

CITY OF MAYER
REGULAR CITY COUNCIL MEETING
AGENDA
Monday
December 12, 2016
6:30 PM

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

1. Pledge of Allegiance
2. Approval of Agenda
3. Public Comment (Please limit comments to 5 minutes)
Presentation of Certificate
4. Consent Agenda
 - 4.1. Approval of the minutes for the November 28, 2016 Regular Council Meeting
 - 4.2. Approval of Claims
 - 4.3. Approval of the Check Summary for the month of November
 - 4.4. Approval of Amusement Licenses for 2017
 - 4.5. Approval of Fire Department Officers for 2017
 - 4.6. Approval of Resolution 12-12-2016-41 To pay add'tl claims for the month of Dec 2016
 - 4.7. Approval of Building Permit Report for the month ending November 2016
 - 4.8. Approval of Fire Department Report for the month ending November 2016
5. City Administrator
 - 5.1 PUBLIC HEARING Truth in Taxation
 - 5.2 Approval of Final Levy and Budget
 - 5.3 Approval of Resolution 12-12-2016-42 Approving General Fund Budget for 2017
Approval of Resolution 12-12-2016-43 Approving Final Levy for 2017
 - 5.4 Approval of Water Sewer budgets
 - 5.5 Approval of Resolution 12-12-2016-44 Water and Sewer Rates for 2017
 - 5.6 Approval of Resolution 12-12-2016-45 Police Services
 - 5.7 Approval of Resolution 12-12-2016-46 Wage Scale
 - 5.8 Approval of Auditor Fees for 2016 Audit with Abdo, Eick and Meyers
 - 5.9 Discussion on Christmas tree pick up
6. Closed Session to Conduct Administrator's Annual Review
The purpose of the closed meeting will be to meet in Closed Session, permitted under Minnesota State Statute 13D.05, subd. 3(a) -for the purpose of conducting the city administrator's annual performance review.
7. For Your Information
8. Council Reports
9. Other Business
10. Adjournment

UPCOMING MEETINGS

Park Board Meeting 6:30 PM Tuesday, December 13, 2016
City Offices Closed at Noon on Friday, December 24, 2016
City Offices Closed All Day Monday, December 26, 2015
City Offices Closed at Noon on Friday, December 31, 2016
City Offices Closed All Day on Monday, January 2, 2017
Planning Commission Meeting 6:30 PM Tuesday, January 3, 2017
City Council Meeting 6:30 PM Monday, January 9, 2017
Park Board Meeting 6:30 PM Tuesday, January 10, 2017

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

This certificate is awarded to

Don Wachholz

In Recognition

*For outstanding attendance at the 2016
Mayer City Council Meetings and for being a
dedicated, informed citizen.*

Thank you

On behalf of the Mayer City Council

Gerald W. Thomas, Mayor

Dated this 12th Day of December, 2016

MAYER CITY COUNCIL MEETING MINUTES – NOVEMBER 28, 2016

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

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

ABSENT: Council Member Boder

STAFF: City Attorney Dave Hubert, City Engineer Dave Martini, City Administrator Ruch-Hammond, Public Works Kuntz, and Deputy Clerk Gildemeister

ALSO PRESENT: Don Wachholz, Mike Dodge, Elizabeth Butterfield, Ivan Raconteur and Nick Vlcek

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 presented. Motion Carried 4/0

PUBLIC COMMENT

None

APPROVE CONSENT AGENDA

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

1. Approval of the minutes for the November 14, 2016 Regular Council Meeting
2. Approval of the minutes for the November 14, 2016 Work Session Meeting
3. Approval of the minutes for the October 11, 2016 Park Board Meeting
4. Approval of the check summary for the month of October 2016
5. Additional Claims for the month of November
6. Approval of the building permit report for the month ending October 2016

STAFF REPORTS

1. **Public Works** – The Council reviewed a report from Kyle Kuntz of Public Works activities from October 19th to November 22nd, 2016.
2. **City Engineer** – The Council reviewed David Martini's summary of the projects Bolton & Menk have been working on during the billing period September 10th to October 7th, 2016.
3. **Sheriff's Department** – No Report
4. **City Administration** – The Council reviewed the City Administrator's report for the period September October 24th to November 23rd, 2016.

CITY ADMINISTRATOR

1. **Public Hearing Delinquent Utilities** – The public hearing was opened at 6:35 PM. No one came forward to address the Council. The Public Hearing was closed at 6:39 PM. The property owners were sent letters

explaining the City's intention to assess the unpaid balance to their property taxes. They were notified of the proposed assessment amount and place of the hearing. Staff presented an updated assessment role for Council consideration. The total of the unpaid utility bills was \$4,953.14 and a total of 11 properties to be assessed. On a motion by Council Member Osborn and seconded by Council Member McNeilly approving resolution 11-28-2016-39 Authorizing Assessment of Unpaid Bills for Collection in 2017.
Motion Carried 4/0

2. **City's Contribution to Employee Health Insurance** – Council had discussed increasing the City's contribution to employee's health insurance at the November 14, 2016 work session. On a motion by Council Member Osborn and seconded by Council Member McNeilly to increase the City's contribution to health insurance effective December 1, 2016 to \$600 per month. Motion carried 4/0.
3. **Reduction in Letter of Credit for Hidden Creek Development**– The developer of the Hidden Creek 6th Addition has requested a reduction in the current letter of credit. The original letter of credit amount was \$830,075.00. The City Engineer is recommending a reduction of \$746,050.00 which would make the current letter of credit \$ 84,025.00. A motion was made by Council Member Stieve-McPadden and seconded by Council Member Osborn to reduce the letter of credit for the Hidden Creek 6th Addition in the amount of \$746,050.00. Motion carried 4/0.
4. **Agreement for Assessment on the Property at 113 5th Street NW** – The new property owner at 113 5th Street NW is requesting forgiveness of the street and utility assessment in the amount of \$16,273.99. The City Attorney has prepared an assessment agreement, for the City Council and property owner to consider. Mr. Vlcek was present and presented information to the City Council on how the assessment should be forgiven. Council would like a more detailed document and instructed Mr. Vlcek to work with City Staff to obtain a more detailed description of the completion of projects on the property. The completion of projects on the property would trigger the forgiveness of the assessment. That document can be drafted at a later time and because of the timing of assessments, the City will need to assess the property before November 30, 2016. On a motion by Council Stieve-McPadden and seconded by Council Member Osborn authorizing the Mayor's signature on the agreement for reassessment of property previously tax forfeited, waiver of hearing and waiver of appeal. Motion Carried 4/0
5. **Discussion on General Fund Budget** – Staff requested Council direction on the general fund budget for 2017. Council had previously budget for ½ of additional patrol at night in the 2017 budget. Council instructed Staff to contact the Carver County Sheriff's department for a recommendation on an amount for additional overtime for the summer months. Other item for discussion was on the pay out of PTO for employees and whether that should be added to the budget. Council requested a copy of the personnel policy and the total amount of the payout for the next meeting.
6. **Purchase of New Phone System** – City has been having issues with the phone system. Staff contacted the current phone carrier Frontier for a quote. Council directed Staff to get one more quote before consideration is given to a new phone system.
7. **Approval of Resolution in Support of Carver County's Fastlane Grant Application** – The City is in receipt of a requite from Carver County to support their efforts for a Fastlane Grant for a portion of highway 212 between Carver and Cologne. A MOTION was made by Council Member Stieve-McPadden and seconded by Council Member McNeilly supporting resolution 11-28-2016-40 Supporting a Fastlane grant application for highway 212 improvements. Motion Carried 4/0

8. **CLOSED MEETING** -- On a motion by Council Member Osborn and seconded by Council Member Stieve-McPadden to close the regular City Council Meeting at 7:44 PM and go into closed session 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. Motion carried 4/0

A Motion was made by Council Member Osborn and seconded by Council Member McNeilly to close the closed meeting at 8:36 PM. Motion carried 4/0

COUNCIL REPORTS

- None

OTHER BUSINESS

- None

ADJOURN

There being no further business, a MOTION was made by Council Member Stieve-McPadden and seconded by Council Member McNeilly to adjourn the meeting at 8:37 p.m. Motion Carried 4/0

Gerald W. Thomas, Mayor

Attest: _____
Janell Gildemeister, Deputy City Clerk

MAYER, MN

12/09/16 12:37 PM

Page 1

Payments

Current Period: December 2016

Batch Name	12/14/16 PAY Payments	User Dollar Amt	\$55,792.81		
		Computer Dollar Amt	\$55,792.81		
			\$0.00	In Balance	
Refer	13064 METRO WEST INSPECTION SERVI				
Cash Payment	E 100-42400-300 Professional Svcs	NOVEMBER 2016 SERVICES			\$5,601.93
Invoice	11/17/2016 12/14/2016				
Transaction Date	11/22/2016	Security Bank	10100	Total	\$5,601.93
Refer	13065 KLUVER CONSULTING	Ck# 020305 11/28/2016			
Cash Payment	E 640-49480-300 Professional Svcs	WWTF-NOVEMBER 16-30 2016			\$900.00
Invoice	22-16 11/27/2016				
Transaction Date	11/28/2016	Security Bank	10100	Total	\$900.00
Refer	13066 BANYON DATA SYSTEMS				
Cash Payment	E 100-41920-312 Software Support	PAYROLL AND FUND SUPPORT			\$1,590.00
Invoice	155115 12/1/2016				
Transaction Date	11/28/2016	Security Bank	10100	Total	\$1,590.00
Refer	13067 VERIZON WIRELESS	Ck# 004392E 12/15/2016			
Cash Payment	E 100-42280-321 Telephone	FD			\$41.23
Invoice	9775682251 11/20/2016				
Transaction Date	11/28/2016	Security Bank	10100	Total	\$41.23
Refer	13068 FRONTIER	Ck# 004393E 12/16/2016			
Cash Payment	E 620-49410-321 Telephone	WTP			\$76.55
Invoice	11/22/2016				
Transaction Date	11/28/2016	Security Bank	10100	Total	\$76.55
Refer	13069 FRONTIER	Ck# 004394E 12/16/2016			
Cash Payment	E 100-42280-321 Telephone	FD			\$92.89
Invoice	11/22/2016				
Transaction Date	11/28/2016	Security Bank	10100	Total	\$92.89
Refer	13070 FRONTIER	Ck# 004395E 12/16/2016			
Cash Payment	E 100-41000-321 Telephone	CITY HALL			\$227.66
Invoice	11/22/2016				
Transaction Date	11/28/2016	Security Bank	10100	Total	\$227.66
Refer	13071 FLAGSHIP RECREATION				
Cash Payment	E 100-45000-500 Capital Outlay (GENERA	OMNISPIN SPINNER SURFACE MOUNT & DELIVERY			\$6,890.00
Invoice	F6575 11/17/2016				
Transaction Date	11/28/2016	Security Bank	10100	Total	\$6,890.00
Refer	13072 RUBENSTEIN, JOE & ERIN				
Cash Payment	R 620-49440-37110 Water Use Charge	UTILITY CREDIT REFUND			\$29.59
Invoice	12/14/2016				
Cash Payment	R 640-49490-37210 Sewer Use Charge	UTILITY CREDIT REFUND			\$59.16
Invoice	12/14/2016				
Transaction Date	11/28/2016	Security Bank	10100	Total	\$88.75
Refer	13073 LUAYN RUCH-HAMMOND				
Cash Payment	E 100-41940-400 Repairs & Maint Cont	WINTER DECORATIONS FOR CC PLANTER			\$22.29
Invoice	605350 11/18/2016				

MAYER, MN

12/09/16 12:37 PM

Page 2

Payments

Current Period: December 2016

Transaction Date	11/28/2016	Security Bank	10100	Total	\$22.29
Refer	13074 JANELL GILDEMEISTER				
Cash Payment	E 100-41400-331 Travel Expenses	BUSINESS TRAVEL REIMBURSEMENT FOR		\$20.00	
		NOV & DEC 16			
Invoice NOV16	11/28/2016				
Cash Payment	E 100-41400-331 Travel Expenses	BUSINESS TRAVEL REIMBURSEMENT FOR		\$20.00	
		NOV & DEC 16			
Invoice NOV16	11/28/2016				
Cash Payment	G 100-21707 Dental	CANCEL DEPENDENT DENTAL INS-DEC		\$39.43	
		REIMBURSEMENT			
Invoice NOV16	11/28/2016				
Transaction Date	11/28/2016	Security Bank	10100	Total	\$79.43
Refer	13075 WM MUELLER & SONS INC				
Cash Payment	E 100-43150-500 Capital Outlay (GENERA	SHAPE & PATCH AROUND MANHOLE		\$450.00	
Invoice 16-470	11/23/2016				
Transaction Date	11/28/2016	Security Bank	10100	Total	\$450.00
Refer	13076 AME ELECTRIC INC				
Cash Payment	E 100-43160-400 Repairs & Maint Cont	RECEPTACLE COVERS		\$106.26	
Invoice 3047	11/19/2016				
Transaction Date	11/30/2016	Security Bank	10100	Total	\$106.26
Refer	13077 VERIZON WIRELESS	Ck# 004396E 12/16/2016			
Cash Payment	E 640-49480-321 Telephone	CITY ON CALL PHONE		\$14.10	
Invoice 9775761803	11/21/2016				
Cash Payment	E 620-49410-321 Telephone	CITY ON CALL PHONE		\$14.10	
Invoice 9775761803	11/21/2016				
Cash Payment	E 100-43100-321 Telephone	CITY ON CALL PHONE		\$14.12	
Invoice 9775761803	11/21/2016				
Transaction Date	11/30/2016	Security Bank	10100	Total	\$42.32
Refer	13078 COHRS TREE SERVICE LLC				
Cash Payment	E 100-41940-400 Repairs & Maint Cont	COMM CTR/OSH PARK TREE REMOVAL		\$600.00	
Invoice	11/28/2016				
Transaction Date	11/30/2016	Security Bank	10100	Total	\$600.00
Refer	13079 KAYE TIMMERS				
Cash Payment	E 100-41330-430 Miscellaneous (GENERA	6 SR COMMISSION MEETINGS 2016		\$180.00	
Invoice	11/30/2016				
Transaction Date	11/30/2016	Security Bank	10100	Total	\$180.00
Refer	13080 JUDITH EDHOLM				
Cash Payment	E 100-41330-430 Miscellaneous (GENERA	6 SR COMMISSION MEETINGS 2016		\$180.00	
Invoice	11/30/2016				
Transaction Date	11/30/2016	Security Bank	10100	Total	\$180.00
Refer	13081 ALLAN EDHOLM				
Cash Payment	E 100-41330-430 Miscellaneous (GENERA	6 SR COMMISSION MEETINGS 2016		\$180.00	
Invoice	11/30/2016				
Transaction Date	11/30/2016	Security Bank	10100	Total	\$180.00
Refer	13082 DONALD WACHHOLZ				

Payments

Current Period: December 2016

Cash Payment	E 100-41910-110 Other Pay Boards & Co	7 COMMISSION MEETINGS 2016		\$210.00
Invoice	11/30/2016			
Transaction Date	11/30/2016	Security Bank	10100	Total \$210.00
Refer	13083	HOMELAND BUILDERS		
Cash Payment	G 800-20211 Landscape Escrow	LANDSCAPE ESCROW RETURNED 2582 SCHUMACHER CT		\$1,650.00
Invoice B2016-72E	11/30/2016			
Transaction Date	11/30/2016	Security Bank	10100	Total \$1,650.00
Refer	13084	LOOMIS HOMES		
Cash Payment	G 800-20211 Landscape Escrow	LANDSCAPE ESCROW RETURNED 1539 HIDDEN TRAIL		\$1,650.00
Invoice B2016-40E	11/30/2016			
Transaction Date	11/30/2016	Security Bank	10100	Total \$1,650.00
Refer	13085	LEAGUE OF MINNESOTA CITIES		
Cash Payment	E 620-49440-360 Insurance (GENERAL)	WATER WORKS		\$356.00
Invoice 7520	11/28/2016			
Cash Payment	E 640-49490-360 Insurance (GENERAL)	SEWAGE DISPOSAL PLANT		\$473.00
Invoice 7580	11/28/2016			
Cash Payment	E 100-42200-360 Insurance (GENERAL)	VOLUNTEER FD NON SMOKING		\$3,865.00
Invoice 7718	11/28/2016			
Cash Payment	E 100-41000-360 Insurance (GENERAL)	CLERICAL, ELECTED/APOINTED, MAINTENANCE		\$2,218.00
Invoice 8810/9411/5506	11/28/2016			
Transaction Date	11/30/2016	Security Bank	10100	Total \$6,912.00
Refer	13086	TRUGREEN COMMERCIAL	Ck# 020337 12/1/2016	
Cash Payment	E 640-49480-404 Repairs/Maint Machinery	WWTF LAWN SERVICE		\$427.48
Invoice	11/27/2016			
Transaction Date	12/1/2016	Security Bank	10100	Total \$427.48
Refer	13087	FREMONT INDUSTRIES, INC		
Cash Payment	E 640-49480-216 Chemicals and Chem Pr	WWTF		\$1,134.00
Invoice 889793	11/17/2016			
Transaction Date	12/1/2016	Security Bank	10100	Total \$1,134.00
Refer	13088	HAHN, LES		
Cash Payment	E 100-41910-110 Other Pay Boards & Co	7 COMMISSION MEETINGS 2016		\$180.00
Invoice	12/2/2016			
Transaction Date	12/2/2016	Security Bank	10100	Total \$180.00
Refer	13089	SCOTT WAKEFIELD		
Cash Payment	E 100-46500-110 Other Pay Boards & Co	2 COMMISSION MEETINGS 2016		\$60.00
Invoice	12/2/2016			
Transaction Date	12/2/2016	Security Bank	10100	Total \$60.00
Refer	13090	WIDMER CONSTRUCTION LLC		
Cash Payment	E 100-43125-300 Professional Svcs	LOADER 5.5HRS (HWY 25)		\$742.50
Invoice 4209	12/1/2016			
Cash Payment	E 100-43125-300 Professional Svcs	DUMP TRK 3.5HRS		\$385.00
Invoice 4209	12/1/2016			
Transaction Date	12/2/2016	Security Bank	10100	Total \$1,127.50

Payments

Current Period: December 2016

Refer	13091	TIM DUCKWORTH	-			
Cash Payment	E 100-46500-110	Other Pay Boards & Co	3 COMMISSION MEETINGS 2016		\$90.00	
Invoice		12/5/2016				
Transaction Date	12/5/2016		Security Bank	10100	Total	\$90.00
Refer	13092	JOHNSON, BARNEY	-			
Cash Payment	E 100-41910-110	Other Pay Boards & Co	5 COMMISSION MEETINGS 2016		\$150.00	
Invoice		12/5/2016				
Transaction Date	12/5/2016		Security Bank	10100	Total	\$150.00
Refer	13093	DAWN CLEMENSEN	-			
Cash Payment	E 100-41940-300	Professional Svcs	SERVICES FOR NOVEMBER 2016		\$375.00	
Invoice		12/1/2016				
Transaction Date	12/5/2016		Security Bank	10100	Total	\$375.00
Refer	13094	EVOQUA WATER TECHNOLOGIES	-			
Cash Payment	E 640-49480-404	Repairs/Maint Machinery	WWTF-BILL FOR JEFF RIEMER/BIO SOLIDS		\$4,432.50	
Invoice	902886163	11/30/2016				
Transaction Date	12/5/2016		Security Bank	10100	Total	\$4,432.50
Refer	13095	CITY OF LESTER PRAIRIE	-			
Cash Payment	E 640-49480-220	Bio-Solids Disposal	WWTF-BIOSOLIDS TRANS TO LESTER PRAIRIE FALL 2016		\$8,640.00	
Invoice		11/29/2016				
Transaction Date	12/5/2016		Security Bank	10100	Total	\$8,640.00
Refer	13096	MAYER LUMBER CO INC	-			
Cash Payment	E 620-49410-400	Repairs & Maint Cont	WTP-THREAD FRT PISTOL NOZZLE/100' RUBBER HOSE		\$76.98	
Invoice	135928	11/30/2016				
Cash Payment	E 100-43100-400	Repairs & Maint Cont	PW-6V LED SAFETY LANTERN		\$9.49	
Invoice	135940	11/30/2016				
Cash Payment	E 100-41940-400	Repairs & Maint Cont	SOAP FOR CC BATHROOM		\$1.50	
Invoice	135948	11/30/2016				
Cash Payment	E 100-42280-400	Repairs & Maint Cont	FD-13GAL KITCHEN BAG		\$5.69	
Invoice	136022	11/30/2016				
Cash Payment	E 100-43100-400	Repairs & Maint Cont	PW-PRO CAULK GUN, ALL WEATHER ROOF CMNT		\$24.66	
Invoice	136484	11/30/2016				
Cash Payment	E 100-43100-400	Repairs & Maint Cont	PW-4"CUTTING WHEEL, W/D PLSTC RF CMT		\$15.35	
Invoice	136488	11/30/2016				
Cash Payment	E 100-43100-400	Repairs & Maint Cont	PW-SPRAY PAINT, 4"SLIP COUPLER		\$8.39	
Invoice	136566	11/30/2016				
Cash Payment	E 100-43700-400	Repairs & Maint Cont	PW-24"PUSH BROOM		\$37.99	
Invoice	136620	11/30/2016				
Cash Payment	E 100-41940-400	Repairs & Maint Cont	STAIN/SPOT RMVR/GOOG OFF-CC TAPE REMOVAL ON FLOORS AND GREASE UNDER OVENS		\$8.68	
Invoice	136647	11/30/2016				
Cash Payment	E 100-45000-300	Professional Svcs	PARK-GANG CVR,CBL TIES		\$51.34	
Invoice	136660	11/30/2016				
Cash Payment	E 100-43100-400	Repairs & Maint Cont	PW-4"60G CUTOFF WHL,PRO CAULK GUN, W/D PLSTC RF CMT		\$53.69	
Invoice	136777	11/30/2016				

