

**CITY OF MAYER**  
**REGULAR CITY COUNCIL MEETING**  
**AGENDA**  
**Monday**  
**July 25, 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 July 11, 2016 Regular Council Meeting
  - 4.2. Approval of the minutes for the June 14, 2016 Park Board Meeting
  - 4.3. Additional Claims for the month of July
  - 4.4. Approval of Contract with Mayer Lutheran High for rent of gym
  - 4.5. Approval of Contract with High Voltage Volleyball for rent of gym
  - 4.6. Approval of Fire Department Report for the month ending June 2016
5. Staff Reports
  - 5.1. Public Works
  - 5.2. City Engineer
  - 5.3. Sheriff's Department
  - 5.4. City Administration
    - 2<sup>nd</sup> Quarter Water and Sewer Financials
6. City Engineer
  - 6.1. Discussion on the sewer hookup for property at 14067 62<sup>nd</sup> Street
7. City Administrator
  - 7.1. Discussion with US Solar
  - 7.2. Approval of Investment of Funds
  - 7.3. Approval of Resolution 7-25-2016-26 Reauthorizing Membership in the 4M Fund
  - 7.4. Approval of purchase of flashing pedestrian signs
  - 7.5. Authorization to purchase and install signs for City Hall and Public Works
  - 7.6. Approval of the Capital Improvement Plan for 2017
  - 7.7. Approval of Lease Agreement with Watertown Mayer Community Education
  - 7.8. Approval of the Key Holder Policy
8. For Your Information
9. Council Reports
10. Other Business
11. Adjournment

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

**Planning Commission Meeting 6:30 PM Tuesday, August 2, 2016**  
**Regular Council Meeting 6:30 PM August 8, 2016**  
**Park Board Meeting 6:30 PM Wednesday, August 10, 2016**  
**Regular Council Meeting 6:30 PM August 22, 2016**

**OTHER EVENTS**

**Primary Election Tuesday, August 9, 2016**

**Filings for City Council Opens August 2 and closes August 16, 2016 at 5:00 PM**

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

MAYER CITY COUNCIL MEETING MINUTES – JULY 11, 2016

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

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

ABSENT: None

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

ALSO PRESENT: Don Jensen, Kevin Clark, and Brianna Mathias

The meeting was opened with the Pledge of Allegiance.

APPROVE AGENDA

A MOTION was made by, Council Member Boder with a second by Council Member Osborn to approve the agenda. Motion Carried 5/0

PUBLIC COMMENT

None

APPROVE CONSENT AGENDA

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

1. Approval of the Minutes of the June 27, 2016 Regular Council Meeting.
2. Approval of the Minutes of the June 27, 2016 Work Session.
3. Approval of the Minute of the May 3, 2016 Planning Commission Meeting
4. Approval of Claims for the Month of July 2016
5. Approval of the Check Summary for the month of June
6. Approval of Resolution 7-11-2016-22 to appoint election judges for the 2016 primary and general election
7. Approval of the Building Permit Report for the month ending June 2016.

CITY ADMINISTRATOR

1. **Approval of No Change to the Rural Service District Designation --**  
Rural Service districts are established by cities when a property is more rural in character and is not developed. The property in a rural service district is within the City limits but does not benefit from any City services. The City currently has 2 properties that are classified as Rural Service Districts. The City is required annually by City Ordinance and state statute to review and notify the County of any changes. A motion to approve No Change to the Rural Service District Designation was made by Council Member Osborn and second by Council Member Boder. Motion carried 5/0
2. **Planning and Zoning Recommendation on City Council Resolution 7-11-2016-23; A Resolution Denying an Amendment to the Planned Residential Development PRD Final Development Plan for Hidden Creek 7<sup>th</sup> Addition, City Council Resolution 7-11-2016-24; A Resolution Denying a Preliminary Plat Known as Hidden Creek 7<sup>th</sup> Addition, and City Council Resolution 7-11-2016-25; A Resolution Denying a Final Plat Know as Hidden Creek 7<sup>th</sup> Addition.**  
Don Jensen of Paxmar, LLC requests approval of an amendment to the final development plan approved for Hidden Creek 7<sup>th</sup> Addition. Jensen requests the reduction of the minimum lot width from 75 feet to 65 feet and the minimum lot size from 10,000 square feet to 9,000 square feet with an addition of 2 lots.

A MOTION was made by Council Member Boder and second by Osborn to approve Resolution 7-11-2016-23 Denying PRD Amendments. Motion carried 5/0

A MOTION was made by Council Member Boder and second by Osborn to approve Resolution 7-11-2016-24 Denying Preliminary Plat. Motion carried 5/0

A MOTION was made by Council Member Boder and second by Osborn to approve Resolution 7-11-2016-25 Denying Final Plat. Motion carried 5/0

3. **Discussion on Pedestrian Crosswalk Signs** – Council asks Staff about the flashing crosswalk signs and requests Staff to look into other options, permits, and material for crosswalk signs. Council recommends crosswalk signs be placed 25 feet back from middle of various intersections. MDot requests removal of the City crosswalk signs from MDot poles.

#### COUNCIL REPORTS

- None

#### OTHER BUSINESS

- Council requests Staff to look into the GIS program for the City of Mayer.

#### ADJOURN

There being no further business, a MOTION was made by Council Member Stieve-McPadden and seconded by Council Member McNeilly to adjourn the meeting at 7:40 p.m. Motion Carried 5/0

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

\_\_\_\_\_  
Mayor Gerald W. Thomas

CITY OF MAYER  
 PARKS & RECREATION COMMISSION  
 MEETING MINUTES  
 Tuesday, June 14, 2016

**Commission Members Present:** Commission Members Nate McNeilly, Mike Dodge, and Council Liaison Bruce Osborn.

**Commission Members Absent:** Commission Members Elizabeth Butterfield and Alisa Johnson.

**Others Present:** None

**Staff Present:** 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 McNeilly and seconded by Commissioner Osborn to approve the agenda Motion carried 3/0.

**III. MINUTES/BUDGET/CIP**

**Minutes**

On a motion by Commissioner Osborn and seconded by Commissioner McNeilly to approve the minutes of the May 10, 2016 meeting with one correction. Motion carried 3/0.

