ban - 1st Violation	Warning	50
	2nd Violation	\$50.00 /day fine added to UB	\$50.00 /day fine added to UB
	3rd Violation	\$100.00/day fine added to UE	\$100.00/day fine added to UB
	4th violation or more increases by \$50.00 per time		
PUBLIC WORKS	Damage Deposit	\$800.00	\$800.00
Hydrant Meter	1 - 10,000 gallons (minimum)	\$65.00	\$70.00
	10,001- 15,000	\$5.40	\$6.08
	15,001-20,000	\$6.36	\$7.15
	20,001 and above	\$8.61	\$9.68
Weeds	Weed Violation Mowing - per hour charge/2 hr min.	\$120.00	\$120.00
On Call Pay	Hourly rate for public works employees	\$25.00	\$25.00
Vehicles	Abandoned Vehicle Violation-1st offense/plus towing	\$60.00	\$60.00
	Abandoned Vehicle Violation-2nd offense/plus towing	\$150.00	\$150.00
	Abandoned Vehicle Violation-3rd offense/plus towing	\$200.00	\$200.00
	Misc. Labor - per hour	\$60.00	\$60.00
	Water Service Disconnect/Reconnect Charge	\$50.00	\$50.00
Water Meters	(2) 3/4 "Water Meters Horns, and MXU New Houses	New Fee	\$545.00
	3/4" Water meter, MXU & connections	\$305.00	\$350.00
	5/8" Water meter alone	\$130.00	\$140.00
	1" Water meter, MXU & connections	Cost + 10%	Cost + 10%
	1" Water meter alone	Cost + 10%	Cost + 10%
	2" Water meter, MXU & connections	Cost + 10%	Cost + 10%
	2" Water meter alone	Cost + 10%	Cost + 10%
	MXU	\$175.00	\$175.00
	Curb Box Fee Parts	\$24.00	\$24.00
	Curb Box Repair Fee	\$20.00	\$20.00
	Water Meter other sizes	Cost + 10%	Cost + 10%
	Meter wire (per foot)	\$0.12	\$0.12
	5/8" Meter Horn (#2)	\$80.00	\$80.00
	1" Meter Horn (#3)	Cost + 10%	Cost + 10%
	2" Meter Horn (#4)	Cost + 10%	Cost + 10%
Parking Violations	First Offense	\$25.00 plus towing costs	\$25.00 plus towing costs
	Second Offense	\$50.00 plus towing costs	\$50.00 plus towing costs
	Third Offense	\$75.00 plus towing costs	\$75.00 plus towing costs
	Minimmum Tow Fee	COST	COST
	Impound Lot Fee	COST	COST

**FEE SCHEDULE
2017**

Type/Subject Matter	Terms & Conditions	Adopted 2016 Fees	Proposed 2017 Fees
Consultant Fees	Attorney	\$200 per hour	\$200 per hour
	Principal Engineer/Land Surveyor		
	Sr. Principal Engineer/Surveyor	\$170- \$240 per hour	\$170- \$240 per hour
	Sr Project Manager-Principal Engineer/Surveyor	\$127-\$180 per hour	\$127-\$180 per hour
	Associate Engineer/Land Surveyor	\$100-\$160 per hour	\$100-\$160 per hour
	City Engineer non project specific day to day items	\$65.00 per hour	\$65.00 per hour
	Senior Transportation/Aviation Planner	\$125-\$175 per hour	\$125-\$175 per hour
	Project Manager (Inc. Landscape Architect)	\$106-\$170 per hour	\$106-\$170 per hour
	Project /Design Engineer/Planner/Landscape Architect	\$52-\$170 per hour	\$52-\$170 per hour
	Licensed Land Surveyor	\$94-\$165 per hour	\$94-\$165 per hour
	Project Surveyor	\$82-\$130 per hour	\$85-\$140 per hour
	Specialist	\$47-\$140 per hour	\$47-\$140 per hour
	Senior Technician	\$72-\$165 per hour	\$72-\$165 per hour
	Technician	\$33- \$140 per hour	\$33- \$140 per hour
	Clerical	\$29-\$110 per hour	\$29-\$110 per hour
	Municipal Design Fee	6%	6%
	Municipal Design Fee State Aid Project	8%	8%
	Council & Planning Commission Meeting Attendance	No Charge	No Charge
	Planning Consultant	\$85.00	\$85.00
Area Charges	Residential Storm Sewer	\$2,650.00	\$2,650.00
	Commercial Storm Sewer	\$2,900.00	\$2,900.00
	Industrial Storm Sewer	\$3,200.00	\$3,200.00
	Water	\$2,350.00	\$2,350.00
	Sewer	\$2,350.00	\$2,350.00
Type/Subject Matter	Terms & Conditions	Adopted 2016 Fees	
Storm Water Fees		REU	REU
Residential	1	\$2.00	\$2.00
Commercial	3.6	\$7.20	\$7.20
Schools & Churches	1.8	\$3.60	\$3.60
Industrial	3.6	\$7.20	\$7.20
Multi Family	2	\$4.00	\$4.00
	Storm water Fees based on a \$2.00 fee per lot		
Electronic Sign	For Profit week	\$7.00	\$7.00
	For Profit month	\$20.00	\$20.00
	Non Profit week	\$5.00	\$5.00

**FEE SCHEDULE
2017**

Building Permits	Building Permits Fees	Adopted 2016 Fees			
TOTAL VALUATION					
\$1.00 to \$500.00					
\$501.00 to \$2,000.00	FEES				
\$2,001.00 to \$25,000.00	\$25.58 for the first \$500.00 plus \$3.36 for each additional \$100.00 or fraction thereof, to and including \$2,000.00				
\$25,001.00 to \$50,000.00	\$76.25 for the first \$2,000.00 plus \$15.40 for each additional \$1,000.00 or fraction thereof, to and including \$25,000.00				
\$50,001.00 to \$100,000.00	\$430.35 for the first \$25,000.00 plus \$11.11 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00				
\$100,001.00 to \$500,000.00	\$708.10 for the first \$50,000.00 plus \$7.70 for each additional \$1,000.00 or fraction thereof, to and including \$100,000.00				
\$500,001.00 to \$1,000,000.00	\$1093.10 for the first \$100,000.00 plus \$6.16 for each additional \$1,000.00 or fraction thereof				
\$1,000,001.00 and up	\$3,557.10 for the first \$500,000.00 plus \$5.23 for each additional \$1,000.00 or fraction thereof, to and including \$1,000,000.00				
Building Permit Fee	\$6,172.10 for the first \$1,000,000.00 plus \$4.02 for each additional \$1,000.00 or fraction thereof				
	Schedule is 100% of the above fee schedule, plus 10%, plus a State Surcharge as follows:				
	\$1,000,000 or less = .0005 x the valuation (minimum of \$5.00)				
	\$1,000,001 to \$2,000,000 = \$500.00 + .0004 x (Value - \$1,000,000)				
	Greater than \$2,000,001 see State Table.				
Type/Subject Matter					
	OTHER INSPECTIONS AND FEES AS PER CONTRACT	\$75.00/\$150.00 minimum			
	Terms, Conditions & Fee	\$50.00 per hour			
	Inspections outside of normal business hours minimum two hours	\$50.00 per hour			
	Re-Inspection Fee				
	Inspections for which no fee is specifically indicated				
	Additional plan review required by changes, additions, or deletions	\$50.00 per hour			
	Minimum one half hour charge	\$45.00 per hour			
	For miscellaneous and special services, as per contract				
	City Sewer Inspection/ hookup				

**FEE SCHEDULE
2017**

Type/Subject Matter		Adopted 2016 Fees		
Permit Fees				
State Surcharge	Terms, Conditions & Fee	Per State		
Plan Check Fee		Per State		
	\$1,000,000 or less	Per State		
	\$1,000,001 to \$2,000,000	Per State		
	Greater than \$2,000,001	Per State		
Plan Check Fee	Is 65% of the Permit Fee for Residential and Commercial Projects			
Plumbing Permit Fees	\$5.50 per fixture with minimum of \$75.00 plus \$1.00 Surcharge			
	Plumbing Change outs: Water heaters or softeners \$15.00 ea + \$1.00 Surcharge		Plumbing Change outs: Water heaters or softeners \$75.00 ea + \$1.00 Surcharge	
Heating, Air Conditioning, & Gas Piping Permit Fee	New Home Construction Only; furnace and A/C	\$60.00 per unit plus \$1. surcharge		
	For EACH Heating or Air Conditioning unit, including Air Exchange units, Heating and Air Conditioning replacement is considered one unit			
	In-Floor heat systems, gas logs/fireplaces, wood burning and factory fireplaces, etc. plus \$1.00 Surcharge			
	Permit issued for gas line/gas piping only, then minimum fee			
	Masonry Fireplaces requires a regular building permit, submit plans & fee is based on Valuation			
Residential General Fees	Re-Roof:	\$65.00 plus \$1.00 Surcharge	\$75.00 plus \$1.00 Surcharge	
	Re-Side:	\$65.00 plus \$1.00 Surcharge	\$75.00 plus \$1.00 Surcharge	
	Re-Window: If replaced with the same size	\$65.00 plus \$1.00 Surcharge	\$75.00 plus \$1.00 Surcharge	
	Any size change requires a regular building permit			
	Fence:	\$65.00 Zoning under 7'	Over 7" based on value	
	Shed:		> 200 sq ft based on value	
Commercial Project Fees:				
	Demo Permit Fees	Valuation		
		Valuation		
	Re-Roof and Re-Side Projects	Valuation		
	Plumbing & Mechanical Permit Fees	Valuation		
	Plumbing Minimum	Valuation		
	Mechanical Minimum	Valuation		
	Fire Sprinkler Systems require a regular building permit	Valuation		



**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

December 5, 2016

City of Mayer
Attn: Ms. Luayn Ruch-Hammond
413 Blue Jay Avenue, P.O. Box 102
Mayer, MN 55360-0102

RE: 2017 Professional Engineering Services

Dear Ms. Ruch-Hammond:

We are pleased to once again offer professional engineering services to the City of Mayer for 2017 in accordance with the attached Fee Schedule. We look back with great satisfaction on the important projects we have been able to complete with you and your staff at the direction of the City Council. I have every confidence that our long-term knowledge of the Community and understanding of the City's needs coupled with cooperation and hard work will result in the successful completion of the projects identified by the City for 2017.

Once again, despite many rapidly increasing business expenses, we are proposing only minor modifications to our rate structure. This highlights our ongoing intentional goal of providing the wide array of services and expertise the City needs as cost effectively as possible. It is this commitment that has led to a five year average, aggregate fee increase of under 3% per year. **Moreover, it is my pleasure to inform you that we will continue offering the "municipal discount" for key staff members serving your City at the same hourly rate. This rate has remained unchanged for over 5-years.** This discount applies to day-to-day general engineering items and tasks not related to specific City projects or private development projects. As these fees are usually paid out of the City's General Fund, it is our intent that this municipal discount will help to minimize the engineering impact on the General Fund budget. **Further, will continue to not charge a fee for City Council and Planning Commission meeting attendance.**

The fee structure items identified above reflect our continued commitment to provide you high quality and full service municipal engineering services with increasing value and efficiency.

Please review the attached information and contact me with any questions you may have. **We are committed to providing you with the superior service you expect and require!**

Respectfully Submitted,
Bolton & Menk, Inc.

