

MAYER CITY COUNCIL MEETING MINUTES – DECEMBER 11, 2017

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, Public Works Kuntz, City Engineer Dave Martini, Deputy Clerk Gildemeister, and Waste Water Treatment Facility Contractor Greg Kluver

ALSO PRESENT: Ivan Raconteur

The meeting was opened with the Pledge of Allegiance.

APPROVE AGENDA

A MOTION was made by Council Member Stieve-McPadden with a second by Council Member Butterfield to approve the agenda with the addition of Bio Solids contract with Lester Prairie. Motion Carried 5/0

PUBLIC COMMENT

None

APPROVE CONSENT AGENDA

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

1. Approve the Minutes of the November 27, 2017 Personnel Committee Meeting.
2. Approve the Minutes of the November 27, 2017 Regular Council Meeting.
3. Approve the Minutes of the November 27, 2017 Council Workshop Meeting.
4. Approve the Minutes of the November 28, 2017 City Council Budget Workshop Meeting.
5. Approve the Minutes of the December 4, 2017 Personnel Committee Meeting.
6. Approve Additional Claims for the month ending November 2017.
7. Approve Claims for the Month of December 2017.
8. Acknowledge Fire Department Report for month ending November, 2017.
9. Acknowledge City Administrator Report for December 1 to 11, 2017.
10. Acknowledge City Engineer Report of activities from October 20 to December 11, 2017.
11. Approve Request to Reduce Letter of Credit for Hidden Creek 7<sup>th</sup> Addition.

PUBLIC HEARING 6:44 pm

1. **Public Hearing for Truth in Taxation** – A MOTION to open the Public Hearing at 6:44 pm was made by Council Member Butterfield and seconded by Council Member McNeilly. Motion carried 5/0. There was no one in attendance for the Public Hearing. The Public Hearing was closed at 6:45 pm. A MOTION to close the Public Hearing and reconvene the Regular Council Meeting was made by Council Member Stieve-McPadden and seconded by Council Member McNeilly. Motion carried 5/0. City Administrator McCallum gave an overview presentation highlighting the 2018 budget and tax levy. The City originally certified to the County \$1,016,226.00 as the preliminary levy carrying a tax rate of 52.0%. The levy has been updated and \$985,873.00 was certified to the County for a tax rate of 50.5%. The difference in City tax rates will result in a 1.5% tax rate reduction from last year.

## CITY ADMINISTRATOR

1. **Approve Resolution 12-11-17-39 General Fund Budget for 2018** - A MOTION to Approve Resolution 12-11-17-39 General Fund Budget for 2018 was made by Council Member Boder and seconded by Council Member Butterfield. Council affirmed that the 2018 General Fund Budget shows a \$30,000 decrease from the preliminary budget. Motion Carried 5/0.
2. **Approve Resolution 12-11-17-40 Final Levy for 2018** – A MOTION was made by Council Member Boder and seconded by Council Member Butterfield to Approve Resolution 12-11-17-40 Final Levy for 2018. Motion Carried 5/0
3. **Approve Enterprise Budget** – A MOTION to Approve Enterprise Budget was made by Council Member McNeilly and seconded by Council Member Stieve-McPadden. Motion carried 5/0.
4. **Approve Resolution 12-11-17-41 Water and Sewer Rates for 2018** – A MOTION to Approve Resolution 12-11-17-41 Water and Sewer Rates for 2018 was made by Council Member McNeilly and seconded by Council Member Stieve-McPadden. Motion carried 5/0.  
A second MOTION to Approve proposed rate increases in water and sewer rates for 2018 was made by Council Member McNeilly and seconded by Council Member Boder. After discussion and review of current rate study, Council agreed to keep water and sewer rates the same with no increase at this time. Motion failed 5/0.
5. **Approve RFP for City Attorney** – A MOTION to Approve RFP for City Attorney with changes to language was made by Council Member Butterfield and seconded by Council Member Boder. Motion Carried 5/0
6. **Approve Proposal for Investments** – Ehlers requests approval of Investment Advisory Agreement. A MOTION to Approve Proposal for Investment was made by Council Member Stieve-McPadden and seconded by Council Member Butterfield. Mayer Dodge asked Staff to clarify if payment to Ehlers would come out of City accounts or out of investment fund. Motion carried 5/0.
7. **Approve Auditor Fees for 2017 Audit with Abdo, Eick, and Meyer** – A MOTION to Approve Auditor Fees for 2017 Audit with Abdo, Eick, and Meyer was made by Council Member McNeilly and seconded by Council Member Boder. Council Member Butterfield asks Staff to clarify that Abdo, Eick, and Meyer does not charge for long term investments. Motion carried 5/0.
8. **Approve Resolution 12-11-17-42 Election Polling Location Designation** – A MOTION to Approve City of Mayer Community Center as the designated polling location for 2018 was made by Council Member Stieve-McPadden and seconded by Council Member Butterfield. Motion carried 5/0.
9. **Approve Contract for Planning Services for 2018** – A MOTION to Approve Contract with Municipal Development Group for Planning Services for 2018 with a rate increase from \$85.00 per hour to \$90.00 per hour was made by Council Member McNeilly and seconded by Council Member Stieve-McPadden. Council Member Stieve-McPadden asked Staff to contact Municipal Development Group and ask if an associate planner is available to review smaller projects and permits at a lower fee rate. Motion carried 5/0.

