



City of Mayer
Agenda for the City Council
Monday, April 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 March 25th, 2024 City Council Minutes
6. Consider Approval of Claims for Payment
7. Consider Approval of Staff Reports

Business Items

8. Consider Approval of Grant Documents from the Minnesota Department of Natural Resources for the Splash Pad Project
9. Consider Approval of Contract with Commercial Recreation Specialists for Construction of a Splash Pad at Old Schoolhouse Park
10. Consider Approval of Summer Hours for City Staff
11. Consider Approval of Quote for Wastewater Jetting Services
12. Consider Approval to Hire Spencer Benes to the Fire Department

City Council Reports

13. City Council Individual Reports and Items

Adjournment

14. Adjourn Meeting

City of Mayer

City Council Meeting Minutes for March 25th, 2024

Present: Mayor Dodge, Council Members Heldt, Wegner
Absent: Council Member McNeilly, Vacancy
Staff: City Administrator Nicholas Johnson
City Clerk Alicia Menzel
Visitors: Don Wachholz
Bonnie Schwieger, Abdo

Opening Items

The meeting was called to order at 6:30pm by Mayor Dodge.
The Pledge of Allegiance was recited.

Approval of Agenda

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

1. Consider Approval of March 11th, 2024 City Council Minutes
2. Consider Approval of Claims for Payment (7055e to 7065e; 25714 to 25730)
3. Consider Approval of Pay Application #7 for the Pavilion Project

Business Items

Presentation of the 2023 Audit – Bonnie Schwieger presented the 2023 audit. She stated the audit will be completed once they receive the GASB PERA report for the Fire Department. She noted deficiencies in the preparation of financial statements and the segregation of duties, however, with another staff member in the office they can work together to get these corrected. The building permit revenues were up due to increased building activity. A motion was made by Wegner and seconded by Heldt to approve the 2023 audit with the adjustment once the GASB PERA report is received. All voted in favor. None voted against. The motion was carried.

Consider Approval of Quote to Perform Water Tower Painting Repair Work – City Administrator Johnson discussed the water tower painting project in 2022 and the issues encountered thereafter. City Administrator Johnson, Public Works Supervisor Kuntz, and the City Engineer have no confidence working with the current contractor to resolve the issue. Two quotes were solicited to have another company perform the repair work. Mayor Dodge inquired about recouping any costs from MK Painting; City Administrator Johnson stated they would seek reimbursement from the current contractor. Council Member Wegner asked if the two companies quoted were reputable. City Administrator Johnson had confirmed with Bolton and Menk that they were. A motion was made by Heldt and seconded by Wegner to approve hiring

Hartung Xoating for \$12,300.00 to repaint the water tower. All voted in favor. None voted against. The motion was carried.

City Council Reports

There were no City Council reports.

Adjournment

A motion was made by Wegner and seconded by Heldt to adjourn the meeting. All voted in favor. None voted against. The motion was carried. Meeting adjourned at 6:54pm.

Attest:

Mayor

City Clerk



Carver County Sheriff's Office
Monthly Calls for Service
From: 03/01/2024 To: 03/31/2024

Mayer City

Patrol

A Offense

Assault	1
Pornography	1

Total A Offense:	2
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B Offense

Misc - criminal	2
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Total B Offense:	2
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Non Criminal

Misc Non-criminal	8
Alarm	2
Abuse/Neglect (Info Only)	1
Animal	3
Medical Calls Received	6
Suspicious Activity	8
Disturbance (Info Only)	2

Total Non Criminal:	30
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Traffic

Traffic Stop	14
Pd Accident	2

Total Traffic:	16
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Total Patrol: 50

Administrative

Administrative

GunPermit-Acquire	3
GunPermit-CarryNew	1
Rec Ck - Other Employ	1

Total Administrative:	5
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Total Administrative: 5

Total Mayer City: 55



Carver County Sherff's Office
Arrest Summary
For: Mayer City
From: 03/01/2024 To: 03/31/2024