Kreg J. Schmidt, P.E.
Vice President

KJS/kjs

2017 CITY OF MAYER FEE SCHEDULE

January 1, 2017

Staff Position	Experience (Years)	2017 Hourly Rates (\$ / hr unless otherwise noted)*
Sr. Principal Engineer / Surveyor		\$170-\$240
Sr. Project Manager - Principal Engineer / Surveyor		\$127-\$180
<i>David Martini:</i>	20+	**First 20 hrs/month @ \$65/hr
Senior Transportation / Aviation Planner		\$125-175
Project Manager (Inc. Landscape Architect)		\$106-\$170
Project / Design Engineer / Planner / Landscape Architect		\$52-\$170
Licensed Surveyor		\$94-\$165
Project Surveyor		\$85-\$140
Specialist (Nat. Resources; GIS; Traffic; Graphics; Other)		\$47-\$140
Senior Technician (Inc. Survey)		\$72-\$165
Technician (Inc. Survey)		\$33-\$140
Administrative Support & Clerical		\$29-\$110
City Council Meeting / Planning Commission Attendance		No Charge
<i>Additional Items:</i>		
GPS / Robotic Survey Equipment		No Charge
CAD / Computer Usage		No Charge
Routine Office Supplies		No Charge
Routine Photo Copying / Reproduction		No Charge
Field Supplies / Survey Stakes & Equipment		No Charge
Mileage		No Charge

Notes:

**City Hourly Rates Apply to Hourly Services Completed on Behalf of The City for Municipal Projects.*

***Applies to Non-Project Specific, General Day-To-Day City Engineer Related Work Items & Tasks.*

REQUEST FOR CITY COUNCIL ACTION

Meeting Date: January 9, 2017
Item Name: Administrator's Employment Contract
Originating Department: Administration
Presented by: Luayn Ruch-Hammond

Previous Council Action (if any):

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

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

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

The City of Mayer has an employment contract with the Administrator. The contract is a 3 year contract and will be expiring on May 9, 2017. Council needs to give the administrator a 30 day notice if the intent is not to renew.

Staff would like to know how Council wants to handle the contract. The contract could be reviewed in a work session of the personnel committee and then forwarded to the Council for approval or the contract could be placed on the Council agenda for action.

Staff is requesting direction on the Employment Contract with the City Administrator.

<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>Other _____</p>
---	---

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

Meeting Date: January 9, 2017
Item Name: Annual Appointments Resolution 1-9-2017-3
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 resolution 1-9-2017-3 Annual Appointments.

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

Each year, the Mayer City Council considers an organizational resolution that designates the depository and the official newspaper, The resolution also appoints the Acting Mayor, City Attorney, City Engineer, Financial Consultant, Auditor, Insurance Agent, Building Inspector, Planning Consultant, Weed Inspector and Assessor. Part of this process also appoints Council Members as liaison and citizen members to the commissions and committees that advise the City Council.

Council consideration should be given to the committees that each Council Member wants to serve on for the next year. Secondly, the re appointments of members of the advisory committees to the City Council are a part of this resolution.

Council will first need to decide on liaison positions for the Collaborative Planning Group, Community Education, Planning Commission, Park Board, EDA (2 positions), Commission for a Lifetime, and Carver County Leaders (2 positions) (CCL). Attached as Exhibit A are the committees and the Council vacancies are highlighted in yellow. The committee re-appointments are in bold and italicized.

Planning Commission reappointments is Barney Johnson and Tom Stifter.

Park Board has two vacancies and the Park Board is recommending appointments of Mike Wegner and Troy Condon.

EDA Commissioner Wakefield's term expired and he is willing to be reappointed for another 3 years.

The City still has two vacancies on the Mayer Commission for a Lifetime.

Staff is requesting approval of resolution 1-9-2017-2 Organization of the City of Mayer for 2017.

Also, a motion declaring vacancies on the Commission for a Lifetime and to authorize staff to recruit for the positions.

FINANCIAL IMPLICATIONS:	ADVISORY BOARD RECOMMENDATIONS:
Funding Sources & Uses:	
Budget Information:	



CITY OF MAYER
RESOLUTION 1-9-2017-3
ORGANIZATION OF THE CITY OF MAYER FOR 2017

WHEREAS, pursuant to Minnesota Statute Chapter 118 the City Council must designate official depositories for municipal funds;

WHEREAS, pursuant to Minnesota Statutes section 412.831 the City Council must designate an official newspaper of the City;

WHEREAS, pursuant to Minnesota Statutes section 412.121 Council Member Boder is appointed acting Mayor and is to perform the duties of Mayor during the absence or disqualification of the Mayor in the case of a vacancy in the office of Mayor;

WHEREAS, City Council must also appoint City Attorney, City Engineer, Financial Consultant, Auditor, Insurance Agent, Building Inspector, Assessor and other professional appointments ;

NOW THEREFORE BE IT RESOLVED; the Mayer City Council makes the appointments as set out in state statute and other appointments as necessary for the City operations as Exhibit A.

Passed and adopted by the City Council, City of Mayer, on this 9th day of January, 2017.

Mike Dodge, Mayor

ATTEST: _____
Luayn Ruch-Hammond, City Administrator

Annual Appointments 2017 Exhibit A

Appointment	Name	Term
Depository	Security Bank	1/1/2017-12/31/2017
Newspaper	Herald Journal	1/1/2017-12/31/2017
City Attorney	Melchert Hubert, Sjodin	1/1/2017-12/31/2017
Acting Mayor/Vice Mayor	Erick Boder	1/1/2017-12/31/2017
City Financial Services	Ehlers and Associates	1/1/2017-12/31/2017
City Investment Services	4M Fund	1/1/2017-12/31/2017
City Auditor	Abdo, Eick & Meyers	1/1/2017-12/31/2017
City Engineer	Bolton and Menk	1/1/2017-12/31/2017
City Building Inspector	Metro West	1/1/2017-12/31/2017
City Assessor	Carver County	1/1/2017-12/31/2017
City Weed Inspector	Mayor	1/1/2017-12/31/2017
Assistant Weed Inspector	Public Works	1/1/2017-12/31/2017
Insurance Agent	Christopher Biehl	1/1/2017-12/31/2017
Planning Consultants	Municipal Dev. Group	1/1/2017-12/31/2017
Council Meeting Time	6:30 PM	
Council Meeting Dates	2 nd and 4 th Mondays	
Mileage	Per IRS Guidelines	
Collaborative Planning Group		
Representative from City		1/1/2017-12/31/2017
Community Education		
Community Recreation Advisory		1/1/2017-12/31/2017
Planning Commission Members	Beginning Term	Ending Term
<i>Tom Stifter</i>	<i>2/1/2017</i>	<i>2/1/2020</i>
<i>Barney Johnson (4.11.16)</i>	<i>2/1/2017</i>	<i>2/1/2020</i>
Les Hahn	2/1/2016	2/1/2019
Rod Maetzold	2/1/2016	2/1/2019
Don Wachholz	2/1/2015	2/1/2018
Patty Lanting	2/1/2015	2/1/2018
	2/1/2017	12/31/2017
Park Board	Beginning Term	Ending Term
<i>Troy Condon</i>	<i>2/1/2015</i>	<i>2/1/2018</i>
Alias Johnson (3.14.16)	2/1/2016	2/1/2018
Nate McNeilly	2/1/2016	2/1/2019
<i>Mike Wegner</i>	<i>2/1/2015</i>	<i>2/1/2018</i>
	2/1/2017	12/31/2017

Annual Appointments 2017 Exhibit A

Economic Development Authority	Beginning Term	Ending Term
<i>Scott Wakefield</i>	<i>01/01/2017</i>	<i>12/31/2020</i>
Tom Stifter	01/01/2015	12/31/2017
Tim Duckworth	01/01/2016	12/31/2018
	1/1/2017	12/31/2017
	1/1/2017	12/31/2017
Personnel Committee	Beginning Term	Ending Term
Mayor and City Council	1/1/2017	12/31/2017
City Administrator	1/1/2017	12/31/2017
City Attorney	1/1/2017	12/31/2017
Commission for a Lifetime		
Kaye Timmers	1/1/2015	12/31/2017
<i>Vacancy</i>	<i>1/1/2012</i>	<i>12/31/2015</i>
<i>Vacancy</i>	<i>1/1/2013</i>	<i>12/31/2015</i>
Susan Ziermann	1/1/2015	12/31/2017
Allan Edholm	1/1/2015	12/31/2017
Judith Edholm	1/1/2016	12/31/2018
	1/1/2017	12/31/2017
Public Works Committee		
Mayor	1/1/2017	12/31/2017
City Engineer	1/1/2017	12/31/2017
Public Works Employee	1/1/2017	12/31/2017
City Administrator	1/1/2017	12/31/2017
CCL		
Erick Boder	1/1/2017	12/31/2017
	1/1/2017	12/31/2017
City Administrator	1/1/2017	12/31/2017

CITY OF MAYER
APPLICATION FOR APPOINTMENT

Board or Commission applying for: PARKS & REC

NAME: TROY CONGDON

STREET ADDRESS: 2311 COLDWATER CROSSING

CITY: MAYER MN ZIP: 55360

TELEPHONE Home 612-655-7809 Work 612-216-1265

Number of years a Mayer Resident 12 Fax _____

Are you presently serving on a City of Mayer Board or Commission? NO

Which One? _____ Term _____

Have you served on a City of Mayer Board or Commission in the past? NO

Which One? _____ Term _____

Which One? _____ Term _____

What do you have to offer to The City of Mayer board or commission? My HONEST
OPINION, HARDWORKING, MANAGEMENT SKILLS,
MOST IMPORTANTLY I WANT MAYER TO BE
A GREAT PLACE TO LIVE FOR ALL AGES AND
EVERY FAMILY.

EXPERIENCE OR EDUCATION THAT WOULD ENHANCE YOUR EFFECTIVENESS
AS A BOARD OR COMMISSION MEMBER

SMALL BUSINESS MANAGEMENT DEGREE (LAKE SUPERIOR
WM WRESTLING CLUB BOARD COLLEGE)
TREASURE OF BOY SCOUTS TROOP 209

SIGNATURE [Signature] DATE 1/7/2016

Return to the Mayer Community Center 413 Bluejay Avenue, Mayer, MN 55360

CITY OF MAYER
APPLICATION FOR APPOINTMENT

Board or Commission applying for: Parks

NAME: Michael Wegner Michael.wegner19@gmail.com

STREET ADDRESS: 312 4th St. N.E.

CITY: Mayer MN ZIP: 55360

TELEPHONE Home 612-209-3895 Work _____

Number of years a Mayer Resident 15 years Fax _____

Are you presently serving on a City of Mayer Board or Commission? No

Which One? _____ Term _____

Have you served on a City of Mayer Board or Commission in the past? No

Which One? _____ Term _____

Which One? _____ Term _____

What do you have to offer to The City of Mayer board or commission? _____

I Grew up outside of town so I have seen all changes in last 40+ years. Work publicworks for City of Tonka Bay for 11 years. Sit on Tonka Bay Park board for last year as City Rep. Was a landscaper for 4 years with Alpin Landscap

EXPERIENCE OR EDUCATION THAT WOULD ENHANCE YOUR EFFECTIVENESS AS A BOARD OR COMMISSION MEMBER

I have a B. Water and a SC sewer license. Have taken UofM turf maintenance classes. Also Street Salt Application Class with UofM

SIGNATURE [Signature] DATE 12-7-16

Return to the Mayer Community Center 413 Bluejay Avenue, Mayer, MN 55360

REQUEST FOR CITY COUNCIL ACTION

Meeting Date: January 9, 2017
Item Name: Park Board Request to Hire Architect
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 solicit the services of an architect at a not to exceed amount of \$25,000.

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

Park Board is requesting authorization to hire an architect to assist them with the construction of the picnic shelter/restrooms in Old Schoolhouse Park.
 Preliminary estimates that staff has compiled have a total cost of \$215,939.00. This does not include any site work or electrical. Park Board would like to work with an architect to be able to have precise numbers to continue planning.

