



City of Mayer
Agenda for the City Council
Monday, January 8th, 2024 – 6:30 P.M.

Opening Items

1. Call Meeting to Order
2. Pledge of Allegiance

Approval of Agenda

3. Consider Approval of Agenda

Public Comment Period

4. Open Public Comment Period – Comments are limited to 5 minutes

Consent Agenda

5. Consider Approval of December 11th, 2023 City Council Minutes
6. Consider Approval of Claims for Payment
7. Consider Approval of Staff Reports
8. Consider Adoption of Resolution Receiving a Donation from the Mayer Baseball Club
9. Consider Approval of Licenses and Permits Conditioned Upon Submission of All Necessary Documents and Payment
 - a. Heldt's Bar – Off Sale, On Sale, and Sunday Intoxicating Liquor
 - b. Knuckleheads – Off Sale, On Sale, and Sunday Intoxicating Liquor
 - c. Agave Mexican Restaurant – Off Sale, On Sale, and Sunday Intoxicating Liquor
 - d. Fill-me Up Convenience Store – Off-Sale Intoxicating Liquor
 - e. Casey's – Off-Sale 3.2 Beer
 - f. Mayer Baseball Club – Wine/Strong Beer

Business Items

10. Consider Adoption of Ordinance 242 Amending the Fee Schedule
11. Discussion of Hot Air Balloons in City Parks with Sky High Art
 - a. Consider Introduction of Ordinance 243 Regulating Hot Air Balloons in City Parks
12. Consider Adoption of Resolution for 2024 Designations and Appointments
13. Consider Approval to Authorize the Opening of the City Clerk Position for Hiring
14. Consider Approval to Conditionally Hire Jeffrey Kokaisel to the Fire Department
Pending Submission of All Required Paperwork

City Council Reports

15. City Council Individual Reports and Items

Adjournment

16. Adjourn Meeting

City of Mayer

City Council Meeting Minutes for December 11th, 2023

Present: Mayor Dodge, Council Members McNeilly, Heldt, Wegner, and Eley
Absent: None
Staff: City Administrator Johnson, City Clerk Gildemeister
Visitors: David Martini, City Engineer
Don Wachholz

Opening Items

The meeting was called to order at 6:30pm by Mayor Dodge.

The meeting was opened with the Pledge of Allegiance.

Approve Agenda

A motion was made by Eley and seconded by Heldt to approve the agenda as presented. All voted in favor. None voted against. The motion was carried.

Public Comment Period

There were no attendees for public comment.

Consent Agenda

A motion was made by McNeilly and seconded by Wegner to approve the consent agenda. All voted in favor. None voted against. The motion was carried.

1. Consider Approval of November 27th, 2023 City Council Minutes
2. Consider Approval of November 27th, 2023 City Council Workshop Minutes
3. Consider Approval of Claims for Payment (Checks 25537-25573; E-checks 6941-6962)
4. Consider Approval of Staff Reports
5. Consider Approval of 2024 Agreement with Municipal Development Group for Planner Services
6. Consider Approval of Exempt from Gambling Permit for Watertown Rod and Gun Club for Mayer Community Center on March 2nd, 2024
7. Consider Adoption of Resolution Designating Polling Places for 2024

Business Items

Conduct Truth in Taxation Public Hearing – City Administrator Johnson delivered the presentation for the Truth in Taxation Public Hearing. Johnson discussed various aspects of the levy and budget process including historical trends, revenues and expenditures, as well as comparisons with other cities. Johnson reviewed the changes to the levy and their impact on 2024 compared to 2023. There were no attendees for the public hearing. The Truth in Taxation Public Hearing was closed.

Consider Adoption of Resolution Approving the 2024 Final Levy and Budget – The Council reviewed Resolution 2023-37, a resolution adopting the 2024 final levy and 2024 final budget. A

motion was made by Heldt and seconded by Eley to adopt the resolution. All voted in favor. None voted against. The motion was carried.

Consider Action on Proposal from Bolton and Menk for a Trails and Sidewalk

Implementation Plan – David Martini, City Engineer, was in attendance to discuss the proposal from Bolton and Menk to assist the City with trail and sidewalk planning. The Council, during previous meetings, had discussed the importance of developing a plan to replace the aging asphalt trail in Coldwater Crossing and Hidden Creek. City Administrator Johnson and David Martini had looked at potential sources of grant funding to assist with planning and reconstruction. The proposal would engage Bolton and Menk to assist with community outreach, feasibility work, implementation plans, and researching various grant opportunities. Several of the potential grant programs place emphasis on community outreach. The overall goal would to produce a trail and sidewalk plan not only for the aging asphalt sections but for Mayer as a whole. A motion was made by Eley and seconded by Heldt to approve the proposal in the amount not-to-exceed \$11,089. All voted in favor. None voted against. The motion was carried.

Consider Approval of Towing Contract with R&V Service & Towing – City Administrator Johnson presented a contract for towing services with R&V Service & Towing of Mayer. The City currently utilizes R&V for towing services under a verbal arrangement. Both parties desire to memorialize the arrangement in a written contract. Johnson worked with R&V to ensure all provisions were accurate. A motion was made by Wegner and seconded by Eley to approve the contract. All voted in favor. None voted against. The motion was carried.

