

**CITY OF MAYER**  
**REGULAR CITY COUNCIL MEETING**  
**AGENDA**  
**Monday**  
**April 10, 2017**  
**6:30 PM**

CALL MEETING TO ORDER AT 6:30 P.M.

1. Pledge of Allegiance
2. Approval of Agenda
3. Public Comment (Please limit comments to 5 minutes)
4. Consent Agenda
  - 4.1. Approval of the minutes for the March 27, 2017 Regular Council Meeting
  - 4.2. Approval of the minutes for the March 7, 2017 Planning Commission Meeting
  - 4.3. Approval of Claims
  - 4.4. Approval of the Check Summary for the month of March
  - 4.5. Approval of resolution 4-10-2017-17 Balance Transfer
  - 4.6. Approval of Building Permit Report for the month ending March 2017
  - 4.7. Approval of the Fire Department Report for the month ending March 2017
- 5. PUBLIC HEARING- City Administrator**
  - 5.1 Approval of Resolution 4-10-2017-18 Vacating Public Drainage & Utility Easements HC 7<sup>th</sup> Addition
- 6 City Attorney
  - 6.1 Approval of termination of employment with City Administrator
  - 6.2 Approval of Severance agreement with City Administrator
- 7 City Administrator
  - 7.1 Discussion on Executive Recruitment Services
  - 7.2 Approval of additional fill for the Picnic Shelter West Ridge Park
  - 7.3 Approval of Painting Community Center
  - 7.4 Approval of site for the picnic shelter/restrooms in Old Schoolhouse Park
  - 7.5 Approval of moving public works building to 323 Shimmcor Street
  - 7.6 Discussion on information request for the Newsletter
  - 7.7 Approval of Resolution 4-10-2017-19 Approving a the Planned Unit Development (PRD) Final Development Plan for Coldwater Crossing 7<sup>th</sup> Addition
  - 7.8 Approval of Resolution 4-10-2017-20 Final Plat Coldwater Crossing 7<sup>th</sup> Addition
- 8 Public Works
  - 8.1 Approval of Fence for public works
  - 8.2 Approval of painting public works building
  - 8.3 Approval of purchase of pump for Old Schoolhouse Lift Station
  - 8.4 Painting at WWTF- Greg Kluver
- 9 For Your Information
- 10 Council Reports
- 11 Other Business
- 12 Adjournment

**Calendar of Events and Meetings**

April 11	Tuesday	6:30 PM	Park Board Meeting
April 12	Wednesday	6:00 PM	Special Council Meeting
April 24	Monday	6:30 PM	City Council Meeting
April 25	Tuesday	6:30 PM	EDA Meeting
May 2	Tuesday	6:30 PM	Planning Commission
May 8	Monday	10:00 AM	Commission for a Lifetime

This agenda has been prepared to provide information regarding an upcoming meeting of the Mayer City Council. This document does not claim to be complete and is subject to change at any time.

## MAYER CITY COUNCIL MEETING MINUTES – March 27, 2017

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

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

ABSENT: Council Member Boder, and McNeilly

STAFF: City Administrator Ruch-Hammond and Public Works Kuntz,

ALSO PRESENT: Ivan Raconteur, Kaye Timmers, Don Wachholz and Deputy Sheriff Gary Stahlke.

The meeting was opened with the Pledge of Allegiance.

### APPROVE AGENDA

A MOTION was made by Council Member Butterfield with a second by Council Member Stieve-McPadden to approve the agenda with one addition Carver County proposal for GIS staff. Motion Carried 3/0

### PUBLIC COMMENT

None

### APPROVE CONSENT AGENDA

Council Member Stieve-McPadden had questions about the LG510 Form and whether the funds that are earmarked for the Park Fund are actually transferred to the Park Fund. Staff informed Council Member Stieve-McPadden that they are used in the Park Fund.

A MOTION was made by Council Member Stieve-McPadden with a second by Council Member Butterfield to approve the Consent Agenda. Motion Carried 3/0.

1. Approval of the minutes for the March 13, 2017 Regular Council Meeting
2. Approval of the minutes for the March 8, 2017 Personnel Committee Meeting
3. Approval of the minutes for the March 20, 2017 Personnel Committee Meeting
4. Approval of the minutes for the February 7, 2017 Planning Commission Meeting
5. Additional Claims for the month of March  
Includes Pay Request # 4 Wetland Restoration Project in the amount of \$44,255.6
6. Approval of resolution 3-27-2017-15 Acceptance of Baseball Club Donation
7. Approval of the LG510 City or County Annual Report, 10% Lawful Gambling Contr. Fund

### STAFF REPORTS

1. **Public Works** –City Council acknowledged receipt of the public works staff report for the time period of February 23<sup>rd</sup> to March 22<sup>nd</sup>.
2. **City Engineer** –City Council acknowledged receipt of the City Engineers report for the time period of January 14<sup>th</sup> to February 10<sup>th</sup>.
3. **Sheriff's Department Report**  
Carver County Sheriff's Deputy, Gary Stahlke was present at the meeting. Council has requested that Deputy Sheriff Stahlke attend City Council meetings on a quarterly basis. Deputy Stahlke reviewed the Sheriff's Department Report for the month ending February 2017. He explained that the County changed the reporting requirements in July of 2016 because the state changed the way it records statistics. He also stated that the County would be promulgating quarterly reports. He would use these reports when attending Council Meetings. He reviewed the statistics of time of calls for the City and stated that the Council may want to use these reports as information on when to provide additional coverage. He suggested that overtime maybe a better option than actually funding a part time deputy. Council Member Stieve-McPadden asked Deputy Stahlke about fraud

calls. She would like to see the City address fraud calls with some type of education program for the residents.

#### 4. **City Administrator**

City Council acknowledged receipt of the City Administrator's report for the time period of February 27<sup>th</sup> to March 24<sup>th</sup>.

### PUBLIC WORKS

#### 1. **Jetting and Televising of Sanitary Sewers**

Public works staff is proposing to have 20,064 linear feet of sanitary sewer jetted and televised. Staff received two quotes Overline and Sons in the amount of \$15,850.56 and Pipe Services in the amount of \$16,051.20. On a motion by Council Member Butterfield and seconded by Council Member Stieve-McPadden to award the contract to Overline and Sons in the amount of \$15,850.56 and to use the funds from the repairs and maintenance line item in the sewer budget. Motion carried 3/0.

#### 2. **Slip Lining**

Public works staff is proposing to slip line 2,834 linear feet of sanitary sewer in 5<sup>th</sup> Street NE and Ash Avenue South. Staff received two quotes from Visu Sewer \$66,810.50 and Instuform in the amount of \$63,541.05. There is an additional cost to grout active leaks in the sewer pipe. This is an additional \$5,000.00. On a motion by Council Member Stieve-McPadden and seconded by Council Member Butterfield to award the contract to Visu Sewer in the amount of \$71,810.60 which includes grouting costs of \$5,000.00. Motion carried 3/0. The funds for the project are in the Inflow and Infiltration line item (\$60,000) in the sewer budget and the balance from the repairs and maintenance line item (\$11,810.60).

### CITY ADMINISTRATOR

#### 1. **Purchase of Trees**

Park Board is recommending that the City replace trees in the parks. Park board is recommending replacement of 16 trees (1 Meadow Park, 6 West Ridge Park, 4 Old Schoolhouse Park, and 5 in Discovery Park). They would like to plant 8 Lindens and 8 Maple Autumn Blaze.

Staff Obtained two quotes one from Wilson's and Natural Surroundings nursery's. Wilson's total tree price would be \$5,680.00 and Natural Surroundings submitted a bid for trees in the amount of 8,520.00.

Park Board did budget \$3,000 in 2016 and \$3,000 in 2017 in the Capital Outlay for tree replacement. On a motion by Council Member Stieve-McPadden and seconded by Council Member Butterfield to purchase 16 trees from Wilson's in the amount of \$5,680.00. Motion carried 3/0. Staff will also purchase gator bags for watering of the trees.

#### 2. **Electronic Coupon Recycling Program**

For the past several years the City has offered its residents a recycling coupon that can be redeemed at the Douglas Kugler site in Watertown. The coupon is good toward recycling of appliances, computers or other items. The coupon is one coupon per household and is in the amount of \$10. Staff is requesting Council authorization to offer the program in 2017. On a motion by Commissioner Butterfield and seconded by Council Member Stieve-McPadden to offer the Coupon Recycling Program to the residents for 2017. Motion carried 3/0. Staff had also asked to input on the recycling newsletter. Council Member Stieve-McPadden offered two corrections to the newsletter. Council Member Butterfield asked to have information added that the 5K will be held in conjunction with the Mayer Rising Community Festival.

### **3. SWCD Education Program**

This is the fourth year of implementation of the education component of the City's Water Management Plan. Carver County Water Management Organization (CCWMO) assists the City in providing educational opportunities for the public and City staff. The 2017 education issues that the plan will focus on are blue green alga and water conservation. The plan will continue to focus on storm water ponds, water conservation, grass clipping and mulching leaves. Newspaper articles will appear in the Carver County newspapers and the City will continue to advertise on the electronic sign and Facebook. On a motion by Council Member Butterfield and seconded by Council Member Stieve-McPadden approving the CCWMO Education plan for 2017. Motion carried 3/0.

### **4. Timing Contract for Mayer Rising Community Festival 5K**

Park Board is recommending that the City Council enter into an agreement with Wayzata Timing to provide timing services for the Mayer Rising Community Festival 5K. The cost is \$300 plus \$.60 per mileage. A \$200.00 non refundable deposit is required which is credited toward the \$300 fee. Council Member Butterfield suggested that the name be changed to reflect the Mayer Rising Community Festival 5K. To check to see since the City has bids if the \$300 could be reduced. On a motion by Council Member Butterfield and seconded by Mayor Dodge to approve the contract with Wayzata Timing and not send the contract to the City Attorney for review. Motion carried 3/0.

### **5. Countryside Veterinarian Contract**

Staff is requesting approval of the impound contract with Countryside Veterinarian for stray animal impounds. Countryside would like the City to consider requiring animals to be micro chipped as a part of the licensing. Council would like to further discuss the micro chipping of dogs at a work session. On a motion by Mayor Dodge and seconded by Council Member Stieve-McPadden to approve the Countryside Veterinarian Contract and to not have the City Attorney review the contract. Motion carried 3/0.

### **6. Grading Agreement Hidden Creek 7<sup>th</sup> Addition**

The developer for HC1, LLC is requesting that the City sign the grading agreement to allow grading to begin on Hidden Creek 7<sup>th</sup> Addition before the City vacates the easements on the storm water ponds. Motion by Mayor Dodge and seconded by Council Member Stieve-McPadden to authorize the Mayor's signature on grading agreement for HC1, LLC. Motion carried 3/0.

### **7. Carver County GIS Staff**

Staff is requesting approval of 32 hour of Carver County GIS staff time at \$41.98 per hour. This is to assist the City with GIS mapping of utilities in the City. On a motion By Council Member Butterfield and seconded by Council Member Stieve-McPadden to approve the use of Carver County GIS staff up to 32 hours. Motion carried 3/0.

#### COUNCIL REPORTS

- None

#### OTHER BUSINESS

- None



**City of Mayer**  
**Planning Commission**  
Meeting Minutes  
Tuesday, March 7, 2017

**Commission Members Present:** Council Liaison Erick Boder and Commissioners Les Hahn, Barney Johnson, Patty Lanting and Don Wachholz.

**Commission Members Absent:** Chairperson Tom Stifter and Rod Maetzold.

**Others Present:** Scott Trumpy

**Staff Present:** Planning Consultant John Anderson of Municipal Development Group, LLC

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**CALL MEETING TO ORDER.**

Meeting called to order at 6:32 PM by Vice Chairperson Hahn.

**ADOPT AGENDA.**

A motion to approve the agenda was made by Commissioner Lanting and seconded by Commissioner Johnson. Motion carried 5/0.

**APPROVAL OF MINUTES.**

A motion to approve the February 7, 2017 Planning Commission minutes was made by Commissioner Johnson and seconded by Commissioner Lanting. Motion carried 5/0.

**DISCUSSION ON AMENDING THE ZONING ORDINANCE REGARDING THE PLANNED UNIT DEVELOPMENT (PUD) OVERLAY DISTRICT AND PLANNED RESIDENTIAL DEVELOPMENT (PRD) DISTRICT BY COMBINING THE DISTRICTS.**

At 6:34 PM, Planning Consultant Anderson presented the information and stated that right now both districts accomplish the same thing. He stated the only differences are that the PRD district is only for residential developments while the PUD is for all zoning classifications and that a PUD is a overlay on the existing zoning district while PRD's are a completely different zoning district. He stated that by combining these districts it would limit confusion as to whether or not a PUD or PRD should be used.

Commissioner Hahn asked some questions about the PUD.

Scott Trumpy stated that most setbacks in other communities are ten feet on the side yard

Planning Consultant Anderson stated what portions of the proposed text will be adjusted based on the discussion and that a public hearing would be scheduled for the April meeting.

**REVIEW OF THE DRAFT PARKS CHAPTER AND TRANSPORTATION MAPS OF THE CITY OF MAYER 2040 COMPREHENSIVE PLAN UPDATE.**

At 7:15 PM Planning Consultant Anderson presented the draft maps from the transportation chapter and the draft text of the Parks and Trails chapter.

Discussion about the proposed Trunk Highway 25 bypass ensued with Planning Consultant Anderson stating that the draft transportation plan map is for discussion purposes and that the

location of Trunk Highway 25 on the map was a combination of the alternatives in the study from 2007.

Planning Consultant Anderson stated that until the transportation corridors are figured out that it will be hard to finalize the land use and parks chapter since things may change depending on the final transportation plan.

**NEXT MEETING.**

Next scheduled meeting is Tuesday, April 4, 2017.

**COMMISSIONERS REPORT.**

Nothing presented.

**ADJOURNMENT.**

A motion was made by Commissioner Johnson and seconded by Commissioner Lanting to adjourn the meeting at 8:10 PM. Motion carried 5/0.

MAYER, MN

04/06/17 1:58 PM

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\*Claim Register©

04/10/17PAY

April 2017

<b>Claim Type Direct</b>					
Claim#	11456	ALEX AIR APPARATUS, INC.			
Cash Payment	E 100-42260-400	Repairs & Maint Cont	COMPRESSOR CHECK		\$160.00
	Invoice 32228				
Transaction Date	3/27/2017	Security Bank	10100	<b>Total</b>	\$160.00
<b>Claim Type Direct</b>					
Claim#	0	BOBS REPAIR			
Cash Payment	E 100-42260-400	Repairs & Maint Cont	2 BC FOR RT FRNT UPPR CABINET ON FD PUMPER TRUCK		\$85.98
	Invoice 89918				
Transaction Date	4/4/2017	Security Bank	10100	<b>Total</b>	\$85.98
<b>Claim Type Direct</b>					
Claim#	0	DAWN CLEMENSEN			
Cash Payment	E 100-41940-300	Professional Svcs	CLEANING SERVICE FOR MARCH		\$375.00
	Invoice 4-1-2017				
Transaction Date	4/4/2017	Security Bank	10100	<b>Total</b>	\$375.00
<b>Claim Type Direct</b>					
Claim#	11473	DPC INDUSTRIES INC			
Cash Payment	E 620-49410-216	Chemicals and Chem Prod	CHEMICALS		\$239.75
	Invoice 827000334-17				
Transaction Date	3/28/2017	Security Bank	10100	<b>Total</b>	\$239.75
<b>Claim Type Direct</b>					
Claim#	0	ECM PUBLISHERS, INC			
Cash Payment	E 100-41000-340	Advertising	WACONIA PATRIOT & SUNPATRIOT ONLINE ADDS, WATERTOWN MAYER GUIDE		\$259.00
	Invoice 472191				
Transaction Date	4/4/2017	Security Bank	10100	<b>Total</b>	\$259.00
<b>Claim Type Direct</b>					
Claim#	0	ESSER AUTOMOTIVE, LLC			
Cash Payment	E 100-42260-400	Repairs & Maint Cont	AIR FILTER AND OIL CHANGE - FD		\$31.50
	Invoice 88593				
Transaction Date	4/4/2017	Security Bank	10100	<b>Total</b>	\$31.50
<b>Claim Type Direct</b>					
Claim#	0	FREMONT INDUSTRIES, INC			
Cash Payment	E 640-49480-216	Chemicals and Chem Prod	WWTF COAGULANT		\$1,134.00
	Invoice 897974				
Transaction Date	4/5/2017	Security Bank	10100	<b>Total</b>	\$1,134.00
<b>Claim Type Direct</b>					
Claim#	11467	FRONTIER	Ck# 004509E 4/17/2017		
Cash Payment	E 100-41000-321	Telephone	CITY HALL		\$227.40
	Invoice				
Transaction Date	3/28/2017	Security Bank	10100	<b>Total</b>	\$227.40
<b>Claim Type Direct</b>					
Claim#	11468	FRONTIER	Ck# 004510E 4/17/2017		
Cash Payment	E 100-42280-321	Telephone	FD		\$92.79
	Invoice				
Transaction Date	3/28/2017	Security Bank	10100	<b>Total</b>	\$92.79

MAYER, MN

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\*Claim Register©

04/10/17PAY

April 2017

Claim Type Direct  
 Claim# 11469 FRONTIER Ck# 004511E 4/17/2017  
 Cash Payment E 620-49410-321 Telephone WTP \$75.60  
 Invoice  
 Transaction Date 3/28/2017 Security Bank 10100 Total \$75.60

Claim Type Direct  
 Claim# 11452 FRONTIER Ck# 004516E 4/10/2017  
 Cash Payment E 640-49480-321 Telephone WWTF \$133.78  
 Invoice  
 Transaction Date 3/27/2017 Security Bank 10100 Total \$133.78

Claim Type Direct  
 Claim# 0 GOPHER STATE ONE-CALL INC  
 Cash Payment E 620-49440-355 Gopher State Locates MARCH 2017 LOCATES \$12.82  
 Invoice 7030549  
 Cash Payment E 640-49490-355 Gopher State Locates MARCH 2017 LOCATES \$12.83  
 Invoice 7030549  
 Transaction Date 4/4/2017 Security Bank 10100 Total \$25.65

Claim Type Direct  
 Claim# 11472 HDSWW-EDEN PRAIRIE MN  
 Cash Payment E 620-49440-437 Water Meters PLY REMOTE WIRE \$198.06  
 Invoice G928168  
 Cash Payment E 620-49440-437 Water Meters WATER METERSWATER METERS \$2,996.64  
 Invoice G931559  
 Transaction Date 3/28/2017 Security Bank 10100 Total \$3,194.70

Claim Type Direct  
 Claim# 0 HILLYARD OF HUTCHINSON  
 Cash Payment E 100-41940-400 Repairs & Maint Cont NEW BATTERY & REPAIRS FOR FLOOR \$669.16  
 SCRUBBER  
 Invoice 700278946  
 Transaction Date 4/4/2017 Security Bank 10100 Total \$669.16

Claim Type Direct  
 Claim# 11454 HOMOLA, KENT  
 Cash Payment R 620-49440-37110 Water Use Charge 212 7TH ST NE \$5.06  
 Invoice  
 Cash Payment R 640-49490-37210 Sewer Use Charge 212 7TH ST NE \$5.05  
 Invoice  
 Transaction Date 3/27/2017 Security Bank 10100 Total \$10.11

Claim Type Direct  
 Claim# 0 MAYER LUMBER CO INC  
 Cash Payment E 100-42260-400 Repairs & Maint Cont WATCH BATTERY, TIDE DETERGENT \$14.48  
 Invoice 140025  
 Cash Payment E 100-42280-210 Operating Supplies AAA BATTERIES \$4.29  
 Invoice 140300  
 Cash Payment E 100-43100-400 Repairs & Maint Cont BLK CABLE TIES 100 CT \$10.98  
 Invoice 140538  
 Cash Payment E 100-43700-400 Repairs & Maint Cont 50 GAL ELEC WATER HEATER \$534.99  
 Invoice 140596

MAYER, MN

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\*Claim Register©

04/10/17PAY

April 2017

Cash Payment E 620-49410-400 Repairs & Maint Cont BUSHING,COUPLING,CXF ADAPTER,ACID BRUSH \$7.96

Invoice 140117

Transaction Date 4/5/2017 Security Bank 10100 Total \$572.70

Claim Type Direct

Claim# 0 MEYER, DAWN

Cash Payment E 100-41000-301 Auditing and Acct g Servc ACCOUNTING TRAINING & SERVICES \$145.00

Invoice CM01

Transaction Date 4/4/2017 Security Bank 10100 Total \$145.00

Claim Type Direct

Claim# 11471 PEAK HEATING AND COOLING

Cash Payment E 100-41940-400 Repairs & Maint Cont MID SEASON SERVICE \$132.50

Invoice 12885

Transaction Date 3/28/2017 Security Bank 10100 Total \$132.50

Claim Type Direct

Claim# 11453 TROY CORNELIUS

Cash Payment R 620-49440-37110 Water Use Charge 2557 COLDWATER CROSSING \$64.11

Invoice

Cash Payment R 640-49490-37210 Sewer Use Charge 2557 COLDWATER CROSSING \$64.10

Invoice

Transaction Date 3/27/2017 Security Bank 10100 Total \$128.21

Claim Type Direct

Claim# 11451 VERIZON WIRELESS Ck# 004514E 4/8/2017

Cash Payment E 640-49470-321 Telephone OSH LIFT STATION AUTO DIALER \$14.50

Invoice

Transaction Date 3/27/2017 Security Bank 10100 Total \$14.50

Claim Type Direct

Claim# 11470 VERIZON WIRELESS Ck# 004515E 4/15/2017

Cash Payment E 100-41000-321 Telephone FD CELL PHONE & TABLET \$41.23

Invoice

Transaction Date 3/28/2017 Security Bank 10100 Total \$41.23

Claim Type Direct

Claim# 0 VERIZON WIRELESS Ck# 004517E 4/16/2017

Cash Payment E 640-49480-321 Telephone CITY ON CALL PHONE \$14.08

Invoice 9782581969

Cash Payment E 620-49410-321 Telephone CITY ON CALL PHONE \$14.08

Invoice 9782581969

Cash Payment E 100-43100-321 Telephone CITY ON CALL PHONE \$14.08

Invoice 9782581969

Transaction Date 4/4/2017 Security Bank 10100 Total \$42.24

Claim Type Direct

Claim# 0 WAYZATA RESULTS, INC.

Cash Payment E 100-45000-300 Professional Srvs MAYER RISING COMM FESTIVAL 5K TIMING SERVICE CONTRACT 7/8/17 \$200.00

Invoice

Transaction Date 4/4/2017 Security Bank 10100 Total \$200.00

Claim Type Direct

Claim# 0 WIDMER CONSTRUCTION LLC

\*Claim Register©

04/10/17PAY

April 2017

Cash Payment E 100-43125-300 Professional Svcs HWY 25 SNOW REMOVAL ON 3/31/2017 \$2,262.50  
Invoice 4290

Transaction Date 4/4/2017 Security Bank 10100 Total \$2,262.50

Claim Type Direct

Claim# 11455 XCEL ENERGY Ck# 004512E 4/13/2017

Cash Payment E 640-49480-381 Electric Utilities WWTF \$2,069.44  
Invoice 539088724

Cash Payment E 100-42280-381 Electric Utilities FD \$162.25  
Invoice 539088724

Cash Payment E 620-49410-381 Electric Utilities WELL #2 \$613.23  
Invoice 539088724

Cash Payment E 100-41940-381 Electric Utilities CITY HALL \$505.63  
Invoice 539088724

Cash Payment E 640-49470-381 Electric Utilities OSH LIFT \$523.83  
Invoice 539088724

Cash Payment E 620-49410-381 Electric Utilities TOWER \$225.28  
Invoice 539088724

Cash Payment E 100-43700-381 Electric Utilities P/W \$139.28  
Invoice 539088724

Cash Payment E 620-49410-381 Electric Utilities WTP \$1,045.28  
Invoice 539088724

Cash Payment E 640-49470-381 Electric Utilities RED BARN LIFT \$27.58  
Invoice 539088724

Cash Payment E 100-45000-381 Electric Utilities OSH CONCESSIONS \$11.75  
Invoice 539088724

Cash Payment E 100-43160-381 Electric Utilities ASH AV STREETLIGHTS \$17.17  
Invoice 539088724

Transaction Date 3/27/2017 Security Bank 10100 Total \$5,340.72

Pre-Written Checks	\$5,968.26
Checks to be Generated by the Compute	\$9,625.76
Total	\$15,594.02

COUNCIL APPROVAL -  
SIGNATURES/INITIALS \_\_\_\_\_

## \*Check Summary Register©

March 2017

Name	Check Date	Check Amt	
<b>10100 Security Bank</b>			
Paid Chk# 004483E VERIZON WIRELESS	3/8/2017	\$13.98	OLD SCHOOL HOUSE LIFT
Paid Chk# 004484E VERIZON WIRELESS	3/15/2017	\$41.23	FIRE DEPT
Paid Chk# 004485E FRONTIER	3/12/2017	\$133.78	WWTF
Paid Chk# 004486E FRONTIER	3/18/2017	\$75.60	WTP
Paid Chk# 004487E FRONTIER	3/18/2017	\$92.79	FD
Paid Chk# 004488E FRONTIER	3/18/2017	\$227.40	CITY HALL
Paid Chk# 004489E XCEL ENERGY	3/17/2017	\$6,016.97	FEBRUARY STMT
Paid Chk# 004490E VERIZON WIRELESS	3/16/2017	\$42.24	CITY ON CALL PHONE
Paid Chk# 004492E INTERNAL REVENUE SERVICE C	3/8/2017	\$1,835.30	Vendor Liability
Paid Chk# 004493E PERA	3/9/2017	\$971.89	Vendor Liability
Paid Chk# 004494E MINNESOTA DEPARTMENT OF R	3/9/2017	\$322.79	Vendor Liability
Paid Chk# 004496E XCEL ENERGY	3/30/2017	\$1,772.65	CITY STREETLIGHTS
Paid Chk# 004497E MCLEOD COOP POWER ASSN	3/28/2017	\$34.57	CITY SIGN
Paid Chk# 004498E FRONTIER	3/27/2017	\$76.01	P/W
Paid Chk# 020581E KLUVER CONSULTING	2/27/2017	\$900.00	SERVICE CONTRACT 2/16-28/17
Paid Chk# 020596E SECURITY BANK	2/28/2017	\$4,154.00	LEASE PAYMENT FOR FIRE STATION
Paid Chk# 020597E DPC INDUSTRIES INC	3/6/2017	\$562.50	CHEMICALS, CHLORINE, POTASSIUM
Paid Chk# 020598E DISPLAY SALES COMPANY	3/6/2017	\$1,270.00	HOLIDAY SNOWFLAKE DECORATION (
Paid Chk# 020599E UTILITY CONSULTANTS, INC.	3/6/2017	\$910.70	SAMPLES/TESTING
Paid Chk# 020600E EDHOLM, ALLAN	3/9/2017	\$72.03	
Paid Chk# 020601E EDHOLM, JUDITH A.	3/9/2017	\$76.10	
Paid Chk# 020602E GILDEMEISTER, JANELL	3/9/2017	\$1,111.36	
Paid Chk# 020603E KUNTZ, KYLE	3/9/2017	\$1,427.61	
Paid Chk# 020604E RUCH-HAMMOND, LUAYN R	3/9/2017	\$2,186.77	
Paid Chk# 020605E POSTMASTER	3/13/2017	\$266.70	FEBRUARY UTILITY POSTCARDS
Paid Chk# 020606E KLUVER CONSULTING	3/13/2017	\$900.00	SERVICE CONTRACT FOR 3/1-15/17
Paid Chk# 020607E ABDO EICK & MEYERS LLP	3/13/2017	\$16,233.00	AUDIT SERVICE FOR EOY2016
Paid Chk# 020608E CARVER COUNTY	3/13/2017	\$2,178.52	FURNISHING MISC SIGNS (JULY-DE
Paid Chk# 020609E CITY OF EDEN PRAIRIE	3/13/2017	\$2,000.00	2017 WAFTA DUES
Paid Chk# 020610E DAWN CLEMENSEN	3/13/2017	\$456.75	FEB CLEANING
Paid Chk# 020611E ECM PUBLISHERS, INC	3/13/2017	\$139.20	ADVERTISING FOR PUBLIC WORKS P
Paid Chk# 020612E FRANKLIN PRINTING INC	3/13/2017	\$60.00	PLAQUE FOR LOIS MAETZOLD RETIR
Paid Chk# 020613E FRONTLINE PLUS INC	3/13/2017	\$250.00	FD FY2017 FIRE CONTRACT
Paid Chk# 020614E GERALD THOMAS	3/13/2017	\$10.00	SEVERICES/ARTWORK FOR LOIS RET
Paid Chk# 020615E GOPHER STATE ONE-CALL INC	3/13/2017	\$25.65	LOCATES FOR FEBRUARY 2017
Paid Chk# 020616E HERALD JOURNAL PUBLISHING	3/13/2017	\$120.00	AD FOR PUBLIC WORKS POSITION
Paid Chk# 020617E HILLYARD OF HUTCHINSON	3/13/2017	\$227.00	COMM CTR FLOOR SCRUBBER MAINT
Paid Chk# 020618E IN CONTROL INC	3/13/2017	\$536.90	COMPUTER REPAIRS FOR WTP
Paid Chk# 020619E JANELL GILDEMEISTER	3/13/2017	\$24.03	NOTARY, BANK, POST
Paid Chk# 020620E LUAYN RUCH-HAMMOND	3/13/2017	\$56.60	MILEAGE 2/14 & 2/22/2017
Paid Chk# 020621E MAYER LUMBER CO INC	3/13/2017	\$239.26	5/8 BIT, FL TUBES
Paid Chk# 020622E T.A.P.S.	3/13/2017	\$25.00	SPRING CLEANING OF LINER & TAP
Paid Chk# 020623E US POSTAL SERVICE	3/13/2017	\$225.00	ANNUAL RENEWAL FOR PRESORT PER
Paid Chk# 020624E BODER, ERICK	3/23/2017	\$683.39	
Paid Chk# 020625E BUTTERFIELD, ELIZABETH	3/23/2017	\$166.23	
Paid Chk# 020626E DODGE, MICHAEL	3/23/2017	\$615.46	
Paid Chk# 020627E MCNEILLY, NIKKI J.	3/23/2017	\$600.27	
Paid Chk# 020628E STIEVE-MCPADDEN, ETIENNE	3/23/2017	\$572.57	
Paid Chk# 020629E EDHOLM, ALLAN	3/23/2017	\$36.01	
Paid Chk# 020630E EDHOLM, JUDITH A.	3/23/2017	\$114.15	
Paid Chk# 020631E GILDEMEISTER, JANELL	3/23/2017	\$1,149.60	
Paid Chk# 020632E KUNTZ, KYLE	3/23/2017	\$1,494.47	
Paid Chk# 020633E RUCH-HAMMOND, LUAYN R	3/23/2017	\$2,186.77	

## \*Check Summary Register©

March 2017

Name	Check Date	Check Amt
Paid Chk# 020634 BUTTERFIELD, ELIZABETH	3/27/2017	\$461.75
Paid Chk# 020635 BOB'S REPAIR OF MAYER INC	3/27/2017	\$353.19 WELL #2
Paid Chk# 020636 BOLTON & MENK, INC.	3/27/2017	\$2,532.00 TH 25 ROUNDABOUT CONST.
Paid Chk# 020637 CAMDEN TOWNSHIP	3/27/2017	\$180.00 8/8/2016
Paid Chk# 020638 CARLSON, BRANDON	3/27/2017	\$40.00 COMPOST SITE 3/18/2017
Paid Chk# 020639 CARVER CO TAXPAYERS SERVI	3/27/2017	\$90.00 SPECIAL ASSESSMENT CODE SETUP
Paid Chk# 020640 DELTA DENTAL OF MINNESOTA	3/27/2017	\$140.10 EMPLOYEE BENEFITS
Paid Chk# 020641 DOODLES LOCK.& KEY INC	3/27/2017	\$165.00 Dug Out Door Adtl Keys
Paid Chk# 020642 ECM PUBLISHERS, INC.	3/27/2017	\$170.00 ADVERTISING IN THE BRIDAL/COMM
Paid Chk# 020643 FRANKLIN PRINTING INC	3/27/2017	\$120.00 PLAQUE FOR LOIS M.
Paid Chk# 020644 FREMONT INDUSTRIES, INC	3/27/2017	\$972.00 WWTF COAGULANT
Paid Chk# 020645 GOPHER STATE ONE-CALL INC	3/27/2017	\$10.80 FEBRUARY LOCATES
Paid Chk# 020646 GUARDIAN PEST CONTROL INC	3/27/2017	\$42.15 SERVICES FOR MARCH 2017
Paid Chk# 020647 HACH COMPANY	3/27/2017	\$222.59 BUFFER SOLUTION & FILTER PAPER
Paid Chk# 020648 HD SUPPLY WATERWORKS LTD	3/27/2017	\$3,531.74 130 COUNT
Paid Chk# 020649 HILLYARD OF HUTCHINSON	3/27/2017	\$220.50 CLEANING SUPPLIES
Paid Chk# 020650 JERRY'S TRANSMISSION SERVI	3/27/2017	\$22.64 MISC TRUCK REPAIR FOR FIRE DEP
Paid Chk# 020651 KAYE TIMMERS	3/27/2017	\$25.68 DISASTER TRAINING
Paid Chk# 020652 KYLE KUNTZ	3/27/2017	\$200.30 MILEAGE FOR MRW CONFERENCE 3/7
Paid Chk# 020653 LMCIT	3/27/2017	\$35,819.00 FIRE DEPT
Paid Chk# 020654 MELCHERT HUBERT SJODIN, PL	3/27/2017	\$1,322.00 ANNUAL AUDITORS LETTER/ABDO EI
Paid Chk# 020655 METRO WEST INSPECTION SER	3/27/2017	\$4,703.10 March 13 Invoice
Paid Chk# 020656 MINNESOTA LIFE INSURANCE C	3/27/2017	\$13.00 EMPLOYEE BENEFITS
Paid Chk# 020657 MINNESOTA PIPE & EQUIP	3/27/2017	\$312.35 HYDRANT OIL, GREASE, MARKER, T
Paid Chk# 020658 MOBIL - EXXON/MOBIL	3/27/2017	\$142.45 P/W
Paid Chk# 020659 MUNICIPAL DEVELOPMENT GR	3/27/2017	\$2,389.95 Comp Plan
Paid Chk# 020660 PREFERRED ONE	3/27/2017	\$2,107.44 EMPLOYEE BENEFITS
Paid Chk# 020661 SCHNEIDER EXCAVATING & GR	3/27/2017	\$44,255.62 WETLAND RESTORATION WORK FROM
Paid Chk# 020662 TOM GOEPFERT	3/27/2017	\$300.00 CITY ON CALL PHONE
Paid Chk# 020663 UTILITY CONSULTANTS, INC.	3/27/2017	\$950.70 WWTF
Paid Chk# 020664 VISA	3/27/2017	\$2,217.84 CABLE FOR COUNCIL LAPTOP
<b>Total Checks</b>		<b>\$159,954.69</b>



**CITY OF MAYER  
RESOLUTION 4-10-2017-17  
BALANCE TRANSFER**

WHEREAS, the City of Mayer has received its 10% contribution from the Mayer Baseball Club; and

WHEREAS, the City of Mayer desires to transfer the funds to the 220 Park Fund;

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of Mayer hereby agrees to make the following adjustments to the City's Funds as follows:  
Statements:

1. Transfer \$4,458.00 from the General Fund to the Park Improvement Fund 220.

Resolution is hereby approved and adopted this 10<sup>th</sup> day of April, 2017.

