

## MAYER CITY COUNCIL MEETING MINUTES – DECEMBER 12, 2016

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

PRESENT: Mayor Thomas, Council Members McNeilly, Osborn, Boder and Stieve-McPadden

ABSENT: None

STAFF: Waste Water Contract Operator Greg Kluver, City Administrator Ruch-Hammond, Public Works Kuntz, and Deputy Clerk Gildemeister

ALSO PRESENT: Mike Dodge, Elizabeth Butterfield, Ivan Raconteur Jeff Volmer and Todd Johnson

The meeting was opened with the Pledge of Allegiance.

### APPROVE AGENDA

A MOTION was made by Council Member Mc Neilly and seconded by Council Member Stieve-McPadden to approve the agenda as with three additions gym use, Clerk Resignation and Fire Department request to create a Facebook page. Motion Carried 5/0

### PUBLIC COMMENT

None

RECOGNITION: The Council recognized Donald Wachholz for his outstanding attendance at the Mayer Council meetings in 2016, and for being an informed citizen. Certificate will be forward to Don.

Mayor Thomas presented a plaque to Council Member Osborn for his service to the City since 2009. Council Member Boder presented a plague to Mayer Thomas for his past two years of service.

### APPROVE CONSENT AGENDA

A MOTION was made by Council Member Stieve-McPadden and seconded by Council Member Osborn to approve the Consent Agenda. Motion Carried 5/0.

1. Approval of the minutes for the November 28, 2016 Regular Council Meeting
2. Approval of Claims
3. Approval of the Check Summary for the month of November
4. Approval of Amusement Licenses for 2017
5. Approval of Fire Department Officers for 2017
6. Approval of Resolution 12-12-2016-41 To pay add'tl claims for the month of Dec 2016
7. Approval of Building Permit Report for the month ending November 2016
8. Approval of Fire Department Report for the month ending November 201

### CITY ADMINISTRATOR

#### **1. Fire Department Request to Create Facebook Page**

Firemen Johnson and Volmer came before the Council requesting authorization to create a FACEBOOK page for the Mayer Fire Department. The Fire Department will use the page to educate the public about activities of the Fire Department. On a motion by Council Member Stieve-McPadden and seconded by Council Member Osborn to authorize the Mayer Fire Department to create a Facebook page and to return to the Council with a policy before launching the page. Motion carried 5/0.

**2. Public Hearing Truth in Taxation**

Hearing was opened at 6:45 PM with no public comment the public hearing was closed at 6:46 PM. Staff reviewed with Council on the changes to the general fund. On a motion by Council Member Stieve-McPadden and seconded by Mayor Thomas approving resolution 12-12-2016-43 Approving Final Levy for 2017 setting the final levy at \$952,000. Motion Carried 4/0 and Council Member Osborn Nay.

**3. Approval of General Fund Budget 2017**

After some discussion on changes to the General Fund Budget for specific line items Council agreed on the changes. On a motion by Council Member Boder and seconded by Council Member McNeilly to approve resolution 12-12-2016-42 Approving General Fund Budget for 2017 in the amount of \$1,405,936.00 Motion carried 4/0 Osborn voting Nay.

**4. Water and Sewer Budgets**

Staff reviewed narratives for the water and sewer budgets. Discussion about the capital outlay line item for the waste water plant and how amounts were derived. Contract Operator Kluver explained that some numbers were used from the CIP that was prepared by Bolton and Menk. Contract Operator would solicit quotes for the work to be performed and those numbers would be used. Many times there was a cost savings from what the engineers estimate was to the actual bids. On a motion by Council Member Stieve-McPadden and seconded by Council Member McNeilly to approve the water budget in the amount of \$450,356 and the sewer budget in the amount of \$825,382. Motion carried 5/0.

**5. Approval of Water and Sewer Rates**

Staff presented the following rates for Council consideration. These rates are based on the budgets that were approved previously and based on the MRW rate study that was completed last year.