Consider Approval of 2024 Contract for Policing Services with Carver County Sheriff –

The Council reviewed the proposed 2024 contract for policing services with the Carver County Sheriff's Office. The 2024 contract reflected the Sheriff's Office purchasing hours back for general patrol purposes. A motion was made by Heldt and seconded by Eley to approve the contract. All voted in favor. None voted against. The motion was carried.

Consider Introduction of Ordinance Amending the Fee Schedule – The Council reviewed the proposed ordinance amending the fee schedule for the City of Mayer. City staff solicited input from affected consultants to bring together the recommended changes. The changes included adjustments to community center rental rates and damage deposits, elimination of a non-compliant nuisance fee tier, adjustments to the base fees of flat-rate building permits, addition of a senior rate schedule to the utility rates, and addition of a school and churches storm sewer area charge category. A motion was made by Eley and seconded by Heldt to introduce Ordinance 242, an ordinance amending certain fees charged by the City of Mayer. All voted in favor. None voted against. The motion was carried.

Consider Approval of Earned Sick and Safe Time Policy – The Council reviewed the Earned Sick and Safe Time policy proposal. There were no changes from the prior workshop. A motion was made by McNeilly and seconded by Heldt to approve the policy. All voted in favor. None voted against. The motion was carried.

Consider Approval of Wage Adjustment for Compost Site Attendant Position – The Council reviewed a recommendation from the Personnel Committee to adjust the hourly wage of the

compost site attendant position. The position was hired in 2021 at \$15.00 per hour with no changes since then. The recommendation from the Personnel Committee was to adjust the wage to \$17.00 per hour based upon good work performance. A motion was made by Eley and seconded by Wegner to approve the wage adjustment. All voted in favor. None voted against. The motion was carried.

Consider Approval of City Administrator Contract Amendments – The Council reviewed recommendations from the Personnel Committee regarding amendments to the City Administrator’s contract. The proposed changes would eliminate first-year language to make it consistent from year to year moving forward; clarify paid time off language to eliminate first-year language and align with current practices with other full-time employees; and amend section 11 on professional development to require Council approval on out-of-state travel and attendances. A motion was made by Wegner and seconded by Eley to approve the contract amendments. All voted in favor. None voted against. The motion was carried.

City Council Reports

Council Member Eley praised everyone who helped out with the Park and Recreation Commission’s Christmas Tree Lighting event on December 3rd, 2023. The event was well attended and successful.

Council Member McNeilly reported the Personnel Committee met and discussed the items on the agenda. She attended the Christmas Tree Lighting event and believed it turned out well.

Mayer Dodge reported on attending the Personnel Committee.

Adjournment

A motion was made by McNeilly and seconded by Heldt to adjourn the meeting. All voted in favor. None voted against. The motion was carried.

Attest:

Mayor

City Administrator

December 2023
Mayer Update
Carver County Sheriff's Office
Cpl. Brad Hendricks #851

Traffic complaints received by the city are being addressed. Many of the complaints are directly related to speed issues. At this time, those areas of concerns have been monitored and the speeds being reported are not being observed. I will continue to monitor the areas to ensure motorists are aware of the Sheriff's Office presence.

As for the trail crossing at Ash Ave and Co Rd 30, I have been in constant contact with a resident from the city regarding safety concerns about this crossing, along with being in contact with the City Administrator and the Mayor about this issue. According to MNDOT, those on the trail have the right of way and vehicles need to stop. However, I believe that if this to be the case, there should be discussions with MNDOT about installing a crosswalk light similar to those in place at Ash Ave/Hidden Creek Blvd and Ash Ave/4th ST. This should make it clear to the motorists they need to stop for pedestrians/cyclists wanting to cross that intersection.

No other issues have been observed during the month of December as the calls for service have been consistent with previous months.

Year in Review

2023 brought many challenges to the city of Mayer. However, with the help of the residents and City Officials, those challenges have been overcome with positive outcomes.

2023 began with animal issues that continued through the summer of 2023. I am happy to report that this issue resolved itself in the long run and the animal complaints on 5th St NE are no longer being reported by the residents.

The spring, summer, and fall seasons always pose a problem for law enforcement and residents as the criminal element find their way into all cities. With the help of the City and social media, word was spread throughout the community for all residents and guests to secure their personal belongings (i.e. vehicles, campers, boats, houses) to deter the criminal element from our neighborhoods. It was nice to see that thefts from motor vehicles did not plague the city of Mayer this year unlike previous years.



Real People. Real Solutions.

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Bolton-Menk.com

MEMORANDUM

Date: January 2, 2024
To: Honorable Mayor and City Council
From: David P. Martini, P.E.
RE: January Engineering Report

The following is a summary of the work that Bolton & Menk has completed on behalf of the city during the past month:

Miscellaneous Services

We have attended staff and council meetings, as needed, and continue to follow through on the miscellaneous engineering needs of the city. Miscellaneous items include:

- Funding discussions for trails and other infrastructure needs.
- Review of the New Germany sewer connection report.

Wastewater Treatment Facility

Facility planning for future facility improvements is on-going.

Development Review

Construction observation for improvements in Cold Water 8th have been on-going along with review of lot surveys for new home construction in all developments.

Street Improvements

All work associated with the 2023 Street Improvements project is now substantially completed. Preliminary work for the 2024 Street Improvements project has begun.