**Budget and Capital Improvement Plan**

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

**MAYER, MN  
 Park Board Budget 2016  
 Current Period: May 2016**

Account Descr	2015 Budget	2015 Amt	2016 Adopted	2016 YTD Amt
<b>FUND 100 GENERAL FUND</b>				
Dept 45000 Park and Rec				
E 100-45000-100 Wages and Salaries	\$7,680.00	\$4,288.40	\$7,680.00	\$272.64
E 100-45000-110 Other Pay Boards &	\$1,500.00	\$1,230.00	\$1,500.00	\$0.00
E 100-45000-120 Employer Contrib Ret	\$0.00	\$0.00	\$0.00	\$0.00
E 100-45000-180 Employee Withholdings	\$588.00	\$328.07	\$588.00	\$20.87
E 100-45000-212 Motor Fuels	\$1,000.00	\$1,264.13	\$1,100.00	\$103.44
E 100-45000-300 Professional Svcs	\$4,000.00	\$6,224.64	\$6,240.00	\$241.36
E 100-45000-303 Engineering Fees	\$0.00	\$483.00	\$2,000.00	\$195.00
E 100-45000-360 Insurance (GENERAL)	\$5,900.00	\$5,862.00	\$5,900.00	\$1,550.50
E 100-45000-370 Recreation Program	\$1,000.00	\$2,585.76	\$1,000.00	\$0.00
E 100-45000-381 Electric Utilities	\$250.00	\$148.45	\$177.00	\$56.26
E 100-45000-400 Repairs & Maint Cont	\$5,000.00	\$7,880.85	\$4,000.00	\$679.14
E 100-45000-430 Miscellaneous (GENERAL)	\$1,700.00	\$1,089.88	\$1,000.00	\$245.00
E 100-45000-490 Donations to Civic Org s	\$0.00	\$0.00	\$0.00	\$0.00
E 100-45000-500 Capital Outlay (GENERAL)	\$53,000.00	\$9,211.33	\$59,451.00	\$22,579.25
E 100-45000-530 City Beautification	\$2,000.00	\$1,085.04	\$2,000.00	\$149.22
E 100-45000-580 New Equipment	\$0.00	\$0.00	\$7,500.00	\$8,850.00
E 100-45000-720 Transfer Out	\$0.00	\$26,474.00	\$0.00	\$31,245.00
Dept 45000 Park and Rec	\$83,618.00	\$68,155.55	\$100,136.00	\$66,187.68
<b>FUND 100 GENERAL FUND</b>	<b>\$83,618.00</b>	<b>\$68,155.55</b>	<b>\$100,136.00</b>	<b>\$66,187.68</b>

**BUSINESS**

**Old Public Works Building**

Park Board was presented with a scope of work for architect services from Oleson and Hobbbe Architects. The fee for the services was feasibility study \$5,500 and the cost for the construction documents for bidding was \$23,200. Park Board would like to explore other options possibly doing a design build. Staff will provide a foot print of the building and the restrooms for park board members to use for design of the new building.

**Linear Feet of Trails in Parks**

Park board had requested that staff put together the linear feet of the trails in the parks. This was for information purposes only. Park trails currently are in the street CIP.

**Capital Improvement Plan 2017**

Park board is recommending that the 2017 amount in the CIP be \$108,830 for the following items and they have designated the fund for each item

Item	Amount	Source of Funds
Parking Area	\$50,000.00	Park 220 Fund
Curbing for Meadow Park Playground	\$5,830.00	General Fund
Park Shelter	\$50,000.00	General Fund
Park Trees	\$3,000.00	General Fund
<b>Total</b>	<b>\$108,830.00</b>	

On a motion by Commissioner McNeilly and seconded by Commissioner Osborn to use \$50,000 from the 220 fund for the parking area in Meadow Park and to adjust the capitol line item in the 2017 budget. Motion carried 3/0.

**Budget for 2017**

Park Board had a request for a portable restroom in Discovery Park. The park board has decided that a handicapped portable restroom should be added in West Ridge Park. On motion by Commissioner McNeilly and seconded by Commissioner Osborn to add \$1,100 to the repairs and maintenance line item \$500 for the Discovery Park and \$600 for the handicapped portable restroom in West Ridge Park. Motion carried 3/0.

**Shade in the Parks**

Park Board reviewed the quote for canvas shades to cover playground equipment in the parks. The quotes were from APC Shelters this will be on the July meeting agenda.

**Request for Portable Restroom In Discovery Park**

Park board added funds to the 2017 budget and instructed staff to have a portable restroom placed in the park for 2016.

**Commissioners Report**

Commissioner McNeilly noted that there were weeds in West Ridge Park by the swings. Commissioner Dodge asked about how soon the volleyball court could be used, when is the edging in Discovery Park going to occur and when will the fences be installed? Commissioner Dodge reported that the 5K was canceled and the goal is to have a 5K in 2017 in conjunction with the Mayer Rising Community Festival. Commissioner Osborn requested that the flower pot at the corner of Hwy 25 and Hidden Creek Boulevard be straightened.

**Staff Report**

Staff reported that the City was not successful in the request for funds from the Outdoor Recreation Grant Program. They had \$2.2 million in requests with only \$580,875 in funding. On a motion by Commissioner Dodge and seconded by Commissioner McNeilly to recommend to the City Council to construct the park shelter that was approved for the grant and to purchase 2 garbage cans and 4 picnic tables. Motion carried 3/0.

**Next meeting**

Next meeting of the Park Board will be on Tuesday, July 12, 2016.

**Adjournment**

On a motion by Commissioner Osborn and seconded by Commissioner McNeilly to adjourn the meeting at 7:55 PM. Motion carried 3/0.

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\*Claim Register©

07/25/16 PAY

July 2016

Claim Type	Direct				
Claim#	12828 POSTMASTER	Ck# 019978	7/11/2016		
Cash Payment	E 620-49440-322 Postage Invoice		POSTAGE FOR JUNE UTILITY BILLS		\$105.48
Cash Payment	E 640-49490-322 Postage Invoice		POSTAGE FOR JUNE UTILITY BILLS		\$105.49
Transaction Date	7/11/2016	Security Bank	10100	Total	\$210.97
Claim#	12829 KLUVER CONSULTING	Ck# 020001	7/13/2016		
Cash Payment	E 640-49480-300 Professional Srvs Invoice 13-16		WWTP CONTRACT FOR 7/1-15/16		\$900.00
Transaction Date	7/13/2016	Security Bank	10100	Total	\$900.00
Claim#	12830 MAYER LUMBER CO INC				
Cash Payment	E 640-49480-404 Repairs/Maint Machinery/E Invoice 130734		WWTP SUPPLIES		\$58.76
Transaction Date	7/15/2016	Security Bank	10100	Total	\$58.76
Claim#	12831 LEES REFRIGERATION				
Cash Payment	E 100-41940-400 Repairs & Maint Cont Invoice 29150		DRAIN FITTING		\$148.85
Transaction Date	7/15/2016	Security Bank	10100	Total	\$148.85
Claim#	12832 MUNICIPAL DEVELOPMENT GROUP				
Cash Payment	G 800-20202 Hidden Creek Invoice MAY071116		HIDDEN CREEK 7TH FEES		\$297.50
Transaction Date	7/15/2016	Security Bank	10100	Total	\$297.50
Claim#	12833 LITZAU EXCAVATING INC				
Cash Payment	E 640-49480-220 Bio-Solids Disposal Invoice 18105		WWTP SLUDGE REMOVAL		\$5,394.00
Transaction Date	7/15/2016	Security Bank	10100	Total	\$5,394.00
Claim#	12834 JOSEPH GARDEL				
Cash Payment	R 620-49440-37110 Water Use Charge Invoice		UTILITY CREDIT RETUR 2304 CWC J.GARDEL		\$10.57
Cash Payment	R 640-49490-37210 Sewer Use Charge Invoice		UTILITY CREDIT RETUR 2304 CWC J.GARDEL		\$21.15
Transaction Date	7/15/2016	Security Bank	10100	Total	\$31.72
Claim#	12835 DOUGLAS WATSON				
Cash Payment	R 620-49440-37110 Water Use Charge Invoice		UTILITY CREDIT REFUND 2504 RBT D.WATSON		\$56.09
Cash Payment	R 640-49490-37210 Sewer Use Charge Invoice		UTILITY CREDIT REFUND 2504 RBT D.WATSON		\$112.19
Transaction Date	7/15/2016	Security Bank	10100	Total	\$168.28
Claim#	12837 CENTURY FENCE COMPANY				
Cash Payment	E 100-45000-500 Capital Outlay (GENERAL) Invoice 9052C00		INSTALLATION OF FENCE SECTIONS FOR BBALL,VBALL CT & SOCCER FIELD		\$7,195.00