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

ATTEST:

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

City of Mayer

March  
Building Permits and Valuation

Residential	Current Month		Current Quarter		2017 YTD	
	Permits	Valuation	Permits	Valuation	Permits	Valuation
New Single Family Homes	3	\$429,152.00	10	\$1,901,904.00	10	\$1,901,904.00
Townhouse/Twin Homes	0	\$0.00			0	\$0.00
House Additions		\$0.00				\$0.00
House Remodels/Basement Finish	0	\$0.00	2	\$13,000.00	2	\$13,000.00
Garages	0	\$0.00			0	\$0.00
Garage Additions and Remodels	0	\$0.00			0	\$0.00
3-Season Porches/Sun Rooms					0	\$0.00
Decks/Deck Ftgs Only	1	\$10,000.00	2	\$19,000.00	2	\$19,000.00
Fire Damage Repair	0	\$0.00			0	\$0.00
Swimming Pools	0	\$0.00			0	\$0.00
Voided Permits	0	\$0.00			0	\$0.00
Demolition Permits	0	\$0.00			0	\$0.00
Sheds and Accessory Structures	0	\$0.00			0	\$0.00
Renewals	0	\$0.00			0	\$0.00
Move-In House/Garage	0	\$0.00			0	\$0.00
Mechanical Permits	0	\$0.00	1		1	\$0.00
Plumbing Permits	0	\$0.00	1		1	\$0.00
Re-Roof, Re -Side, Re-Window	5	\$0.00	11		11	\$0.00
Fence	0	\$0.00			0	\$0.00
Miscellaneous	0	\$0.00	3		3	\$0.00
<b>TOTAL RESIDENTIAL</b>	<b>9</b>	<b>\$439,152.00</b>		<b>\$1,933,904.00</b>	<b>30</b>	<b>\$1,933,904.00</b>
Commercial/Industrial	0	\$0.00			0	\$0.00
New Buildings	0	\$0.00			0	\$0.00
Remodel Additions	0	\$0.00			0	\$0.00
Re-Roof, Re -Side, Re-Window	0	\$0.00			0	\$0.00
Mechanical Permits	0	\$0.00			0	\$0.00
Plumbing Permits	0	\$0.00			1	\$2,800.00
Fire Sprinkler	0	\$0.00				\$0.00
Miscellaneous	2	\$0.00	2		2	\$0.00
<b>TOTAL COMMERCIAL/INDUSTRIAL</b>	<b>2</b>	<b>\$0.00</b>			<b>3</b>	<b>\$2,800.00</b>
Public and Institutional	0	\$0.00			0	\$0.00
New Buildings	0	\$0.00			0	\$0.00
Remodel Additions	0	\$0.00			0	\$0.00
Re-Roof, Re -Side, Re-Window	0	\$0.00			0	\$0.00
Mechanical Permits	0	\$0.00			0	\$0.00
Plumbing Permits	0	\$0.00			0	\$0.00
Fire Sprinkler	0	\$0.00			0	\$0.00
Miscellaneous	0	\$0.00			0	\$0.00
<b>TOTAL PUBLIC &amp; INSTITUTIONAL</b>	<b>0</b>	<b>\$0.00</b>			<b>0</b>	<b>\$0.00</b>
<b>GRAND TOTALS</b>	<b>11</b>	<b>\$439,152.00</b>	<b>0</b>	<b>\$1,933,904.00</b>	<b>33</b>	<b>\$1,936,704.00</b>



Date: April 4, 2017

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

SUBJECT: FIRE REPORT FOR MONTH ENDING – 03/31/17

**TOWNSHIP CALLS:**

DATE	TIME	TOWNSHIP	DESCRIPTION	MAN HOURS
03/07/17	1810	Waconia	Waconia Grass Fire, 8950 Airport Rd	21
03/15/17	1329	Camden	Medical, 15325 62 <sup>nd</sup> St	11

**CITY OF MAYER CALLS:**

<u>DATE</u>	<u>TIME</u>	<u>DESCRIPTION/ADDRESS</u>	<u>MAN HOURS</u>
03/06/17	2109	Medical, 206 W Ridge Rd	21
03/10/17	0005	Medical, 320 5 <sup>th</sup> St NE	14
03/11/17	0957	Medical, 255 Ash Ave.N	13
03/13/17	1103	Medical, 2308 Coldwater Crossing	10
03/14/17	0227	Medical, 2224 Coldwater Crossing	18
03/22/17	0919	Fire Alarm, 217 4 <sup>th</sup> St NE	11
03/23/17	0340	Medical, 2308 Coldwater Crossing	17
03/23/17	0645	City of Watertown Mutual Aid, Standby Watertown Station	20
03/28/17	1656	Franklin Township, Grass Fire Mutual Aid Watertown, 1495 110 St SE	35
03/29/17	1411	Medical, 2450 Deerwoods Ct	15

**FIRE DEPARTMENT TRAININGS/ACTIVITIES FOR MONTH ENDING 03/31/17**

03/06/17	Group Training
02/13/17	Training – Truck Review
03/16/17	Caver County Chiefs Meeting
03/18/17	MFD Annual Banquet
03/20/17	Regular Meeting
03/27/17	Officers Meeting



Hidden Creek 6th Addition Drainage & Utility Easement Vacation

APPLICATION DATA

**Meeting/Public Hearing Date:** April 10, 2017

**Applicant/Owner:** HC1, LLC - Alan Roessler

**Address/Location:** The southwest corner of the Hidden Creek development along the north side of 70th Street North.

**Legal Description:** All of the and utility easements over Outlot A, Outlot B and Outlot C, as dedicated in HIDDEN CREEK 6TH ADDITION, according to the recorded plat thereof, Carver County, Minnesota.

BACKGROUND DATA

**Action Requested:** A request to vacate the drainage and utility easements over Outlots A, B & C, Hidden Creek 6th Addition. These outlots were approved to be replatted as Outlots A, B & C, Hidden Creek 7th Addition.

**Background:** A petition was received by the applicant to vacate drainage and utility easements so new drainage and utility easements can be dedicated with the final plat of Hidden Creek 7th Addition to match the revised outlot configurations. These three outlots were originally platted as part of the Hidden Creek 6th Addition final plat. At that time drainage and utility easement were placed over the outlots with the recording of the plat, with the expectation that the outlots would be replatted the same size and shape with the Hidden Creek 7th Addition final plat. When Hidden Creek 7th Addition was final platted in 2016, the shape and size of the outlots was adjusted slightly to allow for two additional lots and a better storm sewer layout in the 7th addition. Because of this, the drainage and utility easements that were dedicated on the final plat of the 6th addition no longer match the outlots in the 7th addition. The applicant is now asking to vacate these drainage and utility easements and re-dedicate new drainage and utility easements with the recording of the final plat of Hidden Creek 7th Addition. These new drainage and utility easements would match the size and shape of the new outlots.

Staff considers this a standard housekeeping item and by vacating these easements and rededicating new easements it cleans up and simplifies the final plat for Hidden Creek 7th Addition. Staff recommends approval of the vacation with the condition that the final plat for Hidden Creek 7th Addition is recorded and that Outlots A, B & C, Hidden Creek 7th Addition are deeded to the City of Mayer. If the final plat of Hidden Creek 7th Addition is never recorded, the drainage and utility easement shall be null and void.

CONDITIONS

Drainage and Utility Easement Vacation  
If approval of the drainage and utility easement vacation is granted by the City Council, the following conditions are proposed to be included with the approval. The conditions listed below may be subject to modification depending upon the outcome at the City Council meeting.

1. Hidden Creek 7th Addition Final Plat Recording. The final plat of Hidden Creek 7th Addition shall be recorded with the Carver County Recorder's office. If this final plat is not recorded the drainage and utility easement vacation is null and void.

2. Outlot Dedication. Outlots A, B and C, Hidden Creek 7th Addition shall be deeded to the City of Mayer along with the recording of the final plat of Hidden Creek 7th Addition.

### **CITY COUNCIL ACTION REQUIRED**

After review and discussion by the members of the City Council, a motion is in order to approve, deny or to table the drainage and utility easement vacation.

#### Possible action items - Drainage & Utility Easement Vacation

1. Approve the drainage and utility easement vacation subject to conditions.
2. Table the drainage and utility easement vacation to a date specific, and provide the applicant with direction on the issues that have been discussed.
3. Deny the drainage and utility easement vacation request.

If you have any questions relating to the drainage and utility easement vacation prior to the City Council meeting, please feel free to contact me at: [jandersonmdg@gmail.com](mailto:jandersonmdg@gmail.com) or call direct at 952-855-4596 or toll free at: 1-888-763-4462 ext. 3.

Sincerely,

MUNICIPAL DEVELOPMENT GROUP, LLC

John Anderson, Associate  
Consulting Planner, City of Mayer

### **LIST OF ATTACHMENTS**

- Exhibit A - Aerial Location Map
- Exhibit B - Preliminary Plat of Hidden Creek 7th Addition dated 7-25-16
- Exhibit C - Final Plat of Hidden Creek 7th Addition dated
- Exhibit D - Drainage and Utility Easements to be Vacated
- Exhibit E - Drainage and Utility Easement Overlay Area



This map was created using Carver County's Geographic Information Systems (GIS). It is a compilation of information and data from various City, County, State, and Federal offices. This map is not a surveyed or legally recorded map and is intended to be used as a reference. Carver County is not responsible for any inaccuracies contained herein.

Map Date: 9/27/2016



Exhibit C – Final Plat of Hidden Creek 7th Addition

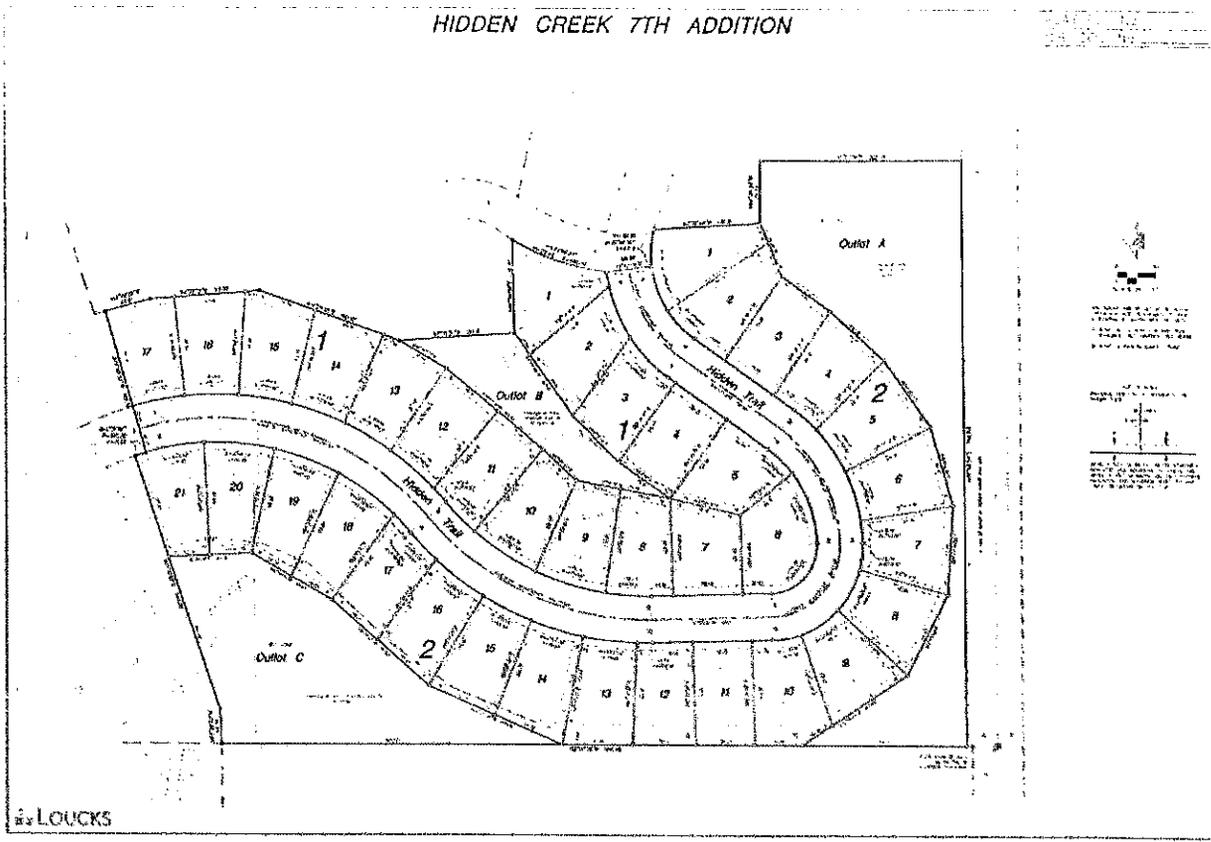


Exhibit D – Drainage and Utility Easements to be Vacated

Drainage and Utility Easements To Be Vacated

All of the drainage and utility easements over Outlet A, Outlet B and Outlet C, as dedicated in HIDDEN CREEK 6TH ADDITION, according to the recorded plat thereof, Carver County, Minnesota.

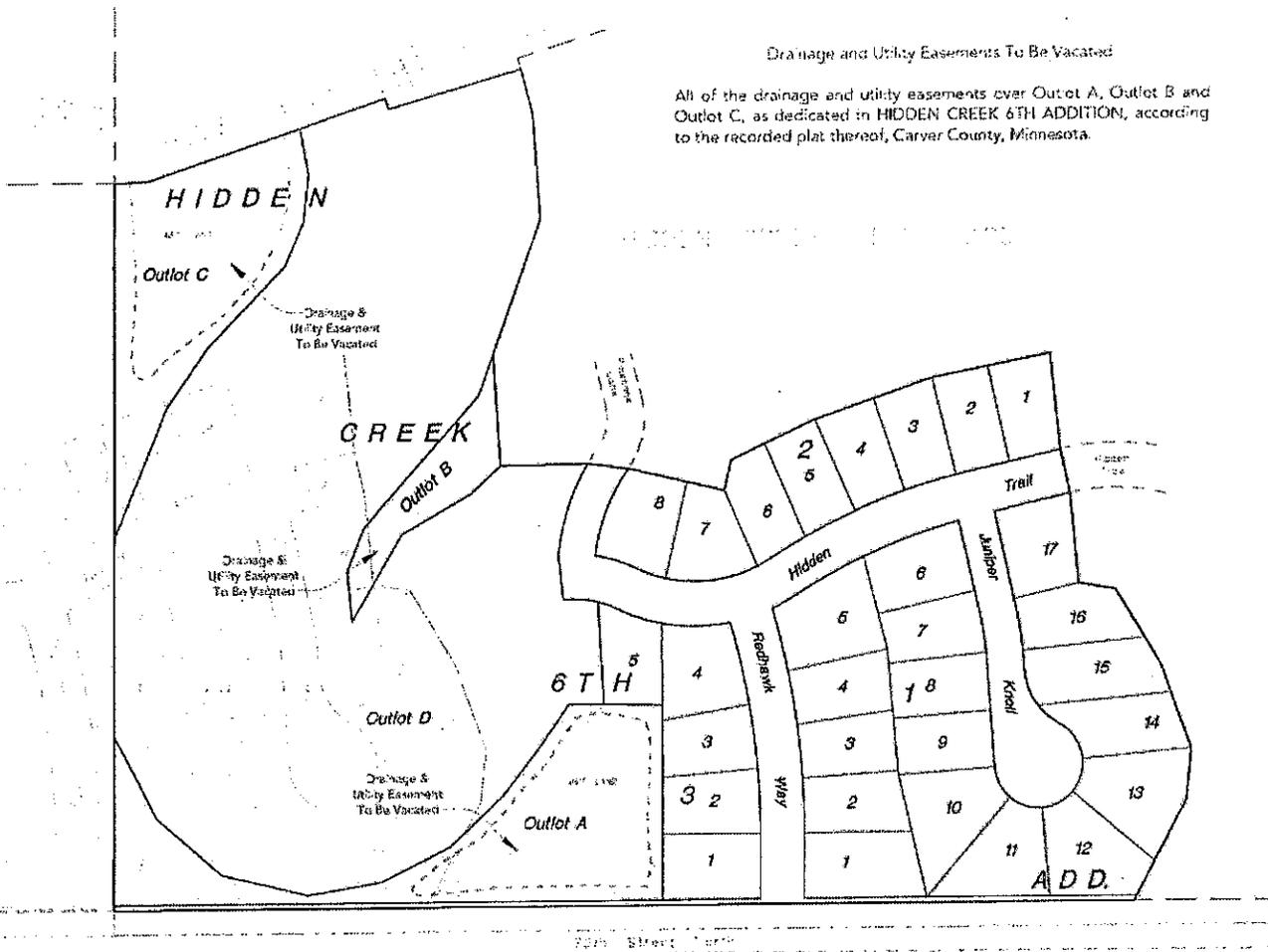
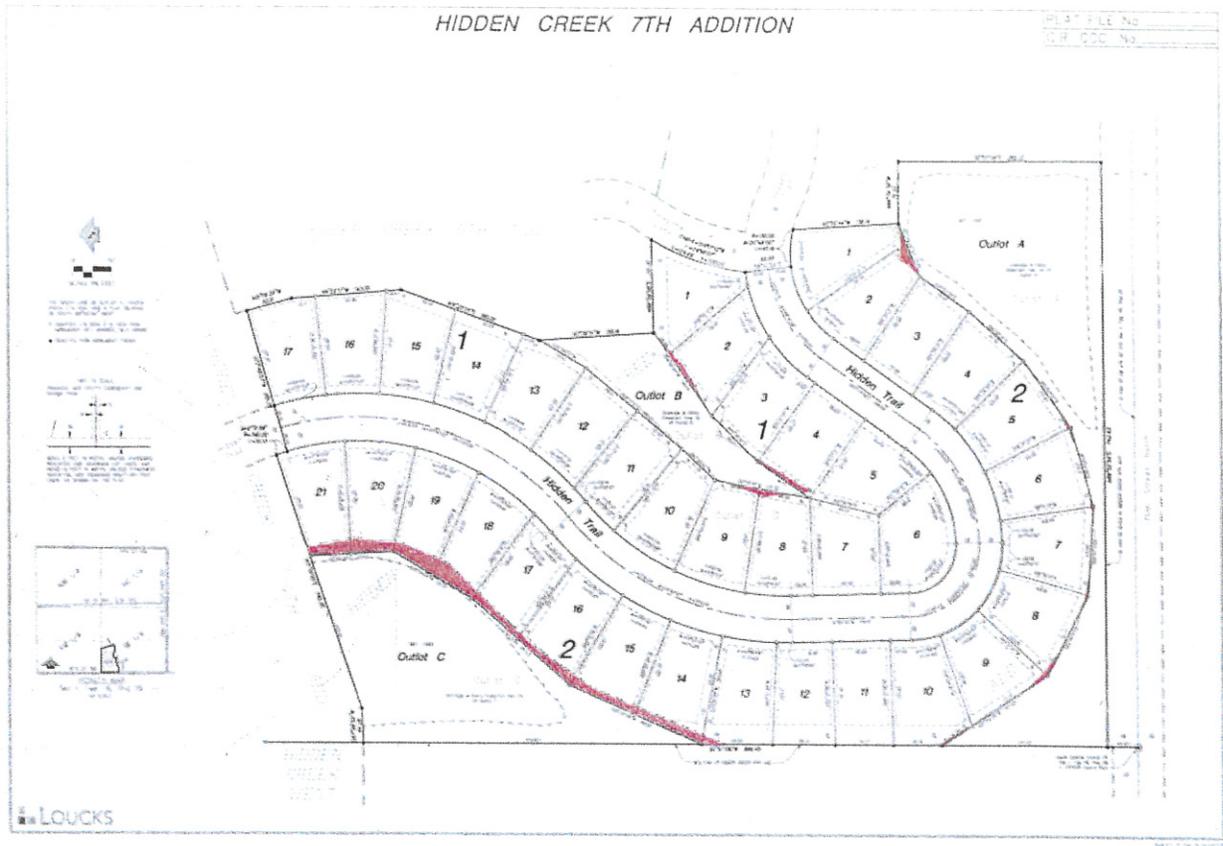


Exhibit E - Drainage and Utility Easement Overlay Area



Resolution No. 4-10-2017-18

A RESOLUTION VACATING PUBLIC DRAINAGE  
AND UTILITY EASEMENTS IN THE CITY OF MAYER

CITY OF MAYER

April 10, 2017

Whereas, a Petition pursuant to Minnesota Statutes §412.851 and §462.358 was submitted to the City Council of the City of Mayer requesting that the City Council vacate certain public drainage and utility easements in the City of Mayer described as follows:

All of the drainage and utility easements over Outlot A, Outlot B, and Outlot C, as dedicated in Hidden Creek 6<sup>th</sup> Addition, according to the recorded plat thereof, Carver County, Minnesota.

Whereas, the Petition was received by the Mayer City Clerk on March 1<sup>st</sup>, 2017, and

Whereas, the Petition was signed by a majority of the property owners adjacent to and abutting the easements and appears otherwise legal and proper, and

Whereas, a public hearing to consider the vacations was held before the City Council of the City of Mayer on April 10, 2017, at 6:30 p.m., in the council chambers of the Mayer City Hall at 413 Bluejay Avenue, Mayer, Minnesota, and

Whereas, proper notice of the time, place and date of the hearing was given by posting, publication and mailed notice to all affected property owners as provided by law and as more particularly shown by the Affidavit of Publication and the Affidavit of the City Clerk on file herein, and

Whereas, at the time and place fixed for the hearing, all persons and parties interested in the vacations were given an opportunity to be heard, and

Whereas, the Council, having considered the proposed drainage and utility easement vacations, has determined the vacations to be appropriate and will benefit the public interest because the easements need to be slightly relocated for proposed residential development purposes. New easements will be dedicated in the plat of Hidden Creek 7<sup>th</sup> Addition.

Now, therefore, be it resolved by the City Council of the City of Mayer, Carver County, Minnesota:

1. That the vacations are in the best interest of the public and the City of Mayer.
2. That the petition for vacation is hereby granted.
3. That the following described easements as dedicated for public drainage and utility purposes in the plat of Hidden Creek 6<sup>th</sup> Addition on file in the office of the Carver County Recorder are hereby declared vacated:

All of the drainage and utility easements over Outlot A, Outlot B, and Outlot C, as dedicated in Hidden Creek 6<sup>th</sup> Addition, according to the recorded plat thereof, Carver County, Minnesota.

4. That the City Clerk prepare and present to the proper county officers a notice of completion of the vacation proceeding in accordance with Minnesota Statutes §412.851 and §462.358.

Passed and adopted by the City Council this 10<sup>th</sup> day of April, 2017.

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

Attest:

\_\_\_\_\_  
Luayn Ruch-Hammond, City Administrator/City Clerk

NOTICE OF COMPLETION OF VACATION PROCEEDINGS

CITY OF MAYER

The City of Mayer, Carver County, Minnesota, pursuant to Minnesota Statutes, §412.851 and §462.358, hereby notifies the Carver County Auditor (Taxpayer Services Department) and the public that it has completed the proceedings for the vacation of the following described platted public drainage and utility easements:

All of the drainage and utility easements over Outlot A, Outlot B, and Outlot C, as dedicated in Hidden Creek 6<sup>th</sup> Addition, according to the recorded plat thereof, Carver County, Minnesota.

The vacation was completed pursuant to a resolution duly adopted by the Mayer City Council on April 10, 2017, and is effective as of that date.

The lands affected by the vacation are **Outlot A, Outlot B, and Outlot C, of the Plat of Hidden Creek 6<sup>th</sup> Addition**, recorded in the office of the Carver County Recorder.

In witness whereof, I have executed this Notice of Vacation on behalf of the City of Mayer, this 10<sup>th</sup> day of April, 2017.

---

Luayn Ruch-Hammond,  
City Administrator/City Clerk

STATE OF MINNESOTA     )  
  ) ss.  
COUNTY OF CARVER     )

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of April, 2017, by Luayn Ruch-Hammond, the City Administrator/City Clerk of the City of Mayer, on behalf of the City of Mayer.

\_\_\_\_\_  
Notary Public

THIS INSTRUMENT WAS DRAFTED BY:

MELCHERT HUBERT SJODIN, PLLP  
Attorneys at Law  
121 West Main Street, #200  
Waconia, MN 55387  
dph:jm

[https://mhslaw.sharepoint.com/sites/clients/1818/40562/draftdocs/notice of completion of vacation.docx](https://mhslaw.sharepoint.com/sites/clients/1818/40562/draftdocs/notice%20of%20completion%20of%20vacation.docx)

## SEVERANCE AGREEMENT

This Severance Agreement (“Agreement”) is entered into this \_\_\_ day of May, 2017, between Luayn Rose Ruch-Hammond (“Employee”) and the City of Mayer (“Employer”).

### RECITALS

- A. Employee’s employment separated with Employer effective May 10, 2017. Employee’s last date of employment was May 9, 2017.
- B. Attached as **Exhibit A**) is an accompanying Release of Claims (“Release”) which is incorporated herein by reference and made part of this Agreement as if fully set forth herein.
- C. Employee acknowledges that she has been paid in full for all accrued, but unused, Paid Time Off in the amount of \$ \_\_\_\_\_.

### AGREEMENT

For the consideration described below, the adequacy of which the parties acknowledge, the parties agree as follows:

1. **Release by Employee.** At the same time that Employee executes this Agreement, Employee shall execute the Release that is attached as **Exhibit A** (the “Release”). Employee shall have until May 31, 2017, or 21 days after the last date of Employee’s employment with Employer, whichever date is later, in which to execute this Agreement and Release. Employee must execute this Agreement and Release by the above date should she so choose to receive the benefits described in this Agreement. Employee may not execute this Agreement and Release prior to May 10, 2017, or the day after Employee’s last date of employment, whichever date is later.

2. **Severance Benefits.** As consideration for Employee executing this Agreement, subject to the conditions set forth in this Agreement, Employer agrees to provide the following consideration to Employee after this Agreement becomes an effective agreement: 1) total payment of \$32,597.00, minus normal and customary withholdings, to be paid within fifteen calendar (15) days of the effective date of this Agreement.

3. **Return of Employer Property.** Employee represents and warrants that she does not have any property belonging to Employer in her possession, custody, or control.

4. **Consideration and Rescission.** The periods described in the Release during which Employee may consider whether to sign or rescind the Release, and the procedures stated in the Release for accepting or rescinding the Release, also apply to this Agreement. The Release and this Agreement must be accepted or rescinded together. Rescission of one of these documents will be deemed a rescission of both.

5. **Non-Admission.** Nothing in this Agreement or the Release (**Exhibit A**) is intended to be, nor will it be deemed to be, an admission by Employer or Employee that either party has violated any law or that either party has engaged in any wrongdoing.

6. **Entire Agreement.** This Agreement and the Release (**Exhibit A**) supersedes all prior oral and written agreements, representations, and promises between the parties, except that provisions 10 and 11 of the Employment Agreement entered into by and between the parties dated March 17, 2014, shall survive upon execution of this Agreement and shall remain in full force and effect. This Agreement and the Release (**Exhibit A**), along with provisions 10 and 11 of the Employment Agreement dated March 17, 2014, constitutes the entire agreement between the parties with respect to Employee's employment with Employer and the voluntary separation of that employment.

7. **Voluntary and Knowing Action.** The parties acknowledge that they understand the terms of this Agreement and that they are voluntarily entering into this Agreement. The parties intend to be legally bound. Employee represents that she is legally able and entitled to enter into this Agreement and to receive the payments described in paragraph 2 above. Employer represents that it is legally able to enter into this Agreement and able to make the payments described above in paragraph 2.

8. **Non-Disparagement.** Employee agrees not to make or communicate disparaging remarks of any sort, whether oral, written, or otherwise, about the City's employees, legal advisors, or council members to any other individual, entity, or third party.

9. **Minnesota Law Applies.** The terms of this Agreement and the Release (**Exhibit A**) will be governed by the laws of the State of Minnesota and shall be construed and enforced thereunder.

10. **Binding Upon Heirs and Successors.** This Agreement and the Release (**Exhibit A**) shall be binding upon and shall inure to the benefit of Employee and Employer and their respective heirs, administrators, representatives, executors, successors and assigns.

11. **Recitals.** The recitals referenced at the beginning of this Agreement, (**Exhibit A**), and provisions 10 and 11 of the Employment Agreement dated March 17, 2014, are incorporated herein by reference as if fully set forth herein.

12. **Effective Date of this Agreement and Release.** This Agreement and the attached Release (**Exhibit A**) shall not become effective and enforceable until all of the following conditions are met: 1) the 15 day period of time expires after the Employer describes the financial terms of this Agreement at a public meeting as set forth in MINN. STAT. § 465.722; 2) neither the Employer nor the Employee rescind or reject the financial

terms of the Agreement within that 15 day period of time pursuant to MINN. STAT. § 465.722; 3) the Employee signs both the Agreement and the Release (**Exhibit A**) within the time period described in this Agreement; and 4) the revocation period of 15 days expires without any attempt by the Employee to rescind.

**13. Headings.** The headings in this Agreement are for reference purposes only and shall not in any way affect the meaning or interpretation of this Agreement.

**EMPLOYEE:**

Dated: \_\_\_\_\_

\_\_\_\_\_  
Luayn Rose Ruch-Hammond

**EMPLOYER:**

**CITY OF MAYER**

Dated: \_\_\_\_\_

By: \_\_\_\_\_

Its: Mayor \_\_\_\_\_

**EXHIBIT A**  
**RELEASE BY LUAYN ROSE RUCH-HAMMOND**

1. **Definitions.** I intend all words used in this Release to have their plain meanings in ordinary English. Specific terms that I use in this Release have the following meanings:

- A. I, me, and my include both me and anyone who has or obtains any legal rights or claims through me.
- B. City means the City of Mayer; the present and past administrators, clerks, council members, elected officials, attorneys, and employees of the City of Mayer; the present and past fiduciaries of any employee benefit plan sponsored or maintained by the City of Mayer (other than multiemployer plans); and anyone who acted on behalf of the City of Mayer or on instructions from the City of Mayer.
- C. Agreement means the Severance Agreement between the City and me that I am executing on the same date on which I execute this Release.
- D. My Claims mean all of my rights that I now have to any relief of any kind from the City, including without limitation:
  - i. all claims arising out of or relating to my employment with the City in any capacity including, but not limited to, my employment with the City;
  - ii. all claims arising out of or relating to the statements, actions, or omissions of the City;
  - iii. all claims for any alleged unlawful discrimination, harassment, retaliation or reprisal, or any alleged unlawful practices arising under

## Exhibit A

any federal, state, or local or municipal statute, ordinance, or regulation, including without limitation, claims under Title VII of the Civil Rights Act of 1964, MINN. STAT. § 13.01, et. seq. and 13D.01 et. seq., the Open Meeting Laws, the Federal Constitution of the United States, Minnesota's State Constitution, the Americans with Disabilities Act, the Americans with Disabilities Act Amendments Act, 42 U.S.C. § 1981, the Age Discrimination in Employment Act, The Older Worker's Benefits Protection Act, the Government Data Practices Act, the Employee Retirement Income Security Act, the Equal Pay Act, the City's Personnel Policies and ordinances, the Worker Adjustment and Retraining Notification Act, the Minnesota Human Rights Act, the Fair Credit Reporting Act, the Fair Labor Standards Act, the Veterans' Preference Act, the Uniform Services Employment and Reemployment Rights Act, Minnesota State Wage and Hour Laws, the Family and Medical Leave Act, Loudermill hearing rights, any rights pursuant to Garrity v. State of New Jersey, 385 U.S. 493 (1967), Public Employee Labor Relations Act, Genetic Nondiscrimination Act, any rights under MINN. STAT. § 465.722, and workers' compensation non-interference or non-retaliation statutes (such as MINN. STAT. § 176.82);

- iv. all claims for alleged wrongful discharge; breach of contract, breach of implied contract; failure to keep any promise; breach of a covenant of good faith and fair dealing; breach of fiduciary duty; estoppel; my activities, if any, as a "whistleblower"; defamation; negligent and

intentional infliction of emotional distress; fraud; misrepresentation; hostile work environment; negligence; harassment; retaliation or reprisal; constructive discharge; assault; battery; false imprisonment; invasion of privacy; interference with contractual or business relationships; any other wrongful employment practices; and violation of any other principle of common law;

- v. all claims for compensation of any kind, including payout of accrued, but unused, vacation, sick time, paid-time off, and compensatory time off;
- vi. all claims for back pay, front pay, reinstatement, other equitable relief, compensatory damages, damages for alleged personal injury, liquidated damages, and punitive damages; and
- vii. all claims for attorney's fees, costs, and interest.

However, My Claims do not include any claims that the law does not allow to be waived or any claims that may arise after the date on which I sign this Release.

**2. Agreement to Release My Claims.** I will receive consideration from the City as set forth in the Severance Agreement if I sign and do not rescind this Release as provided below and provided that I meet the other conditions as specified in the Severance Agreement, including execution of the Severance Agreement. I understand and acknowledge that the consideration I am receiving to execute the Severance Agreement and Release is money in addition to anything of value that I would be entitled to receive from the City if I did not sign this Release or if I rescinded this Release. In exchange for that consideration, I give up all of

My Claims. I will not bring any lawsuits against the City or make any demands against the City for compensation or damages relating to My Claims. The consideration that I am receiving is a fair compromise for the release of My Claims.

3. **Additional Agreements and Understandings.** Even though the City will provide consideration for me to settle and release My Claims, the City does not admit that it is responsible or legally obligated to me. In fact, the City denies that it is responsible or legally obligated to me for My Claims, denies that it engaged in any unlawful or improper conduct towards me, and denies that it treated me unfairly.

4. **My Right to Rescind this Release.** I understand that I may rescind (that is, cancel) this Release and accompanying Severance Agreement with respect to claims arising under the Minnesota Human Rights Act within 15 calendar days of signing it, and with respect to claims arising under the Age Discrimination in Employment Act and the Older Worker's Benefits Protection Act within seven (7) calendar days of signing it. This Release and accompanying Severance Agreement will not become effective or enforceable unless and until the rescission periods have expired without my exercising my rights to rescind and all of the conditions have been met as set forth in provision 12 of the Severance Agreement.

5. **Procedure for Accepting or Rescinding the Release.** To accept this Release, I must deliver this signed Release and the attached Severance Agreement to the City at the address indicated below. To rescind my acceptance, I must deliver a written, signed statement that I rescind my acceptance to the City by hand or by mail within the rescission period set forth above. All deliveries or communications required to be made under this Release or accompanying Severance Agreement must be made to the City at the following address:

Attn: Mike Dodge  
City of Mayer  
413 Bluejay Ave.  
Mayer, MN 55360

If I choose to deliver my acceptance or the rescission of my acceptance by mail, it must be:

- A. postmarked within the period stated above; and
- B. properly addressed to the City at the address stated above.

6. **Interpretation of the Release:** This Release should be interpreted as broadly as possible to achieve my intention to resolve all of My Claims against the City. If this Release is held by a court to be inadequate to release a particular claim encompassed within My Claims, this Release will remain in full force and effect with respect to all the rest of My Claims.

7. **My Representation.** I am legally able and entitled to receive the consideration being provided to me in settlement of My Claims. I have not been involved in any personal bankruptcy or other insolvency proceedings at any time since I began my employment with the City. No child support orders, garnishment orders, or other orders requiring that money owed to me by the City be paid to any other person are now in effect.

I have read this Release carefully. I understand all of its terms. In signing this Release, I have not relied on any statements or explanations made by the City except as specifically set forth in the Severance Agreement and this Release. I am voluntarily releasing My Claims against the City. I intend this Release and the Severance Agreement to be legally binding.

Dated: \_\_\_\_\_, 2017

\_\_\_\_\_  
Luayn Rose Ruch-Hammond

**REQUEST FOR CITY COUNCIL ACTION**

<b>Meeting Date:</b>		April 10, 2017			
<b>Item Name:</b>		Executive Recruitment Firms			
<b>Originating Department:</b>		Administration			
<b>Presented by:</b>		Luayn Ruch-Hammond			
<b>Previous Council Action (if any):</b>					
<b>Item Type (X only one):</b>		Consent	Regular Session	<input checked="" type="checkbox"/>	Discussion Session
<b>RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED</b> <i>(Include motion in proper format.)</i>					
<b>EXPLANATION OF AGENDA ITEM</b> <i>(Include a description of background, benefits, and recommendations.)</i>					
Attached are two proposals for executive recruitment search firms.					
<b>FINANCIAL IMPLICATIONS:</b>			<b>ADVISORY BOARD RECOMMENDATIONS:</b>		
Funding Sources & Uses:					
Budget Information:					
_____ Budgeted					
_____ Non Budgeted					
_____ Amendment Required			Other		
<b>Approved</b>	_____	<b>Denied</b>	_____	<b>Tabled</b>	_____
<b>Resolution No.</b>	_____			<b>Ordinance No.</b>	_____
				<b>Other</b>	_____

LETTER OF TRANSMITTAL

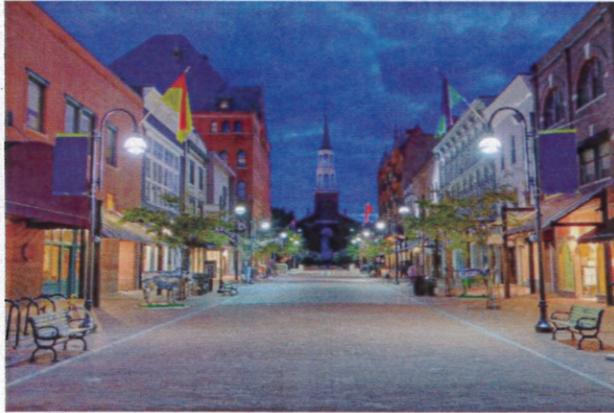
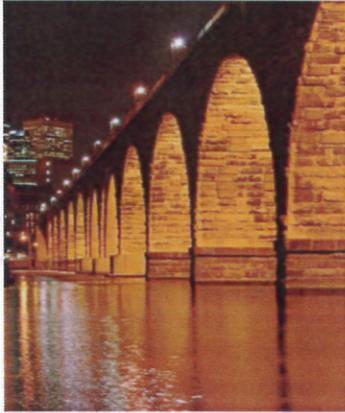
I GENERAL INFORMATION

II RESPONSE TO SCOPE OF WORK

III PROPOSED COSTS

IV FIRM EXPERIENCE

V RECRUITMENT PROJECT TEAM



# Proposal

City of Mayer, MN

Proposal to Provide Executive Recruitment Services

April 4, 2017

**Springsted | Waters**  
380 Jackson Street, Suite 300  
Saint Paul, Minnesota 55101-2887

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Sharon Klumpp, Senior Vice President  
[sklumpp@springsted.com](mailto:sklumpp@springsted.com)  
651-223-3053

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Springsted | Waters  
380 Jackson Street, Suite 300  
Saint Paul, MN 55101-2887

Tel: 651.223.3000  
Fax: 651.223.3002  
www.waters-company.com

## LETTER OF TRANSMITTAL

April 4, 2017

The Honorable Mike Dodge  
City of Mayer  
413 Bluejay Avenue  
Mayer, MN 55360

**Re: Request for Proposal to Provide Executive Recruitment Services**

Dear Mayor Dodge,

I appreciate the opportunity to submit our proposal for executive recruitment services for the City of Mayer's next City Administrator. Our extensive experience in providing executive recruitment services to cities, counties and other public sector organizations nationwide will be beneficial for this recruitment and allow us to find the ideal candidate for the City of Mayer.

