

**CITY OF MAYER
REGULAR CITY COUNCIL MEETING
AGENDA
Monday
June 27, 2016
6:30 PM**

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

1. Pledge of Allegiance
2. Approval of Agenda
3. Public Comment
4. Consent Agenda
 - 4.1. Approval of the minutes for the June 13, 2016 Regular Council Meeting
 - 4.2. Approval of the minutes for the May 10, 2016 Park Board Meeting
 - 4.3. Additional Claims for the month of June
 - 4.4. Approval of the Sherriff's Department Report for the month of May 2016
5. Staff Reports
 - 5.1. Public Works
 - 5.2. City Engineer
 - 5.3. Sheriff's Department
 - 5.4. City Administration
6. City Administrator
 - 6.1. Approval of purchase of garage doors for fire station
 - 6.2. Snow Removal Contract for 2016-2017
 - 6.3. Approval of Park Board Recommendation to construct a Park Shelter in West Ridge Park
 - 6.4. Discussion on office staffing hours
 - 6.5. Approval of concept for Watertown/Mayer School District to rent space
7. For Your Information
8. Council Reports
9. Other Business
10. Adjournment

**Work Session Immediately Following Regular Council Meeting
UPCOMING MEETINGS**

Planning Commission Meeting 6:30 PM Tuesday, July 5, 2016

Regular Council Meeting 6:30 PM Monday, July 11, 2016

Park Board Meeting 6:30 PM Tuesday, July 12, 2016

Regular Council Meeting 6:30 PM Monday, July 25, 2016

Other Events

Mayer Rising Community Festival Saturday, July 9, 2016

MAYER CITY COUNCIL MEETING MINUTES – JUNE 13, 2016

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

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

ABSENT: Council Member Boder

STAFF: City Administrator Ruch-Hammond, City Engineers David Martini and Andrew Budde, Deputy Clerk Gildemeister and Clerk Maetzold

ALSO PRESENT: Ivan Raconteur, Don Wachholz, Heidi Hoks, Tim Litfin, Yvonne Litfin, Rachel Bender, Amy Dimmler, John and Becky Henschen.

The meeting was opened with the Pledge of Allegiance.

APPROVE AGENDA

MOTION was made by Council Member Osborn and seconded by Council Member Stieve-McPadden to approve the agenda as presented. Motion Carried 4/0.

PUBLIC COMMENT

None

APPROVE CONSENT AGENDA

After some discussion, a MOTION was made by Council Member McNeilly and seconded by Council Member Stieve-McPadden to approve the Consent Agenda with an amendment to the minutes of May 23, 2016. Motion Carried 4/0.

1. Approval of the Minutes for the May 23, 2016 Regular Council Meeting.
2. Approval of the Minutes for the May 23, 2016 Work Session Meeting.
3. Approval of the Claims for the Month of June 2016
 - Includes Pay Request #3 for Wetland Restoration in the amount of \$86,455.74.
4. Approval of the Check Summary for the Month of May 2016.
5. Approval of the Building Permit Report for the Month ending May 2016.
6. Approval of the Fire Department Report for the Month ending May 2016.

CITY ADMINISTRATOR

1. **Carver County Library** – Carver County Library staff Heide Hoks appeared before the Council with a power point presentation highlighting the Carver County Library system and the Mayer Express Library. The Council also viewed the Library's 2015 Annual Report. The Carver County Library system thanks the City of Mayer for their support of the Express Library. Questions included addition of more lockers to the express library and the possibility of adding computer tech stations. She will take the requests back to the board. She asked the Council to complete the Carver County Library Communications Survey to help them determine best ways to communicate with the public.
2. **Tour De Tonka, Tim Litfin** – Tim Litfin, representing the Tour De Tonka bike ride which will take place Saturday August 6, 2016, appeared before the Council with a power point of

the history of the ride. A portion of this multi route ride goes through the City of Mayer. He thanked the City for their cooperation in the past and going forward. Volunteers are still needed.

3. **Discussion with Watertown Mayer Community Education Services in Mayer** – Rachel Bender was present to discuss programs that the Watertown Mayer Community Education would like to offer in Mayer. Community Ed would like to offer ECFE classes and use the Community Center for the program. They would also like to offer Kids Company, a before and after school program. The Council discussed the benefit of offering such programs in the City of Mayer for the Mayer residents and the logistics of holding them at the Community Center. There was general Council consensus to pursue further exploration.
4. **Approval of Resolution 06-13-2016-21 Identifying the Need for Funding to Complete its Comprehensive Plan Update and Authorizing an Application for Planning Assistance Grant Funds** –The City of Mayer is eligible to apply for Metropolitan Council’s planning assistance grant of \$32,000 to update their Comprehensive Plan for 2040. After some discussion, a MOTION was made by Council Member Osborn and seconded by Council Member McNeilly to approve Resolution 6-13-2016-21 identifying the need for funding to complete its 2040 Comprehensive Plan update and authorizing an application of Planning Assistance Grant Funds. Motion Carried 4/0

Council Member Osborn leaves the meeting at 7:32 p.m.

CITY ENGINEER

1. **Roundabout Drainage** – City Engineer David Martini reported that the storm water pond which was built with the roundabout does not drain properly. It was to be a dry pond, only holding water during rain events or spring thaw. A tile or spring has kept it wet and it is causing problems for the natural drainage way that goes through John and Becky Henschen’s property. Martini presented two options for correction. After discussion, a MOTION was made by Mayor Thomas and seconded by Council Member Stieve-McPadden to have the current contractor install a 6” drain tile from the storm water pond to the north of 7th St connecting with existing storm sewer to get rid of the constant tile water at an approximate cost of \$12,784. Funds will come from the 2016 storm water budget and the Storm Water Fund. Motion Carried 3/0
2. **Change Order Wetland Project for Berm** – City Engineer Andrew Budde reported that the Mayer Wetland project requires the raising of the existing berm around the storm water pond in the SW corner of the site to meet permitting requirements to ensure the storm water was appropriately treated prior to discharging into the wetland. Approximately 1500 CU YD of suitable material is needed to raise the berm. It was anticipated that within the total amount of excavation that enough suitable material would be encountered as needed to complete the work, but no suitable material was encountered. Several options were reviewed for importing suitable clay material. After some discussion, a MOTION was made by Council McNeilly and seconded by Council Member Stieve-McPadden to borrow material from the City owned lot at 323 Shimmcor St. at a not to exceed cost of \$13,440. Motion Carried 3/0

COUNCIL REPORTS

None

OTHER BUSINESS

None

ADJOURN

There being no further business, A MOTION was made by Council Member Stieve-McPadden and seconded by Council Member McNeilly to adjourn the meeting at 8:08 p.m. Motion Carried 3/0.

Gerald W. Thomas, Mayor

Attest: _____
Lois A. Maetzold, City Clerk

**CITY OF MAYER
PARKS & RECREATION COMMISSION
MEETING MINUTES
Tuesday, May 10, 2016**

Commission Members Present: Commission Members Nate McNeilly, Mike Dodge, Elizabeth Butterfield, Alisa Johnson and Council Liaison Bruce Osborn.

Commission Members Absent: None

Others Present: None

Staff Present: Kyle Kuntz, Public Works and Luayn Ruch-Hammond, City Administrator.

I. CALL TO ORDER

Meeting was called to order at 6:31 PM by Chair Dodge.

II. ADOPT AGENDA

On a motion by Commissioner Osborn and seconded by Commissioner McNeilly to approve the agenda with the addition of Request from Freshwater Church. Motion carried 5/0.

III. MINUTES/BUDGET/CIP

On a motion by Commissioner Butterfield and seconded by Commissioner Osborn to approve the minutes of the April 12, 2016 meeting with one correction. Motion carried 5/0.

Budget and Capital Improvement Plan

Discussion on the 2016 budget and 2016 CIP, Park Board acknowledged receipt of both documents.

BUSINESS

Old Public Works Building

Park Board did a walkthrough of the old public works building. The park board will get a list of what they want the building to be and bring to the next meeting. Suggestion of lowering the roof and taking the walls off. Part of the building restrooms could be constructed. Check what other communities have constructed in the past.

Review of Fence Quotes

Park board discussed different options for fences in the parks. At this time the park board will not be recommending fences around fields 2 & 3. For soft ball the need is for 275-280 feet in the outfield. Field 3 with the fence will only leave the outfield at 265 feet and field 2 would only have 220 feet of outfield. Park board decided to do short fences for the sand volleyball court, basketball court and the soccer field. On a motion by Commission McNeilly and seconded by Commissioner Dodge to recommend to the City Council that a 10 foot black fence 45 feet long be constructed on the alley side of the basketball court in Bluejay Park, a fence be constructed in Meadow Park 6 feet tall and 100 feet long centered on the soccer goals, and last that a 6 foot fence 70 feet long be constructed by the sand volleyball court to stop balls from going into the wetland. Motion carried 5/0.

Capital Improvement Plan 2017

Park board is recommending that the 2017 amount in the CIP be \$108,830 for the following items.

Item	Amount
Parking Area	\$50,000.00
Curbing for Meadow Park	
Playground	\$5,830.00
Park Shelter	\$50,000.00
Park Trees	\$3,000.00
	\$108,830.00

Discussion about park trails and whether they should be included in the Park CIP. Staff will compile footage of trails in the parks for the next meeting.

Budget for 2017

Park board will like the 100-4500-370 Rec Program line item to be \$2,000 for 2017. Also, the equipment line item may need to be adjusted for the lawn mower replacement. Staff will rework the budget for the next meeting.

Movie Titles for June 11

On a motion by Commissioner Johnson and seconded by Commission Osborn to show the movie "Inside Out" on June 11, 2016. Motion carried 5/0. Discussion about a movie night that Zion School had held as a drive in movie where the children made cars out of card board boxes and sat in the "cars" for the movie.

Sand Volleyball Leagues

Discussion about promotion of the sand volleyball courts and the City's role in promoting the courts. Commissioner McNeilly will contact Heldt's bar about the volleyball leagues. Suggested that the City contact Community Education. Public works reported that the courts will be ready in 4-6 weeks.

Signs and Registration form Mayer Moxie 5K

Park board reviewed the registration form and a sample registration form from another event. Park Board suggested that the City reformat the form to include more of the items on the sample form. Park board suggested changes to the lawn signs staff will have changes made. Suggested that staff contact the Watertown Dandelions about assisting with the 5K.

Discussion on Shade in the Parks

Commissioner Johnson requested that consideration should be given to installing shade in the parks over the playground equipment. Staff will get quotes for the next meeting.

Request of Freshwater Church

The City has been contacted by Freshwater Church about doing a service project for the City. Staff requested Park Board input on items that the Church could complete.

Commissioners Report

Commissioner Johnson will not be at the next meeting.

Staff Report

Public works staff reported that spraying has been completed around fences, the concession stand outside floor was pressure washed, water fountain is repaired and currently working on ball fields.

Next meeting

Next Park Board meeting will be June 14, 2016.

Adjournment

On a motion by Commissioner McNeilly and seconded by Commissioner Butterfield to adjourn the meeting at 8:34 PM. Motion carried 5/0.