Payments

Current Period: December 2016

Cash Payment	E 100-43160-400 Repairs & Maint Cont	PW-GFCI OUTLETS, IVORY OUTLETS		\$51.94
Invoice	136815	11/30/2016		
Cash Payment	E 100-43160-400 Repairs & Maint Cont	PW-WHT OUTLET PLUG		\$8.98
Invoice	136828	11/30/2016		
Cash Payment	E 100-41940-400 Repairs & Maint Cont	CC-4PK LED BULBS FOR IN KITCHEN		\$10.99
Invoice	136889	11/30/2016		
Cash Payment	E 100-45000-530 City Beautification	PARK-100PK LIGHT PACK		\$4.99
Invoice	137088	11/30/2016		
Cash Payment	E 100-42260-580 New Equipment	FD-PROPANE CYL,CHANNELLOCK AXE		\$68.97
Invoice	136920	11/30/2016		
Cash Payment	E 100-42200-200 Office Supplies	FD-2 INK CARTRIGES		\$50.74
Invoice	137032	11/30/2016		
Transaction Date	12/5/2016	Security Bank	10100	Total \$490.37
Refer	13097	PEARSON BROS INC		
Cash Payment	E 100-43100-310 Contract Services	FALL 2016 STREET SWEEPER RENTAL		\$656.00
Invoice	UNIT #18	11/28/2016		
Cash Payment	E 650-49500-400 Repairs & Maint Cont	FALL 2016 STREET SWEEPER RENTAL		\$656.00
Invoice	UNIT #21	11/28/2016		
Transaction Date	12/6/2016	Security Bank	10100	Total \$1,312.00
Refer	13098	ROD MAETZOLD		
Cash Payment	E 100-41910-110 Other Pay Boards & Co	7 COMMISSION MEETINGS 2016		\$210.00
Invoice		12/6/2016		
Transaction Date	12/6/2016	Security Bank	10100	Total \$210.00
Refer	13099	FRONTIER	Ck# 004400E 12/27/2016	
Cash Payment	E 100-43700-321 Telephone	P/W		\$77.61
Invoice				
Transaction Date	12/6/2016	Security Bank	10100	Total \$77.61
Refer	13100	MUNICIPAL DEVELOPMENT GROU		
Cash Payment	G 800-20202 Hidden Creek	REVIEW OF HC 7TH ADD		\$21.25
Invoice	MAY120316	12/3/2016		
Cash Payment	G 800-20201 Coldwater Crossing	REVIEW OF CWC 7TH ADD PLT		\$85.00
Invoice	MAY120316	12/3/2016		
Cash Payment	E 100-41910-300 Professional Srvs	MISC SERVICES FOR NOV 2016		\$271.55
Invoice	MAY120316	12/3/2016		
Transaction Date	12/7/2016	Security Bank	10100	Total \$377.80
Refer	13101	MELCHERT HUBERT SJODIN, PLL		
Cash Payment	E 100-41000-304 Legal Fees	MISC SERVICES FOR NOV 2016		\$521.50
Invoice	129099	11/30/2016		
Cash Payment	G 800-20202 Hidden Creek	HIDDEN CREEK 7TH ADD PRELIMINARY DRAFT OF DEVL		\$447.00
Invoice	129100	11/30/2016		
Transaction Date	12/7/2016	Security Bank	10100	Total \$968.50
Refer	13102	MINNESOTA DEPARTMENT OF HE	Ck# 020338 12/8/2016	
Cash Payment	E 620-49440-208 Training and Instruction	CLASS C WATER OPERATOR RENEWAL APPLICATION FOR KYLE KUNTZ		\$23.00
Invoice	13008	12/8/2016		
Transaction Date	12/8/2016	Security Bank	10100	Total \$23.00

MAYER, MN

12/09/16 12:37 PM

Page 6

Payments

Current Period: December 2016

Refer	13103	MINNESOTA DEPARTMENT OF HE	Ck# 020339	12/8/2016			
Cash Payment	E 100-45000-400	Repairs & Maint Cont	2017 LICENSE RENEWAL FOR OSH PARK CONCESSIONS				\$245.00
Invoice	13037			12/8/2016			
Transaction Date	12/8/2016		Security Bank	10100		Total	\$245.00
Refer	13104	MINNESOTA DEPARTMENT OF HE	Ck# 020340	12/8/2016			
Cash Payment	E 620-49420-430	Miscellaneous (GENERA	4TH QTR COMMUNITY WATER SUPPLY CONNECTION FEE				\$1,081.00
Invoice	13054			12/8/2016			
Transaction Date	12/8/2016		Security Bank	10100		Total	\$1,081.00
Refer	13105	JEFF VOLLMER					
Cash Payment	E 100-42200-208	Training and Instruction	REIMBURSEMENT FOR FIREPUP PROGRAM MATERIALS				\$334.50
Invoice	3079			12/8/2016			
Transaction Date	12/8/2016		Security Bank	10100		Total	\$334.50
Refer	13106	UTILITY CONSULTANTS, INC.					
Cash Payment	E 640-49480-385	Testing and Lab Service	SAMPLES & CHEMICALS				\$999.60
Invoice	93687			12/2/2016			
Cash Payment	E 620-49440-215	Samples	SAMPLES & CHEMICALS				\$40.00
Invoice	93687			12/2/2016			
Transaction Date	12/8/2016		Security Bank	10100		Total	\$1,039.60
Refer	13107	R HOME LLC					
Cash Payment	G 800-20211	Landscape Escrow	LANDSCAPE ESCROW RETURNED				\$1,650.00
Invoice	B2015-133			12/8/2016			
Transaction Date	12/8/2016		Security Bank	10100		Total	\$1,650.00
Refer	13108	CENTERPOINT ENERGY	Ck# 004401E	12/30/2016			
Cash Payment	E 640-49480-383	Gas Utilities	WWTF				\$478.38
Invoice				12/2/2016			
Transaction Date	12/8/2016		Security Bank	10100		Total	\$478.38
Refer	13109	CENTERPOINT ENERGY	Ck# 004402E	12/30/2016			
Cash Payment	E 620-49410-383	Gas Utilities	WTP				\$40.20
Invoice				12/2/2016			
Transaction Date	12/8/2016		Security Bank	10100		Total	\$40.20
Refer	13110	CENTERPOINT ENERGY	Ck# 004403E	12/30/2016			
Cash Payment	E 100-42280-383	Gas Utilities	FD				\$148.84
Invoice				12/2/2016			
Transaction Date	12/8/2016		Security Bank	10100		Total	\$148.84
Refer	13111	CENTERPOINT ENERGY	Ck# 004404E	12/30/2016			
Cash Payment	E 100-43700-383	Gas Utilities	P/W				\$35.16
Invoice				12/2/2016			
Transaction Date	12/8/2016		Security Bank	10100		Total	\$35.16
Refer	13112	CENTERPOINT ENERGY	Ck# 004405E	12/30/2016			
Cash Payment	E 100-41940-383	Gas Utilities	CITY HALL				\$400.56
Invoice				12/2/2016			
Transaction Date	12/8/2016		Security Bank	10100		Total	\$400.56
Refer	13113	BOLTON MENK INC					

Payments

Current Period: December 2016

Cash Payment Invoice	E 100-41000-303 Engineering Fees	REVIEW OF CASEY'S,HCWEST		\$1,168.00
Cash Payment Invoice	E 100-41000-303 Engineering Fees	REVIEW OF 1109 APPLE CIR		\$227.50
Cash Payment Invoice	G 800-20202 Hidden Creek	REVIEW OF HC 6TH ADD		\$1,729.00
Cash Payment Invoice	E 100-41000-303 Engineering Fees	CREDIT FOR OVERPAYMENT TO BRANH		-\$632.00
Transaction Date	12/8/2016	Security Bank	10100	Total \$2,492.50

Fund Summary

	10100 Security Bank
100 GENERAL FUND	\$28,608.92
620 WATER FUND	\$1,737.42
640 SEWER FUND	\$17,558.22
650 STORM WATER FUND	\$656.00
800 ESCROW FUND	\$7,232.25
	<u>\$55,792.81</u>

Pre-Written Checks	\$4,337.88
Checks to be Generated by the Computer	\$51,454.93
Total	<u>\$55,792.81</u>

*Check Summary Register©

November 2016

Name	Check Date	Check Amt	
10100 Security Bank			
Paid Chk# 004361E VERIZON WIRELESS	11/8/2016	\$14.26	OSH LIFT STATION
Paid Chk# 004362E FRONTIER	11/9/2016	\$134.02	WWTF
Paid Chk# 004363E XCEL ENERGY	11/15/2016	\$4,737.13	ELECTRIC STMT FOR OCT
Paid Chk# 004364E FRONTIER	11/15/2016	\$227.66	CITY HALL
Paid Chk# 004365E FRONTIER	11/15/2016	\$92.89	FIRE DEPT
Paid Chk# 004366E FRONTIER	11/15/2016	\$76.55	WTP
Paid Chk# 004367E VERIZON WIRELESS	11/15/2016	\$41.23	F. D.
Paid Chk# 004372E MCLEOD COOP POWER ASSN	10/28/2016	\$749.60	STREET LIGHTS
Paid Chk# 004373E MCLEOD COOP POWER ASSN	11/28/2016	\$34.25	CITY SIGN
Paid Chk# 004374E MCLEOD COOP POWER ASSN	11/28/2016	\$717.05	STREET LIGHTS
Paid Chk# 004375E FRONTIER	11/25/2016	\$77.61	P/W
Paid Chk# 004376E XCEL ENERGY	12/6/2016	\$25.09	RED BARN LIFT STATION
Paid Chk# 004377E XCEL ENERGY	12/2/2016	\$1,795.30	CITY STREET LIGHTS
Paid Chk# 004378E XCEL ENERGY	12/7/2016	\$58.93	P/W
Paid Chk# 004379E XCEL ENERGY	12/7/2016	\$11.97	OSH CONCESSION
Paid Chk# 004380E XCEL ENERGY	12/7/2016	\$17.58	ASH AVE STREET LIGHTS
Paid Chk# 004381E CENTERPOINT ENERGY	11/29/2016	\$188.99	WWTF
Paid Chk# 004382E CENTERPOINT ENERGY	11/29/2016	\$27.73	WTP
Paid Chk# 004383E CENTERPOINT ENERGY	11/29/2016	\$17.62	P/W
Paid Chk# 004384E CENTERPOINT ENERGY	11/29/2016	\$219.75	CITY HALL
Paid Chk# 004385E CENTERPOINT ENERGY	11/29/2016	\$26.31	F.D.
Paid Chk# 004389E FRONTIER	12/12/2016	\$134.02	NOVEMBER 2016
Paid Chk# 004390E VERIZON WIRELESS	12/8/2016	\$13.74	AUTO DIALER
Paid Chk# 004391E XCEL ENERGY	12/15/2016	\$4,820.40	NOVEMBER 2016
Paid Chk# 020221 MINI BIFF LLC	10/24/2016	\$257.04	MINI BIFF RENTAL
Paid Chk# 020222 MINNESOTA LIFE INSURANCE C	10/24/2016	\$16.00	EMPLOYEE BENEFITS
Paid Chk# 020248 FREMONT INDUSTRIES, INC	10/31/2016	\$1,134.00	COAGULANT
Paid Chk# 020249 KLUVER CONSULTING	10/31/2016	\$900.00	WWTF SERVICE CONTRACT 10/16-10
Paid Chk# 020250 VISA	10/31/2016	\$317.83	OCT 2016 STMT
Paid Chk# 020251 EDHOLM, ALLAN	11/3/2016	\$113.12	
Paid Chk# 020252 GILDEMEISTER, JANELL	11/3/2016	\$1,036.83	
Paid Chk# 020253 KUNTZ, KYLE	11/3/2016	\$1,401.81	
Paid Chk# 020254 MAETZOLD, LOIS A	11/3/2016	\$355.45	
Paid Chk# 020255 RUCH-HAMMOND, LUAYN R	11/3/2016	\$2,066.14	
Paid Chk# 020256 Wegner, Michael J.	11/3/2016	\$92.35	
Paid Chk# 020257 WEINZIERL, GERALD	11/3/2016	\$153.24	
Paid Chk# 020258 FIREFLIES PLAY ENVIRONMENT	11/4/2016	\$550.00	30" BUBBLE OSH PARK
Paid Chk# 020259 ASPEN EQUIPMENT CO	11/7/2016	\$371.60	F.D. DUTY UNIFORMS & BOOTS
Paid Chk# 020260 ANCOM TECHNICAL CENTER	11/7/2016	\$366.00	F.D. PAGER SUPPLIES & TECH SER
Paid Chk# 020261 BARGEN INC	11/7/2016	\$8,170.00	MANHOLE HEATS INSTALLED
Paid Chk# 020262 UTILITY CONSULTANTS, INC.	11/7/2016	\$1,604.30	WWTF-SAMPLE CHEM
Paid Chk# 020263 KLUVER CONSULTING	11/14/2016	\$900.00	
Paid Chk# 020264 AME ELECTRIC INC	11/14/2016	\$675.00	REPLACE FLOOD LT CO RD 30/9 ST
Paid Chk# 020265 BOLTON & MENK, INC.	11/14/2016	\$1,850.00	HIDDEN CREEK 6TH ADD.
Paid Chk# 020266 BOND TRUST SERVICES CORP	11/14/2016	\$407,493.75	4,820,000.00 GO SEWER & WATER
Paid Chk# 020267 CARVER COUNTY	11/14/2016	\$12,124.00	2016 ASSESSMENT CONTRACT
Paid Chk# 020268 CITY OF EDEN PRAIRIE	11/14/2016	\$2,000.00	2016 WAFTA DUES
Paid Chk# 020269 DAWN CLEMENSEN	11/14/2016	\$375.00	CLEANING SERVICES FOR OCTOBER
Paid Chk# 020270 DPC INDUSTRIES INC	11/14/2016	\$793.55	WTP CHLORINE, POTASSIUM, POLYM
Paid Chk# 020271 EMERGENCY MEDICAL PRODUC	11/14/2016	\$129.50	FD
Paid Chk# 020272 FREMONT INDUSTRIES, INC	11/14/2016	\$1,134.00	COAGULANT
Paid Chk# 020273 GOPHER STATE ONE-CALL INC	11/14/2016	\$137.70	OCTOBER LOCATES
Paid Chk# 020274 HD SUPPLY WATERWORKS LTD	11/14/2016	\$3,429.00	510M S/POINT M2 WIRED DP HR&LD

*Check Summary Register©

November 2016

Name	Check Date	Check Amt	
Paid Chk# 020275	HERALD JOURNAL PUBLISHING	11/14/2016	\$321.84 ELECTION NOTICE, NG/MAYER GUID
Paid Chk# 020276	HILLYARD OF HUTCHINSON	11/14/2016	\$424.22 COMM CTR SUPPLIES
Paid Chk# 020277	JOHNSON, RITA	11/14/2016	\$12.75 FINAL UTILITY CREDIT RETURNED
Paid Chk# 020278	LEAGUE OF MINNESOTA CITIES	11/14/2016	\$2,187.00 ANNUAL MEMBERSHIP DUES 2016-20
Paid Chk# 020279	LEE, MATTHEW & JENNI	11/14/2016	\$9.69 FINAL UTILITY CREDIT REFUNDED
Paid Chk# 020280	LOOMIS HOMES	11/14/2016	\$6,600.00 2416 RIVER BEND TRAIL
Paid Chk# 020281	MARHOLZ, DUANE	11/14/2016	\$7.69 FINAL UTILITY CREDIT RETURNED
Paid Chk# 020282	MAYER LUMBER CO INC	11/14/2016	\$614.43 WWTF-SQUEEGE
Paid Chk# 020283	MELCHERT HUBERT SJODIN, PL	11/14/2016	\$1,642.32 HIDDEN CREEK 7TH ADD.
Paid Chk# 020284	MINNESOTA PIPE & EQUIP	11/14/2016	\$3,500.00 KERF CUTTER REPAIR TOOL
Paid Chk# 020285	OWENS COMPANIES, INC.	11/14/2016	\$300.00 WWTF FALL INSPECTION SERVICE
Paid Chk# 020286	R HOME LLC	11/14/2016	\$18,150.00 1642 WALNUT CT
Paid Chk# 020287	SCOTT COUNTY GOVERNMT CE	11/14/2016	\$1,550.00 F.D. 8/15/16 BURN TOWER
Paid Chk# 020288	ST CROIX RECREATION CO INC	11/14/2016	\$438.20 BLACK DOME TOP LIDS
Paid Chk# 020289	TOM GOEPFERT	11/14/2016	\$100.00 ON CALL 11/5-11/6/2016
Paid Chk# 020290	USA BLUE BOOK	11/14/2016	\$275.55 WWTF-PAINT, RUST CONVERTER FOR
Paid Chk# 020291	POSTMASTER	11/15/2016	\$252.62 OCTOBER 2016 UTILITIES
Paid Chk# 020292	POSTMASTER	11/15/2016	\$226.78 FD VOLUNTEER MAILINGG
Paid Chk# 020293	ASPEN MILLS	11/15/2016	\$371.60 FD
Paid Chk# 020294	OFFICE OF SECRETARY OF STA	11/17/2016	\$120.00 NOTORY COMMISSION REAPPOINTMEN
Paid Chk# 020295	EDHOLM, ALLAN	11/17/2016	\$113.12
Paid Chk# 020296	GILDEMEISTER, JANELL	11/17/2016	\$1,122.53
Paid Chk# 020297	KUNTZ, KYLE	11/17/2016	\$1,409.16
Paid Chk# 020298	MAETZOLD, LOIS A	11/17/2016	\$498.95
Paid Chk# 020299	RUCH-HAMMOND, LUAYN R	11/17/2016	\$2,066.14
Paid Chk# 020300	GARY VIERLING	11/21/2016	\$45.41 REFUND UTILITY PAYMENT OVERAGE
Paid Chk# 020301	UNITED FARMERS COOPERATIV	11/22/2016	\$191.58 P/W
Paid Chk# 020302	MEDICA	11/22/2016	\$261.10 EMPLOYEE BENEFITS
Paid Chk# 020303	MINI BIFF LLC	11/22/2016	\$232.17 FINAL BILLING
Paid Chk# 020304	MINNESOTA LIFE INSURANCE C	11/22/2016	\$16.00 EMPLOYEE BENEFITS
Paid Chk# 020306	A - 1 ELECTRIC SERV OF WACO	11/29/2016	\$437.97 TROUBLE SHOOT CONTROL PUMP #2
Paid Chk# 020307	ALLAN EDHOLM	11/29/2016	\$120.27 TRAVEL
Paid Chk# 020308	DAN MAETZOLD	11/29/2016	\$238.17 TRAVEL
Paid Chk# 020309	DEB PAULY	11/29/2016	\$208.15 GENERAL
Paid Chk# 020310	DIANE PLOCHER	11/29/2016	\$189.15 TRAVEL
Paid Chk# 020311	EROSION PRODUCTS LLC	11/29/2016	\$70.00 DOUBLE NET STRAW BLANKETS
Paid Chk# 020312	GERALD SCHWANKE	11/29/2016	\$196.27 PRIMARY
Paid Chk# 020313	GREG CARPENTER	11/29/2016	\$198.65 TRAINING
Paid Chk# 020314	GUARDIAN PEST CONTROL INC	11/29/2016	\$42.15 COMMUNITY CENTER SERVICES
Paid Chk# 020315	HD SUPPLY WATERWORKS LTD	11/29/2016	\$1,018.02 WATER METERS
Paid Chk# 020316	JERRY'S TRANSMISSION SERVI	11/29/2016	\$588.45 SIREN REMOTE ASSY, INSTALL WHE
Paid Chk# 020317	JOHNSON, KATHY	11/29/2016	\$38.00 GENERAL
Paid Chk# 020318	JUDITH EDHOLM	11/29/2016	\$102.13 TRAINING
Paid Chk# 020319	KJOLHAUG ENVIRON.SERVICES	11/29/2016	\$542.50 2016-201 CSAH 30 IMPR
Paid Chk# 020320	LOIS MAETZOLD	11/29/2016	\$101.52 188 MILES TOTAL
Paid Chk# 020321	MINNESOTA DEPARTMENT OF H	11/29/2016	\$1,349.00 4TH QUARTER COMMUNITY WATER SU
Paid Chk# 020322	MINNESOTA PIPE & EQUIP	11/29/2016	\$55.67 CUTOFF DISC, VALVE BOX PLUG, F
Paid Chk# 020323	MOBIL - EXXON/MOBIL	11/29/2016	\$361.77 P/W
Paid Chk# 020324	MUNICIPAL DEVELOPMENT GR	11/29/2016	\$1,216.25 LAND USE COMP PLAN
Paid Chk# 020325	OVERLINE & SON, INC	11/29/2016	\$1,068.74 WWTF-DIRECTED BY KYLE
Paid Chk# 020326	SHERI CARPENTER	11/29/2016	\$166.25 PRIMARY
Paid Chk# 020327	THE SAFETY NETWORK, INC	11/29/2016	\$338.00 FD-2 WORK LIGHTS W/TRIPOD
Paid Chk# 020328	UTILITY CONSULTANTS, INC.	11/29/2016	\$1,054.30 WWTF-SAMPLES
Paid Chk# 020329	VISA	11/29/2016	\$1,590.79 FD HOTEL

***Check Summary Register©**

November 2016

Name	Check Date	Check Amt	
Paid Chk# 020330 WEINZIERL, SUE	11/29/2016	\$171.01	GENERAL
Paid Chk# 020331 WILLCORE CONSULTING LLC	11/29/2016	\$649.63	DESIGN OF MAYER RETRACTABLE BA
Paid Chk# 020332 WOLFRAM, AARON	11/29/2016	\$16.49	UTILITY BILL REFUND
	Total Checks	\$519,397.04	

COUNCIL APPROVAL -
SIGNATURES/INITIALS _____



REQUEST FOR CITY COUNCIL ACTION

Meeting Date: December 12, 2016
Item Name: Amusement Licenses
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 2017 Amusement Licenses for Knuckleheads and Heldt's Bar.

EXPLANATION OF AGENDA ITEM *(Include a description of background, benefits, and recommendations.)*
 Staff is recommending approval of the amusement licenses for 2017.

Heldt's Bar	3	\$60
Knuckleheads	3	\$60

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



REQUEST FOR CITY COUNCIL ACTION

Meeting Date: December 12, 2016
Item Name: Fire Department Officers
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 Mayer Fire Department Officers terms for 2017.

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

The Fire Chief is requesting approval of the following Officers for 2017 for the Mayer Fire Department.

Position	Name	Length	Term
Fire Chief	Rod Maetzold	1 year	12/31/2017
Assistant Chief	Robert Carlson	2 year	12/31/2018
Captain 2 & Training Officer	Andy Maetzold	2 year	12/31/2018
Captain 4	Jeff Vollmer	2 year	12/31/2018
Lieutenant 2	Nate McNeilly	2 year	12/31/2018
Lieutenant 1	Zachary Stifter	2 year	12/31/2018

FINANCIAL IMPLICATIONS: Funding Sources & Uses: Budget Information: _____ Budgeted _____ Non Budgeted _____ Amendment Required	ADVISORY BOARD RECOMMENDATIONS: Planning Commission Parks and Recreation Board Other _____
--	--

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



**CITY OF MAYER MINNESOTA
RESOLUTION NUMBER 12-12-2016-41**

**RESOLUTION APPROVING THE DELEGATION OF AUTHORITY FOR PAYING CLAIMS
PRESENTED TO THE CITY OF MAYER**

WHEREAS, Minnesota Statute 412.271 Subd. 7 and Subd. 8 authorizes the City to delegate authority to pay certain claims against the City by the City Administrative Official:

WHEREAS, the Administrator is a City Administrative Official;

WHEREAS, the City of Mayer desires to authorize the City Administrative Official to pay all claims that the City Official deems just and correct and valid for the month of December, 2016;

WHEREAS, all checks drawn for payment of claims must be signed by the City Administrator and the Mayor:

WHEREAS, the City Administrative Official will present to the City Council at the first council meeting after payment of claims a list of the claims paid and an explanation of the payment.