Mayer City

13B - Simple Assault
90Z - All Other Offenses
Totals for Mayer City

Total Charges	Total Arrestees	Total Incidents
1	1	1
2	2	2
3	3	3



Carver County Sheriff's Office
CSO Calls For Service
From: 03/01/2024 To: 03/31/2024
Mayer City

<u>Incident Nr</u>	<u>Status Name</u>	<u>Activity</u>	<u>Start Time</u>	<u>End Time</u>	<u>Minutes Spent</u>	<u>Running Total Minutes</u>
202400008158 733CS						
202400008158	DISP	Animal	03/23/2024 5:24:10PM	03/23/2024 5:24:45PM	0.58	0.58
202400008158	Enroute	Animal	03/23/2024 5:24:45PM	03/23/2024 5:34:41PM	9.93	10.52
202400008158	Scene	Animal	03/23/2024 5:34:41PM	03/23/2024 5:45:28PM	10.78	21.30
202400008158	Available	Animal	03/23/2024 5:45:28PM	03/23/2024 5:45:28PM	0.00	21.30

Total Minutes: 21.30



Carver County Sherff's Office
Traffic Citation Summary
From: 03/01/2024 To: 03/31/2024

Mayer City

Speed:	1
Total Mayer City:	1



**Carver County Sheriff's Office
Verbal Warnings
From: 03/01/2024 to 03/31/2024**

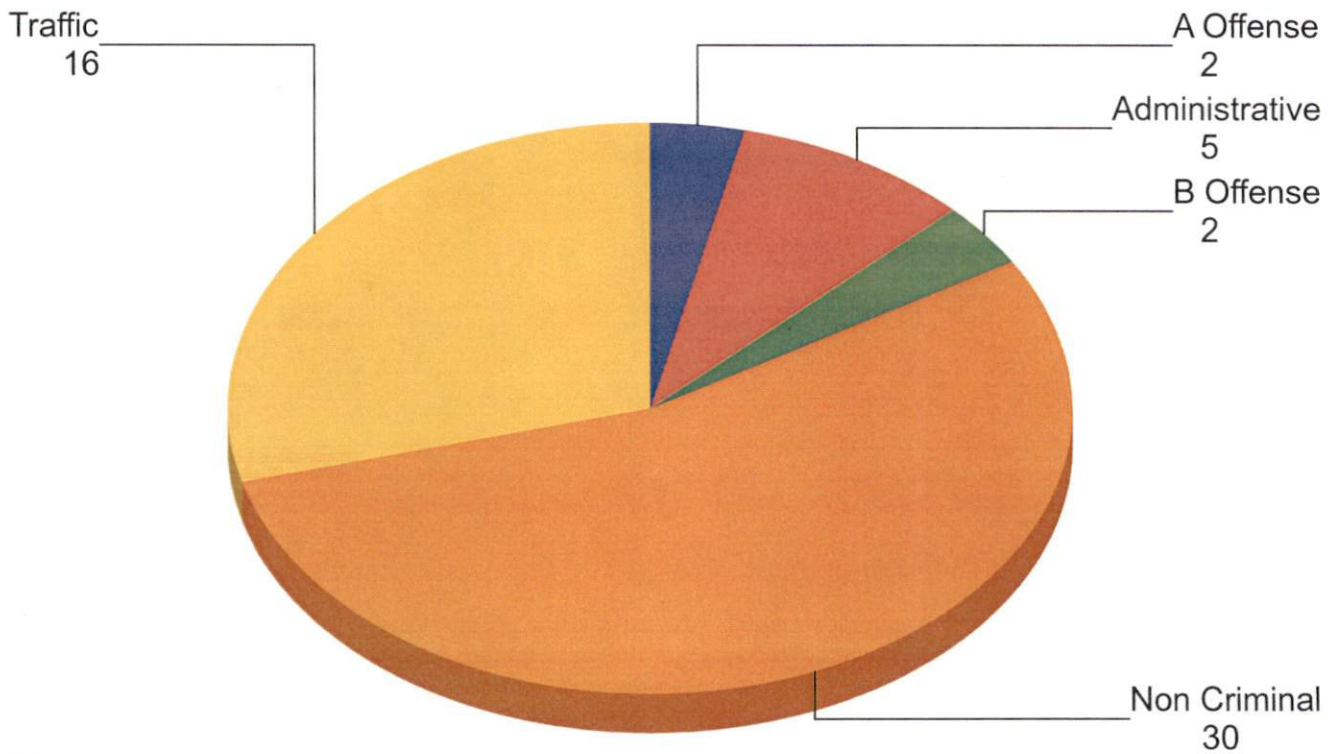
Mayer City

Traffic Stop:	13
Grand Total Verbal Warnings:	13



Carver County Sheriff's Office
Monthly Calls for Service
From: 03/01/2024 To: 03/31/2024

Mayer City



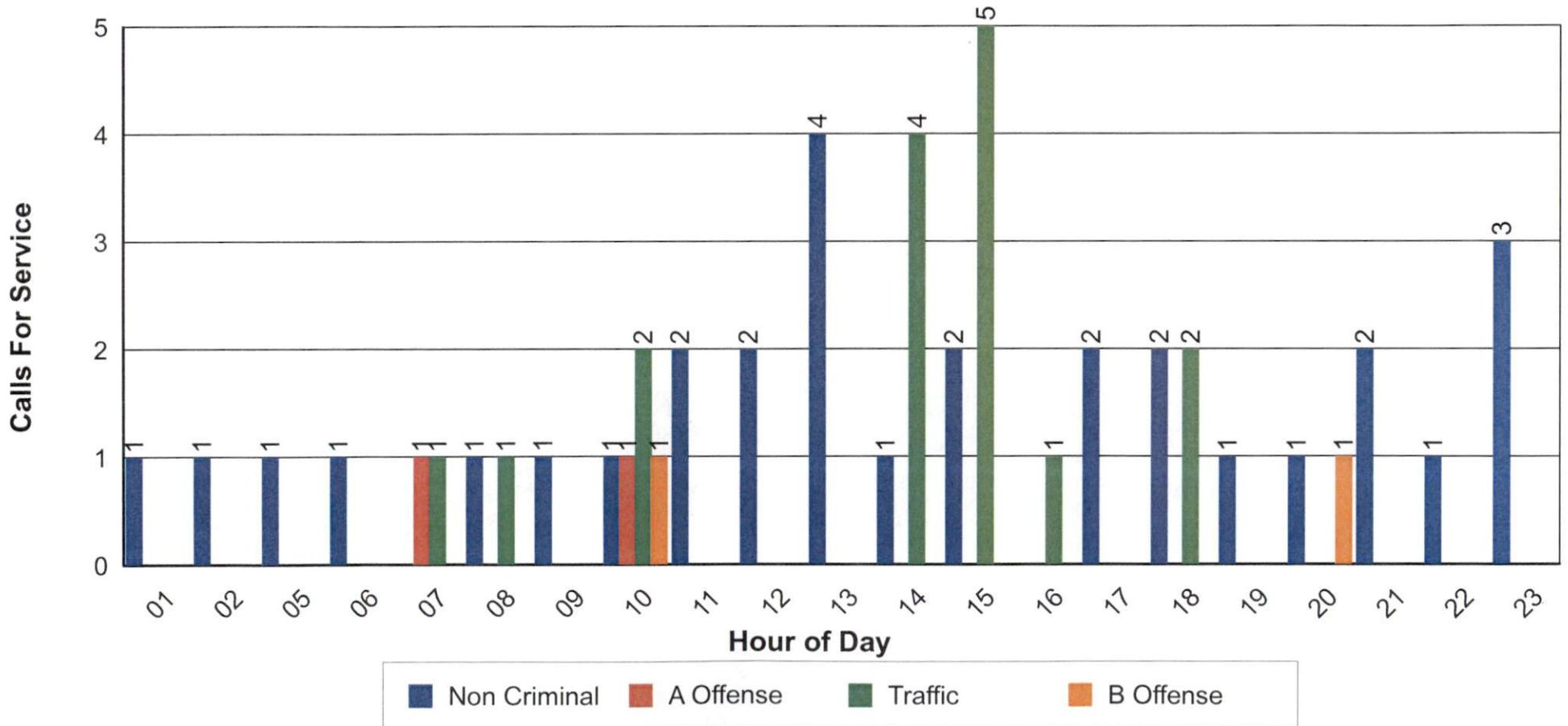
Total A Offense:	2
Total B Offense:	2
Total Non Criminal:	30
Total Traffic:	16
Total Administrative:	5

