



City of Mayer
Agenda for the City Council
Monday, June 10th, 2024 – 6:30 P.M.

Opening Items

1. Call Meeting to Order
2. Pledge of Allegiance
3. Oath of Office

Approval of Agenda

4. Consider Approval of Agenda

Public Comment Period

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

Consent Agenda

6. Consider Approval of May 28th, 2024 City Council Minutes
7. Consider Approval of Claims for Payment
8. Consider Approval of Staff Reports
9. Consider Approval of Multi-Party Lease Acknowledgement Agreement between the City of Mayer, Cellco Partnership dba Verizon Wireless, and T-Mobile Central LLC
10. Consider Approval of the 2024 Recycling Site Grant with Carver County

Business Items

11. Consider Approval of Change Order to Water Tower Painting Repair Work
12. Consider Approval of Joint Powers Agreement with Carver County for Emergency Services Data Access Talk Group
13. Consider Approval to appoint Erik Strand to the Fire Department Medical Lieutenant Position

City Council Reports

14. City Council Individual Reports and Items

Adjournment

15. Adjourn Meeting

City of Mayer

City Council Meeting Minutes for May 28th, 2024

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

Opening Items

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

The Pledge of Allegiance was recited.

Approval of Agenda

Mayor Dodge requested the Informational Update on Veterans Memorial Project be removed from the agenda. A motion was made by Wegner and seconded by Fautsch to approve the agenda with the changes. 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 Fautsch and seconded by Wegner to approve the consent agenda. All voted in favor. None voted against. The motion was carried.

1. Consider Approval of May 13th, 2024 City Council Minutes
2. Consider Approval of May 13th, 2024 City Council Workshop Minutes
3. Consider Approval of Claims for Payment (7112e to 7124e; 25820 to 25840)

Business Items

Informational Update from Stan Heldt on Veterans Memorial Project – This item was removed from the agenda.

Consider Approval of Carver County Smart Water Program Participation Agreement – City Administrator Johnson reported this is a program put on by Carver County to help residents conserve water on their irrigation systems. Historically, there has only been one resident a year to sign up for this program. Council Member Wegner asked if we could promote it more or give a larger incentive to get more residents interested. Mayor Dodge thinks it's a good program and he suggested informing Loomis Homes to see if any new homebuyer would be interested. Council Member Fautsch asked if there was a comparable device that residents were using instead of acquiring one from Carver County. A motion was made by Wegner and seconded by Fautsch to cost share \$50.00 a unit up to 10 units. All voted in favor. None voted against. The motion was carried.

City Council Reports

Mayor Dodge reported he attended a meeting with Knuckleheads in regard to the noise complaint and they are willing to work with the City.

Adjournment

A motion was made by Wegner and seconded by Fautsch to adjourn the meeting. All voted in favor. None voted against. The motion was carried. Meeting adjourned at 6:36 pm.

Attest:

Mayor

City Clerk



Carver County Sheriff's Office
Monthly Calls for Service
From: 05/01/2024 To: 05/31/2024

Mayer City

Patrol

A Offense

Property Damage	1
Theft	1

Total A Offense: 2

B Offense

Traffic - Alcohol Rel	1
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Total B Offense: 1

Non Criminal

Misc Non-criminal	5
Alarm	1
Abuse/Neglect (Info Only)	2
Animal	1
Medical Calls Received	4
Fire Calls Reveived	1
Suspicious Activity	2
Open Door	1
Disturbance (Info Only)	5

Total Non Criminal: 22

Traffic

Traffic Stop	14
Pd Accident	2
Pd Accident Mv/deer	1
Driving Complaint	3

Total Traffic: 20

Total Patrol: 45

Administrative

Administrative

GunPermit-Acquire	1
GunPermit-CarryRenew	4
GunPermit- Carry Late Ren	1

Total Administrative: 6

Total Administrative: 6

Mental Health	2
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Total : 2

Total : 2



Carver County Sherff's Office

Arrest Summary

For: Mayer City

From: 05/01/2024 To: 05/31/2024

	Total Charges	Total Arrestees	Total Incidents
Mayer City			
290 - Destruction/Damage/Vandalism of Proper	1	1	1
90D - Driving Under the Influence	2	1	1
Totals for Mayer City	3	2	2