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

1. That the Administrator of the City of Mayer is authorized to pay all claims for the month of December, 2016 presented to the City if in the City Official's discretion the claims are just, correct and valid.

I CERTIFY THAT the above resolution was adopted by the City Council of Mayer, Carver County, Minnesota this 12th day of December, 2016.

Gerald W. Thomas, Mayor

ATTEST:

Janell Gildemeister, Deputy City Clerk

City of Mayer Building Permit
Valuation Report

Residential	NOVEMBER		4TH QUARTER		2016 YEAR TO DATE	
	Permit	Valuation	Permits	Valuation	Permits	Valuation
New Single Family Homes	3	\$822,776.00	11	\$1,496,254.00	25	\$7,932,538.00
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	0	\$0.00	0	\$36,000.00	0	\$36,000.00
Garages	0	\$0.00	0	\$57,000.00	0	\$57,000.00
Garage Additions and Remodels	0	\$0.00	0	\$0.00	0	\$0.00
3-Season Porches/Sun Rooms	0	\$0.00	0	\$0.00	0	\$0.00
Decks/Deck Ftgs Only/Stairs	1	\$12,000.00	5	\$38,560.00	6	\$50,560.00
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	0	\$0.00
Renewals	0	\$0.00	0	\$0.00	0	\$0.00
Move-In House/Garage	0	\$0.00	0	\$0.00	0	\$0.00
Mechanical Permits	3	\$0.00	4	\$0.00	10	\$0.00
Plumbing Permits	0	\$0.00	5	\$0.00	5	\$0.00
Re-Roof, Re -Side, Re-Window	0	\$0.00	10	\$0.00	10	\$0.00
Fence	0	\$0.00	3	\$0.00	3	\$0.00
Miscellaneous	1	\$0.00	1	\$2,700.00	2	\$2,700.00
TOTAL RESIDENTIAL	8	\$834,776.00	39	\$1,630,514.00	61	\$8,078,798.00
COMMERCIAL/INDUSTRIAL						
New Buildings	0	\$0.00	0	\$0.00	0	\$0.00
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	1	\$3,000.00	1	\$3,000.00	2	\$8,000.00
TOTAL COMMERCIAL/INDUSTRIAL	1	\$3,000.00	3	\$112,621.00	6	\$156,621.00
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	0	\$0.00	0	\$0.00
Plumbing Permits	0	\$0.00	0	\$0.00	0	\$0.00
Fire Sprinkler	0	\$0.00	0	\$0.00	0	\$0.00
Miscellaneous	0	\$0.00	0	\$0.00	0	\$0.00
	0	\$0.00	0	\$0.00	0	\$0.00
TOTAL PUBLIC & INSTITUTIONAL	0	\$0.00	0	\$0.00	0	\$120,000.00
GRAND TOTALS	9	\$837,776.00	42	\$1,743,135.00	67	\$8,355,419.00



Date: December 6, 2016

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

SUBJECT: FIRE REPORT FOR MONTH ENDING – 11/30/16

TOWNSHIP CALLS:

<u>DATE</u>	<u>TIME</u>	<u>TOWNSHIP</u>	<u>DESCRIPTION/ADDRESS</u>	<u>MAN HOURS</u>
11/03/16	1001	Hollywood	Medical, 4780 Tacoma Ave	8
11/04/16	1139	Hollywood	Medical, 4780 Tacoma Ave	7
11/09/16	0707	Waconia	False Lifeline Call, 13550 74 th St	11
11/30/16	1733	Watertown	Car Crash, Hwy 7 & Co Rd 123	36

CITY OF MAYER CALLS:

<u>DATE</u>	<u>TIME</u>	<u>DESCRIPTION/ADDRESS</u>	<u>MAN HOURS</u>
11/01/16	0951	Medical, 419 Bluejay Ave #107	9
11/06/16	1942	Medical, 1332 Evergreen Pl	11
11/12/16	1325	Stand-by Mutual Aid Watertown, 1645 Pioneer Ave Maple Plain	7
11/18/16	1446	Mutual Aid Waconia, Shed Fire, 304 Main St E	23
11/26/16	0412	House Fire, 2354 Coldwater Crossing	127
11/26/16	1558	Stand-by Mutual Aid Waconia, Possible Drowning	59
11/27/16	1255	Mutual Aid Waconia, Search for Person	20
11/29/16	1710	Mutual Aid NYA, 13200 Co Rd 51, Benton TWP	18

FIRE DEPARTMENT TRAININGS/ACTIVITIES FOR MONTH ENDING 11/30/16

11/07/16	Regular Meeting
11/14/16	Group Training - RIT
11/17/16	Firefighter Wake – St Boni
11/21/16	House Burn Training
11/29/16	Fire Chief met with Congressman Eric Paulson at Eden Prairie concerning WAFTA Clean-up



REQUEST FOR CITY COUNCIL ACTION

Meeting Date: December 12, 2016
Item Name: Truth In Taxation Hearing
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.)*
 No Action is required

EXPLANATION OF AGENDA ITEM *(Include a description of background, benefits, and recommendations.)*
 Residents of Mayer were mailed tax parcel specific notices in November with the City of Mayer's information about when the City would be holding its Truth In Taxation Hearing.

The City Council at its September 12 meeting set the date and time of the TNT Hearing for December 12, 2016 as a part of the regular Council meeting.

Purpose of the hearing is to enhance public participation in the process. More specifically, to educate the public on how property taxes are calculates.

Attached is the power point that has been prepared for the Truth in Taxation Hearing.

FINANCIAL IMPLICATIONS:		ADVISORY BOARD RECOMMENDATIONS:	
Funding Sources & Uses:		Planning Commission Parks and Recreation Board Other	
Budget Information:			
_____	Budgeted		
_____	Non Budgeted		
_____	Amendment Required		

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

City of Mayer

Truth in Taxation
December 2016

What is Truth in Taxation?

- Enacted in 1988
- Purpose
 - to enhance public participation in the property tax system
 - To educate the public on how property taxes are calculated
 - To encourage the public to understand the local government budget process
 - To encourage the public to become involved in helping local officials set spending priorities

City Tax Rates

- City Tax Rates
- 2010 59.725%
- 2011 59.473 %
- 2012 65.662%
- 2013 68.839%
- 2014 67.784%
- 2015 59.57%
- 2016 58.91%
- 2017 Preliminary 53.032%

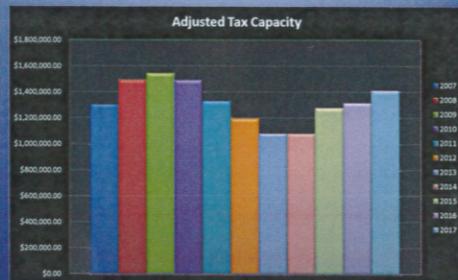
Tax Rate History



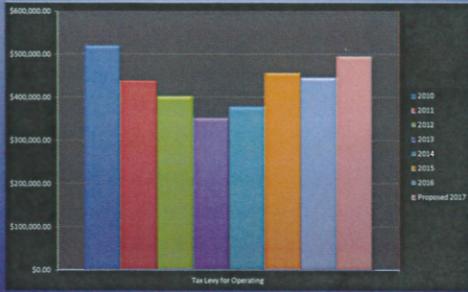
Taxable Market Value



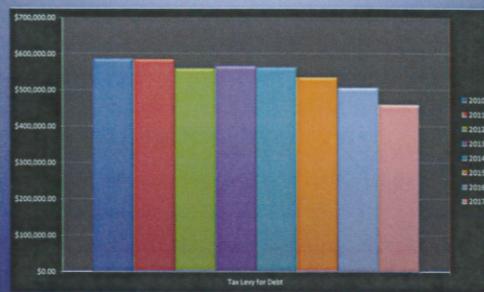
Adjusted Tax Capacity



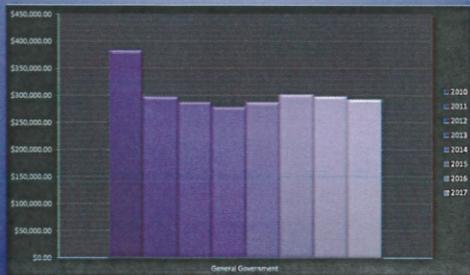
Operating Levy



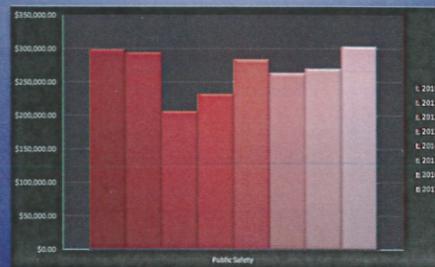
Debt Levy



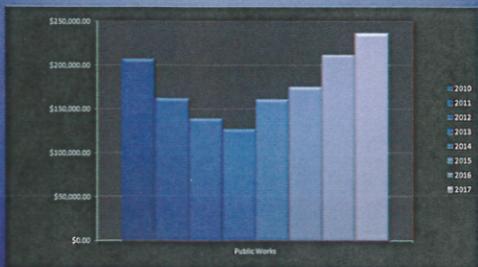
General Government



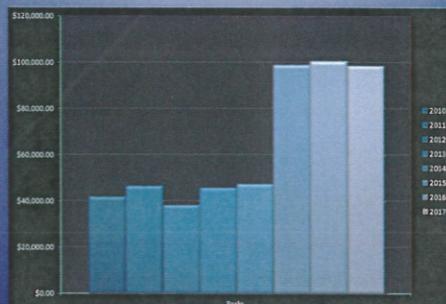
Public Safety



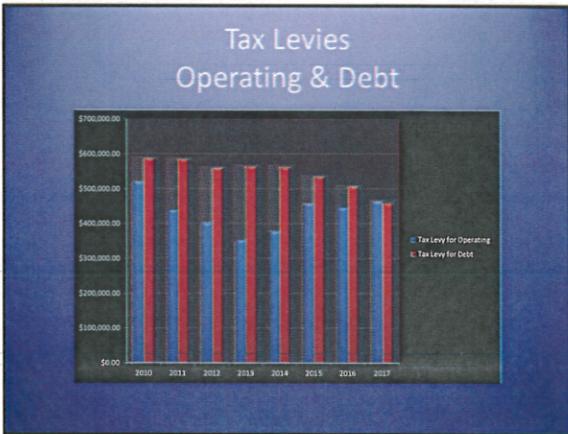
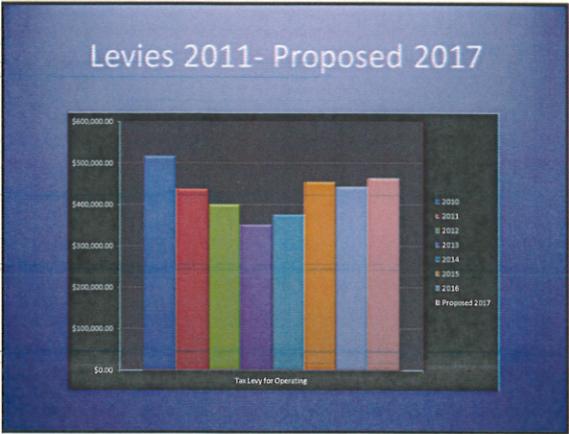
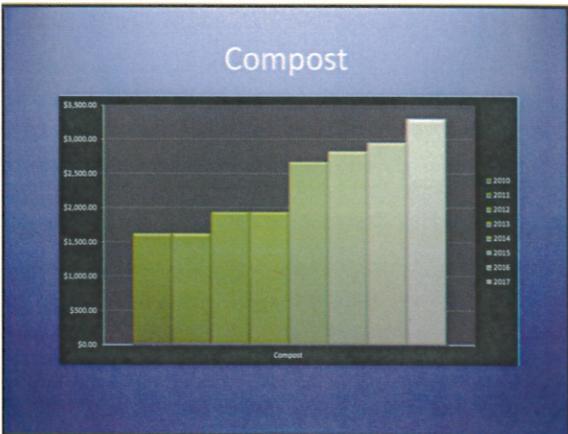
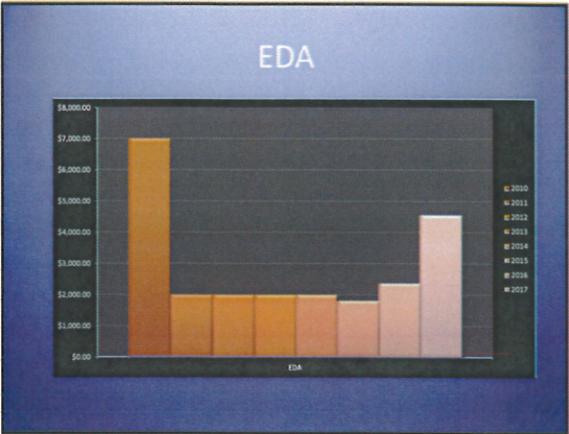
Public Works



Parks







Overall

- Mayer City Council has reduced or maintained the budget for the past six years.



To: Mayor and Council Members
From: Luayn Ruch-Hammond, City Administrator
Re: General Fund Budget 2017
Date: December 12, 2016

Background

This is the proposed General Fund Budget for the City of Mayer for tax collection year 2017. Staff has made some adjustments to the budget in the following areas: Community Center Electric Utilities, Police Contract, Hwys Streets and Roads and compost.

This memo will also address the PTO pay out for City employees.

Community Center

The line item for electricity is currently at \$7,186.66 the preliminary proposed budget was at \$6,950.00. The City still has the month of December to pay electricity. Monthly bills are between \$500 to \$600 a month. Staff added \$850 to the 2017 proposed electric line item for a total of \$7,800.

Police Contract

Staff discussed with Commander Tschida about the use of overtime for the additional hours. The City had budgeted in the preliminary budget the amount of \$57,470 for the additional position. Commander Tschida in his email suggests that the City budget \$30,000 with the understanding that the position will be filled in July. When the City received the contract the amount in the contract was \$25,255.00. Staff used the amount in the contract for the budget. The total for police services with the \$2,100 for the drug task force is \$118,903.00.

Hwys Streets and Roads

An adjustment to the contract services line item increased by \$500 this is the line item for street sweeping. Also, increase the capital outlay line item by \$20,000 with the leftover amount from 2016 and the 2017 the City should be able to obtain competitive prices for seal coating for 2017. Also a reduction in the salary line item for the public works new employee by \$9,360 for wages that currently are accounted for in the parks budget.

12/12/2016

Compost Employee

This is increase from 2016 is for a couple of reasons. First, the City is now staffing the compost site every Saturday. That increases time by 104 hours. (52 weeks x4 hours) Second, there is new federal law about minimum wage requirements. Employees need to be paid at least \$9.25 per hour current employee is at \$8.75. The proposed wage increase is to \$9.75 per hour. Total additional expense for compost is \$1,327.00. Staff will be requesting additional funds from the County as a part of the solid waste grant for coverage of the additional Saturday's.

PTO Pay Out

The following is from the current Personnel Policy on Annual Leave pay out or conversion to deferred compensation plan.

Total cost to the City for the City Administrator, Public Works and Deputy Clerk for wages, PERA and FICA would be \$7,184.00. That is if all employees are eligible and opt to take the pay out.

Annual Leave Conversion

Annual leave will be eligible for conversion to cash or to a 457 deferred compensation plan on an hour-for-hour basis (subject to IRS maximum deferral regulations and Minnesota law) annually with the following conditions. Up to 40% of the annual leave balance, not to exceed eighty (80) hours, may be converted each year provided the employee has used at least 30% of his/her annual accrual during the current calendar year and has a balance of at least 176 hours. The minimum balance requirement will be determined as of the first payroll in December. Payment will be based on the employee's current hourly rate on December 1.

Conversion to cash or deferred compensation will occur in the second payroll of the following year with specific dates to be determined by accounting each year. Accounting will notify all employees in November of each year as to the dates and conversion options. The conversion will be part of regular payroll and will not be paid in a separate check. Regular rate for the purpose of this policy is the employee's straight time rate not including overtime, pay differentials, out-of-class adjustments or any other additions to regular pay.

Final Budget Amount

With the above changes the final General Fund Budget amount is \$948,225.00. This is \$2,200.00 less than the preliminary budget.

General Fund	Preliminary Levy	Proposed Levy
General Government	\$290,378.00	\$298,040.00
Public Safety	\$330,827.00	\$305,473.00
Public Works Streets	\$224,360.00	\$238,525.00
Parks and Recreation	\$98,350.00	\$98,350.00
Compost	\$1,960.00	\$3,287.00

12/12/2016

Operating EDA	\$4,550.00	\$4,550.00
Total General Fund	\$950,425.00	\$948,225.00

Debt		
East Side and Highway 25	\$154,654.00	\$154,654.00
Sewer Debt	\$273,000.00	\$273,000.00
Fire Station	\$8,308.00	\$8,308.00
Fire Truck	\$21,749.00	\$21,749.00
Total Debt	\$457,711.00	\$457,711.00

Total Expenditures for the 2016 Budget	\$1,408,136.00	\$1,405,936.00
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Using the above expenditures \$1,405,936.00 and revenues of \$298,717.00 for Local Government Aid and miscellaneous revenues of \$176,847.00 for a total of \$475,564.00 in revenues minus the \$1,405,936.00 the total levy would be \$930,372.00 with \$472,661.00 for the General Fund and \$457,711.00 for Debt payments.

General Fund Levy	Preliminary Levy	Proposed Levy
	\$494,289.00	\$472,661.00
DEBT SERVICE Levy		
East Side and Highway 25	\$154,654.00	
Sewer Debt	\$273,000.00	
Fire Station	\$8,308.00	
Fire Truck	\$21,749.00	
Total Debt	\$457,711.00	\$457,711.00
Total Levy	952,000.00	\$930,372.00

The City originally certified to the County \$952,000 as the preliminary levy for a tax rate of 53.031%. Using the \$930,372 the tax rate would be 51.503%. The difference in City taxes on the two rates would be \$33.00 for the year.

Levy	\$952,000	Levy	\$930,372.00
House Value	\$220,000.00	House Value	\$220,000.00
Class Rate	1%	Class Rate	1%
Tax Capacity	2200	Tax Capacity	2200
Tax Rate	0.53031	Tax Rate	0.51503
City Tax	\$1,166.68	City Tax	\$1,133.07

BUDGET HISTORY 2014-2017

	2014	2015	2016	2016	2017	2017
	Actual	Actual	Budget	Actual	Proposed	Changes
General Government	\$74,130.07	\$86,595.07	\$76,600.00	\$57,605.17	\$81,500.00	\$4,900.00
Council Wages	\$14,240.36	\$16,428.87	\$17,111.00	\$3,939.71	\$17,111.00	\$0.00
Administrator	\$47,026.12	\$97,078.17	\$100,556.00	\$46,253.88	\$108,096.00	\$7,540.00
Boards & Commissions	\$960.03	\$330.00	\$1,440.00	\$0.00	\$1,440.00	\$0.00
City Clerk/Deputy	\$35,218.46	\$38,048.76	\$33,406.20	\$5,049.72	\$21,453.00	-\$11,953.20
Elections	\$2,729.85	\$1,015.37	\$3,275.00	\$0.00	\$1,050.00	-\$2,225.00
Assessment Servces	\$11,244.50	\$11,634.00	\$11,750.00	\$0.00	\$12,500.00	\$750.00
Planning and Zoning	\$4,581.76	\$6,257.57	\$8,110.00	\$5,185.85	\$8,110.00	\$0.00
Computer	\$2,284.00	\$4,322.66	\$3,900.00	\$2,344.33	\$2,400.00	-\$1,500.00
Community Center	\$41,182.79	\$30,679.10	\$41,695.00	\$27,830.05	\$44,380.00	\$2,685.00
Police Contract	\$78,042.51	\$77,267.56	\$84,668.00	\$43,193.21	\$118,903.00	\$34,235.00
Fire Protection	\$42,485.60	\$39,621.09	\$53,330.00	\$10,710.18	\$54,095.00	\$765.00
WAFTA	\$2,000.00	\$2,000.00	\$2,000.00	\$0.00	\$2,000.00	\$0.00
Fire Equipment	\$34,277.89	\$33,270.54	\$97,200.00	\$9,171.99	\$98,800.00	\$1,600.00
Fire Station	\$11,488.26	\$10,501.43	\$10,908.50	\$3,821.66	\$10,575.00	-\$333.50
FD Truck Payment				\$0.00		\$0.00
FD Relief Associatin	\$9,096.00	\$3,979.00		\$0.00		\$0.00
Buidling Inspections	\$15,617.76	\$25,504.03	\$20,000.00	\$27,981.21	\$20,000.00	\$0.00
Civil Defense	\$1,640.00	\$200.00	\$450.00	\$200.00	\$450.00	\$0.00
Animal Control	\$0.00	\$0.00	\$650.00	\$0.00	\$650.00	\$0.00
Public Works						\$0.00
Hwys Streets and Roads	\$57,879.14	\$54,444.25	\$122,380.00	\$39,507.31	\$137,760.00	\$15,380.00
Ice and Snow Removal		\$10,493.35	\$27,000.00	\$16,804.81	\$27,000.00	\$0.00
Storm Drainage	\$717.50	\$1,103.58	\$10,000.00	\$0.00	\$10,000.00	\$0.00
Street Lighting	\$24,178.89	\$26,568.45	\$30,055.00	\$15,341.40	\$25,545.00	-\$4,510.00
Maintenance Bldg		\$20,131.31	\$22,500.00	\$14,847.22	\$38,220.00	\$15,720.00
Park and Rec		\$41,681.55	\$100,136.00	\$49,710.72	\$98,350.00	-\$1,786.00
Baseball Park						\$0.00
EDA	\$931.25	\$1,010.00	\$2,950.00	\$720.00	\$4,550.00	\$1,600.00
Compost	\$2,416.11	\$2,028.42	\$2,370.00	\$1,174.45	\$3,287.00	\$917.00
Recycling						\$0.00
Sales Tax		\$0.00				\$0.00
Total	\$514,368.85	\$642,194.13	\$884,440.70	\$381,392.87	\$948,225.00	\$63,784.30
Fire Station Debt	\$8,308.00	\$8,308.00	\$8,308.00	\$8,308.00	\$8,308.00	
Fire Truck Payment (10 yrs)		\$38,965.00	\$38,965.00	\$39,823.05	\$21,749.00	
Debt Service HWY 25 an	\$163,000.00	\$149,560.00	\$147,934.00	\$147,934.00	\$154,653.74	
Total Exp & Debt		\$839,027.13	\$1,079,647.70	\$577,457.92	\$1,132,935.74	
Sewer Debt	\$390,000.00	\$336,000.00	\$309,000.00	\$309,000.00	\$273,000.00	26 permits in
Total Exp & Debt	\$1,075,676.85	\$1,175,027.13	\$1,388,647.70	\$886,457.92	\$1,405,935.74	2015
Minus LGA	-\$290,000.00	\$275,000.00	\$298,017.00		\$298,717.00	
Minus Revenues	-\$120,033.50	\$137,707.00	\$142,185.57		\$176,847.00	
Total Revenues	-\$410,033.50	\$412,707.00	\$440,202.57		\$475,564.00	
General Fund Levy		\$414,891.00	\$444,229.00		\$472,661.00	
Debt Levy		\$532,833.00	\$505,065.00		\$457,710.74	
Property Tax Levy	\$918,159.99	#REF!	\$949,294.00		\$930,371.74	
					\$7,184.00	
					\$937,555.74	
Amout Levied					\$952,000.00	

CARVER COUNTY
Pay 2017 Tax Base Estimates (August) Level 11
Tax Capacity

(Use Assessor's Abstract for this form unless otherwise noted.)