Total Mayer City: 55



Carver County Sheriff's Office
Hour of Day Analysis of Calls for Service
Patrol Activity
From: 03/01/2024 To: 03/31/2024

Mayer City

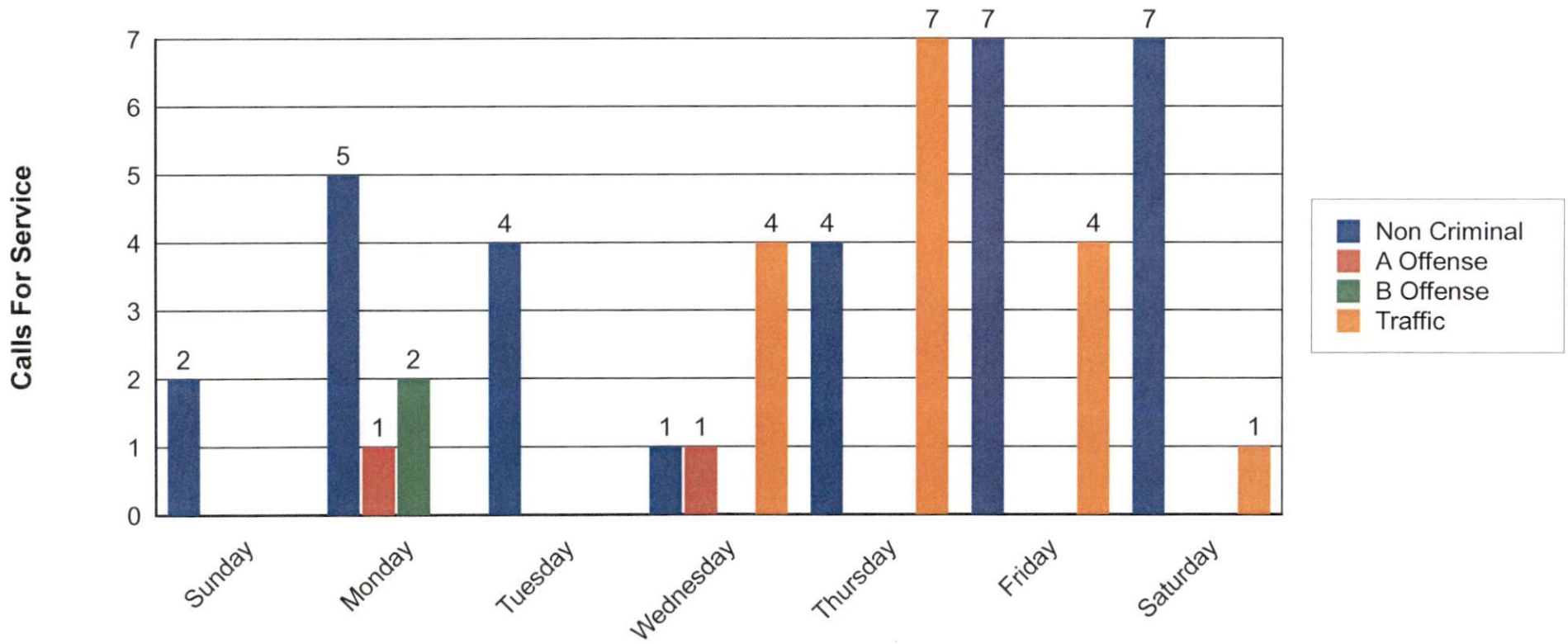


Total Mayer City: 50



Carver County Sheriff's Office
Day of Week Analysis of Calls for Service
Patrol Activity
From: 03/01/2024 To: 03/31/2024