Date: January 3, 2024

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

SUBJECT: FIRE REPORT FOR MONTH ENDING – 12/31/2023

TOWNSHIP CALLS:

<u>DATE</u>	<u>TIME</u>	<u>TWP</u>	<u>DESCRIPTION/ADDRESS</u>	<u>MAN HOURS</u>	<u>Trucks used</u>
12-21-23	1012	Hollywood	Medical / 14465 58 th St	15	R11
12-21-23	1116	Hollywood	Medical / 15950 62 nd St	15	R11
12-31-23	2148	Waconia	Medical / 13165 Heldts Ln	12	R11

Mutual Aid Calls

<u>DATE</u>	<u>TIME</u>	<u>TWP/Town</u>	<u>DESCRIPTION/ADDRESS</u>	<u>MAN HOURS</u>	<u>Trucks used</u>
12-14-23	1231	Young America	Grass Fire / 12205 Co Rd 33	11	T11

CITY OF MAYER CALLS:

<u>DATE</u>	<u>TIME</u>	<u>DESCRIPTION/ADDRESS</u>	<u>MAN HOURS</u>	<u>Trucks used</u>
12-17-23	2133	Lift Assist / 260 Morning Dr	19	R11
12-20-23	404	Medical / 208 West Ridge Rd	17	R11
12-24-23	2148	Medical / 260 Morning Dr	18	R11
12-26-23	1924	Medical / 2495 Riverbend Trail	17	R11

FIRE DEPARTMENT TRAININGS/ACTIVITIES

12-1-23	Santa at the Fire Station
12-4-23	Fire Dept Meeting / Truck checks
12-11-23	Group 4 training
12-18-23	Department Training



Monthly Update

- This past month we ran 8 calls totaling 124-man hours.

Station items

- We had pictures with Santa on December 1st. We had approximately 75 families attending.
- We had to repair the garage door opener for the bay that Ridgeview uses.

Truck items

- Engine 11 and Engine 12 were serviced.



To: Mayor and Council Members

From: Kyle Kuntz

Re: Public Works Activities from December 8th (2023) to January 4th (2024)

Besides normal day-to-day operations the Mayer Public Works Department performed the following tasks:

Parks

Public works staff have been waiting patiently for cooler temps before work on the skating rink begins. If cooler temps don't arrive soon staff may not have time to make ice for the 2024 season.

Public works staff has been working closely with the City Administrator, Contractor, and Architect on the shelter project.

Roads

Plowing and ice control procedures go into place after each snow event.

Water Treatment Plant

Took filter number one out of service and recharged filter media with a heavy concentration of potassium permanganate. Staff then backwashed the filter and put it back into service.

Wastewater Treatment Plant

Took the primary clarifier out of service for annual maintenance. Staff bypassed the plant, drained down clarifier to digester, removed plug from clarifier inlet, washed down walls and floor, and inspected all mechanical parts. Once the project was completed, staff put the clarifier back into service.

Staff have been working closely with the city engineers on the upcoming wastewater treatment project.

Miscellaneous

Staff continues to work on GIS mapping of all city infrastructure.

Installed new pneumatic air lines in the new public works building addition at multiple locations. Moved the air compressor to upstairs mezzanine.

Fixed electric motor on F550 tailgate sander, installed snow tires on skid steer, and fixed kick stands on broom skid loader attachments.

Finished off the guard shack at the compost site. Installed new window, moved air conditioner, insulation, plywood, and shelving. Also, staff moved and windrowed all the compost that the site received this past season to help begin the composting process.

Attended safety training in Waconia.

Removed glass from the service counter at City Hall!



To: Mayor and City Council
From: Nicholas Johnson, City Administrator
Re: City Administrator Monthly Report

Pavilion Update

The pavilion exterior block appears to be in place. The interior block is on site and we anticipate they will finish that work in the coming week or two. Once that is completed the contractors will be back in to begin work on placing the roof.

Splash Pad Update

My goal is to have paperwork from the DNR and Commercial Recreation Specialists to Council at the second meeting in January 2024 for approvals. The only setback would be if the DNR doesn't get me the final paperwork in time. In my discussions in December they indicated their goal was to have it to me mid-January.

Sidewalk Committee First Meeting

The Sidewalk Committee charged with reviewing the aged asphalt trail/sidewalk in Coldwater and Hidden Creek met on Thursday January 4th, 2024 with Bolton and Menk for their initial meeting. The goal of the meeting was to discuss the priorities of future projects (both existing rehabilitation and future connections to enhance the existing sidewalk system), potential funding sources for both planning and construction, as well as the best framework for engaging the public for participation.

Mayer-New Germany Wastewater Regionalization

A handful of years ago the cities of Mayer and New Germany looked at the potential of New Germany connecting to Mayer's wastewater system for processing of their wastewater stream. The project involved running a sewer line from New Germany to Mayer and connecting to our wastewater treatment facility. In essence New Germany, as a whole, would become a sewer customer of Mayer. The costs and scope, at the time, did not include discussions about the potential for State grant funding to assist with the project. After reviewing some preliminary documents I'd like to reapproach the subject as I believe it could be a win-win for both cities. Grant funding provides a far better financial perspective than the previous discussions. At this time I just want to make Council aware I'll be doing some further digging on the preliminary feasibility of such a project.

Interim City Clerk Update

Tracy and I have taken on the duties and responsibilities in the interim as we go through the process of re-hiring for a city clerk. Things have been quite busy but they've been going well. We've been able to make adjustments to some processes to streamline things better between finance and administration. All in all, busy but good!