Carver County Sherff's Office

Traffic Citation Summary

From: 05/01/2024 To: 05/31/2024

Mayer City

Improper Pass:	1
Need Code:	1
Speed:	1
Total Mayer City:	3



**Carver County Sheriff's Office
Verbal Warnings
From: 05/01/2024 to 05/31/2024**

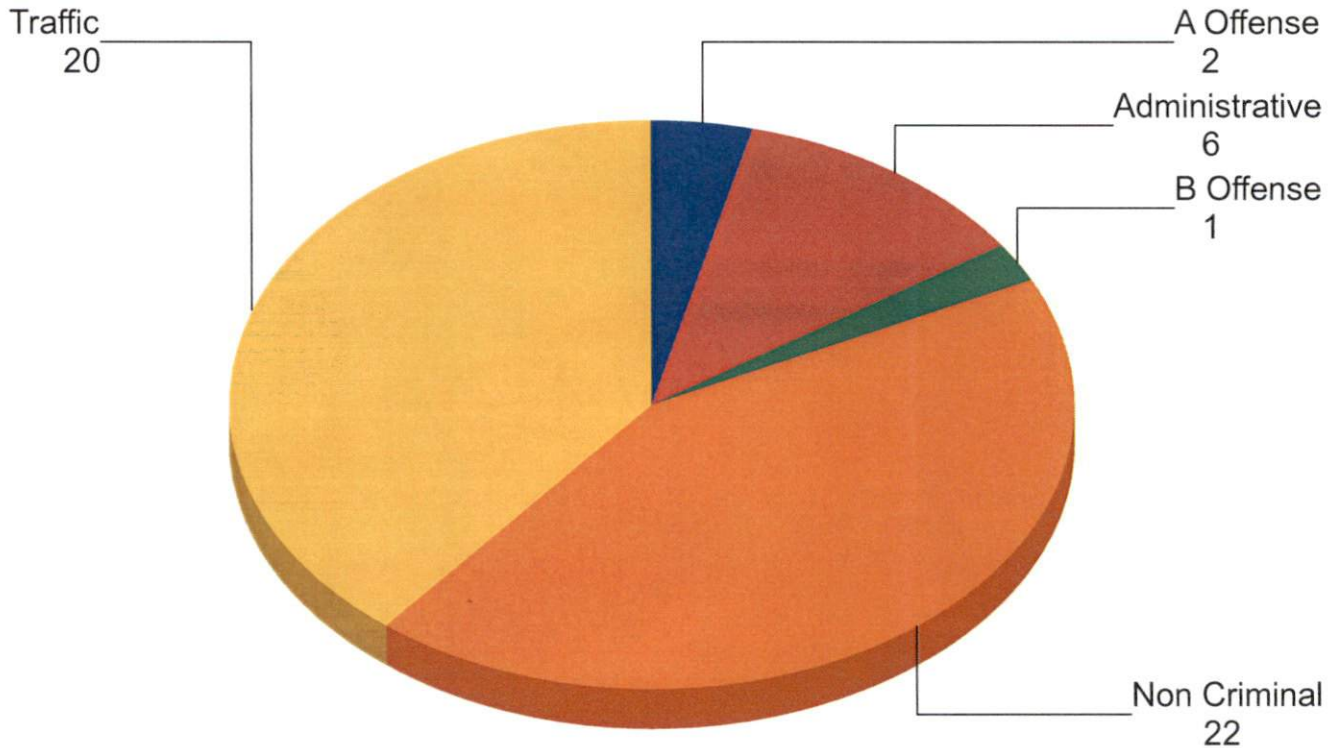
New Germany City

Traffic - Misc:	1
Traffic Stop:	4
Grand Total Verbal Warnings:	5



Carver County Sheriff's Office
Monthly Calls for Service
From: 05/01/2024 To: 05/31/2024