We know that you have options for using other recruitment firms. However, we believe that our approach sets us apart from our competitors in the following unique ways:

- Management/Leadership Style Assessment Analysis completed by the candidates to determine if a candidate's management style matches the approved management/leadership style profile for the ideal candidate;
- Video candidate interviews through a proprietary system will be made available to the Mayor and City Council to assist in the selection process; and
- Utilization of a proprietary online application system exclusively licensed to Springsted | Waters (S|W) to facilitate talent management. The system has been designed by S|W to customize applicant flow and tracking. It allows ease of communication with applicants and the ability to conduct database inquiries for candidates based on characteristics important to the City such as geographic location and specific experience, expertise and qualifications.

The proposal document will provide you the details about our approach, expertise, client references and pricing for this executive recruitment. If you have any questions, please contact me at 651-223-3053 or by email at [sklumpp@springsted.com](mailto:sklumpp@springsted.com). Our Team would consider it a professional privilege to provide these services to the City of Mayer.

Respectfully submitted,



Sharon Klumpp, Senior Vice President  
*Consultant*

sml

**City of Mayer, MN  
Proposal to Provide  
Executive Recruitment Services**

**I. General Information**

The Executive Recruitment Division of Waters Consulting merged with Springsted Incorporated in May 2014, establishing one of the largest public sector executive recruitment and human capital consulting firms in the United States. Our firm name, Waters & Company, has recently been changed to Springsted | Waters (S|W) to more clearly reflect the connection to and support from the Springsted group of companies. Springsted Incorporated, our parent company, has been a Women Business Enterprise since 1993. Three employee-owners lead the Springsted group of firms and their 70-member staff. Our corporate office is located in Saint Paul, Minnesota, with regional offices located in Dallas, Texas; Chicago, Illinois; Milwaukee, Wisconsin; Des Moines, Iowa; Kansas City, Missouri; Richmond, Virginia; and Denver, Colorado.

S|W has a team of seven recruitment consultants available to meet your executive recruitment needs. Each consultant assigned to this recruitment has experience working with cities and the many different disciplines that comprise the City of Mayer organization. Our consultants bring an experienced, participatory and energetic perspective to each engagement; our unique approach and personal touch are reflected in our internal standard to provide outstanding services that exceed the City's expectations. Since 2012 our combined consultant team has conducted more than 413 executive recruitments.

The S|W Recruitment Project Team will partner with the Mayor, City Council as your technical advisor to ensure that the recruitment process for your next City Administrator is conducted in a thorough and professional manner. Our objective is to generate high-quality candidates and assist you with the screening and evaluation of these candidates.

We have structured the S|W Recruitment Project Team to draw upon S|W's and Springsted's 50-plus years of service to the public sector and to leverage Waters Consulting's experience and capacity to focus nationwide to find the most qualified candidates.

**Physical Address**

Springsted | Waters  
380 Jackson Street, Suite 300  
St. Paul, Minnesota 55101  
Office: 651-223-3000  
Fax: 651-223-3002

Respectfully submitted,



Rollie Waters, Executive Vice President  
*Consultant*

## II. Response to Scope of Work

### Task I: Recruitment Brochure Development and Advertising

The development of a comprehensive recruitment brochure that includes a profile of the ideal candidate is an important first step in the recruitment process. This profile includes the required academic training, professional experience, leadership, management and personal characteristics related to the success of the candidate in the position of City Administrator. The recruitment brochure will also have a profile that captures the essence of the City as a highly-attractive venue for the successful candidate to live and work.

To prepare the recruitment brochure, the Recruitment Project Team Leader will come on site to meet with the Mayor, City Council and others as designated to discuss the required background, professional experience and management and leadership characteristics for your City Administrator position. We meet individually (or collectively depending upon your preference) with the Mayor and City Council to broaden our understanding of the position's leadership and management requirements, current issues, strategic priorities and to identify expectations for the City Administrator. [See example of a recruitment brochure in Appendix I.]

The Recruitment Project Team will also work with the City of Mayer to develop an advertising and marketing strategy to notify potential candidates about the vacancy and conduct an open recruitment that encourages applications from a talented and diverse pool of candidates. Our Team will place ads in appropriate professional publications, websites and local print media, if required. Additionally, S|W has a highly-accessed website that has a special location attracting many potential candidates to upload their resumes. The aggressive advertising and marketing campaign for top talent will include national, state, regional and local elements as determined during our initial meetings with the City's representatives. Our customized mailing list, selected from our extensive database and contacts collected at appropriate public sector conferences, will be utilized to further promote the position.

Advertisements for the City Administrator position could be placed with:
League of Minnesota Cities
Minnesota City/County Management Association and similar associations in neighboring states
International City/County Management Association
Careers in Government (careersingovernment.com)
Alumni groups from regional universities, e.g. Hamline, Minnesota State University-Mankato, St. Cloud State University, Northern Illinois University, University of Kansas

Project Milestone	Deliverables	Estimated Duration
Position profile and recruitment brochure development.	<ul style="list-style-type: none"> <li>Onsite interview with the City.</li> <li>S W will receive information regarding the City's budgets, organizational charts, images, logos, etc.</li> <li>Develop draft documents (Recruitment Brochure, Advertisement, Marketing Letter and Timeline).</li> </ul>	2 Weeks
Approve brochure, commence advertising and distribute marketing letter.	<ul style="list-style-type: none"> <li>Brochure sent to the City for final approval.</li> <li>Commence advertising and distribution of recruitment brochure.</li> </ul>	2 Weeks

## **Task II: Execution of Recruitment Strategy and Identification of Quality Candidates**

Utilizing the information developed in Task I, S|W will identify and reach out to individuals who will be outstanding candidates for the position of City Administrator. Often, well-qualified candidates are not actively seeking new employment and will not necessarily respond to an advertisement. However, if a potential candidate is presented with the opportunity directly and in the proper manner, he or she may apply. We take pride in our ability to locate highly qualified candidates across the nation based on the professional contacts and relationships we have developed and maintained over many years.

These efforts will be supplemented by the creation of an appropriate database utilizing our extensive, interactive applicant database for the City Administrator position. This will provide the S|W Team with the ability to customize applicant flow and tracking, communication with applicants and conduct database inquiries for candidates based on characteristics important to the City such as geographic location, particular experience, expertise and credentials.

During this part of the process the Recruitment Project Team will work with the Mayor, City Council and designated to reach consensus on the leadership and management style for the ideal candidate. Our research will determine the key competencies, work values and leadership/management style for the position and match the candidates to each attribute.

Each candidate submitting a resume is sent a timely acknowledgement by our Team, including an approximate schedule for the recruitment. Throughout the recruitment process, communications are maintained with each candidate regarding information about the recruitment progress and their status in the process. We take pride in the many complimentary comments made by candidates regarding the level of communication and the professional manner in which they are treated during our recruitments.

Project Milestone	Deliverables	Estimated Duration
Execution of recruitment strategy and candidate outreach.	<ul style="list-style-type: none"> <li>• Online data collection and profile development.</li> <li>• Development of interactive searchable applicant database for recruitment of the City Administrator.</li> <li>• S W performs direct outreach to prospective candidates identified in the recruitment strategy.</li> <li>• Utilization of extensive applicant database to identify applications and review applicant pool for competencies/demographics.</li> </ul>	4 – 5 Weeks

## **Task III: Screening of Applicants and Recommendation of Semi-Finalists**

In Task III the Recruitment Project Team, under the direction of Sharon Klumpp, will screen the candidates against the criteria within the position and candidate profiles and develop a list of semi-finalists for recommendation to the Mayor and City Council.

The most promising applicants will receive a candidate essay questionnaire to complete that will provide additional information about the candidates' background and experience. We will then narrow the list to a group of 10-15 semifinalists for your review and to select finalists.

Another unique aspect of our recruitment process is our use of online recorded interviews for the screening process. Responses are timed and questions are not provided in advance. This tool allows our Team to develop a more comprehensive understanding of the candidate’s ability to think “on their feet” as well as their personal and professional demeanor. This virtual interview can be scored by individual selection team members as well as the consulting team for later review and comparison.

Our Team will provide an online link for the Mayor, City Council and others designated, who have input into the hiring decision, allowing them to review and rate the recorded responses. This provides the organization with additional candidate assessments that can be customized to fit the unique needs of your City.

Throughout the process, you will have access to our Master Applicant List (MAL), which will provide pertinent data for each applicant.

Project Milestone	Deliverables	Estimated Duration
Applicant screening and recommendation of semi-finalists.	<ul style="list-style-type: none"> <li>• S W compares applications to the approved candidate profile developed in our searchable applicant database.</li> <li>• S W develops customized candidate questionnaire &amp; due diligence questionnaire to provide to applicants who most closely meet the candidate profile.</li> <li>• Top 10-15 candidates identified as semi-finalists.</li> <li>• Semi-Final Report is prepared, including the brochure, master applicant list, cover letter, resume and completed questionnaire of candidates to be considered.</li> <li>• S W and the City review and rate video interviews.</li> <li>• S W sends links to City to review the aggregate responses and ratings.</li> <li>• Semi-finalists complete candidate management style assessment, responses are reviewed and interview questions are developed.</li> <li>• Recruitment Project Team Leader meets with Mayor and City Council to review recommended semi-finalists. Mayor and City Council select finalists for on-site interviews.</li> </ul>	2 Weeks

#### **Task IV: Conducting Background Checks, Reference Checks and Academic Verifications**

When the Mayor and City Council approve of a group of finalists for on-site interviews, S|W will begin the process of conducting reference checks, background checks and academic verifications. A Confidential Reference Report is prepared for each finalist to complete our understanding of his/her management and leadership characteristics and professional work performance.

For the background checks, S|W will develop information on the candidates in the following areas:

- Consumer Credit
- City/County Criminal
- City/County Civil Litigation
- Judgment/Tax Lien
- Motor Vehicle
- Bankruptcy
- State District Superior Court Criminal
- State District Superior Court Civil Litigation
- Federal District Criminal
- Federal District Civil Litigation

*To ensure that our quality standards are maintained, we require a minimum of ten business days between the time that you select the finalists for on-site interviews and when we submit the candidate documentation for your final interview process.*

Project Milestone	Deliverables	Estimated Duration
Design final process with City Council for on-site interviews with finalists.	<ul style="list-style-type: none"> <li>• S W confirms interviews with candidates.</li> <li>• Travel logistics are scheduled for the candidates.</li> </ul>	1 – 2 Days
Background checks, reference checks and academic verification.	<ul style="list-style-type: none"> <li>• S W completes background checks, reference checks and academic verifications for finalists.</li> </ul>	2 Weeks

### Task V: Final Interview Process

Upon completion of Task IV, we will work with you to develop the final interview process. We will provide documentation on each of the finalists which will provide the highlights of their professional experience and leadership/management profile (Gap Analysis) as well as a summary of the results of the reference checks, background checks and academic verifications. In addition, the Final Report will include guidelines for interviewing the candidates, suggested interview questions and a candidate assessment process for your interview panel(s).

The Recruitment Project Team Leader will be available during the final interview process to answer questions about the candidates and, if requested, assist with the final evaluation of the candidates. In addition, if the City requests the service, we will assist you with the development of a compensation package and related employment considerations and assist with the negotiation of an employment agreement.

Project Milestone	Deliverables	Estimated Duration
Final Report prepared and delivered to City.	<ul style="list-style-type: none"> <li>• Final Report is prepared, including brochure, interview schedule, cover letter, resume, candidate questionnaire, two examples of candidates' most significant professional achievements, suggested interview questions, candidate assessment form and management style probing questions.</li> </ul>	1 Day

On-site interviews with finalists.	<ul style="list-style-type: none"> <li>• Interviews are scheduled.</li> <li>• Recruitment Project Team Leader attends client interviews and is available to participate during deliberations of candidates.</li> </ul>	1 – 2 Days
Offer made / accepted.	<ul style="list-style-type: none"> <li>• If requested, S W participates in candidate employment agreement negotiations.</li> <li>• S W notifies candidates of decision.</li> <li>• S W confirms final process close out items with the City of Mayer.</li> </ul>	1 – 2 Days

### **Strategy for Recruitment of Diverse Candidates**

Our corporate core values and work environment reflect our broader social aspirations for a diverse workforce, equal opportunity and cross-cultural respect. We have established strong and credible networks with minority and female leaders nationwide. In addition, we are corporate members of the National Forum for Black Public Administrators (NFBPA) and the Hispanic Network and are on their National Corporate Advisory Council. We participate in their membership events on a regular basis.

To that end, we take responsibility for diversity in our organization, our recruitment strategy and our candidate pools. In this recruitment, we will use our established networks to make direct and personal contacts with prospective minority and female candidates and encourage them to consider the City of Mayer’s City Administrator position. Because of our performance record in presenting a diverse applicant pool, these prospective candidates know they will be fairly considered in the process.

Springsted | Waters, is committed to ensuring equitable participation in our business and employment opportunities without regard to race, color, religion, sex, national origin, age, disability, veteran status, marital status or sexual orientation. As a leader in the executive recruitment industry, we take positive actions to prevent and to remedy any discriminatory effects of business and employment practices.

Springsted | Waters is a WBE.

## Timeline

Below is an estimated Timeline for the executive recruitment process. You will be asked during the first on-site meeting to review and approve a Timeline for the recruitment project. It is our intent to conduct the recruitment expeditiously, but not at the expense of finding high-quality candidates for you.

<b>CITY OF MAYER, MN EXECUTIVE RECRUITMENT PRELIMINARY TIMELINE</b>		
The following Timeline represents a preliminary schedule for your executive recruitment based on a commencement date of April 10. Actual target dates will be developed in consultation with and approved by the Mayor and City Council.		
Project Milestone	Deliverables	Target Date
Profile development, advertising and candidate outreach.	<ul style="list-style-type: none"> <li>S W completes on-site interviews to develop candidate profile and recruitment brochure; the City approves ad placement schedule and timeline.</li> <li>S W sends draft recruitment brochure to the City.</li> <li>The City returns draft recruitment brochure (with edits) to S W.</li> <li>S W commences executive recruitment advertising and marketing.</li> <li>Online data collection and profile development.</li> </ul>	April 10 – May 22
Applicant screening and assessment and recommendation of semi-finalists.	<ul style="list-style-type: none"> <li>S W commences formal review of applications and sends most promising applicants a Candidate Questionnaire to provide additional information about background and experience. Candidates complete recorded interview online.</li> <li>S W completes formal review of applications and sends selected resumes and questionnaire responses to the City for review. Also candidates' recorded interviews are presented.</li> <li>Semi-finalists complete candidate management style assessment and responses are reviewed and interview questions are developed.</li> <li>S W meets with the City and recommends semi-finalists; the City selects finalists for on-site interviews.</li> </ul>	May 23 – June 8
Comprehensive background check and reference checks completed for finalists.	<ul style="list-style-type: none"> <li>S W completes reference checks/background checks/ academic verification on finalists.</li> </ul>	June 22
On-site Interviews with finalists.	<ul style="list-style-type: none"> <li>S W sends documentation for finalists to the City.</li> <li>The City conducts on-site interviews with finalists.</li> </ul>	Week of June 19
Employment offer made / accepted.	<ul style="list-style-type: none"> <li>The City extends employment offer to selected candidate.</li> </ul>	Week of June 26

### III. Proposed Costs

**Springsted | Waters (S|W) Professional Recruitment Not-To-Exceed Fee of \$19,500.00.** The Professional Services Fee includes all services provided by Recruitment Project Team Leader (Lead Consultant), the Consulting Team (when assistance is necessary) and the project support staff.

All project-related expenses such as advertising, printing and development of the recruitment brochure, candidate background, reference and academic verification investigations in addition to all activities directed toward candidate vetting as well as travel related expenditures for the Consultant's on-site visits will be invoiced for reimbursement. The total amount for project related expenses is estimated to be **\$3,200.00** and will be invoiced as incurred.

**Please Note: Travel expenses incurred by candidates for on-site interviews with the client are not the responsibility of S|W and are handled directly by the client organization.**

The **\$19,500.00** fee will be billed in four installments: 30% of the fee will be billed at the beginning of the recruitment; 30% at the implementation of Phase I; 30% at the implementation of Phase II; and 10% upon acceptance of an offer by the candidate. The project-related reimbursable expenses projected to be \$5,000, will be invoiced at the conclusion of the project.

All questions regarding the professional fees and project-related expenses should be directed to Sharon Klumpp, Senior Vice President at [sklumpp@springsted.com](mailto:sklumpp@springsted.com) or via phone at 651-223-3053.

PHASE	DESCRIPTION OF PROFESSIONAL SERVICES	FEES
Phase I	Task 1 – Candidate Profile Development/Advertising/Marketing (includes one day on site by Recruitment Project Team Leader) Task 2 – Identify Quality Candidates	
Phase II	Task 3 – Screening of Applications and Submission of Recommended Semi-Finalists to Client (includes one day on site by the Recruitment Project Team Leader) Task 4 – Reference Checks, Background Checks and Academic Verifications	
Phase III	Task 5 – Final Process/On-Site Interviews with Finalists (includes two days on site by Recruitment Project Team Leader)	
Conclusion	Acceptance of offer by candidate	
<b>PROFESSIONAL FEE</b>		<b>\$19,500</b>
<b>ESTIMATED PROJECT RELATED EXPENSES (advertising, printing/shipping, backgrounds, and travel)</b>		<b>\$ 3,200</b>
<b>TOTAL NOT-TO-EXCEED COST</b>		<b>\$22,700</b>

OPTIONAL SERVICES FOR CONSIDERATION	FEES
On rare occasions, S W is asked to provide additional search services that are not included in this scope of service or to provide more than three on-site visits to the City. Additional work specifically requested by the City which is outside of the scope of this project will be invoiced at the hourly rate of \$220 plus expenses. S W will submit a written explanation of the additional services to be provided and the estimated hours that will be required prior to commencing any additional services.	<b>\$220</b> per hour plus expenses

## Triple Guarantee

Our Triple Guarantee is defined as: (1) A commitment to remain with the recruitment assignment until you have made an appointment for the fees and tasks quoted in this proposal. If you are unable to make a selection from the initial group of finalists, S|W will work to identify a supplemental group until you find a candidate to hire. (2) Your executive recruitment is guaranteed for 24 months against termination or resignation for any reason. The replacement recruitment will be repeated with no additional professional fee, but only for project-related expenses. Candidates appointed from within your organization do not qualify for this guarantee. This guarantee is subject to further limitations and restrictions of your state laws. (3) S|W will not directly solicit any candidates selected under this contract for any other position while the candidate is employed with your organization.

## IV. Firm Experience

### References

#### City of Wayzata, Minnesota

**The Honorable Ken Willcox**

952-473-0234

kenwillcox@wayzata.org

*Project: Selection of City Manager*

#### City of Norwood Young America, Minnesota

**The Honorable Carol Lagergren**

952-467-2376

clagergren@cityofnnya.com

*Project: Selection of City Administrator*

#### City of Big Lake, Minnesota

**The Honorable Raeanne Danielowski**

763-263-3801

cook113@aol.com

*Project: Selection of City Administrator*

#### City of Moose Lake, Minnesota

**The Honorable Ted Shaw**

218-485-4010

tshaw@ci.mooselake.mn.us

*Project: Selection of City Administrator*

#### City of Montgomery, Minnesota

**Mr. Brian Heck, City Administrator**

507.364.8888

bheck@cityofmontgomerymn.com

*Project: Selection of City Administrator*

### Experience

The following is a partial list of previous Executive Recruitments:

List of Relevant Executive Recruitments: 2012 to Present				
Year	Client	State	Recruitment	Population
2012	Albertville	MN	City Administrator	7,230
2012	Brainerd	MN	City Administrator	13,487
2012	Charlotte	NC	City Manager	792,862
2012	Eau Claire	WI	City Manager	61,704
2012	Exmore	VA	Town Manager	1,458
2012	Fairview	TX	Town Manager	8,148
2012	Martinsville	VA	City Manager	15,416
2012	Morehead City	NC	City Manager	9,203
2012	Ocean City	MD	Town Manager	7,092

### List of Relevant Executive Recruitments: 2012 to Present

Year	Client	State	Recruitment	Population
2012	Rockville	MD	City Manager	47,388
2012	Scandia	MN	City Administrator	3,936
2012	Sun Prairie	WI	City Administrator	29,364
2012	Thief River Falls	MN	City Administrator	8,661
2012	Winchester	VA	City Manager	27,216
2012	Windsor Heights	IA	City Administrator	4,860
2013	Alexandria	MN	City Administrator	11,580
2013	Bayport	MN	City Administrator	3,496
2013	Bellevue	WI	Village Administrator	14,570
2013	Burnsville	MN	City Manager	61,434
2013	Clinton	NC	City Manager	8,676
2013	East Grand Forks	MN	City Administrator	8,602
2013	International Falls	MN	City Administrator	6,357
2013	Irving	TX	City Manager	228,653
2013	Justin	TX	City Manager	3,333
2013	Manassas	VA	Director of Finance and Administration	41,705
2013	Montgomery	MN	City Administrator	2,933
2013	Moose Lake	MN	City Administrator	2,787
2013	Muskegon	MI	City Manager	37,213
2013	Newport News	VA	City Manager	179,611
2013	Norwood Young America	MN	City Administrator	3,583
2013	Raleigh	NC	City Manager	423,179
2013	Sherburn	MN	City Administrator	1,128
2013	Watertown	MN	City Administrator	4,239
2013	West Saint Paul	MN	City Manager	19,708
2014	Atlantic Beach	FL	City Manager	12,864
2014	Bloomington	MN	City Manager	86,319
2014	Boone	NC	Town Manager	17,774
2014	Cape Charles	VA	Town Manager	990
2014	Castle Rock	CO	Town Manager	53,063
2014	Eustis	FL	City Manager	19,214
2014	Hutchinson	MN	City Administrator	13,871
2014	Irving	TX	City Manager	225,427
2014	Lakeville	MN	City Administrator	58,562
2014	Lexington	VA	City Manager	6,998
2014	Midlothian	TX	City Manager	19,891
2014	Narberth Borough	PA	Borough Manager	4,295
2014	Novi	MI	City Manager	123,099
2014	Oakdale	MN	City Administrator	27,780
2014	Springfield	MN	City Manager	2,114
2014	Township of Lower Merion	PA	Township Manager	59,850
2015	Bemidji	MN	City Manager	14,435
2015	Big Lake	MN	City Administrator	10,298
2015	Brooklyn Park	MN	City Manager	78,373
2015	Coon Rapids	MN	City Manager	62,103
2015	Cottage Grove	MN	City Manager	35,399
2015	Davidson	NC	Town Manager	11,750
2015	Diboll	TX	City Manager	5,323
2015	Fairfield County	SC	County Administrator	23,109

### List of Relevant Executive Recruitments: 2012 to Present

Year	Client	State	Recruitment	Population
2015	Golden Valley	MN	City Manager	20,845
2015	Grand Junction	CO	City Manager	59,778
2015	Kingsville	TX	City Manager	26,312
2015	Manassas	VA	Deputy City Manager	41,705
2015	Monument	CO	Town Manager	5,817
2015	Sachse	TX	City Manager	22,026
2015	Scandia	MN	City Administrator	3,936
2015	Shakopee	MN	City Administrator	39,167
2015	Socorro	TX	City Manager	32,517
2015	Virginia Beach	VA	City Manager	448,479
2015	Warrenton	VA	Town Manager	9,862
2015	West Jordan	UT	City Manager	110,077
2015	Westminster	CO	City Manager	109,169
2015	Williamsburg	VA	City Manager	15,206
2016	Brooklyn Center	MN	Deputy City Manager	30,712
2016	Cary	NC	Town Manager	151,088
2016	Charter Township of Kalamazoo	MI	Township Manager	20,918
2016	Christiansburg	VA	Town Manager	21,533
2016	Circle Pines	MN	City Administrator	4,953
2016	Commerce	TX	City Manager	8,276
2016	Crested Butte	CO	Town Manager	1,519
2016	Deerfield Beach	FL	Assistant City Manager	78,041
2016	Denton	TX	City Manager	123,099
2016	Dumfries	VA	Town Manager	5,168
2016	Fredericksburg	VA	City Manager	28,132
2016	Greensboro	NC	Assistant City Manager	279,639
2016	Hayden	CO	Town Manager	1,801
2016	Jersey Village	TX	City Manager	7,862
2016	Mankato	MN	Deputy City Manager	40,641
2016	Medford	OR	City Manager	77,677
2016	Mooreville	NC	Town Manager	34,887
2016	Moorhead	MN	City Manager	39,398
2016	Moose Lake	MN	City Administrator	2,787
2016	North Branch	MN	City Administrator	10,087
2016	Norwalk	IA	City Manager	9,639
2016	Roswell	NM	City Manager	48,611
2016	Shakopee	MN	Assistant City Administrator	39,167
2016	Virginia	MN	City Administrator	8,661
2016	Warsaw	VA	Town Manager	1,498
2016	Wayzata	MN	City Manager	4,217
2016	Williamsburg	VA	Assistant City Manager	15,206
2017	El Dorado	KS	City Manager	12,852
2017	Littleton	CO	City Manager	44,275
In Progress	Glenview	IL	Village Manager	45,417
In Progress	Manassas Park	VA	City Manager	16,149
In Progress	Orono	MN	City Administrator	7,796
In Progress	Riviera Beach	VA	City Manager	33,263
In Progress	Rochester	MN	City Manager	110,742
In Progress	Township of Roxbury	NJ	Township Manager	23,324

## V. Recruitment Project Team

**Mr. Rollie Waters, Executive Vice President**

Direct Phone: (214) 466-2424

Email: [rwaters@springsted.com](mailto:rwaters@springsted.com)

**Recruitment Project Team Leader**

**Ms. Sharon Klumpp, Senior Vice President**

Direct Phone: (651) 223-3053

Email: [sklumpp@springsted.com](mailto:sklumpp@springsted.com)

**Mr. Chuck Anderson, Senior Vice President**

Direct Phone: (817) 965-3911

Email: [canderson@springsted.com](mailto:canderson@springsted.com)

**Ms. Jada Kent, Project Manager**

Direct Phone: (214) 466-2429

Email: [jkent@springsted.com](mailto:jkent@springsted.com)

**Ms. Sara Haselbauer, HR Analyst**

Direct Phone: (651) 223-3006

Email: [shaselbauer@springsted.com](mailto:shaselbauer@springsted.com)

## **Rollie Waters**

### *Executive Vice President*

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Rollie Waters is an Executive Vice President with Springsted | Waters. Since 1976, Rollie has been a management consultant to private and public sector clients. He has consulted with national and international clients in the area of HR Management system design and strategic management. He has given various lectures and seminars for organizations in the areas of compensation as it relates to performance management. He is viewed on a national level as one of the foremost authorities in succession planning and performance management system design for the public sector. He has spoken before such organizations as the International City/County Managers Association, American Management Association, The Alliance for innovation, Southern Methodist University, the University of Maryland, National Forum of Black Public Administrators, California Institute of Technology, the Texas Municipal League (TML), the International Personnel Management Association (IPMA-HR), several international companies in Great Britain, and various other U.S. public and private sector agencies and organizations.

Rollie has been actively involved in the development of competency-based knowledge selection and development tools over the past twenty years. He has been instrumental in ensuring the proprietary profiles that he has designed attract the right candidates that fit the organization's needs. In addition, Rollie's extensive knowledge of performance management solidifies matching the management style most compatible with the organization's success. His research on succession planning has led him and his team to be able to help shape the future of organizations through their executive recruitment activities.

Rollie has been widely published in national journals and magazines focusing on human resource challenges. His publications include a research article in the Public Personnel Management Journal titled "The Impact of Behavioral Traits on Performance Appraisal." Prior to founding S|W, Rollie held an executive position with Dun & Bradstreet Co., Inc., and a management position with Owens Corning Fiberglass.

### *Areas of Expertise*

- Executive Recruitment
- Web-Based Compensation Support
- Management Development
- Competency-based Systems and Development Systems
- Organizational Strategy
- Mentoring Programs
- Performance Management
- Succession Planning

### *Professional Accomplishments and Education*

Rollie is a member of Mensa, a Strategic Partner with the International City/County Managers Association, International Management Consultants and Alliance for Innovation, a member of the National Corporation Advisory Council of the National Forum for Black Public Administrators, and numerous other professional groups. He has also appeared in several professional directories such as Who's Who in the World, Who's Who in Finance and History, and many others. Rollie has an extensive background in the behavioral sciences and strategic planning. He received his MBA at Pepperdine University and his Bachelor of Science degree in Psychology from the University of South Carolina. In addition, he is a Certified Management Consultant (CMC); CMC is a certification mark awarded by the Institute of Management Consultants USA and represents evidence of the highest standards in consulting and adherence to the ethical canons of the profession.

**Sharon G. Klumpp**

*Senior Vice President and Consultant*

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Sharon Klumpp is a Senior Vice President and Consultant with Springsted | Waters. Sharon has extensive experience specializing in organizational and departmental studies, human resource management, and executive search for public agencies. She also assists governing bodies and senior-level managers in the development, execution and evaluation of strategic plans.

Sharon has extensive experience in serving government. She has served as Executive Director of the Metropolitan Council, a seven-county regional planning agency for the Minneapolis-Saint Paul metropolitan area, and as Associate Executive Director for the League of Minnesota Cities. Her experience also includes serving as City Administrator in Oakdale, Minnesota and as Assistant City Manager in both St. Louis Park, Minnesota and Saginaw, Michigan. Her private sector experience includes serving as the chief administrative officer for the Minneapolis office of a major global engineering and design firm.

Sharon also served as an adjunct instructor at Walden University, where she taught public administration and organizational change in the University’s School of Management. She served two terms on the Ramsey County Charter Commission and was chair for two years.

**Professional Accomplishments and Education**

*Education*

University of Kansas, Lawrence, Kansas  
Masters of Public Administration  
Miami University, Oxford, Ohio  
Bachelor of Arts in Political Science

*Affiliations*

International City/County Management Association  
International Public Management Association for  
Human Resources

## **Charles (Chuck) Anderson**

### *Senior Vice President and Consultant*

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Charles (Chuck) S. Anderson is a Senior Vice President and Consultant with Springsted | Waters. Prior to joining S|W, Chuck worked for local governments and non-profit organizations, including City Manager for Dallas, Texas; Executive Director for the Dallas Area Rapid Transit (DART); and Executive Director for the Michigan Education Association.

Chuck also served as Director for Local Government Reform for the International City/County Association (ICMA), managing a U.S. government contract for the planning and delivery of technical assistance to local governments in Central and Eastern Europe. His last assignment in this role with ICMA was to recruit and supervise a team of technical consultants to assist in re-building local governments in Bosnia following agreement on the Dayton Accords.

During his service with the Michigan Education Association, Chuck also served as Senior Consultant for Urban Planning and Management for Michigan State University's Institute for Public Policy and Social Research.

### *Areas of Expertise*

- Executive Recruitment
- Leadership/Management Development
- Organizational Design
- Organizational Development

### *Professional Accomplishments and Education*

Chuck received a Bachelor of Arts degree in political science and human resources management and a Masters of Public Administration degree from the University of Kansas. He received the prestigious L.P. Cookingham Award for Development of Young Professionals from the International City/County Management Association (ICMA) and the Minority and Women Advancement Award from the American Public Transit Association (APTA). He was also recognized as Public Administrator of the Year by the American Society of Public Administration (ASPA) and Outstanding Management Innovator (Honorable Mention) by ICMA. Chuck was recognized in 2007 with the Lifetime Achievement Award from his Public Administration Alumni Association at the University of Kansas.

## **Jada Kent**

### *Project Manager*

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Jada Kent is a Project Manager with Springsted | Waters. Jada is responsible for managing the recruitment process by organizing and coordinating administrative support for each project. She is also responsible for backing up the lead consultant throughout the entire scope of a recruitment, to include communication with the client and vetting of candidates.

### *Areas of Expertise*

- Human Resources Management (HRM)
- Public Policy Analysis
- Public Administrative Best Practice
- Comparative Studies

### *Professional Accomplishments and Education*

Jada received a bachelor's degree in United States History, with a minor in Political Science from the University of North Texas. While at UNT, she was the recipient of multiple oral litigation awards and even competed nationally in the Texas Undergraduate Moot Court Association. Jada has also completed a Master's in Public Administration from the University of Texas – at Dallas. As a Public Affairs Specialist in both the Army (active duty) and the Air National Guard, respectively, Ms. Kent presented the Air Force story to a global audience as a journalist for the 136<sup>th</sup> Airlift Wing's Public Affairs Staff.

Jada is in the process of acquiring her certification with Society for Human Resource Management (SHRM-CP).

**Sara Haselbauer, J.D.**

*HR Analyst*

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Sara Haselbauer is a Human Resources Analyst with Springsted | Waters. Sara started as an Administrative Assistant to Springsted's Project Management team in 2007. In August 2009, Sara left Springsted to attend law school before returning in November 2014 as an independent contractor.

Sara rejoined S|W in January 2015 as a Human Resources Analyst with the Organizational Management and Human Resources Team, providing support and assistance for executive search and organizational management projects. Her duties include conducting research and working with clients and candidates throughout all phases of a project and/or executive search and recruitment.

***Education***

University of North Dakota School of Law, Grand Forks, North Dakota

Juris Doctor

Certificate in Indian Law

University of St. Thomas, St. Paul, Minnesota

Bachelor of Arts in Sociology and Art History

**APPENDIX I**  
**Sample Brochure**

# THE CITY OF ORONO, MINNESOTA IS SEEKING A CITY ADMINISTRATOR



## THE COMMUNITY

The City of Orono is a picturesque community of 7,437 located on the northern shore of Lake Minnetonka about 15 miles west of Minneapolis via I-394 and US Highway 12. Lake Minnetonka, the tenth largest and most heavily used recreational lake in Minnesota, is a dominant feature of the community. Nearly 40 percent of the lake's shoreline and 33 percent of its area are within Orono's corporate limits. Orono has an area of 24.5 square miles; half of the community is open water or wetlands.

First established as Orono Township, the area was named by Major George Brackett, a native of Orono, Maine, who first used the name to designate the area now known as Brackett's Point. Current day Orono was incorporated in 1955 encompassing parts of the original township, including the settlements of Navarre, Crystal Bay, Orono and Bederwood (Stubbs Bay). It completely surrounds the City of Long Lake.

Orono has developed as a residential community with a small commercial district as a result of Lake Minnetonka's aesthetic appeal, together with its proximity to the Minneapolis-St. Paul urban core. Continued growth is expected over the next ten years due to the community's positive appeal and available land; two large subdivisions are currently under development. Orono has developed cooperative relationships with many of the West Hennepin communities, including those that border Lake Minnetonka to provide efficient and cost-effective shared municipal services.

Four school districts serve Orono: Orono School District ISD 278, Minnetonka School District ISD 276, Wayzata School District ISD 284 and Westonka School District ISD 277.

From beaches and natural areas to regional and city parks and trails, Orono residents enjoy year-round recreational activities. The City also operates a nine-hole golf course.



## Orono's Philosophy

Protect and preserve Lake Minnetonka, its water quality, and its recreational assets.

Protect and preserve our many natural resources and open spaces.

Preserve our distinct urban and rural land use patterns and lifestyles.

Preserve our local character and identity.