**City of Mayer
Resolution 2024-2**

Resolution Approving Donations from the Mayer Baseball Club to the City Park and Recreation Funds

WHEREAS, the City of Mayer is generally authorized to accept contributions of real and personal property pursuant to Minnesota State Statute Sections 421.21 and 465.03 for the benefit of its citizens and is specifically authorized to accept gifts and benefits for the benefit for recreational service pursuant Minnesota Statutes Section 471.17; and

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

<u>Name of Donor:</u>	<u>Purpose:</u>	<u>Amount:</u>
Mayer Baseball Club	10% Gambling Fee	\$11,565.97

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

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

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

1. The contributions above are hereby accepted by the City of Mayer and shall be used to establish and operate recreational facilities and programs within the City’s corporate limits either alone or in cooperation with others, as allowed by law.
2. That the City Administrator is hereby directed to issue receipts to each donor acknowledging the City’s receipt of the donor’s contribution.

Adopted by the City Council of the City of Mayer this 8th day of January 2024.

Attest:

Mayor

City Clerk

**City of Mayer
Ordinance 242**

An Ordinance Amending Certain Fees Charged by the City of Mayer

WHEREAS, the City of Mayer (“City”) is a Minnesota Municipal Corporation, duly organized and authorized to conduct its affairs under the laws of the State of Minnesota; and

WHEREAS, the City periodically reviews services to ensure that the fee collected is commensurate with the cost of providing those services and adjusts those fees by adoption of an ordinance; and

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF MAYER, MINNESOTA,
DOES ORDAIN:

Section 1: Appendix A of the City of Mayer Code of Ordinances is repealed in its entirety and a new Appendix A, as attached to this ordinance, is added.

Section 2: This Ordinance shall be in force and effect upon adoption and publication in the official newspaper of the City in accordance with applicable law. The City will publish a summary of this Ordinance.

Adopted by the City Council of the City of Mayer on this 8th day of January, 2024.

Attest:

Mayor

City Clerk

City of Mayer
Ordinance 242 Official Summary of

An Ordinance Amending Certain Fees Charged by the City of Mayer

The following is the official summary of Ordinance 242 of the City of Mayer adopted on January 8th, 2024, pertaining to the establishment of certain fees and charges.

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

The fee schedule is attached to and made part of Ordinance 242 adopted on January 8th, 2024, and sets fees and charges for such categories as the following:

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

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

City Clerk

City of Mayer
2024 Fee Schedule

Administrative Fees

Community Center:

Small Group Daily Rental – Resident (50 or less)	\$100.00
Small Group Daily Rental – Non-Resident (50 or less)	\$150.00
Large Group Daily Rental – Resident (51 or more)	\$250.00
Large Group Daily Rental – Non-Resident (51 or more)	\$350.00
Two Day Event Rental – Resident	\$500.00
Two Day Event Rental – Non-Resident	\$600.00
Three Day Event Rental – Resident	\$625.00
Three Day Event Rental – Non-Resident	\$725.00
Small Group Non-Profit Rental – Resident (50 or less)	\$37.50
Small Group Non-Profit Rental – Non-Resident (50 or less)	\$50.00
Large Group Non-Profit Rental – Resident (51 or more)	\$125.00
Large Group Non-Profit Rental – Non-Resident (51 or more)	\$175.00

Church/Funeral	\$50.00
Damage Deposit – Groups 50 or less	\$200.00
Damage Deposit – Groups 51 or more	\$350.00

Electronic Sign:

Regular Weekly Rate	\$10.00
Regular Monthly Rate	\$30.00
Non-Profit Weekly Rate	\$7.00
Non-Profit Monthly Rate	\$20.00
Public Entity Rate	Free

Concession Stand:

Four Hour Rental	\$25.00
Damage Deposit	\$25.00

Copier and Documents:

Black and White Page	\$0.25
Color Page	\$0.50
City Map	Actual Cost
Zoning Map	\$15.00
Comprehensive Plan	\$50.00
Zoning Ordinance	\$50.00
City Standard Specs & Plates	\$50.00
Subdivision Ordinance	\$50.00
Code of Ordinances	\$75.00
Financial Audits	\$50.00

City Budget	\$30.00
City Fee Schedule	\$30.00
Scanning and Emailing Readily Available Documents Above	Free
Compiling Data Requests	Staff Time and Materials

Animal Control:

Chicken License – Initial Fee	\$50.00
Chicken License – Renewal Fee	\$25.00
Beekeeping License – Initial Fee	\$50.00
Beekeeping License – Renewal Fee	\$25.00

Service Fees and Miscellaneous:

Public Notice and Mailing	Actual Cost Plus Staff Time
Recording Documents	Actual Cost Plus Staff Time
Returned Check Charge	\$30.00
Election Filing Fee	\$15.00
Delinquent Charge Certification	\$5.00
Peddler License & Background Check	\$100.00
Move to Building Permit Fee	

Fines:

Parking Violation – 1 st Offense	\$25.00 Plus Towing Cost
Parking Violation – 2 nd Offense	\$50.00 Plus Towing Cost
Parking Violation – 3 rd Offense	\$75.00 Plus Towing Cost
Abandoned Vehicle Violation – 1 st Offense	\$60.00
Abandoned Vehicle Violation – 2 nd Offense	\$150.00
Abandoned Vehicle Violation – 3 rd Offense	\$200.00
Towing Cost	Actual Cost
Impound Lot Fee	Actual Cost
Weed Violation Mowing (1 hour minimum)	\$75.00 Per Hour
Sidewalk Snow Removal (1 hour minimum)	\$75.00 Per Hour