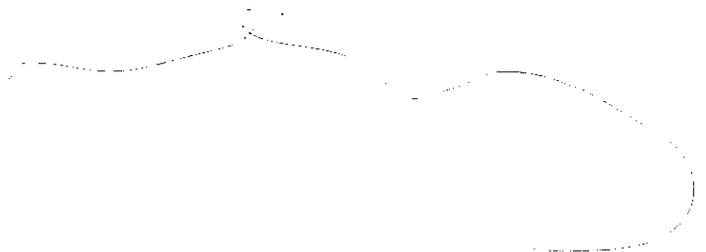
Building 24x44	\$43,445.00
Freight	\$2,000.00
Engineering & Design	\$5,500.00
Installation	\$21,500.00
Concrete	\$5,544.00
Restroom	\$75,450.00
Water/Sewer	\$62,500.00
Total	\$215,939.00

Site preparation Unknown
 Electrical Unknown

Park Board is requesting authorization to solicit the services of an architect. Staff had previously acquired the attached proposal from Oleson and Hobbie Architects there amount was \$23,200.00.

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

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



June 14, 2016

Ms. Luayn Ruch-Hammond
City Administrator
City of Mayer
413 BlueJay Ave
Mayer, MN 55360

**OLESON
+ HOBBIIE
ARCHITECTS**
330 Stadium Road, Suite 202
Mankato, MN 56001
Info@oharchitects.com
T 507.385.1158

RE: PROPOSAL FOR A FEASIBILITY STUDY AND DESIGN FOR THE RENOVATIONS OF AN EXISTING POLE BUILDING INTO A PARK SHELTER AND RESTROOMS FOR THE CITY OF MAYER

Dear Luayn,

On behalf of Oleson + Hobbie Architects, thank you for allowing us the opportunity to present our proposal for a feasibility study and design services for a park shelter and restroom facility for the City of Mayer. These services include a feasibility study and evaluation of costs/benefits associated with the renovation/expansion of an existing pole building for new park shelter and restrooms. We have assembled the following information explaining how Oleson + Hobbie Architects would approach the project.

STATEMENT OF QUALIFICATIONS

Oleson + Hobbie Architects will be the lead professional on this project. Our Design Team consists of consultants with whom we have worked closely for over a decade. We are highly qualified for this project. Collectively, we bring a wealth of experience to assist the City of Mayer in the feasibility studies as well as the next phases of the project to design and prepare construction documents for public bidding.

PROJECT UNDERSTANDING

It is our understanding that you wish to study the existing pole building that was used as a public works garage. We would study the building to determine the feasibility and estimated costs/benefits of renovating the existing structure for the use of a park shelter and restrooms.

SCOPE OF WORK

- Initial site visit to verify as-built drawings of the project areas.
- Provide a feasibility study for the associated work proposed.
- Provide design concepts for expansion and existing remodeling (up to three options).
- Conduct one (1) concept gathering meeting and three (3) design progress meetings to review design concepts.
- Develop estimated project budgets, including fees and contingencies based on the project scope.
- Prepare drawings for proposed concepts (Floor Plans, Elevations, & Three Dimensional Exterior conceptual renderings).
- Finalize a design and prepare construction documents for public bidding.
- Construction Administration Services during construction, and shop drawing review.

Additional Services If Required:

- A topographic survey showing existing conditions with point data and elevation information in electronic format will be provided by others for our use. This information would be helpful in the design to know exactly what we are working with.
- Civil engineering if required for the site will be an additional service.
- This proposal assumes there will be no LEED analysis required. Any services for LEED analysis will be done as additional service.

DESIGN FEES

We will prepare the above scope of work with the break down stated below.

Feasibility Study

- Architecture \$ 2,000.00
- Structural Engineering \$ 1,000.00
- Mechanical Engineering \$ 1,500.00
- Electrical Engineering \$ 1,000.00
- Total Design Fees \$ 5,500.00

Construction Documents for Bidding

- Architecture \$ 8,000.00
- Structural Engineering \$ 3,000.00
- Mechanical Engineering \$ 7,800.00
- Electrical Engineering \$ 4,400.00
- Total Design Fees \$23,200.00

REIMBURSABLE EXPENSES

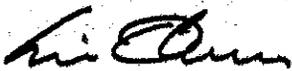
Reimbursable expenses are in addition to our base services incurred by the architect. The reimbursable cost includes travel, printing for meetings, reproduction for final documents, and three presentation boards. Travel will be reimbursed at the 2016 IRS standard mileage rates.

We would be able to start work on your project shortly after we receive a signed proposal.

CONCLUSION

We believe that we have the expertise and talent that you will need in moving forward with your feasibility study and your future project. If you have any questions regarding our proposed fees or scope of work please contact us at 507.385.1158. If the above information is acceptable to you, please sign below and return a copy to our office. Thank you again for the opportunity to present this proposal. We look forward to working with you and the City of Lake Mayer.

Sincerely,



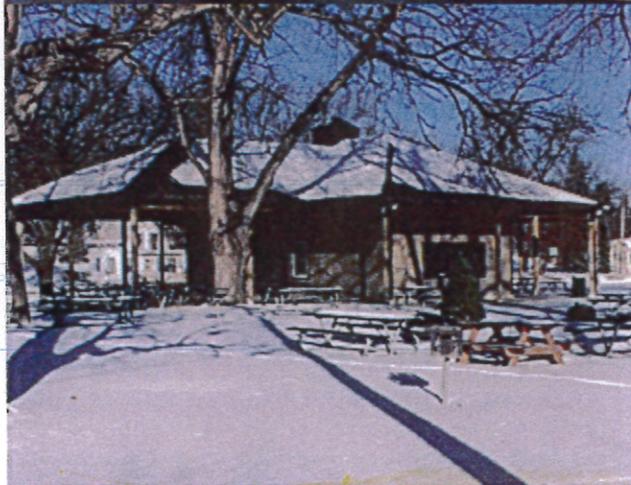
Eric L. Oleson AIA
Principal / Partner
Oleson + Hobbie Architects, LLC

Name	Signature	Date

Luayn Ruch-Hammond

From: Alisa [johnsonalisasue@yahoo.com]
Sent: Tuesday, December 27, 2016 8:40 AM
To: Ruch-Hammond Luayn; Butterfield Liz; bruceosborn@ymail.com; McNeilly Nate; Dodge Mike
Subject: Re: Rockford Park Shelter Plans

Here are a few pictures that I took of the building.



On Dec 21, 2016, at 8:26 AM, Alisa <johnsonalisasue@yahoo.com> wrote:

All-

Last week I drove by the new Rockford park shelter, and contacted the city about the plans. They were extremely helpful, and e-mailed me some details. They are more than willing to let us borrow the key to the shelter if we want to look around. I understand this shelter is bigger than what Mayer would like, but it may give us some ideas. :)

Jared, from Wenck, is extremely helpful and the Rockford City Administrator was also very helpful & may have more information if we need (cost, etc). They spent about \$350,000 on this, and it is much bigger than we would need.

Merry Christmas!
Alisa Johnson

REQUEST FOR CITY COUNCIL ACTION

Meeting Date: January 9, 2017
Item Name: Loss Control
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.)

On October 31, 2016 City Staff met with Elizabeth Tadsee a Loss Control Representative from the League of MN Cities. The purpose of the meeting was to conduct an inspection to assist the City in the reduction of potential loss by addressing loss control and risk management activities. Periodically the League's Loss Control Specialist completes a survey of City facilities and makes recommendations on their findings.

The topic this year was Data Security. They are making the following recommendations:

1. User access and accounts are deleted immediately upon an employee's dismissal, termination, or leaving.
2. Consider changing user passwords every 30-60 days and system passwords annually.
3. Consider installing a bullet proof glass at the front counter.
4. Consider adding a lift gate to the service truck.

Number 4 is left over from last year. Staff had asked for assistance from the League on a solution to a lift gate for the City truck. Because of the sander and tailgate the City was not able to install a lift gate. League staff had indicated that they would consult with colleagues about a solution to the problem. 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.

Staff is requesting Council discussion on the above items.

<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>Other _____</p>
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Approved _____	Denied _____	Tabled _____	Other _____
Resolution No. _____		Ordinance No. _____	



CONNECTING & INNOVATING
SINCE 1913

Data Security Survey Letter

October 31, 2016
Ms. Luayn Ruch-Hammond- Cityadmin@frontierent.net
City Clerk
City of Mayer
413 Bluejay Ave.
P.O. Box 102
Mayer, MN 55360-0102

Re: Data Security Survey Conducted on 10/31/16

Dear Ms. Ruch-Hammond:

On the above date I met with you to discuss loss control topics pertaining to the City of Mayer. This was in conjunction with the city's participation in the League of Minnesota Cities Insurance Trust (LMCIT) property, liability and/or workers' compensation program.

Purpose of Visit

The primary purpose of my visit was to complete a basic Data Security survey. There are many evolving risks associated with storing and sharing data on computers and mobile devices. These risks include things like:

- Data breaches
- Virus contamination
- Hacker attacks
- Employee misuse

There are also a number of issues presented by different forms of social media. As technology continues to develop, cities will be faced with growing technological risks. Having policies and procedures in place can help manage and mitigate these risks.

Conclusions

- The City of Mayer has several safeguards in place including: virus protection, firewall, password protection, IT services as needed, updated computer equipment, and back-up procedures.
- Implementing additional safeguards will strengthen the city's program.
- Educating employees and elected officials is a key first line of defense to security threats. Some free information and education tools follow in this letter.
- Members of LMCIT have access to the [eRisk Hub by NetDiligence](#). You'll be asked to complete the new user registration form and create your own user ID and password. Once this is completed, enter _____ in the access code field.

Discussion

Minnesota Statutes, section 13.05, subdivision 5 requires Minnesota cities *to establish appropriate security safeguards for all records containing data on individuals, including procedures for ensuring that data that are not public are only accessible to persons whose work assignment reasonably requires access to the data, and is only being accessed by those persons for purposes described in the procedure.*"

With an increased number of data breaches being reported, it is more important than ever to secure data and ensure there are policies in place to protect the data as well. Examples of claims seen by LMCIT include:

- Contractor's tax ID# accidentally displayed on city website
- Confidential employee data was accidentally on city website
- Vendor displayed confidential information in a presentation
- Vendor lost a backup of hard drive with city's confidential data
- Point of sale malware on liquor store registers
- Cryptolocker/ransomware

During our visit we discussed the importance of passwords, training, data storage, social media Employee Termination (any reason) and other concerns.

Resources

- Webinar: *Data Privacy+ Legal Risks, Mitigation, and Response for Municipalities*
- Memo and Sample Policy: *Computer and Network Loss Control*
- Information Website: *Focus on New Laws: Data Practices Act*
- Guide (also attached): *Guide to Preventing Social Engineering Fraud*
- Attachments: Employee Education Materials

Recommendations

I've included loss control recommendations to strengthen data security elements for your consideration in the appendix.

Service Plan

We discussed possible areas of focus for the City's next Loss Control visit. We will plan to complete the General Liability Survey during my next visit. I can also address other safety or loss control topics that you might have. I will plan to contact you in approximately eleven months to schedule the next loss control meeting.

Day Response

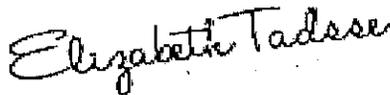
I have submitted recommendations for your consideration as a tool to help guide your risk management efforts. The decision to complete the recommendations, either in part or in full or the decision not to complete recommendations, lies entirely with city of Mayer. LMCIT believes completion of recommendations can ultimately reduce property, liability or workers' compensation losses as the case may be.

Recommendations and comments are provided for loss control and risk exposure improvement purposes only. They are not made for the purpose of complying with the requirements of any law, rule or regulation. We do not infer or imply in the making of these recommendations and comments that all sites were reviewed or that all possible hazards were noted. The final responsibility for conducting loss control and risk management programs rests with the member.

Please contact me by telephone or e-mail within the next 60 days to let me know what, if any, progress you are making on each recommendation. I look forward to hearing from you.