Mayer City



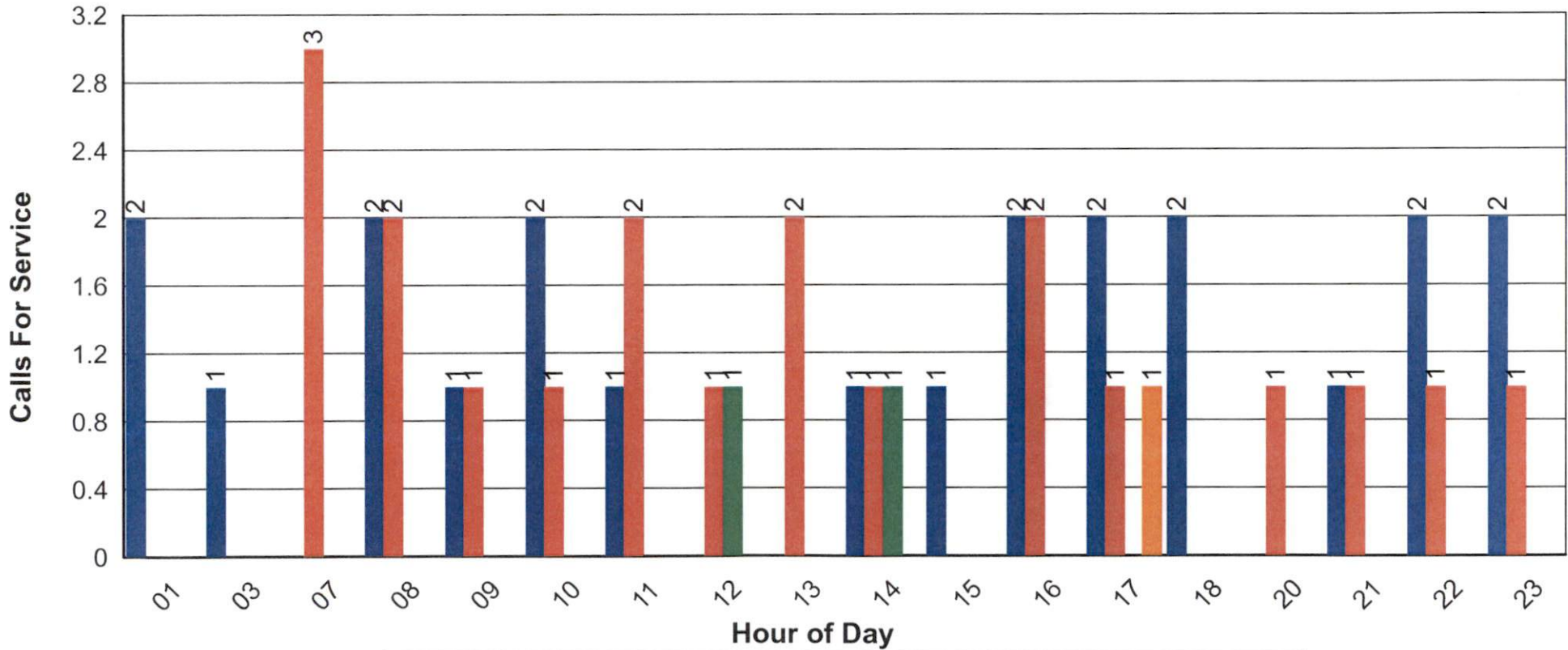
Total A Offense:	2
Total B Offense:	1
Total Non Criminal:	22
Total Traffic:	20
Total Administrative:	6

Total Mayer City: 51



Carver County Sheriff's Office
Hour of Day Analysis of Calls for Service
Patrol Activity
From: 05/01/2024 To: 05/31/2024