Mayer City



Total Mayer City: 50

**March 2024
Mayer Update
Carver County Sheriff's Office
Cpl. Brad Hendricks #851**

Due to the warmer weather, I believe it would be time now for the city to post on all social media platforms, advising the residents to ensure they are securing their homes, vehicles, campers, etc. before they leave their homes or go to bed for the evening. Warmer weather has a tendency to bring in criminal elements and crimes of opportunity. This being said, passing along a reminder to the residents to secure their personal belongings which will hopefully deter the criminal elements. By doing this, the residents are helping themselves by reducing the opportunity for crime.

Mayer has seen a few more suspicious activity related calls than previous years for this month. Again, this is more likely a result of the higher-than-normal temperatures for this time of year as people get out and about.

The traffic complaints along Hwy 25 are still being addressed on a regular basis. Few traffic stops have resulted in minor speed infractions.

As for trends in the immediate area of Mayer, nothing out of the ordinary has been observed. I will advise the city administrator if anything changes for the month of April.



Real People. Real Solutions.

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Bolton-Menk.com

MEMORANDUM

Date: April 3, 2024
To: Honorable Mayor and City Council
From: David P. Martini, P.E.
RE: March 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:

- On-going work related to trail priorities and funding.
- Review of the Old Fire Station proposed building remodel and site design.
- Correspondence and quotes related to the Tower warranty work.
- Reviewing trail costs associated with the Splash Pad grant.

Wastewater Treatment Facility

Design work for WWTF improvements is on-going.

Street Improvements

Proposed 2024 Street Improvements have been reviewed by the Public Works Committee. A final scope of work will be determined after reviewing street conditions this spring.



To: Mayor and Council Members

From: Kyle Kuntz

Re: Public Works Activities from March 8th (2024) to April 4th (2024)

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

Parks

Public works staff has been working closely with the City Administrator, Contractor, and Architect on the shelter project. Staff graded out the site and cleaned up a significant amount of construction debris.

Roads

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

Started identifying road repairs needed for the upcoming season as well as seal coat and crack filling locations.

Staff started sweeping access seal coat rock from last year's seal coat project areas. It is common during the first snow removal season after a seal coat project the plows remove some of the "loose" seal coat rock. Staff will clean up about 80% of it and the remainder will be cleaned up by the street sweepers when they perform the annual spring sweeping at the end of the month.

Water Treatment Plant

Staff recharged the greensand media on gravity sand filter #2. During this process the filter gets taken offline and individually shocked with a heavy concentration of potassium permanganate. This process takes place three to four times a year depending on flow, and it allows the filters to operate at peak performance.

Wastewater Treatment Plant

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

Contractor came to clean all three of the city's sanitary lift stations. This work is conducted twice a year. Staff also obtained quotes and wrote a proposal for this year's jetting project.

Staff have started to get the wastewater facility ready for the disinfection period. During this process staff cleans/disinfects the traveling bridge filters, clarifier building, filter media, and installs/inspects the UV system.

Miscellaneous

Staff have been working diligently on GIS mapping, and line locating all city infrastructure. Started locating all stormwater discharge lines.

Painted all the door trim in the hallway of the community center, installed shoe molding on community center ramp, and reorganized/cleaned janitor closet.

Attended safety training in Waconia.



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

Pavilion Update

Most of the structure is complete. The remaining areas left for completion include finish carpentry, installation of doors, bathrooms, painting, plumbing, and electrical. I am awaiting an updated timeline and completion date.

400 Ash Avenue Project

The Planning Commission will be meeting on Thursday, April 11th, 2024 to review site plans and consider a variance request for off-street parking for Brad Quaas' renovation of the old fire hall. The recommendations from the Planning Commission will go to the City Council at the April 22nd, 2024 City Council meeting.

