



City of Mayer
Workshop Agenda for the City Council
Monday, April 8th, 2024 – After Council Meeting

Opening Items

1. Call Meeting to Order

Workshop Discussion Items

2. Conduct Interviews for the City Council Vacancy
3. Review Fund Balance Policy and Discuss Utilization of Funds
4. Discuss Classification of Booster Clubs, Youth Sports Groups, and The Like Regarding Community Center Use

Adjournment

5. Adjourn Meeting

City of Mayer

April 8th, 2024 City Council Vacancy Interview Questions

Candidate: _____

Councilmember: _____

1. Tell us why you are interested in serving on the City Council.
2. What skills and experience do you have that you believe would be beneficial to you as a Council member?
3. Describe your experience in local government or working with different stakeholders, such as businesses, community organizations, and residents.
4. As a member of City Council, how would you encourage public participation among City residents? How would you ensure that the needs of all citizens are represented on City Council?
5. What are some of the major issues facing the City today?

6. How would you handle disagreements between yourself and other members of the City Council, for example, if the Council voted 4-3 and you were on the dissenting side?

7. How do you stay informed about current events and issues affecting the City?

8. What questions do you have for us?



**City of Mayer
City Council Vacancy Application**

Requirements:

- Resident of the City of Mayer for at least 30 days.
- Registered Voter of the City of Mayer.
- At least 21 years of age upon assuming office.

Deadline to file is Wednesday, April 3rd, 2024 at 4:30pm.

Name: Samantha J Fautsch

Phone: (612) 790-2929

Address: 1452 Hidden Xing

City: Mayer ZIP: 55360

Please address the following questions/statements:

1. Why are you interested in serving as a City Councilmember?

I am interested in serving as a City Council member because I have a passion for the community in which I live and desire to be involved in decisions of how the city is managed. I partner with cities and counties frequently in my line of work and I am always intrigued by how the council operates. I have always wanted to be a part of local government in some capacity in the town I settle in. I feel this is an excellent way to get involved with my community and serve my neighbors.

2. Describe your qualifications for the role of City Councilmember.

I have a Masters Degree in Public Administration that I obtained from Capella University in 2011. Instead of going into the public sector, I stayed at my current place of employment. I work for Recovery Systems and we sell and service recycling and solid waste equipment. Many of our customers are municipalities in the Midwest. I have worked with city administrators, city engineers, and city employees at recycling and solid waste facilities for 14 years. I do not have any employment experience in the public sector, however between the partnerships through my employment and my MPA degree, I feel that I am qualified to be a City Council Member.

3. Describe any community involvement, organizational memberships, and/or participation on boards, committees, or commissions.

I am a member of the Recycling Association of Minnesota, Solid Waste Association of North America, Wisconsin Integrated Resource Management Group, North Dakota Solid Waste and Recycling Association, South Dakota Solid Waste Management Association, and Iowa Society of Solid Waste Operations. I am not currently on any board or committee in the public sector. I was the leader of our Block Association when I lived in North Minneapolis.

4. What do you feel are the most important issues facing the City of Mayer?

The most important issues facing the City of Mayer, in my opinion, is the need for safe crosswalks on 25 & 30 and 30 & Cold Water Crossing. Also the continued growth of the community as a whole - finishing developments & getting more commercial businesses to populate "main street". How to educate community members on how budgets, fees and taxes are decided on.

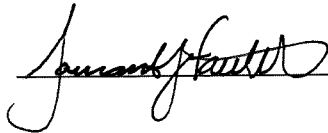
Attached additional pages if needed. Attach resume and cover letter, if desired.

I attest to the following:

- I am a legal resident of the City of Mayer.
- I am able to attend City Council meetings that are regularly scheduled on the 1st and 3rd Mondays of each month at 6:30pm.
- I am able to attend schedule workshops, planning sessions, and committee meetings throughout the year.
- I understand that if I am chosen as the appointee, I will serve on the City Council until December 31st, 2024. If I wish to continue on City Council, I will need to run for that office in the November 2024 General Election.

The information provided in this application is true and accurate.