Townships	EMV (Line 36)	Taxable MV (Line 1036)	Ref MV (Line 1039)	Tax Capacity (before adj.) (Line 1031)	TIF Capt'd TC (Line 1040)	FD Cont TC (Line 1060)	Adj TC (Line 1031 - Line 1040 - Line 1060)	FD Dist TC (Line 1070)	FD Dist \$ (Table VIII Col. H)
Benton	212,899,900	206,399,000	87,047,500	1,721,417	-	68,130	1,653,287	37,933	4,658
Camden	209,430,000	202,143,800	90,380,400	1,644,488	-	47,853	1,596,635	55,286	7,678
Dahlgren	322,881,900	296,758,600	176,869,800	2,731,307	-	139,442	2,591,865	75,268	10,529
Hancock	99,240,100	96,254,400	27,397,200	686,663	-	3,476	683,187	13,760	2,091
Hollywood	228,862,700	220,212,500	96,609,000	1,774,191	-	61,878	1,712,313	60,071	10,321
Laketown	335,853,100	297,389,400	228,000,100	2,891,027	-	59,370	2,831,657	207,975	33,576
San Francisco	171,272,000	164,924,900	105,221,500	1,472,648	-	7,972	1,464,676	53,370	11,034
Waconia	260,812,800	240,844,800	158,012,400	2,249,663	-	83,580	2,166,083	76,944	6,202
Watertown	268,293,800	255,916,900	156,857,800	2,358,227	-	130,626	2,227,601	75,746	12,532
Young America	193,866,600	188,063,600	78,082,600	1,626,806	-	89,972	1,536,834	31,473	5,638
Cities									
Carver	414,356,100	392,759,200	401,657,300	4,166,659	190,587	159,083	3,816,989	576,779	282,608
Chanhassen	3,936,147,600	3,830,438,400	3,868,866,300	44,045,264	-	3,464,011	40,581,253	1,949,199	472,643
Chaska	2,649,402,600	2,506,367,300	2,544,308,900	29,614,642	658,963	3,226,815	25,728,864	3,313,011	862,509
Cologne	151,662,100	140,983,900	146,774,500	1,508,264	-	75,060	1,433,204	253,448	179,852
Hamburg	26,625,500	22,014,800	26,294,700	240,726	-	15,440	225,286	130,673	168,559
Mayer	151,218,700	139,548,200	149,568,200	1,492,845	-	77,557	1,415,288	341,999	201,450
New Germany	27,728,200	24,366,800	25,424,700	268,537	-	18,204	250,333	95,611	105,342
Norwood Young America	255,586,100	231,129,800	251,349,800	2,748,710	114,297	354,224	2,280,189	771,113	511,709
Victoria	1,276,759,800	1,245,400,100	1,249,378,800	13,132,191	237,594	241,813	12,652,784	732,701	229,337
Waconia	1,245,541,800	1,192,626,800	1,233,530,400	13,726,006	177,701	1,199,301	12,349,004	1,435,725	707,339
Watertown	284,153,600	261,086,500	280,969,400	2,827,794	-	152,264	2,675,530	842,432	496,604
School Districts									
SD # 108	1,015,311,100	957,191,400	651,463,900	9,108,382	114,297	610,620	8,383,465	1,265,745	322,324
SD # 110	2,098,734,000	1,991,569,800	1,790,018,600	21,304,489	299,366	1,504,787	19,500,336	1,868,480	840,680
SD # 111	890,718,600	837,199,800	662,531,400	8,045,991	-	350,413	7,695,578	1,311,628	730,700
SD # 112	7,162,992,800	6,832,260,500	6,808,277,200	78,459,648	965,479	7,092,738	70,401,431	5,805,777	3,725,512
SD # 276	1,417,863,900	1,405,371,700	1,412,364,800	14,938,981	-	108,219	14,830,762	845,785	423,712
SD # 424	500,600	500,600	115,400	5,116	-	78	5,038	46	15
SD # 716	127,078,500	122,647,700	54,834,500	996,240	-	4,373	991,867	31,115	14,045
SD # 2687	7,072,200	6,621,500	2,000,800	46,467	-	-	46,467	1,664	911
SD # 2859	2,323,300	2,266,700	994,700	22,761	-	4,843	17,918	277	73
Carver County Watersheds									
#1 Lower Minnesota (060)	593,613,400	559,696,800	573,162,200	6,446,590	111,178	580,827	5,754,585	679,530	4,228
#2 Riley Purgatory (064)	3,075,844,000	2,978,249,500	3,015,816,100	34,605,074	-	3,098,939	31,506,135	1,530,918	28,069
#3 Minnehaha Creek (062)	2,191,636,600	2,139,611,300	2,117,288,400	22,551,443	237,594	375,291	21,938,558	1,259,660	22,312
#4 Buffalo Creek (005)	18,582,500	18,207,900	5,720,500	154,239	-	1,111	153,128	3,239	27
CCWMO (067)	6,842,918,500	6,459,864,200	5,670,614,100	69,170,729	1,030,370	5,619,903	62,520,456	7,657,170	69,846
Miscellaneous:									
Met Council	12,722,595,000	12,155,629,700	11,382,601,300	132,928,075	1,379,142	9,676,071	121,872,862	11,130,517	101,757
Transit Dist - Chan & Chaska	6,585,550,200	6,336,805,700	6,413,175,200	73,659,906	658,963	6,690,826	66,310,117	5,262,210	78,383
Mosquito Control	12,722,595,000	12,155,629,700	11,382,601,300	132,928,075	1,379,142	9,676,071	121,872,862	11,130,517	53,218
Carver County CDA	12,722,595,000	12,155,629,700	11,382,601,300	132,928,075	1,379,142	9,676,071	121,872,862	11,130,517	189,361
Carver Co Rail Authority	12,722,595,000	12,155,629,700	11,382,601,300	132,928,075	1,379,142	9,676,071	121,872,862	11,130,517	12,211
Chaska EDA	2,649,402,600	2,506,367,300	2,544,308,900	29,614,642	658,963	3,226,815	25,728,864	3,313,011	50,332
NYA EDA	255,586,100	231,129,800	251,349,800	2,748,710	114,297	354,224	2,280,189	771,113	11,284
Victoria EDA	1,276,759,800	1,245,400,100	1,249,378,800	13,132,191	237,594	241,813	12,652,784	732,701	10,226
Watertown EDA	284,153,600	261,086,500	280,969,400	2,827,794	-	152,264	2,675,530	842,432	11,681
County	12,722,595,000	12,155,629,700	11,382,601,300	132,928,075	1,379,142	9,676,071	121,872,862	11,130,517	4,326,840

General Fund EXP 2017

Current Period: December 2016

Account Descr	2015 Amt	2016 Adopted	2016 YTD Amt	2017 Budget
FUND 100 GENERAL FUND				
Dept 41000 General Government				
E 100-41000-200 Office Supplies	\$3,106.11	\$3,000.00	\$3,658.21	\$3,000.00
E 100-41000-208 Training and Instruction	\$0.00	\$0.00	\$0.00	\$0.00
E 100-41000-300 Professional Svcs	\$0.00	\$0.00	\$0.00	\$0.00
E 100-41000-301 Auditing and Acct g Services	\$29,283.03	\$25,000.00	\$22,608.94	\$30,000.00
E 100-41000-303 Engineering Fees	\$22,377.00	\$15,000.00	\$14,311.00	\$15,000.00
E 100-41000-304 Legal Fees	\$7,855.49	\$10,000.00	\$11,277.81	\$10,000.00
E 100-41000-315 ACH Processing Fees	\$28.00	\$0.00	\$57.00	\$0.00
E 100-41000-321 Telephone	\$2,699.54	\$3,000.00	\$2,357.24	\$3,000.00
E 100-41000-322 Postage	\$1,168.74	\$1,500.00	\$1,107.99	\$1,500.00
E 100-41000-331 Travel Expenses	\$0.00	\$0.00	\$101.52	\$0.00
E 100-41000-340 Advertising	\$770.40	\$900.00	\$579.50	\$900.00
E 100-41000-350 Print/Binding	\$0.00	\$0.00	\$190.61	\$0.00
E 100-41000-351 Legal Notices Publishing	\$2,367.16	\$750.00	\$1,645.20	\$1,000.00
E 100-41000-355 Gopher State Locates	\$0.00	\$0.00	\$0.00	\$0.00
E 100-41000-360 Insurance (GENERAL)	\$13,598.45	\$13,000.00	\$12,468.00	\$14,000.00
E 100-41000-430 Miscellaneous (GENERAL)	\$21.11	\$0.00	-\$0.01	\$0.00
E 100-41000-432 Uncollectable Checks	\$296.04	\$0.00	\$214.39	\$0.00
E 100-41000-433 Dues and Subscriptions	\$2,124.00	\$2,200.00	\$2,327.00	\$2,200.00
E 100-41000-490 Donations to Civic Org s	\$0.00	\$0.00	\$1,500.00	\$0.00
E 100-41000-500 Capital Outlay (GENERAL)	\$0.00	\$0.00	\$0.00	\$0.00
E 100-41000-620 Fiscal Agent s Fees	\$900.00	\$2,250.00	\$0.00	\$900.00
E 100-41000-700 Transfers (GENERAL)	\$0.00	\$0.00	\$0.00	\$0.00
E 100-41000-810 Refunds/Reimbursements	\$0.00	\$0.00	\$0.00	\$0.00
Dept 41000 General Government	\$86,595.07	\$76,600.00	\$74,404.40	\$81,500.00
Dept 41100 Council Wages				
E 100-41100-100 Wages and Salaries	\$13,900.00	\$14,000.00	\$9,390.00	\$14,000.00
E 100-41100-180 Employee Withholdings	\$1,061.11	\$1,071.00	\$718.38	\$1,071.00
E 100-41100-208 Training and Instruction	\$305.00	\$1,000.00	\$35.00	\$1,000.00
E 100-41100-300 Professional Svcs	\$360.00	\$540.00	\$360.00	\$540.00
E 100-41100-331 Travel Expenses	\$802.76	\$500.00	\$0.00	\$500.00
Dept 41100 Council Wages	\$16,428.87	\$17,111.00	\$10,503.38	\$17,111.00
Dept 41300 Administrator				
E 100-41300-100 Wages and Salaries	\$77,926.55	\$80,126.00	\$67,654.40	\$82,528.75
E 100-41300-120 Employer Contrib Ret	\$5,844.51	\$6,010.00	\$5,074.08	\$6,198.00
E 100-41300-131 Employer Paid Health	\$6,000.00	\$6,000.00	\$5,500.00	\$7,200.00
E 100-41300-133 Employer Paid Dental	\$478.20	\$498.60	\$468.50	\$518.40
E 100-41300-134 Employer Paid Life	\$41.40	\$41.40	\$37.95	\$41.40
E 100-41300-180 Employee Withholdings	\$5,961.36	\$6,130.00	\$5,175.50	\$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	\$559.67	\$750.00
Dept 41300 Administrator	\$97,078.17	\$100,556.00	\$84,633.30	\$104,551.55
Dept 41330 Boards and Commissions				
E 100-41330-430 Miscellaneous (GENERAL)	\$330.00	\$1,440.00	\$0.00	\$1,440.00
Dept 41330 Boards and Commissions	\$330.00	\$1,440.00	\$0.00	\$1,440.00
Dept 41400 City Clerk/Deputy				
E 100-41400-100 Wages and Salaries	\$32,738.21	\$28,321.00	\$9,310.08	\$13,680.00
E 100-41400-120 Employer Contrib Ret	\$2,286.43	\$2,124.60	\$667.73	\$1,026.00
E 100-41400-130 Employer Paid Ins	\$0.00	\$0.00	\$0.00	\$0.00
E 100-41400-131 Employer Paid Health	\$0.00	\$0.00	\$1,020.00	\$2,448.00
E 100-41400-133 Employer Paid Dental	\$478.20	\$498.60	\$127.99	\$177.00
E 100-41400-134 Employer Paid Life	\$41.40	\$42.00	\$10.47	\$14.50
E 100-41400-180 Employee Withholdings	\$2,504.52	\$2,170.00	\$712.20	\$1,048.00

Account Descr	2015 Amt	2016 Adopted	2016 YTD Amt	2017 Budget
E 100-41400-208 Training and Instruction	\$0.00	\$0.00	\$120.00	\$1,000.00
E 100-41400-331 Travel Expenses	\$0.00	\$250.00	\$28.08	\$400.00
Dept 41400 City Clerk/Deputy	\$38,048.76	\$33,406.20	\$11,996.55	\$19,793.50
Dept 41410 Elections				
E 100-41410-100 Wages and Salaries	\$0.00	\$2,500.00	\$1,484.41	\$0.00
E 100-41410-210 Operating Supplies	\$0.00	\$0.00	\$114.31	\$0.00
E 100-41410-331 Travel Expenses	\$0.00	\$400.00	\$266.11	\$0.00
E 100-41410-350 Print/Binding	\$1,015.37	\$0.00	\$0.00	\$1,050.00
E 100-41410-351 Legal Notices Publishing	\$0.00	\$75.00	\$410.40	\$0.00
E 100-41410-430 Miscellaneous (GENERAL)	\$0.00	\$300.00	\$134.54	\$0.00
Dept 41410 Elections	\$1,015.37	\$3,275.00	\$2,409.77	\$1,050.00
Dept 41550 Assessment Services				
E 100-41550-300 Professional Srvs	\$11,634.00	\$11,750.00	\$12,124.00	\$12,500.00
Dept 41550 Assessment Services	\$11,634.00	\$11,750.00	\$12,124.00	\$12,500.00
Dept 41910 Planning and Zoning				
E 100-41910-100 Wages and Salaries	\$0.00	\$0.00	\$0.00	\$0.00
E 100-41910-110 Other Pay Boards & Commissions	\$1,110.00	\$3,100.00	\$90.00	\$3,110.00
E 100-41910-120 Employer Contrib Ret	\$0.00	\$0.00	\$0.00	\$0.00
E 100-41910-131 Employer Paid Health	\$0.00	\$0.00	\$0.00	\$0.00
E 100-41910-180 Employee Withholdings	\$0.00	\$0.00	\$0.00	\$0.00
E 100-41910-208 Training and Instruction	\$0.00	\$0.00	\$0.00	\$0.00
E 100-41910-300 Professional Srvs	\$5,147.57	\$5,000.00	\$9,514.21	\$5,000.00
E 100-41910-303 Engineering Fees	\$0.00	\$0.00	\$0.00	\$0.00
E 100-41910-331 Travel Expenses	\$0.00	\$0.00	\$0.00	\$0.00
Dept 41910 Planning and Zoning	\$6,257.57	\$8,100.00	\$9,604.21	\$8,110.00
Dept 41920 Computer				
E 100-41920-312 Software Support	\$1,590.00	\$1,600.00	\$1,009.99	\$1,600.00
E 100-41920-400 Repairs & Maint Cont	\$177.98	\$300.00	\$261.00	\$300.00
E 100-41920-500 Capital Outlay (GENERAL)	\$2,554.68	\$2,000.00	\$2,074.34	\$500.00
Dept 41920 Computer	\$4,322.66	\$3,900.00	\$3,345.33	\$2,400.00
Dept 41940 Community Center				
E 100-41940-100 Wages and Salaries	\$0.00	\$0.00	\$0.00	\$0.00
E 100-41940-120 Employer Contrib Ret	\$0.00	\$0.00	\$0.00	\$0.00
E 100-41940-180 Employee Withholdings	\$0.00	\$0.00	\$0.00	\$0.00
E 100-41940-300 Professional Srvs	\$4,565.00	\$4,500.00	\$4,225.00	\$8,580.00
E 100-41940-321 Telephone	\$0.00	\$0.00	\$0.00	\$0.00
E 100-41940-381 Electric Utilities	\$6,696.07	\$6,585.00	\$7,186.66	\$7,800.00
E 100-41940-383 Gas Utilities	\$5,399.12	\$7,110.00	\$3,960.96	\$7,000.00
E 100-41940-400 Repairs & Maint Cont	\$7,566.51	\$6,000.00	\$9,878.62	\$6,000.00
E 100-41940-438 Comm Ctr Pop	\$0.00	\$0.00	\$0.00	\$0.00
E 100-41940-500 Capital Outlay (GENERAL)	\$6,452.40	\$17,500.00	\$3,703.57	\$15,000.00
E 100-41940-720 Transfer Out	\$2,759.00	\$0.00	\$8,893.00	\$0.00
E 100-41940-810 Refunds/Reimbursements	\$0.00	\$0.00	\$0.00	\$0.00
Dept 41940 Community Center	\$33,438.10	\$41,695.00	\$37,847.81	\$44,380.00
Dept 42100 Police Contract				
E 100-42100-300 Professional Srvs	\$77,267.56	\$82,568.00	\$83,186.42	\$116,803.00
E 100-42100-430 Miscellaneous (GENERAL)	\$0.00	\$2,100.00	\$1,350.00	\$2,100.00
Dept 42100 Police Contract	\$77,267.56	\$84,668.00	\$84,536.42	\$118,903.00
Dept 42200 Fire Protection				
E 100-42200-100 Wages and Salaries	\$24,411.00	\$28,546.00	\$90.00	\$30,000.00
E 100-42200-180 Employee Withholdings	\$1,867.50	\$2,184.00	\$6.89	\$2,295.00
E 100-42200-200 Office Supplies	\$114.99	\$200.00	\$7.18	\$200.00
E 100-42200-208 Training and Instruction	\$2,634.00	\$8,500.00	\$4,323.46	\$8,500.00
E 100-42200-230 Fire Department Explorers	\$0.00	\$500.00	\$0.00	\$500.00
E 100-42200-300 Professional Srvs	\$0.00	\$0.00	\$0.00	\$0.00

Account Descr	2015 Amt	2016 Adopted	2016 YTD Amt	2017 Budget
E 100-42200-305 Medical and Physicals	\$339.95	\$2,000.00	\$1,660.00	\$2,000.00
E 100-42200-322 Postage	\$7.05	\$125.00	\$231.13	\$125.00
E 100-42200-331 Travel Expenses	\$0.00	\$350.00	\$0.00	\$350.00
E 100-42200-360 Insurance (GENERAL)	\$8,409.88	\$9,800.00	\$6,284.00	\$9,000.00
E 100-42200-430 Miscellaneous (GENERAL)	\$1,060.77	\$125.00	\$75.00	\$125.00
E 100-42200-433 Dues and Subscriptions	\$775.95	\$1,000.00	\$925.00	\$1,000.00
E 100-42200-500 Capital Outlay (GENERAL)	\$0.00	\$0.00	\$0.00	\$0.00
E 100-42200-720 Transfer Out	\$59,603.00	\$0.00	\$55,395.00	\$0.00
E 100-42200-810 Refunds/Reimbursements	\$0.00	\$0.00	\$0.00	\$0.00
Dept 42200 Fire Protection	\$99,224.09	\$53,330.00	\$68,997.66	\$54,095.00
Dept 42247 WAFTA				
E 100-42247-400 Repairs & Maint Cont	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00
Dept 42247 WAFTA	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00
Dept 42260 Fire Equipment				
E 100-42260-212 Motor Fuels	\$1,552.28	\$2,200.00	\$1,029.55	\$1,800.00
E 100-42260-400 Repairs & Maint Cont	\$9,910.65	\$10,000.00	\$8,997.07	\$12,000.00
E 100-42260-406 800 Mgz Radios	\$1,441.55	\$5,000.00	\$726.35	\$5,000.00
E 100-42260-417 Uniform Rental	\$0.00	\$0.00	\$0.00	\$0.00
E 100-42260-500 Capital Outlay (GENERAL)	\$0.00	\$30,000.00	\$0.00	\$30,000.00
E 100-42260-517 PPE Purchase	\$0.00	\$5,000.00	\$0.00	\$5,000.00
E 100-42260-580 New Equipment	\$20,366.06	\$45,000.00	\$2,200.56	\$45,000.00
Dept 42260 Fire Equipment	\$33,270.54	\$97,200.00	\$12,953.53	\$98,800.00
Dept 42280 Fire Station				
E 100-42280-210 Operating Supplies	\$0.00	\$150.00	\$0.00	\$150.00
E 100-42280-321 Telephone	\$1,546.74	\$1,500.00	\$1,591.43	\$1,500.00
E 100-42280-381 Electric Utilities	\$1,494.31	\$1,616.50	\$1,565.68	\$1,475.00
E 100-42280-383 Gas Utilities	\$2,096.38	\$2,792.00	\$1,640.50	\$2,600.00
E 100-42280-400 Repairs & Maint Cont	\$1,276.65	\$4,850.00	\$1,412.87	\$4,850.00
E 100-42280-500 Capital Outlay (GENERAL)	\$4,087.35	\$0.00	\$3,232.00	\$0.00
E 100-42280-600 Debt Srv Prncpal	\$6,616.80	\$7,007.00	\$6,945.79	\$7,399.00
E 100-42280-601 Debt Srv Interest	\$1,691.20	\$1,301.00	\$1,362.21	\$909.00
Dept 42280 Fire Station	\$18,809.43	\$19,216.50	\$17,750.48	\$18,883.00
Dept 42282 Fire Dept Land				
E 100-42282-600 Debt Srv Prncpal	\$0.00	\$0.00	\$0.00	\$0.00
E 100-42282-601 Debt Srv Interest	\$0.00	\$0.00	\$0.00	\$0.00
Dept 42282 Fire Dept Land	\$0.00	\$0.00	\$0.00	\$0.00
Dept 42285 FD Truck Payment				
E 100-42285-600 Debt Srv Prncpal	\$0.00	\$35,000.00	\$0.00	\$19,293.00
E 100-42285-601 Debt Srv Interest	\$0.00	\$4,823.05	\$0.00	\$2,456.00
Dept 42285 FD Truck Payment	\$0.00	\$39,823.05	\$0.00	\$21,749.00
Dept 42290 FD Relief Association				
E 100-42290-124 Fire Pension Contributions	\$3,979.00	\$0.00	\$0.00	\$0.00
Dept 42290 FD Relief Association	\$3,979.00	\$0.00	\$0.00	\$0.00
Dept 42400 Building Inspection				
E 100-42400-300 Professional Svcs	\$25,504.03	\$20,000.00	\$40,066.49	\$20,000.00
E 100-42400-430 Miscellaneous (GENERAL)	\$0.00	\$0.00	\$0.00	\$0.00
Dept 42400 Building Inspection	\$25,504.03	\$20,000.00	\$40,066.49	\$20,000.00
Dept 42500 Civil Defense				
E 100-42500-381 Electric Utilities	\$0.00	\$0.00	\$0.00	\$0.00
E 100-42500-400 Repairs & Maint Cont	\$200.00	\$450.00	\$200.00	\$450.00
E 100-42500-500 Capital Outlay (GENERAL)	\$0.00	\$0.00	\$0.00	\$0.00
Dept 42500 Civil Defense	\$200.00	\$450.00	\$200.00	\$450.00
Dept 42700 Animal Control				
E 100-42700-300 Professional Svcs	\$0.00	\$650.00	\$0.00	\$650.00