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June 2016

Claim Type	Direct				
Claim#	12737 POSTMASTER	Ck# 019889	6/13/2016		
Cash Payment	E 620-49440-322 Postage Invoice		MAY 2016 UTILITY BILLING POSTAGE		\$104.24
Cash Payment	E 640-49490-322 Postage Invoice		MAY 2016 UTILITY BILLING POSTAGE		\$104.24
Transaction Date	6/13/2016	Security Bank	10100	Total	\$208.48
Claim#	12738 KLUVER CONSULTING	Ck# 019890	6/14/2016		
Cash Payment	E 640-49480-300 Professional Srvs Invoice 11-16		SERVICE CONTR FOR 6/1-15/2016		\$900.00
Transaction Date	6/14/2016	Security Bank	10100	Total	\$900.00
Claim#	12739 QUALITY FLOW SYSTEMS INC	Ck# 019928	6/14/2016		
Cash Payment	E 640-49480-404 Repairs/Maint Machinery/E Invoice 31982		SERVICE CHECK OF STATION & PLANT PUMPS		\$750.00
Cash Payment	E 640-49470-400 Repairs & Maint Cont Invoice 31982		SERVICE CHECK OF STATION & PLANT PUMPS		\$250.00
Transaction Date	6/14/2016	Security Bank	10100	Total	\$1,000.00
Claim#	12740 JILL SWANSON				
Cash Payment	R 620-49440-37110 Water Use Charge Invoice		FINAL BILL CREDIT RETURN		\$11.00
Cash Payment	R 640-49490-37210 Sewer Use Charge Invoice		FINAL BILL CREDIT RETURN		\$20.64
Transaction Date	6/14/2016	Security Bank	10100	Total	\$31.64
Claim#	12742 CARLY & ADAM HEITZ				
Cash Payment	R 620-49440-37110 Water Use Charge Invoice		FINAL BILL CREDIT RETURN		\$30.79
Cash Payment	R 640-49490-37210 Sewer Use Charge Invoice		FINAL BILL CREDIT RETURN		\$56.00
Transaction Date	6/14/2016	Security Bank	10100	Total	\$86.79
Claim#	12743 KYLE JORGENSEN				
Cash Payment	R 620-49440-37110 Water Use Charge Invoice		FINAL BILL CREDIT RETURN		\$15.20
Cash Payment	R 640-49490-37210 Sewer Use Charge Invoice		FINAL BILL CREDIT RETURN		\$40.00
Transaction Date	6/14/2016	Security Bank	10100	Total	\$55.20
Claim#	12744 GERALD THOMAS				
Cash Payment	E 100-41920-312 Software Support Invoice		COMPOST SITE PIC & PC REPAIR		\$50.00
Cash Payment	E 100-41000-304 Legal Fees Invoice		COMPOST SITE PIC & PC REPAIR		\$35.00
Transaction Date	6/14/2016	Security Bank	10100	Total	\$85.00
Claim#	12745 METRO WEST INSPECTION SERVIC				
Cash Payment	E 100-42400-300 Professional Srvs Invoice		MAY 2016 BUILDING INSP		\$1,201.52
Transaction Date	6/14/2016	Security Bank	10100	Total	\$1,201.52

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June 2016

Claim# 12746 WATERTOWN TOWNSHIP				
Cash Payment	E 100-43125-300 Professional Svcs	DUST COATING & SNOW PLOWING		\$175.00
	Invoice			
Cash Payment	E 100-43100-400 Repairs & Maint Cont	DUST COATING & SNOW PLOWING		\$316.25
	Invoice			
Transaction Date	6/14/2016	Security Bank	10100	Total \$491.25
Claim# 12747 BOLTON MENK INC				
Cash Payment	E 100-41000-303 Engineering Fees	MAYER 2016 DEVELOPMENT REVIEW		\$1,260.00
	Invoice 190832			
Transaction Date	6/14/2016	Security Bank	10100	Total \$1,260.00
Claim# 12748 BOLTON MENK INC				
Cash Payment	G 800-20202 Hidden Creek	HIDDEN CREEK 6TH ADDITION		\$21,045.50
	Invoice 190834			
Transaction Date	6/14/2016	Security Bank	10100	Total \$21,045.50
Claim# 12749 BOLTON MENK INC				
Cash Payment	E 100-41000-303 Engineering Fees	MAY 2016 MISC ENGINEERING		\$128.50
	Invoice 190833			
Transaction Date	6/14/2016	Security Bank	10100	Total \$128.50
Claim# 12750 BOLTON MENK INC				
Cash Payment	E 440-43100-303 Engineering Fees	ROUNDABOUT		\$62.00
	Invoice 190835			
Transaction Date	6/14/2016	Security Bank	10100	Total \$62.00
Claim# 12751 BOLTON MENK INC				
Cash Payment	E 650-49500-303 Engineering Fees	WETLAND		\$812.00
	Invoice 190836			
Transaction Date	6/14/2016	Security Bank	10100	Total \$812.00
Claim# 12752 MCLEOD COOP POWER ASSN Ck# 004235E 6/28/2016				
Cash Payment	E 100-43160-381 Electric Utilities	CITY SIGN		\$33.50
	Invoice			
Transaction Date	6/14/2016	Security Bank	10100	Total \$33.50
Claim# 12753 MCLEOD COOP POWER ASSN Ck# 004236E 6/28/2016				
Cash Payment	E 100-43160-381 Electric Utilities	STREET LIGHTS		\$592.50
	Invoice			
Transaction Date	6/14/2016	Security Bank	10100	Total \$592.50
Claim# 12754 MINI BIFF INC				
Cash Payment	E 100-45000-300 Professional Svcs	OSH PARK		\$85.68
	Invoice A-78114			
Cash Payment	E 100-45000-300 Professional Svcs	W RIDGE PARK		\$85.68
	Invoice A-78153			
Cash Payment	E 100-45000-300 Professional Svcs	MEADOW PARK		\$85.68
	Invoice A-78223			
Transaction Date	6/14/2016	Security Bank	10100	Total \$257.04
Claim# 12755 MINNESOTA POLLUTION CONTROL Ck# 019930 6/14/2016				
Cash Payment	E 640-49480-404 Repairs/Maint Machinery/E ANNUAL WATER PERMIT			\$1,450.00
	Invoice 10000007994			

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Transaction Date	6/14/2016	Security Bank	10100	Total	\$1,450.00
Claim#	12756 XYLEM WATER SOLUTIONS USA IN				
Cash Payment	E 640-49480-404 Repairs/Maint Machinery/E SOFTWARE PROGRAMING LABOR				\$180.00
Invoice					
Transaction Date	6/14/2016	Security Bank	10100	Total	\$180.00
Claim#	12757 MUNICIPAL DEVELOPMENT GROUP				
Cash Payment	E 100-41910-300 Professional Svcs COMP PLAN				\$3,350.00
Invoice	MAYCOMPPLAN16				
Transaction Date	6/14/2016	Security Bank	10100	Total	\$3,350.00
Claim#	12758 MUNICIPAL DEVELOPMENT GROUP				
Cash Payment	E 100-41910-300 Professional Svcs MAY PLANNING SERVICES				\$338.00
Invoice	MAY060316				
Transaction Date	6/14/2016	Security Bank	10100	Total	\$338.00
Claim#	12759 XCEL ENERGY Ck# 004237E 6/30/2016				
Cash Payment	E 100-43160-381 Electric Utilities STREET LIGHTS				\$1,715.18
Invoice	503774230				
Transaction Date	6/14/2016	Security Bank	10100	Total	\$1,715.18
Claim#	12760 FRONTIER Ck# 004238E 6/27/2016				
Cash Payment	E 100-43700-321 Telephone PW BUILDING				\$77.09
Invoice					
Transaction Date	6/14/2016	Security Bank	10100	Total	\$77.09
Claim#	12761 CENTERPOINT ENERGY Ck# 004239E 6/30/2016				
Cash Payment	E 100-41940-383 Gas Utilities COMM CTR				\$337.84
Invoice					
Transaction Date	6/14/2016	Security Bank	10100	Total	\$337.84
Claim#	12762 CENTERPOINT ENERGY				
Cash Payment	E 100-43700-383 Gas Utilities PW MAINT BLDG				\$16.94
Invoice					
Transaction Date	6/14/2016	Security Bank	10100	Total	\$16.94
Claim#	12763 CENTERPOINT ENERGY Ck# 004240E 6/30/2016				
Cash Payment	E 640-49480-383 Gas Utilities WWTF				\$270.74
Invoice					
Transaction Date	6/14/2016	Security Bank	10100	Total	\$270.74
Claim#	12764 CENTERPOINT ENERGY Ck# 004241E 6/29/2016				
Cash Payment	E 100-42280-383 Gas Utilities FIRE DEPT				\$92.04
Invoice					
Transaction Date	6/14/2016	Security Bank	10100	Total	\$92.04
Claim#	12765 CENTERPOINT ENERGY Ck# 004242E 6/29/2016				
Cash Payment	E 620-49410-383 Gas Utilities WTP				\$76.26
Invoice					
Transaction Date	6/14/2016	Security Bank	10100	Total	\$76.26
Claim#	12766 EMERGENCY MEDICAL PRODUCTS				
Cash Payment	E 100-42260-580 New Equipment MEDICAL BAGS				\$115.50
Invoice	1829551				

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Transaction Date	6/14/2016	Security Bank	10100	Total	\$115.50
Claim#	12767 MOBIL - EXXON/MOBIL				
Cash Payment	E 100-43100-212 Motor Fuels	PW			\$189.63
	Invoice XXX5606				
Cash Payment	E 100-45000-212 Motor Fuels	PARKS			\$329.72
	Invoice XXX5606				
Cash Payment	E 100-42260-212 Motor Fuels	FIRE DEPT			\$41.47
	Invoice XXX5606				
Cash Payment	E 100-45000-430 Miscellaneous (GENERAL) POPCORN FOR MOVIE				\$4.69
	Invoice XXX5606				
Transaction Date	6/14/2016	Security Bank	10100	Total	\$565.51
Claim#	12768 UTILITY CONSULTANTS, INC.				
Cash Payment	E 640-49480-385 Testing and Lab Services	Samples			\$0.00
	Invoice 91988				
Cash Payment	E 620-49440-215 Samples	Samples			\$40.00
	Invoice 91988				
Transaction Date	6/20/2016	Security Bank	10100	Total	\$40.00
Claim#	12769 GREYSTONE				
Cash Payment	E 100-43700-500 Capital Outlay (GENERAL) Take down salt building per contract				\$1,871.00
	Invoice 25806				
Transaction Date	6/20/2016	Security Bank	10100	Total	\$1,871.00
Claim#	12770 BARGEN INC				
Cash Payment	E 405-43100-500 Capital Outlay (GENERAL) Street repairs				\$8,330.00
	Invoice 216286				
Transaction Date	6/20/2016	Security Bank	10100	Total	\$8,330.00
Claim#	12771 DELTA DENTAL OF MINNESOTA				
Cash Payment	G 100-21707 Dental	July employee benefits			\$251.65
	Invoice 6539673				
Transaction Date	6/20/2016	Security Bank	10100	Total	\$251.65
Claim#	12772 UTILITY CONSULTANTS, INC.				
Cash Payment	E 640-49480-385 Testing and Lab Services	Samples			\$1,137.15
	Invoice 91989				
Cash Payment	E 620-49440-215 Samples	Samples			\$0.00
	Invoice 91989				
Transaction Date	6/20/2016	Security Bank	10100	Total	\$1,137.15
Claim#	12773 HDSWW-EDEN PRAIRIE MN				
Cash Payment	E 620-49440-437 Water Meters	Water meter gaskets			\$22.33
	Invoice F605367				
Transaction Date	6/20/2016	Security Bank	10100	Total	\$22.33
Claim#	12774 OVERLINE & SON, INC				
Cash Payment	E 640-49490-404 Repairs/Maint Machinery/E 2016 Vector & Televising Service				\$20,279.35
	Invoice 438				
Transaction Date	6/20/2016	Security Bank	10100	Total	\$20,279.35
Claim#	12775 HILLYARD OF HUTCHINSON				
Cash Payment	E 100-41940-400 Repairs & Maint Cont	Comm Ctr supplies			\$462.97
	Invoice 602111927				

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Transaction Date	6/20/2016	Security Bank	10100	Total	\$462.97
Claim#	12776 VISA				
Cash Payment	E 640-49480-404 Repairs/Maint Machinery/E APC backup				\$80.64
	Invoice xxx20240				
Cash Payment	E 100-45000-370 Recreation Program	Movie			\$115.00
	Invoice DB2191257				
Cash Payment	E 100-41000-200 Office Supplies	Janell Calculator			\$74.99
	Invoice xxx71217				
Cash Payment	E 100-41000-200 Office Supplies	Luany Calculator			\$76.49
	Invoice xxx69948				
Cash Payment	E 100-43100-400 Repairs & Maint Cont	Pump			\$119.99
	Invoice 2640				
Cash Payment	E 100-41000-200 Office Supplies	External HD			\$59.99
	Invoice 840467675-001				
Cash Payment	E 100-41000-322 Postage	postage			\$94.00
	Invoice 303				
Cash Payment	E 100-43100-400 Repairs & Maint Cont	Spraying Equip			\$274.99
	Invoice xxx14240				
Cash Payment	E 100-45000-580 New Equipment	Spraying Equip			\$274.99
	Invoice xxx14240				
Transaction Date	6/20/2016	Security Bank	10100	Total	\$1,171.08
Claim#	12777 EMERGENCY MEDICAL PRODUCTS				
Cash Payment	E 100-42260-580 New Equipment	Medical bag			\$199.99
	Invoice 1831806				
Transaction Date	6/20/2016	Security Bank	10100	Total	\$199.99
Claim#	12778 OWENS COMPANIES, INC.				
Cash Payment	E 100-43700-500 Capital Outlay (GENERAL) CHECK A/C IN PW BLDG				\$103.37
	Invoice 68018				
Transaction Date	6/21/2016	Security Bank	10100	Total	\$103.37
Claim#	12779 TOM GOEPFERT				
Cash Payment	E 620-49440-300 Professional Srvs	On call 6/18-19/16			\$50.00
	Invoice				
Cash Payment	E 640-49480-300 Professional Srvs	On call 6/18-19/16			\$50.00
	Invoice				
Transaction Date	6/21/2016	Security Bank	10100	Total	\$100.00
Claim#	12783 RYAN & BETH VANDERWATER				
Cash Payment	R 620-49440-37110 Water Use Charge	FINAL CREDIT RETURN ON 1318 BIRCH DR			\$16.10
	Invoice				
Cash Payment	R 640-49490-37210 Sewer Use Charge	FINAL CREDIT RETURN ON 1318 BIRCH DR			\$32.18
	Invoice				
Transaction Date	6/23/2016	Security Bank	10100	Total	\$48.28
Claim#	12784 VERIZON WIRELESS				
Cash Payment	E 640-49470-321 Telephone	OSH AUTO DIALER			\$14.28
	Invoice				
Cash Payment	E 620-49410-321 Telephone	OSH AUTO DIALER			\$0.00
	Invoice				
Cash Payment	E 100-43100-321 Telephone	OSH AUTO DIALER			\$0.00
	Invoice				

