

## MAYER CITY COUNCIL MEETING MINUTES – JANUARY 13, 2020

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

PRESENT: Mayor Dodge, Butterfield, McNeilly, and Stieve-McPadden

ABSENT: Council Member Boder

STAFF: City Administrator McCallum, Public Works Kuntz, and Deputy Clerk Gildemeister

ALSO PRESENT: Don Wachholz

The meeting was opened with the Pledge of Allegiance.

### APPROVE AGENDA

A MOTION was made by Council Member Stieve-McPadden with a second by Council Member Butterfield to approve the agenda with the removal of 5C Resolution 1-13-20-1. Motion Carried 4/0.

### PUBLIC COMMENT

None

### APPROVE CONSENT AGENDA

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

1. Approve Minutes of the December 9, 2019 Regular Council Meeting.
2. Approve Claims for the Month of December 2019 and January 2020. Check numbers 22682 to 22785. E-check numbers 5488 to 5536. Bank Check numbers 50103 and 50132.
3. Acknowledge Fire Department Report for the Month of December 2019.
4. Acknowledge Sheriff's Department Report for the Month of December 2019.
5. Acknowledge Public Works Report of Activities from November 22, 2019 to January 7, 2020.
6. Acknowledge City Administrators Report for the Month of December 2019.
7. Acknowledge City Engineer Summary Report of Projects from November and December 2019.

### PUBLIC WORKS

1. **Approve Purchase of Water Meter Handheld Replacement** –A MOTION to approve the purchase of a replacement water meter handheld from Core and Main for an amount not to exceed \$6700.00 was made by Council Member McNeilly and seconded by Council Member Stieve-McPadden. Motion carried 4/0. Mayor Dodge asked Staff to contact Core and Main to ask if they will buy back the old handheld.
2. **Approve Purchase of Bobcat 5600 Toolcat Loader** –A MOTION to approve the purchase of a Bobcat 5600 Toolcat Loader with attachments, in the amount of \$40,934.88, was made by Council Member McNeilly and seconded by Council Member Butterfield. Motion Carried 4/0.

### CITY ADMINISTRATOR

1. **Approve Fund Balance Policy** – The purpose of this policy is to establish specific guidelines and procedures the City of Mayer will use to maintain an adequate level of fund balances and classify fund balances into categories. A MOTION to approve Fund Balance Policy was made by Council Member Stieve-McPadden and seconded by Council Member Butterfield. Motion carried 4/0.

2. **Approve Resolution 1-13-20-2 Fire Department Transfer** – A MOTION to approve Resolution 1-13-20-2 Transferring Fund Balance from General Fund 100 To Fire Truck Fund 210 was made by Council Member Stieve-McPadden and seconded by Council Member McNeilly. Motion carried 4/0.
3. **Approve Ordinance 229, Resolution 1-13-20-3 2020 Fee Schedule** – A MOTION to approved Ordinance 229, Resolution 1-13-20-3 2020 Fee Schedule was made by Council Member McNeilly and seconded by Council Member Stieve-McPadden. Motion carried 3/1. *Mayor Dodge a nay.*  
Mayor Dodge stated he would like to see a resident fee and non-resident fee for Wedding rentals.
4. **Approve Resolution 1-13-20-4 2020 Appointments-** 2020 Annual Appointment for Council remain the same as 2019. Council agreed it is in the best interest of each Council Member to keep their appointments for two years in order to grasp the full understanding as a liaison and citizen member to committees and commissions. The Planning Commission has two vacancies in which interviews will be conducted in January. Council appointed Andy Maetzold as Fire Chief 1 and Rod Maetzold as Fire Chief 2, Nate McNeilly as Lieutenant 1 and Kevin Nace as Lieutenant 2. Dennis Clark as Training Officer 1, and Josh McIntosh as Equipment Officer. The Fire Chief and Lieutenants appointments are two-year terms. Council removed the Collaborative Planning Group due to members no longer meeting. A MOTION to approve resolution 1-13-20-4 2020 Appointments as listed with changes to dates was made by Council Member Stieve-McPadden and seconded by Council Member McNeilly. Motion carried 4/0.
5. **Approve 2020 Planning Service Contract** – A MOTION to approve 2020 Consulting Planning Service Contract with Municipal Development Group, LLC was made by Council Member Butterfield and seconded by Council Member McNeilly. Motion carried 4/0.
6. **Approve Resolution 1-13-20-5 2020 Wage Increases** – A MOTION to approve Resolution 1-13-20-5 2020 Wage Increases for City Administrator and City Staff, effective January 1, 2020 was made by Council Member McNeilly and seconded by Council Member Butterfield. Motion carried 4/0.
7. **Approve Resolution 1-13-20-6 City Administrator McCallum PTO Carryover** – A MOTION to approve 15 days of PTO from 2019 to be carried over to 2020 for City Administrator McCallum was made by Council Member Butterfield and seconded by Council Member McNeilly. Motion carried 4/0.  
Mayor Dodge recommended Personnel Committee review City Administrator’s PTO to help manage time off and maintain checks and balances for this position.
8. **Approve Pay Equity Report 2020** – The City of Mayer is required to submit pay equity report for full time employee salaries as of December 31, 2019 to the State of Minnesota for the 2020 reporting year. A MOTION to approve the submission of the pay equity report using the 2018 David Drone & Associates Compensation Study, completed by City Administrator McCallum for the 2020 reporting year was made by Council Member McNeilly and seconded by Council Member Butterfield. Motion carried 4/0.

#### COUNCIL REPORTS

- Council Member Butterfield stated that she would like to ask Deputy Sheriff Bengtson to attend the Council Meetings now that he is working the 2pm to 10pm shift.
- Council Member McNeilly stated she will be attending the Park Board Meeting Tuesday, January 14, 2020.

#### OTHER BUSINESS

- Acknowledge Minutes of the December 23, 2019 Fire Station Committee Meeting.

- Acknowledge Minutes of the January 7, 2020 Personnel Meeting.

ADJOURN

There being no further business, a MOTION was made by Council Member Butterfield and seconded by Council Member Stieve-McPadden to adjourn the meeting at 7:26 p.m. Motion Carried 4/0

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Mike Dodge, Mayor

Attest: \_\_\_\_\_  
Janell Gildemeister, Deputy City Clerk

DRAFT