Mayer City



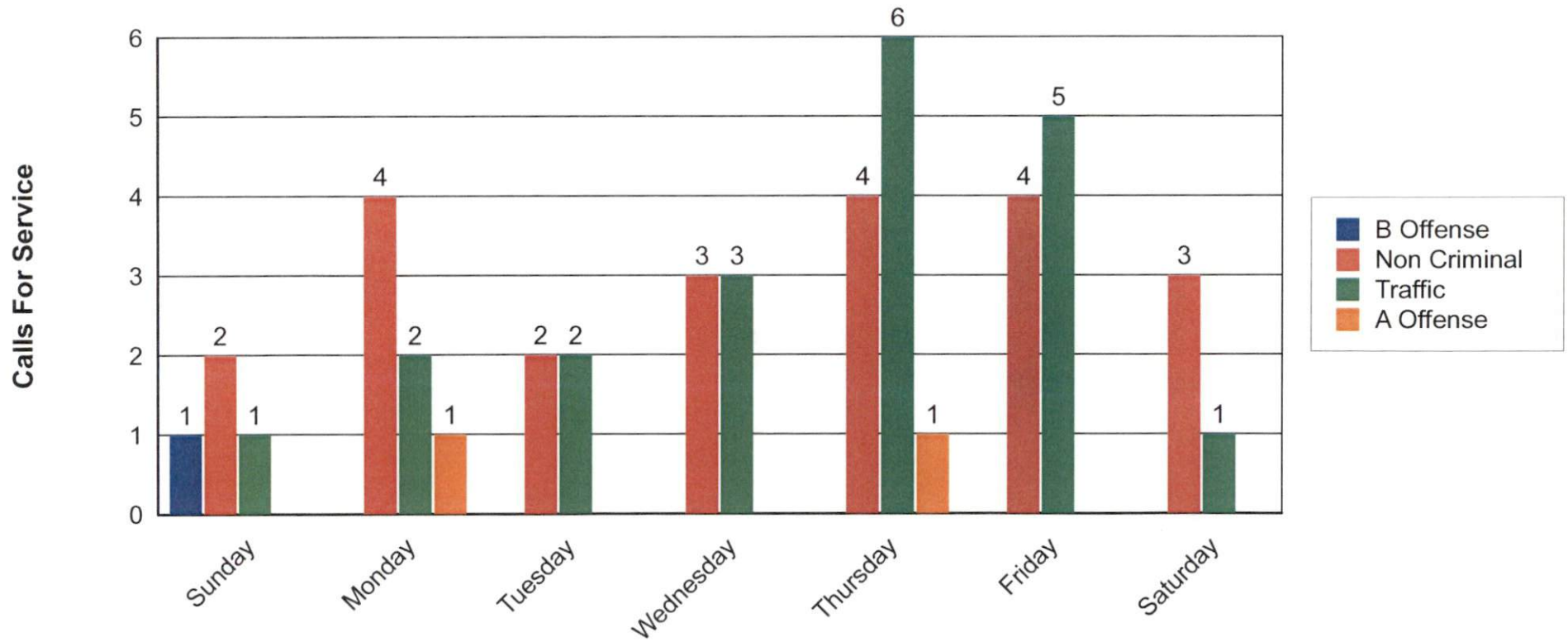
■ Non Criminal ■ Traffic ■ A Offense ■ B Offense

Total Mayer City: 45



Carver County Sheriff's Office
Day of Week Analysis of Calls for Service
Patrol Activity
From: 05/01/2024 To: 05/31/2024

Mayer City



Total Mayer City: 45



Real People. Real Solutions.

2638 Shadow Lane
Suite 200
Chaska, MN 55318-1172

Ph: (952) 448-8838
Fax: (952) 448-8805
Bolton-Menk.com

MEMORANDUM

Date: June 5, 2024
To: Honorable Mayor and City Council
From: David P. Martini, P.E.
RE: June 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:

- Review of lot surveys for construction on River Bend Trail.
- Follow up related to the water tower warranty work.
- Reviewing the damage and preparing cost estimates related to the infrastructure damage in the Cold-Water Crossing 8th Addition.
- Lead water service inventory support.
- Coordinate removal of cellular equipment from the water tower site.
- Review sidewalk options for the Zion School addition.
- Review a proposed site plan for 221 Ash Ave. S.
- Review potential zoning violations in Fieldstone.

Wastewater Treatment Facility

Design work for WWTF improvements is on-going.

Street Improvements

Plans and specifications were prepared for the 2024 Seal Coat Project. An award recommendation has been prepared for Council consideration.



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	2	3								7
Townhomes	0	0	0	0	0								0
Apartments	0	0	0	0	0								0
Other Permits	1	10	15	24	19								69
Total Residential Permits	2	10	16	26	22	0	0	0	0	0	0	0	76

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	7
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	7

Total of All Permits	174	166	230	177	160	121	80
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The cover page features a dark blue diagonal banner across the top and middle. The text is centered on this banner. Below the banner, there is a light blue background with a white diagonal line and a thick orange horizontal bar at the bottom.

City of Mayer
May 2024
Financial Report



Financial Report – General Fund

General Fund Expenses:

Patching work for water main breaks on Bluejay and 2nd Str.
Brush pile chipping at compost site (covered by grant).

General Fund Revenues:

Building permit revenue tracking above budget.
Cell Tower revenue tracking above budget.



Financial Report – Water Fund

Water Fund Expenses:

Normal and expected.

Water Fund Revenues:

Revenues tracking below target but irrigation season is yet to begin.