Signature: _____



Date: 3/21/2024

Please mail, email, or return your completed application to:

City of Mayer
Attn: City Clerk
413 Bluejay Avenue
Mayer, Minnesota 55360
cityclerk@cityofmayer.com

Important Dates:

Wednesday, April 4th, 2024 – City Council Vacancy Applications due at 4:30pm

Monday, April 8th, 2024 – City Council holds interviews after their regular meeting at 6:30pm

Monday, April 22nd, 2024 – Earliest date when City Council may decide on appointment. New City Councilmember takes Oath of Office if appointed.



**City of Mayer
City Council Vacancy Application**

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- At least 21 years of age upon assuming office.

Deadline to file is Wednesday, April 3rd, 2024 at 4:30pm.

Name: Scott Michael Berscheid
Phone: 952-381-5095
Address: 2350 Coldwater Xing
City: Mayer ZIP: 55360

Please address the following questions/statements:

1. Why are you interested in serving as a City Councilmember?

Please see attached document for typed responses.

2. Describe your qualifications for the role of City Councilmember.

Please see attached

3. Describe any community involvement, organizational memberships, and/or participation on boards, committees, or commissions.

Please see attached.

4. What do you feel are the most important issues facing the City of Mayer?

Please see attached.

Attached additional pages if needed. Attach resume and cover letter, if desired.

I attest to the following:

- I am a legal resident of the City of Mayer.
- I am able to attend City Council meetings that are regularly scheduled on the 1st and 3rd Mondays of each month at 6:30pm.
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The information provided in this application is true and accurate.

Signature: _____



Date: _____

4/3/2024

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*Assuming
Apr. 13th*

City of Mayer
City Council Vacancy Application

Applicant: Scott Michael Berscheid

Supplemental written responses to application questions 1 – 4.

1. Why are you interested in serving as a City Council member?

I have always had an interest in taking a more active part in local government, planning and other activities. My family and I moved to Mayer in 2017 and we love our community. To be able to have a voice and a greater say in how we move and shape our city for the years to come, would just be an honor to be a part of.

2. Describe your qualifications for the role of City Council member.

I have served on a variety of boards and committees throughout my professional career. While those have not been in local government, there have always been aspects that I believe would be similar.

I presently serve on the Governor's appointed State Rehabilitation Council where we review and provide guidance to the State on matters impacting individuals with disabilities and disability law. I have previously served as the Chair of that council and represented the organization at a variety of State events.

I serve as a professional Client Relationship manager at present, a position that places me in the position to respectfully debate a variety of items with several of the top Fortune 500 companies. Being a part of those conversations has helped me learn how to speak to all levels of individuals, and has helped me develop a great perspective on information gathering and dissemination with very thorough foresight.

I have attached a copy of my resume. In it, you will see the variety of roles I have played both professionally and personally.

3. Describe any community involvement, organizational memberships, and/ or participation on boards, committees, or commissions.

As noted above, I have served and am actively serving on the State Rehabilitation Council.

On the council I held the roles of: Chair, Vice Chair, Parliamentarian.

I worked on the State report committee.

I was a board member for a non-profit group out of Winsted, Minnesota known as ATCH.

Most importantly to me, I have been a local youth sports coach for a variety of Watertown Mayer programs. I have served as a baseball coach, basketball coach, football coach and most recently I am working with a group of young high school men who are hoping to start the school's first male volleyball team. For a majority of these sports, I have been fortunate to partner with the City of Mayer to utilize the Community Center.

4. What do you feel are the most important issues facing the City of Mayer?

As a member of the community, there are a few things that really stand out to me.

The first, we have a growing population, which is absolutely wonderful to see. How do we make certain that as we grow, we are able to support all the needs of the community and still maintain the small town feel that made my family fall in love with being here? How do we keep our identity, but continue along our growth trajectory?

Second, with growth I have noticed more small crime and just general disregard for neighbors and our property. I am concerned that some of our areas are falling into neglect while the new builds continue to pop up. How do we protect our property values?

And a final thought, how can we do more to stand out? We have a fantastic trail system and some great facilities. How do we take greater advantage of those to bring more fun and flair to the city? What can we do to expand the Mayer Rising event to bring the community together more?

As I mentioned, I truly love the city and what Mayer has come to represent for me and my family. It may sound corny, but I would consider it an honor to help serve our local family and to help guide our future.

Thank you for your time and consideration.