Liquor Licenses:

On-Sale Intoxicating Liquor License	\$1,000.00
Off-Sale Intoxicating Liquor License	\$75.00
Sunday On-Sale Intoxicating Liquor License	\$75.00
On-Sale 3.2 Beer License	\$75.00
New Annual License Investigation	\$100.00
Wine and Beer License	\$75.00
All Temporary/Seasonal Licenses and Permits	\$15.00

Golf Cart License:

Annual Golf Cart License	\$20.00
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Amusement Licenses:

Amusement License	\$15.00 Per Location
Amusement License	\$15.00 Per Machine

Fire Department Charges:

2000 Gallon Tanker – Load of Water	\$85.00 Per Load
3000 Gallon Tanker – Load of Water	\$125.00 Per Load

Fire/Accident Call Not Covered by Contract	\$450.00 For First Hour
	\$350.00 Each Hour After

Structure Burning Permit (asbestos check not included)	\$1,000.00 Donation
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Hazmat Fee	\$450.00 Flat Fee
	\$12 Per Hour Per Firefighter

Staff and Consultant Rates:

City Staff (minimum 2 hours if called out after hours)	\$75.00 Per Hour
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Bolton and Menk – City Engineer	Actual Cost
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Municipal Development Group – City Planner	Actual Cost
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Ratwik, Rosak and Maloney – City Attorney	Actual Cost
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Other Consultants and Contractors	Actual Cost
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Building Permit Fees

Valuation Table:

\$1.00 to \$2,000.00	\$25.58 for the first \$500.00 \$3.36 for each additional \$100.00
\$2,001.00 to \$25,000.00	\$76.25 for the first \$2,000.00 \$15.40 for each additional \$1,000.00
\$25,001.00 to \$50,000.00	\$430.35 for the first \$25,000.00 \$11.11 for each additional \$1,000.00
\$50,001.00 to \$100,000.00	\$708.10 for the first \$50,000.00 \$7.70 for each additional \$1,000.00
\$100,001.00 to \$500,000.00	\$1,093.10 for the first \$100,000.00 \$6.16 for each additional \$1,000.00
\$500,001.00 to \$1,000,000.00	\$3,557.10 for the first \$500,000.00 \$5.23 for each additional \$1,000.00
\$1,000,001.00 and Above	\$6,172.10 for the first \$1,000,000.00 \$4.02 for each additional \$1,000.00

Building Permit Fee:

Fee is calculated using the above Valuation Table amount, plus 10%, plus a State Surcharge as follows:

\$1,000,000.00 or less = $0.0005 \times \text{Valuation}$ (minimum of \$5.00)

\$1,000,001.00 to \$2,000,000.00 = \$500.00 + $0.0004 \times (\text{Value} - \$1,000,000.00)$

\$2,000,001.00 and above = See State Table

Other Inspections and Fees:

Inspections Outside Normal Business Hours (2 hour minimum)	\$75.00 Per Hour
Re-Inspection Fee	\$50.00 Per Hour
Additional Inspection Fee (Half hour minimum) (Additional plan review required by changes, additions, or other revisions to approved plans)	\$50.00 Per Hour
Miscellaneous and Special Services	\$50.00 Per Hour
City Sewer Inspection/ hookup	\$45.00
City Water Inspection/ hookup	\$45.00
House/Garage Moved-In Structure	\$50.00 Per Hour Plus Mileage
House Foundation/Lower Level Finish Moved-In	Valuation
Plan Check Fee	65% of Permit Fee

Plumbing Permit Fee	\$5.50 Per Fixture or \$85.00 Plus \$1.00 Surcharge Whichever is Greater
Plumbing Change Outs (Water Heaters or Softeners) Each	\$85.00 Plus \$1.00 Surcharge
New Home Construction – For each heating or air conditioning unit, including air exchange units (heating and air conditioning replacement is considered one unit), in-floor heat systems, gas log/fireplaces, wood burning fireplace, factory fireplace, gas line/gas piping only	\$85.00 Plus \$1.00 Surcharge
Masonry Fireplaces	Valuation
Residential Solar Panel	Valuation
Residential Re-Roofing	\$85.00 Plus \$1.00 Surcharge
Residential Re-Siding	\$85.00 Plus \$1.00 Surcharge
Residential Re-Windowing (same size only)	\$85.00 Plus \$1.00 Surcharge
Residential Fence	\$75.00 Plus \$1.00 Surcharge
Residential Shed (under 200 square feet)	\$85.00 Plus \$1.00 Surcharge
Residential Demolition	\$100.00 Plus \$1.00 Surcharge
Commercial – Solar panels, demolition, re-roofing, re-siding, plumbing permit, mechanical permit, fire sprinkler system, fire alarm	Valuation
Right of Way Permit	\$250.00