Thanks again for the time and courtesy extended to me during my visit. As always, if you have safety or loss control related questions, please do not hesitate to contact me.

Sincerely,



Elizabeth Tadsse | Loss Control Representative
Tel: (651) 281-1281 | Cell: (612) 210-7521 |
Etadsse@lmc.org | www.lmc.org
League of Minnesota Cities
145 University Ave. West | St. Paul, MN 55103

Cc: Christopher Biehle, Bullis Insurance Agency – cbiehle@bullisagency.com

Attachments

- *Guide to Preventing Social Engineering Fraud*
- Employee Education Materials
- General Field Lifting and Material Hand

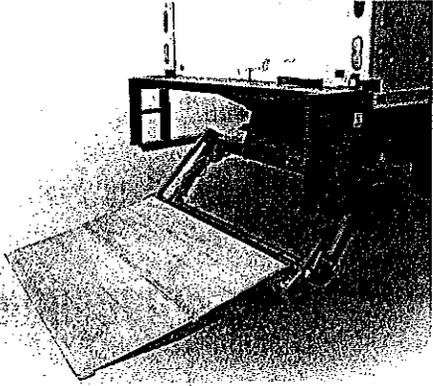
Recommendation Appendix

All Prior Recommendations have been completed except adding a tailgate lift to a service truck. I have attach field Lifting Material handout document.

Recommendations generated from today's visit

Rec #	Recommendation
1-10/16	<ul style="list-style-type: none">• Recommend user access and accounts are deleted immediately upon employee's dismissal, termination, or leaving. If the account cannot be deleted, the password should be changed along with all admin passwords that the employee had access to or knowledge of.• Disabling access to the City's files or system is imperative in termination instances, but also in at-will exiting. Disabling the former employee's access or changing system passwords will ensure that the City's data is protected against any potential data breach from that employee.
2-/10/16	Consider changing passwords for users every 30-60 days and system passwords annually. Changing passwords creates a more secure network by ensuring that any breaches to password security are limited in duration

Recommendations and comments are provided for loss control and risk exposure improvement purposes only. They are not made for the purpose of complying with the requirements of any law, rule or regulation. We do not infer or imply in the making of these recommendations and comments that all sites were reviewed or that all possible hazards were noted. The final responsibility for conducting loss control and risk management programs rests with the member.

	<p>and scope, which means there is limited information gleaned from the attack. If passwords are not changed frequently, there is a much greater chance of data breach.</p>
<p>3-10/16</p>	<p>Consider installing bullet resistant glass in the front office walk-up service window in city hall.</p> <p>ADD THE PICTURE HERE</p>
<p>4-10/16</p>	<p>Consider adding a tailgate lift to a service truck</p> <ul style="list-style-type: none"> • Installation of a tailgate lift assist reduces the risk of back strain when loading heavy appliances, equipment, or materials. Consider adding a tailgate lift to a truck to assist with lifting <p>City of Lexington – homemade truck hoist</p> <div style="display: flex; justify-content: space-around;">   </div>

Recommendations and comments are provided for loss control and risk exposure improvement purposes only. They are not made for the purpose of complying with the requirements of any law, rule or regulation. We do not infer or imply in the making of these recommendations and comments that all sites were reviewed or that all possible hazards were noted. The final responsibility for conducting loss control and risk management programs rests with the member.

REQUEST FOR CITY COUNCIL ACTION

Meeting Date: January 9, 2017
Item Name: Resolution 1-9-2017-4 Appointing City Administrator to hold the offices of City Clerk and City Treasurer
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 resolution 1-9-2017-4 Appointing City Administrator to hold the offices of City Clerk and City Treasurer

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

The City Clerk has tendered her resignation effective December 31, 2017. City Council expressed an to delegate City Clerk duties to the City Administrator.

City Attorney has prepared the attached resolution setting forth the duties of the City Clerk to the City Administrator.

Staff is requesting approval of Resolution 1-9-2017-4 Appointing City Administrator to hold the offices of City Clerk and City Treasurer.

<p>FINANCIAL IMPLICATIONS:</p> <p>Funding Sources & Uses:</p> <p>Budget Information:</p> <p>_____ Budgeted</p> <p>_____ Non Budgeted</p> <p>_____ Amendment Required</p>	<p>ADVISORY BOARD RECOMMENDATIONS:</p> <p>_____ Other</p>
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<p>Approved _____</p> <p>Resolution No. _____</p>	<p>Denied _____</p>	<p>Tabled _____</p> <p>Ordinance No. _____</p>	<p>Other _____</p>
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RESOLUTION NO. 1-9-2017-4
CITY OF MAYER
CARVER COUNTY, MINNESOTA
January 9, 2017

RESOLUTION APPOINTING THE CITY ADMINISTRATOR TO HOLD THE OFFICES OF CITY CLERK AND CITY TREASURER, AND DIRECTING THE CITY ADMINISTRATOR TO PERFORM ALL THE DUTIES AND FUNCTIONS OF CITY CLERK AND CITY TREASURER.

WHEREAS, heretofore the offices of the City Clerk and City Treasurer of the City of Mayer were held as separate positions, and

WHEREAS, the City Council deems it expedient and appropriate and in the best interest of efficient government for the City of Mayer that the City Administrator perform the duties and functions of both the City Clerk and City Treasurer.

NOW, THEREFORE, be it resolved by the City Council of the City of Mayer, Carver County, Minnesota:

1. The City Administrator of the City of Mayer is hereby appointed to the office of City Clerk and Office of City Treasurer of the City of Mayer.
2. The City Administrator shall perform all duties, responsibilities and functions of City Clerk and City Treasurer including, but not limited to, those as set forth in Minnesota Statutes Section 412.141 and Section 412.151 and all other laws of the State of Minnesota pertaining to the duties and responsibilities of City Clerk and City Treasurer.
3. The City Administrator, with the consent of the City Council, may appoint a deputy clerk or deputy treasurer to perform such duties as directed and consistent with such offices.
4. The duties of the City Administrator as set forth in Section 32.04 of the City Code of the City of Mayer shall include the duties of City Clerk and City Treasurer.

5. The City Administrator may subscribe or sign documents in such manner as determined appropriate for the document being subscribed, such as City Administrator, City Clerk, City Treasurer, or City Administrator-Clerk/Treasurer.

Passed and adopted by the City Council of the City of Mayer this 9th day of January, 2017.

Mike Dodge, Mayor

ATTEST:

Luayn Ruch-Hammond, City Clerk

<https://mhslaw.sharepoint.com/sites/clients/1818/10400/draftdocs/resolution - combining positions.docx>

32.04 CITY ADMINISTRATOR.

(A) *Establishment of position.* The position of City Administrator for the City of Mayer, Minnesota, is hereby established. The City Administrator shall be the chief administrator for the City of Mayer. The position of City Administrator as previously existing is hereby ratified.

(B) *Appointment; removal.* The City Administrator shall be appointed by a majority of the City Council for an indefinite term and may be removed from the position by affirmative action by a majority of the full Council with or without cause. The Council may enter into an employment contract with the City Administrator.

(C) *Qualifications.* The City Administrator shall be selected solely on the basis of the person's executive and administrative qualifications, experience, formal education, and knowledge of accepted practices pertaining to the duties of the position.

(D) *Direction.* The City Administrator shall be subject to the supervision and direction of the Mayor and the Council as a collective body pursuant to Minnesota Statutes and consistent with applicable laws. The Council shall, at least once annually, undertake a review of the City Administrator's performance.

(E) *Functions; duties.* The City Administrator shall be the chief administrative officer of the city, and shall be responsible for the proper administration of all affairs of the city; shall oversee and direct the operations of all departments, divisions, and offices of the city except as otherwise provided by law. In fulfilling the responsibilities of the position of the City Administrator, the City Administrator shall be empowered and required in general to do as follows:

- (1) Supervise and direct the administration of all departments, divisions, offices, municipal functions, and services under the control of the Council, except as otherwise provided by law.
- (2) Develop and issue administrative policies, rules, regulations and procedures necessary to ensure the proper management of all departments, divisions, and offices.
- (3) Enforce all laws, city ordinance provisions, and resolutions of the city and, as necessary, make recommendations for revisions or additions.
- (4) Attend and participate in all discussions at all meetings of the Council and other bodies as required. Prepare the agenda for Council meetings with supporting materials and recommend action to be taken. The City Administrator shall represent the city at all functions as appropriate and not in conflict with the prerogatives of the Mayor and the Council.
- (5) Prepare and submit an annual budget to the Council and administer it after receiving Council approval.
- (6) Administer and manage the finances of the city subject to Council approval.
- (7) Advise the Council as to the financial condition of the city.
- (8) Supervise city employees and direct all personnel matters as provided for by the personnel policies established by the Council. Oversee planning and zoning issues.
- (9) Recommend and submit to the Council for consideration of:

(a) Approval or disapproval of employment promotions, transfers, suspensions, discipline or removal of city employees.

(b) Wages, salaries and other benefits.

(c) Hiring of new employees including recruitment, screening and interviewing of prospective employees.

(10) Supervise purchasing, including the making or letting of purchases and contracts in accordance with policies established by the Council and applicable laws; provide for the receipt of estimates, quotations, and sealed bids and submit to the Council as appropriate.

(11) Monitor all consultant and contract work performed for the city.

(12) Coordinate the City Attorney's activities for the city.

(13) Recommend the adoption of such measures as may be necessary or expedient for the health, safety, and welfare of the community or for the improvement of the organization and operation of municipal government.

(14) Prepare and/or provide periodic reports, summaries, information, and recommendations relating to municipal services, projects, and issues for summittal to the Council.

(15) Perform such other duties as may be placed under the City Administrator's jurisdiction by Council action, job description or as required by law.

(F) *General supervision.* No member of the Council or the Mayor shall interfere with, or prevent the City Administrator from exercising the City Administrator's own good faith judgment in the administration of the city. Except for the purpose of inquiry, no member of the Council or the Mayor shall individually dictate to or exercise control over the administration of the city, and no member shall give orders to any department head or employee except through a majority vote of the Council.

(Ord. 139, passed 8-27-07)

REQUEST FOR CITY COUNCIL ACTION

Meeting Date: January 9, 2017
Item Name: Salary Adjustment
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 has completed Administrator's performance review and instructed Administrator to place the salary adjustment on the next agenda.
 Council did budget a 3% increase in the administrator salary line item for the 2017 budget.

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

General Fund EXP 2017

Account Descr	2015 Amt	2016 Adopted	2016 YTD Amt	2017 Budget
Dept 41300 Administrator				
E 100-41300-100 Wages and Salaries	\$77,926.55	\$80,126.00	\$36,902.40	\$82,528.75
E 100-41300-120 Employer Contrib Ret	\$5,844.51	\$6,010.00	\$2,767.68	\$6,198.00
E 100-41300-131 Employer Paid Health	\$6,000.00	\$6,000.00	\$3,000.00	\$6,000.00
E 100-41300-133 Employer Paid Dental	\$478.20	\$498.60	\$252.50	\$518.40
E 100-41300-134 Employer Paid Life	\$41.40	\$41.40	\$20.70	\$41.40
E 100-41300-180 Employee Withholdings	\$5,961.36	\$6,130.00	\$2,823.00	\$6,315.00
E 100-41300-208 Training and Instruction	\$295.00	\$1,000.00	\$163.20	\$1,000.00
E 100-41300-331 Travel Expenses	\$531.15	\$750.00	\$324.40	\$750.00
Dept 41300 Administrator	\$97,078.17	\$100,556.00	\$46,253.88	\$103,351.55

Narrative for Administrator

Increase from 2016-2017 \$2,795.55 wages, FICA and PERA. All other line items remain the same.

Increase in the salary line item of 3% (increase \$2,402.75)

100-41300-120 Employer Contrib Ret

Employer retirement is 7.5% of wages (increase \$188.00)

E 100-41300-131 Employer Paid Health

City pays \$500 towards health insurance for employees (\$6,000 per year total) .