WAC fees above target.



Financial Report – Wastewater Fund

Wastewater Fund Expenses:

Engineering fees on WWTF.
Invoice paid for jetting services.

Wastewater Fund Revenues:

WAC fees above target.
Normal and expected otherwise.



Financial Report – Storm Sewer Fund

Storm Sewer Expenses:

Normal and expected.

Storm Sewer Revenues:

Normal and expected.



Financial Report – Investments & Cash Balance

Current: May

General -	\$566,658
Water -	\$626,230
Sewer -	\$2,065,878
Storm -	\$235,102
Total -	\$3,493,868

Prior: April

General -	\$609,242
Water -	\$595,718
Sewer -	\$2,151,482
Storm -	\$229,211
Total -	\$3,585,653



Financial Report – Investments & Cash Balance

Current: May

Fire CIP -	\$698,558
Fire Don. -	\$8,040
Park CIP -	\$282,361
EDA -	\$20,297
Trail CIP -	\$(11,315)
Str. CIP -	\$148,596
Gen. CIP -	\$346,962
Total	\$1,493,499

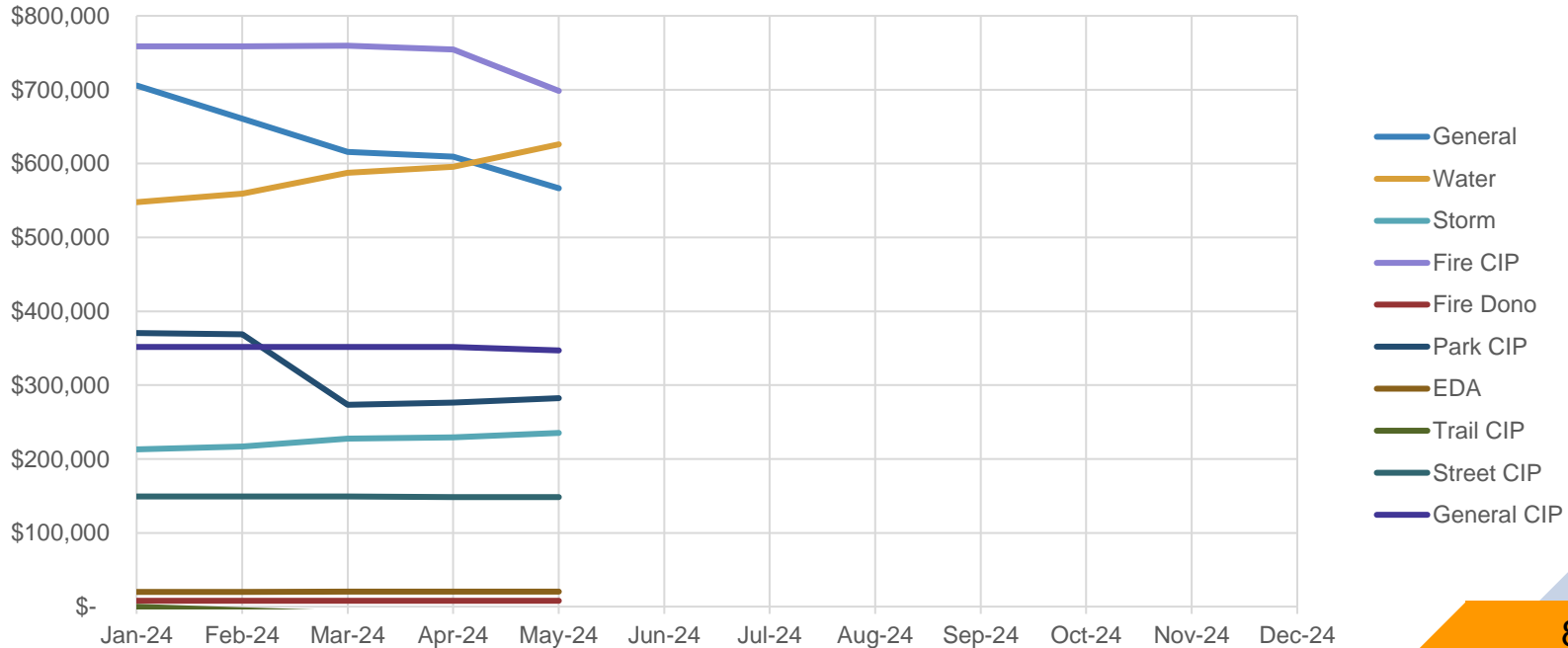
Prior: April

Fire CIP -	\$754,337
Fire Don. -	\$8,040
Park CIP -	\$276,564
EDA -	\$20,297
Trail CIP -	\$(11,315)
Str. CIP -	\$148,596
Gen. CIP -	\$346,962
Total	\$1,543,481