## THE ORGANIZATION

The City of Orono operates as a Plan A statutory city with a weak mayor-council form of government. The City Council consists of a mayor elected to a two-year term and four council members elected to overlapping four-year terms. The City Council exercises legislative authority, adopts the annual budget and tax levy, and determines all matters of policy. Elections are held in even-numbered years.

The City Administrator serves as the chief administrative officer and is responsible for the proper administering of all affairs relating to the City. The City Administrator is appointed by and serves at the pleasure of the City Council.

The City of Orono provides a full range of municipal services, including police and fire services, street maintenance, building inspection, planning and zoning, public improvements, general administrative services, and public water and sewer utilities. The City also operates a nine-hole municipal golf course.

Orono is proud of its strong financial position as reflected in its Aaa credit rating, which has been in effect for all bonds issued since 2006. With a strong residential tax base and conservative fiscal philosophy, the City consistently has one of the lowest tax capacity rates in Hennepin County.

Its 2017 adopted General Fund budget is \$7.9 million. The City also has three enterprise funds providing water, sewer and storm water operations with combined revenues of \$2.3 million.

The City currently has 49 full-time, 5 part-time, and 13 seasonal employees. Police department employees are represented by two bargaining units. Fire services, building inspections, and assessing are contracted.

## THE POSITION

The City Administrator advises the City Council on the policies, affairs, financial conditions, governmental requirements, and other needs of the City. The position is responsible for carrying out all Council policies and directives, managing the budget, and representing the City in intergovernmental matters. The position supervises four department heads: the Police Chief, Community Development Director, Finance Director and the Public Works Director/City Engineer.

Major responsibilities of the position include:

- Provides options and recommendations on City matters to the City Council and ensures that policies and directives adopted by the City Council are implemented
- Supports the Council in identifying and articulating the vision and values of the City organization
- Provides, and sets the example for, excellent customer service
- Develops long and short-range objectives consistent with the City's mission and strategic goals
- Provides leadership, oversight, and coordination in developing, implementing, and administering the comprehensive plan as well as long-range capital and financial plans
- Coordinates, develops, and presents a proposed annual budget and tax levy to the City Council; monitors and oversees administration of the adopted budget.
- Develops policies and procedures to achieve organization objectives effectively and efficiently
- Oversees, coordinates, and reviews municipal operations, including staff supervision
- Administers the City's human resource programs; makes personnel recommendations to the City Council; and ensures that employees receive an annual performance evaluation
- Participates in union negotiations
- Fosters healthy working relationships between Council, staff, consultants, the public, and community partners
- Coordinates with other governmental agencies to advance City goals, facilitate effective project management, and maximize prudent use of fiscal resources
- Facilitates intergovernmental cooperation with neighboring communities and other government and non-profit partners to promote shared services and other cooperative ventures
- Represents the City at public meetings or gatherings and presents a positive and professional image
- Receives and handles citizen complaints and responds to citizen requests and concerns.



## LEADERSHIP OPPORTUNITIES

**Assess City Operations.** The City Administrator will become familiar with and review all municipal operations and staffing levels. This review will promote interdepartmental cooperation, examine best practices, and identify possible opportunities to outsource or share services.

**Resource Allocation.** The City Administrator will work with City departments to develop a proposed budget that allocates City resources to Council priorities and establishes performance measurements.

**Review Codes and Ordinances.** Codes and ordinances, particularly those related to zoning, are cumbersome and difficult to interpret. The City Administrator will develop a process and timeline to modernize, simplify, and streamline the codes.

**Capital Improvement Planning.** The City Administrator will develop a long-range capital improvement plan for streets and parks and identify sustainable funding sources and maximize the City's investment in infrastructure.



**Planning for Navarre.** Redevelopment plans are in the formative stage for the area of Orono known as Navarre. This distinctive character of this shoreline district has the potential to be a destination for residents and visitors alike. The City Administrator will provide guidance to support and facilitate these planning efforts.

**Customer Service Focus.** The City Administrator will set a friendly, customer service tone for the organization and communicate clear expectations for staff to provide high quality services to Orono residents.

**Increase Communications with Residents.** The City Administrator will promote opportunities to increase communications with residents, by updating the website and using social media.

## DESIRED CAPABILITIES

- Results-oriented leader with a strong customer focus
- Proactive, decisive and intentional
- Pragmatic, adaptable and receptive to change
- Fiscally conservative and budget-conscious
- Well-organized, works on multiple priorities and stays on top of operations
- Open, honest, and direct; communicates effectively
- Approachable, works well with others and treats them with respect
- Cooperative and collaborative
- Outgoing, gets involved in the community and stops by local businesses
- Accessible to the City Council and responsive to requests for information
- Analytical and resourceful, a good problem-solver
- Sets a positive, friendly tone in City Hall; promotes providing high quality services to residents
- Understands the vision and sees the big picture
- Engages the City Council; frames issues in a way that stimulates policy deliberations
- Navigates the political environment without taking sides
- Gives clear direction and holds staff accountable



## POSITION REQUIREMENTS

The position requires a Bachelor's Degree in Public or Business Administration or a related field and five years of progressively responsible experience in a public management position working with elected officials or in a comparable organization. Master's Degree in Public or Business Administration desired. Previous city experience and ICMA credentialed manager preferred. Must have excellent interpersonal and communication skills. Qualified candidates will have experience dealing with public operational issues, shared municipal services, budgeting, short- and long-term financial planning, human resources administration, and comprehensive planning.

## COMPENSATION AND BENEFITS

Starting salary range is \$99,500 - \$112,392 depending on qualifications. Competitive benefits package available.

## APPLICATION AND SELECTION PROCESS

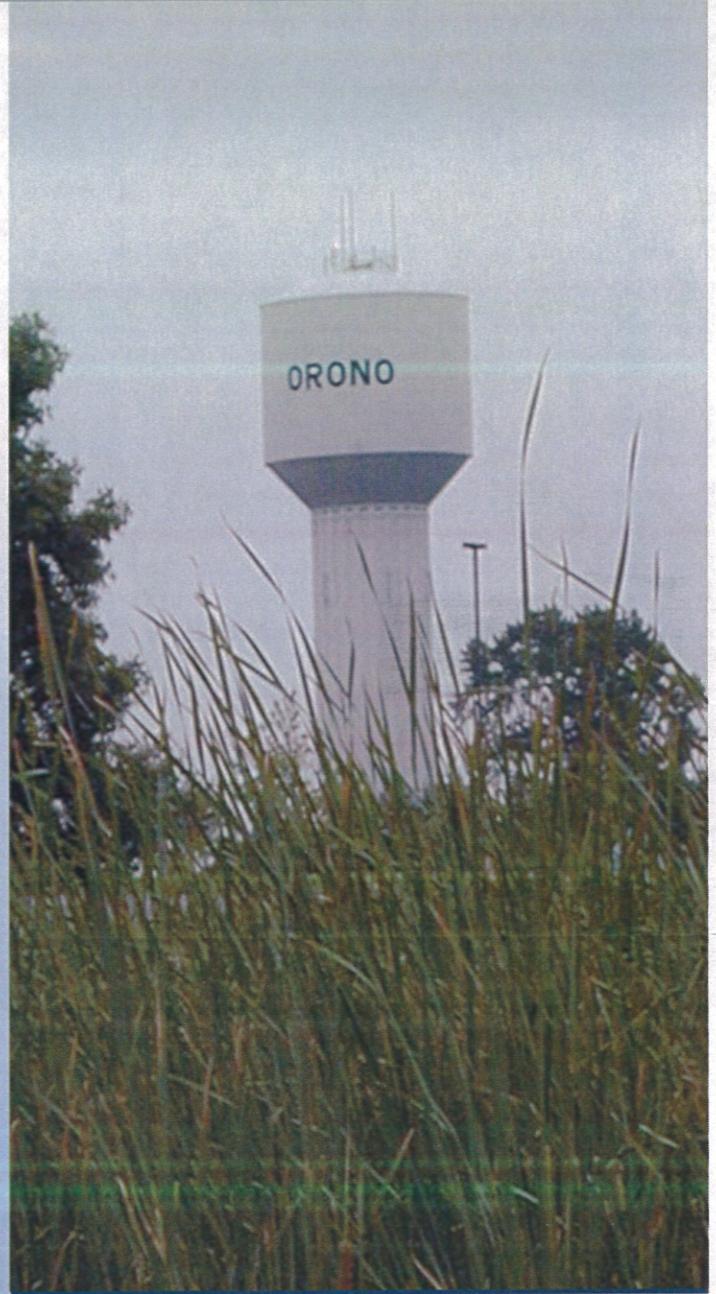
Qualified candidates please submit your cover letter and resume online:

<https://waters-company.recruitmenthome.com/>.

This position is open until filled; however, interested applicants are strongly encouraged to apply no later than March 28, 2017. Following this date, applications will be screened against criteria outlined in this brochure. On-site interviews will be offered to those candidates named as finalists, with reference checks, background records checks, including credit history, and academic and employment verifications conducted after receiving candidates' consent. For more information, please contact Sharon Klumpp at [sklumpp@springsted.com](mailto:sklumpp@springsted.com) or by calling 651.223.3053 (office) or 651.270.6856 (mobile).

For more information about the City, please see their website at: <http://www.ci.orono.mn.us/>

The City of Orono is an Equal Opportunity Employer.



# W&C

Waters & Company

 A Springsted Company

Springsted Incorporated  
380 Jackson Street  
Suite 300  
Saint Paul, MN 55101

Phone: 651.223.3000  
Fax: 651.223.3002

Serving

**LOCAL GOVERNMENT  
& ORGANIZATIONS**



March 14, 2017

*Sent via email only*

Mayor Mike Dodge  
City of Mayer  
413 Bluejay Avenue  
Mayer, MN 55360

Dear Mr. Dodge,

DDA Human Resources, Inc. is pleased to submit a quote to assist the City of Mayer with a search for your next City Administrator/Clerk. Our firm has extensive experience with local governments, and we thoroughly understand the complexities faced by City Councils in Minnesota, especially in greater Minnesota where we do the vast majority of our work.

We are committed to providing the most professional service and making sure our clients receive the services they want and need. DDA is a small firm by design. We do not have a vast organizational hierarchy to support, therefore, we provide cost effective services to our clients.

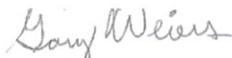
The attached quote includes several elements that sets us apart in our approach to providing this service. Highlights include:

- Knowledge: Our firm comprehensively understands local government in Minnesota.
- Communication: We will be on site multiple times throughout the search process and will provide weekly email updates to the City Council throughout the process.
- Adherence to deadlines: When the Council adopts a deadline, we will meet it.
- Background check process: Instead of doing a comprehensive background check on a single finalist, we do a comprehensive background and reference check on all finalists interviewed by the Council.
- Video Interview: DDA uses video interviews in the screening process to get quality data that may not be apparent on resumes.
- Work Personality Index: Each semi-finalist will receive a Work Personality Index and the Council will receive a full report of the results on each person.
- Intellectual Profile: Each finalist will complete an intellectual profile measuring verbal reasoning, mathematical and logical reasoning, and overall mental aptitude.
- Our approach is fresh and uniquely focused on meeting your individual needs.

In addition, if the City of Mayer elects to utilize a full-service search, we will assist the City with finding an interim Administrator/Clerk without cost to the City.

Thank you for your consideration.

Sincerely,



Gary Weiers  
DDA Human Resources, Inc.  
Enclosure

# DDA HUMAN RESOURCES, INC.

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## QUOTE FOR THE CITY OF MAYER CITY ADMINISTRATOR/CLERK SEARCH

**MARCH 14, 2017**



# CONTENTS OF THE PROPOSAL

◆ Description of the Firm	◆ Process Details
◆ Approach to the Process	◆ Fees
◆ Service Team	◆ Assurance
◆ Timeline	◆ References

## DESCRIPTION OF THE FIRM

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For nearly 20 years, David Drown Associates (DDA) has provided Financial Solutions, Tax Increment Financing, Economic Development, Strategic Planning, Executive Searches, and other services to cities and counties throughout Minnesota. With over 435 local government clients, we have a deep understanding of the workings of local government in Minnesota. DDA recently completed searches for the Cities of Willmar, St. James, and Motley, as well as Three Rivers Community Action, Inc., and Willmar Municipal Utilities. A list of completed searches from the past two years is included later in the proposal. We are currently in various stages of searches for the Cities of Baxter and Isanti, as well as Pope and Goodhue Counties. Baxter and Goodhue County will be complete by the end of March.

## APPROACH TO THE PROCESS

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Our approach to this search will be to focus on finding the best fit for the City of Mayer. This is accomplished, first and foremost, by listening to what you are saying, understanding your goals and objectives, and building the search process off of that foundation.

After gathering background information, we comprehensively advertise the position and make sure that the posting gets into the hands of prospective candidates. In some cases, those persons are not active job seekers, so we will make every effort to find those folks through direct outreach efforts. After the posting closes, an analysis of candidates will be completed so that, when the semifinalists are presented to the City Council, you will be confident that these people are the best matches from the submitted applications.

After the Council selects the finalists, these candidates will be fully researched, and all necessary hiring information will be available prior to the Council making a decision.

Communication with the City Council is a high priority. In addition to Gary Weiers being on site regularly, the City Council will receive weekly email updates and he will always be available for questions.

# SERVICE TEAM

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## Gary Weiers

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Our team will be led by Gary Weiers. He joined DDA in 2013 after completing over 20 years of county government management experience, the last 11 years as County Administrator in Rice County. Prior to becoming Administrator, Gary served as the Social Service Department Director in Rice County, and worked as a Social Service Supervisor in Mower County and Sherburne County. Gary received his bachelor's degree from the University of St. Thomas and has honed his skills by working his way up from an entry level social worker position to be the head of a \$50 million organization with over 350 employees.

Gary will be assisted by Consultant Tessia Melvin and Assistant Consultant Liz Judd, but the vast majority of work will be directly performed by Gary. Gary will be the only person that you will see, and you will see plenty of him.

In addition to conducting executive searches, Gary has done work with communities on sharing services, organizational analysis, strategic planning, and other management related work.

## Tessia Melvin

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Tessia recently joined DDA after working in city and county government for nearly 13 years. As a City Administrator in Maple Plain, Tessia created a five-year budget, a Capital Improvement Plan, an Infrastructure Improvement Plan, did strategic planning, and worked significantly in human resources and communications. Working in Dakota County, Melvin provided leadership training, managed their performance management system, and worked with compensation and benefits.

Dedicated to local governments and continued learning, Tessia earned her doctorate in Public Administration at Hamline University with an emphasis on city development and planning.

## Liz Judd

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Liz is an Assistant Consultant that provides support and assistance within our Human Resources Division. Since joining DDA in 2015, Liz has been involved in numerous executive searches and other HR projects.

Some of Liz's duties include community research, creating position profiles, assembling interview materials for our clients, and providing general administrative support to our consultants.

# PROCESS DETAILS

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## ***Step 1: Information Gathering***

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DDA will gather and assemble background information pertaining to the City and position. In addition, Gary will meet individually with all Council members to discuss candidate attributes, experience and other important qualifications and experience. A group meeting with senior staff will also take place if requested. At the same time, the job description will be reviewed, and if needed, we will gather relevant comparative salary information for consideration by the Council.

## ***Step 2: Development of Position Profile***

---

Based on the information received from the City Council, DDA will develop a professional position profile that is customized to present the City of Mayer in the most positive manner and provides prospective candidates with meaningful information. A draft will be presented to the City Council for consideration and approval prior to advertising.

## ***Step 3: Advertisement and Recruitment***

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DDA will comprehensively advertise the position and make direct contact with possible candidates who are not active job seekers. Some of the places the position will be advertised include: League of Minnesota Cities, International City/County Management Association, Minnesota Association of City/County Managers, Association of Minnesota Counties, and municipal associations in Iowa, Wisconsin, North Dakota, and South Dakota. In addition, the posting will be shared with professional networks through Minnesota State University Mankato, Hamline University, and the University of Minnesota. Other local advertising will be done as per direction from the City. Regular communication with candidates will occur throughout the process.

The simple DDA online application process will be used unless the City prefers to use an existing City methodology.

## ***Step 4: Initial Screening and Review***

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DDA will complete a comprehensive analysis of every application received and determine about 10 semifinalists based on job related criteria. Each semifinalist will be assigned a video interview, and they will complete a work related personality index. Their completed video interview and personality index, along with all application information, will be presented to the City Council prior to selection of finalists to be interviewed. After the Council selects finalists, those not selected as finalists will be notified by DDA.

## City of Mayer Administrator Search Timeline April 4, 2017

ITEM	TASK	COMPLETION DATE
Decision by City Council to proceed		April 10, 2017
Information gathering	<ul style="list-style-type: none"> <li>◆ Gather all pertinent background information</li> <li>◆ Gather salary information and review job description</li> </ul>	April 25, 2017
Professional profile	<ul style="list-style-type: none"> <li>◆ Develop position profile and advertisement</li> </ul>	April 27, 2017
Approve position profile	<ul style="list-style-type: none"> <li>◆ City Council approves profile, job description, salary range, and hiring process</li> </ul>	May 8, 2017
Candidate recruitment	<ul style="list-style-type: none"> <li>◆ Post position immediately upon approval of profile</li> <li>◆ Comprehensively advertise</li> <li>◆ Email and phone calls to prospective candidates</li> </ul>	May 9- June 6, 2017
Screening of applicants	DDA will review and rank applicants based on job related criteria and select semifinalists	June 7, 2017
Video Interview	Each semifinalist will participate in a video interview	June 19, 2017
Personality Index	DDA will administer a work-related personality index to all semifinalists.	June 19, 2017
Selection of finalists	<ul style="list-style-type: none"> <li>◆ City Council reviews semifinalists and selects finalists for interviews</li> <li>◆ DDA will notify candidates not selected as finalists</li> </ul>	June 26, 2017
Background check of all finalists selected for interviews	<ul style="list-style-type: none"> <li>◆ Includes:               <ul style="list-style-type: none"> <li>◆ Criminal background: county, state, national</li> <li>◆ Sex offender registry</li> <li>◆ Social Security number verification</li> <li>◆ Employment and education verification</li> <li>◆ Credit Check</li> </ul> </li> </ul>	July 10, 2017
Reference check on all finalists	DDA will conduct reference checks with current and former employers on all finalists	July 10, 2017
Intellectual profile	DDA will administer an intellectual profile measuring verbal reasoning, mathematical and logical reasoning, and overall mental aptitude	July 10, 2017
Finalist Packet	DDA will provide the Council information including: <ul style="list-style-type: none"> <li>◆ Summary of references</li> <li>◆ Results of background checks</li> <li>◆ Personality index reports</li> <li>◆ Resumes, etc.</li> </ul>	July 11, 2017
Interviews	DDA will prepare all interview materials and be present at all interviews and other functions. It is recommended that interviews be at a special meeting	July 19 & 20, 2017
Decision	City Council will select candidate for offer	July 20, 2017
Offer and agreement	DDA will negotiate agreement with selected person	July 21, 2017
Projected start date	New Administrator/Clerk begins	August 21, 2017
Follow up	DDA will follow up periodically with the new Administrator/Clerk	August 2018

### ***Step 5: Selection***

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After the City Council selects finalists, DDA will complete comprehensive background screenings including criminal history, civil court history, verification of employment, verification of education, driver's license review, credit check, and other items. Along with background checking all finalists, Gary will personally check employment references on each person.

In addition, DDA will administer an intellectual profile measuring verbal reasoning, mathematical and logical reasoning, and overall mental aptitude.

Prior to the final interview process, the City Council will receive a report including resumes, background check results, reference information, a work personality report and intellectual profile on each person.

Early in the search process, Gary will discuss interview possibilities including department head participation options and possibilities for community involvement through a meet and greet event or other function.

Prior to interviews, Gary will prepare questions and then facilitate all interviews and other activities the City Council determines appropriate. Our goal is to make the process smooth and painless so the City Council can focus all its energy on finding the right person for the job.

### ***Step 6: Offer***

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After interviews are complete, we will assist the City Council with deliberations and facilitate the offer to the selected candidate. We will negotiate the terms with the candidate based on the parameters established by the City Council.

### ***Step 7: Follow Up***

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DDA will make periodic contact with the new Administrator/Clerk for at least the first year of employment.

# LIST OF SEARCH CLIENTS FROM THE PAST TWO YEARS

Entity	Type of Search	Entity	Type of Search
City of St. James, MN	Administrator	Three Rivers Community Action	Executive Director
City of Isanti, MN	Finance Director	City of Motley, MN	Clerk/Treasurer
Willmar Municipal Utilities	General Manager	City of Lake City, MN	Finance Director/Treasurer
Dodge County, MN	Administrator	City of Olivia, MN	Finance Director
Rice County, MN	Administrator	City of Marshall, MN	Administrator
City of Pope County, MN	Coordinator	City of Fergus Falls, MN	Administrator
City of Northfield, MN	Administrator	City of Winona, MN	Manager
City of Lake City, MN	Administrator	City of Willmar, MN	Administrator
City of Montrose, MN	Clerk/Treasurer	Jackson County, MN	Coordinator
City of Pequot Lakes, MN	Administrator	Winona County, MN	Administrator
City of Little Falls, MN	Administrator	City of Winsted, MN	Administrator
Steele County, MN	Administrator	City of Willmar, MN	Administrator

In addition to the specific references listed on the following page, the City of Mayer is encouraged to speak with any of the entities listed above.

DDA is currently conducting searches for the Cities of Baxter and Isanti, as well as Pope and Goodhue Counties. Baxter and Goodhue County will be complete by the end of March.

## FEES

The fee for the search process is \$16,000. This all-inclusive fee covers professional services and all expenses including travel, advertising, personality index, intellectual profile background checks on all finalists, etc.

# ASSURANCE

If the newly hired Administrator/Clerk leaves the organization within the first 24 months of employment, DDA will complete another search without professional service fees. Only actual expenses will be billed to the City.

# REFERENCES

## **Greg Zylka**

Mayor, City of Little Falls

*Administrator Search*

Phone Number: 320-360-3584

Email: [gzylka@charter.net](mailto:gzylka@charter.net)

## **Michelle Mahowald**

HR Manager, City of Northfield

*Administrator Search*

Phone Number: 507-645-3012

Email: [michelle.mahowald@ci.northfield.mn.us](mailto:michelle.mahowald@ci.northfield.mn.us)

## **Mike Hartwell**

HR Director, City of Fergus Falls

*Administrator Search*

Phone Number: 218-332-5440

Email: [mike.hartwell@ci.fergus-falls.mn.us](mailto:mike.hartwell@ci.fergus-falls.mn.us)

## **Scott Rachels**

Council Member, Fergus Falls

*Administrator Search*

Phone Number: 218-770-9290

Email: [scott.rachels@ci.fergus-falls.mn.us](mailto:scott.rachels@ci.fergus-falls.mn.us)

## **Steve Stotko**

Mayor, City of Winsted

*Administrator Search*

Phone Number: 320-485-2366

Email: [stotko@winsted.mn.us](mailto:stotko@winsted.mn.us)

## **Gordy Erickson**

Mayor, City of Cokato

*Administrator & City Clerk Search*

Phone Number: 612-597-2030

Email: [doreneerickson10@charter.net](mailto:doreneerickson10@charter.net)

## **Erica Zweifel**

Council Member, City of Northfield

*Administrator Search*

Phone Number: 507-663-7131

Email: [ericazweifel@gmail.com](mailto:ericazweifel@gmail.com)

## **Mark Sievert**

City Administrator, City of Lake City

*Administrator Search, Finance Director Search*

Phone Number: 651-345-6813

Email: [msievert@ci.lake-city.us](mailto:msievert@ci.lake-city.us)

*"Gary Weiers has done a fantastic job for us. He communicated with us throughout the process and kept it moving forward. Gary fit in with our culture immediately and helped make this very important process fun."*

*-Steve Stotko, Mayor of Winsted, Minnesota*

**REQUEST FOR CITY COUNCIL ACTION**

**Meeting Date:** April 10, 2017  
**Item Name:** Additional Fill West Ridge Park  
**Originating Department:** Administration  
**Presented by:** Luayn Ruch-Hammond

**Previous Council Action (if any):**

**Item Type (X only one):** Consent  Regular Session  Discussion Session

**RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED (Include motion in proper format.)**

A motion approving Schneider Excavating and Grading LLC to complete the additional fill for the picnic shelter in West Ridge Park.

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

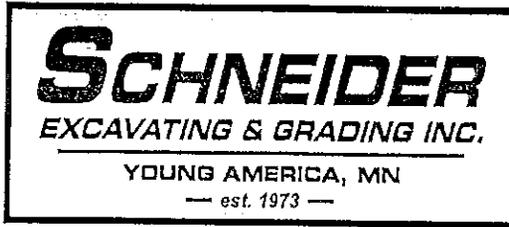
The picnic shelter site in West Ridge Park requires additional fill. Staff has acquired the attached quote for \$7,311.00. The funds would be paid from the Park Fund capital outlay line item of which the amount remaining is \$59,820.00. Staff is requesting authorization to hire Schneider Excavating and Grading at a cost of \$7,311.00.

**FINANCIAL IMPLICATIONS: (Positive and Negative)**

<p><b>Funding Sources &amp; Uses:</b></p> <p><b>Budget Information:</b></p> <p><input type="checkbox"/> Budgeted</p> <p><input type="checkbox"/> Non Budgeted</p> <p><input type="checkbox"/> Amendment Required</p>	<p><b>ADVISORY BOARD RECOMMENDATIONS:</b></p> <p><input type="checkbox"/> Other</p>
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**Approved:** \_\_\_\_\_ **Denied:** \_\_\_\_\_ **Tabled:** \_\_\_\_\_ **Other:** \_\_\_\_\_

**Resolution No.** \_\_\_\_\_ **Ordinance No.** \_\_\_\_\_



Estimate #  
1138  
Date  
03/30/2017

Address  
City of Mayer  
Mayer, Mn

Date	Product/Service	Description/Mach. ID	Machine Hrs.	Rate	Amount
03/30/2017	Park Shelter	Import 244 ton of con-bit for base of park shelter approx. 1.5" depth			
03/30/2017	Park Shelter	Strip sod and place fill and compact conbit			
03/30/2017	Park Shelter	Import 4 loads of topsoil for finish grade	1	7,311.00	7,311.00
				Total	\$7,311.00

Accepted By \_\_\_\_\_ Accepted Date \_\_\_\_\_

Please remit to: PO Box 814. Young America. MN 55397

**REQUEST FOR CITY COUNCIL ACTION**

**Meeting Date:** April 10, 2017  
**Item Name:** Painting at Community Center  
**Originating Department:** Administration  
**Presented by:** Luayn Ruch-Hammond

**Previous Council Action (if any):**  
**Item Type (X only one):**  Consent  Regular Session  Discussion Session

**RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED (Include motion in proper format.)**  
 A motion authorizing B & L Utility Maintenance, LLC to paint the Community Center per quote.

**EXPLANATION OF AGENDA ITEM (Include a description of background, benefits, and recommendations.)**  
 City Staff had solicited a quote for painting of the Community Center. The quote includes painting inside door jams and metal doors, outside flashing along the roof.  
 The total cost for completion of the painting is \$4,400. The City did budget \$15,000 in the Community Center capital outlay line item. So far this year nothing has been expended from the Community Center capital outlay line item.  
 Staff is requesting approval of the painting of the doors, jams and flashing of the community center.

<p><b>FINANCIAL IMPLICATIONS/RECOMMENDATIONS:</b>                  Funding Sources &amp; Uses:                  Budget Information:  <input type="checkbox"/> Budgeted  <input type="checkbox"/> Non Budgeted  <input type="checkbox"/> Amendment Required</p>	<p><b>ADVISORY BOARD RECOMMENDATIONS:</b>                      Other <input type="checkbox"/></p>
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<b>Approved</b> _____	<b>Denied</b> _____	<b>Tabled</b> _____	<b>Other</b> _____
<b>Resolution No.</b> _____		<b>Ordinance No.</b> _____	

B & L Utility Maintenance, LLC

PO Box 663

Maple Lake, MN 55358

Estimate

Name / Address

City of Mayer  
 Greg Kløver  
 413 Bluejay Avenue  
 PO BOX 102  
 Mayer, MN 55360-0120

Date	Estimate #
2/3/2017	1391

Project  
 Misc jobs 2017

Project
Misc jobs 2017

Description	Total	Qty	Rate	Total
Water treatment work to include the following: Powerwash, prep and recoat 3 blower exhaust spouts with bonding primer and Sherwin Williams Resilience coating Powerwash, prep and recoat Green aeration basin piping with one coat Sherwin Williams Macropoxy 646 **OPTION: Add top coat Sherwin Williams Hi-Solids Polyurethane to above line item - ADD \$ 1000 to base price Sandblast and recoat grit pumphoom walls with 2 coats Sherwin Williams Macropoxy 646 Sandblast raw sewage line and piping attached to grit pump to receive SSPC-SP 10 and recoat with Sherwin Williams Macropoxy 646	5,380.00	1	5,380.00	5,380.00
Public works garage (323 Shimcore) - work to include the following Prep and recoat 3 overhead doors and 2 service doors		1	1,560.00	1,560.00
Community center and city hall - work to include the following: Prep and recoat 8 exterior doors, 15 interior door frames, and 270' drip edge		1	4,400.00	4,400.00

Labeling available at additional cost  
 Light fixtures not included in base price  
 Service includes application of high quality industrial coatings

Signature

Phone #  
 320-282-1410

Fax #  
 320-262-7005

Web Site  
[www.bandlmaintenance.com](http://www.bandlmaintenance.com)

<b>Total</b>	\$11,340.00
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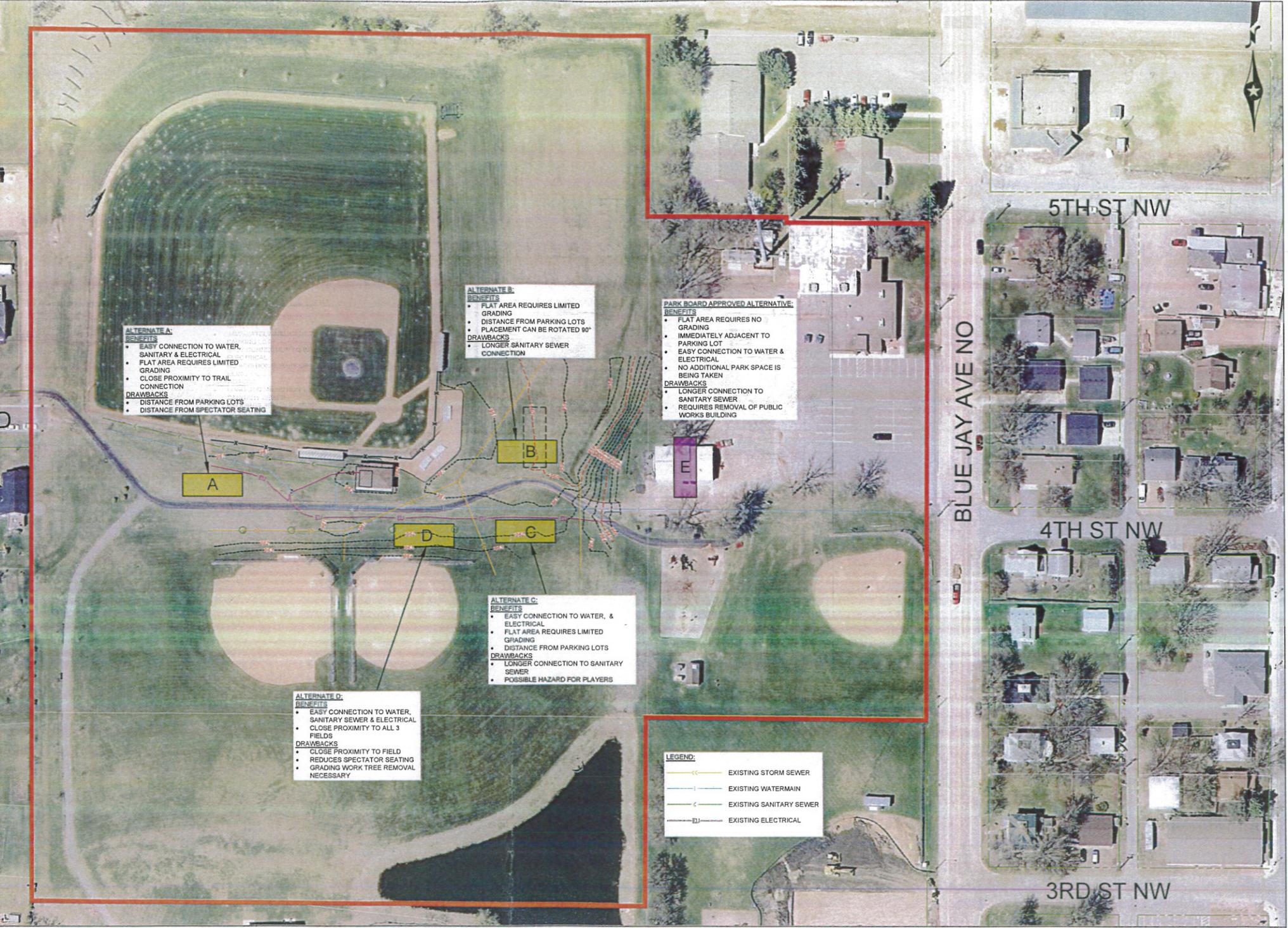
General Fund EXP 2017

Current Period: March 2017

Account Descr	2016 Amt	2017 Adopted	2017 YTD Amt	2018 Budget
FUND 100 GENERAL FUND				
Dept 41940 Community Center				
E 100-41940-100 Wages and Salaries	-\$541.00	\$0.00	\$0.00	\$0.00
E 100-41940-120 Employer Contrib Ret	\$0.00	\$0.00	\$0.00	\$0.00
E 100-41940-180 Employee Withholdings	\$0.00	\$0.00	\$0.00	\$0.00
E 100-41940-300 Professional Svcs	\$4,600.00	\$8,580.00	\$1,125.00	\$0.00
E 100-41940-321 Telephone	\$0.00	\$0.00	\$0.00	\$0.00
E 100-41940-381 Electric Utilities	\$8,284.66	\$7,800.00	\$1,595.72	\$0.00
E 100-41940-383 Gas Utilities	\$4,481.58	\$7,000.00	\$1,801.36	\$0.00
E 100-41940-400 Repairs & Maint Cont	\$10,899.08	\$6,000.00	\$1,093.07	\$0.00
E 100-41940-438 Comm Ctr Pop	\$0.00	\$0.00	\$0.00	\$0.00
E 100-41940-500 Capital Outlay (GENERAL)	\$3,703.57	\$15,000.00	\$0.00	\$0.00
E 100-41940-720 Transfer Out	\$8,893.00	\$0.00	\$13,672.00	\$0.00
E 100-41940-810 Refunds/Reimbursements	\$0.00	\$0.00	\$0.00	\$0.00
Dept 41940 Community Center	\$40,320.89	\$44,380.00	\$19,287.15	\$0.00
FUND 100 GENERAL FUND	\$40,320.89	\$44,380.00	\$19,287.15	\$0.00

**REQUEST FOR CITY COUNCIL ACTION**

<b>Meeting Date:</b>		April 10, 2017					
<b>Item Name:</b>		Approval of site plan for Restrooms Old Schoolhouse Park					
<b>Originating Department:</b>		Administration					
<b>Presented by:</b>		Luayn Ruch-Hammond					
<b>Previous Council Action (if any):</b>							
<b>Item Type (X only one):</b>		Consent		Regular Session	<input checked="" type="checkbox"/>	Discussion Session	
<b>RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED (Include motion in proper format.)</b>							
A motion approving site plan E with the Park Board recommendation of changing the direction of the building.							
<b>EXPLANATION OF AGENDA ITEM (Include a description of background, benefits, and recommendations.)</b>							
<p>The City Engineer, Dave Martini presented a site plan proposal for the picnic shelter/ restrooms for Old Schoolhouse Park to the park board. The plan had 5 options for placement of the facility. Pro's and con's were discussed on each of the locations. Park board thought that locations A, B, D, and C were too close to the ball fields they thought the location that made the most sense was location E.</p> <p>Park Board is recommending to the City Council the location E option but turning the building 90 degrees. Staff has obtained quotes for the sanitary sewer hookup to the concession stand. Schneider Excavating in the amount of \$16,200.</p> <p>If Council approves the site for the Old Schoolhouse Park shelter and restrooms the site plan will need to be approved by the Planning Commission at its May 2, 2017 meeting.</p> <p>Staff is requesting approval of site E and turning the building 90 degrees.</p>							
<b>FINANCIAL IMPLICATIONS:</b>				<b>ADVISORY BOARD RECOMMENDATIONS:</b>			
Funding Sources & Uses:				Other			
Budget Information:							
<input type="checkbox"/> Budgeted <input type="checkbox"/> Non Budgeted <input type="checkbox"/> Amendment Required							
<b>Approved</b>		<b>Denied</b>		<b>Tabled</b>		<b>Other</b>	
Resolution No. _____		_____		Ordinance No. _____		_____	