E 100-41300-133 Employer Paid Dental

The City pays for dental insurance for all fulltime employees. ($\$43.20 \times 12 = \518.40)

E 100-41300-134 Employer Paid Life

Employer paid life insurance ($\$3.45$ per month $\times 12 = \$41.40$).

E 100-41300-180 Employee Withholdings

Employer portion of social security is 7.65% of wages.

E 100-41300-208 Training and Instruction

This line item is for any training or conferences.

E 100-41300-208 Training and Instruction

Training and instruction line items remain the same as 2016.

FOR YOUR INFORMATION



To: Mayor and Council Members

From: Luayn Ruch-Hammond, City Administrator

Re: For Your Information

Date: January 9, 2017

Background

Attached is the for your information section of the agenda. This memo was created because there are several for your information items and staff wanted to separate and further explain the items.

1. Property Casualty Dividend 2016

Every year the League determines whether a dividend can be returned to the member cities. The return dividend is calculated based on the losses and year end fund balances. A memo is attached that explains further how the dividend is calculated. The City did receive a check in the amount of \$14,371.00.

2. Speed Study on Highway 25

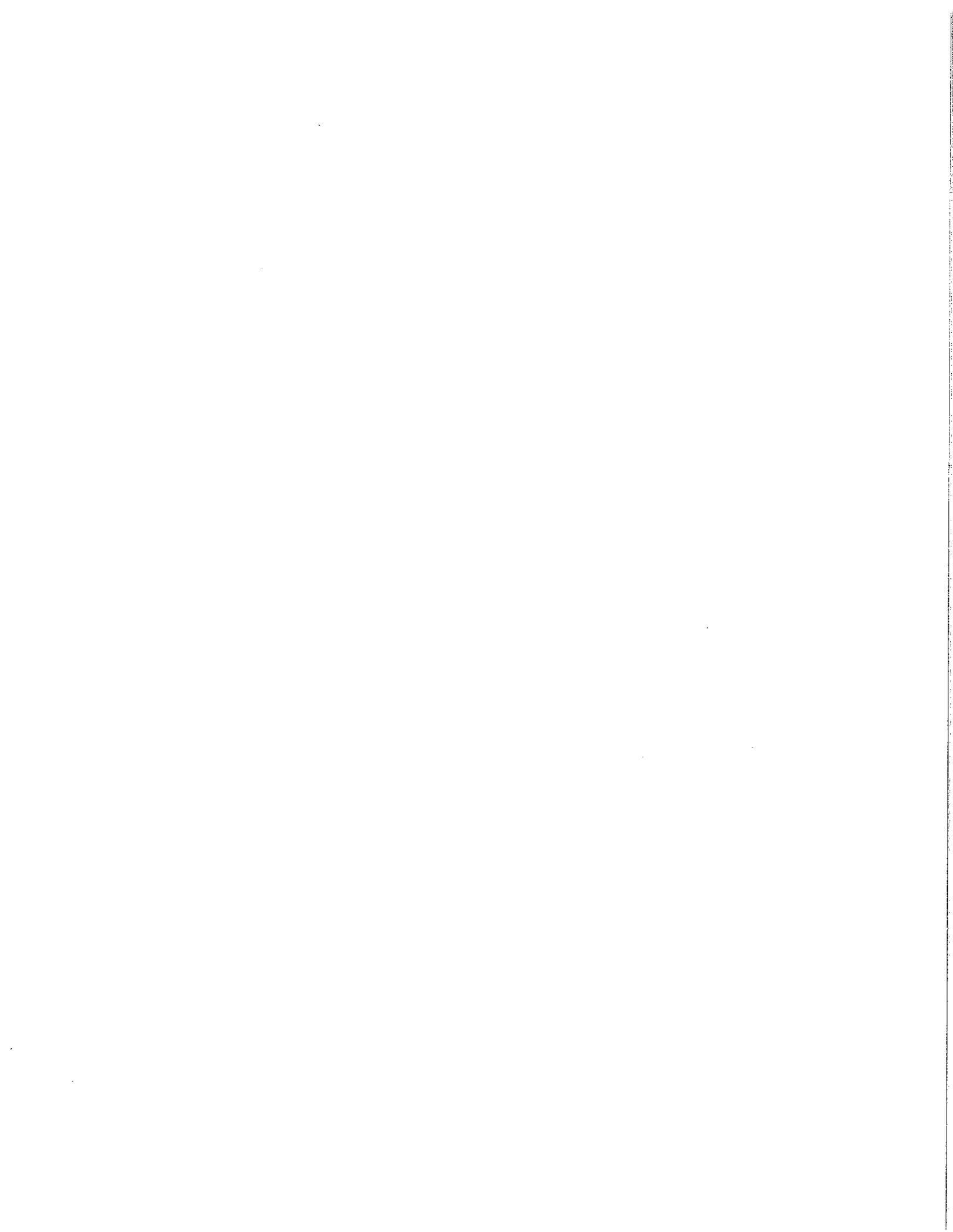
The City had requested a speed study be completed on highway 25 because of the pedestrian crossing. MN Dot has agreed to change the ending point of the 30 MPH speed limit at the Hidden Creek Boulevard and Highway 25 intersection. The speed limit will be moved further to the south. The attached map has the current and recommended speed limits. Also attached is the Field Speed Survey Sheet for your reference.

3. Nu-Telecom

Periodically the City receives notices from Nu-Telecom advising the City on the rates that they are going to be charging for cable and any additional channels they maybe adding to the system.

4. Notice of Public Hearing

The County is required to notify property owners and local communities when a conditional use permit will be issued. This is for a solar farm in Watertown township.





December 8, 2016

To: LMCIT Property/Casualty Members

From: LMCIT Board of Trustees

Joel Hanson, Administrator, Little Canada Mark Karnowski, Administrator, Princeton
D. Love, Councilmember, Centerville Dave Callister, Manager, Plymouth
Rhonda Pownell, Councilmember, Northfield Todd Prafke, Administrator, St. Peter
Dave Unmacht, Executive Director, LMC

Re: **2016 Property/Casualty Dividend**

We are very pleased to enclose a check for your share of the \$25 million dividend, which the League of Minnesota Cities Insurance Trust (LMCIT) property/casualty program is returning for 2016.

Also included in this mailing are:

- A memo providing background on the dividend, including a detailed explanation for how your dividend is calculated.
- A data sheet showing the earned premium and loss data used to calculate your dividend, as well as graphs showing your written premium and dividend history.

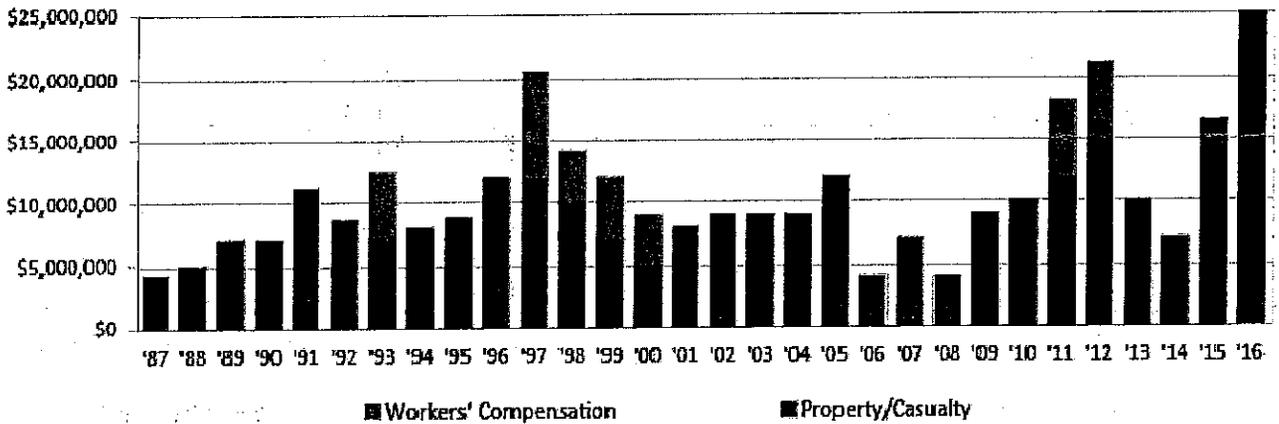
A copy of this same information will also be sent to your insurance agent. We also encourage you to share this information with your city council or other governing body.

We want to thank you again for your continued participation in LMCIT. Please feel free to contact Laura Honeck, LMCIT Operations Manager, at lhoneck@lmc.org or 651-281-1280 if you have any questions or need additional information.

League of Minnesota Cities Insurance Trust 2016 Property/Casualty Dividend

Congratulations to members of the League of Minnesota Cities Insurance Trust (LMCIT) property/casualty program on another successful year! Property/casualty members will share in a \$25 million dividend this year, bringing the sum of dividends returned to members since 1987 to \$320 million.

LMCIT Dividends \$320 Million Since 1987



Factors Driving the 2016 Dividend

This year's dividend amount is largely driven by three factors:

- After a thorough actuarial evaluation of projected loss costs, it was determined LMCIT could decrease its estimates for outstanding liabilities on old claims that were incurred before May 31, 2015. The decrease is due primarily to favorable claim development in recent years for property claims (fewer weather-related events) and liability claims (especially in the areas of land use and employment liability).
- The cost of new property, auto liability, and general liability (the most significant being liability for police, land use, and sewer backups) claims that were incurred after May 31, 2015, is less than what LMCIT projected when it set premium rates last year. That good experience is reflected in this year's dividend.
- For the past couple years LMCIT has been dealing with a large number of claims alleging violation of the Drivers' Privacy Protection Act (DPPA). Because there are so many of these claims and because they involve some complex legal issues, there's a lot of uncertainty about what these claims might ultimately cost. Because of this, LMCIT has been holding some additional funds as a hedge against what they might ultimately cost. However, some favorable

court decisions and the fact that very few new DPPA claims have been submitted means that the uncertainty of these claims has lessened. This in turn means that LMCIT is now able to release some of the extra funds. When these claims are ultimately resolved, LMCIT hopes to be able to return the rest to cities too.

Dividend Determination

Every year the LMCIT Board determines whether a dividend can be returned, and if so, how much. A number of considerations are weighed, with the ultimate decision involving a comparison of the LMCIT year-end fund balance (also known as member equity or surplus) to a targeted amount of fund balance.

Typically the major driver behind whether a dividend can be returned is how rates in recent years compare to LMCIT's loss experience. Premium rates are designed to pay for projected losses, expenses, and a safety margin in case losses turn out to be greater than expected. If losses turn out to be at or below LMCIT's projections, then the safety margin isn't needed and can either be returned to members as a dividend or used to strengthen LMCIT's fund balance.

Dividend Calculation

The first step the LMCIT Board takes in determining the dividend amount is to look at LMCIT's actual fund balance compared to the fund balance targets the Board has established. This year the Trustees determined that \$25 million could be returned to member cities.

The next step is to calculate the dividend. The formula for calculating the dividend is designed to return proportionally greater amounts to members that have been with LMCIT for a longer period of time and that have been most successful in avoiding and controlling losses. Here are the steps to determine the dividend for each individual member:

- Step 1: Each member's adjusted losses are subtracted from its gross earned premiums.
- Step 2: After calculating Step 1, the remaining dollar amount for each member is added together. This is the total that is used to calculate each individual dividend amount.
- Step 3: The amount for each member calculated in Step 1 is then divided by the sum of all members calculated in Step 2. This results in each member's percentage, or share, of the \$25 million total that's available as a dividend this year.

The enclosed data sheet shows the exact figures, including your percentage of the dividend share, that were used to calculate your dividend. A few definitions may help as you look at this information.

Gross Earned Premium: This figure is your total of all earned premiums through May 31 for the past 20 years.