Account Descr	2015 Amt	2016 Adopted	2016 YTD Amt	2017 Budget
Dept 42700 Animal Control	\$0.00	\$650.00	\$0.00	\$650.00
Dept 43000 Public Works				
E 100-43000-360 Insurance (GENERAL)	\$0.00	\$0.00	\$0.00	\$0.00
E 100-43000-720 Transfer Out	\$0.00	\$0.00	\$0.00	\$0.00
Dept 43000 Public Works	\$0.00	\$0.00	\$0.00	\$0.00
Dept 43100 Hwys, Streets, & Roads				
E 100-43100-100 Wages and Salaries	\$25,943.46	\$25,080.00	\$21,886.94	\$52,778.00
E 100-43100-120 Employer Contrib Ret	\$1,857.37	\$1,880.00	\$1,641.53	\$4,660.50
E 100-43100-131 Employer Paid Health	\$1,320.00	\$1,900.00	\$1,210.00	\$9,000.00
E 100-43100-133 Employer Paid Dental	\$239.09	\$249.00	\$234.25	\$700.50
E 100-43100-134 Employer Paid Life	\$20.71	\$21.00	\$18.98	\$21.00
E 100-43100-180 Employee Withholdings	\$1,984.70	\$1,920.00	\$1,674.38	\$4,039.00
E 100-43100-208 Training and Instruction	\$597.00	\$1,000.00	\$445.97	\$1,000.00
E 100-43100-210 Operating Supplies	\$1,445.31	\$750.00	\$894.07	\$750.00
E 100-43100-212 Motor Fuels	\$2,919.09	\$3,000.00	\$1,965.29	\$3,000.00
E 100-43100-300 Professional Svcs	\$0.00	\$0.00	\$1,800.00	\$0.00
E 100-43100-303 Engineering Fees	\$3,481.00	\$0.00	\$0.00	\$0.00
E 100-43100-304 Legal Fees	\$0.00	\$0.00	\$0.00	\$0.00
E 100-43100-310 Contract Services	\$0.00	\$2,400.00	\$1,200.00	\$2,500.00
E 100-43100-321 Telephone	\$169.33	\$180.00	\$182.43	\$180.00
E 100-43100-331 Travel Expenses	\$0.00	\$0.00	\$0.00	\$150.00
E 100-43100-360 Insurance (GENERAL)	\$0.00	\$2,000.00	\$0.00	\$2,000.00
E 100-43100-400 Repairs & Maint Cont	\$14,467.19	\$15,000.00	\$14,593.80	\$15,000.00
E 100-43100-430 Miscellaneous (GENERAL)	\$0.00	\$0.00	\$32.78	\$0.00
E 100-43100-500 Capital Outlay (GENERAL)	\$44,644.97	\$67,000.00	\$22,045.72	\$40,000.00
Dept 43100 Hwys, Streets, & Roads	\$99,089.22	\$122,380.00	\$69,826.14	\$135,779.00
Dept 43124 Sidewalks and Crosswalk				
E 100-43124-300 Professional Svcs	\$0.00	\$0.00	\$0.00	\$0.00
Dept 43124 Sidewalks and Crosswalk	\$0.00	\$0.00	\$0.00	\$0.00
Dept 43125 Ice & Snow Removal				
E 100-43125-229 Sand & Salt	\$2,788.35	\$7,000.00	\$4,819.81	\$7,000.00
E 100-43125-300 Professional Svcs	\$7,705.00	\$20,000.00	\$11,985.00	\$20,000.00
Dept 43125 Ice & Snow Removal	\$10,493.35	\$27,000.00	\$16,804.81	\$27,000.00
Dept 43150 Storm Drainage				
E 100-43150-303 Engineering Fees	\$0.00	\$2,500.00	\$542.50	\$2,500.00
E 100-43150-430 Miscellaneous (GENERAL)	\$3.58	\$0.00	\$0.00	\$0.00
E 100-43150-500 Capital Outlay (GENERAL)	\$1,100.00	\$7,500.00	\$0.00	\$7,500.00
Dept 43150 Storm Drainage	\$1,103.58	\$10,000.00	\$542.50	\$10,000.00
Dept 43160 Street Lighting				
E 100-43160-381 Electric Utilities	\$24,670.08	\$30,055.00	\$25,492.58	\$25,545.00
E 100-43160-400 Repairs & Maint Cont	\$1,898.37	\$0.00	\$63.64	\$0.00
Dept 43160 Street Lighting	\$26,568.45	\$30,055.00	\$25,556.22	\$25,545.00
Dept 43700 Maintenance Bldg				
E 100-43700-200 Office Supplies	\$0.00	\$0.00	\$54.06	\$0.00
E 100-43700-321 Telephone	\$0.00	\$0.00	\$676.02	\$960.00
E 100-43700-381 Electric Utilities	\$0.00	\$0.00	\$476.79	\$1,080.00
E 100-43700-383 Gas Utilities	\$0.00	\$0.00	\$127.20	\$1,800.00
E 100-43700-400 Repairs & Maint Cont	\$482.97	\$2,500.00	\$1,526.35	\$9,380.00
E 100-43700-500 Capital Outlay (GENERAL)	\$16,038.90	\$15,000.00	\$15,941.11	\$20,000.00
E 100-43700-580 New Equipment	\$3,609.44	\$5,000.00	\$1,997.85	\$5,000.00
Dept 43700 Maintenance Bldg	\$20,131.31	\$22,500.00	\$20,799.38	\$38,220.00
Dept 45000 Park and Rec				
E 100-45000-100 Wages and Salaries	\$4,288.40	\$7,680.00	\$6,895.52	\$9,360.00
E 100-45000-110 Other Pay Boards & Commissions	\$1,230.00	\$1,500.00	\$0.00	\$1,500.00

Account Descr	2015 Amt	2016 Adopted	2016 YTD Amt	2017 Budget
E 100-45000-120 Employer Contrib Ret	\$0.00	\$0.00	\$0.00	\$0.00
E 100-45000-180 Employee Withholdings	\$328.07	\$588.00	\$527.51	\$716.00
E 100-45000-212 Motor Fuels	\$1,264.13	\$1,100.00	\$1,652.44	\$1,300.00
E 100-45000-300 Professional Svcs	\$6,224.64	\$6,240.00	\$1,943.11	\$7,400.00
E 100-45000-303 Engineering Fees	\$483.00	\$2,000.00	\$195.00	\$2,000.00
E 100-45000-360 Insurance (GENERAL)	\$5,862.00	\$5,900.00	\$3,101.00	\$6,077.00
E 100-45000-370 Recreation Program	\$2,585.76	\$1,000.00	\$410.00	\$2,000.00
E 100-45000-381 Electric Utilities	\$148.45	\$177.00	\$140.01	\$177.00
E 100-45000-400 Repairs & Maint Cont	\$7,880.85	\$4,000.00	\$4,275.55	\$5,000.00
E 100-45000-430 Miscellaneous (GENERAL)	\$1,089.88	\$1,000.00	\$374.67	\$1,000.00
E 100-45000-490 Donations to Civic Org s	\$0.00	\$0.00	\$0.00	\$0.00
E 100-45000-500 Capital Outlay (GENERAL)	\$9,211.33	\$59,451.00	\$42,417.23	\$59,820.00
E 100-45000-530 City Beautification	\$1,085.04	\$2,000.00	\$701.71	\$2,000.00
E 100-45000-580 New Equipment	\$0.00	\$7,500.00	\$9,124.99	\$0.00
E 100-45000-720 Transfer-Out	\$26,474.00	\$0.00	\$31,245.00	\$0.00
Dept 45000 Park and Rec	\$68,155.55	\$100,136.00	\$103,003.74	\$98,350.00
Dept 45300 Baseball Park				
E 100-45300-400 Repairs & Maint Cont	\$0.00	\$0.00	\$0.00	\$0.00
E 100-45300-500 Capital Outlay (GENERAL)	\$0.00	\$0.00	\$0.00	\$0.00
E 100-45300-580 New Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Dept 45300 Baseball Park	\$0.00	\$0.00	\$0.00	\$0.00
Dept 46340 Other Redevelopment/Housing				
E 100-46340-300 Professional Svcs	\$0.00	\$0.00	\$0.00	\$0.00
Dept 46340 Other Redevelopment/Housing	\$0.00	\$0.00	\$0.00	\$0.00
Dept 46500 Economic Develop mt (GENERAL)				
E 100-46500-110 Other Pay Boards & Commissions	\$180.00	\$450.00	\$0.00	\$450.00
E 100-46500-300 Professional Svcs	\$0.00	\$0.00	\$0.00	\$1,100.00
E 100-46500-321 Telephone	\$0.00	\$0.00	\$0.00	\$0.00
E 100-46500-322 Postage	\$0.00	\$0.00	\$0.00	\$0.00
E 100-46500-331 Travel Expenses	\$0.00	\$0.00	\$0.00	\$0.00
E 100-46500-340 Advertising	\$830.00	\$2,500.00	\$1,855.30	\$3,000.00
E 100-46500-350 Print/Binding	\$0.00	\$0.00	\$0.00	\$0.00
E 100-46500-720 Transfer Out	\$0.00	\$0.00	\$0.00	\$0.00
Dept 46500 Economic Develop mt (GENERAL)	\$1,010.00	\$2,950.00	\$1,855.30	\$4,550.00
Dept 47000 Debt Service (GENERAL)				
E 100-47000-610 Interest	\$0.00	\$0.00	\$0.00	\$0.00
Dept 47000 Debt Service (GENERAL)	\$0.00	\$0.00	\$0.00	\$0.00
Dept 49503 Refuse Collection/ Residents				
E 100-49503-300 Professional Svcs	\$0.00	\$0.00	\$0.00	\$0.00
Dept 49503 Refuse Collection/ Residents	\$0.00	\$0.00	\$0.00	\$0.00
Dept 49505 Compost				
E 100-49505-100 Wages and Salaries	\$1,597.50	\$2,200.00	\$1,773.87	\$3,052.00
E 100-49505-180 Employee Withholdings	\$119.15	\$170.00	\$130.37	\$235.00
E 100-49505-300 Professional Svcs	\$0.00	\$0.00	\$90.00	\$0.00
E 100-49505-322 Postage	\$311.77	\$0.00	\$325.99	\$0.00
E 100-49505-400 Repairs & Maint Cont	\$0.00	\$0.00	\$0.00	\$0.00
E 100-49505-430 Miscellaneous (GENERAL)	\$0.00	\$0.00	\$0.00	\$0.00
Dept 49505 Compost	\$2,028.42	\$2,370.00	\$2,320.23	\$3,287.00
Dept 49507 Organics				
E 100-49507-300 Professional Svcs	\$0.00	\$0.00	\$0.00	\$0.00
Dept 49507 Organics	\$0.00	\$0.00	\$0.00	\$0.00
Dept 49508 Recycling				
E 100-49508-300 Professional Svcs	\$262.00	\$0.00	\$0.00	\$0.00
Dept 49508 Recycling	\$262.00	\$0.00	\$0.00	\$0.00

HOW TO CALCULATE RESIDENTIAL HOMESTEAD PROPERTY TAX

To calculate property taxes for Residential Non-Homestead, Agricultural, Commercial, or Industrial classifications please contact the Carver County Taxpayer Services Department (952) 361-1910.

1. Determine the **CLASSIFICATION** and **TAXABLE MARKET VALUE** of the property assigned by the Carver County Assessor's Office.
2. Multiply the **MARKET VALUE** by the State Legislature-mandated percentages (**CLASS RATES** shown on the following page) based on the **CLASSIFICATION OF THE PROPERTY** (these percentages are uniform statewide). The result of this computation is called the **TAX CAPACITY**.

2 - Market Value of \$200,000 classified as Residential Homestead.

$$\begin{array}{l} \text{Calculate the Tax Capacity:} \\ 200,000 \times 1.00\% = 2,000 \end{array}$$

3. Determine the **TAX CAPACITY RATE** (tax capacity based) and **MARKET VALUE REFERENDA RATE** (market value based) for the property based on the taxing districts in which it is located. There are 96 different total tax rates in Carver County based on the unique combination of city, school district, and misc. districts. (See pages 21-23).
4. To calculate Net Tax or Tax Capacity (TC) based tax: Multiply the **TAX CAPACITY** of the property by the **TAX CAPACITY RATE**. (See pages 21-23)

4 - Calculate the NET TAX (excluding special assessments).

$$2,000 \times 106.272\% = \$2,125.44$$

5. To calculate Market Value (MV) based tax: Multiply the taxable **MARKET VALUE** of the property by the **MARKET VALUE REFERENDA RATE** (applicable to cities of Carver, Chanhassen, Norwood Young America (former Norwood city parcels only), Watertown, and school districts). (See pages 21-23)

5 - Calculate the MARKET VALUE BASED TAX:

$$200,000 \times .20179\% = \$403.58$$

6. To calculate amount of **HOMESTEAD MARKET VALUE CREDIT** (Applicable to Residential Homestead classes & House, Garage, & 1 Acre of Residential Ag parcels): Multiply the 1st \$76,000 of the **TAXABLE MARKET VALUE** by .40% (max of \$304.00). Then multiply the **TAXABLE MARKET VALUE** over \$76,000 by .09% and subtract it from \$304.00. (See table on page 23 for Residential Homestead Market Value Credit phase out calculation.)

6 - Calculate the HOMESTEAD MARKET VALUE CREDIT:

$$\begin{array}{r} 76,000 \quad \times \quad .40\% \quad = \quad \$304.00 \\ 124,000 \quad \times \quad .09\% \quad = \quad \$111.60 \\ \hline \$304.00 \quad - \quad \$111.60 \quad = \quad \$192.40 \end{array}$$

ESTIMATED TAX RATE CALCULATION

Please Enter Your City's Information in the Highlighted Cells:

Levy Information

\$ 952,000 Tax Capacity Based Levy Amount (after LGA)
 \$ - Market Value Based Levy

You can find the following information on the Tax Capacity Estimate Sheet Included

\$ 201,450 FD Distribution Dollars
 \$ 1,415,288 Adjusted Tax Capacity = Tax Capacity - TIF Capt'd TC - FD Contribution TC
 \$ - Ref Market Value

TAX TYPE	CERTIFIED LEVY	CARVER CO FD	LOCAL LEVY	TAXABLE VALUE	TAX RATE
Market Value Based	0	0	0	0	#DIV/0!
Tax Capacity Based	952,000	201,450	750,550	1,415,288	53.03160911%

ESTIMATED TAX RATE CALCULATION

Please Enter Your City's Information in the Highlighted Cells:

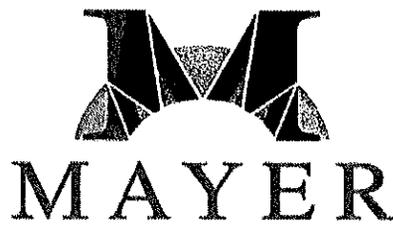
Levy Information

\$ 930,372 Tax Capacity Based Levy Amount (after LGA)
 \$ - Market Value Based Levy

You can find the following information on the Tax Capacity Estimate Sheet Included

\$ 201,450 FD Distribution Dollars
 \$ 1,415,288 Adjusted Tax Capacity = Tax Capacity - TIF Capt'd TC - FD Contribution TC
 \$ Ref Market Value

TAX TYPE	CERTIFIED LEVY	CARVER CO FD	LOCAL LEVY	TAXABLE VALUE	TAX RATE
Market Value Based	0	0	0	0	#DIV/0!
Tax Capacity Based	930,372	201,450	728,922	1,415,288	51.50343958%



CITY OF MAYER
FINAL 2017 GENERAL FUND BUDGET
AND DEBT LEVY
RESOLUTION NO. 12-12-2016-42

WHEREAS, The 2017 Proposed Budget Levy must be adopted by September 31, 2016; and

WHEREAS, The 2017 Actual Final Budget adopted subsequent to this resolution may be **higher or lower** and such amounts are not preordained; and

WHEREAS, The City Council will further review the budget for cost savings, reductions and adjustments before establishing the 2017 final budget;

BE IT RESOLVED, By the City Council of the City of Mayer, Minnesota that the budgeted expenditures, excluding depreciation, for each fund during the 2017 calendar fiscal year shall be as follows:

General Fund	Final Budget
General Government	\$298,040.00
Public Safety	\$305,473.00
Public Works Streets	\$238,525.00
Parks and Recreation	\$98,350.00
Compost	\$3,287.00
Operating EDA	\$4,550.00
Total General Fund	\$948,225.00
Debt	
East Side and Highway 25	\$154,654.00
Sewer Debt	\$273,000.00
Fire Station	\$8,308.00
Fire Truck	\$21,749.00
Total Debt	\$457,711.00
Total Expenditures for the 2017 General Fund Budget	\$1,405,936.00

Adopted by the Mayer City Council of the City of Mayer this 12th day of December, 2016.

Attest:

Janell Gildemeister, Deputy City Clerk

Gerald W. Thomas, Mayor



RESOLUTION 12-12-2016-43

ADOPTING YEAR 2016
FINAL TAX LEVY
FOR THE
CITY OF MAYER
COLLECTION
IN 2017

WHEREAS, The 2017 Preliminary Levy was adopted by September 30, 2016; and

WHEREAS, the City of Mayer is dependent upon collection of a tax to fund a portion of its operating budget and to pay bonded debt,

NOW THEREFORE BE IT RESOLVED, that the City Council of the City of Mayer, Carver County, Minnesota, hereby adopts the following preliminary tax levy for collection in 2017 upon taxable property in the City of Mayer for the following purposes:

General Fund Levy		\$494,289.00
DEBT SERVICE Levy		
East Side and Highway		
25	\$154,654.00	
Sewer Debt	\$273,000.00	
Fire Station	\$8,308.00	
Fire Truck	\$21,749.00	
	Total Debt	\$457,711.00
	Total Levy	952,000.00

Adopted this 12th day of December, 2016 by the Mayer City Council.

Gerald W. Thomas, Mayor

Attest:

Janell Gildemeister, Deputy City Clerk

REQUEST FOR CITY COUNCIL ACTION

Meeting Date: December 12, 2016
Item Name: Water and Sewer Budgets
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 sewer fund budget in the amount of \$825,382.00 and the water fund budget in the amount of \$450,356.00.

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

Staff has compiled water and sewer budgets for Council consideration. Staff will review the narrative for each utility with Council. The following is the history on the adopted budgets and actual budgets.

	Sewer Budget	Actual Sewer
2015	\$695,223.65	\$621,492.00
2016	\$727,437.35	\$667,296.00
2017	\$825,382.00	
	Water Budget	Actual Water
2015	\$399,193.95	\$404,272.73
2016	\$396,977.16	\$449,708.65
2017	\$450,356.00	

After review and discussion staff is requesting approval of the water and sewer budgets for 2017.

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. _____	



Water rates - current

		Water rates - projected increases					Target	per MRWA study
		1/1/2016	1/1/2017	1/1/2018	1/1/2019	1/1/2020		
Base	\$10.00	\$10.90	\$11.88	\$12.95	\$14.12	\$15.39	\$15.03	
0-6000	\$4.15	\$4.67	\$5.25	\$5.91	\$6.65	\$7.48	\$7.46	
6001-15,000	\$4.80	\$5.40	\$6.08	\$6.83	\$7.69	\$8.65	\$8.63	
15,001-20,000	\$5.65	\$6.36	\$7.15	\$8.04	\$9.05	\$10.18	\$10.14	
20,001 >	\$7.65	\$8.61	\$9.68	\$10.89	\$12.25	\$13.79	\$13.75	
6000 gallons/month	\$34.90	38.92	43.38	48.41	54.02	60.27	\$59.79 71.3% increase	
Real percentage increase		11.52%	11.46%	11.60%	11.59%	11.57%		

71.3% increase over 5 years is 14.26 per year increase

Yearly increase - base 9.00% projected increases can be changed by changing these values

Yearly increase - usage 12.50%

Sewer rates - current

		Sewer rates - projected increases					Target	per MRWA study
		1/1/2016	1/1/2017	1/1/2018	1/1/2019	1/1/2020		
Base	\$17.00	\$18.19	\$19.46	\$20.83	\$22.28	\$23.84	\$23.85	
per 1000 gallons	\$6.65	\$7.02	\$7.40	\$7.81	\$8.24	\$8.69	\$8.57	
6000 gallons/month	\$56.90	\$60.31	\$63.86	\$67.69	\$71.72	\$75.98	\$75.27 32.2% increase	
Real percentage increase		5.99%	5.89%	6.00%	5.95%	5.94%		

32.2% increase over 5 years is 6.44% per year increase

Yearly increase - base 7.00% projected increases can be changed by changing these values

Yearly increase - usage 5.50%

Is the data available on Banyan for the following information for the water and sewer funds?