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Transaction Date	6/23/2016	Security Bank	10100	Total	\$14.28
Claim#	12785 MINNESOTA LIFE INSURANCE CO				
Cash Payment	G 100-21708 Life/Disability	EMPLOYEE BENEFITS			\$16.00
Invoice					
Transaction Date	6/23/2016	Security Bank	10100	Total	\$16.00
Claim#	12786 PREFERRED ONE INS CO				
Cash Payment	G 100-21706 Hospitalization/Medical Ins	JULY EMPLOYEE BENEFITS			\$1,826.37
Invoice	161690001195				
Transaction Date	6/23/2016	Security Bank	10100	Total	\$1,826.37
Claim Type	Direct			Total	\$72,709.84

Pre-Written Checks	\$6,753.63
Checks to be Generated by the Compute	\$65,956.21
Total	\$72,709.84

COUNCIL APPROVAL -
SIGNATURES/INITIALS _____

Luayn Ruch-Hammond

From: Sandy Meyer [smeyer@co.carver.mn.us]
Sent: Saturday, June 11, 2016 2:42 PM
To: City of Mayer (cityadmin@frontiernet.net)
Cc: Gary Stahlke
Subject: May reports
Attachments: May Reports - Mayer.pdf

Please find attached the May call for service statistical reports for your city.
Should you have any questions, please feel free to contact me at your convenience.

June 1st Carver County Sheriff's Office implemented the new NIBRS – National Incident-Base Reporting System. We have been working on this project for the past 6 month. Under NIBRS the State of Minnesota is changing how law enforcement agencies will report crimes to the FBI. Carver County Sheriff's Office was the pilot for this project and therefore was the first law enforcement agency in Minnesota to make this transition.

Due to this change the format for your monthly reports needs to be updated. Therefore, we have decided to do a thorough revamping of the monthly report to better fit the needs of our contract communities. You will not receive a June monthly report. You will receive June stats once we have the new format completed. Please feel free to contact Cmd. Paul Tschida with any ideas you have for the "updated" monthly reports. We welcome your input as to what information is the most helpful to you.

SUMMER HAS ARRIVED – GET OUT AND ENJOY!

Sandy Meyer
Records Supervisor
Carver County Sheriff's Office

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City of Mayer

May – 2016

Listed below is a description of each of the different classifications of calls for service which the Carver County Sheriff's Office received and processed for your area.

CRIMINAL

Part I Crimes

Arson	Intentionally destroy property by fire
Assault - Aggravated	Assault where substantial injury is caused or deadly weapon used
Burglary	Unlawful entry into a structure to commit a crime
Homicide	Intentional taking of a persons life
Robbery	Taking of property in the presence of another with use of force
Sex Crime - felony	Forcible sexual assault, All felony sex crimes.
Theft	Taking of property, stealing
Theft - Vehicle	Theft of a motorized vehicle

Part II Crimes

Abuse/Neglect	Chargeable abuse or neglect of children or adults
Assault	Altercation between parties where actual physical harm occurred
Court Order Violations	Violation of court orders
Disturb Peace	Chargeable disturbance of peace. Harassment, disorderly conduct
Drug Violation	All drug violations: possession of, sale of, manufacture of
Gambling	Unlawful operate, promote or assist in the operation of gaming.
Liquor Laws	Illegal Consumption, sale or possession of liquor.
Misc. Criminal	Minor offenses that do not fall under any other classification
Property Damage	All damage to property including vandalism, littering and trespassing on property
Runaway	Juvenile runaway
Sex Crimes	Misc. sex crimes: criminal sexual conduct, sexual abuse, pornography, indecent exposure. (non felony sex crimes)
Suspicious Activity	Suspicious activity where charges result.
Theft - Related	Fraud, credit card theft, ID theft, issuance on bad check, counterfeiting, swindle
Traffic - Alcohol	Traffic stop or accident involving a driver under the influence of alcohol or drugs
Traffic - Other	Traffic stop that results in a traffic criminal charge - DAC-IPS, Hit and Run
Weapons	Violation of manufacture, sale, purchase, transport, use of firearm.

NON-CRIMINAL	
Abuse/Neglect (NC)	Investigation of abuse or neglect of a child or adult where no charges are filed.
Alarm	Checking on an alarm at a private residence or business
Animal	Animal bites, stray animals. All calls involving animals
Assist other Agency	Assist other law enforcement office, state patrol or government departments
Auto Accd - Fatality	Auto accident in which a fatality occurred
Auto Accd - Injury	Auto accident in which injury and property damage occurred
Auto Accd - Prop Damage	Auto accident in which property damage occurred
Auto Accd - MV vs Deer	Auto accident involving a motor vehicle and deer
Background Record Checks	Records check for persons adopting a child, military, govt. employment, individual.
Boat & Water	All incidents involving boats, watercraft and/or lakes
Child Custody Dispute	Incidents involving dispute over child custody
Civil Process	Service of civil papers/court orders. Assist with civil stand by situations
Disturb Peace (NC)	Noise, harassments, disturbance of peace where charges are not filed
Domestic	Verbal argument between parties with relationship, where no charges are filed.
Driving Complaint	Complaints of bad driving behavior.
Drug - Information	Information regard drug activity. No charges filed
Fire Call	Fires and assist to fire departments
Gun Permit - Acquire	Application for a permit to purchase a handgun.
Gun Permit - Carry	Application for a permit to carry a handgun.
Gun Permit - Transfer	Application for the transfer of one registered gun to another
Explosive/Firearms Dir	Application for a permit for explosives or firearms dealer license.
House/Business Check	Check on residences or business when owners are away from property
License - Day Care	Background check for licensing day care
License - Foster Care	Background check for licensing foster care
License - Liquor	Background check for liquor licensing
License - Massage parlor	Background check for massage parlor licensing
License - Peddler	Background check for peddler licensing
Medical	Assist persons with medical issues, natural cause deaths
Mental Health	Suicides, 72 hr holds for mental health issues
Misc. Non. Criminal	General law enforcement questions: citizen assists, lost and found prop., civil matters, council packets and meetings, juv. disciplinary issues, etc
Missing Person	Missing / Lost person
Open Door	Located an open door to a business or residence
Prowler (NC)	Person on property who does not belong - window peeper. No charges filed
Sex Offender Tracking	Request from State to check location of registered sex offender
Snowmobile	All incidents involving snowmobiles
Suspicious Act (NC)	Suspicious persons, acts or vehicles - no charges
Traffic - Misc	Misc. traffic issues, stalled vehicle, debris on roadway, traffic control, parking violations, vehicle in the ditch and motorist assists.
Traffic - Radar Display	Traffic - Speed - Radar wagon
Traffic - Stops	All traffic stops initiated by officers
Transport	Transport persons for various reasons
Unlock Veh/Bldg	Unlock doors of automobile, residence or business for owners
Warrant Issued	Warrant issued by Carver County Court Administration.
Warrant Service	Service of warrant for Carver County and other counties.

CARVER COUNTY SHERIFF'S OFFICE

City of Mayer

Month of May

	2016	2016
	MONTH	YTD
ARRESTS - #incidents	0	2
ARRESTS - #individual	0	3

	2015	2015
	MONTH	YTD
	1	5
	1	6

CITATIONS - other	0	3
CITATIONS - traffic	4	13
CITATIONS - parking	0	0
TOTAL CITATIONS	4	16

	1	2
	9	26
	0	0
	10	28

WARNINGS (written)	0	0
WARNINGS (verbal)	21	83

	0	0
	25	106

CRIMINAL		
Part I Crimes		
Arson	0	0
Assault - Aggravated	0	0
Burglary	1	1
Homicide	0	0
Robbery	0	0
Sex Crimes - Felony	0	0
Theft	0	5
Theft - Vehicle	0	0
Total Part I Crimes	1	6

	0	0
	0	1
	0	2
	0	0
	0	0
	0	0
	2	8
	0	0
	2	11

Part II Crimes		
Abuse/Neglect	0	0
Assault	0	1
Court Order Violation	0	0
Disturb Peace	0	0
Drug Violations	0	2
Gambling	0	0
Liquor Law Viol	0	1
Misc. Criminal	0	0
Property Damage	0	0
Runaway	0	1
Sex Crimes	0	0
Suspicious Activity	0	0
Theft - Related	1	3
Traffic - Alcohol	0	0
Traffic - Other	0	0
Weapons	0	0
Total Part II Crimes	1	8
TOTAL CRIMINAL	2	14

	0	0
	0	0
	1	1
	0	0
	1	2
	0	0
	1	3
	0	0
	0	0
	0	0
	0	0
	0	1
	1	1
	1	3
	0	0
	5	11
	7	22

	2016	2016
	MONTH	YTD
NON-CRIMINAL		
Abuse/Neglect (not chargeable)	1	4
Alarm	2	7
Animal	1	14
Assist other Agency	0	2
Auto Accd - Fatality	0	0
Auto Accd - Injury	0	0
Auto Accd - Prop Damage	2	5
Auto Accd - MV & Deer	0	0
Background Records Check	0	0
Boat & Water	0	0
Child Custody Dispute	1	4
Civil Process	1	1
Dist. Peace (not chargeable)	3	13
Domestic (not chargeable)	1	2
Driving Complaints	3	6
Drug - Information Only	0	0
Fire Call	1	5
Gun Permit - Acquire	2	9
Gun Permit - Carry	1	15
Gun Permit - Transfer	0	0
Explosive/Firearms Dlr Permit	0	0
House/Business Check	0	0
License - Day Care	0	0
License - Foster Care	0	0
License - Liquor	0	5
License - Massage Parlor	0	0
License - Peddler	0	0
Medical	5	19
Mental Health	0	0
Misc. Non. Criminal	4	15
Missing Person	0	0
Open Door	0	0
Prowler (not chargeable)	0	0
Sex Offender Tracking	0	0
Snowmobile	0	0
Suspicious Act (not chargeable)	6	13
Traffic - Misc	0	4
Traffic - Radar Display	0	0
Traffic - Stops	25	94
Transport	0	0
Unlock Veh/Bldg	0	0
Warrant Service	0	2
TOTAL NON-CRIMINAL	59	239
TOTAL REPORTED	61	253

	2015	2015
	MONTH	YTD
	3	9
	1	6
	0	7
	0	1
	0	1
	1	1
	3	5
	0	0
	0	0
	0	0
	0	0
	0	2
	2	4
	7	15
	0	2
	0	6
	0	1
	0	6
	1	7
	3	8
	0	0
	0	0
	0	0
	0	0
	0	3
	0	0
	0	0
	8	20
	0	2
	7	21
	0	0
	0	1
	0	0
	0	0
	0	0
	3	16
	4	10
	0	0
	31	124
	0	0
	0	0
	0	0
	74	278
	74	300



Carver County Sheriff Traffic Citations From 05/01/2016 To 05/31/2016

Mayer City

Beat	Citation Nr	Issued Date	Location	Local Code	Charge/Literal	Statute	Citation Type
0500	100016001875	05/02/2016	2 St Nw/Bluejay Av	9040	Speed	169.14.1	Traffic - Citation
0500	100016001896	05/03/2016	Hwy 25/Co Rd 30	9040	Speed	169.14.1	Traffic - Citation
0500	100016001948	05/06/2016	Hidden Creek Blvd/Ash Av S	9040	Speed	169.14.1	Traffic - Citation
0500	100016002141	05/17/2016	Co Rd 30/Coldwater Crossing	9040	Speed	169.14.1	Traffic - Citation

TOTAL CITATIONS ISSUED: 4



**Carver County Sheriff's Office
Verbal Warnings
From: 05/01/2016 to 05/31/2016**

Mayer City

Disorderly Conduct: 1

Driving Complaint: 1

Traffic Stop: 19

Grand Total Verbal Warnings: 21



To: Mayor and Council Members

From: Kyle Kuntz

Re: Public Works Activities from May 18th to June 23rd (2016)