Financial Report – Investments & Cash Balance

Fund Balances - 2024





Date: May 12, 2024

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

SUBJECT: FIRE REPORT FOR MONTH ENDING – 4/30/2024

TOWNSHIP CALLS:

<u>DATE</u>	<u>TIME</u>	<u>TWP</u>	<u>DESCRIPTION/ADDRESS</u>	<u>MAN HOURS</u>	<u>Trucks used</u>
4-4-24	656	Watertown	Medical / 5550 Hwy 25	12	R11
4-5-24	2249	Camden	Medical / 15325 62 nd St	18	R11
4-12-24	2134	Camden	Medical / 15325 62 nd St	22	R11, R12
4-14-24	714	Waconia	P.I. Accident / 82 nd & Hwy 25	19	E11, R12
4-22-24	642	Camden	Medical / 15325 62 nd St	13	R11, R12

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>
4-5-24	1138	Camden/NYA	Grass fire / 17320 110 th St	9	G11, G12, T11
4-13-24	958	Watertown	Structure Fire / 501 Franklin Ave SW	15	E11

CITY OF MAYER CALLS:

<u>DATE</u>	<u>TIME</u>	<u>DESCRIPTION/ADDRESS</u>	<u>MAN HOURS</u>	<u>Trucks used</u>
4-2-24	217	Medical / 115 Morning Dr	17	R11
4-6-24	2037	Medical / 419 Bluejay Ave	18	R11
4-7-24	1135	Medical / 419 Bluejay Ave	21	R11
4-8-24	1610	Medical / 2495 Riverbend Trail	15	R11
4-12-24	2315	Lift assist / 260 Morning Dr	17	R11
4-26-24	1853	Fire Alarm / 201 Ash Ave S	13	E11, E12
4-28-24	553	Medical / 2515 Riverbend Trail	13	R11

FIRE DEPARTMENT TRAININGS/ACTIVITIES

4-1-24	Fire Dept Meeting / Truck check
4-7-24	Fish Fry
4-8-24	Group 4 Training



4-9-24 Staff Meeting – Chief
4-15-24 Department Training
4-24-24 Staff Meeting – Chief 1

Monthly Update

- This past month we ran 14 calls totaling 222-man hours.

Station items

- Applied for a CenterPoint Energy grant.
- Hired a new Firefighter. Spencer Benes.
- Lost one Firefighter that moved out of state. Scott Gustafson.

Truck items

- Replaced battery in Rescue 11.



To: Mayor and Council Members

From: Kyle Kuntz

Re: Public Works Activities from May 9th (2024) to June 6th (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. Oversaw the directional boring for a part of the sewer line. The remaining portion of the service will be installed in the next couple of weeks. Started putting together punch list items for the project.

Staff have been working with the Mayer Knights on little league games that will be taking place in Old Schoolhouse Park this summer. Mowing of the parks and routine dragging of the ball fields.

Started spraying fence lines and ball fields. Installed a boom sprayer on city's sprayer. This will allow staff to spray dandelions in all city parks.

Roads

Finalized seal coating locations for 2024. Started marking additional road repairs needed this year prior to seal coating.

"Cleaned up" the destruction of public property in the Cold Water Crossing 8th addition.

Water Treatment Plant

Staff recharged the greensand media in one of the three gravity sand filters. 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.

The water tower warranty work has begun. Staff must closely monitor water tower levels below the work area to ensure proper adhesion. The tower is set up to be bypassed, but staff have made the process work by operating it at a low level.

Wastewater Treatment Plant

Staff had to replace the backwash pump on traveling bridge filter number 1. The old pump had a wiring issue that was causing a shortage. Staff pulled out the old pump and replaced it with a new pump that they had on hand. Will investigate if the old pump can be fixed.

Miscellaneous

Staff continues to work on the city's lead service line inventory. Staff has gone through old watermain maps and specifications. Overall, the project is about 80% complete and staff is confident that the city doesn't have any lead service lines. City engineers will be helping by sending out a questionnaire flyer. Flyers will be going out to the houses in question beginning of next week.