**ALTERNATE A:**  
**BENEFITS**  
 • EASY CONNECTION TO WATER, SANITARY & ELECTRICAL  
 • FLAT AREA REQUIRES LIMITED GRADING  
 • CLOSE PROXIMITY TO TRAIL CONNECTION  
**DRAWBACKS**  
 • DISTANCE FROM PARKING LOTS  
 • DISTANCE FROM SPECTATOR SEATING

**ALTERNATE B:**  
**BENEFITS**  
 • FLAT AREA REQUIRES LIMITED GRADING  
 • DISTANCE FROM PARKING LOTS  
 • PLACEMENT CAN BE ROTATED 90°  
**DRAWBACKS**  
 • LONGER SANITARY SEWER CONNECTION

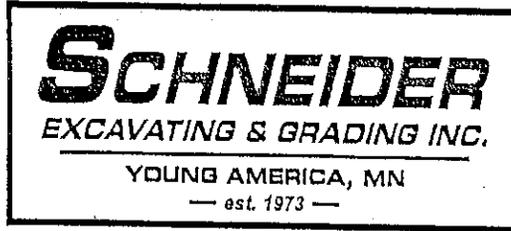
**PARK BOARD APPROVED ALTERNATE:**  
**BENEFITS**  
 • FLAT AREA REQUIRES NO GRADING  
 • IMMEDIATELY ADJACENT TO PARKING LOT  
 • EASY CONNECTION TO WATER & ELECTRICAL  
 • NO ADDITIONAL PARK SPACE IS BEING TAKEN  
**DRAWBACKS**  
 • LONGER CONNECTION TO SANITARY SEWER  
 • REQUIRES REMOVAL OF PUBLIC WORKS BUILDING

**ALTERNATE C:**  
**BENEFITS**  
 • EASY CONNECTION TO WATER, & ELECTRICAL  
 • FLAT AREA REQUIRES LIMITED GRADING  
 • DISTANCE FROM PARKING LOTS  
**DRAWBACKS**  
 • LONGER CONNECTION TO SANITARY SEWER  
 • POSSIBLE HAZARD FOR PLAYERS

**ALTERNATE D:**  
**BENEFITS**  
 • EASY CONNECTION TO WATER, SANITARY SEWER & ELECTRICAL  
 • CLOSE PROXIMITY TO ALL 3 FIELDS  
**DRAWBACKS**  
 • CLOSE PROXIMITY TO FIELD  
 • REDUCES SPECTATOR SEATING  
 • GRADING WORK TREE REMOVAL NECESSARY

**LEGEND:**  
 ——— EXISTING STORM SEWER  
 ——— EXISTING WATERMAIN  
 ——— EXISTING SANITARY SEWER  
 ——— EXISTING ELECTRICAL





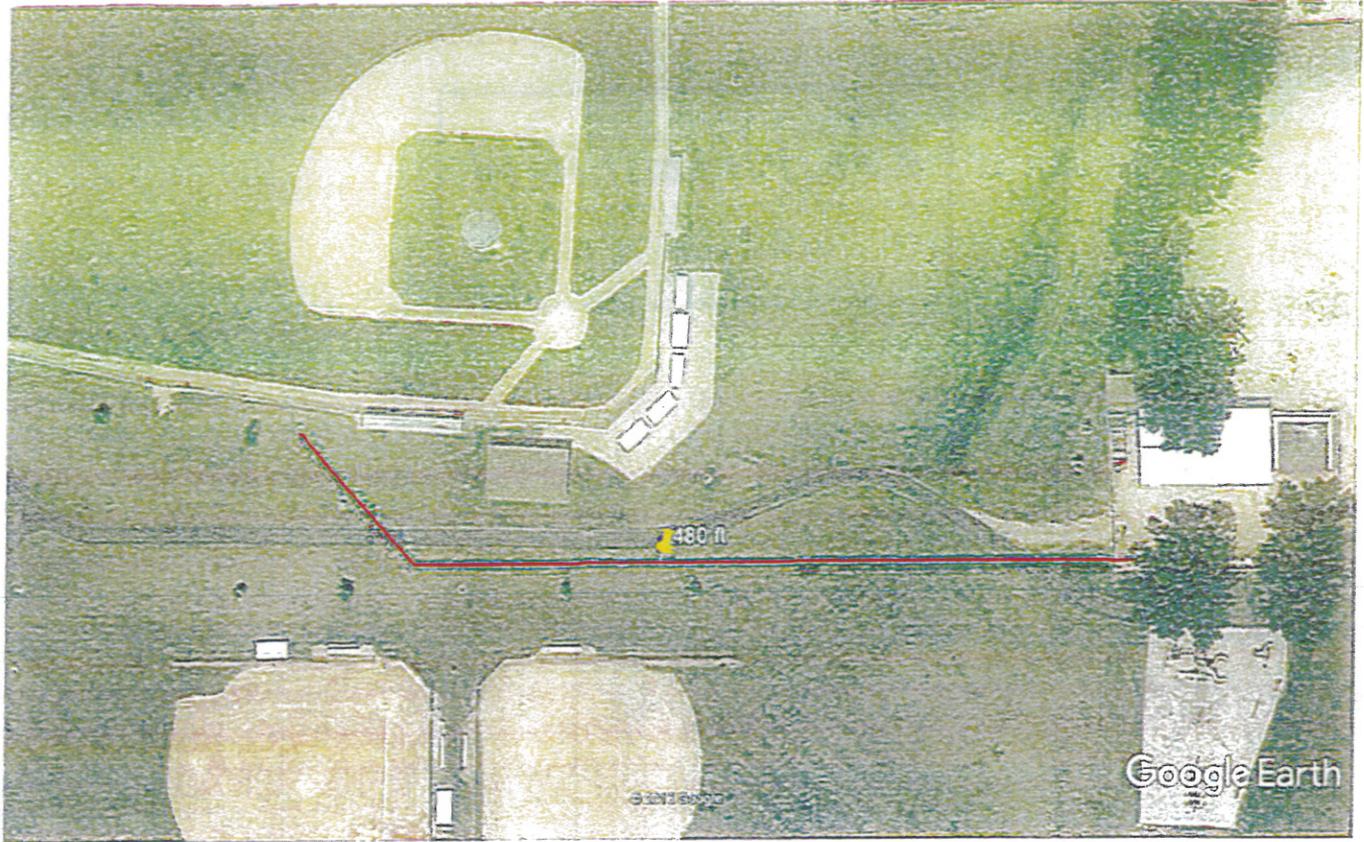
Estimate  
Date 03/30/2017  
Estimate # 1137

Address  
City of Mayer  
Mayer, Mn

Date	Product/Service	Description/Mach. ID	Machine Hrs.	Rate	Amount
03/30/2017	Sewer Line	Install 480' of 6" sewer line from sanitary manhole to new building	1	10,000.00	10,000.00
03/30/2017	Sewer Line	Install 4" water service off of existing water main	1	6,200.00	6,200.00
				Total	\$16,200.00

Accepted By \_\_\_\_\_ Accepted Date \_\_\_\_\_

Please remit to: PO Box 814, Young America, MN 55397



Google Earth

feet  
meters



REQUEST FOR CITY COUNCIL ACTION

Meeting Date: April 10, 2017  
 Item Name: Authorization to Move Public Works Building  
 Originating Department: Administration  
 Presented by: Luayn Ruch-Hammond

Previous Council Action (if any):  
 Item Type (X only one):  Consent  Regular Session  Discussion Session

**RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED** (Include motion in proper format.)  
 A motion authorizing Marcus Building movers to move the old public works building to 323 Shimmcor.

**EXPLANATION OF AGENDA ITEM** (Include a description of background, benefits, and recommendations.)  
 Staff is requesting to move the old public works building to the 323 Shimmcor address. Staff has obtained quotes on moving of the building. Also, this will need to go to planning commission for review. If you still want to move the building. Cost to move the building was \$13,400.79 which includes the utility costs. The concrete cost for a new floor is \$9,300.00 making the total project cost to be \$22,700.79. The funds could be expended from the 435 fund Staff is requesting approval of the project.

<b>FINANCIAL IMPLICATIONS:</b>		<b>ADVISORY BOARD RECOMMENDATIONS:</b>	
Funding Sources & Uses:		Other	
Budget Information:			
<input type="checkbox"/> Budgeted	<input type="checkbox"/> Non Budgeted		
<input type="checkbox"/> Amendment Required			
Approved _____	Denied _____	Tabled _____	Other _____
Resolution No. _____		Ordinance No. _____	



320-295-1430

Dan Marcus  
320-241-3375

Kevin Marcus  
320-905-0266



marcusbuildingmovers.com

# ESTIMATE SHEET

Date: 1-18-17

Fax: 320-978-9107

Bid for Moving a 30x60 pole Building for the City of Mayer and setting it up at new site by augering holes and putting cement in holes	9,450.00
Estimate of Excell to move power lines	1,295.84
Estimate for frontier to move lines	2,104.95
Estimate for New telecom for lines	550.00
<i>total for Move</i>	<i>13,400.79</i>
Bid by Markin Marcus MARLIN.MARCUS@yahoo.com Cell# 320-905-5799	
<i>police escort Extra</i>	

NOTES:

From: Niskanen, Bruce Bruce.Niskanen@xcelenergy.com  
Subject: RE: Mayer building move  
Date: Jan 16, 2017, 11:03:25 AM  
To: marlin.marcus@yahoo.com

---

Marlin,

I met with our construction manager and we drove the route of the building move.

Per my conversation with him, the estimated Xcel charges to accommodate the building move will be \$1295.84, described below. When the building move is scheduled to happen, Xcel will collect a deposit in the amount of the estimate. If the cost is greater than the estimate, additional charges will be invoiced to the customer, if the cost is less than the deposit, Xcel will refund the difference.

- Building move will be conducted during normal business hours.
- The Line crew will be able to arrive early and disconnect the necessary spans crossing 5<sup>th</sup> Street, then re-install after the building has passed.
- The line crew will travel with building to move street lights and perform other necessary work.

If you have any questions, please let me know.

Thank you,

**Bruce Niskanen**  
**Xcel Energy | Responsible By Nature**  
Electrical Designer  
5505 Manitou Road Excelsior, MN 55331  
O: 952.470.3364 C: 612.655.8001  
E: [bruce.niskanen@xcelenergy.com](mailto:bruce.niskanen@xcelenergy.com)

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**XCELENERGY.COM**

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**From:** Niskanen, Bruce  
**Sent:** Wednesday, January 11, 2017 11:18 AM  
**To:** 'marlin.marcus@yahoo.com'  
**Subject:** Mayer building move

Marlin,

I am working with the construction manager on estimating a cost. We will be driving the route on Friday to determine what it will take to provide the estimate.

This was my mistake, I wasn't aware that this is necessary. I apologize for the delay, but I will get the price to you as soon as I can after we review the route, but it will probably be the beginning of next week.

From: Storo, Steven [Steven.Storo@ftr.com](mailto:Steven.Storo@ftr.com)  
Subject: Mayer, MN  
Date: Jan 3, 2017, 11:44:32 AM  
To: [marlin.marcus@yahoo.com](mailto:marlin.marcus@yahoo.com), Shannon, Mark  
[Mark.Shannon@FTR.com](mailto:Mark.Shannon@FTR.com)

---

Hello Marlin,

Frontier has created an estimate on moving our facilities for your planned move.

• \$2104.95

Please call with any questions.