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Transaction Date	7/15/2016	Security Bank	10100	Total	\$7,195.00
Claim#	12838 UFC FARM SUPPLY				
Cash Payment	E 100-43100-400 Repairs & Maint Cont	ROADS			\$109.99
	Invoice 814209				
Cash Payment	E 100-43100-210 Operating Supplies	P/W SUPPLIES			\$44.97
	Invoice 814209				
Transaction Date	7/15/2016	Security Bank	10100	Total	\$154.96
Claim#	12839 MAYER LUMBER CO INC				
Cash Payment	E 100-43700-500 Capital Outlay (GENERAL)	P/W SALT BUILDING SUPPLIES			\$31.56
	Invoice 130721				
Transaction Date	7/15/2016	Security Bank	10100	Total	\$31.56
Claim#	12840 MAYER LUMBER CO INC				
Cash Payment	E 100-41940-400 Repairs & Maint Cont	P/W PAINT SUPPLIES			\$53.48
	Invoice 130823				
Cash Payment	E 100-43700-400 Repairs & Maint Cont	P/W PAINT SUPPLIES			\$30.26
	Invoice 130823				
Transaction Date	7/15/2016	Security Bank	10100	Total	\$83.74
Claim#	12841 MAYER LUMBER CO INC				
Cash Payment	E 100-43100-400 Repairs & Maint Cont	P/W 42GAL BAGS			\$14.49
	Invoice 130875				
Transaction Date	7/15/2016	Security Bank	10100	Total	\$14.49
Claim#	12842 INSITUFORM TECHNOLOGIES USA				
Cash Payment	E 640-49490-525 Inflow/Infiltration	BLUEJAY AVE CIPP LINE			\$41,000.00
	Invoice 384407				
Transaction Date	7/15/2016	Security Bank	10100	Total	\$41,000.00
Claim#	12843 C & C CONTRACTING				
Cash Payment	E 100-43100-400 Repairs & Maint Cont	BLUEJAY AVE ROADS			\$670.00
	Invoice				
Cash Payment	E 100-41940-400 Repairs & Maint Cont	COMM CTR PARKING LOT			\$1,000.00
	Invoice				
Transaction Date	7/15/2016	Security Bank	10100	Total	\$1,670.00
Claim#	12844 TOTAL ENERGY SYSTEMS, LLC				
Cash Payment	E 620-49435-400 Repairs & Maint Cont	WELL #2 SYSTEM MAINTENANCE			\$980.00
	Invoice 274140				
Transaction Date	7/15/2016	Security Bank	10100	Total	\$980.00
Claim#	12845 ARNOLDS OF GLENCOE, INC				
Cash Payment	E 100-43100-400 Repairs & Maint Cont	P/W KUBOTA FILTER, ACRTRIDGE PARTS			\$118.75
	Invoice GC26117				
Transaction Date	7/15/2016	Security Bank	10100	Total	\$118.75
Claim#	12846 USA BLUE BOOK-HD SUPPLY MAIN				
Cash Payment	E 100-43700-400 Repairs & Maint Cont	P/W 10X8 FIRST AID SIGN			\$24.49
	Invoice 984068				
Transaction Date	7/15/2016	Security Bank	10100	Total	\$24.49
Claim#	12847 USA BLUE BOOK-HD SUPPLY MAIN				

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Cash Payment	E 100-43700-400 Repairs & Maint Cont	P/W FIRE EXT, EYEWASH SIGNS, EYEWASH STATION, 2DRUM LOW PROFILE SPILL		\$190.32
Invoice 984003				
Transaction Date	7/15/2016	Security Bank	10100	Total \$190.32
Claim#	12848 USA BLUE BOOK-HD SUPPLY MAIN			
Cash Payment	E 100-43100-400 Repairs & Maint Cont	2 DRUM LOW PROFILE SPILL PALLET		\$228.39
Invoice 991016				
Transaction Date	7/15/2016	Security Bank	10100	Total \$228.39
Claim#	12849 COMPASS MINERALS AMERICA			
Cash Payment	E 100-43125-229 Sand & Salt	P/W SUPPLIES		\$2,315.39
Invoice 71501294				
Transaction Date	7/15/2016	Security Bank	10100	Total \$2,315.39
Claim#	12850 HILLYARD OF HUTCHINSON			
Cash Payment	E 100-41940-400 Repairs & Maint Cont	COMM CTR SUPPLIES		\$206.54
Invoice 602140336				
Transaction Date	7/15/2016	Security Bank	10100	Total \$206.54
Claim#	12851 MCLEOD COOP POWER ASSN Ck# 004262E 7/28/2016			
Cash Payment	E 100-43160-381 Electric Utilities	CITY SIGN		\$34.52
Invoice				
Transaction Date	7/15/2016	Security Bank	10100	Total \$34.52
Claim#	12852 MCLEOD COOP POWER ASSN Ck# 004263E 7/28/2016			
Cash Payment	E 100-43160-381 Electric Utilities	STREET LIGHTS		\$592.50
Invoice				
Transaction Date	7/15/2016	Security Bank	10100	Total \$592.50
Claim#	12853 FRONTIER Ck# 004264E 7/28/2016			
Cash Payment	E 100-43700-321 Telephone	P/W		\$77.67
Invoice				
Transaction Date	7/15/2016	Security Bank	10100	Total \$77.67
Claim#	12854 XCEL ENERGY Ck# 004265E 8/1/2016			
Cash Payment	E 100-43160-381 Electric Utilities	STREET LIGHTS		\$1,692.30
Invoice 507519341				
Transaction Date	7/15/2016	Security Bank	10100	Total \$1,692.30
Claim#	12855 CENTERPOINT ENERGY Ck# 004266E 7/29/2016			
Cash Payment	E 620-49410-383 Gas Utilities	COMM CTR		\$24.89
Invoice				
Transaction Date	7/15/2016	Security Bank	10100	Total \$24.89
Claim#	12856 CENTERPOINT ENERGY Ck# 004267E 7/29/2016			
Cash Payment	E 100-41940-383 Gas Utilities	COMM CTR		\$55.52
Invoice				
Transaction Date	7/15/2016	Security Bank	10100	Total \$55.52
Claim#	12857 CENTERPOINT ENERGY Ck# 004268E 7/29/2016			
Cash Payment	E 100-42280-383 Gas Utilities	FIRE DEPT		\$26.18
Invoice				
Transaction Date	7/15/2016	Security Bank	10100	Total \$26.18
Claim#	12858 CENTERPOINT ENERGY Ck# 004269E 7/29/2016			