1. the total amount billed for 'base' for the year - preferably for 2015 - or the last 12 consecutive months

Based on the amount being charged for the base, we could then extrapolate the number of bases that were charged

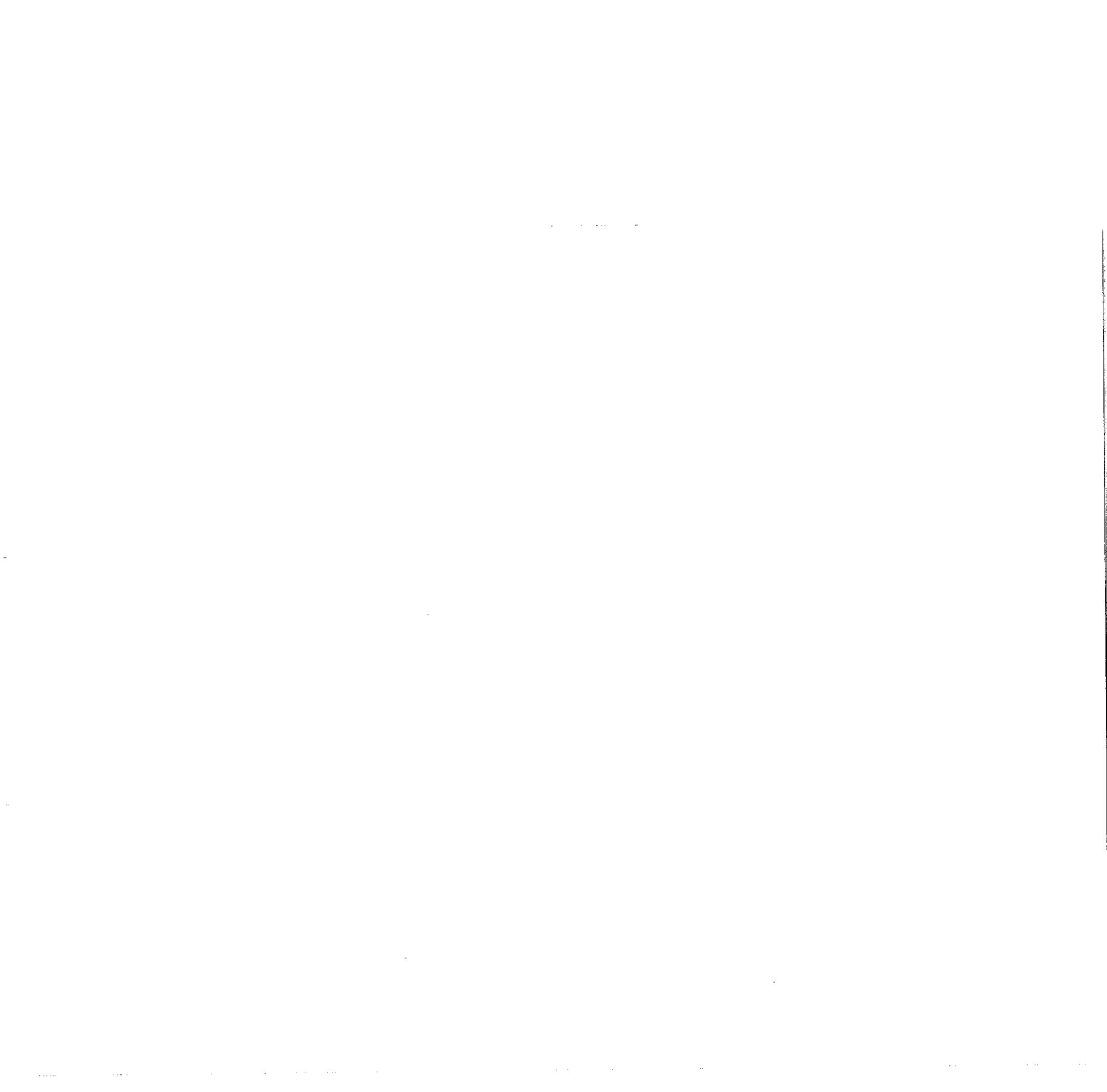
during the year.

2. the total amount billed for usage for the year and the total number of gallons that were charged

MAYER, MN
Water Fund Budget 2017
 Current Period: December 2016

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 Page 1

Account Descr	2015 Budget	2015 Amt	2016 Adopted	2016 YTD Amt	2017 Budget
Fund 620 WATER FUND					
Dept 47000 Debt Service (GENERAL)					
E 620-47000-600 Debt Srv Principal	\$225,000.00	\$0.00	\$233,750.00	\$0.00	\$258,250.00
E 620-47000-601 Debt Srv Interest	\$79,338.60	\$82,476.22	\$73,882.81	\$77,575.72	\$70,182.00
Dept 47000 Debt Service (GENERAL)	\$304,338.60	\$82,476.22	\$307,632.81	\$77,575.72	\$328,432.00
Dept 49000 Miscellaneous (GENERAL)					
E 620-49000-430 Miscellaneous (GENERAL)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Dept 49000 Miscellaneous (GENERAL)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Dept 49410 Water Treatment Facility					
E 620-49410-216 Chemicals and Chem Products	\$8,200.00	\$5,296.25	\$6,000.00	\$3,183.95	\$3,500.00
E 620-49410-321 Telephone	\$1,850.00	\$1,009.45	\$1,000.00	\$984.50	\$1,100.00
E 620-49410-381 Electric Utilities	\$19,500.00	\$19,408.39	\$19,270.00	\$20,091.21	\$21,000.00
E 620-49410-383 Gas Utilities	\$900.00	\$562.16	\$625.00	\$455.88	\$625.00
E 620-49410-400 Repairs & Maint Cont	\$3,000.00	\$4,738.71	\$4,000.00	\$2,501.94	\$4,000.00
E 620-49410-500 Capital Outlay (GENERAL)	\$9,500.00	\$1,008.12	\$4,000.00	\$1,503.67	\$8,000.00
Dept 49410 Water Treatment Facility	\$42,950.00	\$32,023.08	\$34,895.00	\$28,721.15	\$38,225.00
Dept 49420 State Connect Fee					
E 620-49420-430 Miscellaneous (GENERAL)	\$4,500.00	\$1,081.00	\$4,500.00	\$3,243.00	\$4,500.00
Dept 49420 State Connect Fee	\$4,500.00	\$1,081.00	\$4,500.00	\$3,243.00	\$4,500.00
Dept 49430 Tower					
E 620-49430-300 Professional Svcs	\$0.00	\$31,900.00	\$0.00	\$1,300.00	\$1,000.00
E 620-49430-381 Electric Utilities	\$0.00	\$0.00	\$0.00	\$0.00	\$1,500.00
E 620-49430-400 Repairs & Maint Cont	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00
E 620-49430-500 Capital Outlay (GENERAL)	\$500.00	\$131,193.00	\$500.00	\$18,200.00	\$0.00
Dept 49430 Tower	\$500.00	\$163,093.00	\$500.00	\$19,500.00	\$3,000.00
Dept 49435 Well #2					
E 620-49435-300 Professional Svcs	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00
E 620-49435-400 Repairs & Maint Cont	\$3,000.00	\$0.00	\$3,000.00	\$2,242.42	\$3,000.00
E 620-49435-500 Capital Outlay (GENERAL)	\$3,000.00	\$2,000.00	\$3,000.00	\$0.00	\$7,500.00
Dept 49435 Well #2	\$7,000.00	\$2,000.00	\$7,000.00	\$2,242.42	\$11,500.00
Dept 49440 WATER					
E 620-49440-100 Wages and Salaries	\$11,450.00	\$13,410.29	\$13,073.00	\$28,928.72	\$25,629.00
E 620-49440-120 Employer Contrib Ret	\$860.00	\$928.74	\$981.00	\$2,119.05	\$1,923.00



MAYER, MN

12/09/16 1:00 PM

Water Fund Budget 2017

Page 2

Current Period: December 2016

Account Descr	2015 Budget	2015 Amt	2016 Adopted	2016 YTD Amt	2017 Budget
E 620-49440-131 Employer Paid Health	\$1,500.00	\$660.00	\$1,500.00	\$1,595.00	\$4,176.00
E 620-49440-133 Employer Paid Dental	\$120.00	\$119.54	\$125.00	\$417.01	\$325.00
E 620-49440-134 Employer Paid Life	\$10.35	\$10.34	\$10.35	\$33.63	\$25.00
E 620-49440-180 Employee Withholdings	\$880.00	\$1,026.00	\$1,000.00	\$2,213.15	\$1,961.00
E 620-49440-208 Training and Instruction	\$600.00	\$655.75	\$700.00	\$423.60	\$1,000.00
E 620-49440-215 Samples	\$600.00	\$1,067.50	\$800.00	\$519.74	\$600.00
E 620-49440-216 Chemicals and Chem Products	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 620-49440-222 Wellhead Protection	\$250.00	\$0.00	\$250.00	\$0.00	\$250.00
E 620-49440-226 Fire Hydrant Supplies	\$4,500.00	\$503.73	\$4,500.00	\$2,044.82	\$4,500.00
E 620-49440-300 Professional Svcs	\$0.00	\$1,793.75	\$0.00	\$575.00	\$600.00
E 620-49440-301 Auditing and Acct g Services	\$2,835.00	\$0.00	\$2,835.00	\$0.00	\$2,835.00
E 620-49440-303 Engineering Fees	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$500.00
E 620-49440-304 Legal Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 620-49440-312 Software Support	\$1,325.00	\$1,382.50	\$1,400.00	\$2,382.50	\$2,400.00
E 620-49440-315 ACH Processing Fees	\$75.00	\$70.64	\$75.00	\$51.54	\$75.00
E 620-49440-322 Postage	\$1,300.00	\$1,442.24	\$1,500.00	\$1,247.45	\$1,500.00
E 620-49440-350 Print/Binding	\$400.00	\$333.46	\$400.00	\$329.86	\$400.00
E 620-49440-355 Gopher State Locates	\$300.00	\$424.35	\$400.00	\$387.71	\$400.00
E 620-49440-360 Insurance (GENERAL)	\$4,050.00	\$3,071.57	\$4,050.00	\$2,597.00	\$4,050.00
E 620-49440-400 Repairs & Maint Cont	\$600.00	\$33.13	\$600.00	\$590.58	\$800.00
E 620-49440-420 Depreciation Expense	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 620-49440-430 Miscellaneous (GENERAL)	\$500.00	\$2,521.36	\$500.00	\$1,452.28	\$500.00
E 620-49440-433 Dues and Subscriptions	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00
E 620-49440-437 Water Meters	\$5,000.00	\$23,788.57	\$5,000.00	\$30,426.22	\$10,000.00
E 620-49440-450 Sales Tax Payment	\$0.00	\$0.00	\$0.00	\$866.00	\$0.00
E 620-49440-500 Capital Outlay (GENERAL)	\$0.00	\$448.95	\$0.00	\$0.00	\$0.00
E 620-49440-615 Bond Discount Amortization	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 620-49440-620 Fiscal Agent s Fees	\$0.00	\$7,750.02	\$0.00	\$121.50	\$0.00
Dept 49440 WATER	\$39,905.35	\$61,692.43	\$42,449.35	\$79,572.36	\$64,699.00
Fund 620 WATER FUND	\$399,193.95	\$342,365.73	\$396,977.16	\$210,854.65	\$450,356.00
	\$399,193.95	\$342,365.73	\$396,977.16	\$210,854.65	\$450,356.00



**Water Fund Budget
Narrative 2017**

ACCOUNT NO.			TOTAL
620-47000-600	Debt Service Principal		\$258,250.00
	\$91,250.00 Water Principal Portion on the 4.82 Million Refunded bonds (25%) \$130,000.00 Water Principal on Bond issue of \$2.627 Water Plant \$22,000.00 Water Principal on Well # 2 New debt Water tower repair \$15,000		
620-47000-601	Debt Service Interest		\$70,182.00
	\$32,671.88 Water Interest Portion on the 4.82 Million Refunded bonds (25%) \$29,601.00 Water Interest on Bond issue of 2.627 Water Plant \$3.675.00 Water Interest on Well # 2; Water tower repair \$4,233.38		
49000-430	Miscellaneous	\$0.00	
49410	Water Treatment Facility		\$38,225.00
620-49410-216	Chemical and Chemical Products	\$3,500.00	
	Decrease in the amount of \$2,500 decreased flouride		
620-49410-321	Telephone Increase \$100	\$1,100.00	
	On call phone at \$14.91 a month, landline and internet at \$75.00 consideration for an internet for the IPAD.\$50 per month or \$600		
620-49410-381	Electric Utilities Increase 730	\$21,000.00	
	Based on a 3 year average. In 2014 \$19,028.35 and in 2015 the amount was \$19,408.39 for 2016 \$17,175.97 divided by 10 times 12 \$20,611.08. Based on the above the three year average would be \$19,682.66		
620-49410-383	Gas Utilities No Increase	\$625.00	
	Based on a 3 year average. In 2014 \$836.49 and for 2015 it was \$562.16 for 2016 \$405.43 divided by 10 times 12 the amount is \$486.48 Based on the three year average the amount would be \$628.07		
620-49410-400	Repairs Supplies and Maintenance No increase	\$4,000.00	
	This is for annual auxiliary generator inspection and miscellaneous repairs and cleaning products. Professional lawn services.		
620-49410-500	Capital Outlay Increase of \$4,000	\$8,000.00	
	Dehumidifier \$4,000 and a spectrometer at \$4,000		



**Water Fund Budget
Narrative 2017**

49420	State Connect Fee			\$4,500.00
620-49420-430	Miscellaneous	No increase	\$4,500.00	
	Required fee paid to the MN Department of Health.			
49430	Water Tower			\$3,000.00
620-49430-300	Professional Services	Increase \$1,000	\$1,000.00	0
620-49460-381	Electricity for the Water Tower	Increase \$1,500	\$1,500.00	
	The City had accounted for electricity for the water tower with the water plant			
620-49430-400	Repairs Supplies & Maintenance		\$500.00	
	Light bulbs or miscellaneous repairs.			
620-49430-500	Capital Outlay	Decrease \$500	\$0.00	
49435	Well #2			
620-49435-300	Professional Services	No increase	\$1,000.00	\$11,500.00
	This is for engineering to compile information on pulling and inspection of well #2.			0
620-49435-400	Repairs Supplies & Maintenance	No increase	\$3,000.00	
	Annual generator inspection in the amount \$600.00			
620-49435-500	Capital Outlay	Increase \$4,500	\$7,500.00	
	Cost reflects well contractors to pull well pump and televise well casing and possible repairs to motor and pump.			
	Water			
620-49440-100	Wages & Salaries		\$25,629.00	\$64,699.00
	This reflects 25% of the Public Works employees hourly wage \$12,349 and Deputy City Clerk 33% of wages \$13,280 total \$25,629			
620-49440-120	Employer Contribution Ret		\$1,923.00	
	This is the employer contribution to PERA at 7.5% x \$25,629= \$1,923.00			
620-49440-131	Employer Paid Health		\$4,176.00	



**Water Fund Budget
Narrative 2017**

	This reflects 25% of the Public Works Employees cost for health insurance (\$600per month x 12 = \$7,200 x 25% = \$1,800 public works. Deputy Clerk \$7.200 times 33% = \$2.376 for a total of \$4.176)		
620-49440-133	Employer Paid Dental	\$325.00	
	This reflects 25% of the Public Works Employees cost for dental insurance (\$46.70 per month x 12 = \$560.40 x 25% = 140.10 Deputy Clerk 33% \$184.93)		
620-49440-134	Employer Paid Life	\$25.00	
	This reflects 25% of the Public Works Employees cost for life insurance (\$3.45 per month x 12 = \$41.40 x 25% = \$10.35 and 33% x \$41.40 for Deputy Clerk total of \$13.66 for a total of \$24.02 rounded it up to \$25.00)		
620-49440-180	Employee Withholdings	\$1,961.00	
	7.65% x \$25,629 = \$1,931.00		
620-49440-208	Training and Instruction	\$1,000.00	
	No increase		
620-49440-215	Samples	\$600.00	
	Decrease of \$200		
620-49440 -216	Chemicals and Chem Products		
	This line item was eliminated costs should be assigned to 620-49410-216.		
620-49440-222	Wellhead Protection	\$250.00	
	Remains same This is to be in compliance with the Wellhead Protection goals and objectives.		
620-49440-226	Fire Hydrant Supplies	\$4,500.00	
	Repairs of two fire hydrants.		
620-49440 -300	Professional Services	\$600.00	
	On call for Water Plant \$600		
620-49440 -301	Auditing and Acctng	\$2,835.00	
	Remains same Services this reflects the portion of time for the auditor.		
620-49440 -303	Engineering Fees	\$500.00	
	Decrease of \$1,000		
620-49440 -304	Legal Fees	\$0.00	



**Water Fund Budget
Narrative 2017**

	This line item is zero.		
620-49440 -312	Software Support for Banyon Utility billing and Sensus for hand held. Increase of of \$1,000	\$2,400.00	
620-49440 -315	ACH Processing Fees	\$75.00	
	1/2 of the bank fees for utility bills.		
620-49440-322	Postage	\$1,500.00	
	Remains same		
620-49440-350	Printing/Binding	\$400.00	
	Printing of utility bills remains the same.		
620-49440-355	Gopher State Locates	\$400.00	
	The City pays \$1.45 for each gopher one locates remains same.		
620-49440-360	Insurance	\$4,050.00	
	Property insurance and workers compensation insurance.		
620-49440-400	Repairs/Maintenance Increase \$200	\$800.00	
	Miscellaneous repairs also for flags and locating paint.		
620-49440-420	Depreciation Expense	\$0.00	
	This line item is zero.		
620-49440-430	Miscellaneous	\$500.00	
	Annual fees for DNR water appropriation fee.		
620-49440-433	Dues & Subscriptions	\$250.00	
	1/2 of the MN Rural Water fee.		
620-49440-437	Water Meters Increase \$5,000	\$10,000.00	
	This is for new meters or to replace damaged meters.		
620-49440 -500	Capital Outlay	\$0.00	
	SCADA software upgrade		
620-49440-615	Bond Discount Amortization	\$0.00	
	This line item is zero.		
620-49440-620	Fiscal Agent Fees	\$0.00	
	This line item is zero.		
Fund 620	Total		\$450,356.00

MAYER, MN
Sewer Budget 2017
 Current Period: December 2016

12/09/16 1:00 PM
 Page 1

Account Descr	2015 Budget	2015 Amt	2016 Adopted	2016 YTD Amt	2017 Budget
Fund 640 SEWER FUND					
Dept 47000 Debt Service (GENERAL)					
E 640-47000-600 Debt Srv Principal	\$279,000.00	\$0.00	\$291,250.00	\$0.00	\$314,750.00
E 640-47000-601 Debt Srv Interest	\$124,065.30	\$120,927.18	\$113,463.00	\$110,580.88	\$102,385.00
Dept 47000 Debt Service (GENERAL)	\$403,065.30	\$120,927.18	\$404,713.00	\$110,580.88	\$417,135.00
Dept 49000 Miscellaneous (GENERAL)					
E 640-49000-430 Miscellaneous (GENERAL)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Dept 49000 Miscellaneous (GENERAL)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Dept 49470 Sewer Lift Stations					
E 640-49470-321 Telephone	\$185.00	\$168.99	\$185.00	\$158.43	\$185.00
E 640-49470-381 Electric Utilities	\$5,400.00	\$4,511.96	\$4,810.00	\$5,234.09	\$4,810.00
E 640-49470-400 Repairs & Maint Cont	\$4,500.00	\$3,045.64	\$4,500.00	\$14,043.39	\$4,500.00
E 640-49470-500 Capital Outlay (GENERAL)	\$3,000.00	\$3,014.00	\$3,000.00	\$2,395.00	\$14,000.00
Dept 49470 Sewer Lift Stations	\$13,085.00	\$10,740.59	\$12,495.00	\$21,830.91	\$23,495.00
Dept 49480 Sewer Treatment Plants					
E 640-49480-216 Chemicals and Chem Products	\$14,628.00	\$14,331.39	\$12,875.00	\$12,295.28	\$14,483.00
E 640-49480-220 Bio-Solids Disposal	\$34,030.00	\$26,693.00	\$34,030.00	\$14,034.00	\$34,030.00
E 640-49480-300 Professional Svcs	\$24,925.00	\$22,418.75	\$24,925.00	\$20,375.00	\$24,925.00
E 640-49480-321 Telephone	\$1,860.00	\$2,218.79	\$1,860.00	\$1,625.57	\$1,860.00
E 640-49480-381 Electric Utilities	\$28,440.00	\$24,563.56	\$28,440.00	\$26,926.34	\$28,440.00
E 640-49480-383 Gas Utilities	\$11,700.00	\$7,278.72	\$11,700.00	\$5,545.88	\$11,700.00
E 640-49480-385 Testing and Lab Services	\$16,700.00	\$14,565.70	\$16,700.00	\$13,378.80	\$16,700.00
E 640-49480-404 Repairs/Maint Machinery/Equip	\$20,000.00	\$16,294.00	\$25,850.00	\$18,460.16	\$21,650.00
E 640-49480-500 Capital Outlay (GENERAL)	\$30,950.00	\$28,853.53	\$30,800.00	\$11,053.18	\$80,990.00
Dept 49480 Sewer Treatment Plants	\$183,233.00	\$157,217.44	\$187,180.00	\$123,694.21	\$234,778.00
Dept 49490 SEWER					
E 640-49490-100 Wages and Salaries	\$11,450.00	\$13,410.20	\$13,073.00	\$28,928.40	\$25,629.00
E 640-49490-120 Employer Contrib Ret	\$860.00	\$928.65	\$981.00	\$2,119.02	\$1,923.00
E 640-49490-131 Employer Paid Health	\$1,500.00	\$660.00	\$1,500.00	\$1,595.00	\$4,176.00
E 640-49490-133 Employer Paid Dental	\$120.00	\$119.57	\$125.00	\$416.95	\$325.00
E 640-49490-134 Employer Paid Life	\$10.35	\$10.35	\$10.35	\$33.52	\$25.00
E 640-49490-180 Employee Withholdings	\$840.00	\$1,025.76	\$1,000.00	\$2,212.88	\$1,961.00
E 640-49490-208 Training and Instruction	\$700.00	\$430.75	\$700.00	\$823.61	\$1,000.00
E 640-49490-300 Professional Svcs	\$0.00	\$750.00	\$0.00	\$0.00	\$0.00

MAYER, MN

12/09/16 1:00 PM

Sewer Budget 2017

Page 2

Current Period: December 2016

Account Descr	2015 Budget	2015 Amt	2016 Adopted	2016 YTD Amt	2017 Budget
E 640-49490-301 Auditing and Acct g Services	\$2,835.00	\$0.00	\$2,835.00	\$0.00	\$2,835.00
E 640-49490-303 Engineering Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 640-49490-304 Legal Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 640-49490-312 Software Support	\$1,325.00	\$1,382.50	\$1,325.00	\$397.50	\$1,400.00
E 640-49490-315 ACH Processing Fees	\$75.00	\$70.64	\$75.00	\$51.54	\$75.00
E 640-49490-322 Postage	\$1,300.00	\$1,391.09	\$1,500.00	\$1,197.57	\$1,500.00
E 640-49490-350 Print/Binding	\$400.00	\$333.47	\$400.00	\$329.87	\$400.00
E 640-49490-355 Gopher State Locates	\$300.00	\$424.40	\$400.00	\$387.74	\$400.00
E 640-49490-360 Insurance (GENERAL)	\$13,200.00	\$12,138.10	\$13,200.00	\$12,240.00	\$13,200.00
E 640-49490-400 Repairs & Maint Cont	\$600.00	\$13.99	\$600.00	\$206.00	\$0.00
E 640-49490-404 Repairs/Maint Machinery/Equip	\$20,000.00	\$20,192.35	\$25,000.00	\$20,279.35	\$35,000.00
E 640-49490-420 Depreciation Expense	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 640-49490-430 Miscellaneous (GENERAL)	\$200.00	\$0.00	\$200.00	\$0.00	\$0.00
E 640-49490-433 Dues and Subscriptions	\$125.00	\$0.00	\$125.00	\$0.00	\$125.00
E 640-49490-500 Capital Outlay (GENERAL)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 640-49490-525 Inflow/Infiltration	\$40,000.00	\$325.00	\$60,000.00	\$48,393.37	\$60,000.00
E 640-49490-615 Bond Discount Amortization	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 640-49490-620 Fiscal Agent s Fees	\$0.00	\$0.00	\$0.00	\$328.50	\$0.00
E 640-49490-810 Refunds/Reimbursements	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Dept 49490 SEWER	\$95,840.35	\$53,606.82	\$123,049.35	\$119,940.82	\$149,974.00
Fund 640 SEWER FUND	\$695,223.65	\$342,492.03	\$727,437.35	\$376,046.82	\$825,382.00
	\$695,223.65	\$342,492.03	\$727,437.35	\$376,046.82	\$825,382.00