Adjusted Loss: This figure is your losses for the past 20 years, minus applicable deductibles, and after capping each individual large loss. Each individual loss is capped at the lesser of \$200,000 or 200 percent of the member's annual premium for the year of the loss. Without this cap, a small or mid-sized entity that experiences a catastrophic loss might not receive any dividend for many years.

Future Dividends

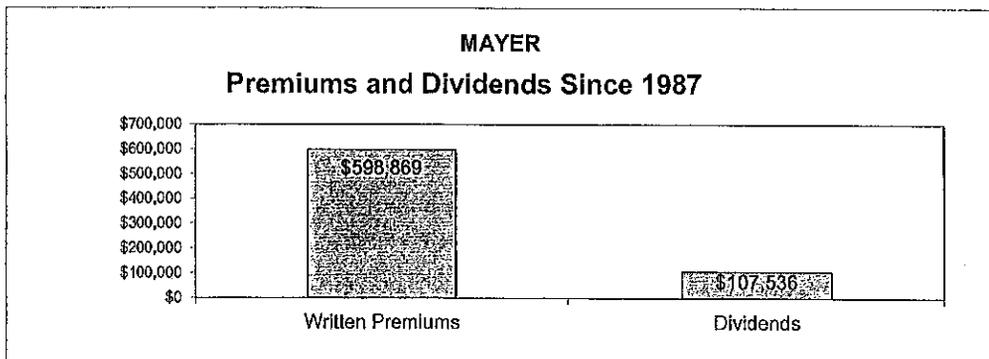
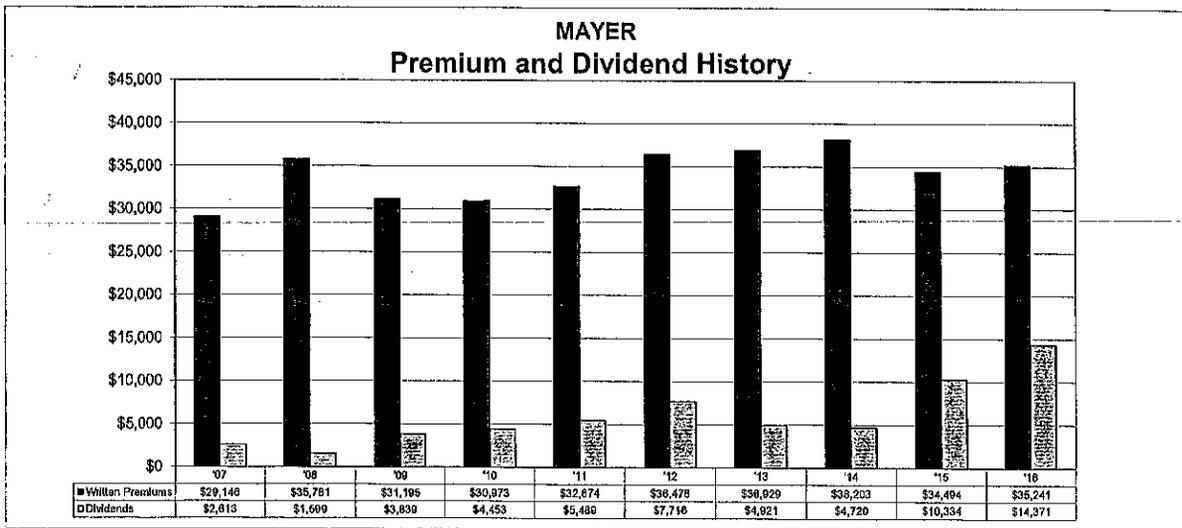
The ultimate goal of LMCIT is to manage *risk* – in other words, uncertainty. There's no guarantee a dividend will always be returned to members because it is impossible to know precisely what losses will occur or cost. Dividend amounts will vary from year to year just as they have in the past.

With that said, LMCIT will do its best to estimate and project what loss costs will be, and will continue to return to members any funds that aren't needed for losses, expenses, or reserves. While we can't guarantee future dividends, members should be proud of their success accomplished in controlling losses during 2016.

**LEAGUE OF MINNESOTA CITIES INSURANCE TRUST
PROPERTY/CASUALTY
2016 DIVIDEND CALCULATION
AT MAY 31, 2016**

BULLIS INSURANCE AGENCY LLC
407 E LAKE ST E STE 201
WAYZATA MN 55391-1871

Mayer	GROSS EARNED PREMIUM	\$500,056
<i>PO BOX 102</i>	ADJUSTED LOSSES	\$138,701
	MEMBERS DIVIDEND PERCENTAGE	0.00057485496
<i>MAYER, MN 55360-0102</i>	DIVIDEND AMOUNT	\$14,371



The "gross earned premium" figure is the member's total earned premiums as of May 31, 2016 for the past 20 years. This is the premium figure that's used in the dividend calculation. The "2016 written premium" figure is the member's total premium for the member's most recent renewal prior to May 31, 2016 (for most members, only a portion of that 2016 written premium would be earned as of May 31, 2016).



145 UNIVERSITY AVE. WEST
ST. PAUL, MN 55103-2044
651/281-1200
WWW.LMC.ORG

usbank.