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Cash Payment	E 100-43700-383 Gas Utilities	P/W		\$16.94
Invoice				
Transaction Date	7/15/2016	Security Bank	10100	Total \$16.94
Claim#	12859 CENTERPOINT ENERGY	Ck# 004270E	7/29/2016	
Cash Payment	E 640-49480-383 Gas Utilities	WWTF		\$49.53
Invoice				
Transaction Date	7/15/2016	Security Bank	10100	Total \$49.53
Claim#	12860 METRO WEST INSPECTION SERVIC			
Cash Payment	E 100-42400-300 Professional Svcs	2015-2016 BUILDING INSPECITON FEES		\$5,256.06
Invoice				
Transaction Date	7/15/2016	Security Bank	10100	Total \$5,256.06
Claim#	12861 MELCHERT HUBERT SJODIN, PLLP			
Cash Payment	E 100-41000-304 Legal Fees	PRELIMINARY DRAFT W/M KIDS CO. DRAFT		\$298.00
Invoice 126447				
Transaction Date	7/15/2016	Security Bank	10100	Total \$298.00
Claim#	12862 CARVER COUNTY ATTORNEYS OF			
Cash Payment	E 100-41000-304 Legal Fees	2ND QTR 2016		\$424.80
Invoice				
Transaction Date	7/20/2016	Security Bank	10100	Total \$424.80
Claim#	12863 MINNESOTA DEPARTMENT OF REV	Ck# 004274E	7/13/2016	
Cash Payment	E 100-49570-450 Sales Tax Payment	2ND QTR SALES TAX		\$219.00
Invoice				
Transaction Date	7/20/2016	Security Bank	10100	Total \$219.00
Claim#	12864 TECHSTAR IT SOLUTIONS			
Cash Payment	E 100-41920-312 Software Support	3 YR RENEWAL CONTRACT		\$219.99
Invoice AAAQ1331				
Transaction Date	7/20/2016	Security Bank	10100	Total \$219.99
Claim#	12865 MN PUBLIC FACILITIES AUTHORITY			
Cash Payment	G 620-23200 Bonds Payable	LOAN REPAYMENTS ON G.O.BONDS		\$149,000.00
Invoice				
Cash Payment	E 620-47000-601 Debt Srv Interest	LOAN REPAYMENTS ON G.O.BONDS		\$18,373.55
Invoice				
Cash Payment	G 640-23200 Bonds Payable	LOAN REPAYMENTS ON G.O.BONDS		\$40,000.00
Invoice				
Cash Payment	E 640-47000-601 Debt Srv Interest	LOAN REPAYMENTS ON G.O.BONDS		\$2,698.50
Invoice				
Transaction Date	7/20/2016	Security Bank	10100	Total \$210,072.05
Claim#	12866 XPB LOCKERS & SUPPLY			
Cash Payment	E 100-41940-400 Repairs & Maint Cont	PILASTER SHOES FOR COMM CTR BATHROOMS		\$74.89
Invoice 799733				
Transaction Date	7/20/2016	Security Bank	10100	Total \$74.89
Claim#	12867 PEAK HEATING AND COOLING			
Cash Payment	E 100-41940-400 Repairs & Maint Cont	COMM CTR SERVICE OF COOLING SYSTEM		\$400.54
Invoice 10432				
Transaction Date	7/20/2016	Security Bank	10100	Total \$400.54

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<b>Claim# 12868 HDSWW-EDEN PRAIRIE MN</b>					
Cash Payment	E 620-49440-437 Water Meters	WATER METERS			\$4,665.16
	Invoice F776116				
Transaction Date	7/20/2016	Security Bank	10100	<b>Total</b>	\$4,665.16
<b>Claim# 12869 GREATER MN COMMUNICATIONS</b>					
Cash Payment	E 100-42200-430 Miscellaneous (GENERAL) INV 10235 READER BOARD RENTAL				\$75.00
	Invoice				
Transaction Date	7/20/2016	Security Bank	10100	<b>Total</b>	\$75.00
<b>Claim# 12870 CUSTOMIZED FIRE RESCUE TRAIN</b>					
Cash Payment	E 100-42200-208 Training and Instruction	12 HR NFPA1403 LIVEBURN 4/24,5/4,5/11/16			\$100.00
	Invoice 875				
Transaction Date	7/20/2016	Security Bank	10100	<b>Total</b>	\$100.00
<b>Claim# 12871 PRO IMAGE PARTNERS</b>					
Cash Payment	E 212-42200-430 Miscellaneous (GENERAL) DRI DUCK JACKETS				\$125.00
	Invoice OEH32111				
Cash Payment	E 212-42200-430 Miscellaneous (GENERAL) DRI DUCK JACKETS				\$3,269.00
	Invoice OEHA32239				
Transaction Date	7/20/2016	Security Bank	10100	<b>Total</b>	\$3,394.00
<b>Claim# 12872 TOTAL ENERGY SYSTEMS, LLC</b>					
Cash Payment	E 640-49470-400 Repairs & Maint Cont	OSH LIFT STATION SERVICE			\$980.00
	Invoice 274744				
Transaction Date	7/20/2016	Security Bank	10100	<b>Total</b>	\$980.00
<b>Claim# 12873 MOBIL - EXXON/MOBIL</b>					
Cash Payment	E 100-43100-212 Motor Fuels	P/W			\$109.96
	Invoice XXX5607				
Cash Payment	E 100-45000-212 Motor Fuels	PARKS			\$326.37
	Invoice XXX5607				
Cash Payment	E 100-42260-212 Motor Fuels	FD			\$35.48
	Invoice XXX5607				
Transaction Date	7/21/2016	Security Bank	10100	<b>Total</b>	\$471.81
<b>Claim# 12874 PREFERRED ONE INS CO</b>					
Cash Payment	G 100-21706 Hospitalization/Medical Ins				\$1,826.37
	Invoice				
Transaction Date	7/21/2016	Security Bank	10100	<b>Total</b>	\$1,826.37
<b>Claim# 12875 DELTA DENTAL OF MINNESOTA</b>					
Cash Payment	G 100-21707 Dental				\$251.65
	Invoice				
Transaction Date	7/21/2016	Security Bank	10100	<b>Total</b>	\$251.65
	<b>Claim Type</b>	<b>Direct</b>		<b>Total</b>	<b>\$292,723.08</b>