**Sewer Fund Budget
Narrative 2017**

ACCOUNT NO.	ACCOUNT	AMOUNT	TOTAL
640-47000-600	Debt Service Principal		\$314,750.00
	\$273,750 Sewer Principal Portion on the 4.82 Million Refunded bonds (75%) \$41,000.00 Sewer Principal on Bond issue of \$689,274 of 2000		
640-47000-601	Debt Service Interest		\$102,385.00
	\$98,015.62 Sewer Interest Portion on the 4.82 Million Refunded bonds (75%)\$4,369.00 Sewer Interest on Bond issue of \$689,274 of 2000		
49470	Sewer Lift Stations		\$22,995.00
640-49470-321	Telephone	\$185.00	
	No increase		
640-49470-381	Electric Utilities	\$4,810.00	
	No Increase. Based on a 3 year average. In 2014 the amount was \$5,215.75 and in 2015 the amount was \$4,511.96 . This year the total amount for 10 months is \$3,911.88 divided by 10 = \$391.18 times 12 \$4,694.16 Based on the above the three year average would be \$4,633.38.		
640-49470-400	Repairs & Maint	\$4,000.00	
	Decrease \$500.		
640-49470-500	Capital Outlay Increase of \$11,000	\$14,000.00	
	Pump replacement Old Schoolhouse lift station		

**Sewer Fund Budget
Narrative 2017**

49480	Sewer Treatment Plant		\$234,778.00
640-49480 -216	Chemicals and Chemical Products	\$14,483.00	
640-49480 -216	Increase of \$1,508 due to increase in chemical use. This line item is for Phosphorous reduction, also for the chemicals used to control filter flies in the buildings. Miscellaneous cleaning chemicals are also purchase under this line item. Aluminum Sulfate = approximately 4800 gallons \$13,608 Filter Fly Control = 5 cases@ 125/case \$ 625 Misc. Chemicals \$ 250		
640-49480-220	No Increase.	\$34,030.00	
	1. Hauling = 260,000 gallons @ .048 cents to Lester Prairie =\$12,480 Fuel surcharge= 50 loads @ \$ 15.00/load = \$750 2. Disposal = 260,000 gallons @ .08cents to Lester Prairie = \$ 20,800		
640-49480 -300	Professional Services No increase- Contract services rates remained the same since 2005.	\$24,925.00	
	1. Contract Services= \$1,800.00 / mo = \$21,600 2. Weekend On PW Call = \$100 for 26 weeks = \$2,600 3. Holiday On- Call Services= 11 holidays @ \$ 50.00/day (split with water and sewer \$225 4. Overtime for Emergency Call outs = 20hrs @ \$25.00/hr \$500		
640-49480 -321	Telephone	\$1,860.00	
	No increase		
640-49480 -381	Electric Utilities	\$28,440.00	
	No increase.		
640-49480 -383	Gas Utilities	\$11,700.00	
	No increase.		
640-49480 -385	Testing & Lab Services	\$16,700.00	
	No Increase. 1. Testing - 12 months @ 2 times a week = \$14,300 2. Low level mercury samples \$1,200 3. Bio solids samples and misc. samples \$1,200		

**Sewer Fund Budget
Narrative 2017**

640-49480 -404	Repairs/Maintenance	Decrease of \$4,200	\$21,650.00
	Air filters for blowers, Make Up Air Units, Exhaust Louvers, Belts for blowers, Grease, Gear Oil. \$1,000.00		
	Broad leaf control for lawn and ponds \$800		
	Annual inspection of 5 lift Stations \$1,500		
	Annual inspection and maintenance of generator \$1,650		
	Vac and clean Main Lift Station at WWTF \$1,300		
	Hutchinson Permit for Bio -Solids \$100		
	MPCA Annual Permit \$1,450		
	Flow meter calibration as required by MPCA (twice/yr) \$1,700		
	Fire extinguisher annual inspection \$300		
	Misc. repairs and service calls on items such as Pumps, HVAC systems, Process equipment, Automatic monitoring equipment. \$3,500		
	Electrical repair on lighting and Equipment \$1,500		
	Misc. supplies and repairs to equipment \$4,750		
	Flammable waste cabinet \$1,100 and Replace door on Admin building \$1,000		
640-49480 -500	Capital Outlay Increase	\$	\$80,990.00
	Water well inspection or replacement	\$3,180	
	Main lift station replace pumps 1 & 2 and check valcves	\$16,300	
	Pretreatment Building		
	Grit pump removal and replacement	\$18,200	
	Lover level piping, valves, flow meter and accessories	\$13,000	
	Dehumidifier	\$4,000	
	painting (walls - lower 850 Square feet) \$10,500		
	Aeration piping painting	\$10,610	
	VFD for RAS Pump 1 & 2 \$3,000 and PH/Dissolved Oxygen Controller \$2,200		

**Sewer Fund Budget
Narrative 2017**

49490	Sewer		\$149,974.00
640-49490-100	Wages and Salaries	\$25,629.00	
	This reflects 25% of the Public Works employees hourly wage \$12,349 and Deputy City Clerk 33% of wages \$13,280 total \$25,629		
640-49490-120	Employer Contribution Ret	\$1,923.00	
	This is the employer contribution to PERA at 7.5% times \$25,629 = \$1,923.00		
640-49490-131	Employer Paid Health	\$4,176.00	
	This reflects 25% of the Public Works Employees cost for health insurance (\$600 per month x 12 = \$7,200 x 25% = \$1,800 public works. Deputy Clerk \$7,200 times 33% = \$2,376 for a total of \$4,176)		
640-49490-133	Employer Paid Dental	\$325.00	
	This reflects 25% of the Public Works Employees cost for dental insurance (\$46.70 per month x 12 = \$560.40 x 25% = 140.10 Deputy Clerk 33% \$184.93)		
640-49490-134	Employer Paid Life	\$25.00	
	This reflects 25% of the Public Works Employees cost for life insurance (\$3.45 per month x 12 = \$41.40 x 25% = \$10.35 and 33% x \$41.40 for Deputy Clerk total of \$13.66 for a total of \$24.02 rounded it up to \$25.00)		
640-49490-180	Employee Withholdings	\$1,961.00	
	7.65% x \$25,629 = \$1,960.61		
640-49490-208	Training and Instruction Increase \$300	\$1,000.00	
	Waste Water Operator Training. Increase of #300		
640-49490	Professional Services	\$0.00	
	Decrease of \$750		
640-49490-301	Auditing and Acctng	\$2,835.00	
	Services this reflects the portion of time for the auditor		
640-49490-303	Engineering Fees	\$0.00	

**Sewer Fund Budget
Narrative 2017**

	This line item is zero.		
640-49490-304	Legal Fees		\$0.00
	This line item is zero.		
640-49490-312	Software Support Increase \$75		\$1,400.00
	Software Support for Banyon Utility billing and Sensus for hand held. Increase of \$75		
640-49490-315	ACH Processing Fees		\$75.00
	1/2 of the bank fees for utility bills.		
640-49490-322	Postage Increase of \$100.00.		\$1,500.00
	Mailing of utility bills and the permit fee.		
640-49490-350	Printing/Binding		\$400.00
	This is 50% of the cost for the printing of utility bills		
640-49490-355	Gopher State Locates		\$400.00
	The City pays \$1.45 for each gopher one locate		
640-49490-360	Insurance		\$13,200.00
	For the insurance on the WWTF facilities and lift stations.		
640-49490-400	Repairs/Maintenance		\$0.00
	Added to the next line item		
640-49490-404	Repairs & Maintenance Machinery Increase \$5,000		\$35,000.00
	City's expenses jetting .		
640-49490-420	Depreciation Expense		\$0.00
	This line item is zero.		
640-49490-430	Miscellaneous		\$0.00
	Decreased		
640-49490-433	Dues and Subscriptions		\$125.00
	1/2 of MN Rural Water Fees		
640-49490-500	Capital Outlay		\$0.00
	This line item is zero.		
640-49490-525	Inflow/Infiltration		\$60,000.00
	This line item is used for repairs to sewer pipes to minimize the introduction of clear water for repairs such as manhole sealing grouting of main sewer lines and pipe lining ect.		
640-49490-615	Bond discount Amortization		\$0.00

**Sewer Fund Budget
Narrative 2017**

640-49490-615	Bond discount Amortization		\$0.00
	This line item is zero.		
640-49490-620	Fiscal Agent Fees		\$0.00
	This line item is zero.		
640-49490-810	Refunds/Reimbursements		\$0.00
	This line item is zero.		
			\$0.00
Sewer Fund 640		Total	\$825,382.00



**RESOLUTION ESTABLISHING SEWER AND WATER SERVICE RATES
IN THE CITY OF MAYER
RESOLUTION NO. 12-12-2016-44**

WHEREAS, the City Council desires to set Water and Sewer Service Rates pursuant to Section 51.25 of the City Code:

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF MAYER, MINNESOTA that the following Water and Sewer Service Rates shall apply effective February 2017.

**WATER AND SEWER SERVICE RATES
HYDRANT METER RATES**

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

Passed and adopted by the City Council of the City of Mayer on this 12th day of December, 2016.

ATTEST:

Janell Gildemeister, Deputy City Clerk

Gerald W. Thomas, Mayor

REQUEST FOR CITY COUNCIL ACTION

Meeting Date: December 12, 2016
Item Name: Police Contract 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 approving Resolution 12-12-2016-45 Contract For Police Services For Calendar Year 2017.

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

The 2017 contract for police services reflects an increase of \$9080.00 over the 2016 contract. The increase is in staffing and vehicle costs.

The additional deputy for ½ a year is the \$25,255.00. Total for police services for 2017 is \$116,903.

Personnel Costs	2014	2015	2016	2017	Difference
.67 Corporal	\$60,565.00	\$62,597.00	\$63,055.00	\$66,205.00	\$3,150.00
CSO 130 Hours	\$4,154.00	\$3,936.00	\$4,033.00	\$4,350.00	\$317.00
Vehicle Cost .67	\$10,416.00	\$10,860.00	\$15,480.00	\$21,093.00	\$5,613.00
Total	\$75,135.00	\$77,393.00	\$82,568.00	\$91,648.00	\$9,080.00
			Add'l Deputy	\$25,255.00	\$25,255.00
			Total	\$116,903.00	
			Increase		\$34,335.00

Staff is requesting Council approval of Resolution 12-12-2016-45 Contract For Police Services For Calendar Year 2017.

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



**CITY OF MAYER
RESOLUTION 12-12-2016-45
APPROVING THE CONTRACT FOR POLICE SERVICES
FOR CALENDAR YEAR 2017**

WHEREAS, the City of Mayer (the "City") desires to contract police services with Carver County and the Carver County Sheriff's Department; and

WHEREAS, such contracts are authorized by the provisions of Minnesota Statutes, Chapter 471.59, and the 1961 Session Laws, Chapter 693; and,

WHEREAS; said contract will be for police services provided during the 2017 calendar year under the terms and conditions contained within the contract.

NOW THEREFORE BE IT RESOLVED; the City Council of the City of Mayer , Minnesota hereby approves the Contract for Polices Services for 2017 calendar year, attached hereto and by said references incorporated herein in its entirety.

BE IT FURTHER RESOLVED, that the Mayor and City Administrator are hereby authorized and directed to execute said Contract on behalf of the City.

Passed and adopted by the City Council, City of Mayer, and this 12th day of December, 2016.

Gerald W. Thomas, Mayor

ATTEST: _____
Janell Gildemeister, Deputy City Clerk

CONTRACT FOR POLICE SERVICES

Mayer

THIS AGREEMENT, made and entered into this 12th day of December, 2016 by and between the County of Carver, through its Sheriff's Office (hereinafter, "County"), and the City of Mayer (hereinafter, the "City"), and, collectively known as the "parties".

WHEREAS, the City desires to enter into a contract with the County whereby the County will provide police services within the boundaries of the City; and

WHEREAS, the County agrees to render such services upon the terms and conditions hereinafter set forth; and

WHEREAS, Minnesota Statutes Section 471.59 authorizes governmental units in the State of Minnesota to enter into agreements by resolution with any other governmental unit to perform on behalf of that unit any service or function which that unit would be authorized to provide for itself; and

WHEREAS, said contract is authorized by Minnesota Statute, Section 471.59, 436.05, and Minnesota Statute, Section 366 and 367;

NOW, THEREFORE, it is agreed between the parties as follows:

ARTICLE I

PURPOSE: The purpose of this Agreement is to secure police contracting services for the City. Minnesota Statutes, Section 471.59 authorizes two or more governmental units to jointly exercise any power common to the contracting parties. Minnesota Statutes, Section 436.05 allows municipalities to contract with other municipalities for police services.

ARTICLE II

1. POLICE SERVICES. The County agrees to provide police service within the corporate limits of the City to the extent and in the manner set forth below:
 - 1.1 Police services to be provided under this contract shall encompass those police duties and functions which are the type statutorily deemed to be the responsibility of the local communities;
 - 1.2 With input from the City, the County shall assign personnel as necessary;
 - 1.3 All matters incident to the performance of such service or the control of personnel employed to render such service shall be and remain in the control of the County;

- 1.4 In the event a dispute arises between the parties concerning the type of service to be rendered, or the manner in which such service is provided, the County shall retain sole discretion in determining a solution to said dispute (e.g., re-assignment of personnel, types of patrol, level of service available); and
- 1.5 The police services will be provided to the City for the selected number of contracted hours and/or full time equivalent (FTE) personnel. Such services shall not include situations in which, in the opinion of the County, a police emergency occurs which requires a different use of the personnel, patrol vehicle, equipment, or the performance of special details relating to police services. It shall also not include the enforcement of matters which are primarily administrative or regulatory in nature (e.g., zoning, building code violations).

ARTICLE III

SPECIAL EVENT OR ADDITIONAL SERVICES. If the City desires additional police services over and above the hours and/or FTE's contracted for in this Agreement, the City shall contact the Sheriff's Office contract manager or designee noted in this Agreement. The County will invoice the City for these additional services pursuant to Minnesota Statute, Section 471.425, Prompt payment of local government bills, Subdivision 2(a) For municipalities who have governing boards which have regularly scheduled meetings at least once a month, the standard payment period is defined as within 35 days of the date of receipt.

ARTICLE IV

COOPERATION AMONG PARTIES. It is hereby agreed that the parties and all of their officials, personnel, agents and employees shall render full cooperation and assistance to each other to facilitate the provision of the services selected herein.

ARTICLE V

1. PROVISION OF EQUIPMENT. It is agreed that the County shall provide all necessary labor, supervision, vehicle, equipment, and supplies to maintain and provide the police services selected herein.
2. OFFICE SPACE. If an FTE is requested, the City shall provide office and work space for the assigned personnel.
3. FINANCIAL LIABILITY. The City does not assume liability for the direct payment of any salaries, wages, or other compensation to personnel employed by the County to perform the selected services. It is agreed that all personnel shall be employees of the County and the County shall be responsible for providing worker's compensation insurance and all other benefits to which such personnel shall become entitled by reason of their employment with the County.

4. MUTUAL INDEMNIFICATION. Each party shall be liable for its own acts to the extent provided by law and hereby agrees to indemnify, hold harmless and defend the other, its personnel and employees against any and all liability loss, costs, damages, expenses, claims or actions, including attorney's fees which its personnel and employees may hereafter sustain, incur or be required to pay, arising out of or by reason for any act or omission of the party, its agents, servants or employees, in the execution, performance, or failure to adequately perform its obligations pursuant to this contract. Liability of the County or other Minnesota political subdivisions shall be governed by the provisions of the Municipal Tort Claims Act, Minnesota Statutes, Chapter 466, and other applicable laws.

It is further understood that Minnesota 471.59, Subd. 1a applies to this Agreement. To the full extent permitted by law, actions by the parties pursuant to this Agreement are intended to be and shall be construed as a "cooperative activity" and it is the intent of the parties that they shall be deemed a "single governmental unit" for the purposes of liability, all as set forth in Minnesota Statutes Section 471.59, Subd. 1a(a); provided further that for purposes of that statute, each party to this Agreement expressly declines responsibility for the acts or omissions of the other party.

Each party agrees to promptly notify the other party if it knows or becomes aware of any facts or allegations reasonably giving rise to actual or potential liability, claims, causes of action, judgments, damages, losses, costs or expenses, including attorney's fees, involving or reasonably likely to involve the other party, and arising out of acts or omissions related to this Agreement.

LIABILITY

(a) It is understood and agreed that liability shall be limited by the provisions of Minnesota Statutes Chapter 466. This Agreement to indemnify and hold harmless does not constitute a waiver by any participant of limitations on liability provided under Minnesota Statutes Section 466.04. To the full extent permitted by law, actions by parties pursuant to this Agreement are intended to be and shall be construed as a "cooperative activity" and it is the intent of the parties that they shall be deemed a "single governmental unit" for the purposes of liability, all set forth in Minnesota Statutes, Section 471.59, Subdivision 1a(a); provided further that for purposes of that statute, each party to this Agreement expressly declines responsibility for the acts or omissions of the other party.

(b) For purposes of determining total liability damages, the participating governmental units and the joint board, if one is established, are considered a single governmental unit and the total liability for the participating governmental units and the joint board, if established, shall not exceed the limits on governmental liability for a single governmental unit as specified in State Statute, Section 3.736 or Section 466.04, Subdivision 1, or as waived or extended by the joint board or all participating governmental units under State Statute, Section 3.736, Subdivision 8 or Section 471.981. The parties of this Agreement are not liable for the acts or omissions of the other participants to this Agreement except to the extent to which they have agreed in writing

to be responsible for acts or omissions of the other parties.

5. INSURANCE. The County agrees that all insurance required to adequately insure vehicles, personnel and equipment used by the County in the provision of the selected services will be provided by the County.

ARTICLE VI

1. TERM. The term of this contract shall be January 1, 2017 to December 31, 2017. The term of this Agreement may be extended for up to an additional sixty (60) days under the same terms and conditions, provided the parties are attempting in good faith to negotiate a new Agreement. This Agreement extension shall automatically terminate upon the parties' entering into a new written Agreement, or on the sixtieth (60th) day, whichever occurs first.
2. RATE. The Sheriff's Office has presented the City with a recommended police plan which includes the police contract rates.
3. NOTICE.
 - 3.1 If the County does not desire to enter into a contract for police service for 2018, the City shall be so notified in writing six (6) months prior to the expiration of the current contract.
 - 3.2 On or before August 15 of the current contract year, the County shall notify the City of the police contract rates for the following year.
 - 3.3 The City shall notify the County of its intention to contract for police services for the following year no later than October 15 of the current contract year.
 - 3.4 In the event the City shall fail to give notice as required above, the County shall presume the City does not desire to enter into an Agreement with the County for police services.
 - 3.5 Notice under the above provisions shall be sent to:

Commander Paul Tschida
Carver County Sheriff's Office
606 East 4th Street
Chaska, MN 55318
ptschida@co.carver.mn.us
Office: 952-361-1207
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City of Mayer
Luayn Ruch-Hammond,
Administrator
413 Bluejay Ave.
Mayer, Mn. 55360
Phone: 952-657-1502

ARTICLE VII

MENU OF POLICE SERVICES

1. POLICE STAFFING OPTIONS

1.1 FULL TIME EQUIVALENT (FTE) PERSONNEL OPTION

1.1.1 FTE personnel are Full Time Employees dedicated to the contract community.

The FTE deputies compensated time includes regular assignment duties, training, holidays, vacation, sick leave and other benefited time. The FTE deputy position is not automatically backfilled when the deputy is away from assignment for the above types of compensated time. The FTE deputy costs include: salary, benefits, supervision, administration, training, clerical support, insurance, and county overhead. The FTE costs do not include additional hours which are necessary for court or filling a shift for a compensated day off.

The first forty (40) hours the deputy is gone from the community while on military leave will not be backfilled. The Sheriff's Office will backfill the position or credit back the time for military leave after the first 40 hours.

The first eighty (80) hours a deputy is gone from the community on FMLA leave will not be backfilled; it will be treated like sick leave. The Sheriff's Office will backfill the position or credit back the time for FMLA after the first 80 hours of FMLA is completed.

If the City requests coverage for compensated days off noted above, it is recommended the City set aside a contingency for additional hours. Additional hours for deputies will be billed at \$59.21.

Hours worked on a designated holiday will be billed at double the FTE's hourly pay rate per the collective bargaining agreement(s).

PERSONNEL COST

Deputy .67 (2080 FTE)	\$66,205
CSO – 130hours	\$4,350
Deputy (2184) .5 (starting on or about July 1, 2017)	\$25,255

VEHICLE COST

Patrol Vehicle --1	<u>\$21,093</u>
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<u>TOTAL POLICE SERVICES</u>	\$116,903
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2. PAYMENT. The Sheriff shall invoice one half of the total amount of the current year police staffing option cost hereunder, or \$71,078.50 to be paid on or before June 30 of the current contract year. The Sheriff shall invoice the remaining half, or \$71,078.50 to be paid on or before November 30 of the current contract year.
3. MINNESOTA STATE POLICE AID. The County, upon receiving Minnesota State Police Aid, shall reimburse the City pursuant to Minnesota Statute, Section 69.011.