Roads

- Muller and Sons came to do road repairs and construct salt storage pad
- Bargen came to do inferred heat on manholes (turned out very nice)
- Graystone came to take down salt storage building
- Leveled area for salt storage building
 - Met with Mayer Lumber to discuss moving bin block to new public works location
 - Started placing bin block for salt storage building
- Set up cross walk signs by Hidden Creek and Fire Station
- Met with Bolton and Menk field inspector about Hidden Creek 6th addition
- Chopped weeds along road sides
- Received quote for striping City Hall parking lot and Bluejay Ave curbing
 - Weed wiped/edged curbing along Bluejay Ave
- Started spraying weeds along curb lines

Parks

- Conducted playground inspections on monthly basis
- Mowed and weed whipped all parks on a weekly basis-**Seasonal Staff**
- Emptied garbage cans on a regular basis-**Seasonal Staff**
- Graded ball fields on a weekly basis and picked weeds around playground equipment-**Seasonal Staff**
- Met with Century Fence about fencing
 - Century Fence installed fencing in Meadow, Bluejay, and West Ridge Park
 - Many complements on black vinyl fencing
- Installed posts and hung dog leash signs in all four parks
- Stated spraying thistles in Meadow, West Ridge and Old School House Park (more to do)
- Order 30 yards of black dirt from Pine Products for volleyball court final grade
 - Wellens Seeding Agriculture came and hydro seeded the entire area

Water Treatment Facility

- Executed daily rounds
- Performed chlorine, fluoride, iron, and manganese tests on a weekly basis
- Received chemical deliveries from DCP Industries on a monthly basis
- Took water samples for Minnesota Department of Health
- Filled out monthly fluoride report for May 2016
- Changed out chlorine tanks as needed
- Cleaned chlorine analyzer and replaced reagents as needed
- Flushed KMNO₄ feed line and mixed KMNO₄ on a regular basis
- Exercised generator at WTP and well #2 on a monthly basis
- Conducted well #2 draw down on a monthly basis
- Met with Jeff Dale from MRWA to trace water service line
- A-1 Electric came to replace phase monitor for Well #2 drive

Wastewater Treatment Facility

- Executed daily rounds and weekly sampling procedures
- Decant digester as necessary
- Washed down scum manhole and control structure #2 as necessary
- Cleaned cyclone grit separator as necessary
- Greased clarifier, fine screen, paddle mixer, and cyclone grit separator as necessary
- Cleaned admin building
- Conducted TSS & Settleability tests
- Chopped weeds around EQ pond
- Set up new effluent sampler

Lift Stations & Collection System

- Exercised generator on monthly basis
- Reviewed televising report from Overline and Sons (major root issues in old clay line)
- Quality flow came to install new safety hatch cover on lift station #1
- Addressed sewer issue at elderly apartments
- Worked on grading, seeding, and laying erosion blanket around the three manholes on along 7th St (cart way)
 - Installed rubber shield around the tops of the manholes

Miscellaneous

- Worked on organizing new building in between other public works tasks
 - Cleaned floor, painted walls, and organized office area
 - Fixed air conditioner
 - AME electric install new LED lighting in shop area
- Gopher one locates
- Worked on May public works activities sheet
- Changed out old MXU devices for residential water meters and hung "Call City Hall" signs
- Installed MXU's and sealed water meters for new houses
- Troubleshoot and reprogrammed problem water meter reads
- Read water meters on the 1st of each month
- Worked on 'On Call' schedule
- Ran to Mayer Lumber Yard to get supplies
- Ran to Farm Supply to get supplies
- Ran to Northern Tool and Equipment to get supplies
- Attended safety training in Waconia
- Installed new tank, pump, and boom on 3 point sprayer
- Trimmed trees by public works building
- Was on vacation June 2nd, 3rd, and 17th
- Worked on proposals for salt building and 2016 road repairs

Equipment

- Fueled equipment as needed
- Washed truck and skid loader on a regular basis
- Met with Total Energy Systems about the cooling maintenance needed on Well #2 and LS #1 generators
- Changed oil, hydraulic fluid, greased, and sharpened blades on Hustler mower

Safety Concerns

- No safety concerns at this time



BOLTON & MENK, INC.[®]

Consulting Engineers & Surveyors

2638 Shadow Lane, Suite 200 • Chaska, MN 55318-1172

Phone (952) 448-8838 • Fax (952) 448-8805

www.bolton-menk.com

MEMORANDUM

Date: June 21, 2016

To: Mayer City Council

From: Dave Martini

Subject: Projects in Progress

For your convenience, the following is a summary of the projects Bolton & Menk has worked on during the billing period between April 9th and May 20th, 2016.

Miscellaneous Engineering

During the billing period, Miscellaneous Engineering included the following:

- Reviewing lot surveys on Hidden Trail, Riverbend Trail, and Fieldstone
- Plan review for 633 Shimmcor Street
- Gathering preliminary information for the Comprehensive Plan Update

1.5 hours of time was provided at the City's reduced hourly rate, which resulted in a savings to the City of \$130.50.

Hidden Creek 6th (Pass Thru)

During the billing period, time was spent providing construction observation for the project. Work included the water and sewer extensions across 70th Street.

Wetland Restoration

During the billing period, time was spent providing construction observation and staking for the project. Work included pipe placement and testing. Construction services have now exceeded the approved fee for the project. Therefore, \$2,157 of services were provided at no charge to the City.

TH 25 Roundabout

During the billing period, time was spent checking labor compliance records in accordance with State requirements. This work was provided at no cost to the City.



To: Mayor and Council Members
From: Luayn Ruch-Hammond, City Administrator
Re: Monthly Report
Date: June 27, 2016

My Activities for the weeks of May 23- June 24, 2016

- 1. Speed Limit on Highway 25 /Pedestrian in the Crosswalk**
Staff met with representatives from MN DOT about the speed limit on highway 25 and the installation of pedestrian in the crosswalk signs. Currently MN DOT is in the process of conducting a speed study of highway 25.
- 2. Marketing of City Commercial Broker Event**
The City is working with the City's in the county and Carver County CDA on a marketing event. The event is going to be held on September 7 at the Chaska Curling Club. Staff will be requesting input from the EDA at the July meeting.
- 3. Outdoor Recreation Grant**
The City was notified by the Minnesota DNR that our grant application was not funded.
- 4. Meeting with Watertown Mayer Superintendant**
Staff met with Ron Wilke and Rachel Bender about offering of services to the residents of Mayer. Rachel did attend the June 13, 2016 Council meeting to discuss the programs that Watertown/Mayer Community Education would like to offer in Mayer. Staff met a second time with Rachel to review the space and the schools needs.
- 5. Carver County Library Board Meeting**
Carver County Library Board held their June meeting in the Council Chambers. The last few years they have been holding a summer meeting in Mayer. Staff updated the Library Board on development and activities in the City.

*Check Reconciliation©

Security Bank

10100 CASH

May 2016

Account Summary

Beginning Balance on	5/1/2016	\$1,642,211.36	Cleared	\$1,574,460.28
+ Receipts/Deposits		\$103,616.22	Statement	\$1,574,460.28
- Payments (Checks and Withdrawals)		\$171,367.30	Difference	\$0.00
Ending Balance as of	5/31/2016	\$1,574,460.28		

Check Book Balance

Active	G 100-10100	GENERAL FUND	\$398,441.55
Active	G 210-10100	FIRE TRUCK FUND	\$75,882.28
Active	G 212-10100	FIRE DEPT GRANTS&CON	\$14,871.15
Active	G 215-10100	FIR DEPT FEMA GRANT	\$8,971.49
Active	G 220-10100	PARK IMPROVEMENT FUN	\$263,369.21
Active	G 222-10100	OLD SCHOOLHOUSE PAR	\$5,395.14
Active	G 225-10100	EDA	\$12,763.78
Active	G 230-10100	CITY CELEBRATION	\$0.46
Active	G 231-10100	RISING ARTISTS FESTIVA	\$0.25
Active	G 301-10100	GO W/S 2001 REVENUE B	\$0.00
Active	G 302-10100	GO W/S 2003 REVENUE B	\$0.00
Active	G 303-10100	GO IMPROVEMENT BOND	\$0.00
Active	G 304-10100	GO WATER/SEWER BOND	\$0.00
Active	G 325-10100	HWY 25/2007 ST BOND	\$274,238.76
Active	G 330-10100	DEBT SERVICE FOR 2007	\$0.00
Active	G 350-10100	2015 FIRE TRUCK BOND	\$27,592.26
Active	G 360-10100	SPECIAL ASSESSMENTS	\$0.00
Active	G 361-10100	2007A REFUNDING	\$0.00
Active	G 400-10100	70TH STREET IMPROV FU	\$39,722.13
Active	G 405-10100	STREET IMPROVEMENT F	\$21,181.71
Active	G 410-10100	COMM CTR CAPITOL OUT	\$10,390.99
Active	G 425-10100	HWY 25 PROJECT 2006	\$0.16
Active	G 430-10100	2007 STREET CONST PRO	\$0.38
Active	G 435-10100	CAPITAL PROJECTS	\$663,271.32
Active	G 440-10100	ROUNABOUT PROJECT	\$14,565.55
Active	G 460-10100	W RIDGE RD/7TH ST CAP I	\$0.00
Active	G 620-10100	WATER FUND	\$860,086.07
Active	G 640-10100	SEWER FUND	\$1,453,447.12
Active	G 650-10100	STORM WATER FUND	\$123,470.62
Active	G 700-10100	INVESTMENT FUND	-\$2,744,164.92
Active	G 800-10100	ESCROW FUND	\$45,825.58
		Cash Balance	\$1,569,323.04



Minnesota Department of Natural Resources

500 Lafayette Road • St. Paul, MN • 55155-4039

June 10, 2016

Ms. Luayn Ruch-Hammond
City Administrator, City of Mayer
413 Bluejay Ave Box 102
Mayer, MN 55360

RE: FY 2017 Outdoor Recreation Grant Program
West Ridge Park

Dear Ms. Ruch-Hammond:

The review of the FY 2017 Outdoor Recreation applications has been completed. Unfortunately, your application was not recommended for funding this year. Over \$2.2 million in grant requests were received by the Outdoor Recreation Program with \$580,875 available for funding.

If you would like information regarding your application or the grant program, please call me at 651/259-5538.

Sincerely,

Joe Hiller, Grants Coordinator
Division of Parks and Trails



REQUEST FOR CITY COUNCIL ACTION

Meeting Date: June 27, 2016
Item Name: Fire Station Garage Doors
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.)

Fire Chief is requesting to install two more garage doors on the Fire Station. The cost for the doors and installation is \$2,016. There remains \$4,380.32 in the repairs and maintenance line item of the fire station budget.

FINANCIAL IMPLICATIONS:
 Funding Sources & Uses:
 Budget Information:
 Budgeted _____
 Non Budgeted _____
 Amendment Required _____

ADVISORY BOARD RECOMMENDATIONS:
 Other _____

Approved _____ **Denied** _____ **Tabled** _____ **Other** _____
Resolution No. _____ **Ordinance No.** _____

Luayn Ruch-Hammond

From: Rod Maetzold [mayerlumber@frontiernet.net]
Sent: Thursday, June 23, 2016 7:42 AM
To: 'Luayn Ruch-Hammond'
Subject: RE: Garage Doors

\$2016 PER DOOR INSTALLED
WE HAVE 4 MORE DOORS TO REPLACE

Rod Maetzold
Mayer Lumber Company, Inc.
952-657-2291

From: Luayn Ruch-Hammond [mailto:cityadmin@frontiernet.net]
Sent: Wednesday, June 22, 2016 8:50 AM
To: 'Rod Maetzold' <mayerlumber@frontiernet.net>
Subject: Garage Doors

Rod,
What was the price on the garage doors for the fire station?
Luayn

MAYER, MN
Fire Department 2016
 Current Period: June 2016

06/23/16 8:23 AM
 Page 1

Account Descr	2015 Amt	2016 Adopted	2016 YTD Amt	2017 Budget	UnderLine
FUND 100 GENERAL FUND					
Dept 42280 Fire Station					
E 100-42280-210 Operating Supplies	\$0.00	\$150.00	\$0.00	\$150.00	_____
E 100-42280-321 Telephone	\$1,546.74	\$1,500.00	\$827.54	\$1,500.00	_____
E 100-42280-381 Electric Utilities	\$1,494.31	\$1,616.50	\$736.96	\$1,450.00	_____
E 100-42280-383 Gas Utilities	\$2,096.38	\$2,792.00	\$1,420.17	\$2,600.00	_____
E 100-42280-400 Repairs & Maint Cont	\$1,276.65	\$4,850.00	\$469.68	\$4,850.00	_____
E 100-42280-500 Capital Outlay (GENERAL)	\$4,087.35	\$0.00	\$0.00	\$0.00	_____
E 100-42280-600 Debt Srv Principal	\$6,616.80	\$7,007.00	\$3,445.49	\$7,399.00	_____
E 100-42280-601 Debt Srv Interest	\$1,691.20	\$1,301.00	\$708.51	\$909.00	_____
Dept 42280 Fire Station	\$18,809.43	\$19,216.50	\$7,608.35	\$18,858.00	
FUND 100 GENERAL FUND	\$18,809.43	\$19,216.50	\$7,608.35	\$18,858.00	
	\$18,809.43	\$19,216.50	\$7,608.35	\$18,858.00	

REQUEST FOR CITY COUNCIL ACTION

Meeting Date: June 27, 2016
Item Name: Snow Removal Contract 2016-2017
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 directing staff on the snow removal contract for November 1, 2016- April 30, 2017.