Worked with technicians to get the Water Treatment Plant and Wastewater Treatment Plant SCADA systems moved onto the City's secure firewall.



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

Pavilion Update

City staff are meeting with the architect and contractor to put together the final punch list of items. Public Works Supervisor Kyle and I have a handful of workmanship matters to address. We hope there will be speedy conclusion to the project forthcoming.

2024 Street Maintenance

The Public Works Committee has finalized the 2024 street maintenance area. We are planning on seal coating operations and no mill and overlays. The seal coating areas include the area of West Ridge, the side streets along Bluejay Avenue North (except for 2nd Street Northwest), and the bulk of Coldwater Crossing. Quotes are being obtained and will come to City Council once we are ready with a recommendation.

Sidewalk and Trail Open House

We are looking at scheduling the Open House for the sidewalk and trails discussion with the public the week of July 15th. I will confirm with City Council their preferred date to ensure we get it into the newsletter for this month.

Winter Parking Rules Review

The Public Works Committee discussed potential changes to the winter parking rules in our ordinance. This was a topic of conversation which was briefly discussed last fall but was put on hold until this summer. Once we've finalized recommendations we will bring it forward to City Council at a future workshop.

Water Tower Painting Repair Work

The original scope of the repair work on the water tower saw an expansion. The contractor for the repair work began pressure washing the area and found additional paint delamination. The contractor submitted a change order to complete the additional necessary repair work in the amount of \$6,850. City staff and the City Engineer reviewed the proposal and verbally authorized the work with future City Council ratification. Given the contractor was already working on the tower and the necessity to complete the work expeditiously, the verbal authorization was believed to be prudent.

JOINT POWERS AGREEMENT FOR DATA ACCESS

THIS JOINT POWERS AGREEMENT, entered into by and between CARVER COUNTY, through the Office of the Carver County Sheriff, hereinafter referred to as “County,” and the CITY OF MAYER, hereinafter referred to as “City,” both parties being governmental and political subdivisions of the State of Minnesota.

RECITALS

WHEREAS, both County and City employ emergency response providers for the purpose of maintaining law and order as well as providing for the safety and welfare within their respective jurisdictions in part by providing emergency response service, including law enforcement and fire service to their respective citizens; and

WHEREAS, the emergency response providers of both the County and City are vested with powers appropriate to accomplish these purposes and are permitted to exchange information pursuant to the provisions of Minn. Stat. Section 13.82; and

WHEREAS, the County, in order to fulfill its public safety mission, protect private data and better protect members of the community involved with an emergency, as well as responding to an emergency, has implemented a system of encrypted radio communications to be utilized during public safety operations; and

WHEREAS, the City may benefit during an emergency if they were provided access to monitor the encrypted law enforcement communication; and

WHEREAS, both the County and City are desirous of having their respective emergency response officials, including but not limited to, law enforcement and firefighters provide their services beyond their respective jurisdictions for the purpose of providing more efficient and safer assistance in emergency situations, and to enforce the statutes and ordinances enacted by the State of Minnesota and ordained by the County and City, respectively;

NOW, THEREFORE, the County and City, pursuant to the authority contained in Minnesota statutes, Section 471.59, commonly known as the Joint Powers Act, in order to accomplish the foregoing purposes, agree as follows:

1. DUTIES OF THE COUNTY

The County shall provide to the City law enforcement main access for city-designated personnel and city-designated front-line apparatus at no cost to the City. The County shall, at no cost to the City, program the City's applicable and suitable emergency communication equipment. The County shall maintain oversight of the emergency communication system.

2. DUTIES OF THE CITY

City shall prepare and submit a request for access to the law enforcement main talk-group. The request shall identify the radio to receive an encryption key, the names and positions of personnel having access to the radio, and a narrative describing the organizational need for access to the talk-group.

City shall ensure the encrypted data is used and maintained in accordance with Minn. Stat. § 13 and only used to facilitate its public safety mission. The City shall only allow access to the encrypted data to those employees that have successfully completed City provided Level I Security Awareness Training. The Level I Security Awareness Training must be approved by the County. The City shall ensure its employees, agents, etc. shall only have access to the encrypted data while engaged in duties reasonably requiring access to the encrypted data. The City shall also establish and maintain organizational policies prohibiting unauthorized access or use of not public data and prohibiting "talk-group parking."¹ which the County shall have the right to review and require changes.