ARTICLE VIII

1. DATA. All data collected, created, received, maintained or disseminated in any form for any purposes by the activities of this Agreement is governed by the Minnesota Data Practices Act, Minnesota Statute Section 13, or the appropriate Rules of Court and shall only be shared pursuant to laws governing that particular data.
2. AUDIT. Pursuant to Minnesota Statute Section 16C.05, Subdivision 5, the parties agree that the State Auditor or any duly authorized representative at that time during normal business hours and as often as they may reasonably deem necessary, shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc. which are pertinent to the accounting practices and procedures related to this Agreement. All such records shall be maintained for a period of six (6) years from the date of termination of this Agreement.
3. NONWAIVER, SEVERABILITY AND APPLICABLE LAWS. Nothing in this Agreement shall constitute a waiver by the parties of any statute of limitation or exceptions on liability. If any part of this Agreement is deemed invalid such shall not affect the remainder unless it shall substantially impair the value of the Agreement with respect to either party. The parties agree to substitute for the invalid provision a valid one that most closely approximates the intent of the Agreement.

The laws of the State of Minnesota apply to this Agreement.

4. MERGER AND MODIFICATION. It is understood and agreed that the entire Agreement between the parties is contained herein and that this Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof. All items referred to in this Agreement are incorporated or attached and are deemed to be part of this Agreement. Any alterations, variations, modifications, or waivers of provisions of this Agreement shall only be valid when they have been reduced to writing as an amendment to this Agreement and signed by the parties hereto.

IN WITNESS THEREOF, the Municipality has caused this Agreement to be executed by its Mayor and by the authority of its governing body on this _____ day of _____, _____

SIGNED: _____
Mayor

DATE: _____

SIGNED: _____
City Administrator

DATE: _____

IN WITNESS THEREOF, the County of Carver has caused this Agreement to be executed by its Chair and attested by its Administrator pursuant to the authority of the Board of County Commissioners on this _____ day of _____, _____

COUNTY OF CARVER:

SIGNED: _____
CHAIR, BOARD OF COMMISSIONERS

DATE: _____

SIGNED: _____
SHERIFF

DATE: _____

Attest

SIGNED: _____
COUNTY ADMINISTRATOR

DATE: _____



REQUEST FOR CITY COUNCIL ACTION

Meeting Date: December 12, 2016
Item Name: Wage Adjustments
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 12-12-2016-46 City Employees Wage Scale 2017.

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

In December the City Council adjusts the wages and salaries for all municipal employees for the following year after a satisfactory performance. This request is for the Public Works employee, the Deputy Clerk and compost employee wage adjustments. City Administrator review has not been completed.

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. If Council wants to reward employees with a step and 3% cost of living to the Public Works employee and the Deputy Clerk. The total hourly increase 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.

The 3% COLA increase is included in the 2017 budget if Council also awards a step the budget could be adjusted. 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. (See Attached) Currently compost employee is paid \$8.75 staff is proposing a wage of \$9.75.

Staff is requesting approval of the resolution 12-12-2016-46 City Employee Wage Scale 2017.

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



**RESOLUTION 12-12-2016-46
ADOPTING THE 2016 WAGE INCREASE
FOR CITY EMPLOYEES**

WHEREAS, the City Administrator has completed performance evaluations for the Public Works and Deputy Clerk Employees and,

WHEREAS, the employee placement on the wage scale for 2017 effective January 1, 2017 as presented is contingent upon favorable performance evaluation for employees; and,

WHEREAS, the City has a step scale and the City Administrator is recommending that the Public Works be placed on step 4 and the Deputy City Clerk move to step 5 of the wage scale

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MAYER, CARVER COUNTY, MINNESOTA, THAT: The wages for Public Works, Compost Employee and Deputy Clerk for 2017 are hereby approved as follows:

1. City Council establishes increase for the Compost employee of \$1.00 per hour.
2. Approve a 3% COLA increase for Public Works and Deputy Clerk.
3. Approve a step increase for each employee.

Adopted by the City Council of the City of Mayer, Carver County, Minnesota, this 12th day of December, 2016.

Gerald W. Thomas, Mayor

ATTEST:

Janell Gildemeister, Deputy City Clerk

Minimum Wage Increase Effective Aug. 1



This is the second increase under a 2014 law requiring a phased-in approach to raising the state minimum wage.

(Published Aug 3, 2015)

As of Aug. 1, the state minimum wage law enacted in 2014 kicks up a notch. The state minimum wage increases to \$9 per hour for large employers, and to at least \$7.25 per hour for small employers.

Is your city a large or small employer?

Large employers in this context means cities with a total budget greater than \$500,000. How do you figure out what your total budget includes? Basically include all city operations, so enterprise funds such as water/sewer operations and municipal liquor stores must be included in this calculation of your city's total budget.

However, the Minnesota Department of Labor states that, for purposes of determining city status as a large employer or small employer under Minnesota's minimum wage law, a city need not include revenue from legally separate public entities. These legally separate entities are limited to economic development authorities (EDAs), housing redevelopment agencies (HRAs), municipal power or gas agencies, and other special taxing districts created and organized under Minnesota law.

Exceptions for younger employees

There are two exceptions to these wage amounts that apply to younger employees. One is called a "youth wage" and one is called a "training wage." The youth wage requires that as of Aug. 1, 2015, large employers and small employers must pay employees *under age 18* at least \$7.25 per hour (increasing from \$6.50 an hour paid these younger workers in 2014).

The "training wage" as of Aug. 1, 2015, allows all employers to choose to pay employees *under age 20* a "90-day training wage" of at least \$7.25 per hour, but only for their first 90 consecutive days of employment. Once that 90 days is up, for large employers the wage paid must increase to \$9 per hour while a small employer may keep paying the \$7.25 per hour minimum.

What about next year?

For budget planning purposes, note that on Aug. 1, 2016, the Minnesota minimum wage increases to \$9.50 per hour for large employers and to \$7.75 per hour for small employers. Remember that there are both state minimum wage laws and federal minimum wage laws. As of Aug. 1, 2015, the federal minimum wage

Social Security

Cost-Of-Living Adjustment (COLA)

Cost-of-Living Adjustment (COLA) Information for 2017

Monthly Social Security and Supplemental Security Income (SSI) benefits for more than 65 million Americans will increase 0.3 percent in 2017.

The 0.3 percent cost-of-living adjustment (COLA) will begin with benefits payable to more than 60 million Social Security beneficiaries in January 2017. Increased payments to more than 8 million SSI beneficiaries will begin on December 30, 2016.

Read more about the Social Security Cost-of-Living adjustment for 2017.

The maximum amount of earnings subject to the Social Security tax (taxable maximum) will increase to \$127,200.

The earnings limit for workers who are younger than "full" retirement age (age 66 for people born in 1943 through 1954) will increase to \$16,920. (We deduct \$1 from benefits for each \$2 earned over \$16,920.)

The earnings limit for people turning 66 in 2017 will increase to \$44,880. (We deduct \$1 from benefits for each \$3 earned over \$44,880 until the month the worker turns age 66.)

There is no limit on earnings for workers who are "full" retirement age or older for the entire year.

Read more about the COLA, tax, benefit and earning amounts for 2017.

Medicare Information

Information about Medicare changes for 2017, when announced, will be available at www.Medicare.gov. For some beneficiaries, their Social Security increase may be partially or completely offset by increases in Medicare premiums.

History of Automatic Cost-Of-Living Adjustments (COLA)

The purpose of the COLA is to ensure that the purchasing power of Social Security and Supplemental Security Income (SSI) benefits is not eroded by inflation. It is based on the percentage increase in the Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W) from the

Midwest Information Office

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Changing Compensation Costs in the Minneapolis Metropolitan Area — September 2016

Total compensation costs for private industry workers increased 2.9 percent in the Minneapolis-St. Paul-St. Cloud, Minn.-Wis. metropolitan area for the year ended in September 2016, the U.S. Bureau of Labor Statistics reported today. Assistant Commissioner for Regional Operations Charlene Peiffer noted that a year earlier, Minneapolis experienced a gain of 2.4 percent in total compensation costs. Locally, wages and salaries, the largest component of total compensation costs, rose 2.8 percent over the 12-month period ended September 2016. Nationwide, total compensation costs and wages and salaries rose 2.3 percent and 2.4 percent respectively, over the same period. (See [chart 1](#) and [table 1](#).)

News Release Information

16-2081-CHI
Thursday, November 10, 2016

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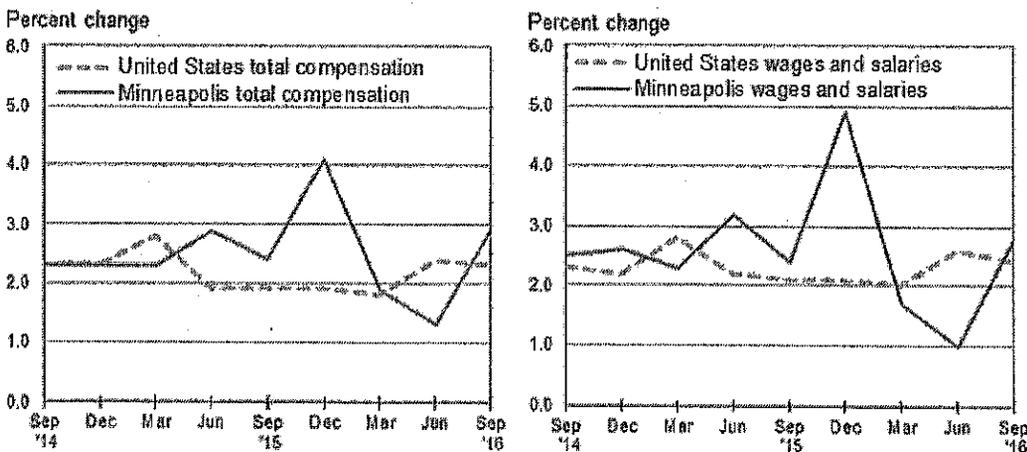
PDF

PDF version

Related Links

[Employment Cost Index Historical Listing](#)

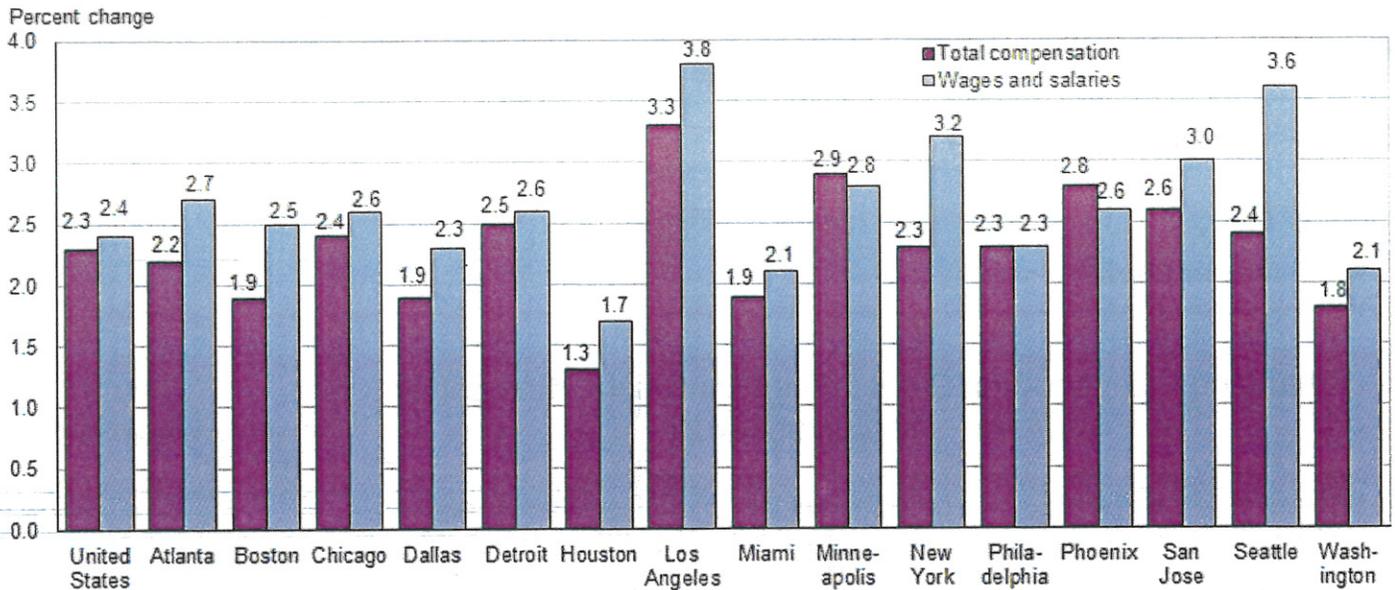
Chart 1. Twelve-month percent changes in the Employment Cost Index, private industry workers, United States and the Minneapolis area, not seasonally adjusted, September 2014–September 2016



Source: U.S. Bureau of Labor Statistics.

Minneapolis is 1 of 15 metropolitan areas in the United States, and 1 of 3 areas in the Midwest region of the country, for which locality compensation cost data are now available. Among these 15 largest areas, over-the-year percentage changes in the cost of total compensation ranged from 3.3 percent in Los Angeles-Long Beach-Riverside, Calif. to 1.3 percent in Houston-Baytown-Huntsville, Texas in September 2016; for wages and salaries, annual increases ranged from 3.8 percent in Los Angeles to 1.7 percent in Houston. (See [chart 2](#).)

Chart 2. Twelve-month percent change in the Employment Cost Index, private industry workers, United States and localities, not seasonally adjusted, September 2016



Source: U.S. Bureau of Labor Statistics.

Minneapolis' annual increase in total compensation costs in September 2016, at 2.9 percent, compared to gains of 2.5 and 2.4 percent, respectively, in Detroit-Warren-Flint Mich. and Chicago-Naperville-Michigan City, Ill.-Ind.-Wis., the two other metropolitan areas in the Midwest. Minneapolis' 2.8-percent gain in wages and salaries over this 12-month period compared to advances of 2.6 percent in both Detroit and Chicago. (See [table 2](#).)

Locality compensation costs are part of the national Employment Cost Index (ECI), which measures quarterly changes in compensation costs, which include wages, salaries and employer costs for employee benefits. In addition to the 15 locality estimates provided in this release, ECI data for the nation, 4 geographical regions, and 9 geographical divisions are available. (Geographical definitions for the metropolitan areas mentioned in this release are included in the [Technical Note](#).)

In addition to the geographic data, a comprehensive national report is available that provides data by industry, occupational group, and union status, as well as for both private and state and local government employees. The release is available on the Internet at www.bls.gov/ncs/ect/home.htm. Current and historical information from other Bureau programs may be accessed via our regional homepage at www.bls.gov/regions/midwest.

The Employment Cost Index for December 2016 is scheduled to be released on Tuesday, January 31, 2017.

Technical Note

The Employment Cost Index (ECI) measures the change in the cost of labor, free from the influence of employment shifts among occupations and industries. The compensation series includes changes in wages and salaries and employer costs for employee benefits.

Wages and salaries are defined as straight-time average hourly earnings or, for workers not paid on an hourly basis, straight-time earnings divided by the corresponding hours. Straight-time wage and salary rates are total earnings before payroll deductions, excluding premium pay for overtime, work on weekends and holidays, and shift differentials. Production bonuses, incentive earnings, commission payments, and cost-of-living adjustments are included in straight-time earnings, whereas nonproduction bonuses (such as Christmas or year-end bonuses) are excluded. Also excluded are such items as payments-in-kind, free room and board, and tips.

Based on available resources and the existing ECI sample, it was determined that estimates would be published for 15 metropolitan areas. Since the ECI sample sizes by area are directly related to area employment, the areas with the largest private industry employment as of the year 2000 were selected. For each of these areas, 12-month percent changes and associated standard errors were computed for the periods since December 2006.

The metropolitan area definitions of the 15 published localities are listed below.

- **Atlanta-Sandy Springs-Gainesville, Ga.-Ala. Combined Statistical Area (CSA)** includes Barrow, Bartow, Butts, Carroll, Cherokee, Clayton, Cobb, Coweta, Dawson, DeKalb, Douglas, Fayette, Forsyth, Fulton, Gwinnett, Hall, Haralson, Heard, Henry, Jasper, Lamar, Meriwether, Newton, Paulding, Pickens, Pike, Polk, Rockdale, Spalding, Troup, Upson, and Walton Counties in Georgia; and Chambers County in Alabama.
- **Boston-Worcester-Manchester, Mass.-N.H. CSA** includes Essex, Middlesex, Norfolk, Plymouth, Suffolk, and Worcester Counties in Massachusetts; and Belknap, Hillsborough, Merrimack, Rockingham, and Strafford Counties in New Hampshire.
- **Chicago-Naperville-Michigan City, Ill.-Ind.-Wis. CSA** includes Cook, DeKalb, DuPage, Grundy, Kane, Kankakee, Kendall, Lake, McHenry, and Will Counties in Illinois; Jasper, Lake, LaPorte, Newton, and Porter Counties in Indiana; and Kenosha County in Wisconsin.



REQUEST FOR CITY COUNCIL ACTION

Meeting Date: December 12, 2016
Item Name: Auditor Fee for 2016 Audit & Long Term Financial Management Plan
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 fees of \$21,733 for the 2016 audit and \$2,678 for the long term financial management plan update with Abdo Eick and Meyers and authorizing staff to sign the engagement letter.

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

<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>
---	---

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

REQUEST FOR CITY COUNCIL ACTION

Meeting Date: December 12, 2016
Item Name: Christmas Tree Pick Up
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 Mayer Lutheran High to complete a Christmas tree pick up on Sunday January 8, 2017 and to reimburse the school \$2.00 per tree.

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

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. 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.

Staff has talked to Mayer Lutheran High and they are willing to do the pick up for the City. They are proposing Sunday, January 8, 2017 from 1-4 PM.

The reimbursement from the County has been \$2.00 per tree and last year they picked up over 100 trees. They use the money as a fundraiser and donate the funds to Ridgeview for woman undergoing cancer treatment to pay utility bills.

Staff is requesting approval of the Christmas tree pickup for Mayer Lutheran High Students on Sunday, January 8, 2017 from 1-4 PM and reimbursement of \$2.00 per tree.

<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 PERFORMANCE APPRAISAL

Name: _____	Date of Employment: _____
Title: _____	Current Rate: _____
Department: _____	_____
Date of Appraisal: _____	Date of Last Review: _____

Instructions: Carefully evaluate employee's work performance in relation to current job requirements. Check rating box to indicate the employee's performance. Indicate N/A if not applicable. Evaluation will be averaged for an overall performance rating.

DEFINITION OF PERFORMANCE RATINGS

- E – Exceeds Expectations** Performance is consistently better than expected and results significantly exceed the requirements of the position. A very high degree of reliability and confidence can be placed in the employee's work.
- M – Meets Expectations** Performance consistently meets, and sometimes exceeds, the requirements of the position. The employee consistently produces satisfactory results.
- S – Meets Some Expectations** Performance meets some of the requirements of the positions, but not all. Further development and/or performance improvement is needed within expectation areas.
- D – Does Not Meet Expectations** Performance in expectation areas is below acceptable levels. Improvement is required within a specified time frame. No step increase should be granted to individuals with this rating.

GENERAL FACTORS	RATING	SUPPORTIVE DETAILS OR COMMENTS
1. Quality – The extent to which an employee's work is accurate, thorough, neat and reflects an organized approach to completion.	E	
	M	
	S	
	D	
2. Productivity – The extent to which an employee produces a significant volume of work efficiently in a specified period of time.	E	
	M	
	S	
	D	
3. Job Knowledge – The extent to which an employee possesses the practical/technical knowledge required on the job.	E	
	M	
	S	
	D	
4. Reliability – The extent to which an employee can be relied upon regarding task completion and follow up.	E	
	M	
	S	
	D	

5. Availability – The extent to which an employee is punctual, observes prescribed work break/ meal periods and has an acceptable overall attendance record.	E M S D	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
6. Adaptability – The extent to which an employee is flexible and adapts to change willingly.	E M S D	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
7. Independence – The extent to which an employee performs work with little or no supervision.	E M S D	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
8. Creativity – The extent to which an employee proposes ideas, finds new and better ways of doing things.	E M S D	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
9. Initiative – The extent to which an employee seeks out new assignments and assumes additional duties when necessary.	E M S D	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
10. Adherence to Policy – The extent to which an employee follows safety and conduct rules, other regulations and adheres to City policies.	E M S D	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
11. Interpersonal Relationships – The extent to which an employee is willing and demonstrates the ability to cooperate, work & communicate with co-workers, supervisors, subordinates, and/or public or customer contacts.	E M S D	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
12. Judgment – The extent to which an employee demonstrates proper judgment and decision making skills when necessary.	E M S D	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

1. **Accomplishments or new abilities demonstrated since last review:**

2. **Specific areas of improvement needed:**

3. **Recommendations for professional development (seminars, training, schooling, etc.):**

COMMENTS:

Recommended Short Term and Long Term Goals

Short term Goals

1.

2.

3.

Long Term Goals

1.

2.

3.

Personal Goals

1.

2.

3.

Organizational Goals

1.

2.

3.

Employee's overall performance in comparison to position duties and responsibilities:

Exceeds Expectations Evaluated by: _____

Meets Expectations Title: _____

Meets Some
Expectations

Does Not Meet
Expectations Approved by: _____

Title: _____

Employee: _____
(Employee's signature indicates he/she has reviewed the appraisal,
as well as the job description.)

CITY OF MAYER
Employee Self Evaluation

Employee Name: _____

The purpose of this form is to facilitate communication between City of Mayer management and employees. The City of Mayer recognizes that the performance review process will be most effective if it is a mutual evaluation with the exchange of ideas and suggestions; and through this process the abilities of the employee and the operation of the organization will have been enhanced. This is the ultimate objective of the employer/employee evaluation process. The City of Mayer recognizes that the employee is part of a team and the ability of the employee to meet goals established by the City for the individuals in each position is also dependent upon the availability of other staff time, talents and resources. Therefore, just as the employer intends to document the performance of the employee, the employer also wishes to provide a formal opportunity for the employee to document employer related factors impacting their performance.

Finally, it should be noted that the real value of the appraisal process comes in the form of the dialogue. The evaluation documents are intended not only to serve as a record of the analyses, but more importantly to kindly discussion between employer and employee.

Please make your responses to the following questions as complete as possible and attach additional pages as necessary. Also feel free to provide any additional information that you feel is not adequately addressed in the form and ask any questions that you need answers to. We encourage you to be candid and open in this process. The City's objective is to help you identify the goals that will help you to succeed in your career and for us to provide you with a clear understanding of the resources and other commitments that the City will provide to assist you.

1. I perceive my overall job performance over the past year as follows:

COMMENTS: _____

2. The greatest improvements in my performance have been made in the following areas, and/or my greatest accomplishments have been as follows:

COMMENTS: _____

3. Factors that hindered my performance (constraints, problems, obstacles):

COMMENTS: _____

4. What do you feel are your primary contributions to the City of Mayer:

COMMENTS: _____

5. What do you feel are your job related strengths:

COMMENTS: _____

6. My coworkers help in my job performance by:

COMMENTS: _____

7. It would help my performance if my supervisor(s) would make the following changes:

COMMENTS: _____

8. This employee review process could be improved by doing the following:

COMMENTS: _____

9. I submit the following additional comments for consideration at my review:

COMMENTS: _____