Planning and Zoning Fees

Annexation Application Fee	\$500.00
Appeal	\$200.00
Vacation of Property, Public Right-of-Way & Easements	\$300.00
Zoning Permit	\$50.00
Landscape Escrow (charged on building permit)	\$2,500.00
Concept Plan	\$500.00
Preliminary Plat	\$1,000.00 Escrow
	\$500.00 Plus
	\$15.00 Per Lot
	\$5,000.00 Escrow
Final Plat	\$400.00 Plus
	\$15.00 Per Lot
	\$5,000.00 Escrow
Concept Planned Unit Development (PUD)	\$300.00
	\$1,000.00 Escrow
Preliminary Planned Unit Development (PUD)	\$500.00
Final Planned Unit Development (PUD)	\$1,500.00 Escrow
Comprehensive Plan Amendment	
Conditional Use, Variance, Interim Use Permit	
Minor Subdivision (lot division or consolidation)	
Site Plan, Rezoning, Zoning Text Amendments	
Other Planning Requests of the City Council	
Utility Feasibility Study - Council Approval Required	Actual Cost
Special Council Meeting	\$30.00 Per Council Member Attending
Special Planning Commission Meeting	\$30.00 Per Commissioner Attending
Park Dedication Fee	Per Ordinance

*****All fees are doubled for after-the-fact applications*****

In addition to the application fee, the applicant for development plan review must also pay all costs incurred by the City including staff time, legal, engineering, administrative, building inspection services, and services other persons or entities employed or contracted by the City for, or in any way involved in, the review and inspection of the development plan and public utility extensions contemplated thereby, including but not limited to streets, sidewalks, trails, water lines, sanitary sewer lines, storm sewer lines, street lights, electric lines, gas lines, water retention areas, and all other improvements intended for public use or benefit constructed or caused to be constructed by the owner and under no condition shall the fee be refunded for failure of the City to approve the development plan.

Utility Rate Schedule

Water Charges:

Water Base Charge	\$12.98 Per Month
Water – 0 to 6,000 Gallons	\$5.74 Per 1,000 Gallons
Water – 6,001 to 15,000 Gallons	\$6.64 Per 1,000 Gallons
Water – 15,001 to 20,000 Gallons	\$7.81 Per 1,000 Gallons
Water – 20,001 and Above	\$10.58 Per 1,000 Gallons
MPFA Replacement Fund	\$0.10 Per 1,000 Gallons
Minnesota Water Testing Fee	\$0.81 Per Month
Late Fee Penalty	10%

Sewer Charges:

Sewer Base Charge	\$21.90 Per Month
Sewer Usage Rate	\$8.34 Per 1,000 Gallons

Storm Sewer Charges:

Storm Sewer – Residential – 1 REU	\$7.00 Per Month
Storm Sewer – Commercial – 3.6 REU	\$21.00 Per Month
Storm Sewer – Schools and Churches – 1.8 REU	\$7.00 Per Month
Storm Sewer – Industrial – 3.6 REU	\$21.00 Per Month
Storm Sewer – Multi Family – 2 REU	\$14.00 Per Month

Senior Rates 20% Discount (65 years or older for all occupants):

Water Base Charge	\$10.39 Per Month
Water – 0 to 4,000 Gallons	\$4.60 Per 1,000 Gallons
Sewer Base Charge	\$17.52 Per 1,000 Gallons
Sewer – 0 to 4,000 Gallons	\$6.68 Per 1,000 Gallons

Area Charges – Gross Per Acre Delineated Wetlands Not Impacted by Construction:

Water	\$2,350.00
Sewer	\$2,350.00
Storm Sewer – Residential	\$2,650.00
Storm Sewer – Commercial	\$2,900.00
Storm Sewer – Schools and Churches	\$2,650.00
Storm Sewer – Industrial	\$3,200.00

Connection Charges:

Water Availability Charge	\$4,920.00
Sewer Availability Charge	\$4,920.00
Water Main Connection Permit	\$100.00
Sewer Main Connection Permit	\$100.00
Excavation Permit	\$200.00
Escrow for Excavation	Set by Council
Hydrant Meter – Damage Deposit	\$800.00

Hydrant Meter – 1 to 10,000 Gallons	\$70.00 Flat Fee
Hydrant Meter – 10,001 to 15,000 Gallons	\$6.26 Per 1,000 Gallons
Hydrant Meter – 15,001 to 20,000 Gallons	\$7.36 Per 1,000 Gallons
Hydrant Meter – 20,001 and Above	\$9.97 Per 1,000 Gallons

Utility Franchise Application Fee	\$5,000.00
Utility Franchise Escrow	\$5,000.00

Water Meters:

Two 3/4" Water Meters Horns and MXU New Houses	\$545.00
3/4" Water Meter, MXU, and Connections	\$350.00
5/8" Water Meter	\$140.00
1" Water Meter, MXU, and Connections	Cost Plus 10%
1" Water Meter	Cost Plus 10%
2" Water Meter, MXU, and Connections	Cost Plus 10%
2" Water Meter	Cost Plus 10%
MXU	\$175.00
Curb Box Fee Parts	\$24.00
Curb Box Repair Fee	\$20.00
Water Meter (other sizes)	Cost Plus 10%
Meter Wire	\$0.12 Per Foot
5/8" Meter Horn (#2)	\$80.00
1" Meter Horn (#3)	Cost Plus 10%
2" Meter Horn (#4)	Cost Plus 10%

Watering Ban Violation:

1 st Offense	\$50.00
2 nd Offense (added to utility bill)	\$50.00 Per Day
3 rd Offense (added to utility bill)	\$100.00 Per Day
4 th Offense or More	Additional \$50.00 Per Time

**City of Mayer
Ordinance 243**

**An Ordinance Amending Chapter 95 of the Mayer City Code
Regarding Hot Air Balloons in Public Parks**

THE CITY COUNCIL OF THE CITY OF MAYER, MINNESOTA, DOES ORDAIN:

City Code Chapter 95 is amended to read as follows:

§ 95.05 Park Use for Hot Air Balloons.