Thanks,

*Steven Storo*  
Sr. Network Engineer – Transmission

~~~~~  
2378 Wilshire Blvd.  
Mound, MN 55364  
Phone (952) 491-5557  
Cell (952) 797-2380  
Fax (952) 472-1429

**Frontier**  
COMMUNICATIONS

**From:** Marlin Marcus [<mailto:marlin.marcus@yahoo.com>]  
**Sent:** Wednesday, December 28, 2016 1:33 PM  
**To:** Storo, Steven <[Steven.Storo@ftr.com](mailto:Steven.Storo@ftr.com)>  
**Subject:** Fwd: estimate on moving wires for building in mayer mn

Sent from my iPhone

Begin forwarded message:

**From:** Marlin Marcus <[marlin.marcus@yahoo.com](mailto:marlin.marcus@yahoo.com)>  
**Date:** December 19, 2016 at 6:41:33 PM CST  
**To:** "[steven.storo@ftr.com](mailto:steven.storo@ftr.com)" <[steven.storo@ftr.com](mailto:steven.storo@ftr.com)>, Marlin Marcus  
<[marlin.marcus@yahoo.com](mailto:marlin.marcus@yahoo.com)>

New Telecom

Verbal bid from Terry Hanson

320-583-6681

\$550.00

**REQUEST FOR CITY COUNCIL ACTION**

**Meeting Date:** April 10, 2017  
**Item Name:** Request to place information in Newsletter  
**Originating Department:** Administration  
**Presented by:** Luayn Ruch-Hammond

**Previous Council Action (if any):**

**Item Type (X only one):**    Consent        Regular Session        Discussion Session   

**RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED** (Include motion in proper format.)

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

Staff has received the attached request for placement in the newsletter. Mayor requested Council discuss.

|                                                                                                                                                                                                       |                                                            |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------|
| <p><b>Funding Sources &amp; Uses:</b></p> <p><b>Budget Information:</b></p> <p>                    Budgeted</p> <p>                    Non Budgeted</p> <p>                    Amendment Required</p> | <p><b>ADVISORY BOARD RECOMMENDATIONS:</b></p> <p>Other</p> |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------|

**Approved:** \_\_\_\_\_ **Denied:** \_\_\_\_\_ **Tabled** \_\_\_\_\_ **Other** \_\_\_\_\_

**Resolution No.** \_\_\_\_\_ **Ordinance No.** \_\_\_\_\_



## **Attention Mayer Area Residents!**

Male and female, 18 years and older

### **Do you feel as though the Mayer area could benefit from a Lions Club?**

Would you like to help serve the Mayer area community and world community?

Would you like to be involved with a specific service or cause such as cleaning up parks, building benches, working with youth, or possibly going on national or international mission trips? What about a fundraiser such as a pancake breakfast or brunch to raise funds for community projects?

Members from Lions Club International District 5M-2 will be hosting an informational meeting for citizens who are interested in starting up a **Mayer Area Lions Club**.

**Mayer City Hall (413 Bluejay Avenue Mayer, MN)**

**Thursday May 11th**

Presentation from **6:30-7:00** p.m. followed by a questions and answer session.

In order to start the Mayer Area Lions Club, we need at least 20 citizens who are community-minded, have a large capacity to serve, and ability to pay membership dues.

Questions? Please contact Alisa Johnson at [mayerneedsalionsclub@yahoo.com](mailto:mayerneedsalionsclub@yahoo.com) or by phone at 763-607-4846.



## Coldwater Crossing 7th Addition Final Plat and PRD Final Development Plan

### APPLICATION DATA

**Meeting Date:** April 10, 2017

**Applicant/Owners:** Coldwater X, LLC - Attn: Jude Lague

**Address/Location:** Located north and west of the existing Coldwater Crossing Development

**Parcel Id Number & Legal Description:**

| PID #       | Legal Description                          |
|-------------|--------------------------------------------|
| 50.13003.50 | Outlot B, Coldwater Crossing 6th Addition. |

### ACTION REQUESTED

To approve, deny or to table the Planned Residential Development (PRD) Final Development Plan for Coldwater Crossing 7th Addition and to approve, deny or table the final plat of Coldwater Crossing 7th Addition.

### BACKGROUND DATA

#### Future Land Use

**Classification:** The property is designated Low Density Residential on the future land use map and the proposed use is allowed under this designation.

#### Zoning

**Classification:** The property was zoned R-1 Low Density Residential District but a PRD preliminary plan was recently approved to allow for minimum lot widths of 75 feet.

#### Background:

This property was originally preliminary platted approximately fifteen years ago. Since that time the preliminary plat has expired and no extension was asked for. The original developer lost the property to the bank who then sold the property to the current owner. The new owner submitted a new preliminary plat for twenty-eight single family lots based on the same plan as was previously approved. A large portion of this site was rough graded and ready for streets and utilities. That preliminary plat and the PRD preliminary development plan was approved on February 13, 2017 by the City Council and now the developer is requesting the final plat approval along with the PRD final development plan.

At the time of the original preliminary plat the minimum lot size standards of the R-1 District were less than what is required at this time. The applicant has proposed that this phase of the development matches the zoning from the original approval, therefore the need to rezone to PRD was required as part of the preliminary plat approval. This is the same process as Hidden Creek went through in the last year. This is required because the proposed lots in the preliminary plat do not all meet the minimum width standards of the R-1 district. Staff does support the request to allow for narrower lots and the rezoning to PRD, since the land is rough graded already to match the original preliminary plat approval and the remainder of the neighborhood was developed with the same lot sizes and widths as well.

The plat itself consists of 28 lots and three outlots on a total of 2,774,910 square feet or 63.70 acres. Outlot A which totals 52.95 acres will be set aside for future development while outlot B and C will be used for stormwater ponding purposes. Outlots B and C will be required to be deeded to the City as part of the final plat approval. The area within the 7th Addition is only part of the overall Coldwater Crossing property that is owned by the applicant and it is expected the applicant will propose additional plats and PRD's in the

future. It has been discussed at the staff level that any future plats should be submitted with an overall concept plan showing how the remainder of the property can be developed so that if a PRD is approved and can be approved for a much larger area than just phase by phase. There are some items in the overall property that have to be discussed such as access to neighboring properties and streets, trail/sidewalk locations and open space ownership. These items do not affect the current plat at this time however.

Street access will come from Twin Ponds Path which is connected to Rocky Meadow Lane in the south part of the phase. Twin Ponds Path will connect in the north to a new street called Cold Lake Trail which connects to the existing Coldwater Xing which provides access to County Road 30. The right of way is proposed to be fifty feet wide which matches the stubbed streets in the Coldwater Crossing 6th Addition. A future street extension sign shall be placed at the end of Cold Lake Trail so that residents are aware of the possibility that this street could be extended at some time in the future.

Of the twenty-eight lots proposed, nine are proposed as full basement walkouts and nineteen are proposed as split entry walkouts. Due to water table or pond elevations these split entry walkout lots are not able to accommodate full basements. It should also be noted that the lots in blocks 1 & 2 do not include any ponding in the rear yards of the lots. The ponds are proposed to be located in Outlots B & C so the lots will have a useable rear yard.

At the April 4, 2017 Planning Commission meeting, the Planning Commission voted 5-0 to approve the Planned Residential Development (PRD) Final Development Plan and voted 5-0 to approve the final plat of Coldwater Crossing 7th Addition.

**Rezoning:** The property was zoned R-1 Low Density Residential and the lot standards and requirements are as follows.

|                     |                    |
|---------------------|--------------------|
| Minimum lot size:   | 10,000 square feet |
| Minimum lot width:  | 85 feet            |
| Maximum density:    | 3 units per acre   |
| Front yard setback: | 30 feet            |
| Side yard setback:  | 10 feet            |
| Rear yard setback:  | 30 feet            |
| Maximum height:     | 30 feet            |
| Lot coverage:       | 35%                |

The applicant has proposed the minimum lot sizes to be a minimum 10,000 square feet (the smallest proposed lot is 10,073 square feet which meets the R-1 standards) and the minimum lot width to be 75 feet wide at the building setback line. The only proposed lot requirements or standards that do not comply with the R-1 district are the minimum lot widths. The applicant is also requesting fifty foot wide right of way which also does not meet the standard sixty feet but does match what was previously approved and the existing right of way stubbed into the 7th addition from the 6th addition. For this reason the applicant is proposing to rezone the property to PRD.

The requirements for the PRD district are listed below.

- (A) *Intent. To allow for the development of residential areas under a flexible regulatory process as compared to the more rigid development regulations common to traditional zoning districts. The Planned Residential Development (PRD) District provides for a joint planning design effort by developers and city officials rather than the City establishing maximum limits to which the developers must conform. Benefits resulting from the PRD District include an opportunity to protect and preserve valuable natural resources and amenities and to create new public amenities, such as parks, trails, open spaces, and housing variety; in so doing, contributing more than a conventional development does to a higher quality living environment.*
- (B) *Planned Residential Development. The Council, after receiving the recommendation of the Planning Commission, may authorize departures from traditional dimension standards requirements of this chapter*

for a PRD, consistent with the intent and uses permitted in the R-1 and R-2 Districts, if the Planning Commission and the Council determine, after reviewing a complete plan, that the development is consistent with the general purposes of this chapter and that the project complies with the special requirements in this section and general development goals of the city.

- (1) *Ownership.* The tract of land included in the PRD is under unified control at the time of application and is scheduled to be developed as one development.
- (2) *Minimum size.* The area included in the project consists of not less than five acres of contiguous land.
- (3) *Lot size and density.* The lot area and density allowed for uses permitted in the R-1 or R-2 Districts may be varied from the traditional standards. The maximum variation from any dimensional standard shall not exceed 25% provided the City Council finds as follows:
  - (a) *The extent of any waiver or variation from traditional dimensional standards is commensurate with the extent of unique features and public benefit proposed in the PRD, as determined by the City Council.*
  - (b) *The provisions in § 152.064(F) (Shoreland lot size rules requiring 75 feet) are met.*
  - (c) *The PRD meets or exceeds other requirements of this chapter and the goals and policies of the Mayer Comprehensive Plan.*
- (4) *Dimensional variations.* A PRD may be allowed to depart from conventional dimensional standards and requirements for uses permitted in traditional R-1 or R-2 Districts at the discretion of the City Council. Notwithstanding other provisions relating to PRDs, every structure abutting the perimeter of the PRD shall conform to yard requirements for the R-1 and R-2 Districts. The distance between buildings in the PRD District shall not be less than 20 feet.
- (5) *Open space.* In addition to the conventional park dedication requirements, a minimum of 8% of the residential portion of each PRD shall be reserved for common open space held in common ownership or dedicated for public use with approval of the Council.

(C) *Procedure.*

- (1) *Preliminary development plan.* An application for approval of a preliminary development plan for a proposed PRD shall be filed with the City Clerk, along with a customary preliminary plat, by an owner or lessee of the property. The application shall be accompanied by a filing fee and escrow for estimated expenses. The application and accompanying statements shall be submitted in three copies and shall include, in addition to such information as the Planning Commission may require, a vicinity map showing in such manner as the Planning Commission may require the relationship of the proposed PRD to the Comprehensive Plan of the City, to existing public facilities and services, and to the surrounding areas, unique features of the PRD which qualify it for special consideration, a preliminary plan of the PRD area showing proposed uses, densities, proposed street and off-street parking areas, the specifics of the development plan and the proposed schedule for development. The Planning Commission shall, after holding a public hearing in the same manner as required for amendments to this chapter, recommend approval or denial of the preliminary proposal with such changes and conditions as it may suggest and shall transmit its recommendations to the City Council.
- (2) *Action by Council.* The Council shall thereupon consider the application and shall approve or disapprove the application with such changes and conditions, if any, as it may deem appropriate.
- (3) *Final review and approval.* Within 12 months of such approval by the Council, the applicant shall file an application for review and approval of the final development plan, along with the filing of a customary final plat. A final application and its supporting documentation shall give the same information required of plats under Chapter 151 in addition to such other information as required by this chapter and by the Planning Commission for approval of the preliminary plan. In addition, the application shall be

accompanied by such other documentation as specifically required by the Planning Commission and the Council for the particular PRD.

- (4) *Action on the final application. Procedure for action by the Planning Commission and the Council on an application for review and approval of the final PRD plan shall be the same as prescribed for action on the preliminary proposal, except that a public hearing is not required. The final development plan shall conform to the preliminary development plan as approved.*

The PRD preliminary development plan was previously approved with preliminary plat and at this time the applicant is requesting the PRD final development plan approval along with the final plat.

The open space requirement will need to be calculated and since Outlot A, which is 2,306,623 square feet or 52.95 acres, is set aside for future development, that acreage will be taken out of the calculation. The remaining area of the plat is 468,287 square feet or 10.75 acres and 8% of that is 37,463 square feet or 0.86 acres, which is the required amount of open space. Both outlot B (52,324 square feet) and outlot C (9,742 square feet) are proposed to be dedicated to the city for a total of 62,066 square feet or 1.42 acres of open space, which is 13.21% and meets the open space requirement.

This plan is essentially the same plan that was originally approved over ten years ago and staff feels that by approving the PRD final development plan, it meets the intent of the zoning ordinance, At this time the proposed plat meets all of the PRD criteria listed above.

All of the lots will be required to meet the setback and lot coverage requirements as listed in the R-1 district.

**Density:** The entire site, excluding outlot A, consists of 10.75 acres or 468,270 square feet. Twenty-eight lots are proposed so a gross density of 2.6 units per acre is proposed.

**Comments Received:**

No comments have been received at the time of this memo.

**Park Dedication:** No parkland dedication will be required with this plat since all parkland dedication requirements have been previously satisfied with the prior phases of Coldwater Crossing.

**Landscaping:** Under a PRD, at a minimum, the landscaping shall follow the respective land-use guidelines. In other words, if the PRD contains uses consistent with R-1, R-2 or R-3 districts, the landscaping requirements applicable to those districts shall apply to the PRD. In the case of the R-1 district, each lot shall have two over-story trees per street frontage, located in the front yard, and when required, two additional trees in a side yard adjacent to a street. Additional landscape requirements may be requested at the discretion of the Planning Commission.

**Sidewalks:** The applicant shall be required to construct a five foot wide concrete sidewalk along the south side of Cold Lake Trail, along one side of Twin Ponds Path and along the north side of Rocky Meadow Lane east of Twin Ponds Path, for the entire length of lot 13 block 2. Although there is no sidewalk located on the existing portion of Rocky Meadow Lane in this location, the parks and trails plan within the comprehensive plan show a sidewalk along Rocky Meadow Lane and it can be expected that someday an extension of the sidewalk past the five lots along the north Side of Rock Meadow Lane will be constructed connecting the sidewalk in the 7th addition with the trail along Coldwater Xing. It can be anticipated that sidewalk will be constructed on Rocky Meadow Lane to the west when this street is extended at some time in the future. This would create a loop through the neighborhood.

**Utilities:** Utilities are stubbed to the site at both locations where the street extensions are to take place. The City Engineer will review the proposed utilities and the applicant will be required to satisfy any comments or conditions that may arise in regards to the utilities. Electric, gas,

phone and cable will also be required to be extended throughout the development. A streetlight plan will also be needed as part of the final plat approval.

**Wetlands:**

The Coldwater Crossing project does have outstanding wetland issues associated with it and prior to allowing the preliminary plat and rezoning to proceed forward for review for this phase, a TEP panel meeting was called to discuss these issues. This meeting was held on January 12, 2017 and at the meeting representatives from the City, the developer, the bank who was the previous owner, the Carver County SWCD and the Minnesota Board of Water and Soil Resources was present. The Army Corp of Engineers was the only jurisdiction not present.

At this meeting it was discussed how to resolve the outstanding issues which include placing declarations over the replacement wetlands that were created and need to be protected. This includes all or portions of four wetlands. There was also an area that was impacted that was not suppose to be and since quite a bit of time has passed, it was determined the vegetation that has been established is quality upland adjacent to a wetland and that restoration will not be needed. It was agreed upon that this upland area should also be protected under the declarations that need to be recorded.

Another item of discussion is how to proceed forward with the 7th addition if no new wetland delineation has been completed. The previous delineation is now expired and no longer valid: The applicant had met with the City last year in early fall and at that time was told that a wetland delineation was needed with any new plat since once the growing season is over delineations cannot be completed until the next spring. No delineation was completed and now any delineation would have to wait until April or May. In the case of the 7th addition no previously delineated wetlands will be impacted, however the ponds that were graded are now technically considered wetlands and a no loss exemption will be required. It is the responsibility of the applicant to submit the application for the no loss exemption on these stormwater ponds. There is also an existing gravel mining operation that was located on this site. This area also encroaches into the north end of the 7th addition, but was previously exempted under a no loss exemption so impacts to this area are allowed. The applicant is not proposing any wetland impacts with this phase.

With all this said it was determined that the 7th addition could proceed forward without a new wetland delineation, but that a new delineation would be required for any additional phases in the future. It was also requirement that a no loss exemption is applied for with the 7th addition and that the Army Corp of Engineers is also satisfied. Just so everyone knows the Army Corp of Engineers is a federal jurisdiction and a separate permitting body than what is required under the Minnesota Wetland Conservation Act (WCA). They can different approvals than what the City requires under WCA, so a separate condition for this will be required.

**Floodplain:**

There is floodplain that is indicated on the Carver County GIS map that comes from FEMA and there mapping. Although it appears that the floodplain will not affect any buildable areas of the proposed lots, floodplain will encroach into the rear yards of lots 1 through 3 block 3. This area coincides with the gravel mining operation that was exempted from the wetland requirements. It shall be required that the floodplain area is shown on the preliminary plat and that all floodplain is located in a outlot or a drainage and utility easement on the final plat. These floodplain areas will be more important as other phases are submitted for approval.

It also appears the area of floodplain on these lots is proposed to be filled. Any floodplain area that is proposed to be filled will require FEMA approval and be reviewed by the City Engineer. If these areas are to be filled it is possible that additional floodplain storage will need to be created elsewhere. The applicant has also enlarged the drainage and utility easement to cover all of these areas.

**Shoreland**

**Overlay:** The shoreland overlay area for the South Fork of the Crow River does extend into outlot A but does not appear to encumber any of the proposed lots. The shoreland area for a river extends three hundred feet on either side of the ordinary high water mark (OHW). As future phases are developed within this area the shoreland overlay requirements will need to be satisfied.

**Signage:** No monument signs are proposed with this plat, but if the applicant wanted to add a sign or use marketing signs it would have to meet the requirements of sections 152.120 through 152.133 of the zoning ordinance.

**City Engineer**

**Review:** The City Engineer will review the final plat and related documents, which includes a grading plan, utility plan, stormwater management, etc. and any comments or requirements will need to be satisfied by the applicant and be a condition of approval.

**Association:** At this time the applicant does not plan to create an association and no covenants have been submitted for review. If the applicant proposes to establish covenants, a copy should be provided to the City for review and for the file. Covenants are not enforced by the City, but instead would need to be enforced by the owners of the lots within the plat.

**Mailboxes:** The applicant will be required to place clusters of mailboxes throughout the development as required by the post office at the applicant's expense. Individual mailboxes are no longer allowed in new residential developments per the post office. A cluster mailbox plan will be required to be submitted to the City for review with the final plat.

**CONDITIONS**

PRD Final Development Plan

If approval of the PRD final development plan is granted by the City Council, the following conditions are proposed to be included with the approval. The conditions listed below may be subject to modification depending upon the outcome at the City Council meeting.

1. Plat Contingency. This PRD final development plan of Coldwater Crossing 7th Addition shall be contingent upon the approval and recording of the final plat of Coldwater Crossing 7th Addition.
2. Lot Standards. The lot dimensions, setbacks and coverage requirements for Coldwater Crossing 7th Addition will be required to meet the requirements of the R-1 Low Density Residential District, except that the minimum lot width will be seventy-five feet.
3. Right of Way Width. The right of way width within the Coldwater Crossing 7th Addition shall be fifty feet wide.

Final Plat

If approval of the final plat is granted by the City Council, the following conditions are proposed to be included with the approval. The conditions listed below may be subject to modification depending upon the outcome at the City Council meeting.

1. Engineer's Comments. The preliminary plat and related documents shall be reviewed by the City Engineer and the preliminary plat shall satisfactorily address any comments and conditions as required by the City Engineer.
2. Park Dedication. There shall be no required park dedication with this plat.
3. Sidewalks. The applicant shall be required to construct a five foot wide concrete sidewalk to City specifications along the south side of Cold Lake Trail, along one side of Twin Ponds Path and along the north side of Rocky Meadow Lane east of Twin Ponds Path, for the entire length of lot 13 block 2.

4. Carver County Water Management Organization. That the final plat and construction plans satisfy all comments and conditions of the Carver County Water Management Organization and that a permit is received prior to construction.
5. Wetland Delineation. No wetland delineation will be required with the approval of the Coldwater Crossing 7th Addition final plat as part of the Minnesota Wetland Conservation approval process, however a wetland delineation will be required for the entire undeveloped portions of the Coldwater Crossing development prior to any future phases being reviewed.
6. No Loss Exemption. Approval of a No Loss Exemption shall be required for Coldwater Crossing 7th Addition due to the fact the stormwater ponds that were previously graded are now considered wetlands and the previously exempt mining operation area encroaches into this phase.
7. Army Corp of Engineers Approval. In addition to the Minnesota Wetland Conservation Act approval process, approval of any wetland impacts, exemptions, etc. shall be required from the Army Corp of Engineers. This may include a new wetland delineation for the Coldwater Crossing 7th Addition plat.
8. Wetland Declarations. Declarations, restrictions and covenants will be required to be drafted and recorded over wetlands 2, 6, 7 and the north half of 3 throughout the Coldwater Crossing Development as part of the final plat approval. The Declaration for wetland 2 shall include the upland area that was previously impacted and drained. All costs associated with the recording and document preparation shall be the responsibility of the applicant.
9. Future Street Extension Sign. The applicant must place signs and barricades at the end of Cold Lake Trail. The sign should state "Future Street Extension".
10. Floodplain. That the floodplain boundaries are shown on the preliminary plat and that all floodplain areas are located either in a outlot or drainage and utility easement. Any floodplain proposed to be filled will require approval from FEMA.
11. Outlot Dedication. Outlots A & B shall be deeded to the City when the final plat is recorded.
12. Mailboxes. A cluster mailbox plan will be required to be submitted to the City for review with the final plat.
13. Required Landscaping. Each lot shall have two over-story trees per street frontage, located in the front yard, and an additional two trees in the side yard adjacent to a street.
14. Development Agreement. The applicant shall enter into a development agreement for the construction of public improvements, with such agreement signed prior to filing of any final plat. Such agreement shall specify cost requirements development.
15. Building Permits. The final plat shall be recorded with Carver County prior to issuance of any building permits.

#### **CITY COUNCIL ACTION REQUIRED**

After review and discussion by the members of the City Council, two motions are in order. The first motion is to approve, deny or table the final development plan and the second motion is to approve, deny or to table the final plat request. The final development plan should be acted on prior to the final plat request, since the final development plan will specify the lot standards to allow the final plat to be approved.

#### Possible action items - PRD Final Development Plan

1. Approve the final development plan subject to conditions.
2. Table the final development plan request to a date specific, and provide the applicant with direction on the issues that have been discussed.
3. Deny the final development plan request.

#### Possible action items - Final Plat

1. Approve the final plat subject to conditions.
2. Table the final plat request to a date specific, and provide the applicant with direction on the issues that have been discussed.
3. Deny the final plat request.

If you have any questions relating to the final plat and final development plan requests prior to the City Council meeting, please feel free to contact me at: [jandersonmdg@gmail.com](mailto:jandersonmdg@gmail.com) or call direct at 952-855-4596 or toll free at: 1-888-763-4462 ext. 3.

Sincerely,

MUNICIPAL DEVELOPMENT GROUP, LLC

John Anderson, Associate  
Consulting Planner, City of Mayer

#### LIST OF ATTACHMENTS

- Exhibit A - Aerial Location Map
- Exhibit B - Preliminary Plat of Coldwater Crossing 7th Addition dated 12-5-16
- Exhibit C - Site Plan of Coldwater Crossing 7th Addition
- Exhibit D - Final Plat Coldwater Crossing 7th Addition dated 3-28-17

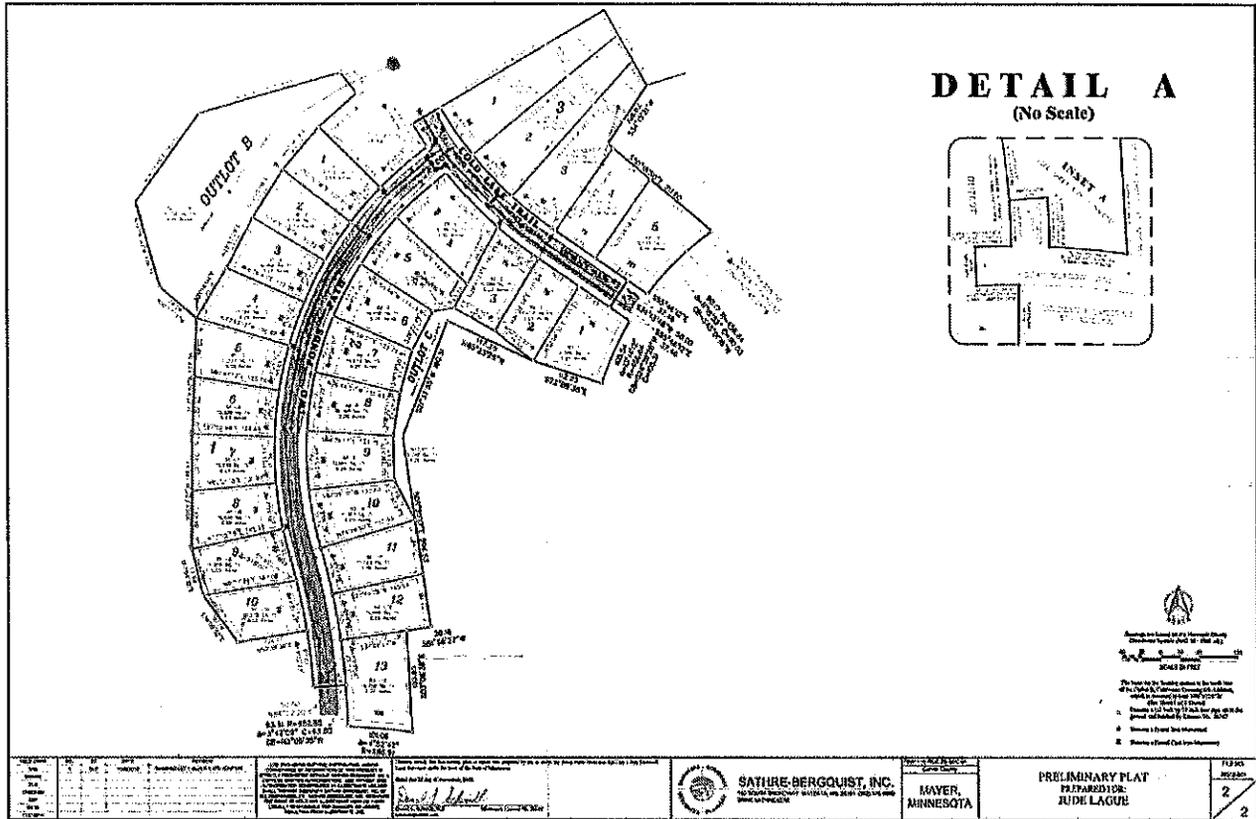
Exhibit A - Aerial Location Map



This map was created using Carver County's Geographic Information Systems (GIS), it is a compilation of information and data from various City, County, State, and Federal offices. This map is not a surveyed or legally recorded map and is intended to be used as a reference. Carver County is not responsible for any inaccuracies contained herein.

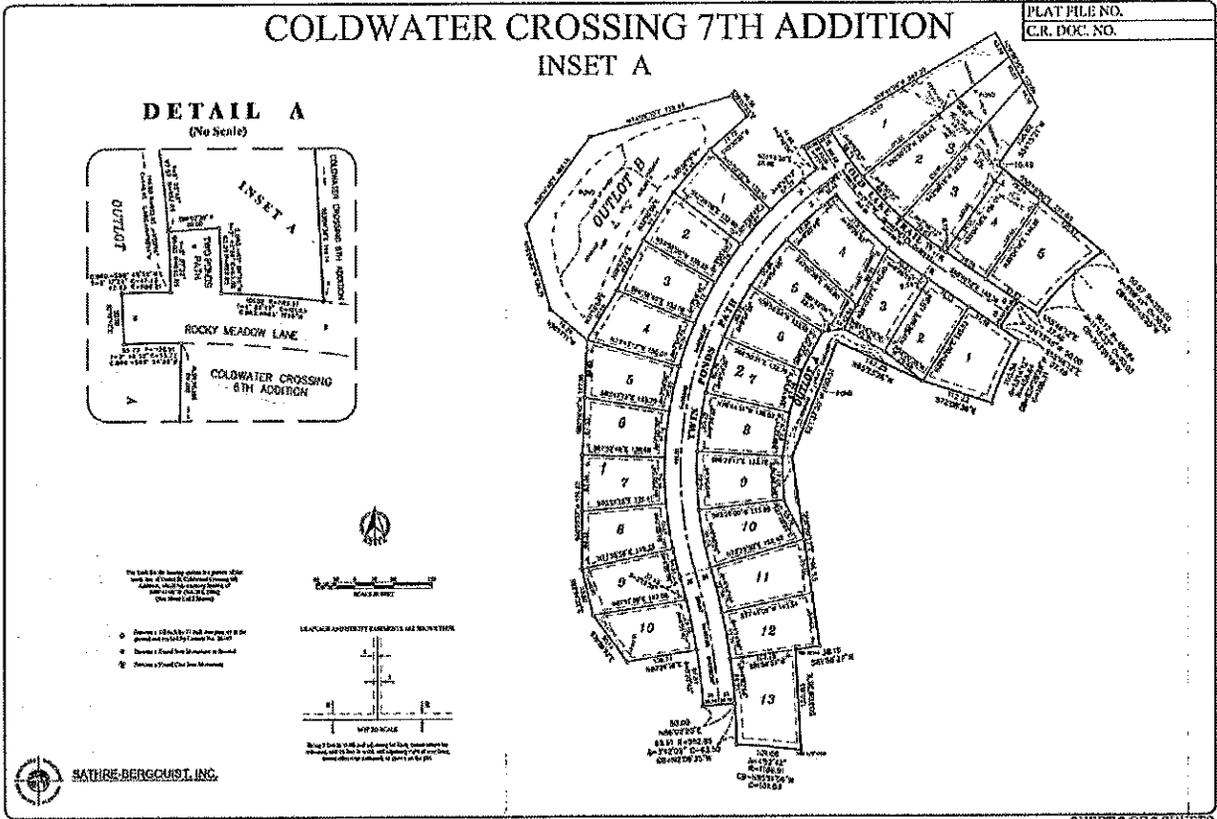
Map Date: 9/8/2016











**CITY OF MAYER  
CITY COUNCIL RESOLUTION 4-10-2017-19**

**A RESOLUTION APPROVING THE PLANNED RESIDENTIAL DEVELOPMENT (PRD) FINAL DEVELOPMENT PLAN FOR COLDWATER CROSSING 7TH ADDITION**

WHEREAS, Coldwater X, LLC (the "Applicant" and "Owner"), has submitted a request for final development plan approval for Coldwater Crossing 7th Addition to the City of Mayer (the "City") on property located north and west of the existing Coldwater Crossing development, with a PID number of 50.13003.50 (the "Property"); and

WHEREAS, the property is designated Low Density Residential on the future land use map; and

WHEREAS, the property was zoned R-1 Low Density Residential District and was rezoned to PRD Planned Residential Development District by the City Council on February 13, 2017 along with a PRD Planned Residential development preliminary development plan; and

WHEREAS, the preliminary plat of Coldwater Crossing 7th Addition was approved by the City Council on February 13, 2017; and

WHEREAS, a final development plan along with the final plat of Coldwater Crossing 7th Addition is required to be submitted for approval within twelve months after the approval of the preliminary development plan and preliminary plat; and

WHEREAS, a copy of the proposed final development plan for Coldwater Crossing 7th Addition was available at the City Offices for public viewing; and

WHEREAS, the final development plan for Coldwater Crossing 7th Addition was reviewed by the Planning Commission at their April 4, 2017 meeting where they recommended to approve the final development plan on a 5-0 vote; and

WHEREAS, the City Council makes the following findings of fact in support of granting approval of the final development plan:

- A. The legal description of the subject property is: Outlot B, Coldwater Crossing 6th Addition.
- B. The Planning Report dated April 5, 2017 shall be the governing document.
- C. The minimum lot sizes and widths, building setbacks and right of way width, shall be governed in accordance with approved Final Development Plan standards included in the conditions of approval.
- D. The Aerial Location Map is attached as Exhibit A.
- E. The Preliminary Plat of Coldwater Crossing 7th Addition dated 12-5-16 is attached as Exhibit B.
- F. The site plan of Coldwater Crossing 7th Addition is attached as Exhibit C.
- G. The Final Plat of Coldwater Crossing 7th Addition dated 3-28-17 is attached as Exhibit D.

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL FOR THE CITY OF MAYER, MINNESOTA: that the final development plan for Coldwater Crossing 7th Addition is hereby approved with the following conditions:

1. Plat Contingency. This PRD final development plan of Coldwater Crossing 7th Addition shall be contingent upon the approval and recording of the final plat of Coldwater Crossing 7th Addition.
2. Lot Standards. The lot dimensions, setbacks and coverage requirements for Coldwater Crossing 7th Addition will be required to meet the requirements of the R-1 Low Density Residential District, except that the minimum lot width will be seventy-five feet.

3. Right of Way Width. The right of way width within the Coldwater Crossing 7th Addition shall be fifty feet wide.

Adopted by the Mayer City Council this 10th day of April, 2017.

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

Attest:

\_\_\_\_\_  
Luayn Ruch-Hammond, City Administrator

The following Council Members voted in favor:

The following Council Members voted against or abstained:

Whereupon the motion was duly passed and executed.

Published:

Filed with Carver County:

Attachments:

Exhibit A - Aerial Location Map

Exhibit B - Preliminary Plat of Coldwater Crossing 7th Addition dated 12-5-16

Exhibit C - Site Plan of Coldwater Crossing 7th Addition

Exhibit D - Final Plat Coldwater Crossing 7th Addition dated 3-28-17

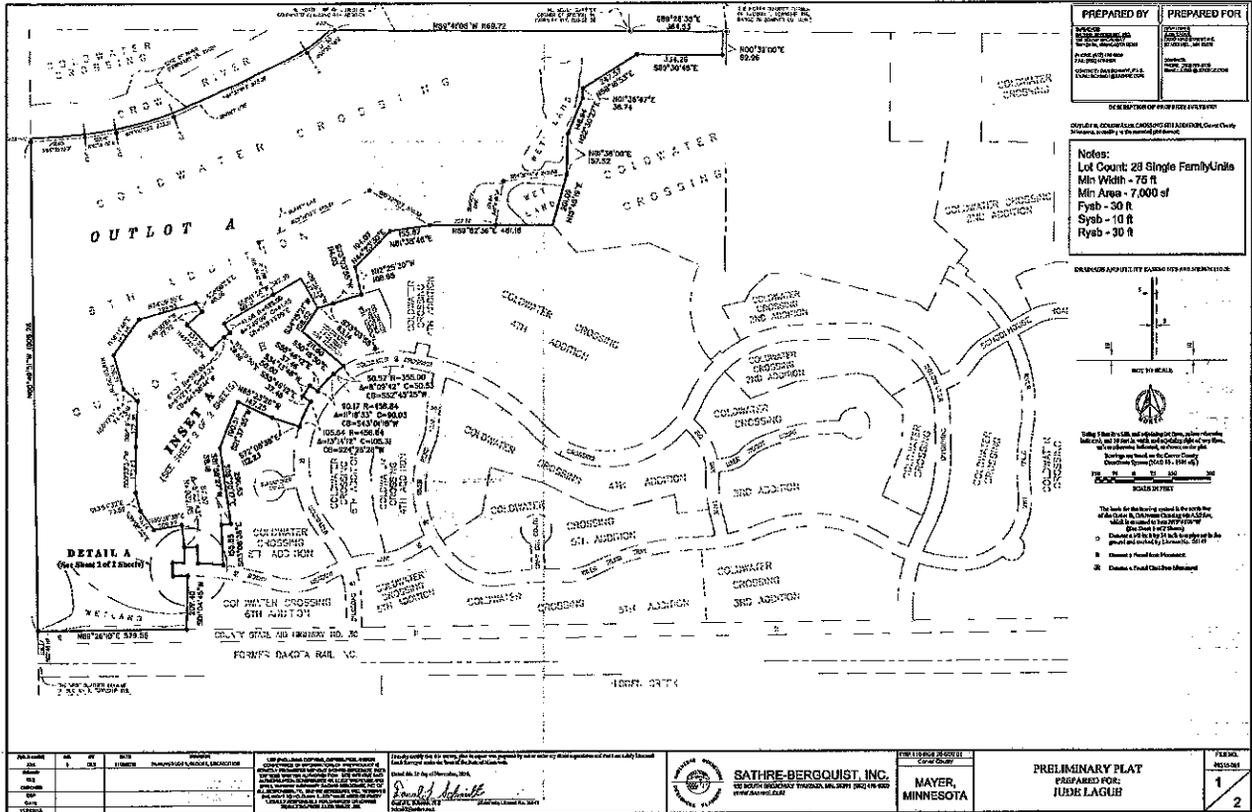
Exhibit A - Aerial Location Map

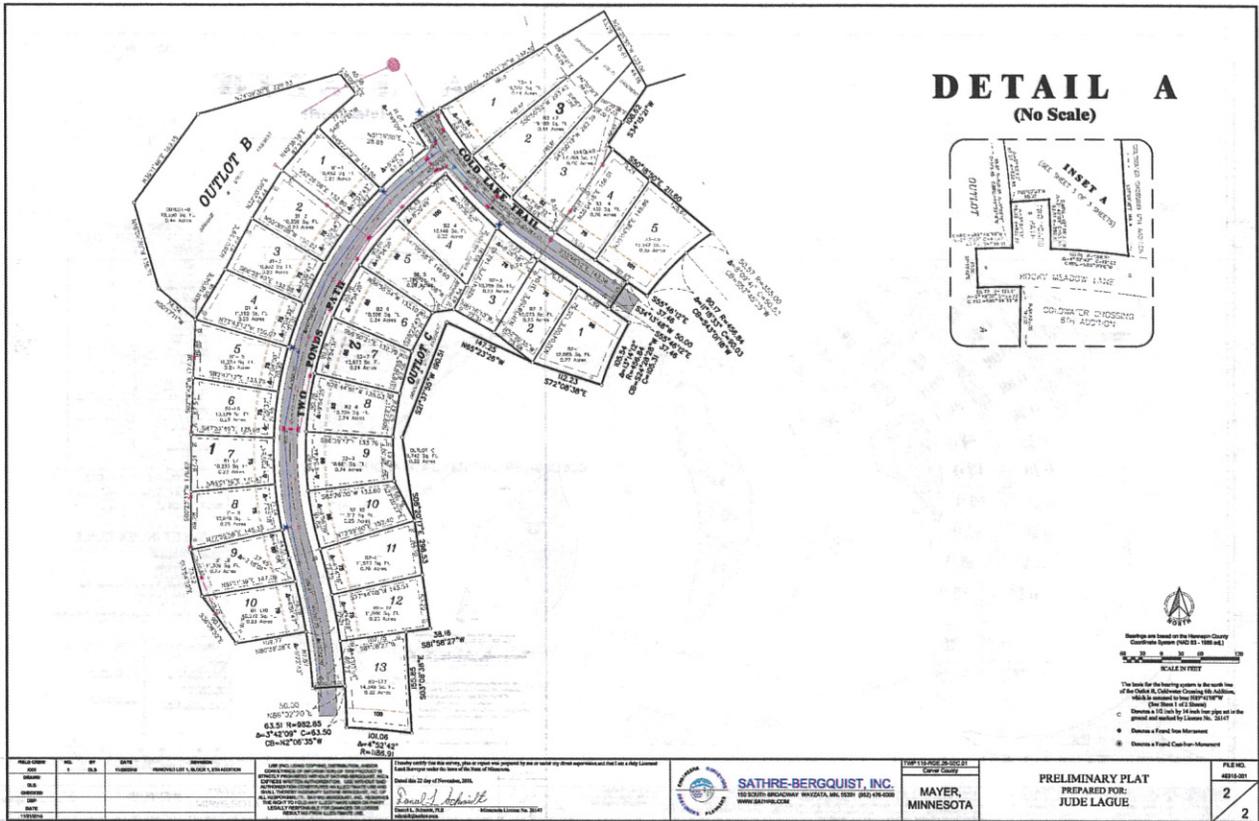


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Map Date: 9/8/2016

Exhibit B - Preliminary Plat of Coldwater Crossing 7th Addition dated 12-5-16 page 1





|                                                        |  |                                                        |  |                                     |  |                                         |  |                                   |  |                                      |  |
|--------------------------------------------------------|--|--------------------------------------------------------|--|-------------------------------------|--|-----------------------------------------|--|-----------------------------------|--|--------------------------------------|--|
| <p><b>FILED</b></p> <p>11/15/2016</p>                  |  | <p><b>NO. 10</b></p> <p><b>DATE</b></p> <p>12/5/16</p> |  | <p><b>SECTION</b></p> <p>10</p>     |  | <p><b>CITY</b></p> <p>MINNEAPOLIS</p>   |  | <p><b>COUNTY</b></p> <p>HENRY</p> |  | <p><b>STATE</b></p> <p>MINNESOTA</p> |  |
| <p><b>PREPARED BY</b></p> <p>SATHRE-BERQUIST, INC.</p> |  | <p><b>DATE</b></p> <p>12/5/16</p>                      |  | <p><b>FOR</b></p> <p>JUDE LAGUE</p> |  | <p><b>FILE NO.</b></p> <p>16-10-010</p> |  | <p><b>PAGE</b></p> <p>2</p>       |  | <p><b>TOTAL PAGES</b></p> <p>2</p>   |  |







**CITY OF MAYER  
CITY COUNCIL 4-10-2017-20**

**A RESOLUTION APPROVING A FINAL PLAT KNOWN AS COLDWATER CROSSING 7TH ADDITION**

WHEREAS, Coldwater X, LLC (the "Applicant" and "Owner"), has submitted a final plat known as Coldwater Crossing 7th Addition to the City of Mayer (the "City") on property located north and west of the existing Coldwater Crossing development, with a PID number of 50.13003.50 (the "Property"); and

WHEREAS, the property is designated Low Density Residential on the future land use map; and

WHEREAS, the property was zoned R-1 Low Density Residential District and was rezoned to PRD Planned Residential Development District by the City Council on February 13, 2017 along with a PRD Planned Residential development preliminary development plan; and

WHEREAS, a copy of the proposed final plat was available at the City Offices for public viewing; and

WHEREAS, Chapter 151 Subdivisions, Section 3 Application for Subdivision, Subd. 7 Final Plat of the City Code outlines the procedures and requirements for final plat submission and approval; and

WHEREAS, the preliminary plat for Coldwater Crossing 7th Addition was approved by the City Council on February 13, 2017; and

WHEREAS, the final plat for Coldwater Crossing 7th Addition is consistent with the preliminary plat and was reviewed by the Planning Commission at their April 4, 2017 meeting where a recommendation to approve the final plat was passed on a 5-0 vote; and

WHEREAS, the City Council has the authority to impose reasonable conditions on a final plat; and

WHEREAS, the necessary infrastructure to serve the property is currently in place or will be as a result of proposed roadway and utility improvements; and

WHEREAS, the minimum lot sizes and widths, building setbacks and right of way width, shall be governed in accordance with approved Final Development Plan standards; and

WHEREAS, the City Council makes the following findings of fact in support of granting approval of the final plat:

- A. The legal description of the subject property is: Outlot B, Coldwater Crossing 6th Addition.
- B. The Planning Report dated April 5, 2017 shall be the governing document.
- C. The Aerial Location Map is attached as Exhibit A.
- D. The Preliminary Plat of Coldwater Crossing 7th Addition dated 12-5-16 is attached as Exhibit B.
- E. The site plan of Coldwater Crossing 7th Addition is attached as Exhibit C.
- F. The Final Plat of Coldwater Crossing 7th Addition dated 3-28-17 is attached as Exhibit D.

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL FOR THE CITY OF MAYER, MINNESOTA: that the final plat known as Coldwater Crossing 7th Addition is hereby approved with the following conditions:

- 1. Engineer's Comments. The preliminary plat and related documents shall be reviewed by the City Engineer and the preliminary plat shall satisfactorily address any comments and conditions as required by the City Engineer.
- 2. Park Dedication. There shall be no required park dedication with this plat.

3. Sidewalks. The applicant shall be required to construct a five foot wide concrete sidewalk to City specifications along the south side of Cold Lake Trail, along one side of Twin Ponds Path and along the north side of Rocky Meadow Lane east of Twin Ponds Path, for the entire length of lot 13 block 2.
4. Carver County Water Management Organization. That the final plat and construction plans satisfy all comments and conditions of the Carver County Water Management Organization and that a permit is received prior to construction.
5. Wetland Delineation. No wetland delineation will be required with the approval of the Coldwater Crossing 7th Addition final plat as part of the Minnesota Wetland Conservation approval process, however a wetland delineation will be required for the entire undeveloped portions of the Coldwater Crossing development prior to any future phases being reviewed.
6. No Loss Exemption. Approval of a No Loss Exemption shall be required for Coldwater Crossing 7th Addition due to the fact the stormwater ponds that were previously graded are now considered wetlands and the previously exempt mining operation area encroaches into this phase.
7. Army Corp of Engineers Approval. In addition to the Minnesota Wetland Conservation Act approval process, approval of any wetland impacts, exemptions, etc. shall be required from the Army Corp of Engineers. This may include a new wetland delineation for the Coldwater Crossing 7th Addition plat.
8. Wetland Declarations. Declarations, restrictions and covenants will be required to be drafted and recorded over wetlands 2, 6, 7 and the north half of 3 throughout the Coldwater Crossing Development as part of the final plat approval. The Declaration for wetland 2 shall include the upland area that was previously impacted and drained. All costs associated with the recording and document preparation shall be the responsibility of the applicant.
9. Future Street Extension Sign. The applicant must place signs and barricades at the end of Cold Lake Trail. The sign should state "Future Street Extension".
10. Floodplain. That the floodplain boundaries are shown on the preliminary plat and that all floodplain areas are located either in a outlot or drainage and utility easement. Any floodplain proposed to be filled will require approval from FEMA.
11. Outlot Dedication. Outlots A & B shall be deeded to the City when the final plat is recorded.
12. Mailboxes. A cluster mailbox plan will be required to be submitted to the City for review with the final plat.
13. Required Landscaping. Each lot shall have two over-story trees per street frontage, located in the front yard, and an additional two trees in the side yard adjacent to a street.
14. Development Agreement. The applicant shall enter into a development agreement for the construction of public improvements, with such agreement signed prior to filing of any final plat. Such agreement shall specify cost requirements development.
15. Building Permits. The final plat shall be recorded with Carver County prior to issuance of any building permits.

Adopted by the Mayer City Council this 10th day of April, 2017.

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

Attest:

\_\_\_\_\_  
Luayn Ruch-Hammond, City Administrator

Whereupon the motion was duly passed and executed.

Published:

Filed with Carver County:

Attachments:

Exhibit A - Aerial Location Map

Exhibit B - Preliminary Plat of Coldwater Crossing 7th Addition dated 12-5-16

Exhibit C - Site Plan of Coldwater Crossing 7th Addition

Exhibit D - Final Plat Coldwater Crossing 7th Addition dated 3-28-17

Exhibit A - Aerial Location Map



This map was created using Carver County's Geographic Information Systems (GIS), it is a compilation of information and data from various City, County, State, and Federal offices. This map is not a surveyed or legally recorded map and is intended to be used as a reference. Carver County is not responsible for any inaccuracies contained herein.

Map Date: 9/8/2016

Exhibit B - Preliminary Plat of Coldwater Crossing 7th Addition dated 12-5-16 page 1

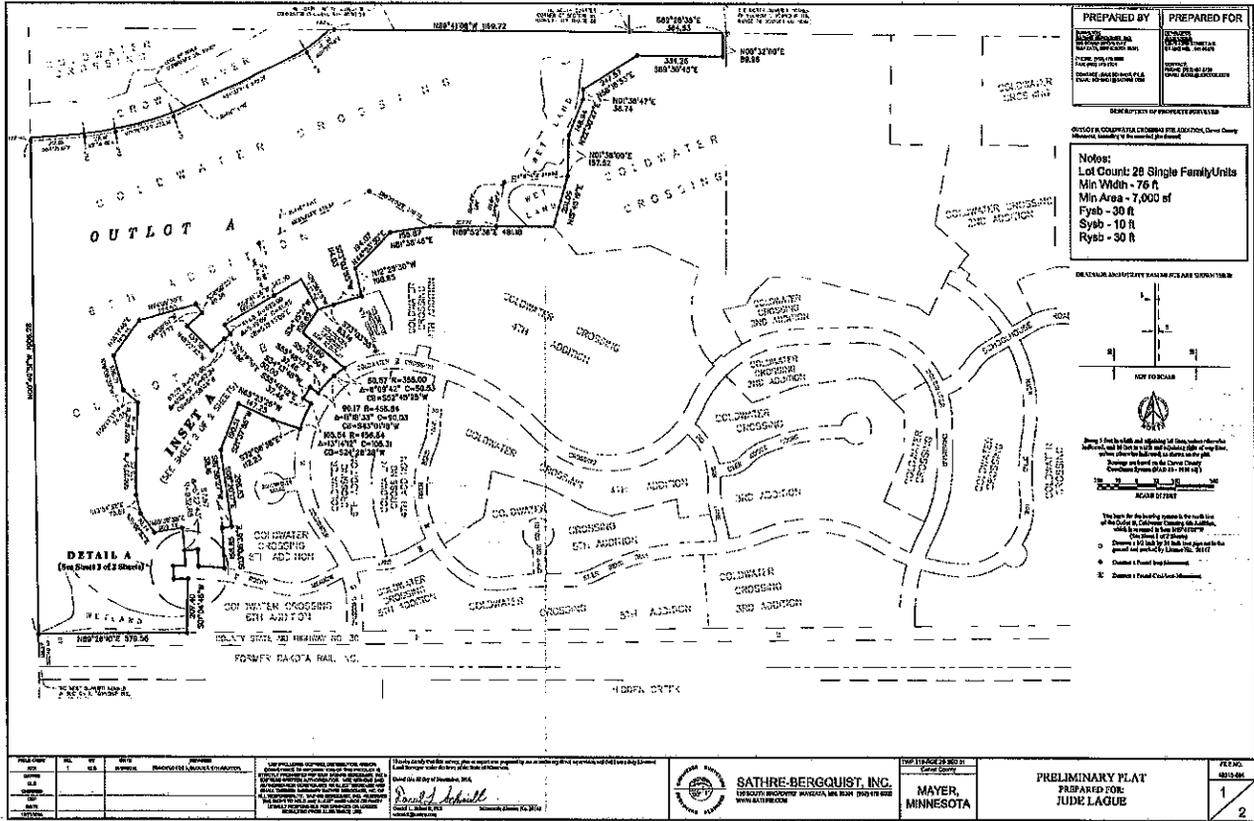
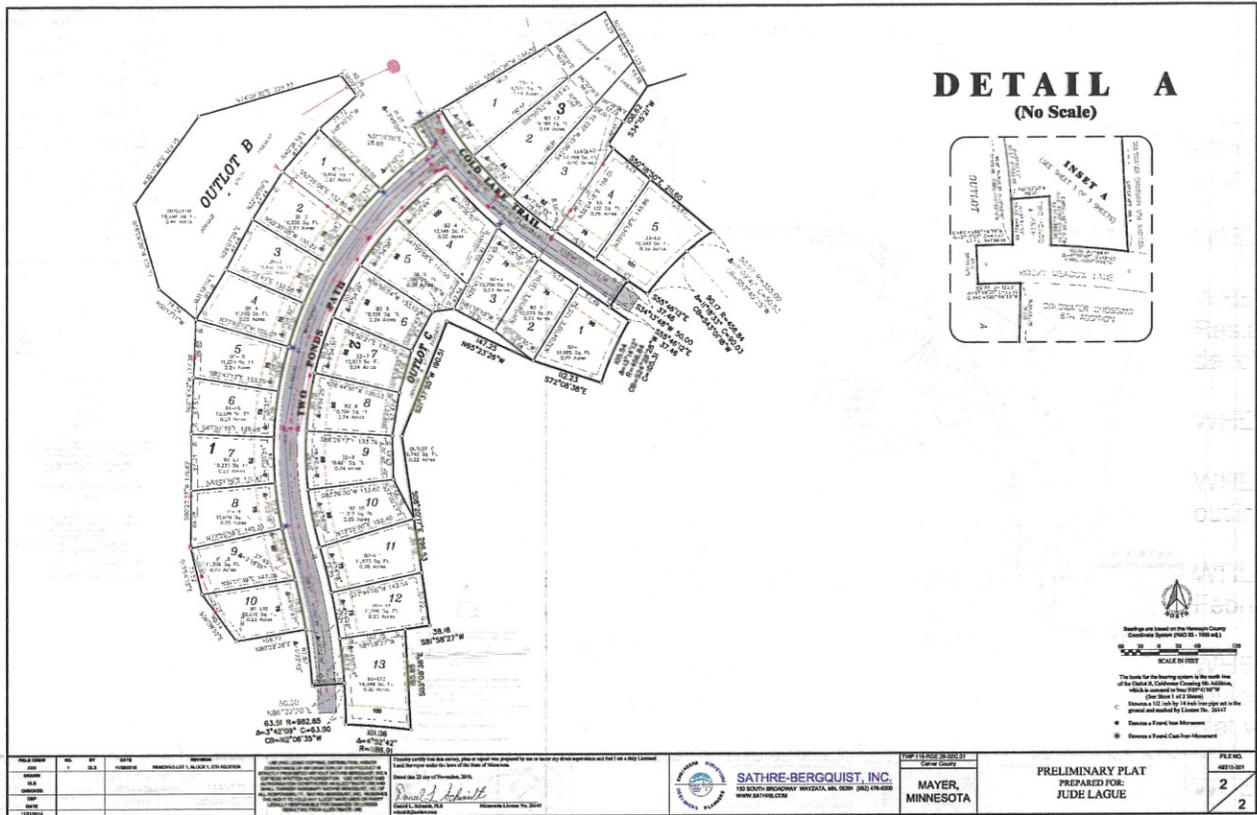


Exhibit B - Preliminary Plat of Coldwater Crossing 7th Addition dated 12-5-16 page 2



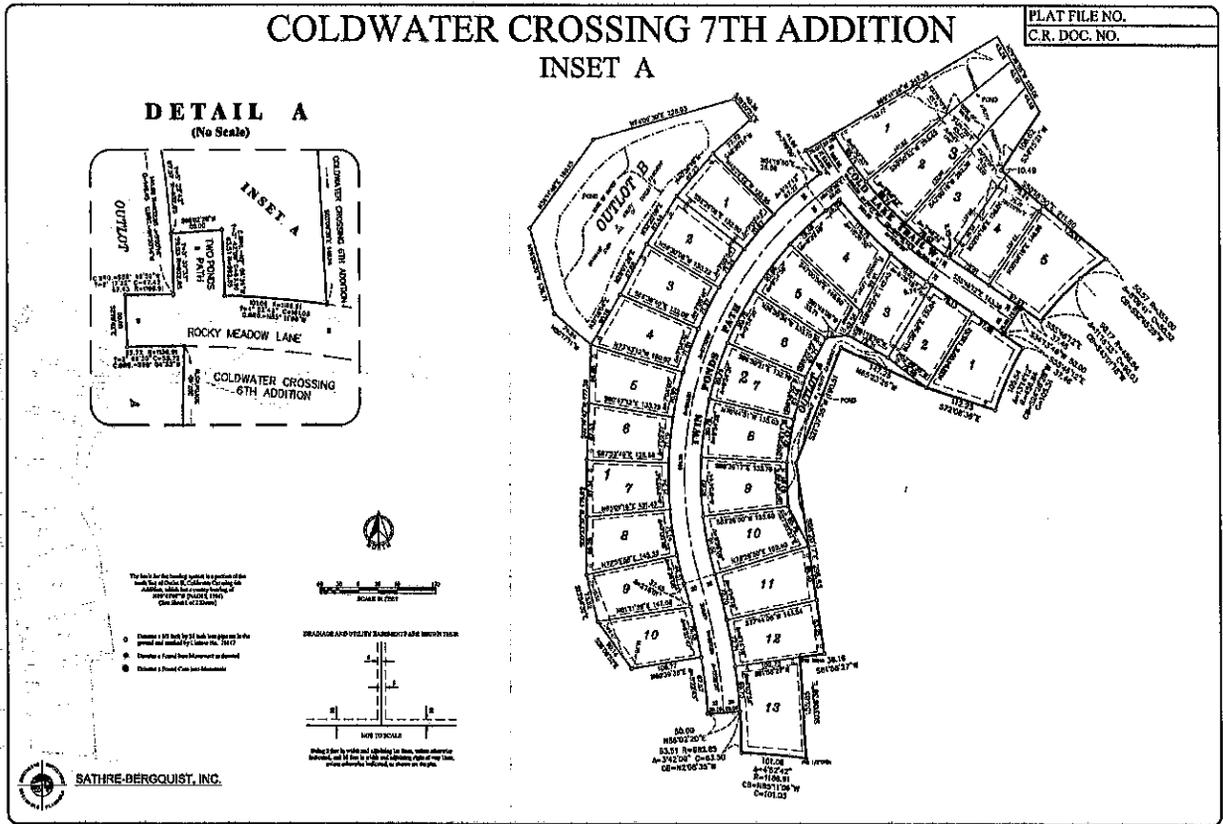
|                                                                               |  |                  |  |             |  |           |  |                  |  |             |  |           |  |
|-------------------------------------------------------------------------------|--|------------------|--|-------------|--|-----------|--|------------------|--|-------------|--|-----------|--|
| <p>FIELD BOOK NO. 107<br/>         DATE 12-5-16<br/>         SHEET 2 OF 2</p> |  | <p>REVISIONS</p> |  | <p>DATE</p> |  | <p>BY</p> |  | <p>REVISIONS</p> |  | <p>DATE</p> |  | <p>BY</p> |  |
|                                                                               |  |                  |  |             |  |           |  |                  |  |             |  |           |  |

|                                                                                                                     |  |                                      |  |                        |  |
|---------------------------------------------------------------------------------------------------------------------|--|--------------------------------------|--|------------------------|--|
| <p>PLAT NO. 107-2016-002-01</p>                                                                                     |  | <p>OWNER</p>                         |  | <p>FILE NO.</p>        |  |
| <p>SATHRE-BERGQUIST, INC.<br/>         100 SOUTH BRIDGEMAN AVENUE, SUITE 200<br/>         MINNEAPOLIS, MN 55425</p> |  | <p>MAYER,<br/>         MINNESOTA</p> |  | <p>107-2016-002-01</p> |  |
| <p>PRELIMINARY PLAT</p>                                                                                             |  | <p>PREPARED FOR</p>                  |  | <p>2</p>               |  |
| <p>JUDE LAQUE</p>                                                                                                   |  | <p>2</p>                             |  | <p>2</p>               |  |









**REQUEST FOR CITY COUNCIL ACTION**

**Meeting Date:** April 10<sup>th</sup> 2017  
**Item Name:** Fencing  
**Originating Department:** Public Works  
**Presented by:** Kyle Kuntz

**Previous Council Action (if any):**  
**Item Type (X only one):**    Consent    Regular Session    X    Discussion Session

**RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED** *(Include motion in proper format.)*

A motion approving the purchase of a chain link security fence around new public works building.

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

Staff is proposing the purchase and installation of a 6' chain link fence with slating around the city's new public works building in the amount of \$18,868.00. According to our city ordinances commercial areas with outside storage require fencing that meets district screening requirements. Fencing in the area behind the building will provide privacy, improved security, and will provide more outside storage. The city will be able to relocate 216' of fencing and the 16' slide gate that was installed around the old public works building back in 2015. Overall, the fence will be constructed of 9 gauge galvanized wire, cemented corner and gate posts, and will have line posts 8' on center making for a strong durable fence that will last the city for many years to come.

| Pass Fencing           | Century Fencing        |
|------------------------|------------------------|
| Fence: \$14,800        | Fence: \$12,928        |
| Slating: \$4,234       | Slating: \$5,940       |
| <b>Total: \$19,034</b> | <b>Total: \$18,868</b> |

**FINANCIAL IMPLICATIONS:**  
 Funding Sources & Uses:  
**Maintenance Building Capital Outlay: \$20,000**

Budget Information:  
 Budgeted  
 Non Budgeted  
 Amendment Required

**ADVISORY BOARD RECOMMENDATIONS:**

Other

**Approved** \_\_\_\_\_ **Denied** \_\_\_\_\_ **Tabled** \_\_\_\_\_ **Other** \_\_\_\_\_  
**Resolution No.** \_\_\_\_\_ **Ordinance No.** \_\_\_\_\_





SINCE 1917 THE MARK OF PERMANENCE

Office 651-464-7373  
 Toll Free 800-328-9558  
 Fax 651-464-7377  
 Cell Phone 612-454-9755  
 E-mail snelson@centuryfence.com

PO Box 277, Forest Lake, MN 55025

2/27/2017

Phone: 952-657-1502 Fax: 952-657-1203

Proposal To:

City of Mayer  
 413 Bluejay Avenue  
 P.O. Box 102  
 Mayer, MN 55360

Ship To:

413 Bluejay Avenue  
 P.O. Box 102  
 Mayer, MN 55360

Installed  Material Only  Prepaid Freight  Freight Collect  F.O.B. Job Site  Delivery Schedule:

RELOCATE SHOP FENCE TO NEW BUILDING

Furnish and Install;

505 l.f. of New Chain link fence without barbed wire, 6' high overall, 216 l.f. of salvaged fence fabric, top rail and 16' slide gate. Fabric shall be 2" mesh 9 gauge galvanized wire. Line posts shall be 2 1/2" O.D. and spaced a maximum of 8' on centers.

The top rail shall be galvanized rail (1-5/8" o.d.).

3" Steel pipe End & Corner posts, 6' high.

4" Steel pipe Gate posts, 6' high.

All line posts driven 4'. All corner, gate and end posts set in concrete foundations.

Material and Labor: \$12,928.00 ( Base )

\*\*Option to add bottom rail ADD \$ 2,372.00 to base

\*\*Option to add slats installed ADD \$ 8,711.00 to base ( MATERIAL ONLY \$ 5,940.00 SLATS )

\*\*Option to concrete set ALL post ADD \$ 2,622.00 to base

\*\*Option for remove existing 300 l.f. of fence and gates ADD \$ 1,325.00

|             |             |
|-------------|-------------|
|             | \$12,928.00 |
|             | 2,372.00    |
|             | 5,940.00    |
|             | <hr/>       |
|             | \$21,240.00 |
| \$12,928.00 |             |
| 5,940.00    |             |
| <hr/>       |             |
| \$18,868    |             |

Excludes locating of private utilities  
 Excludes excavating through frost, rock and backfill  
 Excludes prevailing wages  
 Proposal valid for 30 days

**Acceptance:** This proposal when accepted in writing by purchaser and by Century Fence Company's Main Office becomes a contract between two parties. The conditions on the attached "Terms and Conditions" sheet are made a part of this contract.

**Terms of Payment: Net Cash upon receipt of invoice.**

Buyer's signature \_\_\_\_\_ Date \_\_\_\_\_ Submitted by \_\_\_\_\_

Scott Nelson

\$58 per 10'

≈ 730' Total

# Pass Fencing & General Maintenance

16850 Jordan Avenue  
Jordan, Minnesota 55352

(952) 445-2453 • Cell (612) 221-5191

Slats  
= \$4,234.00

Name City of Mayer  
Address \_\_\_\_\_  
City \_\_\_\_\_  
State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

Date 4-3 2011  
Job No. \_\_\_\_\_  
Salesman Jim Pass  
Installer \_\_\_\_\_  
Terms 1/3 Down Balance on Completion

| Quantity     | Description                                                                                                                                                                                                                                             | Price                              | Unit |
|--------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|------|
| 1 <u>750</u> | <u>9</u> gal. chain link fence, complete with top rail and posts. <u>6' Gate</u>                                                                                                                                                                        |                                    |      |
| 2            | Terminal posts, complete with fittings.                                                                                                                                                                                                                 |                                    |      |
| 3            | Corner posts, complete with fittings.                                                                                                                                                                                                                   |                                    |      |
| 4            | Breaker posts, complete with fittings.                                                                                                                                                                                                                  |                                    |      |
| 5            | Wide walk gates, complete with fittings. Approx. Size                                                                                                                                                                                                   |                                    |      |
| 6            | Wide driveway gates, complete with fittings. Approx. Size                                                                                                                                                                                               |                                    |      |
| 7            | Hard holes <input type="checkbox"/> yes <input checked="" type="checkbox"/> no Removal (no haul away) <input type="checkbox"/> yes <input checked="" type="checkbox"/> no Haul Away <input type="checkbox"/> yes <input checked="" type="checkbox"/> no |                                    |      |
| 8            | Bottom Rail <input type="checkbox"/> yes <input checked="" type="checkbox"/> no Bottom Tension Wire <input type="checkbox"/> yes <input checked="" type="checkbox"/> no                                                                                 |                                    |      |
| 10           | <u>1</u> <u>32' slide gate Double</u>                                                                                                                                                                                                                   |                                    |      |
|              |                                                                                                                                                                                                                                                         | <u>Total: <del>14,800</del> 00</u> |      |
|              |                                                                                                                                                                                                                                                         | <u>Slats 4,234</u>                 |      |
|              |                                                                                                                                                                                                                                                         | <u>\$19,034</u>                    |      |
| 16           | <u>* Reuse 1-16' gate 200' wire &amp; (Rei)</u>                                                                                                                                                                                                         |                                    |      |
| 17           | <u>2-2-4" Posts, 4-Rollers</u>                                                                                                                                                                                                                          |                                    |      |
| 19           | Quote good for 14 days - Price includes discount                                                                                                                                                                                                        |                                    |      |
| 20           | Not responsible for underground sprinklers                                                                                                                                                                                                              |                                    |      |

OWNER responsible for showing correct property and fence lines, mark sprinkler systems, for removal of obstructions to fence installation, obtaining permits in accordance with current building codes. If Pass Fencing obtains permit cost of permit plus administration fee of \$25.00 will be charged. Pass Fencing is not responsible for hauling dirt from holes from the job site. All useable material and any scrap material will be removed from site.

Pass Fencing shall furnish only material and labor specified in this contract. Any changes made from the above specifications necessitating additional material or labor will be billed at Pass Fencing retail prices. Cancellations: if any expenses have occurred customer will be charged for these expenses. See placement of gates on slope warranty and prefill notice on reverse side.

\_\_\_\_\_  
Salesman Signature

\_\_\_\_\_  
Customer Signature

**REQUEST FOR CITY COUNCIL ACTION**

|                                          |                             |
|------------------------------------------|-----------------------------|
| <b>Meeting Date:</b>                     | April 10 <sup>th</sup> 2017 |
| <b>Item Name:</b>                        | Door Painting               |
| <b>Originating Department:</b>           | Public Works                |
| <b>Presented by:</b>                     | Kyle Kuntz                  |
| <b>Previous Council Action (if any):</b> |                             |

|                                |         |                 |                                       |                    |
|--------------------------------|---------|-----------------|---------------------------------------|--------------------|
| <b>Item Type (X only one):</b> | Consent | Regular Session | <input checked="" type="checkbox"/> X | Discussion Session |
|--------------------------------|---------|-----------------|---------------------------------------|--------------------|

**RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED** (Include motion in proper format.)

A motion approving the painting of the three garage doors and two service doors at the Mayer Public Works Building.

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

Staff is proposing that the three garage doors and two service doors at the public works building be painted by B & L Maintenance in the amount of \$1,560.00. Currently, all of the doors are significantly sun and weather beaten. Painting will prolong the life of the doors, prevent them from rusting, and will improve the look of the building overall.



|                                                                                                                                                                     |                                                                                 |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|
| <p><b>FINANCIAL IMPLICATIONS:</b><br/>Funding Sources &amp; Uses:</p> <p><b>Maintenance Building Repairs/Maintenance: \$9,380.00</b></p>                            | <p><b>ADVISORY BOARD RECOMMENDATIONS:</b></p>                                   |
| <p>Budget Information:</p> <p><input type="checkbox"/> Budgeted</p> <p><input type="checkbox"/> Non Budgeted</p> <p><input type="checkbox"/> Amendment Required</p> | <p>Other</p>                                                                    |
| <p><b>Approved</b> _____ <b>Denied</b> _____</p> <p><b>Resolution No.</b> _____</p>                                                                                 | <p><b>Tabled</b> _____ <b>Other</b> _____</p> <p><b>Ordinance No.</b> _____</p> |

B & L Utility Maintenance, LLC

PO Box 663

Maple Lake, MN 55358

Estimate

|                                                                                          |
|------------------------------------------------------------------------------------------|
| <b>Name / Address</b>                                                                    |
| City of Mayer<br>Greg Kløver<br>413 Bluejay Avenue<br>PO BOX 102<br>Mayer, MN 55360-0120 |

|             |                   |
|-------------|-------------------|
| <b>Date</b> | <b>Estimate #</b> |
| 3/31/2017   | 1403              |

|     |                                                                                                                                                  |          |     | Project        |          |
|-----|--------------------------------------------------------------------------------------------------------------------------------------------------|----------|-----|----------------|----------|
|     |                                                                                                                                                  |          |     | Misc jobs 2017 |          |
| Qty | Description                                                                                                                                      | Rate     | Qty | Rate           | Total    |
| 1   | Public works garage (323 Shimcore) - work to include the following:<br>Prep and recoat 3 overhead doors and 2 service doors                      | 1,560.00 | 1   | 1,560.00       | 1,560.00 |
| 1   | Community center and city hall - work to include the following:<br>Prep and recoat 8 exterior doors, 15 interior door frames, and 270' drip edge | 4,400.00 | 1   | 4,400.00       | 4,400.00 |

Labeling available at additional cost  
Light fixtures not included in base price  
Service includes application of high quality industrial coatings

Signature

**Phone #**  
320-282-1410

**Fax #**  
320-262-7005

**Web Site**  
[www.bandlmaintenance.com](http://www.bandlmaintenance.com)

**Total** \$5,960.00

REQUEST FOR CITY COUNCIL ACTION

|                                   |                                           |                                                     |                                             |
|-----------------------------------|-------------------------------------------|-----------------------------------------------------|---------------------------------------------|
| Meeting Date:                     | April 10 <sup>th</sup> 2017               |                                                     |                                             |
| Item Name:                        | Sanitary Lift Station #1 Pump Replacement |                                                     |                                             |
| Originating Department:           | Public Works                              |                                                     |                                             |
| Presented by:                     | Kyle Kuntz                                |                                                     |                                             |
| Previous Council Action (if any): |                                           |                                                     |                                             |
| Item Type (X only one):           | Consent <input type="checkbox"/>          | Regular Session <input checked="" type="checkbox"/> | Discussion Session <input type="checkbox"/> |

**RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED** (Include motion in proper format )

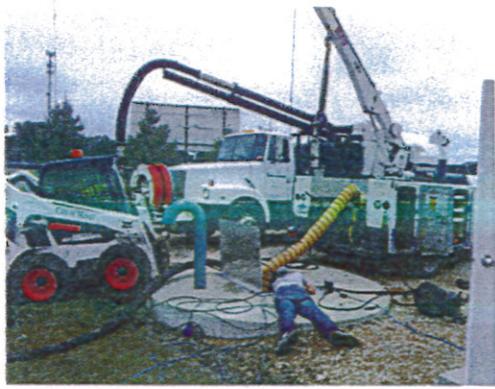
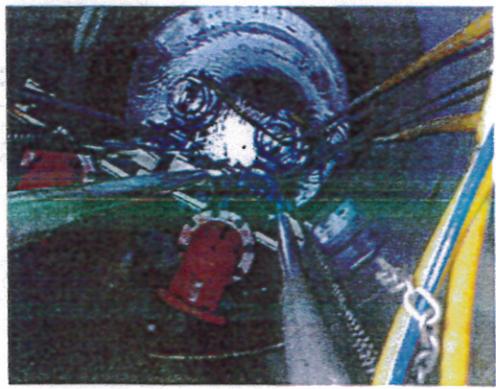
A motion approving the purchase of a new KSB 20hp pump for sanitary lift station #1

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

Staff is proposing the purchase of a new KSB 20HP pump for sanitary lift station #1 from Quality Flow Systems in the amount of \$14,645.00. The lift station is outfitted with two 20HP pumps that pump all of the city's wastewater 1.5 miles to the wastewater treatment facility. Both pumps are about 16 years old and each pump has about 10,000 hrs of run time. Given the age and current conditions of these pumps they have the potential for more costly breakdowns in the near future.

The new pump will replace pump #2, because it is in the worst condition and it has had the most breakdowns the past few years. Currently, the impellor in pump #2 has significant ware and tare, which results in poor pumping rates overall. The new KSB pump is the same make and model of the city's current KSB pump, so the installation will be quick and easy.

All of the City's wastewater flows to this lift station and from there it is pumped to the wastewater treatment plant. It is a poor design overall, because it causes all of our eggs to be in one basket. **It is absolutely critical that this lift station operates at its highest potential 24/7 365 days a year.**



**FINANCIAL IMPLICATIONS:**

Funding Sources & Uses:

Capital Outlay: \$14,000

Repairs/Maintenance Lift Stations: \$4,500

Repairs/Maintenance: \$35,000

Budget Information:

\_\_\_\_\_ Budgeted

\_\_\_\_\_ Non Budgeted

\_\_\_\_\_ Amendment Required

**ADVISORY BOARD RECOMMENDATIONS:**

Other \_\_\_\_\_

|                      |              |                     |             |
|----------------------|--------------|---------------------|-------------|
| Approved _____       | Denied _____ | Tabled _____        | Other _____ |
| Resolution No. _____ |              | Ordinance No. _____ |             |

# QUALITY FLOW SYSTEMS, INC.

800 6<sup>th</sup> Street NW  
New Prague, MN 56071

Phone(952)758-9445  
Fax(952)758-9661

March 14, 2017

TO: City of Mayer

Attn: Kyle Kuntz

Subject: Spare pump

## Spare "KSB" Pump:

One (1) "KSB" Model KRT-K100-316/164X (265), 20hp, 460/3 replacement pump identical to the units installed. To include:

- 65' of power cord
- Lifting handle
- WoWi guide claw

**Total Sell Price -- \$14,645.00**

If you have any questions please let me know.

Thanks

*Jim Pettit*

Jim Pettit

**REQUEST FOR CITY COUNCIL ACTION**

**Meeting Date:** April 10, 2017

**Item Name:**

- Wastewater Treatment Facility Pretreatment Lower level painting of walls and piping.
- Aeration Piping painting

**Originating Department:** Wastewater Consultant

**Presented by:** Greg Kluver/ Kluver Consulting

**Previous Council Action (if any):**

**Item Type (X only one):**    Consent        Regular Session    Discussion Session

**RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED (Include motion in proper format.)**

Motion to accept the bid from B & L Maintenance, LLC in the amount of \$6,380.00 for the repainting of the walls and piping in the lower level of the Pretreatment Building, also for the repainting of Aeration Basin Piping and all misc piping listed in the bid.

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

Identified in the 2017 Wastewater Treatment Plant Sewer Fund Budget under Capital Improvements is the repainting of the walls and piping of the lower level in the Pretreatment building, also identified is the repainting of Aeration Piping located on the catwalk of the Aeration basin. Both areas are displaying signs of paint delamination and rust. Listed below are two quotes for the projects; I have also included in the quote some miscellaneous piping such as the blower exhaust and air inlet for the digester.

| <u>COMPANY</u>             | <u>COST</u> |
|----------------------------|-------------|
| 1. R&H Painting, LLC.      | \$37,700.00 |
| 2. B&L Utility Maintenance | \$ 6,380.00 |

Staff is recommending approval of bid No. 2 from B&L Utility Maintenance L.L C. In the amount of \$6,380.00 which includes the Option for a top coat of Polyurethane. I have contacted two of the references which are the City of Hutchinson and Litchfield Public Utilities; both were pleased with their work. Budget estimates for both projects was \$21, 500.00.

|                                                                                                                                                                                                                                                                     |                                                            |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------|
| <p><b>FINANCIAL IMPLICATIONS:</b></p> <p>Funding Sources &amp; Uses: 2017 WWTF BUDGET , 640-49480-500 CAPITOL OUTLAY</p> <p>Budget Information;</p> <p>\$21,500      Budgeted</p> <p>                  Non Budgeted</p> <p>                  Amendment Required</p> | <p><b>ADVISORY BOARD RECOMMENDATIONS:</b></p> <p>Other</p> |
| <p>Approved _____ Denied _____</p> <p>Resolution No. _____</p>                                                                                                                                                                                                      | <p>Tabled _____ Other _____</p> <p>Ordinance No. _____</p> |

B & L Utility Maintenance, LLC

PO Box 663

Maple Lake, MN 55358

Estimate

|                                                                                          |
|------------------------------------------------------------------------------------------|
| Name / Address                                                                           |
| City of Mayer<br>Greg Kløver<br>413 Bluejay Avenue<br>PO BOX 102<br>Mayer, MN 55360-0120 |

|          |            |
|----------|------------|
| Date     | Estimate # |
| 2/3/2017 | 1391       |

|     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |          |     | Project        |          |
|-----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|-----|----------------|----------|
|     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |          |     | Misc jobs 2017 |          |
| Qty | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Rate     | Qty | Rate           | Total    |
| 1   | Water treatment work to include the following:<br>Powerwash, prep and recoat 3 blower exhaust spouts with bonding primer and Sherwin Williams Resilience coating<br>Powerwash, prep and recoat Green aeration basin piping with one coat Sherwin Williams Macropoxy 646<br><b>**OPTION**</b> Add top coat Sherwin Williams Hi-Solids Polyurethane to above line item - ADD \$ 1000 to base price<br>Sandblast and recoat grit pumphoom walls with 2 coats Sherwin Williams Macropoxy 646<br>Sandblast raw sewage line and piping attached to grit pump to receive SSPC-SP 10 and recoat with Sherwin Williams Macropoxy 646<br><b>** B&amp;L to remove all debris and clean up work site**</b> | 5,380.00 |     |                | 5,380.00 |
|     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 0.00     |     |                |          |
|     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 0.00     |     |                | 1,000.00 |

Labeling available at additional cost  
Light fixtures not included in base price  
Service includes application of high quality industrial coatings

Signature

Phone # 320-282-1410      Fax # 320-262-7005      Web Site [www.bandlmaintenance.com](http://www.bandlmaintenance.com)

|              |                        |
|--------------|------------------------|
| <b>Total</b> | \$5,380.00<br>6,380.00 |
|--------------|------------------------|

# B & L Utility Maintenance, LLC

B & L Utility Maintenance provides on-site sandblasting and recoating of your equipment at a fraction of the cost.

We are family owned, centrally located, and service the entire state of Minnesota. We have been providing the best quality and service to our customers since 2010.

Our on-site sandblasting and industrial coating service provides extended life to your light poles, signal lights, junction boxes, transformer cabinets, substation transformers, LP tanks, and fire hydrants.

B & L completely sandblasts and primes the structure, and uses the best Sherwin Williams coating for each project. We don't take shortcuts when it comes to quality work and performance.

B & L Utility Maintenance is the best choice to extend the life of your utilities at a fraction of the cost of new. B & L is eco-friendly – we believe in recycling, not replacing.

We are proud members of the MMUA, MREA, MRWA, and MASMS.

Please check out our website at [www.bandlmaintenance.com](http://www.bandlmaintenance.com) or contact Bruce at 320-333-9820 for more information.

# B & L Utility Maintenance, LLC

## Customer References

|     |                                 |                  |                |
|-----|---------------------------------|------------------|----------------|
| ❖   | Connexus Energy                 | Tim White        | (763) 286-1320 |
| ❖   | Virginia Public Utilities       | Jeff Judnick     | (218) 748-7540 |
| ❖   | Thief River Falls               | Dale Narlock     | (218) 681-5816 |
| ❖   | Litchfield Public Utilities     | Randy Groskreutz | (320) 693-7201 |
| * ❖ | City of Hutchinson              | John Olson       | (320) 587-5151 |
| ❖   | Hutchinson Utilities Commission | Dave Hunstad     | (320) 234-0508 |
| ❖   | Ottertail Power                 | John Kettel      | (701) 671-6022 |
| ❖   | City of Chaska                  | Troy Wiebe       | (952) 227-7702 |
| ❖   | City of Bemidji                 | Dave Hansen      | (218) 333-1855 |
| ❖   | City of Mankato                 | Joe Grabianowski | (507) 387-8651 |
| ❖   | City of Burnsville              | Linda Mullen     | (952) 895-4552 |

EXT. LIGHT POLES  
1103 - 8 to 10 yrs  
me

320-



## PROJECT PROPOSAL

R&H PAINTING, LLC

RandHpaintingMN.com

15725 US Hwy 12 SW, Cokato MN 55321 ♦ Phone: 320.286.2471 ♦ Fax: 320.286.2795

### Five blower Exhaust Spouts & Green Aeration Basin Piping



### Grit Pump Room, Raw Sewage Line, & Grit Pump



**PROJECT LOCATION:** 15300 Cty Rd 30, Mayer, MN.

**Prepared by:**

Grant Raisanen, Industrial Rep.

R & H Painting, LLC

[www.RandHpaintingMN.com](http://www.RandHpaintingMN.com)

+1-612-703-4869

**Prepared for:**

Greg Kluver, Contract Operator

Mayer WWTP

[greg-kluver@hotmail.com](mailto:greg-kluver@hotmail.com)

612.590.1828



## INDUSTRIAL COATINGS QUOTE

R&H PAINTING, LLC

RandHpaintingMN.com

15725 US Hwy 12 SW, Cokato MN 55321 ♦ Phone: 320.286.2471 ♦ Fax: 320.286.2795

Greg,

Thank you for requesting a quote from R&H Painting, LLC. **We specialize in safety, surface preparation, and industrial coatings.**

**This proposal is for surface prep and painting at the Mayer, MN WWTP.**

Please read through our onsite procedures detailed below.

You can learn more about R&H Painting at [www.RandHpaintingMN.com](http://www.RandHpaintingMN.com).

**If you would like to move forward with the project, complete the acceptance below and contact me to schedule the work.**

Grant Raisanen  
Co-Owner  
R&H Painting, LLC.



## INDUSTRIAL COATINGS QUOTE

R&H PAINTING, LLC

RandHpaintingMN.com

15725 US Hwy 12 SW, Cokato MN 55321 ♦ Phone: 320.286.2471 ♦ Fax: 320.286.2795

### On-Site Procedures:

- **Surface Preparation & Containment**
  - Containment – abrasive media will be contained and removed from site.
  - Surface will be blasted to remove all loose paint. When viewed without magnification, the surface shall be free of all visible oil, grease, dust, dirt, mill scale, rust, coating, oxides, corrosion products and other foreign matter.
  - Areas that cannot be prepared by sandblasting or water blasting will be prepared by hand tool wire wheel.
- **Coating Application**
  - Prior to coating application, all surfaces will be clean, dry, and in sound condition. Loose & foreign material will be removed.
  - Coatings will be applied using a combination of rolling, brushing, and airless spray methods.
- **Coating Material**
  - [www.Tnemec.com](http://www.Tnemec.com)
- **Completion**
  - R&H Painting to provide general cleanup each day during production, and full site cleanup at project completion.

*The procedures R&H recommends have produced excellent results time and again in the industrial & commercial markets. R&H Painting delivers value by installing Professionally Specified Coatings that withstand the extreme environments.*



# INDUSTRIAL COATINGS QUOTE

R&H PAINTING, LLC

RandHpaintingMN.com

15725 US Hwy 12 SW, Cokato MN 55321 ♦ Phone: 320.286.2471 ♦ Fax: 320.286.2795

### Project Notes:

1. This quote includes all items necessary to complete coatings as described: materials, labor, equipment, accessing equipment, workers compensation insurance, and general liability insurance.
2. R&H trains to work safely. R&H's third party safety contractor is Veriforce. As of 10.16.15 we have an Experience Modification Rating (EMR) of 0.90 and zero LTP's in 254,000 man hours. The *R&H Painting Employee Safety Program* is available via email.

### ACCEPTANCE

The undersigned hereby accepts R&H's proposal and authorizes R&H to furnish all materials and labor required to complete the work set forth in the proposal, and therefore agrees to the following payment terms: **One third payment at the start of the project, remainder at job completion. 1.5% per month finance charge will be assessed to all accounts over 30 days past due.**

Per MN statutes, we are required to notify you that any person or company supplying labor or materials for this improvement to your property may file a lien against your property if that person or company is not paid for the contributions. MN statute 514.011.

Accepted: \_\_\_\_\_ Date \_\_\_\_\_

Respectfully,  
R&H Painting, LLC.

By \_\_\_\_\_

By \_\_\_\_\_

Title \_\_\_\_\_

Title \_\_\_\_\_

Send Invoices to: \_\_\_\_\_



# INDUSTRIAL COATINGS QUOTE

R&H PAINTING, LLC

RandHpaintingMN.com

15725 US Hwy 12 SW, Cokato MN 55321 ♦ Phone: 320.286.2471 ♦ Fax: 320.286.2795