**MAYER, MN**

07/21/16 11:41 AM

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**\*Claim Register©**

07/25/16 PAY

July 2016



Pre-Written Checks	\$3,900.02
Checks to be Generated by the Compute	\$288,823.06
Total	\$292,723.08

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

**CITY OF MAYER  
413 BLUEJAY AVENUE  
P.O. BOX 102  
MAYER, MINNESOTA 55360-0102  
PHONE 952-657-1502  
FAX 952-657-1203**

DATE: JULY 25, 2016

TO: MAYER LUTHERAN HIGH SCHOOL, 305 5<sup>TH</sup> ST. N.E., MAYER, MN 55360

FROM: MAYER CITY COUNCIL, MAYER, MN 55360

SUBJECT: Memorandum of Agreement for the lease of the Mayer Community Center gymnasium during the 2016 – 2017 school year by Mayer Lutheran High School from the City of Mayer.

**WE THE UNDERSIGNED AGREE TO THE FOLLOWING TERMS AND CONDITIONS:**

FACILITY DESCRIPTION:

The facility to be used shall be confined to the usage of the gym and restrooms of the Mayer Community Center, Mayer, Minnesota.

LEASE PERIOD:

The lease period for the usage of the Mayer Community Center shall be during the 2016 –2017 school year, periodically for approximately three hours a day after school (3:00 p.m. to 6:00 p.m.) for practices only.

INSURANCE REQUIREMENTS:

Mayer Lutheran High School shall provide a Certificate of Insurance for liability insurance coverage relieving the City of Mayer for injury to personnel, school related or otherwise who are at the facility as a result of usage of the facility by Mayer Lutheran High School.

Mayer Lutheran High School shall provide insurance coverage for losses of personal and public property resulting from fire, explosion, vandalism, water damage or acts of God such as hail, wind, tornado, snow, freezing, etc., or provide to the City of Mayer a waiver of liability from holding them responsible for such damages or from losses by theft or burglary.

The City of Mayer shall provide insurance as they deem appropriate to cover the loss of the building but shall not be responsible to Mayer Lutheran High School for finding another location if the building were destroyed or became non-functional.

SUPERVISION REQUIREMENTS

The City of Mayer requires that all students must be supervised by an adult/coach at all times.

CUSTODIAL SERVICES:

Coaches and players shall conscientiously check to insure that all lights are turned off after usage and the facilities are clear of towels, garbage, etc., and must lock the building after usage. Volleyball equipment must be properly put away.

FINANCIAL ARRANGEMENTS:

Mayer Lutheran High School shall pay to the City of Mayer the sum of \$18.50 per hour (2 hours minimum), used by Mayer Lutheran High School during the 2016 – 2017 school year for any usage. Mayer Lutheran High School shall be responsible for keeping track of total hours used.

A schedule of proposed usage must be submitted to the City Clerk at the start of each sports season. Total hours used must be reported each month. Payment shall be due at the end of each quarter of the 2016 - 2017 school year.

JOINT USAGE OF FACILITIES:

It is agreed that the City of Mayer shall retain the authority and right to rent/lease the facility to other school or community groups or firms during the course of this agreement. First priority for property usage shall be with the programs and personnel of the City of Mayer.

RENTER: MAYER LUTHERAN HIGH SCHOOL OWNER: CITY OF MAYER

BY: \_\_\_\_\_  
CHAIRMAN

BY: \_\_\_\_\_  
MAYOR

BY: \_\_\_\_\_  
SECRETARY

BY: \_\_\_\_\_  
CITY CLERK

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

**CITY OF MAYER  
413 BLUEJAY AVENUE  
P.O. BOX 102  
MAYER, MINNESOTA 55360-0102  
PHONE 952-657-1502  
FAX 952-657-1203**

DATE: JULY 25, 2016

TO: HIGH VOLTAGE VOLLEYBALL

FROM: MAYER CITY COUNCIL, MAYER, MN 55360

SUBJECT: Memorandum of Agreement for the lease of the Mayer Community Center gymnasium during the 2016 – 2017 school year by High Voltage Volleyball from the City of Mayer.

**WE THE UNDERSIGNED AGREE TO THE FOLLOWING TERMS AND CONDITIONS:**

FACILITY DESCRIPTION:

The facility to be used shall be confined to the usage of the gym and restrooms of the Mayer Community Center, Mayer, Minnesota.

LEASE PERIOD:

The lease period for the usage of the Mayer Community Center shall be during the 2016 –2017 school year, periodically for practices only.

INSURANCE REQUIREMENTS:

High Voltage Volleyball shall provide a Certificate of Insurance for liability insurance coverage relieving the City of Mayer for injury to personnel, school related or otherwise who are at the facility as a result of usage of the facility by High Voltage Volleyball.

High Voltage Volleyball shall provide insurance coverage for losses of personal and public property resulting from fire, explosion, vandalism, water damage or acts of God such as hail, wind, tornado, snow, freezing, etc., or provide to the City of Mayer a waiver of liability from holding them responsible for such damages or from losses by theft or burglary.

The City of Mayer shall provide insurance as they deem appropriate to cover the loss of the building but shall not be responsible to High Voltage Volleyball for finding another location if the building were destroyed or became non-functional.

SUPERVISION REQUIREMENTS

The City of Mayer requires that all students must be supervised by an adult/coach at all times.

CUSTODIAL SERVICES:

Coaches and players shall conscientiously check to insure that all lights are turned off after usage and the facilities are clear of towels, garbage, etc., and must lock the building after usage. Volleyball equipment must be properly put away.

FINANCIAL ARRANGEMENTS:

High Voltage Volleyball shall pay to the City of Mayer the sum of \$18.50 per hour (2 hours minimum), used by High Voltage Volleyball during the 2016 – 2017 school year for any usage. High Voltage Volleyball shall be responsible for keeping track of total hours used.

A schedule of proposed usage must be submitted to the City Clerk at the start of each sports season. Total hours used must be reported each month. Payment shall be due at the end of the 2016 - 2017 school year.

JOINT USAGE OF FACILITIES:

It is agreed that the City of Mayer shall retain the authority and right to rent/lease the facility to other school or community groups or firms during the course of this agreement. First priority for property usage shall be with the programs and personnel of the City of Mayer.