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

Last year City Council approved an extension of the current snow removal contract with Widmer Construction for the 2015-2016 snow removal season at the same rates as the 2014-2015 snow removal contract for the period of November 1, 2015- April 30, 2016.

Widmer Construction is willing to extend the contract for a year with the City for the same rates as the 2014-2015 snow removal contract. Contract period would be from November 1, 2016- April 30, 2017.

Staff is requesting Council direction on the extension of the contract or advertising for bids.

<p>FINANCIAL IMPLICATIONS:</p> <p>Funding Sources & Uses: _____</p> <p>Budget Information:</p> <p>_____ Budgeted</p> <p>_____ Non Budgeted</p> <p>_____ Amendment Required</p>	<p>ADVISORY BOARD RECOMMENDATIONS:</p> <p>_____ Other</p>
---	--

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

CITY OF MAYER

AGREEMENT FOR STREET SNOW REMOVAL

1. PURPOSE/INTENT

A. Street Snow Removal. The purpose of this Agreement is to provide the City of Mayer, 413 Bluejay Avenue, P.O. Box 102, Mayer, MN 55360 (hereinafter called "CITY") and Widmer Construction, LLC, (455 CO. RD. 15, Minnetrista, MN 55359 (hereinafter called "CONTRACTOR") with a mutually acceptable agreement to provide planned and emergency scheduled snow removal operations on local city streets and roadways within the City of Mayer, Minnesota.

B. Routes. This Agreement is for the contractor to provide snow removal operations from all of the city streets of the City of Mayer according to the City of Mayer Snow Plowing/Ice Control Policy attached as Exhibit "A".

Exhibit "A" is provided only as a reference to the location and approximate scope of the snow removal services required under this Agreement. The city reserves the right to expand, decrease or modify the designated routes (Exhibit A) without prior notice to the contractor and without affecting any condition or provision contained within this Agreement including compensation.

C. Administration. This Agreement is entered into with the City Council of the City of Mayer and shall be administered by the Public Works Department and under the direct operation and supervision of a designated Public Works representative. The contractor shall take direction from the designated representative as to specific plowing Instructions.

D. Street Snow Removal Policy. The city's snow removal policy requires the removal of snow from face of curb to face of curb of all local streets, roads and cui-de-sacs after the accumulation of one (1) or more Inches of snow.

It is the Intention of the city to retain the services of the contractor for each snow fall requiring removal under the city's current Snow Removal Policy. However, the city cannot and will not guarantee a minimum number of work hours for any snow removal operation or number of operations.

2. LENGTH OF AGREEMENT

A. This Agreement is limited to the snow removal season commencing November 15, 2014, and ending April 15, 2015 inclusive. However, this Agreement is subject to the right of the city to review the performance of the contractor after each snow removal season and to determine if the contract should be continued for another snow removal season. The city will notify the contractor of its decision by June 15th of each year.

B. This Agreement may be terminated for good cause, including failure to perform in accordance with the terms of this Agreement, by the city during the agreement period subject to written notice being sent to the contractor by certified mail, return receipt requested at the address set forth on the contractor's bid form attached as Exhibit "B".

3. EQUIPMENT, RATES, ACCESSORIES, SAFETY, AND GUARANTY

A. Equipment and Rates. The contractor shall provide the equipment set forth on the contractor's bid form attached as Exhibit "B" and the city shall pay the contractor the hourly rates for actual hours worked as set forth on the contractor's bid form attached as Exhibit "B".

B. Accessories and Safety Equipment. All vehicles shall be properly equipped and outfitted to meet all local, county, state or federal laws required for on-the-road emergency snow removal operations. They shall provide the operator with full visibility in all directions and shall have a back-up warning system. The operator's cab shall be fully enclosed and properly equipped with all equipment necessary to allow the efficient and safe operation of that vehicle. The city reserves the right to reject at any time, without notice to the contractor, any vehicle that does not appear to comply with all rules or regulations required for over-the-road snow removal operations. Rejection of vehicle acceptability will also take into consideration the condition and limitations of operation of the vehicle or its accessory equipment.

C. Guaranty. Contractor guaranties that it has and can provide sufficient equipment, manpower and materials (if needed) to perform its obligations under this Contract.

4. OPERATION AND MAINTENANCE

A. Operator. The contractor shall ensure that the operator provided with each piece of equipment is fully trained and properly licensed with the State of Minnesota to operate the bid vehicle or any anticipated replacement. The contractor shall make every effort possible to ensure that the same operator performs the snow removal operation during the length of the Agreement.

B. Parts and Fuel. The hourly rates contained herein shall cover all operation and maintenance expenses including, but not limited to, fuel, lubricants, supplies and support services. It shall also include depreciation on the vehicle and related equipment including the repair, maintenance and replacement of all materials and supplies including cutting edges and tire chain cross links. It shall also include all labor, tools and equipment necessary for making

any and all repairs or replacements which may be necessary to keep and maintain the machine and all parts thereof in proper and safe working order and serviceable repair.

C. Storage. The contractor shall assume all responsibility and costs associated with maintaining proper and necessary protection/shelter/storage for both the vehicle and operator.

5. HOURLY RATES

A. Operators. All hourly rates shall include full operation by a qualified operator.

B. Quantities. All rates shall be on an hourly basis and shall be rounded to the nearest 0.1 (tenth) hour.

C. Premium/Overtime. No premium calculation or additional adjustment shall be given to the rates for any hours worked regardless of day, date, time of day or consecutive hours worked in any given snow removal operation or calendar week unless specifically provided for in this Agreement.

6. PERFORMANCE REQUIREMENTS

A. Personnel. The contractor shall provide the city with the name, address and telephone number(s) for at least two designated contact personnel responsible for insuring response to the city's request for rental services. The contractor shall ensure that at least one of the contact persons is available and accessible 24 hours per day, seven days per week.

B. Response Time. The contractor shall be able to respond and begin snow removal operations within one (1) hour and no later than two (2) hours from the start time requested by the city for any given snow removal request. The contractor shall ensure that the equipment and operator are ready and able to continuously provide snow removal services through the

completion of the routes designated in the attached exhibits as directed by and to the satisfaction of the city.

C. Down Time. The contractor shall ensure that all equipment provided is maintained in a proper manner to minimize required maintenance or emergency repairs during the performance of snow removal operations. If, once commencing a snow removal operation, a piece of equipment becomes disabled and nonfunctionable for a period of three (3) consecutive hours, the contractor shall provide a satisfactory replacement vehicle and operator if necessary at no additional cost to the city.

D. Authority/Direction. The contractor and its designated operators shall respond to all directions given by the city in a positive, courteous and timely manner during the snow removal operations. The city reserves the right to reject any piece of equipment or operator from continued or further engagement of services due to incompetence or insubordination or inability of the piece of equipment to function properly for the requested services.

The contractor shall begin the snow removal operations at a designated point and follow a specific progression as directed by the city.

E. Law Obedience. The contractor and its designated operators shall be responsible for their actions and compliance with all regulatory laws and ordinances governing the operation of the machine while performing snow removal operations for the city.

F. Non Performance. The contractor waives any and all objections, rights to objections and claims for additional compensation, damages or loss of revenue resulting from work performed by the city either prior to, during or after any scheduled or emergency snow

removal operation in lieu of these contractual services as may be necessary due to non performance or excessive delays of the contractor.

G. Property Damage. The contractor shall be responsible for any and all damage to private as well as public property (including public utilities) due to its own or its employees' negligence in performing snow removal operations.

H. Street Conditions. Contractor shall immediately report to the City any damages, problems, defects or other concerns that it discovers affecting the safety, usability, or condition of City streets.

7. **COMPENSATION**

A. Payment Schedule. All pay requests must be prepared and submitted by the contractor as verified and approved by the Public Works Department. All pay requests so received shall be processed and payment made by the city not less than 15 nor more than 30 days after receipt.

8. **INSURANCE/LIABILITY/CLAIMS**

A. Indemnification. The contractor indemnifies, saves and holds harmless the city and all of its agents and employees of and from any and all claims, demands, actions or causes of action of whatsoever nature or character arising out of or by reason of the contractor's performance under this Agreement. It is hereby understood and agreed that any and all employees of the contractor and all other persons employed by the contractor in the performance of services under this Agreement, required or provided for hereunder by the contractor, shall not be considered employees of the city and that any and all claims that may

or might arise under the Workers' Compensation Act of the State of Minnesota on behalf of said employees while so engaged shall, in no way, be the obligation or responsibility of the city.

B. Insurance. The contractor shall, at its sole cost and expense, carry and maintain general and public liability and property damage Insurance coverage of at least \$600,000 for any one accident and at least \$1,000,000 aggregate protecting the contractor, his employees and the city against any and all claims of any kind or character whatsoever arising from damage, injury (Including bodily injury or death) caused by or arising from the contractor or its employees or agents in regard to its activities or operations in providing snow removal for the city. The City of Mayer shall be named as an additional insured on all policies and a Certificate of Insurance shall be provided to the City. Such insurance shall be in full force and effect at all times. Such insurance policy shall provide for a minimum of 30 days written notice to the city of cancellation, nonrenewal or material change of the required insurance coverage. The requirement and approval of this insurance by the city shall not in any way relieve or decrease the liability of the contractor. It is expressly understood that the city does not in any way represent that the specified limits of liability or coverage or policy forms are sufficient or adequate to protect the interest or liabilities of the contractor.

C. Legal Compliance. The contractor agrees to comply with all state and federal laws and local ordinances governing the employment of personnel including, but not limited to, Minnesota Statutes Section 181.59 relating to discrimination in employment, and Section 290.07 requiring the certification of income tax withholding. If during the term of this Agreement or any extension thereof, it is discovered that the contractor is not in compliance

with the applicable statutes and regulations or if the contractor engages in any discriminatory practices, then the city may cancel this Agreement as provided by the cancellation clause.

D. Claims. The contractor agrees to process and resolve all claims submitted by affected property owners of the City of Mayer in a timely manner.

9. Independent Contractor

It is agreed that contractor is an independent contractor providing street maintenance and snow removal services to the City. Contractor acknowledges and agrees that its employees or agents are not entitled to receive any of the benefits received by City employees and are not eligible for workers or unemployment compensation benefits under the City while performing under this Contract. Contractor also acknowledges and agrees that no withholding or deductions for state or federal income taxes, FICA, FUTA or otherwise, will be made from the payments due and that it is contractor's sole obligation to comply with the applicable provisions of all federal and state tax laws.

10. Non Waiver

Nothing in this agreement shall be construed to waive any immunities or limitations to which the City is entitled under Minnesota Statutes or otherwise.

11. Nonexclusive Contract

This Contract is a nonexclusive contract and either party shall have the right to contract with others for the services provided for herein. However, at this time, it is the City's intention to primarily use contractor for the services called for in this Contract.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of this 28th day of July, 2014.

Widmer Construction

By: *Tony Vanderlinde*
Tony Vanderlinde
Its: *MANAGING MEMBER*

CITY OF MAYER

By: *Luann Ruch-Hammond*
Luann Ruch-Hammond
Its: City Administrator

EXHIBIT A

PLOWING/SANDING PRIORITIES

PRIORITY A

Streets with greatest priority.

PRIORITY B

Streets providing access to schools and commercial property.

PRIORITY C

Lower volume residential streets.

PRIORITY D

Cul-de-sacs and alleys.