Scott Berscheid

City of Mayer

Fund Balance Policy

Purpose

The purpose of this policy is to establish specific guidelines the City of Mayer will use to maintain an adequate level of fund balance to provide for cash flow requirements and contingency needs because major revenues, including property taxes and other government aids are received in the second half of the City's fiscal year.

The purpose of this policy is to also establish specific guidelines the City of Mayer will use to classify fund balances into categories based primarily on the extent to which the City is bound to honor constraints on the specific purposes for which amounts in these funds can be spent.

Classification of Fund Balance/Procedures

1. Nonspendable

This category includes fund balance that cannot be spent because it is either (i) not in spendable form or (ii) is legally or contractually required to be maintained intact. Examples include inventories and prepaid amounts.

2. Restricted

Fund balance should be reported as restricted when constraints placed on those resources are either (i) externally imposed by creditors, grantors, contributors, or laws or regulations of other governments or (ii) imposed by law through constitutional provisions or enabling legislation.

3. Committed

Fund balance that can only be used for specific purposes pursuant to constraints imposed by formal action of the government's highest level of decision-making authority. -The committed amounts cannot be used for any other purpose unless the government removes or changes the specified use by taking the same type of action it employed to commit those amounts.

The City's highest level of decision making authority (City Council) will ~~annually or as deemed necessary~~ commit specific revenue sources for specified purposes by resolution as deemed necessary. -This formal action must occur prior to the end of the reporting period, however, the amount to be subject to the constraint, may be determined in the subsequent period.

To remove the constraint on specified use of committed resources the City Council shall pass a resolution.

4. Assigned

Amounts that are constrained by the government's intent to use for specified purposes but are neither restricted nor committed. -Assigned fund balance in the General fund includes amounts that are intended to be used for specific purposes.

The City Council has delegated the authority to assign and remove assignments of fund balance amounts for specified purposes to the City Administrator.

5. Unassigned

Unassigned fund balance represents the residual classification for the General fund. -Includes amounts that have not been assigned to other funds and that have not been restricted, committed, or assigned to specific purposes within the General fund. The General fund should be the only fund that reports a positive unassigned fund balance amount.

a) The City will maintain a minimum unassigned fund balance in the General fund of 50% of the next year's budgeted expenditures of the General fund. This will assist in maintaining an adequate level of fund balance to provide for cash flow requirements and contingency needs because major revenues, including property taxes and other government aids, are received ~~in the second half of the~~ at two points in the City's fiscal year.

i. Any excess unassigned fund balance above 50% of the next year's budgeted expenditures ~~shall may~~ be allocated ~~to the following funds or~~ to any fund as determined by future needs, as determined by the City Council.;

- ~~• Fund 435 Capital Projects/Equipment~~
- ~~• Fund 410 Community Center~~
- ~~• Fund 405 Street Improvement Fund~~

ii. Any shortage in unassigned fund balance below 50% of the next year's budgeted expenditures shall be allocated from any of the Capital Improvement Funds ~~following funds~~ as determined by the City Council.;

- ~~• Fund 435 Capital Projects/Equipment~~
- ~~• Fund 410 Community Center~~
- ~~• Fund 405 Street Improvement Fund~~

~~6. Fire Department Funds~~

~~At the end of the year, the City will transfer any remaining funds into the 210 Fire Capital Fund from those associated with the Mayer Fire Department, specifically the following general fund departments:~~

- ~~100-42200 _____~~
- ~~100-42260 _____~~
- ~~100-42280 _____~~
- ~~100-42285 _____~~

Stabilization Arrangements

Stabilization arrangements are defined as formally setting aside amounts for use in emergency situations or when revenue shortages or budgetary imbalances arise.

The City will set aside amounts by resolution as deemed necessary that can only be expended when certain specific circumstances exist. -The resolution will identify and describe the specific circumstances under which a need for stabilization arises. -The need for stabilization will only be utilized for situations that are not expected to occur routinely.

Monitoring and Reporting

The City Administrator shall annually prepare the status of fund balance in relation to this policy and present to the City Council in conjunction with the development of the annual budget.

When both restricted and unrestricted resources are available for use, it is the City's policy to first use restricted resources, and then use unrestricted resources as they are needed.

When committed, assigned or unassigned resources are available for use, it is the City's policy to use resources in the following order; 1.) committed 2.) assigned and 3.) unassigned.

A negative residual amount may not be reported for restricted, committed, or assigned fund balances in the General fund.

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