RENTER: High Voltage Volleyball OWNER: CITY OF MAYER

BY: \_\_\_\_\_  
CHAIRMAN

BY: \_\_\_\_\_  
MAYOR

BY: \_\_\_\_\_  
SECRETARY

BY: \_\_\_\_\_  
CITY CLERK

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_



Date: July 12, 2016

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

SUBJECT: FIRE REPORT FOR MONTH ENDING – 06/30/16

### TOWNSHIP CALLS:

<u>DATE</u>	<u>TIME</u>	<u>TOWNSHIP</u>	<u>DESCRIPTION/ADDRESS</u>	<u>MAN HOURS</u>
06/03/16	0616	Waconia	Medical, 14069 62 <sup>nd</sup> St	12
06/23/16	1618	Camden	Possible Power Line Down, 8190 Hwy 25	11

### CITY OF MAYER CALLS:

<u>DATE</u>	<u>TIME</u>	<u>DESCRIPTION/ADDRESS</u>	<u>MAN HOURS</u>
06/06/16	0622	Medical, 1622 Walnut Ct	15
06/09/16	1752	Possible Slumper, Hwy 25 & Co Rd 30	12
06/11/16	0627	CO Alarm, 2481 Grey Owl Ct	9
06/14/16	0956	Medical, 419 Bluejay Ave	8
06/15/16	1242	Medical, 1319 Evergreen Place	7
06/28/16	1638	Truck Fire, Hwy 25 & 70 <sup>th</sup> St	14
06/28/16	1656	Medical, 413 Ash Ave N	14

### FIRE DEPARTMENT TRAININGS/ACTIVITIES FOR MONTH ENDING 06/30/16

06/06/16	Regular Meeting
06/13/16	Group Training – Ladder Training
06/16/16	Carver County Chiefs' Meeting – Chaska
06/20/16	Training – Hose Testing
06/27/16	Officers' Meeting



**To:** Mayor and Council Members

**From:** Kyle Kuntz

**Re:** Public Works Activities from June 24<sup>th</sup> to July 20<sup>th</sup> (2016)

**Roads**

- Set up cross walk signs by Hidden Creek and Fire Station (Fire Station sign was hit)
- Chopped weeds along road sides
- Started spraying weeds along curb lines
- Graystone Construction came to set up salt building
- Moved remaining salt from creamery and old public works building to the new public works location
- Hauled reclaim to Red Barn Rd and graded

**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**
- Sprayed thistles
- Sprayed weeds along fence lines and infields
- Leveled and seeded ruts along 2<sup>nd</sup> St in Bluejay Park
- Put up volleyball net and graded sand
  - Lowered volleyball net one setting after request
- Attended park board meeting on July 12, 2016

**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 June 2016
- Changed out chlorine tanks as needed
- Cleaned chlorine analyzer and replaced reagents as needed
- Flushed KMNO<sub>4</sub> feed line and mixed KMNO<sub>4</sub> on a regular basis
- Exercised generator at WTP and well #2 on a monthly basis
- Conducted well #2 draw down on a monthly basis
- Called in for high clearwell alarm (pressure transmitter issues)
- Rebuilt fire hydrant by R & V
- Address ground water issue by Lutheran High soccer fields

**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
- Graded ¾ clear gravel in-between buildings and structures
- Sprayed weeds along fence lines and in-between buildings
- Called in to clear alarms after power glitches 6/5/16
- Assisted with low level mercury samples

### **Lift Stations & Collection System**

- Exercised generator on monthly basis
- Total Energy Systems came and performed a coolant change on generator

### **Miscellaneous**

- Worked on organizing new building in between other public works tasks
  - AME Electric installed more outlets
  - Set up spill containment area for motor oil and other chemicals
  - Started plumbing in wash sink in shop area
  - Painted bollards-**Seasonal Staff**
- Gopher one locates
- Worked on June 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 1<sup>st</sup> 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
- Worked on 2016 budget and public works CIP
- Removed dead raccoon from storm water outlet
  - Also removed a large amount of sediment
- Installed irrigation meter in Fieldstone (Cinnamon Point)
- Cleaned up outside of old public works building
  - Hauled out dirt, reclaim and red rock
- Stained entrance to City Hall
- Fixed curb boxes
- CNC striping came to strip City Hall parking lot and Bluejay Ave curbing
- Assisted with Mayer Rising Community Festival

### **Equipment**

- Fueled equipment as needed
- Washed truck and skid loader on a regular basis
- Greased and sharpened blades on Hustler mower
- Changed oil and transmission oil in Kubota RTV
- Issues with PTO switch on Hustler mower

### **Safety Concerns**

- No safety concerns at this time



# BOLTON & MENK, INC.<sup>®</sup>

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:** July 19, 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 May 21<sup>st</sup> and June 17<sup>th</sup>, 2016.

### Miscellaneous Engineering

During the billing period, Miscellaneous Engineering included attendance at the June 13<sup>th</sup> Council Meeting and the following:

- Providing record plans for lot development in the industrial park
- Reviewing lot surveys for Coldwater Crossing, Hidden Creek, and Fieldstone
- Reviewing fence permits in Coldwater Crossing
- Reviewing a retaining wall project in Hidden Creek
- Reviewing options for sewer connections for the township residents east of Mayer Lutheran High School

10 hours of time was provided at the City's reduced hourly rate and the Council meeting was attended at no charge to the City, which resulted in a savings to the City of **\$1,065**.

### Hidden Creek 6<sup>th</sup> (Pass Thru)

During the billing period, time was spent providing construction observation for the project. Work included the water and storm sewer work. Work was also done to update the City's utility maps to account for the new improvements.

### Wetland Restoration

During the billing period, time was spent providing construction observation and project management. Construction services have now exceeded the approved fee for the project. Therefore, **\$1,189** of services were provided at no charge to the City.



**To:** Mayor and Council Members  
**From:** Luayn Ruch-Hammond, City Administrator  
**Re:** Monthly Report  
**Date:** July 25, 2016

My Activities for the weeks of June 27-July 22, 2016

**1. 2017 Budget**

I have the expense side of the budget completed and am waiting for the County to send the Market Values. The goal is to present a preliminary budget to the Council at the August 8, 2016 meeting.

**2. Creamery**

The Creamery has been sold to Nick Vleck. He will be presenting his plans to the EDA on Tuesday, July 27, 2016. Then attending the August 22, 2016 City Council meeting.

**3. Community Education**

I have continued to assist Community Education on the transition for the use of the Community Center for Kids Company. I met with Rachel Bender this past Friday on the use of the space.

**4. Meeting with Carver County Sheriff and Watertown City Administrator**

Met with Carver County Commander Paul Tschida and Shane Fineran, Watertown City Administrator to discuss the additional patrol and sharing with Watertown. Currently, we are waiting for updated budget numbers from the Sheriff's Department.

**5. Compost Site Lawsuit**

At the advice of the City Attorney I attended Dale Denn's deposition on the compost site lawsuit. At this point the date for my deposition has not been established.