NO. 169288

DATE

AMOUNT

December 2, 2016

\$14,371.00

PAY

*** Fourteen Thousand Three Hundred Seventy One and 00/100

US Dollar

TO THE
ORDER
OF

City of Mayer
PO Box 102
Mayer, MN 55360-0102

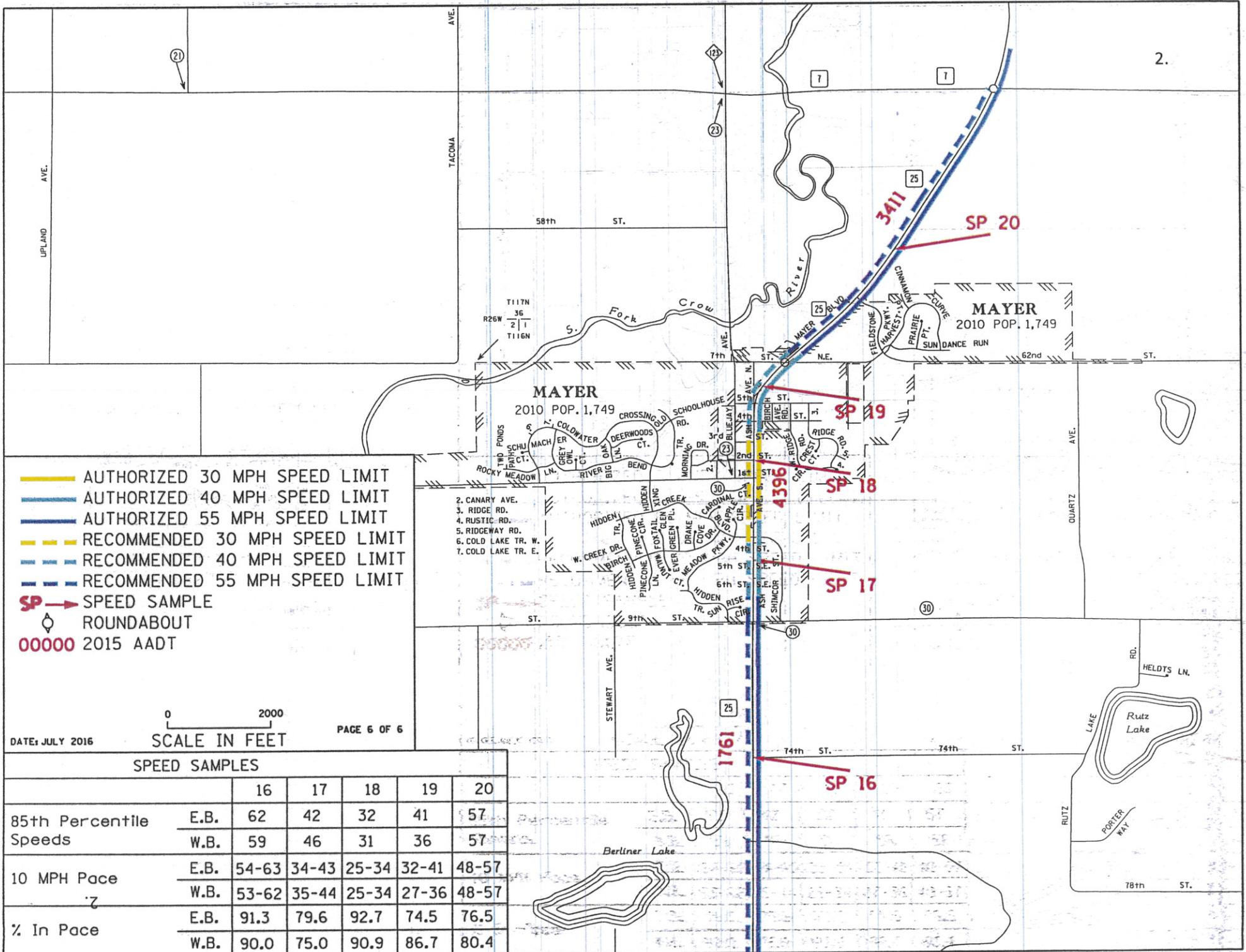
⑈ 169288⑈ ⑆091000022⑆ 104755879665⑈

Check 169288 Date of check 12/2/2016

Vendor : 100496, City of Mayer
Invoice number Invoice date Payment amount

2016 PC Dividen 12/1/2016 14,371.00

Total 14,371.00

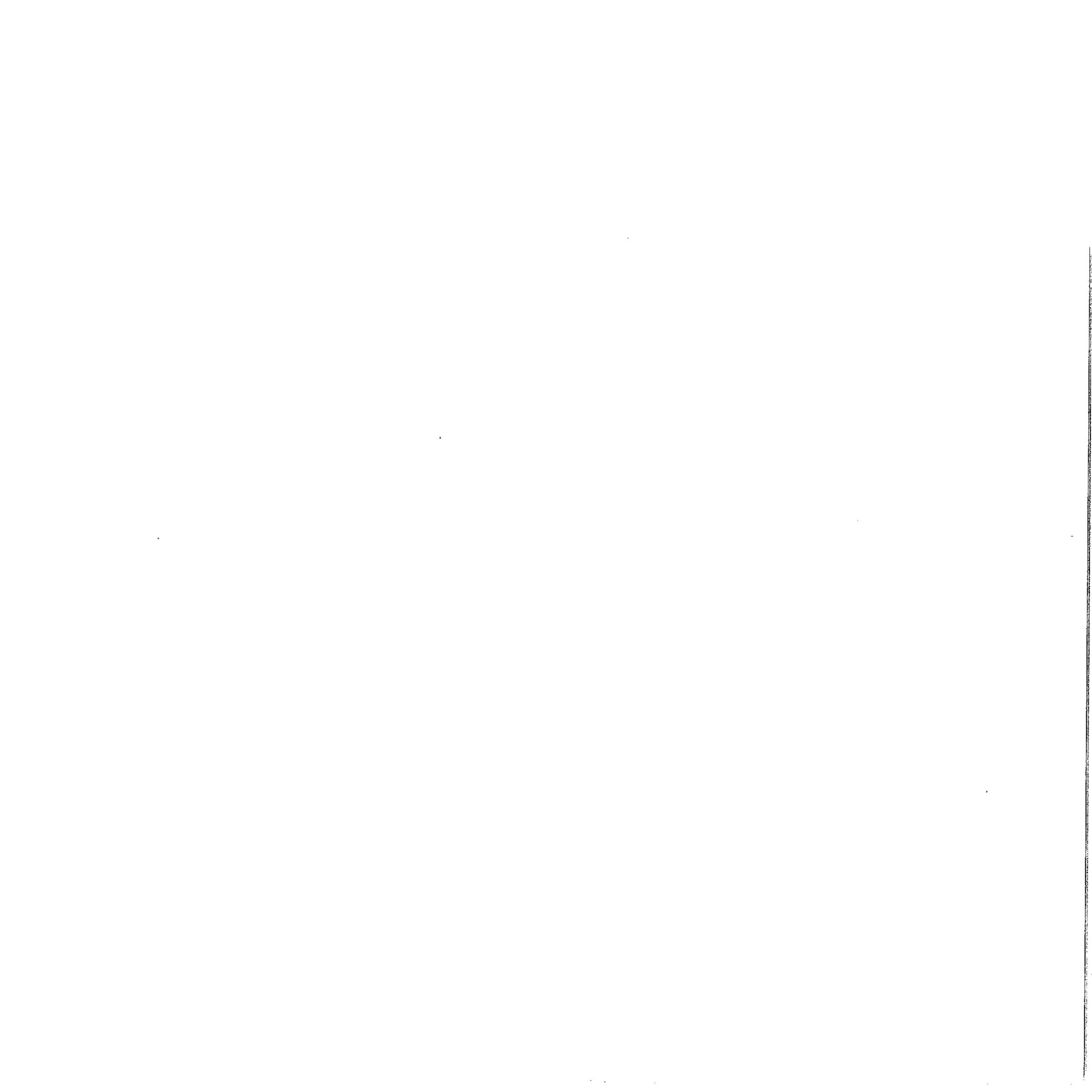


- AUTHORIZED 30 MPH SPEED LIMIT
- AUTHORIZED 40 MPH SPEED LIMIT
- AUTHORIZED 55 MPH SPEED LIMIT
- - - RECOMMENDED 30 MPH SPEED LIMIT
- - - RECOMMENDED 40 MPH SPEED LIMIT
- - - RECOMMENDED 55 MPH SPEED LIMIT
- SP** → SPEED SAMPLE
- ROUNDABOUT
- 00000** 2015 AADT

DATE: JULY 2016
 SCALE IN FEET
 PAGE 6 OF 6

SPEED SAMPLES

		16	17	18	19	20
85th Percentile Speeds	E.B.	62	42	32	41	57
	W.B.	59	46	31	36	57
10 MPH Pace	E.B.	54-63	34-43	25-34	32-41	48-57
	W.B.	53-62	35-44	25-34	27-36	48-57
% In Pace	E.B.	91.3	79.6	92.7	74.5	76.5
	W.B.	90.0	75.0	90.9	86.7	80.4



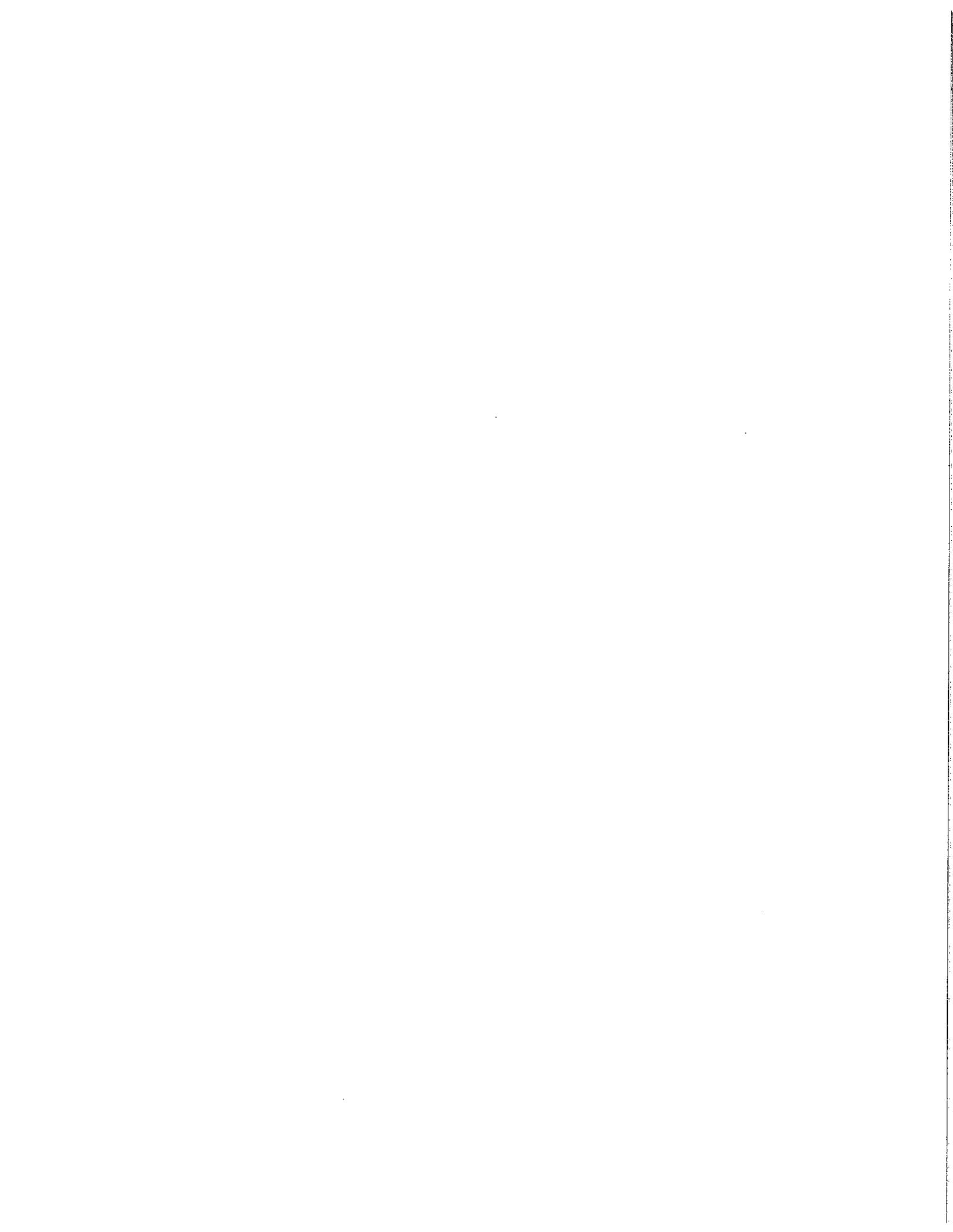
STATE OF MINNESOTA DEPARTMENT OF TRANSPORTATION
FIELD SPEED SURVEY SHEET

SPEED SAMPLE #17

Road No TH 25 Zone 40 M.P.H.
 Ref Pt _____ Time 915
 County Carver Weather Clear
 Date 7/21/2016 Machine Eagle Radar
 Day Thursday Observer M. Cartony/T. Saifu

Location 5th St. SE.
 Road Type Two lane, undivided, bituminous
 E.B. 85% Tile 42 Pace 34 to 43 79.6% in 10 pace
 W.B. 85% Tile 46 Pace 35 to 44 75.0% in 10 pace

	PASSENGER CARS, PICKUPS, VANS								TRUCKS & BUSES							
	EAST				WEST				EAST				WEST			
	VEHICLES	T.	A.T.	%	VEHICLES	T.	A.T.	%	T. & B.	T.	A.T.	%	T. & B.	T.	A.T.	%
60																
59																
58																
57																
56																
55																
54																
53								1	112	100.0%						
52								2	111	99.1%						
51																
50																
49								2	109	97.3%						
48																
47		1	108	100.0%		5	107	95.5%								
46		2	107	99.1%		8	102	91.1%								
45		2	105	97.2%		6	94	83.9%								
44		3	103	95.4%		11	88	78.6%								
43		5	100	92.6%		4	77	68.8%								
42		4	95	88.0%		6	73	65.2%								
41		9	91	84.3%		17	67	59.8%								
40		10	82	75.9%		6	50	44.6%								
39		13	72	66.7%		8	44	39.3%								
38		21	59	54.6%		10	36	32.1%								
37		5	38	35.2%		7	26	23.2%								
36		5	33	30.6%		5	19	17.0%								
35		6	28	25.9%		10	14	12.5%								
34		8	22	20.4%		1	4	3.6%								
33		3	14	13.0%												
32		4	11	10.2%		3	3	2.7%								
31		5	7	6.5%												
30		2	2	1.9%												
29																
28																
27																
26																
25																
24																
23																
22																
21																



STATE OF MINNESOTA DEPARTMENT OF TRANSPORTATION
FIELD SPEED SURVEY SHEET

SPEED SAMPLE #18

Road No TH 25 Zone 30 M.P.H.
 Ref Pt _____ Time 1430
 County Carver Weather Clear
 Date 7/13/2016 Machine Eagle Radar
 Day Wednesday Observer M. Cartony

Location At 3rd St NW
 Road Type Two lane, undivided, bituminous
 E.B. 85% Tile 32 Pace 25 to 34 92.7% in 10 pace
 W.B. 85% Tile 31 Pace 25 to 34 90.9% in 10 pace

	PASSENGER CARS, PICKUPS, VANS								TRUCKS & BUSES							
	EAST				WEST				EAST				WEST			
	VEHICLES	T.	A.T.	%	VEHICLES	T.	A.T.	%	T. & B.	T.	A.T.	%	T. & B.	T.	A.T.	%
50																
49																
48																
47																
46																
45																
44																
43																
42																
41																
40																
39																
38						1	110	100.0%								
37																
36		1	110	100.0%												
35		4	109	99.1%		2	109	99.1%								
34		6	105	95.5%		3	107	97.3%								
33		2	99	90.0%		2	104	94.5%								
32		8	97	88.2%		4	102	92.7%								
31		17	89	80.9%		16	98	89.1%								
30		8	72	65.5%		12	82	74.5%								
29		14	64	58.2%		16	70	63.6%								
28		20	50	45.5%		15	54	49.1%								
27		12	30	27.3%		9	39	35.5%								
26		9	18	16.4%		13	30	27.3%								
25		6	9	8.2%		10	17	15.5%								
24		2	3	2.7%		3	7	6.4%								
23						2	4	3.6%								
22		1	1	0.9%		1	2	1.8%								
21						1	1	0.9%								
20																
19																
18																
17																
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14																
13																
12																
11																

STATE OF MINNESOTA DEPARTMENT OF TRANSPORTATION
FIELD SPEED SURVEY SHEET

SPEED SAMPLE #19

Road No TH 25
Ref Pt _____
County Carver
Date 7/21/2016
Day Thursday

Zone 40 M.P.H.
Time 1130
Weather Clear
Machine Eagle Radar
Observer M. Cartony/T. Saifu

Location A point approximately 575 feet south of 62nd St.
Road Type Two lane, undivided, bituminous
E.B. 85% Tile 41 Pace 32 to 41 74.5% in 10 pace
W.B. 85% Tile 36 Pace 27 to 36 86.7% in 10 pace

	PASSENGER CARS, PICKUPS, VANS								TRUCKS & BUSES							
	EAST				WEST				EAST				WEST			
	VEHICLES	T.	A.T.	%	VEHICLES	T.	A.T.	%	T. & B.	T.	A.T.	%	T. & B.	T.	A.T.	%
60																
59																
58																
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56																
55																
54																
53																
52																
51																
50																
49																
48		1	102	100.0%												
47						1	113	100.0%								
46		1	101	99.0%												
45																
44		5	100	98.0%												
43		3	95	93.1%												
42		3	92	90.2%		1	112	99.1%								
41		8	89	87.3%												
40		11	81	79.4%		1	111	98.2%								
39		9	70	68.6%												
38		12	61	59.8%		2	110	97.3%								
37		7	49	48.0%		3	108	95.6%								
36		4	42	41.2%		9	105	92.9%								
35		11	38	37.3%		10	96	85.0%								
34		3	27	26.5%		12	86	76.1%								
33		6	24	23.5%		17	74	65.5%								
32		5	18	17.6%		13	57	50.4%								
31		8	13	12.7%		19	44	38.9%								
30		1	5	4.9%		5	25	22.1%								
29		2	4	3.9%		3	20	17.7%								
28						4	17	15.0%								
27		1	2	2.0%		6	13	11.5%								
26						5	7	6.2%								
25		1	1	1.0%		2	2	1.8%								
24																
23																
22																
21																

MN/DOT 21273 (2-2000) (6-2009)



November 30, 2016

Mayor Chris Capaul
City of Mayer
413 Bluejay Ave.
Mayer, MN 55369

Dear Mayor Capaul:

Please, be advised that effective January 1st, 2017, NU-Telecom's premium rates will become the following:

HBO - \$20.95	NU-Premium - \$54.95
Showtime - \$19.95	HBO/Starz/Encore- \$32.95
Starz/Encore- \$18.95	Cinemax/HBO/Starz/Encore- \$41.95
Cinemax – will remain \$16.95	HBO/Cinemax - \$32.95

Also, effective January 1st, Kool TV (channel 7) will be added to NU-Telecom's NU-Basic package.