~~~~~

R&H has served the commercial & industrial coatings market since 1974.

Questions can be directed to our office @ 320.286.2471, or industrial sales @ 612.703.4869.

Websites: [RandHpaintingMN.com](http://RandHpaintingMN.com)    [Induron.com](http://Induron.com)    [PPG.com](http://PPG.com)  
[Themec.com](http://Themec.com)    [DevoeCoatings.com](http://DevoeCoatings.com)    [Hirshfields.com](http://Hirshfields.com)  
[Rustoleum.com](http://Rustoleum.com)    [SherwinWilliams.com](http://SherwinWilliams.com)

Thanks for the opportunity!

Grant Raisanen, Industrial Rep.

R&H Painting, LLC.

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*When you want it right ...*



## INDUSTRIAL COATINGS QUOTE

R&H PAINTING, LLC

RandHpaintingMN.com

15725 US Hwy 12 SW, Cokato MN 55321 ♦ Phone: 320.286.2471 ♦ Fax: 320.286.2795

### Five blower Exhaust Spouts & Green Aeration Basin Piping

- The piping is to be cleaned by pressure washing and/or hand cleaning. Loose flaking paint is to be removed.
- The piping is to be spot primed where paint has flaked off. Product: Tnemec solvent-borne 2-component epoxy.
- After spot priming The piping is to receive one full coat of Tnemec solvent-born 2-component epoxy.

Price including Labor & Materials Installed:

\$16,200

### Grit Pump Room Walls, Piping, & New Pump

- Walls (up to 14' high) are to receive a commercial blast cleaning (SSPC-SP6), Raw Sewage line and piping attached to grit pump to receive a near-white cleaning (SSPC-SP10).
- Walls to be coated with Tnemec 2-Component Water Borne Primer & topcoat.
- Raw sewage line to be coated with Tnemec 2-Component Solvent Borne Primer & topcoat.
- The new grit pump is to receive one full coat of Tnemec sovent-born 2-component epoxy.

Price including Labor & Materials Installed:

\$21,500



# INDUSTRIAL COATINGS QUOTE

R&H PAINTING, LLC

RandHpaintingMN.com

15725 US Hwy 12 SW, Cokato MN 55321 ♦ Phone: 320.286.2471 ♦ Fax: 320.286.2795

### Project Notes:

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2. R&H trains to work safely. R&H's third party safety contractor is Veriforce. As of 10.16.15 we have an Experience Modification Rating (EMR) of 0.90 and zero LTY's in 254,000 man hours. The *R&H Painting Employee Safety Program* is available via email.

### ACCEPTANCE

The undersigned hereby accepts R&H's proposal and authorizes R&H to furnish all materials and labor required to complete the work set forth in the proposal, and therefore agrees to the following payment terms: **One third payment at the start of the project, remainder at job completion. 1.5% per month finance charge will be assessed to all accounts over 30 days past due.**

Per MN statutes, we are required to notify you that any person or company supplying labor or materials for this improvement to your property may file a lien against your property if that person or company is not paid for the contributions. MN statute 514.011.

Accepted: \_\_\_\_\_ Date \_\_\_\_\_

Respectfully,  
R&H Painting, LLC.

