

MAYER CITY COUNCIL MEETING MINUTES – MAY 26, 2020

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

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

ABSENT: None.

STAFF: City Administrator McCallum

ALSO PRESENT: Don Wachholz, Andy Maetzold, Rod Maetzold.

The meeting was opened with the Pledge of Allegiance.

APPROVE AGENDA

Butterfield asked to add “Expanding patio space for bars and restaurants” to the agenda.

A MOTION was made by Council Member McNeilly with a second by Council Member Stieve-McPadden to approve the agenda with the addition. Motion Carried 5/0.

PUBLIC COMMENT

None

APPROVE CONSENT AGENDA

A MOTION was made by Council Member Stieve-McPadden with a second by Council Member Boder to approve the Consent Agenda. Motion Carried 5/0.

1. Approve Minutes of the May 11, 2020 Regular Council Meeting.
2. Approve Minutes of the May 11, 2020 Council Workshop Meeting.
3. Approve Minutes of the May 18, 2020 Special City Council Meeting.
4. Approve Claims for the May 26, 2020 meeting.  
Check numbers 22997 to 23025. E-check numbers 5665 to 5672
5. Approve Reports from the City Engineer, Sheriff’s Department, Public Works, City Administrator and Fire Department.
6. Extension of State of Emergency to coincide with the State of Minnesota.

ADMINISTRATION

1. Fire Department – Contract Agreement – Brunton Architects

McCallum introduced this item for discussion. She informed that the Council was being asked to discuss and approve a contract agreement between the City of Mayer and Brunton Architects for the proposed 12,560 square foot fire station.

McCallum stated that the contract highlights the services that would be provided by Brunton Architects that included architectural, structural, civil, mechanical, and electrical services. She said that the contract states a fee of 8% of the project; 9% if the City were to use a USDA loan to finance the project.

She highlighted that there would be four (4) design phases that include the following:

- Schematic Design Phase – 25%
- Design Development Phase – 20%
- Construction Documents Phase – 45%
- Bidding and Negotiation/Construction Phase – 10%

McCallum informed that the schematic design phase was completed and that the City would owe \$63,171.00 upon signing the contract.

McCallum explained that in order to keep the project going several things would have to happen including educating the public (video and/or in-person appointments), establishing a building committee, finalizing the Capital Improvement Plan, and allowing the architect to move into the Design Development Phase.

McCallum said that the City Attorney reviewed the contract.

Dodge stressed the importance of getting the public involved by educating them on the need for the new station and the financing.

McNeilly agreed that there needed to be multiple ways for the public to get information including online and in person appointments.

Boder stated that he preferred to have an in person meeting.

Stieve-McPadden agreed that a video would be a great way to educate residents. She also stated that the number of people entering the Fire Station building could be controlled if an open house was held.

Dodge agreed that the City could take extra measures with masks, social distancing, hand sanitizer, etc.

Butterfield stated that she did not feel that the Council needed to micromanage every step of the process of moving forward with the fire station and that updates from the building committee would be sufficient.

McNeilly agreed.

Dodge stated that there would be times where the City Council could check in and reassess the progress.

**Stieve-McPadden moved to approve the contract agreement between the City of Mayer and Brunton Architects. Butterfield seconded. Motion passed 4-1 (Boder against).**

## 2. Administrative - Preparedness Plan

McCallum presented this item to Council. She stated that this item was for discussion and potential approval by the City Council.

McCallum explained that as the City looks to reopen that a Preparedness Plan should be in place outlining the steps that the City of Mayer will take to ensure the safety of staff and visitors to public facilities and spaces.

She informed that the Preparedness Plan highlights preventative measures being taken to get services back to normal. In addition she informed that the Plan focuses on preventative measures, social distancing measures, increased housekeeping, communications and identification and isolation if one were to be exposed or infected.

McCallum explained that the City was currently in Phase I of the plan that included City Hall being open for appointments only, the Community Center closed, staff social distancing, extra cleaning, etc.

McCallum stated that she is recommending moving into Phase II effective June 1, 2020 to reopen City Hall with measures taken to ensure safety of staff and visitors.

Butterfield stated that the Preparedness Plan should state under “housekeeping” what supplies the City currently has and the need for it. In addition, to have more cleaning services performed. Lastly, under “communications”, how will staff be trained and educated on this Plan.

Dodge stated that he thought the Fire Department, if holding large meetings, should wear masks for prevention purposes.

Butterfield stated that they should wear masks per Center for Disease Control (CDC) guidance.

Dodge agreed.

**Butterfield moved to approve the Preparedness Plan with changes and to move into Phase II of the Plan effective June 1, 2020. McNeilly Seconded. Motion Passed 5-0.**

3. Engineering – Water Treatment Plant and Well Project – Advertising and Bidding

McCallum introduced this item for discussion. She informed that in October 2019, the City Council authorized the City Engineer, Bolton and Menk, to prepare plans and specifications for a Well and Water Treatment Plant improvement project.

McCallum stated that the plans and specifications were almost complete and that the engineering firm is requesting to authorize the advertisement and bidding of the project.

She informed that the projects are going to be financed through Public Facility Authority Loans and both projects are projected to be between \$775,000 - \$975,000.

**McNeilly moved to approve allowing the City Engineer to go out for bid and advertise the Water Treatment Plant and Well Project. Stieve-McPadden Seconded. Motion passed 5-0.**

4. Expanding patio space for bars and restaurants (added)

Butterfield stated that she would like to see the City of Mayer get creative with allowing additional space for Bars and Restaurants to expand their outdoor seating.

McCallum stated that the Council could allow a temporary amendment to the City Code.

Butterfield asked that any fees be waived.

McCallum informed that she would reach out to businesses stating that if they are interested to submit a plan. She also stated that they would have to talk with their insurance companies to ensure proper coverage.

Butterfield proposed allowing staff to work with businesses to support their expansion of outdoor seating if they are interested.

**Butterfield moved to allow bars/restaurants to expand outdoor seating space as needed following the City Code, waiving any application fees and following the State of Minnesota’s recommendations. Stieve-McPadden seconded. Motion passed 5-0.**

COUNCIL REPORTS

No Reports.

OTHER BUSINESS

No Other Business.

ADJOURN

There being no further business, a MOTION was made by Council Member McNeilly and seconded by Council Butterfield to adjourn the meeting at 7:013 p.m. Motion Carried 5/0.

\_\_\_\_\_  
Mike Dodge, Mayor

Attest: \_\_\_\_\_  
Margaret McCallum, City Administrator

DRAFT