<http://clients.intranet.mhslaw.com/1818/38268/draft documents/agreement for street snow removal.docx>

Widmer Construction



CITY OF MAYER SNOW PLOWING BID SPECIFICATIONS

For the November 15, 2014 – April 30, 2015 Snow Season

EQUIPMENT	Horse Power	Bucket/Truck Yard Capacity	HOURLY RATE
Bob Cat	7-300 BOBCAT	1-YARD	135
Single Axle Plow/Wing/Sander /10 foot with wing	Front End 3208 CAT		135
*Payloader/Plow	6425 JOHN DEER	3	135
Tandem Truck / Hauling	TRIAWE 450 H.P.	12	110
Pickup/Plow	Front F-250 7.3LITER		95

If bidding any other piece of equipment please clearly specify the characteristics of the equipment and the hourly rate.

Contractor is responsible for sod and mail box repairs per City Snow Plowing Policy.

Contractor must be able to respond within one hour of notification.

* Plow blade should extend past the wheel base on the payloader.

Council reminded him that it is a City Ordinance that all properties must have weekly collection or disposal of garbage or other refuse. Mr. Carrier stated that he is not looking to change the ordinance, he would just like to opt out of the service because he has no need and it is an inconvenience to have carts in his garage that are not used. He was told that Elite does have a suspended service for winter "snowbirds" that may be used for part of the year.

2. **Approval of Resolution 8-24-2015-27 Part Time Mowing Staff** – The current part time seasonal staff's last day with the City of Mayer will be Friday, August 28, 2015. With the repair of the water tower regular Public Works staff will not have the time to mow and do other park duties. The Personnel Committee is recommending that the City hire a replacement for the seasonal staff that is leaving. The Personnel committee is recommending that the City hire Gerry Weinzierl at the same rate of pay (\$11.36 per hr) and hours (30 hrs per week) as the current part time seasonal person with a start date of Monday, August 31, 2015. A MOTION was made by Council Member Stieve-McPadden and seconded by Council Member McNeilly approving Resolution #8-24-2015-27 Part time Seasonal Staff for Public Works. Motion Carried 4/0

3. **Approval of Extension of Snow Removal Contract** – The City had a one year snow removal contract with Widmer construction of Maple Plain for the time period of November 1, 2015 – April 30, 2015. Widmer is willing to extend the contract for one year at the same rate as the 2014-2015 snow removal contract. A MOTION was made by Council Member Stieve-McPadden and seconded by Council Member Osborn approving the extension of the snow removal contract for the 2015-2016 snow removal season with Widmer Construction of Maple Plain for the period of November 1, 2015 – April 30, 2016 at the same rate as the 2014-2015 snow removal contract. Motion Carried 4/0

4. **LMCIT Loss Control Visit Recommendation** – The City of Mayer had an inspection from the LMC Loss Control Consultant, Tara Bursey on July 22, 2015. Upon inspection, Ms. Bursey found that Public Works maintains and practices good overall housekeeping in the limited space that is allocated for public works. She made the following recommendations for Council consideration:

- Add a ladder inspection program.
- Add a footwear Policy.
- Add a tailgate lift to the truck.

The Council reviewed a sample ladder inspection form and a sample footwear policy. The Council also discussed the tailgate lift for the truck. The cost for a lift gate would be \$3,947.00 of which 50% is eligible for a matching grant from MN OSHA Safety Grant Program. The City has 60 days to respond to the LMCIT recommendations that were made. A MOTION was made by Council Osborn and seconded by Council Member McNeilly approving the Footwear Policy as presented with the addition of anti slip grippers. The Motion was amended by both Council Members to add that the City will purchase up to one pair of work boots per year. Motion Carried 4/0

A MOTION was made by Council Member Stieve-McPadden and seconded by Council Member Osborn to approve the Ladder Inspection Checklist. Motion Carried 4/0. Public Works will check with the Fire Department to see if the City ladders could be tested with theirs. The Council directed Staff to proceed with applying for an OSHA Grant for the purchase of a tailgate lift for the truck. Public Works will make sure that the truck can be retrofitted without hindering the performance of the dump box and sander and report back to the Council. The plan would be to purchase the tailgate lift with 2015 budget funds.

5. **Approval of Boulevard Tree Policy** – The Council reviewed the Boulevard Tree Policy for Fieldstone Additions I & II. After discussion, a MOTION was made by Council Member and seconded by Council Member to approve the Boulevard Tree Policy for Fieldstone I & II with the correction of not allowing a tree to be replanted in the boulevard if it dies. Motion Carried 4/0.

MAYER CITY COUNCIL MEETING MINUTES – AUGUST 24, 2015

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

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

ABSENT: Council Member Boder

STAFF: City Administrator Ruch-Hammond, City Engineer David Martini, Public Works Kuntz, and Clerk Maetzold

ALSO PRESENT: Ivan Raconteur, Don Wachholz and John Carrier.

The meeting was opened with the Pledge of Allegiance.

APPROVE AGENDA

A MOTION was made by Council Member Stieve-McPadden with a second by Council Member McNeilly to approve the agenda with the addition of a request by the resident at 1755 Hidden Trail. Motion Carried 4/0

PUBLIC COMMENT

None

APPROVE CONSENT AGENDA

A MOTION was made by Council Member Stieve-McPadden with a second by Council Member Osborn to approve the Consent Agenda. Motion Carried 4/0.

1. Approve the Minutes of the August 20, 2015 Regular Council Meeting.
2. Approve the Minutes of the August 17, 2015 Work Session Meeting.
3. Approve the Minutes of the July 14 2015 Park Board Meeting.
4. Approve the Additional Claims for the Month of August 2015.

STAFF REPORTS

1. **Public Works** – The Council reviewed a report from Kyle Kuntz of Public Works activities from July 24 – August 18, 2015.
2. **City Engineer** – The Council reviewed David Martini’s summary of the projects Bolton & Menk have been working on during the billing period June 20 – July 17, 2015. Martini also reported on the Roundabout, answering the Council’s questions. He anticipates work on the Master punch list to be completed soon
3. **Sheriff’s Department** – No Report
4. **City Administration** – The Council reviewed a report from July 27 – August 21, 2015 outlining activities by the City Administrator. Ruch-Hammond reported that an audit has been done back to 2009 and shows that the Storm Water levy from past years which was put into Fund 435 Capital Outlay may pay for a good portion of the project. She was directed to go back a couple more years for a better number.

CITY ADMINISTRATOR

1. **Request to Opt out of Garbage Service** – John Carrier of 1755 Hidden Trail came before the Council to request to opt out of City garbage service. He moved in last year and never signed up with Waste Management. His wife currently takes their garbage to her sister’s where she keeps her business. The

REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	June 27, 2016
Item Name:	Park Board Recommendation Park Shelter
Originating Department:	Administration
Presented by:	Luayn Ruch-Hammond
Previous Council Action (if any):	
Item Type (X only one):	<input type="checkbox"/> Consent <input type="checkbox"/> Regular Session <input checked="" type="checkbox"/> Discussion Session

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

A motion authorizing the purchase and installation of a park shelter for the total cost of \$28,285.00 and the purchase of trash receptacles and picnic tables in the amount of \$4,672.00. With the funds coming from the 2016 budget and the 220 Park Fund.

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

Park Board is recommending to the City Council to construct a picnic shelter in West Ridge Park. The City was not successful in securing the Outdoor Recreation Grant however; the Park Board wants to move forward with the park shelter. Park Board is recommending that the City construct a 24' x 28' shelter with a hip roof, 24 gauge steel roof panels, Thomas Clemenson Concrete and Masonry for the concrete work and Dalchow Excavating for the site work.

Below is the cost breakdown for the project.

	Flagship	Clearwater Recreation	St. Croix Recreation
24' x 28' Shelter	\$21,513.08	\$20,256.00	\$13,580.00
Installation	\$8,160.00	\$10,000.00	\$7,780.00
Eng Drawings	\$656.25	\$800.00	\$1,150.00
Concrete Slab	\$4,025.00	\$4,025.00	\$4,025.00
Site Grading	\$1,750.00	\$1,750.00	\$1,750.00
	\$36,104.33	\$36,831.00	\$28,285.00

Below is the cost breakdown for the project.

They are also recommending that 2 trash cans and 4 picnic tables be purchased for the shelter. The cost for the trash cans and picnic tables is \$4,672.00

Item	Number	Cost	Totals
Trash Receptacles	2	\$542.00	\$1,084.00
1ADA Picnic Table	1	\$945.00	\$945.00
Picnic Table	3	\$881.00	\$2,643.00
			\$4,672.00

The funds for the picnic shelter and the trash receptacles and picnic tables would come from the 2016 Budget and the 220 Park Fund.

FINANCIAL IMPLICATIONS:	ADVISORY BOARD RECOMMENDATIONS:
Funding Sources & Uses:	
Budget Information:	

MAYER, MN
Park Board Budget 2017
 Current Period: June 2016

06/23/16 12:06 PM
 Page 1

Account Descr	2015 Budget	2015 Amt	2016 Adopted	2016 YTD Amt	2017 Budget	UnderLine
FUND 100 GENERAL FUND						
Dept 45000 Park and Rec						
E 100-45000-100 Wages and Salaries	\$7,680.00	\$4,288.40	\$7,680.00	\$1,936.88	\$9,088.00	_____
E 100-45000-110 Other Pay Boards & Co	\$1,500.00	\$1,230.00	\$1,500.00	\$0.00	\$1,500.00	_____
E 100-45000-120 Employer Contrib Ret	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	_____
E 100-45000-180 Employee Withholdings	\$588.00	\$328.07	\$588.00	\$148.18	\$696.00	_____
E 100-45000-212 Motor Fuels	\$1,000.00	\$1,264.13	\$1,100.00	\$103.44	\$1,300.00	_____
E 100-45000-300 Professional Svcs	\$4,000.00	\$6,224.64	\$6,240.00	\$241.36	\$7,400.00	_____
E 100-45000-303 Engineering Fees	\$0.00	\$483.00	\$2,000.00	\$195.00	\$2,000.00	_____
E 100-45000-360 Insurance (GENERAL)	\$5,900.00	\$5,862.00	\$5,900.00	\$3,101.00	\$6,077.00	_____
E 100-45000-370 Recreation Program	\$1,000.00	\$2,585.76	\$1,000.00	\$295.00	\$2,000.00	_____
E 100-45000-381 Electric Utilities	\$250.00	\$148.45	\$177.00	\$68.34	\$177.00	_____
E 100-45000-400 Repairs & Maint Cont	\$5,000.00	\$7,880.85	\$4,000.00	\$764.21	\$4,000.00	_____
E 100-45000-430 Miscellaneous (GENERA	\$1,700.00	\$1,089.88	\$1,000.00	\$245.00	\$1,000.00	_____
E 100-45000-490 Donations to Civic Org s	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	_____
E 100-45000-500 Capital Outlay (GENERA	\$53,000.00	\$9,211.33	\$59,451.00	\$24,172.14	\$58,830.00	_____
E 100-45000-530 City Beautification	\$2,000.00	\$1,085.04	\$2,000.00	\$689.22	\$2,000.00	_____
E 100-45000-580 New Equipment	\$0.00	\$0.00	\$7,500.00	\$8,850.00	\$0.00	_____
E 100-45000-720 Transfer Out	\$0.00	\$26,474.00	\$0.00	\$31,245.00	\$0.00	_____
Dept 45000 Park and Rec	\$83,618.00	\$68,155.55	\$100,136.00	\$72,054.77	\$96,068.00	_____
FUND 100 GENERAL FUND	\$83,618.00	\$68,155.55	\$100,136.00	\$72,054.77	\$96,068.00	_____
	\$83,618.00	\$68,155.55	\$100,136.00	\$72,054.77	\$96,068.00	_____

St. Croix Recreation Fun Playgrounds INC.

225 N. Second Street
Stillwater, MN 55082 US
16514301247
hannah@stcroixrec.com



ESTIMATE

ESTIMATE # 1604

DATE 06/23/2016

EXPIRATION DATE 07/29/2016

ADDRESS

CITY OF MAYER
413 BLUEJAY AVE.
P.O. BOX 102
MAYER, MN 55360

SHIP TO

CITY OF MAYER
413 BLUEJAY AVE.
P.O. BOX 102
MAYER, MN 55360

Please detach top portion and return with your payment.