By \_\_\_\_\_

By \_\_\_\_\_

Title \_\_\_\_\_

Title \_\_\_\_\_

Send Invoices to: \_\_\_\_\_



# INDUSTRIAL COATINGS QUOTE

R&H PAINTING, LLC

RandHpaintingMN.com

15725 US Hwy 12 SW, Cokato MN 55321 ♦ Phone: 320.286.2471 ♦ Fax: 320.286.2795

~~~~~

R&H has served the commercial & industrial coatings market since 1974.

Questions can be directed to our office @ 320.286.2471, or industrial sales @ 612.703.4869.

Websites: [RandHpaintingMN.com](http://RandHpaintingMN.com)    [Induron.com](http://Induron.com)    [PPG.com](http://PPG.com)  
[Tnemec.com](http://Tnemec.com)    [DevoeCoatings.com](http://DevoeCoatings.com)    [Hirshfields.com](http://Hirshfields.com)  
[Rustoleum.com](http://Rustoleum.com)    [SherwinWilliams.com](http://SherwinWilliams.com)

Thanks for the opportunity!

Grant Raisanen, Industrial Rep.

R&H Painting, LLC.

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*When you want it right ...*



FNI

March 27, 2017

Mayor Chris Capaul  
City of Mayer  
413 Bluejay Ave.  
Mayer, MN 55369

Dear Mr. Capaul:

Please, be advised that effective May 1<sup>st</sup>, 2017, NU-Telecom's digital TV rates will become the following:

NU-Basic – \$23.95

NU-Entertainment (includes NU-Basic) - \$74.95

NU-Variety (includes NU-Basic and NU-Entertainment) - \$84.95

Enclosed for your reference, please, find an updated channel lineup.  
Should the City have any questions concerning this notice, please, contact me at (507) 233-4169.

Sincerely,

Kathy Lund  
Regulatory & Administrative Manager

Corporate Headquarters  
New Ulm Telecom, Inc.  
27 N. Minnesota St.  
New Ulm, MN 56073  
Voice: 507 354-4111  
Fax: 507 354-1982

Redwood Falls  
NU-Telecom  
137 East 2<sup>nd</sup> St.  
Redwood Falls, MN 56283  
Voice: 507 627-4111  
Fax: 507 627-4110

Springfield  
NU-Telecom  
22 South Marshall St.  
Springfield, MN 56087  
Voice: 507 723-4211  
Fax: 507 723-4377

Aurelia, IA  
NU-Telecom  
221 Main St.  
Aurelia, IA 51005  
Voice: 712 434-5989  
Fax: 712 434-5555



# Cologne, Mayer, New Germany & Plato Service Lineup

2104 E 10th St • Glencoe, MIN 55336 • 320-864-2818 • www.nutelecom.net

## NU-BASIC

46 channels - 32 SD & 14 HD\*  
**\$23.95 a month**

|                    | SD | HD  |                  | SD  | HD  |
|--------------------|----|-----|------------------|-----|-----|
| Antenna TV         | 49 |     | Me-TV            | 47  |     |
| C-Span             | 17 |     | Public Access    | 10  |     |
| Catholic TV        | 21 |     | QVC              | 14  | 948 |
| Decades            | 42 |     | TBD TV           | 48  |     |
| Educational Access | 16 |     | TBN              | 24  |     |
| EWTN               | 23 |     | The Wall         | 3   |     |
| Heroes & Icons     | 50 |     | This TV          | 46  |     |
| HSN                | 15 | 949 | tpt Kids         | 199 | 899 |
| KARE 11 - NBC      | 11 | 911 | tpt Life         | 18  | 903 |
| KEYC - CBS         | 12 |     | tpt Minnesota    | 19  | 898 |
| KMSP - FOX         | 9  | 909 | tpt Weather      | 20  |     |
| Kool TV            | 7  |     | TV Guide Network | 6   |     |
| KPXM - ION         | 41 | 995 | WCCO - CBS       | 4   | 904 |
| KSTC - IND         | 45 | 913 | WFTC - MY29      | 13  | 908 |
| KSTP - ABC         | 5  | 905 | What's NU        | 100 |     |
| KTCA/tpt - PBS     | 2  | 902 | WUCW - CW        | 8   | 906 |

## NU-ENTERTAINMENT

199 channels - 136 SD & 63 HD\*  
**\$74.95 a month**

(includes NU-Basic & NU-Music)

|                     | SD  | HD  |                         | SD  | HD  |
|---------------------|-----|-----|-------------------------|-----|-----|
| A&E                 | 139 | 939 | History                 | 141 | 941 |
| AMC                 | 138 | 973 | HLN                     | 143 | 943 |
| Animal Planet       | 126 | 926 | Investigation Discovery | 163 | 963 |
| AXS TV              |     | 919 | Lifetime                | 122 | 922 |
| Big Ten Network     | 28  | 928 | LMN                     | 270 | 970 |
| Bravo               | 161 | 961 | MSNBC                   | 145 | 945 |
| Cartoon Network     | 124 | 924 | MTV                     | 150 | 960 |
| CMT                 | 148 | 958 | NASA TV                 | 167 | 967 |
| CNBC                | 144 | 944 | National Geographic     | 155 | 955 |
| CNN                 | 142 | 942 | NBC Sports              | 128 | 990 |
| Comedy Central      | 152 | 952 | Nickelodeon             | 123 | 923 |
| Discovery Channel   | 127 | 927 | OWN                     | 164 |     |
| Disney Channel      | 121 | 982 | Oxygen                  | 160 |     |
| Disney Junior       | 158 | 983 | Science                 | 162 | 962 |
| E! Entertainment TV | 151 | 951 | Spike                   | 136 | 950 |
| ESPN                | 30  | 930 | Syfy                    | 153 | 953 |
| ESPN2               | 31  | 931 | TBS                     | 134 | 934 |
| Food Network        | 168 | 968 | Telemundo               | 210 |     |
| Fox Business        | 147 | 947 | The Weather Channel     | 156 |     |
| Fox News            | 146 | 946 | TLC                     | 159 | 959 |
| Fox Sports North    | 29  | 929 | TNT                     | 133 | 933 |
| Freeform            | 120 | 980 | TV Land                 | 137 |     |
| FS1                 | 218 | 918 | Universal HD            |     | 914 |
| FSN Plus            | 115 |     | USA                     | 132 | 932 |
| FX                  | 135 | 996 | Velocity                |     | 915 |
| FXX                 | 212 | 991 | VH1                     | 149 | 956 |
| GSN                 | 165 |     | WE tv                   | 157 | 957 |
| HDNet Movies        |     | 920 | WGN                     | 70  |     |
| HGTV                | 140 | 940 |                         |     |     |

## NU-MUSIC

|                           |     |                          |     |
|---------------------------|-----|--------------------------|-----|
| MC 70's                   | 829 | MC Party Favorites       | 822 |
| MC 80's                   | 828 | MC Pop & Country         | 831 |
| MC 90's                   | 827 | MC Pop Hits              | 821 |
| MC Adult Alternative      | 816 | MC Pop Latino            | 836 |
| MC Alternative            | 815 | MC R&B Classics          | 809 |
| MC Blues                  | 846 | MC R&B Soul              | 810 |
| MC Classic Country        | 834 | MC Rap                   | 806 |
| MC Classic Rock           | 818 | MC Reggae                | 812 |
| MC Classical Masterpieces | 849 | MC Rock                  | 813 |
| MC Contemporary Christian | 835 | MC Rock Hits             | 817 |
| MC Country Hits           | 833 | MC Romances              | 840 |
| MC Dance/EDM              | 803 | MC Singers & Swing       | 847 |
| MC Easy Listening         | 848 | MC Smooth Jazz           | 844 |
| MC Gospel                 | 811 | MC Soft Rock             | 819 |
| MC Hip-Hop & R&B          | 805 | MC Solid Gold Oldies     | 830 |
| MC Hip-Hop Classics       | 807 | MC Sounds of the Seasons | 841 |
| MC Hit List               | 801 | MC Soundscapes           | 843 |
| MC Indie                  | 804 | MC Stage & Screen        | 842 |
| MC Jazz                   | 845 | MC Teen Beats            | 823 |
| MC Kidz Only              | 824 | MC Throwback Jamz        | 808 |
| MC Light Classical        | 850 | MC Today's Country       | 832 |
| MC Love Songs             | 820 | MC Toddler Tunes         | 825 |
| MC Max                    | 802 | MC Tropicales            | 839 |
| MC Metal                  | 814 | MC Y2K                   | 826 |
| MC Mexicana               | 838 | Music Choice Play        | 800 |
| MC Musica Urbana          | 837 |                          |     |

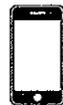
## REDZONE

**\$49.95 annually**

Billed once annually with any Digital TV package.

SD HD

NFL RedZone ..... 36 | 936



**WatchTVEverywhere**  
**FREE!** On the go - on any device with an Internet connection.  
 Channels included in WatchTVEverywhere  
 are colored red in the service lineup.

## NU-VARIETY

263 channels - 181 SD & 82 HD\*

**\$84.95 a month**

(includes access to NU-Basic, NU-Music & NU-Entertainment)

|                                | SD  | HD  |                   | SD  | HD  |
|--------------------------------|-----|-----|-------------------|-----|-----|
| American Heroes                | 226 | 994 | Hope              | 25  |     |
| BBC America                    | 214 | 954 | IFC               | 225 | 971 |
| C-Span 2                       | 223 |     | Inspiration       | 241 |     |
| C-Span 3                       | 236 |     | Military History  | 274 |     |
| C&I                            | 272 | 972 | MTV 2             | 227 |     |
| Centric                        | 233 |     | MTV Hits          | 230 |     |
| Chiller                        | 219 |     | MTV Jams          | 228 |     |
| CMT Pure Country               | 231 |     | MTV Tr3s          | 229 |     |
| CNBC World                     | 221 |     | mun2              | 211 |     |
| Destination America            | 206 | 966 | Nat Geo Wild      | 213 | 925 |
| Discovery en Espanol           | 207 |     | NFL Network       | 35  | 935 |
| Discovery Family               | 203 | 993 | Nick Jr.          | 200 |     |
| Discovery Life                 | 169 |     | Nick2             | 202 |     |
| Disney XD                      | 125 | 984 | Nicktoons Network | 205 |     |
| DIY Network                    | 209 | 969 | Pursuit           | 235 |     |
| ESPNU                          | 34  | 986 | RFD TV            | 224 | 988 |
| Fido                           | 154 |     | SEC               | 77  | 977 |
| Fuse                           | 280 | 998 | SEC Alternate     | 78  |     |
| Fusion                         | 242 |     | Sundance Channel  | 234 |     |
| FX Movie                       | 237 | 937 | TeenNick          | 201 |     |
| FYI                            | 215 | 917 | VH1 Classic       | 232 |     |
| Hallmark Channel               | 238 | 938 | Viceland          | 216 | 916 |
| Hallmark Movies<br>& Mysterles | 240 | 976 |                   |     |     |

## PREMIUM CHANNELS

NU-Premium - \$54.95 ..... save \$21.85  
 HBO/Cinemax - \$32.95 ..... save \$4.95

|                           | SD  | HD |                        | SD  | HD  |
|---------------------------|-----|----|------------------------|-----|-----|
| <b>Cinemax - \$16.95</b>  |     |    | Showtime Beyond        | 604 |     |
| @Max                      | 555 |    | Showtime Extreme       | 603 |     |
| 5StarMax                  | 556 |    | Showtime Extreme (W)   | 608 |     |
| ActionMax                 | 552 |    | Showtime Family Zone   | 611 |     |
| Cinemax                   | 550 |    | Showtime HD            | 610 |     |
| MoreMax                   | 551 |    | Showtime Next          | 612 |     |
| OuterMax                  | 557 |    | Showtime Showcase      | 602 |     |
| ThrillerMax               | 553 |    | Showtime Showcase (W)  | 607 |     |
| WMax                      | 554 |    | Showtime Women         | 613 |     |
| <b>HBO - \$20.95</b>      |     |    | TMC                    | 650 | 660 |
| HBO                       | 500 |    | TMC (W)                | 653 |     |
| HBO (W)                   | 505 |    | TMC Extra              | 651 |     |
| HBO Comedy                | 509 |    | <b>STARZ - \$18.95</b> |     |     |
| HBO Comedy (W)            | 510 |    | STARZ ENCORE           | 750 | 760 |
| HBO Family                | 503 |    | STARZ ENCORE (W)       | 752 |     |
| HBO Family (W)            | 508 |    | STARZ ENCORE Action    | 757 |     |
| HBO Latino                | 504 |    | STARZ ENCORE Black     | 756 |     |
| HBO Signature             | 502 |    | STARZ ENCORE Classic   | 753 |     |
| HBO Signature (W)         | 507 |    | STARZ ENCORE Family    | 758 |     |
| HBO Zone                  | 511 |    | STARZ ENCORE Suspense  | 755 |     |
| HBO2                      | 501 |    | STARZ ENCORE Westerns  | 754 |     |
| HBO2 (W)                  | 506 |    | STARZ                  | 700 |     |
| <b>Showtime - \$19.95</b> |     |    | STARZ (W)              | 751 |     |
| FFLIX                     | 652 |    | STARZ Cinema           | 703 |     |
| FLIX (W)                  | 654 |    | STARZ Comedy           | 705 |     |
| Showtime                  | 600 |    | STARZ Edge             | 704 |     |
| Showtime (W)              | 605 |    | STARZ HD               | 710 |     |
| Showtime 2                | 601 |    | STARZ in Black         | 701 |     |
| Showtime 2 (W)            | 606 |    | STARZ Kids & Family    | 702 |     |

## INTERNET & DIGITAL TV BUNDLES

Choose the High-speed Internet & Digital TV to fit your needs.

### Variety Bundle

|                       |          |
|-----------------------|----------|
| 55Mbps Variety Bundle | \$153.90 |
| 25Mbps Variety Bundle | \$138.90 |
| 15Mbps Variety Bundle | \$118.90 |

### Entertainment Bundle

|                             |          |
|-----------------------------|----------|
| 55Mbps Entertainment Bundle | \$147.90 |
| 25Mbps Entertainment Bundle | \$132.90 |
| 15Mbps Entertainment Bundle | \$112.90 |

### Basic Bundle

|                     |         |
|---------------------|---------|
| 55Mbps Basic Bundle | \$99.90 |
| 25Mbps Basic Bundle | \$84.90 |
| 15Mbps Basic Bundle | \$64.90 |



### Bundle & Save

Additional savings each month on TechTrends Wireless when you bundle with Digital TV and Internet!

## DVR

|                     |         |
|---------------------|---------|
| DVR                 | \$12.95 |
| Each Additional DVR | \$8.95  |
| HD & DVR Bundle     | \$19.95 |

## INTERNET

No data caps and speeds up to:

|        |         |
|--------|---------|
| 55Mbps | \$79.95 |
| 25Mbps | \$64.95 |
| 15Mbps | \$44.95 |

WiFi (wireless router) ..... \$2.95

- 5 email addresses
- Email virus and spam blocker
- 24/7 local Internet support
- Monthly eNewsletter

- All programming and prices are subject to change.
- Taxes and other mandated service charges are not included in the prices.
- Entertainment and Variety packages include interactive on-screen guide.
- A la carte video service includes one box/stream. Charges may apply for additional boxes.
- \*HD equipment rental charges apply.
- Some restrictions may apply. All services not available in all areas.

NOTICE OF PUBLIC HEARING  
CARVER COUNTY, MINNESOTA

COUNTYWIDE LOCAL OPTION TRANSPORTATION SALES TAX, EXCISE FEE AND WHEELAGE TAX

Notice is hereby given that the Carver County Board of Commissioners will hold a public hearing on Tuesday, April 18, 2017 at 4:00 pm in the County Board Room of the Carver County Government Center at 602 East 4th Street, Chaska, Minnesota, to consider implementation of a countywide local option transportation sales and use tax pursuant to MN Statute 297A.993 and a wheelage tax pursuant to MN Statute 163.051. The new revenue from these taxes is proposed to provide funding for the following list of construction projects in the next 20 years:

- County Road 44 and Highway 212 Interchange in Chaska
- Highway 41/Lyman Blvd. Intersection in Chaska
- County Road 44 from W. of County Road 61 to Highway 212 in Chaska
- Highway 25 from High Street to White Street in Watertown
- Highway 101 Bluff from Flying Cloud Dr. to Pioneer Trail in Chanhassen
- County Road 10 from Clover Ridge Dr. to County Highway 11 in Chaska
- Highway 5/Rolling Acres Rd. Intersection in Victoria
- Highway 212 from Carver to Cologne
- County Road 18 Extension (82nd St) from Bavaria Rd. to Highway 41 in Victoria, Chaska and Chanhassen
- County Road 117 (Galpin Blvd.) from Highway 5 to North County Line in Chanhassen
- Highway 7/Rolling Acres Rd. Intersection in Victoria
- Highway 41 from Minnesota River to Walnut Court in Chaska
- County Road 11/County Road 40 (S) Intersection in Carver
- Highway 5 from Highway 41 to Rolling Acres Rd. in Chanhassen and Victoria
- Highway 41/County Road 10 (Engler Blvd.) Intersection in Chaska"
- County Road 10 (Engler Blvd.) from Highway 41 to Highway 212 in Chaska
- County Road 10 (Engler Blvd.) from Highway 41 to County Road 61 in Chaska
- County Road 11/County Road 43 Intersection in Victoria
- County Road 10 from County Road 11 to County Road 43 (W.) in Laketown Township
- Highway 212 from Cologne to Norwood Young America
- East Waconia Bypass from County Road 10 to Highway 5 in Waconia
- County Road 61 (Flying Cloud Dr.) from Engler Blvd. to Bluff Creek Dr. in Chaska and Chanhassen
- Highway 5 from Rolling Acres Rd. to Victoria Dr. (W.) in Victoria
- County Road 11 (Johnathan Carver Pkwy.) from 6th St. to County Road 40 in Carver
- Highway 5 from Main Street to Highway 284 in Waconia
- County Wide Pavement Rehabilitation Projects

The County Board of Commissioners will also consider levying the taxes for an additional 10-years (30 years) to fund the following construction projects:

- County Road 14 (Pioneer Tr.) from Highway 41 to Bavaria Rd. in Chaska
- Highway 5 from Oak Ave to Orchard Rd. in Waconia
- County Road 17 (Powers Blvd) from Highway 5 to North County Line in Chanhassen
- Highway 41 from Lyman Blvd. to Highway 5 in Chaska and Chanhassen
- County Road 14 (Pioneer Tr.) from Powers Blvd. to the East County Line in Chanhassen
- Watertown South River Crossing in Watertown
- Highway 41 from Pioneer Tr. to Lyman Blvd. in Chaska
- Highway 284 from Cologne to Waconia
- Additional County Wide Pavement Rehabilitation Projects.

Public comments will be heard at this time. All interested persons may appear at the public hearing and present their views orally or in writing. Comments may also be emailed to: [admin-contact@co.carver.mn.us](mailto:admin-contact@co.carver.mn.us).

Additional information is available on the Carver County website at:

[www.co.carver.mn.us/government/county-board-of-commissioners/transportation-funding-forum](http://www.co.carver.mn.us/government/county-board-of-commissioners/transportation-funding-forum)

David Hemze  
Carver County Administrator

NOTICE OF PUBLIC HEARING  
COUNTY OF CARVER  
CHASKA, MINNESOTA

Application for a Conditional Use Permit

NOTICE IS HEREBY GIVEN that on Tuesday, the 18<sup>th</sup> day of April, 2017, as soon as possible after 7:00 p.m. upstairs in the Social Services wing, in the Commissioner's Meeting Room of the Carver County Government Center, Chaska, Minnesota, the Carver County Planning Commission will hold a public hearing to consider the application of Dale Kutzke for a Conditional Use Permit pursuant to Chapter 152 of the Carver County Code.

The application is being made for the following described property (full legal description is on file with the application):

Approx. 3 acres in the NE1/4 of the NE1/4 in Section 10, Camden Township  
Address: 70xx Union Ave (north of 7120 Union Ave)

If approved, this Conditional Use Permit (CUP) would allow for the subdivision of approximately 3 acres of land as a residential wooded lot with 1 building eligibility. The County Code allows for wooded lots as an additional density conditional use option.

All persons interested are invited to attend the hearing and be heard on this matter.  
Written comment may be mailed to:

Public Services Division  
Carver County Government Center  
600 East 4th St  
Chaska, MN 55318-2102  
(952) 361-1820

Carver County Planning Commission  
By: Steve Just  
Land Management Dept. Manager

Date to Publish: April 6, 2017

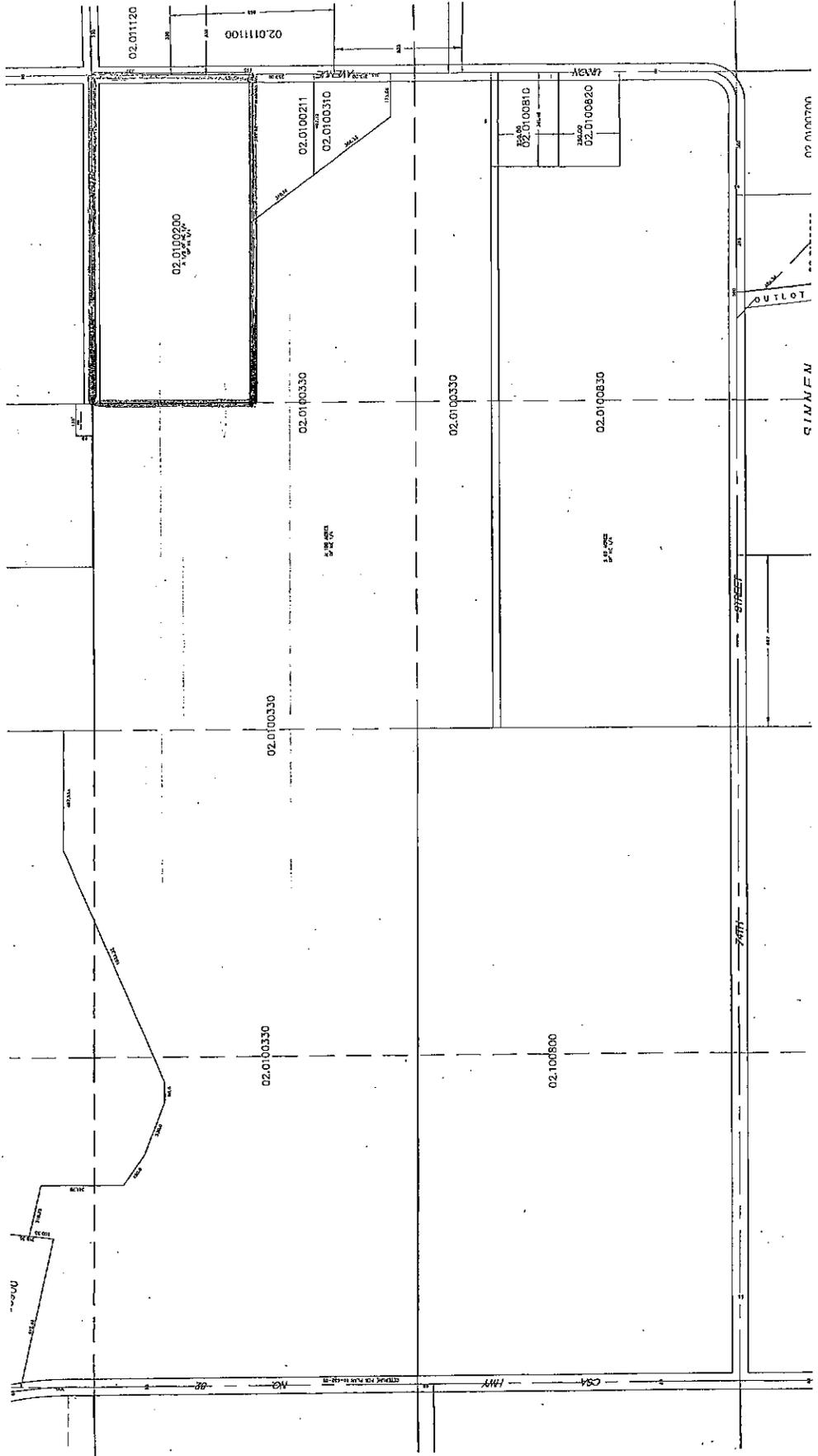
Chaska Herald, Waconia Patriot

To be billed to: Public Services Division  
Land Management Department at the address above

END

N 1/2 SEC. 10, T.116, R.26

THIS IS NOT A LEGAL INSTRUMENT  
 AND DOES NOT CONSTITUTE A WARRANTY  
 OF ANY KIND. THE SURVEYOR'S  
 LIABILITY IS LIMITED TO THE  
 PERFORMANCE OF THE SERVICES  
 SPECIFICALLY SET FORTH IN THE  
 CONTRACT. THE CLIENT IS RESPONSIBLE  
 FOR OBTAINING NECESSARY  
 PERMITS AND APPROVALS FROM  
 THE APPROPRIATE AGENCIES.



Surveying & Mapping Office  
 Center County Gov. Center  
 600 East Fourth Street  
 Chaska, MN 55318  
 Feb 14, 2017



CARVER  
COUNTY

Taxpayer Services Department  
Government Center - Administration Building  
600 East 4th Street  
Chaska, MN 55318-2102  
Phone (952) 361-1910  
Fax (952) 361-1919  
www.co.carver.mn.us

Laurie Davies  
Taxpayer Services Manager  
Phone: (952) 361-1907  
Email: ldavies@co.carver.mn.us

To: Township Clerks & Treasurers  
City Clerks & Treasurers/Financial Officers  
School District Superintendents & Financial Officers

From: Laurie Davies, Taxpayer Services Manager

Date: April 3, 2017

RE: Payable 2017 Property Tax Disbursement Dates

CC: Dave Hemze, Carver County Administrator  
David Frischmon, Carver County Finance Director  
Tom Kerber, Carver County Investment Manager

The Taxpayer Services Department collects property tax on your behalf. Minnesota State statutes, 276.11 and 276.111, govern the dates that taxes are disbursed to the entities by Carver County.

The Payable 2017 Disbursement Dates table on the following page will be used for disbursing 2017 tax collections. All funds will be electronically transferred using the account information you have furnished and will be deposited in your account on the date listed. In addition, we will send via email or US Postal Service a transmittal advising you of the amount transferred.

Please contact me with any questions or concerns. We appreciate your continued cooperation and look forward to working with you in the future.

*Equal Opportunity Employer*

**Payable 2017 Disbursement Dates**

| <b>Settlement</b>                             | <b>Collection Types Included in Settlement</b>                                                                                                                                                  | <b>Settlement Dates</b>   | <b>Disbursement Date</b>         | <b>Authority</b>                                                                           |
|-----------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|----------------------------------|--------------------------------------------------------------------------------------------|
| <b>June Settlement</b>                        | Current Year Real Estate and Personal Property<br>State General Tax                                                                                                                             | 1/1/17 thru<br>5/20/17    | May 24th - 50%<br>June 5th - 50% | Schools<br>State of MN (SGT)                                                               |
|                                               | State General Tax                                                                                                                                                                               | 1/1/17 thru<br>5/20/17    | June 28th                        | Remainder of State of MN (SGT)                                                             |
|                                               | Current Year Real Estate and Personal Property<br>Delinquent Real Estate and Personal Property<br>Current Year Mobile Home<br>Delinquent Mobile Home<br>Fiscal Disparities                      | 1/1/17 thru<br>5/20/17    | July 3rd                         | Townships<br>Cities<br>Other Special Districts<br>Remainder of schools                     |
| <b>2nd Half School &amp; State Settlement</b> | Current Year Real Estate and Personal Property<br>State General Tax                                                                                                                             | 5/21/17 thru<br>10/20/17  | Oct 24th - 50%<br>Nov 2nd - 50%  | Schools<br>State of MN (SGT)                                                               |
| <b>November Settlement</b>                    | Current Year Real Estate and Personal Property<br>Delinquent Real Estate and Personal Property<br>Current Year Mobile Home<br>Delinquent Mobile Home<br>Fiscal Disparities<br>State General Tax | 5/21/17 thru<br>11/20/17  | Dec 1st                          | Townships<br>Cities<br>Other Special Districts<br>Remainder of schools & State of MN (SGT) |
| <b>Final Settlement</b>                       | Current Year Real Estate and Personal Property<br>Delinquent Real Estate and Personal Property<br>Current Year Mobile Home<br>Delinquent Mobile Home<br>Fiscal Disparities<br>State General Tax | 11/21/17 thru<br>12/31/17 | Jan 25th                         | Schools<br>Townships<br>Cities<br>Other Special Dist.<br>State of MN (SGT)                 |

*Equal Opportunity Employer*



## ACTION REQUIRED

DATE: April 1, 2017  
TO: Mayer, PWSID 1100006  
FROM: Karla R. Peterson, Supervisor  
Community Public Water Supply Unit  
Drinking Water Protection Section  
SUBJECT: Consumer Confidence Report – Distribution Requirements

All community water systems must distribute a drinking water report known as a Consumer Confidence Report (CCR) annually to their customers before July 1, 2017.

Your system may reformat the CCR and/or add additional information about your water system (treatment processes, upgrades planned, etc.) however, that is not necessary. The CCR that we have provided will satisfy the requirements. If you choose to reformat the CCR, all the information in the Minnesota Department of Health (MDH) CCR must be included in your newly reformatted CCR.

You must add your phone number to the grey shaded area on Page 1 so customers can call with questions or request additional information. There may be other grey shaded areas in your CCR – it is your responsibility to fill in those areas with accurate information.

### **Distribution:**

The requirements to distribute your CCR are determined by population. The population served by your water supply is 1767. The option(s) on how to distribute your CCR are listed on the enclosed Certification Form. Please indicate what option(s) you chose on the Certification Form. The Certification Form is to be returned to MDH, along with a copy of the CCR that was distributed to your customers. Even if you are distributing the MDH CCR, you must fill in the grey shaded area(s) and return a copy of the CCR and the completed Certification Form to MDH by July 1, 2017.

You are required to keep a copy of the CCR for at least three years. **Failure to produce and distribute a CCR as required—as well as failure to submit a copy of the CCR and the Certification Form to MDH by July 1, 2017—may result in enforcement actions, including fines.**

KRP:bs  
Enclosure



2017 CERTIFICATION FORM

Name of System: Mayer

PWSID: 1100006

The information in the attached Consumer Confidence Report (CCR) is accurate and has been distributed to customers served by our water supply in the following manner. You must check at least one option, however check ALL that apply:

Published the **entire** CCR in one or more local community newspapers with a comment that the CCR is not being directly mailed to all customers but that a copy is available upon request (provided a phone number for customers to call and request a copy of the CCR). Return a copy or newspaper clipping of the CCR to MDH. List newspaper(s) and date(s) of publication:

Paper copy individually mailed to all customers.

Mailed notification (postcard, newsletter, etc.) that CCR is available via direct URL. You MUST provide a direct link to your system's CCR (i.e. [www.minneapolismn.gov/www/groups/public/@publicworks/documents/webcontent/wcms1p-125811.pdf](http://www.minneapolismn.gov/www/groups/public/@publicworks/documents/webcontent/wcms1p-125811.pdf)) and give the option for the customer to request a paper copy. You can also provide other links to the CCR (i.e. [www.minneapolismn.gov](http://www.minneapolismn.gov)) beyond the required direct link.

Direct URL \_\_\_\_\_

Emailed a direct URL to CCR for bill-paying customers; emailed the CCR as a file attachment (PDF) or directly inserted CCR into the body of the email message. URL \_\_\_\_\_

**Options should include how a paper copy of the CCR can be obtained if one is not provided.**

Efforts must be made to reach customers who do not receive water bills, (such as apartment tenants, nursing home residents, etc.). This can be done by publicizing the availability of the CCR in the media, posting in public places, delivering multiple copies of the CCR for distribution by single-biller customers, delivering CCR to community organizations, posting on the internet, and/or including within the CCR a request for recipients to share information with non-billing customers.

**COMPLETE THE FOLLOWING:**

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

Job Title: \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_\_

Email address: \_\_\_\_\_

Please print clearly

**PLEASE NOTE:** Although MDH sent a CCR to your system, we need a "final" copy of the CCR that your system distributed for our records. Whether you reformatted the CCR, or simply added a phone number for your system on the CCR, you must return a copy of the CCR and this form to MDH.

Return this form and a copy of the CCR or newspaper clipping of the CCR, **by July 1, 2017.**

**Mailing Address:**  
Minnesota Department of Health  
c/o Ms. Nancy Kadriik  
Drinking Water Protection Section  
P. O. Box 64975  
St. Paul, Minnesota 55164-0975

**Fax:** 651/201-4701  
**Email:** [health.drinkingwateradvisory@state.mn.us](mailto:health.drinkingwateradvisory@state.mn.us)

**RETURN A COPY OF YOUR CCR AND THIS FORM TO MDH**

City of Mayer  
2016 Drinking Water Report

The City of Mayer is issuing the results of monitoring done on its drinking water for the period from January 1 to December 31, 2016. The purpose of this report is to advance consumers' understanding of drinking water and heighten awareness of the need to protect precious water resources.

#### Source of Water

The City of Mayer provides drinking water to its residents from a groundwater source: two wells ranging from 260 to 280 feet deep, that draw water from the Jordan aquifer.

The Minnesota Department of Health has made a determination as to how vulnerable our systems' source(s) of water may be to future contamination incidents. If you wish to obtain the entire source water assessment regarding your drinking water, please call 651-201-4700 or 1-800-818-9318 (and press 5) during normal business hours. Also, you can view it on line at [www.health.state.mn.us/divs/eh/water/swp/swa](http://www.health.state.mn.us/divs/eh/water/swp/swa).

Call Mayer City Hall at 952-657-1502 if you have questions about the City of Mayer drinking water or would like information about opportunities for public participation in decisions that may affect the quality of the water.

#### Results of Monitoring

No contaminants were detected at levels that violated federal drinking water standards. However, some contaminants were detected in trace amounts that were below legal limits. The table that follows shows the contaminants that were detected in trace amounts last year. (Some contaminants are sampled less frequently than once a year; as a result, not all contaminants were sampled for in 2016. If any of these contaminants were detected the last time they were sampled for, they are included in the table along with the date that the detection occurred.)

Key to abbreviations:

MCLG—Maximum Contaminant Level Goal: The level of a contaminant in drinking water below which there is no known or expected risk to health. MCLGs allow for a margin of safety.

MCL—Maximum Contaminant Level: The highest level of a contaminant that is allowed in drinking water. MCLs are set as close to the MCLGs as feasible using the best available treatment technology.

MRDL—Maximum Residual Disinfectant Level.

MRDLG—Maximum Residual Disinfectant Level Goal.

AL—Action Level: The concentration of a contaminant which, if exceeded, triggers treatment or other requirement which a water system must follow.

90th Percentile Level—This is the value obtained after disregarding 10 percent of the samples taken that had the highest levels. (For example, in a situation in which 10 samples were taken, the 90th percentile level is determined by disregarding the highest result, which represents 10 percent of the samples.) Note: In situations in which only 5 samples are taken, the average of the two with the highest levels is taken to determine the 90th

percentile level.

pCi/l—PicoCuries per liter (a measure of radioactivity).

ppm—Parts per million, which can also be expressed as milligrams per liter (mg/l).

ppb—Parts per billion, which can also be expressed as micrograms per liter ( $\mu\text{g/l}$ ).

N/A—Not Applicable (does not apply).

| Contaminant<br>(units)                    | MCLG | MCL  | Level Found     |                     | Typical Source of Contaminant                                                                                                                                                                         |
|-------------------------------------------|------|------|-----------------|---------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                           |      |      | Range<br>(2016) | Average<br>/Result* |                                                                                                                                                                                                       |
| Alpha Emitters<br>(pCi/l)<br>(04/23/2014) | 0    | 15.4 | N/A             | 9.5                 | Erosion of natural deposits.                                                                                                                                                                          |
| Arsenic (ppb)<br>(02/02/2012)             | 0    | 10   | N/A             | 6.5                 | Erosion of natural deposits; Runoff from orchards; Runoff from glass and electronics production wastes.                                                                                               |
| Barium (ppm)<br>(02/02/2012)              | 2    | 2    | N/A             | .08                 | Discharge of drilling wastes; Discharge from metal refineries; Erosion of natural deposits.                                                                                                           |
| Combined Radium (pCi/l)<br>(04/23/2014)   | 0    | 5.4  | N/A             | 2.8                 | Erosion of natural deposits.                                                                                                                                                                          |
| Fluoride (ppm)                            | 4    | 4    | .52-.67         | .8                  | State of Minnesota requires all municipal water systems to add fluoride to the drinking water to promote strong teeth; Erosion of natural deposits; Discharge from fertilizer and aluminum factories. |
| Nitrate (as Nitrogen) (ppm)               | 10.4 | 10.4 | N/A             | .92                 | Runoff from fertilizer use; Leaching from septic tanks, sewage; Erosion of natural deposits.                                                                                                          |
| TTHM (Total trihalomethanes) (ppb)        | 0    | 80   | N/A             | 17.9                | By-product of drinking water disinfection.                                                                                                                                                            |

\*This is the value used to determine compliance with federal standards. It sometimes is the highest value detected and sometimes is an average of all the detected values. If it is an average, it may contain sampling results from the previous year.

While your drinking water meets EPA's standard for arsenic, it does contain low levels of arsenic. EPA's standard balances the current understanding of arsenic's possible health effects against the costs of removing arsenic from drinking water. EPA continues to research the health effects of low levels of arsenic, which is a mineral known to cause cancer in humans at high concentrations and is linked to other health effects such as skin damage and circulatory problems.

| Contaminant (units) | MRDLG | MRDL | ****   | ***** | Typical Source of Contaminant            |
|---------------------|-------|------|--------|-------|------------------------------------------|
| Chlorine (ppm)      | 4     | 4    | .1-1.9 | .62   | Water additive used to control microbes. |

\*\*\*\*Highest and Lowest Monthly Average.

\*\*\*\*\*Highest Quarterly Average.

| Contaminant (units) | MCLG | AL  | 90% Level | # sites over AL | Typical Source of Contaminant                                         |
|---------------------|------|-----|-----------|-----------------|-----------------------------------------------------------------------|
| Copper (ppm)        | 1.3  | 1.3 | 1.05      | 0 out of 10     | Corrosion of household plumbing systems; Erosion of natural deposits. |
| Lead (ppb)          | 0    | 15  | 1.2       | 0 out of 10     | Corrosion of household plumbing systems; Erosion of natural deposits. |

If present, elevated levels of lead can cause serious health problems, especially for pregnant women and young children. Lead in drinking water is primarily from materials and components associated with service lines and home plumbing. City of Mayer is responsible for providing high quality drinking water, but cannot control the variety of materials used in plumbing components. When your water has been sitting for several hours, you can minimize the potential for lead exposure by flushing your tap for 30 seconds to 2 minutes before using water for drinking or cooking. If you are concerned about lead in your water, you may wish to have your water tested. Information on lead in drinking water, testing methods, and steps you can take to minimize exposure is available from the Safe Drinking Water Hotline or at <http://www.epa.gov/safewater/lead>.

Monitoring may have been done for additional contaminants that do not have MCLs established for them and are not required to be monitored under the Safe Drinking Water Act. Results may be available by calling 651-201-4700 or 1-800-818-9318 during normal business hours.

### Compliance with National Primary Drinking Water Regulations

The sources of drinking water (both tap water and bottled water) include rivers, lakes, streams, ponds, reservoirs, springs, and wells. As water travels over the surface of the land or through the ground, it dissolves naturally-occurring minerals and, in some cases, radioactive material, and can pick up substances resulting from the presence of animals or from human activity.

Contaminants that may be present in source water include:

*Microbial contaminants*, such as viruses and bacteria, which may come from sewage treatment plants, septic systems, agricultural livestock operations, and wildlife.

*Inorganic contaminants*, such as salts and metals, which can be naturally-occurring or result from urban stormwater runoff, industrial or domestic wastewater discharges, oil and gas production, mining, or farming.

*Pesticides and herbicides*, which may come from a variety of sources such as agriculture, urban stormwater runoff, and residential uses.

*Organic chemical contaminants*, including synthetic and volatile organic chemicals, which are by-products of industrial processes and petroleum production, and can also come from gas stations, urban stormwater runoff, and septic systems.

*Radioactive contaminants*, which can be naturally-occurring or be the result of oil and gas production and mining activities.

In order to ensure that tap water is safe to drink, the U. S. Environmental Protection Agency (EPA) prescribes regulations which limit the amount of certain contaminants in water provided by public water systems. Food and Drug Administration regulations establish limits for contaminants in bottled water which must provide the same protection for public health.

Drinking water, including bottled water, may reasonably be expected to contain at least small amounts of some contaminants. The presence of contaminants does not necessarily indicate that water poses a health risk. More information about contaminants and potential health effects can be obtained by calling the Environmental Protection Agency's Safe Drinking Water Hotline at 1-800-426-4791.

**Some people may be more vulnerable to contaminants in drinking water than the general population. Immuno-compromised persons such as persons with cancer undergoing chemotherapy, persons who have undergone organ transplants, people with HIV/AIDS or other immune system disorders, some elderly, and infants can be particularly at risk from infections. These people should seek advice about drinking water from their health care providers. EPA/CDC guidelines on appropriate means to lessen the risk of infection by Cryptosporidium and other microbial contaminants are available from the Safe Drinking Water Hotline at 1-800-426-4791.**



2017 CERTIFICATION FORM

Name of System: Mayer

PWSID: 1100006

The information in the attached Consumer Confidence Report (CCR) is accurate and has been distributed to customers served by our water supply in the following manner. You must check at least one option, however check ALL that apply:

Published the entire CCR in one or more local community newspapers with a comment that the CCR is not being directly mailed to all customers but that a copy is available upon request (provided a phone number for customers to call and request a copy of the CCR). Return a copy or newspaper clipping of the CCR to MDH. List newspaper(s) and date(s) of publication:

Paper copy individually mailed to all customers.

Mailed notification (postcard, newsletter, etc.) that CCR is available via direct URL. You MUST provide a direct link to your system's CCR (i.e. www.minneapolismn.gov/www/groups/public/@publicworks/documents/webcontent/wcms1p-125811.pdf) and give the option for the customer to request a paper copy. You can also provide other links to the CCR (i.e. www.minneapolismn.gov) beyond the required direct link.

Direct URL \_\_\_\_\_

Emailed a direct URL to CCR for bill-paying customers; emailed the CCR as a file attachment (PDF) or directly inserted CCR into the body of the email message. URL \_\_\_\_\_

Options should include how a paper copy of the CCR can be obtained if one is not provided.

Efforts must be made to reach customers who do not receive water bills, (such as apartment tenants, nursing home residents, etc.). This can be done by publicizing the availability of the CCR in the media, posting in public places, delivering multiple copies of the CCR for distribution by single-biller customers, delivering CCR to community organizations, posting on the internet, and/or including within the CCR a request for recipients to share information with non-billing customers.

**COMPLETE THE FOLLOWING:**

Signature: Luayn Ruch-Hammond Print Name: Luayn Ruch-Hammond

Job Title: City Administrator Phone: 952-657-1502 Date: 4/3/17

Email address: Cityadmin@frontier.net.net  
Please print clearly

**PLEASE NOTE:** Although MDH sent a CCR to your system, we need a "final" copy of the CCR that your system distributed for our records. Whether you reformatted the CCR, or simply added a phone number for your system on the CCR, you must return a copy of the CCR and this form to MDH.

Return this form and a copy of the CCR or newspaper clipping of the CCR, by July 1, 2017.

Mailing Address:  
Minnesota Department of Health  
c/o Ms. Nancy Kadrlík  
Drinking Water Protection Section  
P. O. Box 64975  
St. Paul, Minnesota 55164-0975

Fax: 651/201-4701  
Email: health.drinkingwateradvisory@state.mn.us

[Empty rectangular box for signature or stamp]



April 1, 2017

Dear Valued Customer,

We are pleased to announce that Republic Services purchased Elite Waste Disposal resulting in Republic Services becoming your new service provider effective December 20, 2016.

Your complete satisfaction has been and will continue to be our number one priority. Our experienced local leadership, operations and customer service teams are fully committed to providing responsive service that ensures total customer satisfaction.

We encourage you to visit our website, [www.republicservices.com](http://www.republicservices.com) and enroll in our customer service portal, My Resource. From our portal you can access your account information, view your invoices and sign up for convenient recurring payments once your first invoice from Republic Services is generated. You can also make or schedule one time payments. Our portal is also available as an app on your tablet or smart phone.

If you have service needs, concerns or questions please contact our customer service team at 952-445-4301.

Sincerely,

Your Republic Services team



We'll handle it from here.™

## Resi/Commercial Q&A:

Are my rates going to increase or change? All contracted rates will be honored.

I'm currently on auto-pay. Will my auto-pay continue? No. To set up your new auto-pay, after your first invoice is generated, visit [www.republicservices.com](http://www.republicservices.com) and enroll in our customer service portal, My Resource. From our portal you can access your account information, view your invoices and sign up for convenient recurring payments once your first invoice from Republic Services is generated. You can also make or schedule one-time payments. Our portal is also available as an app on your tablet or smart phone.

Will my service change? You may see a Republic Services container delivered to your location. Orders received prior to noon are generally serviced same day. You can expect exceptional service.

What are these fees? (Fuel Recovery Fee & Environmental Recovery Fee) Republic Services is committed to providing high quality service to our customers. We strive to contain our costs; however, we are unable to control fuel and other petrochemical costs and environmental expenses. The Fuel Recovery Fee and Environmental Recovery Fee are charges to recover these costs and achieve an acceptable operating margin. On your previous Elite invoice you saw similar fees such as the Mandatory Processing Fee and the Environmental Recovery Fee.

How does this acquisition affect me, the customer? Republic Services is committed to providing high quality service to our customers. We strive to contain our costs; however, we are unable to control fuel and other petrochemical costs and environmental expenses.

Will I have a new driver? We plan to make no immediate changes. We're excited to have Elite's employees join our team. Safety and service is our top priorities of Republic Services. With a proven record of reliability, safety and sustainability, Republic Services is a true partner with businesses and communities across the Twin Cities metro area.

Is our contract still in effect – will you honor the same contract we had with Elite Waste Disposal? Any service agreement that you had in place with Elite's is still in effect. We would be happy to discuss terms of a new agreement with you. Please contact us to discuss.

# Certificate of Commendation

Awarded to The  
Mayer WWTP

and its wastewater treatment facility staff

Recognizing exemplary effort expanded in the year 2016 to comply with Minnesota  
Pollution Control Agency's NPDES/SDS Permit Program

Your efforts help protect and preserve the waters of  
Minnesota

  
John Linc Stine, MPCA Commissioner



**Minnesota Pollution Control Agency**