

MAYER CITY COUNCIL MEETING MINUTES – AUGUST 27, 2018

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

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

ABSENT: None

STAFF: City Administrator McCallum, City Engineer Martini, City Planner Anderson, City Attorney Sullivan, Public Works Kuntz, Fire Chief Maetzold, and Deputy Clerk Gildemeister

ALSO PRESENT: Deputy Sheriff Stahlke, John Rodd, Kristine Anderson, Liza Donabauer, Mark Kjolhaug, Ivan Raconteur, Don Wachholz, Jon Maetzold, Les Hahn, Mike Wegner, Kaye Timmers, Curtis Ziermann, Symone Jopp, Jack Heinlein, Greg Hoese, John Henschen

The meeting was opened with the Pledge of Allegiance.

APPROVE AGENDA

A MOTION was made by Council Member McNeilly with a second by Council Member Butterfield to approve the agenda with the addition of MN Services and Purchase Fire Department Equipment moved to first item of discussion. Motion Carried 5/0

PUBLIC COMMENT

None

APPROVE CONSENT AGENDA

A MOTION was made by Council Member Stieve-McPadden with a second by Council Member Boder to approve the Consent Agenda with the removal of MN Service Cleaning Contract from Consent Agenda and added to Regular Council Agenda. Motion Carried 5/0.

1. Approve the Minutes of the August 13, 2018 Regular Council Meeting.
2. Approve the Minutes of the August 13, 2018 Council Workshop Meeting.
3. Approve Claims for the Month of August 2018. Check numbers 21725 to 21762
4. Approve Temporary 1-4 Day On-Sale Liquor License for Mayer Lutheran High School.
5. Approve Resolution 8-27-18-21 Accepting Fire Department Donation from Shakopee Mdewakanton Sioux Community.
6. Approve Lion's Club Adopt a Park Application for West Ridge Park.
7. Approve Resolution 8/27/18-22 2nd Street Road Closure Permit for Zion Lutheran Sunday school.
8. Acknowledge City Administrator report for the month of August 2018.
9. Acknowledge Public Works Report of Activities from July 20 to August 22, 2018.
10. Acknowledge City Engineer Summary Report of Projects from June 16 to July 13, 2018.
11. Acknowledge Fire Department Report for the month of July 2018.
12. Acknowledge Sheriff's Department Report for the Month of July 2018.

Deputy Stahlke addressed the Council and provided a summary of his report and an update on vehicles around town in violation of the 24 hour parking ordinance. He asked Council for direction and support of enforcing the 24 parking ordinance by ticketing and towing. The Council recommended Deputy Stahlke use his discretion at this time. Deputy Stahlke talked about potential parking issues during the winter months and recommended Council take a look at the language of the Snow Parking Ordinance which states no parking on city streets after "1 inch snowfall" and change the language to say something like "No parking on City Streets from November 1st to April 30 instead of the. Council Member Boder asked Deputy Stahlke about the County's Speed Trailer and directed him to let the City Administrator know when it was available. Council directed City Administrator to add continued discussion on Enforcement to a future Council Meeting.

CITY ADMINISTRATOR

1. **Approve Purchase of Fire Department Equipment** – Fire Chief Maetzold ask Council to approve the purchase of 12 Integrated Thermal Imaging Cameras. He stated the cost to be \$12,000 (\$1,000 each) of which the Fire Department recently received a grant from the Mdewakanton Sioux Community in the amount of \$2000. He stated the grant will cover the purchase of two cameras and the remaining ten will be purchased with reserved grant money received in the past. A MOTION to approve the purchase of 12 imaging cameras in the amount of \$12,000 was made by Council Member Stieve-McPadden and seconded by Council Member McNeilly. Motion carried 5/0.
2. **Presentation of the Comprehensive Wage Study** –Liza Donabauer of David Drown & Associates, presented the Comprehensive Wage Study to the Council. Donabauer summarized that in January 2018, the City Council approved doing a classification and comprehensive study for the current and future employment positions for the City of Mayer. She outlined the process that was taken to update job descriptions and perform a market wage and benefit analysis. She provided a summary of the study and highlighted areas that fell within comparable ranges and those that need improvement. She pointed out one area that falls outside the comparable range and needs improvement is with the employee health benefits. Donabauer also presented compensation plan options that included two systems for wage increases for City employees. One is an “Open Range” which is merit or review based. The second is an “8 Step” system. Council appreciated the Liza Donabauer’s summary of the Comprehensive Wage Study and agreed it will be a very useful tool. A MOTION to accept Comprehensive Wage Study from David Drown & Associates was made by Council Member Boder and seconded by Council member Butterfield. Motion carried 5/0.
3. **Approve City Administrators request to attend Hamline University for Economic Development Certificate** – City Administrator McCallum asked for approval to attend Hamline University’s Economic Development Certificate program. Certificate Classes meet at Hamline’s Minneapolis campus. All students must complete 90 hours of training in seven monthly sessions over an eight month period. Students who complete the Economic Development coursework receive a certificate from the Hamline University School of Business Public Administration program. The cost for the program is \$2,950.
Classes meet on the following dates:

November	15-16, 2018
January	17-18, 2019
February	14-15, 2019
March	14-15, 2019
April	18-19, 2019
May	16-17, 2019
June	13-14, 2019

A MOTION to approve City Administrator to attend Hamline University for Economic Development Certificate at a cost of \$2,950 plus time and mileage was made by Council Member Boder and seconded by Council Member Butterfield. Motion Carried 5/0
4. **Approve Resolution 8-27-18-24 Application to Fill 0.3 Acre of Wetland to Facilitate the Hoese Wetland Fill Project-** A MOTION to approve Resolution 8-27-2018-24 Hoese Wetland Application for Replacement of 0.3 acres of Agricultural Wetland was made by Council Member Stieve-McPadden and seconded by Council Member Butterfield. Motion carried 5/0.
5. **Discussion on 2nd Street Construction Traffic** –At the September 25, 2017 Council Workshop, there was a request to review the current City Attorney’s Contract and expenses for 2017. There were concerns about going over budget for 2017. A request to go out for proposals for City Attorney was discussed. A MOTION

to Approve Request to Seek Proposals for City Attorney was made by Council Member Boder and seconded by Council Member Butterfield. Motion Carried 5/0

6. **Discussion on Kids Company Lease** - City Administrator McCallum updated the Council on the status of Watertown-Mayer Community Education Kids Company Program located at Mayer Community Center. Community Education Kids Company will no longer have a site in Mayer due to low enrollment numbers. City Administrator informed Council that there is no termination language written into the current lease and asked Council for direction with the Kids Company Lease. A MOTION was made by Council Member Butterfield and seconded by Boder to allow Watertown-Mayer Community Education to terminate the Kids Company Lease without penalty. Motion carried 5/0.
7. **Approve Resolution 8-27-18-23 Ordering Publication of a Public Hearing and Notice of Intent to Consider Issuance of Franchise** – A MOTION to approve Resolution 8-27-18-23 Ordering Publication of a Public Hearing and Notice of Intent to Consider Issuance of Franchise and Set Application Fee was made by Council Member Stieve-McPadden and seconded by Council Member Boder. Motion carried 5/0.

PLANNING AND ZONING

1. **Approve Ordinance 223 Land Usage Text Amendment to Ordinance 215** – On April 24, 2017 the Planning Commission approved Ordinance 215. Consequently, a wrong version was signed and published. Page 9 was missing of the published ordinance. A MOTION to approve with corrective language, Ordinance 223 Land Usage Text Amendment to Ordinance 215 was made by Council Member McNeilly and seconded by Council Member Boder. Motion carried 5/0.
City Attorney leaves at 8:12 p.m.
2. **Approve Acceptance of 2040 Draft Comprehensive Plan** – The Metropolitan Council and State Statutes require cities within the seven county metropolitan area to update their comprehensive plan every 10 years. City Planner, John Anderson, presented a summary of the draft 2040 Comprehensive Plan. A MOTION to approve acceptance of the 2040 Draft Comprehensive Plan and authorize submittal to Metropolitan Council for the 6 month mandatory review was made by Council Member Boder and seconded by Council Member Butterfield. Motion carried 5/0.
Council thanks City Planner Anderson for all his efforts and appreciated the thorough update.
3. **Approve Extension to Complete Metropolitan Council Comprehensive Plan Grant Agreement Amendment** – A MOTION to approve a 3 month extension to complete the Comprehensive Plan Grant Agreement Amendment was made by Council Member Boder and seconded by Council Member McNeilly. Motion carried 5/0.