SHIP VIA

BEST

P.O. NUMBER

LUAYN RUCH-HAMMOND

SALES REP

MIKE BASICH

ACTIVITY	QTY	RATE	AMOUNT
CW-HP-2428-SW STEELWORX HIP SHELTER, 24'X28' W/8' EAVE, W/4:12 ROOF PITCH, W/ POLYESTER POWDER COATED FRAMEWORK, W/24 GA MULTIRIB METAL ROOFING AND TRIM	1	11,760.00	11,760.00
CW MN DRAWINGS MINNESOTA STAMPED ENGINEERED DRAWINGS ADD FOR #1 SYP T&G ROOF DECKING UPGRADE: \$2,850	1	1,150.00	1,150.00
Freight FREIGHT TO MAYER, MN	1	1,820.00	1,820.00
OPTIONAL INSTALLATION: ADD \$7,780 INSTALLATION INCLUDES (4) FOOTING EXCAVATION AND POUR, OFF-LOAD MATERIALS, ERECT STRUCTURE, ROOF AND TRIM. IF T&G OPTION IS CHOSEN, ADD \$1,800 TO INSTALLATION NUMBER ABOVE. DEDUCT \$2100 FOR FOOTINGS BY OTHERS.			

QUOTES ARE EFFECTIVE FOR 30 DAYS.

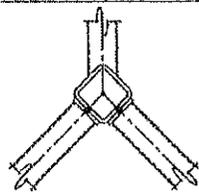
SALES TAX SUBJECT TO CHANGE. ADD IF NOT EXEMPT OR SUPPLY
EXEMPTION CERTIFICATE IF NOT ON FILE (ANNUALLY).

TOTAL

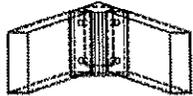
\$14,730.00

Accepted By

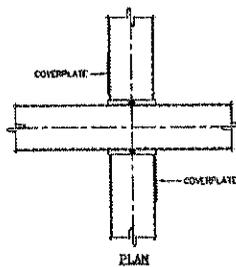
Accepted Date



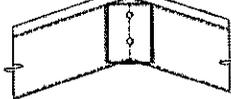
PLAN



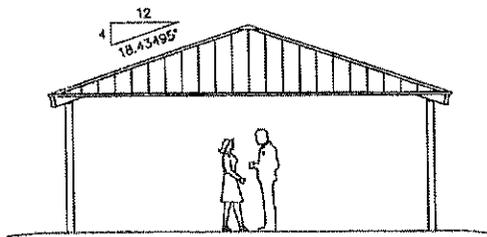
HIP TO RIDGE CONNECTION



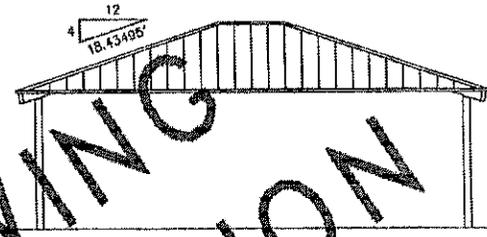
PLAN



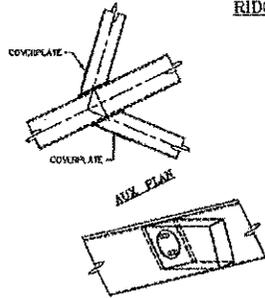
RIDGE PURLIN TO FRAME CONNECTION



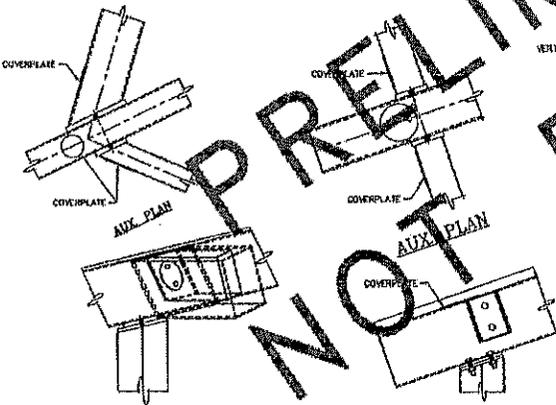
END ELEVATION



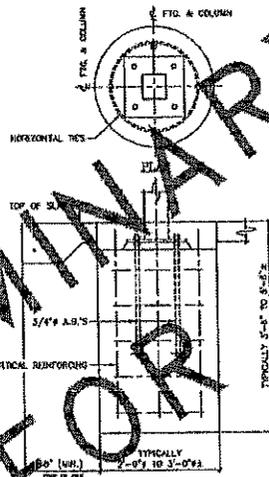
SIDE ELEVATION



PURLIN TO HIP CONNECTION

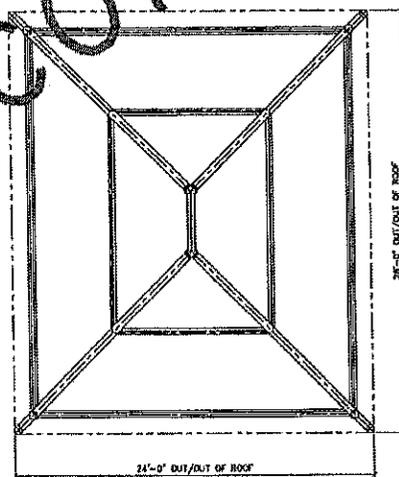


COLUMN TO HIP CONNECTION

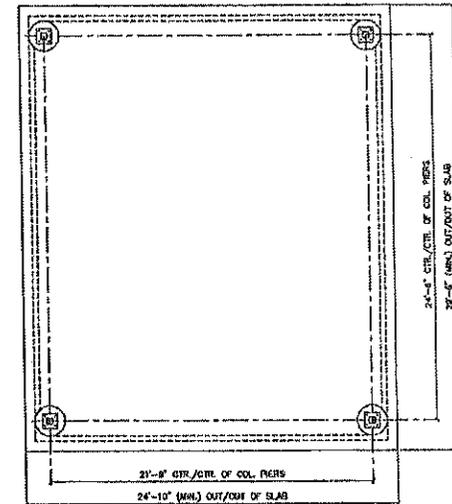


COLUMN PIER DETAIL

ACTUAL DESIGN WILL VARY DUE TO BUILDING CODE REQUIREMENTS AND MAY BE SUBSTANTIALLY LARGER



ROOF FRAMING PLAN



FOUNDATION PLAN

NOT PRELIMINARY DRAWING FOR CONSTRUCTION

THIS DRAWING IS THE PROPERTY OF RCP SHELTERS, INC. IT IS TO BE USED ONLY FOR THE PROJECT AND SITE SPECIFICALLY IDENTIFIED HEREIN. IT IS NOT TO BE REPRODUCED, COPIED, OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, INCLUDING PHOTOCOPYING, RECORDING, OR BY ANY INFORMATION STORAGE AND RETRIEVAL SYSTEM, WITHOUT THE WRITTEN PERMISSION OF RCP SHELTERS, INC.

AS-H2428-04

RCP SHELTERS, INC.
 2100 SE RAYS WAY SUITE, R. 34884 PO BOX 26 STUART, FL 34985-0026
 ■ PAVILIONS ■ CONCESSIONS ■ KIOSKS ■ FABRIC SHADE
 ■ SHELTERS ■ BANDSHELLS ■ MINI-SHELTERS ■ PODS ■ STALLS ■ FABRIC SAIL
 Phone: 800-525-0207 Fax: 772-286-1207
 www.rcpselters.com Email: info@rcpselters.com



PROJ. NO.	
DRAWL. DPP	2-27-08
OWNER	J.D.
REV. 1	
REV. 2	
REV. 3	
REV. 4	
REV. 5	
REV. 6	
DATE	AS-10144-04
TITLE	0837 R
SHEET NO.	

TECHNICAL SPECIFICATIONS

Quote # 23184



I. DESIGN CRITERIA

Structure shall be designed to be free standing, open air pavilion in conformance with all applicable building code. Manufactured by RCP Shelters: 2100 SE Rays Way, Stuart, FL 34994 • Toll-free: 800-525-0207 • F: 772-288-0207 • <http://www.rcpshelters.com> • info@rcpshelters.com.

II. SCOPE

Structure shall be an all steel pavilion over a 4" minimum thickness reinforced concrete slab. Shelter shall have a clear space, without a center column or open knee bracing. Structure shall be designed by professional engineers. The owner or contractor shall be responsible for unloading, temporary storage, soil testing (if necessary), site preparation, concrete slab, and erection of structures. Owner or contractor is responsible for protection of materials after arrival.

III. COLUMNS

The shelter shall be set on prepared footings. Foundation shall be engineered to manufacturer's design and constructed to local code and good construction practices for the specific site conditions. The structure shall have tube steel corner columns. The columns shall be attached to the top of the concrete foundation by use of anchor bolts, hidden when possible. Anchor bolts shall be provided by owner or contractor.

IV. FRAME

All structural framing of the pavilion shall be structural tube steel with end caps to form a clean, neat appearance with no place for birds to nest or small animals to roost. The compression ring shall be structural steel plate. Since all connections will bolt together, field welding shall not be required. Bolts shall be concealed within the tubing when possible.

V. COLUMN/FRAME FINISH

The columns and frame shall be sandblasted to near-white condition, three stage phosphate washed, sealed, epoxy primed, then top coated with TGIC powder. The columns and frame shall be packaged in foam, cardboard, and stretch wrap to protect the finish during transit. The color shall be selected from manufacturer's standard color chart. Field touch up painting shall be required by owner or contractor.

VI. EAVE & PITCH

Eave height shall be minimum 7'-6". Roof pitch shall be 4:12.

VII. ROOFING

The roof system shall be structural 24-gauge exposed fastener Galvalume® panels with 1½" high ribs, 7.2" on center. Ribs shall run with the pitch of the roof for proper drainage. Roof panels shall be 3' wide and pre-cut by the length from the eave to the ridge. Angles shall be factory pre-cut. Matching roof trim & fasteners shall be supplied. Hip and ridge beams shall have cap plates for metal deck bearing, as metal deck cannot structurally bear on beam corner only. Panels and trim shall be pre-painted with the Kynar 500® paint system. Color shall be chosen by owner from the standard color chart, provided upon request.

PROPOSAL

TO: City Hall PO Box 102 Mayer, Minnesota 55360 ATTN: Luayn Ruch-Hammond PHONE: 952-657-1502 FAX: 952-657-1203 DATE: 06/17/16 PROJECT:	FROM: Clearwater Recreation 329 East Lake Street Waconia, Mn. 55387 PHONE: 952-442-1820 FAX: 952-442-4439 REFERENCE: TERMS: Net 30 days
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QUANTITY	DESCRIPTION	PRICE EACH	TOTAL
1	Navajo Shelter 24'x28' With A Hip Roof, 24 Gage Roof Panels, Extruded Facia & Gutter, Anti-graffiti Powder Coat Frame Mfg. By Americana		\$18,330
1	Engineered Drawings Add \$800		
1	For Installation Of The Shelter Only Add \$10,000		
<i>NOTE: This quotation is valid for 30 days.</i> <i>Please call for confirmation after that date.</i> <i>Prices are NOT based on prevailing wages.</i>		SUBTOTAL	\$18,330
		SALES TAX	Exempt
		FREIGHT	\$1,926
		INSTALLATION	Not Included
		TOTAL	\$20,256

Do you need a 24-hour call prior to delivery notice? Yes No

DISCLAIMER FOR UNKNOWN CONDITIONS: The following disclaimer applies only when installation is quoted.

This quotation is based on the area being free of all debris such as, but not limited to the following: *Concrete footings or blocks of any type. *Bedrock or rocky conditions of any type. *Tree stumps, trees, cans, bottles, metal or any other debris. *Utilities requiring any holes to be dug by hand. *If area is not accessible to a bobcat and other equipment necessary for installation. *If water exists in site area or footings after they are dug. *Or any other unknown conditions not listed or visible.

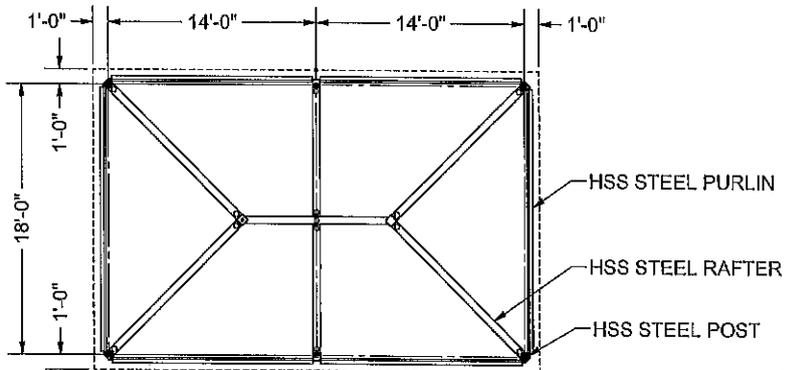
FOB Factory

Shipment approx. after receipt of order.