Old Creamery CDA Grant

The CDA grant application was denied and left unfunded. Nick Vlcek understands this means the end of his project. His options are to sell the property outright or demolish the building and sell. He and I had a good conversation about the future of his property so at this time I will not be bringing the resolution condemning the property and ordering repair or raze. I do have a potential developer for the property and I am working on putting together the scenario under which it would work. I will hopefully have more of it together in the next week or so.

Union Contract Negotiations

I have received the Notice of Desire to Negotiate letter from the Local 49er Union. Our contract is set to expire on July 31st, 2024. The Personnel Committee has begun meeting to start discussions on the negotiations. I would expect us to begin having workshops and/or closed sessions in May with Personnel Committee recommendations.

Splash Pad Update

We finally received the grant documents! The DNR was exceptionally quick to get them to me once they received them from the National Park Service. I also have the current contract from Commercial Recreation Specialists for the construction of the splash pad. Both are on the Council agenda for recommended approval. I am awaiting a timeline for completion from CRS based upon an April 9th, 2024 award date.



2024 Building Permit Activity Report

Residential Buildings	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
Single Family	1	0	1	1									3
Townhomes	0	0	0	0									0
Apartments	0	0	0	0									0
Other Permits	1	9	14	5									29
Total Residential Permits	2	9	15	6	0	0	0	0	0	0	0	0	32

Commercial Buildings	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
New	0	0	0	0									0
Other Commercial Permits	0	1	2	1									4
Total Commercial Permits	0	1	2	1	0	0	0	0	0	0	0	0	4

Housing History	2018	2019	2020	2021	2022	2023	2024
Single Family	34	27	31	9	3	7	3
Townhomes	4	2	4	2	4	2	0
Apartments	0	0	0	0	0	0	0
Total New Housing Permits	38	29	35	11	7	9	3

Total of All Permits	174	166	230	177	160	121	36
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Memorandum



To: City Council

From: Nicholas Johnson, City Administrator

Date: April 8th, 2024

Subject: Request to Approve Summer Hours for 2024

Honorable Mayor and City Council,

The City of Mayer first enacted summer hours for office and public works staff in 2018. The City Council has graciously approved summer hours in each year since. City staff are once again requesting permission to enact summer hours in 2024. Those hours would be:

City Hall:	7:00am – 4:30pm; Monday through Thursday 7:00am – 11:00am; Friday
Public Works:	6:00am – 3:30pm; Monday through Thursday 6:00am – 10:00am; Friday

The hours are proposed to begin on Monday, May 13th, 2024 and go through end of day on Friday, September 16th, 2024.

Respectfully submitted,
Nicholas Johnson



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	April 8 th , 2024
Item Name:	Sewer Jetting
Originating Department:	Public Works
Presented by:	Kyle Kuntz

Previous Council Action (if any):

Item Type (X only one):	Consent		Regular Session	<input checked="" type="checkbox"/>	Discussion Session	
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RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED (Include motion in proper format.)

A motion approving the scheduling of the yearly sewer jetting.

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

Staff is proposing to have about 16,000 linear feet of sanitary sewer line be jetted and televised by Overline and Son in the amount of \$26,960. The areas scheduled for the maintenance this year include: Fieldstone, 7th St NW, Bluejay Ave N, and Morning Drive and Shimmcor St. This is routine maintenance that the city is required to do on a yearly basis.

Attached are the bids city staff collected from two different contractors.

<i>FINANCIAL IMPLICATIONS:</i>		<i>ADVISORY BOARD RECOMMENDATIONS:</i>	
Funding Sources & Uses: Repairs and Maintenance \$35,000		Other _____	
Budget Information:			
_____ Budgeted	_____ Non Budgeted		
_____ Amendment Required			
Approved _____	Denied _____	Tabled _____	Other _____
Resolution No. _____		Ordinance No. _____	