Should the City have any questions concerning this notice, please contact me at (507) 233-4169. Thank you.

Sincerely,

Kathy Lund
Regulatory & Administrative Manager

/gpt

Corporate Headquarters
New Ulm Telecom, Inc.
27 N. Minnesota St.
New Ulm, MN 56073
Voice: 507 354-4111
Fax: 507 354-1982

Redwood Falls
NU-Telecom
137 East 2nd St.
Redwood Falls, MN 56283
Voice: 507 627-4111
Fax: 507 627-4110

Springfield
NU-Telecom
22 South Marshall St.
Springfield, MN 56087
Voice: 507 723-4211
Fax: 507 723-4377

Aurelia, IA
NU-Telecom
221 Main St.
Aurelia, IA 51005
Voice: 712 434-5989
Fax: 712 434-5555

Cologne, Mayer, New Germany & Plato Service Lineup

WatchTVEverywhere

FREE! On the go - on any device with an Internet connection.

Internet & Digital TV Bundles

Choose the High-speed Internet & Digital TV to fit your needs.

Variety Bundle

55Mbps Variety Bundle	\$147.90
25Mbps Variety Bundle	\$132.90
15Mbps Variety Bundle	\$112.90
7Mbps Variety Bundle	\$97.90

Entertainment Bundle

55Mbps Entertainment Bundle	\$141.90
25Mbps Entertainment Bundle	\$126.90
15Mbps Entertainment Bundle	\$106.90
7Mbps Entertainment Bundle	\$91.90

Basic Bundle

55Mbps Basic Bundle	\$98.90
25Mbps Basic Bundle	\$83.90
15Mbps Basic Bundle	\$63.90
7Mbps Basic Bundle	\$48.90



Bundle & Save

Save 10% each month on TechTrends Wireless when you bundle with Digital TV and Internet!

NU-Basic - \$22.95 a month

SD	HD										
49		Antenna TV	50		Heroes & Icons	5	905	KSTP - ABC	18	903	tpt Life
17		C-Span	15	949	HSN	2	902	KTCA/tpt - PBS	19		tpt Minnesota
21		Catholic TV	11	911	KARE 11 - NBC	47		Me-TV	20		tpt Weather
42		Decades	12		KEYC - CBS	10		Public Access	6		TV Guide Network
16		Educational Access	9	909	KMSP - FOX	14	948	QVC	4	904	WCCO - CBS
23		EWTN	7		Kool TV	24		TBN	13	908	WFTC - MY29
48		Get TV	41	995	KPXM - ION	3		The Wall	100		What's New
			45	913	KSTC - IND	46		This TV	8	906	WUCW - CW

NU-Entertainment - \$68.95 a month (includes NU-Basic)

SD	HD										
139	939	A&E	151	951	E! Entertainment TV	141	941	History	153	953	Syfy
138	973	AMC	30	930	ESPN	143	943	HLN	134	934	TBS
126	926	Animal Planet	31	931	ESPN2	163	963	Investigation Discovery	210		Telemundo
	919	AXS TV	168	968	Food Network	122	922	Lifetime	156		The Weather Channel
28	928	Big Ten Network	147	947	Fox Business	270	970	LMN	159	959	TLC
161	961	Bravo	146	946	Fox News	145	945	MSNBC	133	933	TNT
124	924	Cartoon Network	29	929	Fox Sports North	150	960	MTV	137		TV Land
148	958	CMT	120	980	Freeform	167	967	NASA TV		914	Universal HD
144	944	CNBC	218	918	FS1	155	955	National Geographic	132	932	USA
142	942	CNN	115		FSN Plus	128	990	NBC Sports		915	Velocity
152	952	Comedy Central	135	996	FX	123	923	Nickelodeon	149	956	VH1
127	927	Discovery Channel	212	991	FXX	164		OWN	157	957	WE tv
121	982	Disney Channel	165		GSN	160		Oxygen	70		WGN
158	983	Disney Junior		920	HDNet Movies	162	962	Science			
			140	940	HGTV	136	950	Spike			

NU-Music

829	MC 70's	811	MC Gospel	806	MC MV Rap	819	MC Soft Rock
828	MC 80's	805	MC Hip-Hop & R&B	822	MC Party Favorites	830	MC Solid Gold Oldies
827	MC 90's	807	MC Hip-Hop Classics	831	MC Pop & Country	841	MC Sounds of the Seasons
816	MC Adult Alternative	801	MC Hit List	821	MC Pop Hits	843	MC Soundscapes
815	MC Alternative	804	MC Indie	836	MC Pop Latino	842	MC Stage & Screen
846	MC Blues	845	MC Jazz	809	MC R&B Classics	823	MC Teen Beats
834	MC Classic Country	824	MC Kidz Only	810	MC R&B Soul	808	MC Throwback Jamz
818	MC Classic Rock	850	MC Light Classical	812	MC Reggae	832	MC Today's Country
849	MC Classical Masterpieces	820	MC Love Songs	813	MC Rock	825	MC Toddler Tunes
835	MC Contemporary Christian	802	MC Max	817	MC Rock Hits	839	MC Tropicales
833	MC Country Hits	814	MC Metal	840	MC Romances	826	MC Y2K
803	MC Dance/EDM	838	MC Mexicana	847	MC Singers & Swing	800	Music Choice Play
848	MC Easy-Listening	837	MC Musica Urbana	844	MC Smooth Jazz		

RedZone - \$49.95 - billed once annually with any Digital TV package.

36 | 936 NFL RedZone



- All programming and prices are subject to change.
- Taxes and other mandated service charges are not included in the prices.
- HD (HD) included with Standard Definition (SD) simulcasts.
- SD & HD Anywhere equipment rental charges may apply.
- Digital video pricing includes 1st box. Additional boxes \$2 each.

NU-Variety - \$78.95 a month (includes NU-Basic, NU-Music and NU-Entertainment)

SD	HD	203	993	Discovery Family	240	976	Hallmark Movies & Mysteries	200	Nick Jr.
226	994	American Heroes	169	Discovery Life			Hope	202	Nick2
214	954	BBC America	125	984	Disney XD	25	IFC	205	Nicktoons Network
223		C-Span 2	209	969	DIY Network	225	Inspiration	235	Pursuit
236		C-Span 3	34	986	ESPNU	241	Military History	222	Reelz Channel
272	972	C&I	208		Esquire	274	MTV 2	224	988 RFD TV
233		Centric	154		Fido	227	MTV Hits	77	977 SEC
219		Chiller	280	998	Fuse	230	MTV Jams	78	SEC Alternate
220		Clo	242		Fusion	228	MTV Tr3s	234	Sundance Channel
231		CMT Pure Country	237	937	FX Movie	229	mun2	201	TeenNick
221		CNBC World	215	917	FYI	211	Nat Geo Wild	232	VH1 Classic
206	966	Destination America	238	938	Hallmark Channel	213	NFL Network	216	916 Viceland
207		Discovery en Espanol				35			

DVR

DVR	\$12.95	Additional DVR	\$8.95	HD & DVR Bundle	\$19.95
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Premium Channels

NU-Premium - \$54.95 save \$21.85

HBO/Cinemax - \$32.95 save \$4.95

Cinemax - \$16.95

555	@Max
556	5StarMax
552	ActionMax
550	Cinemax
551	MoreMax
557	OuterMax
553	ThrillerMax
554	WMax

HBO - \$20.95

500	HBO
505	HBO (W)
509	HBO Comedy
510	HBO Comedy (W)
503	HBO Family
508	HBO Family (W)
504	HBO Latino
502	HBO Signature
507	HBO Signature (W)
511	HBO Zone
501	HBO2
506	HBO2 (W)

Showtime - \$19.95

652	FLIX
654	FLIX (W)
600	Showtime
605	Showtime (W)
601	Showtime 2
606	Showtime 2 (W)
604	Showtime Beyond
603	Showtime Extreme
608	Showtime Extreme (W)
611	Showtime Family Zone
610	Showtime HD
612	Showtime Next
602	Showtime Showcase
607	Showtime Showcase (W)
613	Showtime Women
650	660 TMC
653	TMC (W)
651	TMC Extra

Starz/Encore - \$18.95

750	760	Encore
752		Encore (W)
757		Encore Action
756		Encore Black
753		Encore Classic
758		Encore Family
755		Encore Suspense
754		Encore Westerns
700		Starz
751		Starz (W)
703		Starz Cinema
705		Starz Comedy
704		Starz Edge
710		Starz HD
701		Starz in Black
702		Starz Kids & Family

Internet

55Mbps Internet	\$79.95	25Mbps Internet	\$64.95	15Mbps Internet	\$44.95	7Mbps Internet	\$29.95
NU-Basic		NU-Entertainment		NU-Variety		Wi-Fi (wireless router)	\$2.95
+ 55Mbps	\$98.90	+ 55Mbps	\$141.90	+ 55Mbps	\$147.90	• 5 email addresses	
+ 25Mbps	\$83.90	+ 25Mbps	\$126.90	+ 25Mbps	\$132.90	• Email virus and spam blocker	
+ 15Mbps	\$63.90	+ 15Mbps	\$106.90	+ 15Mbps	\$112.90	• 24/7 local Internet support	
+ 7Mbps	\$48.90	+ 7Mbps	\$91.90	+ 7Mbps	\$97.90	• Monthly eNewsletter	

NOTICE OF PUBLIC HEARING
COUNTY OF CARVER
CHASKA, MINNESOTA

Application for a Conditional Use Permit

NOTICE IS HEREBY GIVEN that on Tuesday, the 17th day of January, 2017, as soon as possible after 7:00 p.m. upstairs in the Social Services wing, in the Commissioner's Meeting Room of the Carver County Government Center, Chaska, Minnesota, the Carver County Planning Commission will hold a public hearing to consider the application of Michael Krause, on behalf of Minnesota Solar CSG 11, LLC for a Conditional Use Permit pursuant to Chapter 152 of the Carver County Code.

The application is being made for the following described property (full legal description is on file with the application):

Approx. 35 acres in the N1/2 of the N1/2 of the NE1/4 in Section 33, Watertown Township
Address: vacant land 54xx Polk Ave, owned by Lowell Baker

If approved, this Conditional Use Permit (CUP) would allow Minnesota Solar CSG 11, LLC, to construct, operate and maintain up to a 4 megawatt (MW) Community Solar Garden (CSG) on the above described property. The County Code allows for Renewable Energy - Large Solar Energy Systems (Large SES) as a conditional use.

All persons interested are invited to attend the hearing and be heard on this matter.
Written comment may be mailed to:

Public Services Division
Carver County Government Center
600 East 4th St
Chaska, MN 55318-2102
(952) 361-1820

Carver County Planning Commission
By: Steve Just
Land Management Dept. Manager

Date to Publish: January 5, 2017

Chaska Herald, Carver County News

To be billed to: Public Services Division
Land Management Department at the address above

END