Signed by:

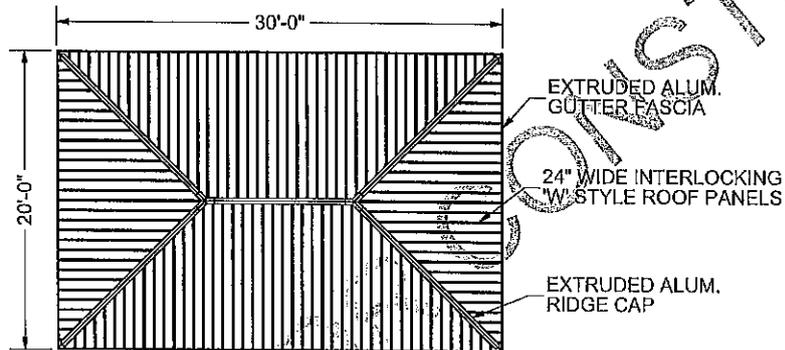
 Bill Livingston





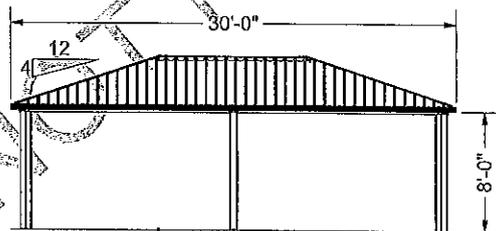
FRAME PLAN

Scale: $\frac{1}{8}'' = 1'-0''$



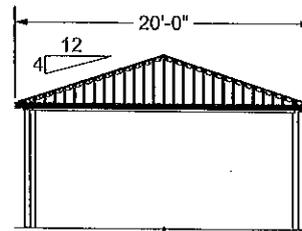
ROOF PLAN

Scale: $\frac{1}{8}'' = 1'-0''$



FRONT ELEVATION

Scale: $\frac{1}{8}'' = 1'-0''$



SIDE ELEVATION

Scale: $\frac{1}{8}'' = 1'-0''$

GENERAL NOTES

1. SHELTER DESIGN
 - A. THIS SHELTER HAS BEEN DESIGNED AS AN OPEN STRUCTURE. THE ADDITION OF ANY ENCLOSURE SUCH AS WALLS, INSECT MESH, OR SHADE SCREENS SHALL BE PROHIBITED AS INCREASED WIND FORCES MAY RESULT.
 - B. DESIGN SHOWN IS FOR ESTIMATING USE ONLY. NOT INTENDED FOR CONSTRUCTION USE. DESIGN IS SUBJECT TO ENGINEERING REVIEW; ACTUAL DELIVERY MAY VARY.
2. FOUNDATION
 - A. THE FOUNDATION SHALL REST ON SOUND SOIL THAT IS FREE OF ORGANIC AND DELETERIOUS MATERIALS AND CAPABLE OF SUPPORTING 1000 PSF VERTICAL BEARING PRESSURE.
 - B. FOUNDATION DESIGN SHOWN IS A RECOMMENDATION ONLY. OWNER SHALL VERIFY ACTUAL SOIL CONDITIONS AT EACH JOB SITE AND ANY REQUIRED ADJUSTMENTS TO THE FOOTING DESIGN SHALL BE DESIGNED BY OTHERS.
3. CONCRETE
 - A. COMPRESSION STRENGTH OF ALL REINFORCED CONCRETE SHALL NOT BE LESS THAN 2800 PSI AT 28 DAYS.
 - B. REINFORCING BARS SHALL BE DEFORMED BARS CONFORMING TO THE REQUIREMENTS OF MINIMUM ASTM A615 GRADE 40 FOR #4 AND SMALLER BARS AND GRADE 60 FOR BARS LARGER THAN #4.
 - C. MINIMUM CONCRETE CLEAR COVER FOR REINFORCING BARS SHALL BE 3".
4. STRUCTURAL STEEL
 - A. STEEL PLATE SHALL CONFORM TO THE REQUIREMENTS OF ASTM A36.
 - B. HOLLOW STRUCTURAL SECTIONS (HSS) SHALL CONFORM TO THE REQUIREMENTS OF ASTM A500, GRADE B.
 - C. WELDING SHALL CONFORM TO THE REQUIREMENTS OF THE AMERICAN WELDING SOCIETY'S SPECIFICATION FOR THE MATERIAL BEING WELDED.
 - D. WELDING ELECTRODES SHALL BE E70XX.
 - E. STRUCTURAL STEEL COMPONENTS SHALL BE COATED WITH ANTI-GRAFFITI POLYESTER TGIC POWDER COAT FINISH MEETING AAMA 2804-02 SPECIFICATION.
5. ALUMINUM
 - A. EXTRUDED ALUMINUM RIDGE CAP SHALL BE FABRICATED FROM ALUMINUM ALLOY 6105-T5.
 - B. EXTRUDED ALUMINUM GUTTER FASCIA AND FASCIA TRIM SHALL BE FABRICATED FROM ALLOY 6061-T6 OR 6105-T6.
 - C. ALUMINUM COMPONENTS SHALL BE COATED WITH ANTI-GRAFFITI POLYESTER POWDER COAT FINISH MEETING AAMA 2804-02 SPECIFICATION.
6. ROOF DECK
 - A. INTERLOCKING SEAL ALUMINUM ROOF DECK SHALL BE ROLL FORMED FROM ALUMINUM ALLOY 3004-H34.
 - B. ROOF DECK SHALL BE COATED WITH HEAT REFLECTIVE BASF ULTRA-COOL COATING OR APPROVED EQUAL.
7. FASTENERS
 - A. HIGH STRENGTH BOLTS SHALL CONFORM TO ASTM A325 OR A307 (SEE DETAILS).
 - B. SCREWS ATTACHING TO STEEL SHALL BE 12-24 HEX WASHER HEAD #5 POINT SELF DRILLING SCREWS.
 - C. SCREWS ATTACHING TO ALUMINUM SHALL BE 8-18 HEX WASHER HEAD #2 POINT SELF DRILLING SCREWS.
 - D. HIGH STRENGTH BOLTS SHALL BE HOT DIP GALVANIZED. ALL SCREWS SHALL BE STAINLESS STEEL OR COATED WITH ZINC.

AMERICANA BUILDING PRODUCTS
#2 INDUSTRIAL DRIVE - SALEM, IL 62881
(888) 442-2928 - www.americana.com

TITLE

20'-0" x 30'-0"
NAVAJO SHELTER

SIZE	DATE	DWG NO	REV
B	2/14/2013	NAV20x30	
SCALE: AS NOTED DRAWN: AY SHEET 1 of 1			

City of Mayer
413 Bluejay Ave.
Mayer, MN. 55360

26'x30'x4" concrete slab (4500psi 6 bag concrete mix)

½"x20' rebar every 42" on center

½" foam expansion around posts

light broom finish

cure and seal (concrete sealer)

saw cut expansion joints

Materials and Labor
Total \$4,025.00

Signature: Tom Clemensen Date: 3-18-2016

Approval: _____ Date: _____

Estimate

Date
3/22/2016

Name / Address
City of Mayer 413 Bluejay Ave. Mayer, MN 55360

E-mail
shawndalchow@yahoo.com

JOB
Mayer City Park

Description	Qty	Cost	Total
Build 28x32 pad for cement slab, Remove 10" of dirt and compact 6" of sand back in Price is fore a reasonable level area		1,750.00	1,750.00T
		Subtotal	\$1,750.00
		Sales Tax (6.5%)	\$112.75 TAX EXEMPT
		Total	\$1,750 \$1,862.75 05

REQUEST FOR CITY COUNCIL ACTION

Meeting Date: June 27, 2016
Item Name: Office Staffing Discussion
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.)

City Administrator is requesting direction from the City Council on staffing of the office

Before the Deputy Clerk was hired there were discussions with the current City Clerk about staffing of the office. The plan was that she would work 3 days a week the first month and two days a week the second month and then transition down to one day a week for the last month.

When City Administrator discussed with the City Clerk that the Deputy Clerk had now been here a month and the City Clerk could transition down to two days a week she informed me she wasn't ready to transition to two days a week. She has stated that maybe after July 4th she will transition to two days a week.

The first issue is when does she transition to two days a week?
 Second, She wants the two days a week to be Monday and Tuesday. The need is for her to be here on Thursdays. Thursday's because they are payroll one week and Council claims the next week.
 Second issue is what days of the week will the two days be?

Request is for action/ direction on the current City Clerk's work hours and days of the week she will work.

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

REQUEST FOR CITY COUNCIL ACTION

Meeting Date: June 27, 2016
Item Name: Watertown Mayer Community Education
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 the concept of rental to the Watertown Mayer School District for the use of the City Hall with a formal lease agreement to be presented at a future Council Meeting.

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

Watertown Mayer Schools has decided to forgo the survey process of the community and move right into the rental of the City Hall space.

The total amount of rent for the City would be \$2,610 a month and possibly 12 months for a total of \$31,320.00. The additional costs the City will have will be the paper products for the bathroom, janitor time and some utilities. The Janitor is requesting an additional \$42.50 a day and two more days a week the total for a month would be \$340.00. They are requesting an August 1, 2016 start date.

City Attorney is reviewing the lease agreement and is requesting that Council approve the concept of the rental with a final lease agreement to be presented at a future Council Meeting.

Staff is requesting approval of the concept of rental of the Community Center to Watertown Mayer School District with a start date of August 1, 2016.

FINANCIAL IMPLICATIONS:		ADVISORY BOARD RECOMMENDATIONS:	
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. _____

**WATERTOWN-MAYER COMMUNITY EDUCATION KIDS
COMPANY & CITY OF MAYER COMMUNITY CENTER
LEASE AGREEMENT**

THIS LEASE AGREEMENT (hereinafter referred to as the "agreement") made on August 1, 2016 to July 31, 2017 by and between Watertown- Mayer School District (W-M District) and City of Mayer for the W-M Community Education Kids Company Childcare, located within a building owned by the City of Mayer on 413 Blue Jay Avenue, Mayer, Minnesota.

1. USE

The Premises shall be used by the W-M District for the creation of a W-M Community Ed Kids Company Childcare Program and consists of agreed upon space at the Mayer Community Center.

2. BASE RENTAL

W-M District agrees to pay City of Mayer the sum of \$31,320 annually. (Based on 9,000 square feet of usable space for the W-M Kids Company Childcare Program). The City of Mayer will bill W-M District monthly beginning August 1, 2016-July 31, 2017 for 12 monthly installments \$2,610. If the W-M District determines space will not be needed during the summer months based on program enrollment, the W-M District would not be charged for the rental. The contract will be negotiated annually. The space W-M Kids Company Childcare will occupy during the hours of 6:00 am- 8:15 am and 2:00 pm- 6:15 pm Monday- Friday will be the Council Chambers, hallway, upper and lower gym areas, kitchen, various storage rooms, baseball field and playground area.

3. UTILITIES AND SERVICES

The City of Mayer shall allocate costs for custodial supplies, fire protection, garbage removal, gas, electricity, pest control, snow removal, and water/sewer. If Custodial staffing is needed over and above previous work, prior to W-M District leasing the space, the City of Mayer will bill the district.

4. INSURANCE

W-M District will provide the City of Mayer a Certificate of Liability in which the City of Mayer will be named as additional insured in a form acceptable to the other party, with \$1,000,000 limit on Property Damage per occurrence and \$2,000,000 limit per occurrence of bodily injury or death as a result of any one accident or disaster. W-M District will provide proof of insurance prior to renewing the contract each year.

5. OTHER USES

The W-M District may utilize other facilities at the City of Mayer as mutually agreed between these two parties.

6. REPAIR OF DAMAGED PROPERTY

If the premises upon which the Building is sited are damaged as a result of W-M's negligence or the negligence of the employees, agents, students or invitees and, in the event the City of Mayer must repair said damage, W-M shall reimburse the City of Mayer for the cost of the damage.

7. REASONABLE WEAR

Except for reasonable wear and tear, the W-M District agrees to maintain the facility in a condition similar to when the facility was first occupied. Damages in excess of reasonable wear and tear will be repaired by the City of Mayer at the expense of W-M District.

8. FACILITY DATES

W-M Kids Company Childcare will occupy the Mayer Community Center during the hours of 6:00 am- 8:15 am and 2:00 pm- 6:15 pm Monday- Friday. The space occupied will be the Council Chambers, hallway, upper and lower gym areas, kitchen, various storage rooms, baseball field and playground area. If the space will be unusable for W-M Kids Company Childcare program the City of Mayer will need to provide a two month notice.

9. DURATION

This agreement shall be in force and effect upon its execution by the respective parties following authorization by their respective Governing Boards and shall remain in force until officially terminated by the City of Mayer and the W-M District with a three month notice. The year shall commence August 1, 2016 through July 31, 2017.

10. BINDING EFFECT

This agreement shall be binding upon the parties and their successors.

Watertown-Mayer District

Superintendent of Schools

Date: _____

City of Mayer

Administrator

Date: _____