**6. FEMA**

I attended a meeting at the Carver County EEOC on Tuesday, July 19, 2016. The focus of the meeting was on the digital flood insurance rate map production. The City of Mayer's FEMA (DFIRM) map remains the same with no changes. The City will need to update its flood plain ordinance.



**MAYER, MN**  
**Sewer Revenue Budget Worksheet 2016**

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Account Descr	2015 YTD Budget	2015 Amt	2016 Adopted	2016 YTD Amt	2017 Budget
FUND 640 SEWER FUND					
R 640-41000-36100 Special Assessments-Count	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
R 640-49490-31000 General Property Taxes	\$336,000.00	\$336,000.00	\$0.00	\$0.00	\$0.00
R 640-49490-36100 Special Assessments-Count	\$0.00	\$274.96	\$0.00	\$0.00	\$0.00
R 640-49490-36102 Penalties and Interest	\$0.00	\$7,225.99	\$0.00	\$2,565.28	\$0.00
R 640-49490-36210 Interest Earnings	\$0.00	\$1,472.26	\$0.00	\$0.00	\$0.00
R 640-49490-36235 Contrib from Devlprs/fix as	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
R 640-49490-36236 Assets Contributed other F	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
R 640-49490-36240 Insurance Claims	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
R 640-49490-36250 Refunds/Reimbursements	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
R 640-49490-37210 Sewer Use Charge	\$350,000.00	\$360,490.43	\$0.00	\$180,028.71	\$0.00
R 640-49490-37240 MPFA Fund	\$0.00	\$3,482.41	\$0.00	\$1,614.88	\$0.00
R 640-49490-37246 MPFA - Drew	\$0.00	\$3.60	\$0.00	\$1.80	\$0.00
R 640-49490-37250 Sewer Connect/Reconnect	\$0.00	\$105,175.80	\$0.00	\$76,500.00	\$0.00
R 640-49490-37320 Developer Area Charges	\$0.00	\$0.00	\$0.00	\$24,698.25	\$0.00
R 640-49490-39101 Sales of General Fixed Ass	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
R 640-49490-39310 Proceeds-Gen Obligation B	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
R 640-49490-99990 Prior Period Adjustments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
R 640-49490-99999 Unallocated Utility Revenu	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
FUND 640 SEWER FUND	\$686,000.00	\$814,125.45	\$0.00	\$285,408.92	\$0.00
	\$686,000.00	\$814,125.45	\$0.00	\$285,408.92	\$0.00

**MAYER, MN**  
**Sewer Budget 2016**  
 Current Period: June 2016

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Account Descr	2015 Budget	2015 Amt	2016 Adopted	2016 YTD Amt	2017 Budget
<b>Fund 640 SEWER FUND</b>					
Dept 47000 Debt Service (GENERAL)					
E 640-47000-600 Debt Srv Principal	\$279,000.00	\$0.00	\$291,250.00	\$0.00	\$0.00
E 640-47000-601 Debt Srv Interest	\$124,065.30	\$120,927.18	\$113,463.00	\$55,290.44	\$0.00
Dept 47000 Debt Service (GENERAL)	\$403,065.30	\$120,927.18	\$404,713.00	\$55,290.44	\$0.00
Dept 49000 Miscellaneous (GENERAL)					
E 640-49000-430 Miscellaneous (GENERAL)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Dept 49000 Miscellaneous (GENERAL)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Dept 49470 Sewer Lift Stations					
E 640-49470-321 Telephone	\$185.00	\$168.99	\$185.00	\$86.00	\$0.00
E 640-49470-381 Electric Utilities	\$5,400.00	\$4,511.96	\$4,810.00	\$2,756.16	\$0.00
E 640-49470-400 Repairs & Maint Cont	\$4,500.00	\$3,045.64	\$4,500.00	\$2,314.50	\$0.00
E 640-49470-500 Capital Outlay (GENERAL)	\$3,000.00	\$3,014.00	\$3,000.00	\$2,395.00	\$0.00
Dept 49470 Sewer Lift Stations	\$13,085.00	\$10,740.59	\$12,495.00	\$7,551.66	\$0.00
Dept 49480 Sewer Treatment Plants					
E 640-49480-216 Chemicals and Chem Products	\$14,628.00	\$14,331.39	\$12,875.00	\$5,854.50	\$0.00
E 640-49480-220 Blo-Solids Disposal	\$34,030.00	\$26,693.00	\$34,030.00	\$8,640.00	\$0.00
E 640-49480-300 Professional Svcs	\$24,925.00	\$22,418.75	\$24,925.00	\$11,100.00	\$0.00
E 640-49480-321 Telephone	\$1,860.00	\$2,218.79	\$1,860.00	\$988.48	\$0.00
E 640-49480-381 Electric Utilities	\$28,440.00	\$24,563.56	\$28,440.00	\$13,601.56	\$0.00
E 640-49480-383 Gas Utilities	\$11,700.00	\$7,278.72	\$11,700.00	\$5,159.36	\$0.00
E 640-49480-385 Testing and Lab Services	\$16,700.00	\$14,565.70	\$16,700.00	\$6,826.25	\$0.00
E 640-49480-404 Repairs/Maint Machinery/Equip	\$20,000.00	\$16,294.00	\$25,850.00	\$13,796.00	\$0.00
E 640-49480-500 Capital Outlay (GENERAL)	\$30,950.00	\$28,853.53	\$30,800.00	\$10,938.37	\$0.00
Dept 49480 Sewer Treatment Plants	\$183,233.00	\$157,217.44	\$187,180.00	\$76,904.52	\$0.00
Dept 49490 SEWER					
E 640-49490-100 Wages and Salaries	\$11,450.00	\$13,410.20	\$13,073.00	\$13,780.75	\$0.00
E 640-49490-120 Employer Contrib Ret	\$860.00	\$928.65	\$981.00	\$1,003.55	\$0.00
E 640-49490-131 Employer Paid Health	\$1,500.00	\$660.00	\$1,500.00	\$495.00	\$0.00
E 640-49490-133 Employer Paid Dental	\$120.00	\$119.57	\$125.00	\$183.70	\$0.00
E 640-49490-134 Employer Paid Life	\$10.35	\$10.35	\$10.35	\$14.90	\$0.00
E 640-49490-180 Employee Withholdings	\$840.00	\$1,025.76	\$1,000.00	\$1,054.18	\$0.00
E 640-49490-208 Training and Instruction	\$700.00	\$430.75	\$700.00	\$781.94	\$0.00
E 640-49490-300 Professional Svcs	\$0.00	\$750.00	\$0.00	\$0.00	\$0.00