Hot air balloons may be launched from a City park only when granted a permit by the City Council.

Permit Application: An application for a permit to launch a hot air balloon from City parks must be completed on a form provided by the City.

Permit Fee: An applicant must pay a nonrefundable permit fee in the amount established by the City Council pursuant to the City's fee ordinance. The permit shall be good for one year.

Permit Review: The City Administrator will review the permit for sufficiency. Certain permit applications may be distributed to other City departments, including the Carver County Sheriff's Office, that may require conditions for the proposed activity. The permit application will be placed on the agenda for City Council approval once staff review is completed.

Permit Denial or Revocation: The City Administrator may deny an application for a permit or revoke an approved permit if it is determined that:

1. The information contained in the application or supplemental information requested from the applicant is false or nonexistent in any material detail.
2. The applicant fails to supplement the application after having been notified by the City of additional information or documents needed.
3. The applicant fails to agree to abide or comply with all of the conditions and terms of the permit, including payment of all costs and expenses.
4. The launch will unreasonably interfere with or detract from the enjoyment of the park by other park visitors or disturb residentially zoned properties and park visitors in proximity to the park.
5. The launch will unreasonably interfere with or detract from the promotion of public health, welfare, safety, comfort, and recreation.
6. The launch will entail an unusual, extraordinary burden or expense for the City.
7. The facilities desired have been reserved for some other use on the day and hour requested.

8. The launch will unnecessarily disrupt or interfere with the movement of traffic, would interfere with access to fire hydrants or other critical infrastructure, or would interfere with access to businesses or residences in the immediate vicinity of the activity.
9. The launch would likely endanger the public safety or health.
10. The launch would likely create or constitute a public nuisance.
11. The launch would be likely to cause significant damage to public property or facilities.
12. The launch would engage in or encourage participants to engage in disorderly conduct activity, disturbances, or illegal acts.
13. The applicant, responsible party, or the person on whose behalf the application is submitted has on prior occasions made material misrepresentations regarding the nature of an activity in the City or has violated the terms of a prior permit.
14. Upon finding a violation of any rule or ordinance, condition imposed on the permit, or upon good cause.

Permit Use: An approved permit shall allow the holder general personal recreational use to launch their hot air balloon(s) from the approved location in accordance with this section. The permit holder shall notify the City 48 hours in advance of the date and time of the desired launch.

Conditions of Permit: A permit holder is bound by all parks rules and regulations and all applicable ordinances as if they were fully inserted in the permit. The City may impose any reasonable conditions on a permit that in its discretion will protect the public health, safety, welfare, comfort, and recreation in the park. The permit holder is liable for any loss, damage or injury sustained by any park visitor when due to the negligence of the permit holder. Within 24 hours after the expiration of the permit, a permit holder must remove from the park all trash, boxes, papers, cans, garbage and other refuse, and all installations and equipment, and must restore the premises to its condition prior to the permit holder's use of the park.

Non-Transferable: A permit under this section may not be transferred to any other person.

Designated Areas Specified in Permit: The use for which the permit is granted must only be conducted within the area designated on the permit.

Insurance Requirements: Applicants and permit holders must possess insurance covering hot air balloons, including rides, in amount of at least \$1,000,000 in liability. The City shall be named as additional insured. A certificate of insurance must be provided to the City demonstrating coverage.

Indemnification Requirements: Applicants and permit holders shall be required to defend and indemnify the City for any claims arising from the hot air balloon activities.

Adopted by the City Council of the City of Mayer on this ____ day of _____, 2024.

Attest:

City Clerk

Mayor

**City of Mayer
Resolution 2024-1**

A Resolution for the 2024 Organization of the City of Mayer

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

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

WHEREAS, pursuant to Minnesota Statute section 412.121, the City Council must designate an acting Mayor to perform the duties of Mayor during the absence or disqualification of the Mayor in the case of a vacancy in the office of Mayor;

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

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

Adopted by the City Council of the City of Mayer on this 8th day of January 2024.

Attest:

Mayor

City Clerk

Appointment	Name	Term
Depository	Security Bank	1/1/2024 – 12/31/2024
Newspaper	Herald Journal	1/1/2024 – 12/31/2024
City Attorney	Ratwik, Roszak and Maloney	1/1/2024 – 12/31/2024
Acting Mayor/Vice Mayor	Nikki McNeilly	1/1/2024 – 12/31/2024
City Financial Services	Ehlers and Associates	1/1/2024 – 12/31/2024
City Investment Services	4M Fund	1/1/2024 – 12/31/2024
City Auditor	Abdo, Eick & Meyers	1/1/2024 – 12/31/2024
City Engineer	Bolton and Menk	1/1/2024 – 12/31/2024
City Building Inspector	Metro West	1/1/2024 – 12/31/2024
City Assessor	Carver County	1/1/2024 – 12/31/2024
City Weed Inspector	Mayor	1/1/2024 – 12/31/2024
Assistant Weed Inspector	Public Works	1/1/2024 – 12/31/2024
Insurance Agent	Christopher Biehl, Bullis	1/1/2024 – 12/31/2024
Planning Consultant	Municipal Dev. Group	1/1/2024 – 12/31/2024
Council Meeting Time	6:30 PM	
Council Meeting Dates	2 nd and 4 th Mondays	
Mileage	Per IRS Guidelines	
Community Education		
Community Recreation Advisory	Peggy Wegner	1/1/2024 – 12/31/2024
Planning Commission Members	Beginning Term	Ending Term
Tom Stifter	2/1/2024	2/1/2027
Sarah Strand	2/1/2024	2/1/2027
Les Hahn	2/1/2022	2/1/2025
Michael Sommerfeld	2/1/2022	2/1/2025
Vacant	2/1/2021	2/1/2024
Vacant	2/1/2021	2/1/2024
Councilmember Nikki McNeilly	2/1/2024	2/1/2025
Park Commission	Beginning Term	Ending Term
Mike Wegner	2/1/2024	2/1/2027
Eric Vogel	2/1/2023	2/1/2026
Melissa Gomes	2/1/2022	2/1/2025
Ryan Kusske	2/1/2021	2/1/2024
Councilmember Derek Eley	1/1/2023	12/31/2024