10. **Approve Agreement to Accept Bio-Solids** – A MOTION to Approve Agreement with Lester Prairie to Accept Bio-Solids with a 2 cent per gallon increase for hauling to digester was made by Council Member Butterfield and seconded by Council Member McNeilly. Motion carried 5/0.

#### FIRE DEPARTMENT

1. **Appointment Process Update** – Mayor Dodge informed the Council of the Personnel Committee’s motion to continue with the previous process of appointing a Fire Chief and Assistant Fire Chief. A MOTION was made by Council Member Boder and seconded by Council Member McNeilly to Accept the Personnel Committee Motion to continue with Fire Department Chief and Assistant Chief Appointment process. Motion carried 5/0.
2. **Approve Officer Appointments for 2018** – A MOTION to Approve Officer Appointments with the Addition of Chief 2 was made by Council Member Stieve-McPadden and seconded by Council Member Butterfield. Motion carried 5/0.
3. **Approve Resolution 12-11-17-43 Appointment of Daniel Lee to the Mayer Fire Department** – A MOTION was made by Council Member Stieve-McPadden to Approve Resolution 12-11-17-43 Appointment of Daniel Lee to the Mayer Fire Department and seconded by Council Member Butterfield. Motion carried 5/0.

#### PUBLIC WORKS

1. **Approve Bid for Make Up Air Replacement for Clarifier Building at WWTF** – Greg Kluver, WWTF Contractor, presented two bids received for replacing Make Up Air unit in the Clarifier building. Staff recommended acceptance of the bid from Owens Air Conditioning & Heating in the amount of \$14,100 for the removal and disposal of existing unit and installation of a new *CaptiveAire* indirect fired furnace and duct connections. A MOTION to Approve Bid from Owens Air Conditioning & Heating in the amount of \$14,100 for Make Up Air Replacement for WWTF Clarifying Building was made by Council Member Butterfield and seconded by Council member McNeilly. Motion carried 5/0.

#### PERSONNEL COMMITTEE

- Mayor Dodge informed the Council that there was discussion on implementing Sexual Harassment Training for Staff.

#### COUNCIL REPORTS

- Council Member Boder informed the Council that he has been contacted by residents requesting more options for internet communications. He asked Staff to follow up with Jaguar Communication on services to the City of Mayer and to bring back for discussion at a future Work Session.
- Council Member Butterfield mentioned that Park Board is hosting a free movie at the Community Center on Sunday, December 17, 2017 at 2:00 pm. City Administrator McCallum will be overseeing the event.

#### OTHER BUSINESS

- None

ADJOURN

There being no further business, a MOTION was made by Council Member Stieve-McPadden and seconded by Council Member McNeilly to adjourn the meeting at 7:47 p.m. Motion Carried 5/0

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Mike Dodge, Mayor

Attest: \_\_\_\_\_  
Janell Gildemeister, Deputy City Clerk

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