

MAYER CITY COUNCIL MEETING MINUTES – MARCH 23, 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, City Engineer Martini.

ALSO PRESENT: Don Wachholz.

The meeting was opened with the Pledge of Allegiance.

APPROVE AGENDA

McCallum recommended adding COVID-19 update 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 of COVID-19 update. Motion Carried 5/0.

PUBLIC COMMENT

None

APPROVE CONSENT AGENDA

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

1. Approve Minutes of the March 9, 2020 Regular Council Meeting.
2. Approve Minutes of the March 9, 2020 Council Workshop Meeting.
3. Approve Claims for the March 23, 2020 meeting. Check numbers 22891 to 22922. E-check numbers 5588 to 5619. Bank check numbers 50135 to 50136.
4. Approve Reports from the City Engineer, Sheriff's Department, Public Works, City Administrator and Fire Department.

ADMINISTRATION

1. 2020 Summer Hours

McCallum presented this item to the Council for discussion. She said that the Council is being asked to discuss 2020 summer hours for staff going from Memorial Day to Labor Day.

The hours would be:

City Hall

7:00 a.m. – 4:30 p.m. – Monday – Thursday

7:00 a.m. – 11:00 a.m. – Friday

Public Works

6:00 a.m. – 3:30 p.m. – Monday – Thursday

6:00 a.m. – 10:00 a.m. – Friday

McCallum informed that the Personnel Committee recommended to Council going to summer hours for staff.

Stieve-McPadden asked if in the past staff had staggered shifts to keep City Hall open on Fridays. McCallum said that the previous time staff did summer hours, there was no staggering of shifts.

Dodge informed that appointments could be made if needed. Dodge asked the City Administrator to check in with the union employees to make sure that adequate notice is given to employees regarding the changes in hours.

**Butterfield moved to go to 2020 summer hours between Memorial Day and Labor Day. Boder Seconded. Motion passed 4-1 (Stieve-McPadden voted against).**

## 2. Administrative Internship

McCallum presented this item to Council. She informed that staff has been looking into hiring an administrative intern throughout the summer to assist staff with specific projects.

McCallum explained that an advertisement could be placed with universities for students looking to get experience in a local government work setting. She also said that the City could put an advertisement on the League of Minnesota Cities website and local newspaper.

She stated that the position would focus on data retention, social media and communications management, grant-writing and other administrative support tasks.

McCallum stated that the position would be a paid internship ranging from \$12-\$13 per hour and would be paid for by transferring \$10,000 from the General Fund as it was not a budgeted position for 2020. She stated that the position would be non-union eligible and would last for about four (4) months.

She said that the Personnel Committee recommended approval of the position.

Stieve-McPadden expressed concern about confidentiality of city documentation. McCallum informed that this would be a temporary city employee and therefore would be considered an employee of the City. She said that they would be working with public land records.

Stieve-McPadden expressed concern over the position not being budgeted for in 2020.

Dodge informed that he would also like to see the position work on asset management.

**Butterfield moved to approve the 2020 Administrative Internship. McNeilly seconded. Motion passed 4-1 (Stieve-McPadden voted against).**

## CITY PLANNING

### 1. Coldwater Crossing 8<sup>th</sup> Addition Extension

McCallum asked the City Council to review and discuss extending the review for the final plat, final planned unit development plan and right of way vacation for Coldwater Crossing 8<sup>th</sup> Addition.

She informed that in July 2018, Coldwater X, LLC initiated the review process with the City of Mayer for the Coldwater Crossing 8<sup>th</sup> Addition in the Coldwater Crossing Development.

She stated that approval of the preliminary plat and planned unit development for CC 8<sup>th</sup> Addition was set to expire.

The Council reviewed a letter from the Developer and tabled the item due to inconsistencies and confusion with the listed dates. Council asked staff to follow up and get clarification from the developer.

2. 2040 Comprehensive Plan Update – Resolution 3.23.20.16

McCallum introduced this item to the City Council. She informed that the Council is to consider officially adopting the City of Mayer 2040 Comprehensive Plan.

McCallum explained that the Metropolitan Council and State Statutes require cities within the seven (7) county metropolitan area to update their comprehensive plans every 10 years. The most recent update has been worked on by the City for the last few years. She stated that on June 24, 2019, the City Council held a public hearing to officially submit the comprehensive plan to the Metropolitan Council for official review and approval.

McCallum further informed that comments were received from the Metropolitan Council last summer and changes were made and the current version of the Comprehensive Plan was submitted to the Metropolitan Council on November 11, 2019.

She informed that the City of Mayer received a letter from the Metropolitan Council on February 28, 2020 stating that the plan met all the requirements and is compatible with the plans of neighboring jurisdictions.

McCallum stated that at this time, the Council needed to adopt resolution 3.23.20.16 to place the City of Mayer 2040 Comprehensive Plan into effect.

**McNeilly moved approve resolution 3.23.20.16 approving the City of Mayer 2040 Comprehensive Plan, a compilation of policy statements, goals, standards and maps for guiding the overall development and redevelopment of the municipality. Stieve-McPadden Seconded. Motion passed 5-0.**

CITY ENGINEER

1. 5<sup>th</sup> Street Lot Development

Martini introduced this item to the City Council.

He informed that the City has received a request from a property owner of a vacant lot at the end of 5<sup>th</sup> Street. He stated that the resident would like to construct a residential building. Martini said that the lot currently has water and sewer service stubs that are available for hook-up, nonetheless that 5<sup>th</sup> Street would need to be extended to provide access to the lot.

Martini explained that the paved surface of 5<sup>th</sup> Street ends at the west edge of the lot. He said to develop the lot, the street would need to be extended approximately 100 feet to the east edge of the lot. He informed that this would be the responsibility of the developer.

Martini estimated the cost to extend the road (28' wide and 100' long) to be approximately \$13,000.00. He stated that this is under the assumption that the road extension is allowed without curb and gutter and that the portion of the existing gravel driveway for the MLHS storage shed can be reused for base.

Martini continued that after a review of the right-of-way records for 5<sup>th</sup> Street, that it has been discovered that the right-of-way covers the south half of the road. He informed that the north half, adjacent to Mayer Lutheran

High School has no right-of-way or easement for the road. Martini said that MLHS indicated that getting an easement from the school for both the proposed road extension and the existing portion of the road should not be an issue. Martini did say that it is proposed that the City would incur the cost of preparing and recording the easement documents.

Martini concluded by asking the Council if they agree with the steps necessary to develop the vacant lot including securing the road easement from MLHS.

**Boder moved to approve working with the developer and communicate the need to extend the road if they choose to move forward with the project. Stieve-McPadden Seconded. Motion passed 5-0.**

**Boder moved that if the developer moves forward, the City will work with Mayer Lutheran High School to obtain and file easement documentation. McNeilly Seconded. Motion passed 2-0.**

2. COVID-19 Update (added)

McCallum provided information to the City Council on COVID-19. She informed that staff continues to work while practicing social distancing. She informed that City Hall remains open, with the possibility that it may close and go to appointment only in the near future. She informed that staff continues to participate in conference calls with the County and State. Staff continues to clean highly used spaces at City Hall.

The City Council decided to keep holding meetings in person until deemed necessary to go online.

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 Member Stieve-McPadden to adjourn the meeting at 7:00 p.m. Motion Carried 5/0.

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Mike Dodge, Mayor

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