ENGINEERING

1. **Approve Purchase of Pedestrian Crossing signs and Radar Speed Sign** – A MOTION to approve the purchase of Solar Rectangle Rapid Flash Beacon LED Crosswalk Warning System in the amount of \$9,004.89 was made by Council Member McNeilly and seconded by Council Member Butterfield. Motion carried 5/0. *Signs to be installed this fall.*

A MOTION to approve the purchase of one SafePace Solar Radar Speed Sign in the amount of \$2,655.25 was made by Council Member McNeilly and seconded by Council Member Stieve-McPadden. Motion carried 4/1. *Council Member Boder a nay.*

2. **Discussion on Water CIP** – City Engineer Martini presented a summary of the Water Treatment Facility Capital Improvement Plan. The CIP is intended to assist in determining the long-term financial funds needed to maintain adequate and reliable performance of the Mayer Water Treatment Facility. He stated that the plan identifies major capital improvements, their approximate cost, and a recommended implementation schedule. Council agreed that this Water CIP will be a very useful tool for the future.

3. **Discussion on Pavement Management Plan** – City Engineer Martini presented a summary of the Pavement Management Plan. The plan lays out the conditions of City Streets and a schedule for proposed improvements. Martini stated that the City has about 10 miles of roads and in order to maximize the life of the City’s pavements, it is recommended that the City apply at least one seal coat to all streets. For a well-constructed bituminous road, a typical life cycle includes seal coating the surface of the roadway ever 5 to 7 years, a mill and overlay at year 15 to 20, and a reconstruction at year 35 to 40. He stated that the planning level cost estimates for the recommended improvements, which include contingencies and soft costs are:
 - Mill and overlay projects - \$3,536,00
 - Street Reconstruction - \$1,100,000 (includes curb and gutter and storm sewer)
 - Seal Coating - \$479,430

Based on these estimates, the city will need to budget \$392,900 a year to fund a mill and overlay program between 2019 and 2027. An additional \$47,900 per year will be needed to fund a seal coating program between 2024 and 2034. Council will continue to discuss budgeting for the Pavement Management Plan and thanks Martini for his efforts.

PARK COMMISSION

1. **Discussion on West Ridge Park Amenities** – City Administrator updated Council on the status of purchasing equipment for West Ridge Park. She stated that there was a miscommunication with the original quote from Flagship and therefore the wrong amount was previously approved. The actual cost for the play equipment with installation is \$66,812.14. Park Board recommended approving the purchase of the equipment cost at \$56,958.28 with the installation to be done by Public Works next spring. Council asked Staff to get clarification on the warranty terms and conditions if Public Works installs the equipment. A MOTION to table the discussion until the warranty terms can be clarified was made by Council Member Boder and seconded by Council Member Stieve-McPadden. Motion failed. *2/3 Mayor Dodge, Council Members Butterfield and McNeilly a nay.*
 A MOTION to purchase the West Ridge Park equipment from Flagship with installation costs for a total cost of \$66,812.14 was made by Council Member McNeilly and seconded by Council Member Butterfield. Motion failed. *2/3 Mayor Dodge, Council Members Boder and Stieve-McPadden a nay.*
 A MOTION to purchase the West Ridge Park equipment only from Flagship in the amount of \$56,958.28 with the installation to be done by Public Works was made by Council Member Stieve-McPadden and seconded by Council Member McNeilly. Motion carried *3/2. Council Members Boder and Stieve-McPadden a nay.*

2. **Approve Playground Curbing located at Old School House Park** – A MOTION to approve the acceptance of quote from Thomas Clemensen Concrete and Masonry to install Playground Curbing at Old School House Park in the amount of \$4,392 was made by Council Member Stieve-McPadden and seconded by Council Member Boder. Motion carried *5/0.*

3. **Discussion on MN Cleaning Services** – Tabled.

Council expressed their excitement for the Jaguar Communication Open House on Thursday, August 30, 2018 from 3 to 8 p.m. encouraged residents to come.

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 9:43 p.m. Motion Carried 5/0

Mike Dodge, Mayor

Attest: _____
Janell Gildemeister, Deputy City Clerk