¹Talk-group parking is defined as selecting a talk-group (by choosing it as the transmit channel on a radio) for which one has no reasonable need to monitor. This does not prohibit including an authorized talk-group from inclusion in a scan list while the radio is legitimately affiliated with another talk-group.

3. NO LIABILITY FOR LACK OF ACCESS

It is expressly understood that the County shall not be, in any way, liable for any claim based upon a failure for any reason of the County to provide access to the encrypted communication.

4. COMMUNICATIONS

The City shall have access to the law enforcement main to support its public safety mission. The County shall have the right to designate any other radio Talk Group that may be accessed or monitored by City personnel. The County shall have the sole right to decide when and how to maintain, update, repair and improve the communication equipment. The City will cooperate in providing access to city-owned equipment for the purpose of such maintenance, update, repair or reprogramming

5. NO PAYMENT TO ASSISTING JURISDICTION OR OFFICERS

Neither the County nor City shall be responsible or liable for the payment of wages or other remuneration to the other party or to the other party's employee(s), agents or contractors.

6. INDEMNIFICATION

Each Party agrees that it will be responsible for the acts or omissions of its officials, agents, and employees, and the results thereof, in carrying out the terms of this Agreement, to the extent authorized by law and shall not be responsible for the acts/omissions of the other Party and the results thereof. For purposes of determining total liability for damages, the participating governmental units are considered to be a single governmental unit, the total liability of which shall not exceed the limits for a single governmental unit as provided in Minn. Statutes, Section 466.04, Subd. 1.

Each Party agrees to defend, hold harmless, and indemnify the other Party, its officials, agents, and employees, from any liability, loss, or damages the other Party may suffer or incur as the result of demands, claims, judgments, or cost arising out of or caused by the indemnifying Party's negligence in the performance of its respective obligations under this Agreement. This provision shall not be construed nor operate as a waiver of any applicable limitation of liability, defenses, immunities, or exceptions by statute or common law.

For liability, loss, costs, damages, expenses, and/or claims arising from misuse of the communication equipment, liability shall be apportioned entirely to the party responsible for the liability, loss, costs, damages, expenses, and/or claims. If the County and City, working jointly, are unable to determine which party caused the liability, loss, costs, damages, expenses, and/or claims, the parties shall divide the liability evenly.

It is further agreed that the County's liability shall be limited by the provisions of Minnesota Statute § 466 and/or other applicable law.

7. DURATION

This Agreement shall remain in full force and effect until it shall be terminated in the manner provided herein.

8. VIOLATIONS

Both parties shall promptly report any violations or misuse of the data to the other party. Additionally, any violation of the use of the data in accordance with Minn. Stat § 13, Level I Security Awareness training, or established policies shall be immediately addressed by the employing party.

9. NOTICES

Representatives for each of the parties to this Agreement are as listed below:

CITY

City of Mayer
413 Bluejay Avenue
Mayer, MN 55360
952-657-1502
Attn: City Administrator
cityadmin@cityofmayer.com

County/Division

Office of the Carver County Sheriff
606 E 4th Street, Chaska Mn 55318
952-361-1231
jkamerud@co.carver.mn.us

10. TERMINATION

This Agreement may be terminated by either party upon thirty (30) days' written notice to the other party. Such notice shall be delivered to the other party's representative in Section 9 of this agreement. Nothing in this contract shall be construed as prohibiting the County from suspending access to the encrypted communication, at any time, for any period of time, with or without notice, if the County determines that suspension better protects data subject privacy, operational integrity, or serves the delivery of emergency response services. Likewise, this agreement shall be terminated should the County be advised by a competent authority to terminate the data sharing agreement.

IN WITNESS WHEREOF, the County and City have hereunto set their hands and seals this _____ day of _____, 20__.

[Remainder of page is intentionally left blank.
Signatures pages to follow.]

CITY OF MAYER

Mike Dodge, Mayor

Date:_____

Attest:

Nicholas Johnson, City Administrator

Date:_____

COUNTY OF CARVER

BY: _____
Chair, County Board

BY: _____
Sheriff

ATTEST:

_____, County Administrator

Approved as to Form:

County Attorney

Date: _____