Economic Development Authority	Beginning Term	Ending Term
Scott Wakefield	1/1/2024	12/31/2027
Tom Stifter	1/01/2021	12/31/2024
Brad Quaas	7/24/2023	12/31/2026
Councilmember Peggy Wegner	1/1/2023	12/31/2024
Councilmember Chad Heldt	1/1/2023	12/31/2024
Personnel Committee	Beginning Term	Ending Term
Mayor	1/1/2024	12/31/2024
City Administrator	1/1/2024	12/31/2024
Vice Mayor	1/1/2024	12/31/2024
Public Works Committee		
Mayor	1/1/2024	12/31/2024
City Engineer	1/1/2024	12/31/2024
Public Works Employee	1/1/2024	12/31/2024
City Administrator	1/1/2024	12/31/2024
Carver County Leaders (CCL)		
Mayor	1/1/2024	12/31/2024
Councilmember Derek Eley	1/1/2024	12/31/2024
City Administrator	1/1/2024	12/31/2024
Fire Department		
Mayor	1/1/2024	12/31/2024
Fire Chief 1 – Andy Maetzold	1/1/2023	12/31/2024
Fire Chief 2 – Robert Carlson	1/1/2024	12/31/2025
Training Captain 1 – Adam Maetzold	1/1/2023	12/31/2024
Training Captain 2 – Zach Stifter	1/1/2024	12/31/2025
Equipment Captain 3 – Josh McIntosh	1/1/2023	12/31/2024
Fire Prevention Captain 4 – Carl Olson	1/1/2024	12/31/2025
SCBA Lieutenant 1 – Kevin Nace	1/1/2024	12/31/2025
Medical Lieutenant 2 – Scott Gustafson	1/1/2023	12/31/2024
Secretary – Cody Brunner	1/1/2024	12/31/2025

City of Mayer

City Clerk Position Advertisement

The City of Mayer is accepting applications for a full-time City Clerk, represented by the Local 49 Union. Reporting directly to the City Administrator, the chosen candidate will be entrusted with the statutory responsibilities inherent to the City Clerk role. These duties include, but are not limited to utility billing, utility accounts, records retention, elections administration, building permit administration, licenses, and other permits. A secondary function will involve assisting with the duties of the Accounting Clerk as a backup and as required.

We are looking for an individual who is a self-starter and demonstrates initiative and proactive problem-solving abilities. The ideal candidate should be detail-oriented, maintaining meticulous attention to accuracy and thoroughness in their work. Strong interpersonal skills are essential, as the role requires effective interaction with the public. Additionally, flexibility is crucial, as the candidate must adapt well to changing priorities and varying work environments. A positive outlook is also highly valued, ensuring challenges are approached with optimism and contributing to a constructive work environment.

Minimum Qualifications: High school diploma or equivalent.

Desired Qualifications: Associates degree or equivalent in administrative assistant, support, office management, or a related field. Two years of experience as a City Clerk, Deputy City Clerk, Administrative Secretary, or comparable role. Minnesota Municipal Clerk Certification. Familiarity with Banyon Data Systems software. Knowledge of general utility billing and building permit practices and procedures.

The starting pay range for this position is between \$24.20/hour and \$31.95/hour, depending on qualifications (DOQ).

Application materials and job description can be accessed on the City's official website at www.cityofmayer.com, under Residents & Visitors > Job Opportunities. The deadline for applications is February 2, 2024, at Noon. Please submit your application to:

City of Mayer
413 Bluejay Avenue
Mayer, Minnesota 55360
Email: cityadmin@cityofmayer.com

For inquiries regarding this position, please contact Nicholas Johnson, City Administrator, at 952-657-1502 or via email at cityadmin@cityofmayer.com.

League of Minnesota Cities Job Posting

The City of Mayer seeks a full-time City Clerk (Local 49 Union). Reporting to the City Administrator, responsibilities encompass utility billing, records retention, elections, permits, and aiding the Accounting Clerk when needed. Ideal candidates are self-starters with proactive problem-solving skills, detail-oriented, and possess strong interpersonal abilities. Flexibility and a positive attitude are vital for adapting to shifting priorities and ensuring public interactions are effective.

Minimum Qualifications: High school diploma.

Desired Qualifications: Associate's degree, two years in a related role, Minnesota Municipal Clerk Certification, familiarity with Banyon Data Systems, and utility billing/building permit practices.

Access application details and the job description at www.cityofmayer.com > Residents & Visitors > Job Opportunities. Deadline: February 2, 2024, Noon.