Service	Current Fee	Proposed Fee
Wastewater Monthly Base	\$18.19	\$19.46
Wastewater Per thousand	\$7.02	\$7.40
Water Monthly Base	\$10.90	\$11.88
Water Per Thousand 0-6,000 gallons	\$4.67	\$5.25
Water Per Thousand on 6,001-15,000	\$5.40	\$6.08
Water Per Thousand on 15,001-20,000	\$6.36	\$7.15
Water Per Thousand on 20,001 & Above	\$8.61	\$9.68
Hydrant Meter 1-10,000	\$65.00	\$70.00
10,000- 15,000 gallons	\$5.40	\$6.08
15,001-20,000 gallons	\$6.36	\$7.15
20,001- and Above	\$8.61	\$9.68

On a motion by Council Member Boder and seconded by Mayor Thomas to approve Resolution 12-12-2016-44 Water and Sewer Rates for 2017. Motion carried 4/1. Osborn Nay

*Council Member Osborn leaves the meeting 7:36 PM.*

**6. Approval of Police Contract**

City of Mayer contracts with Carver County for police services and every year the City enter into a contract with the County. This year the City had requested additional patrol for nights and weekends. The County is proposing to cover the hours with a part time position starting July1. Council would like to discuss with the County whether paying over time would be more prudent than a position. On a motion by Council Member McNeilly and seconded by Mayor Thomas to approve resolution 12-12-2016-45 Police Services with reservations on the additional position until the Council can have a discussion with the Commander. Motion carried 4/0.

## **7. Approval of Wage Adjustments**

In December the City Council adjusts the wages and salaries for all municipal employees for the following year after a satisfactory performance. Public Works and Deputy Clerk have completed performance reviews and received a satisfactory performance.

Based on Council instruction for the 2017 budget a 3% cost of living was included (\$2,464.80). The hourly increase for the Public Works would be \$.64 and Deputy Clerk would be \$.54. Discussion continued about rewarding employees also with a step. The total hourly increase for a step and 3% COLA for public works would be \$1.29 per hour and Deputy Clerk wages would increase \$1.08. The 2017 budget increase for both the step and the COLA based on 2080 hours for the two employees would be \$4,929.60. City Council already included the 3% COLA increase in the 2017 budget. The additional funds for the step would be \$2,464.80 for the additional step.

Also, the City needs to be in compliance with minimum wage increase. A large employer must pay all employees at least \$9 per hour. The City meets the requirement of a large employer and must pay the \$9 per hour. Currently compost employee is paid \$8.75 staff is proposing a wage of \$9.75.

On a motion by Council Member McNeilly and seconded by Council Member Boder to approve Resolution 12-12-2016-46 Wage Scale which is 3% COLA, step increase and \$1 per hour for compost employee. Motion carried 4/0.

## **8. Approval of Auditor Fees for 2016 Audit**

Staff is requesting approval of the fee of \$21,733 for the 2016 Audit and \$2,678 for the Long Term Financial Management Plan with Abdo, Eick and Meyers and authorization to sign the engagement letter. A MOTION was made by Council Member McNeilly and seconded by Council Member Boder approving the auditor fees for 2016. Motion carried 4/0. Further discussion about the City completing an RFP for the 2017 audit. Staff will bring back to Council for consideration.

## **9. Approval of Christmas Tree Pick Up**

In the past Carver County has coordinated and paid for a Christmas tree pick up in the City of Mayer. Carver County has changed their procedures for reimbursement to youth groups and they no longer can reimburse youth groups for assistance with the Christmas tree pick up. However, the City could coordinate the clean up and request reimbursement from the County for the Christmas trees.

Mayer Lutheran High is willing to do the pick up for the City. They are proposing Sunday, January 8, 2017 from 1-4 PM at a reimbursement of \$2.00. The funds donated to Ridgeview for woman undergoing cancer treatment to pay utility bills.

A motion by Council Member McNeilly and seconded by Council Member Boder approving Mayer Lutheran High to conduct a Christmas tree pick up on Sunday, January 8, 2017 from 1-4 PM and reimbursement of \$2.00 per tree. Motion carried 4/0.

## **10. Request for Use of Gym**

This item was tabled

## **11. Approval of City Clerk Resignation**

City is in receipt of a letter of resignation from Clerk Maetzold stating her last day of employment with the City of Mayer is December 30, 2016. On a motion by Council Member Boder and seconded by Council Member McNeilly to accept the resignation. Motion carried 4/0. Staff will arrange an open housed retirement in January.

**12. CLOSED MEETING** The City Council went into closed session to conduct the City Administrators annual review permitted under Minnesota State Statute 13D.05, subd. 3(a) --for the purpose of conducting the city administrator's annual performance review.

COUNCIL REPORTS

- None

OTHER BUSINESS

- None

ADJOURN

There being no further business, a MOTION was made by Council Member Boder and seconded by Council Member McNeilly to adjourn the meeting at 9:30 p.m. Motion Carried 4/0

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Mike Dodge, Mayor

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