MAYER, MN

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Sewer Budget 2016

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Current Period: June 2016

Account Descr	2015 Budget	2015 Amt	2016 Adopted	2016 YTD Amt	2017 Budget
E 640-49490-301 Auditing and Acct g Services	\$2,835.00	\$0.00	\$2,835.00	\$0.00	\$0.00
E 640-49490-303 Engineering Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 640-49490-304 Legal Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 640-49490-312 Software Support	\$1,325.00	\$1,382.50	\$1,325.00	\$397.50	\$0.00
E 640-49490-315 ACH Processing Fees	\$75.00	\$70.64	\$75.00	\$28.76	\$0.00
E 640-49490-322 Postage	\$1,300.00	\$1,391.09	\$1,500.00	\$647.89	\$0.00
E 640-49490-350 Print/Binding	\$400.00	\$333.47	\$400.00	\$329.87	\$0.00
E 640-49490-355 Gopher State Locates	\$300.00	\$424.40	\$400.00	\$179.83	\$0.00
E 640-49490-360 Insurance (GENERAL)	\$13,200.00	\$12,138.10	\$13,200.00	\$12,240.00	\$0.00
E 640-49490-400 Repairs & Maint Cont	\$600.00	\$13.99	\$600.00	\$0.00	\$0.00
E 640-49490-404 Repairs/Maint Machinery/Equip	\$20,000.00	\$20,192.35	\$25,000.00	\$20,279.35	\$0.00
E 640-49490-420 Depreciation Expense	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 640-49490-430 Miscellaneous (GENERAL)	\$200.00	\$0.00	\$200.00	\$0.00	\$0.00
E 640-49490-433 Dues and Subscriptions	\$125.00	\$0.00	\$125.00	\$0.00	\$0.00
E 640-49490-500 Capital Outlay (GENERAL)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 640-49490-525 Inflow/Infiltration	\$40,000.00	\$325.00	\$60,000.00	\$7,393.37	\$0.00
E 640-49490-615 Bond Discount Amortization	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 640-49490-620 Fiscal Agent s Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 640-49490-810 Refunds/Reimbursements	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Dept 49490 SEWER	\$95,840.35	\$53,606.82	\$123,049.35	\$58,810.59	\$0.00
Fund 640 SEWER FUND	\$695,223.65	\$342,492.03	\$727,437.35	\$198,557.21	\$0.00
	\$695,223.65	\$342,492.03	\$727,437.35	\$198,557.21	\$0.00

## WATER FUND 2016

2016								
Quarter	Total Expenditures	Total Revenues	Balance	Debt Service	Operating Expenses	Connect Fees	Antennae Rent	Area Charges
1st	\$72,578.31	\$125,313.55	\$52,735.24	\$18,373.55	\$54,204.76	\$36,000.00		\$24,698.25
2nd	\$45,279.50	\$0.00	\$0.00	\$19,451.81	\$25,827.69	\$0.00		
3rd	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
4th								
<b>Total</b>	<b>\$117,857.81</b>	<b>\$125,313.55</b>	<b>\$52,735.24</b>	<b>\$37,825.36</b>	<b>\$80,032.45</b>	<b>\$36,000.00</b>	<b>\$0.00</b>	<b>\$24,698.25</b>
		Includes Tower Rent						
2015								
Quarter	Total Expenditures	Total Revenues	Balance	Debt Service	Operating Expenses	Connect Fees	Antennae Rent	
1st	\$54,199.59	\$67,225.78	\$13,026.19	\$20,058.30	\$34,141.29	\$9,000.00		
2nd	\$42,886.92	\$92,250.79	\$49,363.87	\$21,179.81	\$21,707.11	\$27,000.00		
3rd	\$83,698.96	\$184,239.07	\$100,540.11	\$20,058.30	\$63,640.66	\$59,677.20	\$26,091.49	
4th	\$161,580.26	\$79,860.27	-\$81,719.99	\$260,333.59	-\$98,753.33	\$9,558.60		
<b>Total</b>	<b>\$342,365.73</b>	<b>\$423,575.91</b>	<b>\$81,210.18</b>	<b>\$321,630.00</b>	<b>\$20,735.73</b>	<b>\$105,235.80</b>	<b>\$26,091.49</b>	
		Includes Tower Rent						
	**Includes Bond Payments				*Excludes Bond Payments	***Included Revenues		

## MAYER, MN

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## Water Revenue Budget Worksheet 2016

Account Descr	2015 Budget	2015 Amt	2016 YTD Budget	2016 YTD Amt	2017 Budget
Fund 620 WATER FUND					
R 620-41000-36100 Special Assessments-County	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
R 620-41000-36102 Penalties and Interest	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
R 620-49440-36100 Special Assessments-County	\$0.00	\$824.88	\$0.00	\$0.00	\$0.00
R 620-49440-36102 Penalties and Interest	\$0.00	\$4,733.02	\$0.00	\$1,661.44	\$0.00
R 620-49440-36210 Interest Earnings	\$0.00	\$910.23	\$0.00	\$0.00	\$0.00
R 620-49440-36235 Contrib from Devlprs/fix asset	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
R 620-49440-36236 Assets Contributed other Funds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
R 620-49440-36240 Insurance Claims	\$0.00	\$1,213.91	\$0.00	\$0.00	\$0.00
R 620-49440-36250 Refunds/Reimbursements	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
R 620-49440-36260 Tower Antenna Rent	\$25,000.00	\$26,091.49	\$0.00	\$0.00	\$0.00
R 620-49440-37110 Water Use Charge	\$247,000.00	\$266,333.36	\$0.00	\$126,249.11	\$0.00
R 620-49440-37150 Water Connect/Reconnect Fee	\$0.00	\$105,235.80	\$0.00	\$76,500.00	\$0.00
R 620-49440-37170 Water Meter/Repair	\$0.00	\$13,501.21	\$0.00	\$8,195.00	\$0.00
R 620-49440-37180 State Connect Fee	\$0.00	\$4,330.66	\$0.00	\$2,123.25	\$0.00
R 620-49440-37240 MPFA Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
R 620-49440-37320 Developer Area Charges	\$0.00	\$0.00	\$0.00	\$24,698.25	\$0.00
R 620-49440-99990 Prior Period Adjustments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
R 620-49440-99999 Unallocated Utility Revenue	\$0.00	\$401.35	\$0.00	\$50.00	\$0.00
Fund 620 WATER FUND	\$272,000.00	\$423,575.91	\$0.00	\$239,477.05	\$0.00
	\$272,000.00	\$423,575.91	\$0.00	\$239,477.05	\$0.00

**MAYER, MN**  
**Water Fund Budget 2016**  
 Current Period: June 2016

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Account Descr	2015 Budget	2015 Amt	2016 Adopted	2016 YTD Amt	2017 Budget
Fund 620 WATER FUND					
Dept 47000 Debt Service (GENERAL)					
E 620-47000-600 Debt Srv Principal	\$225,000.00	\$0.00	\$233,750.00	\$0.00	\$0.00
E 620-47000-601 Debt Srv Interest	\$79,338.60	\$82,476.22	\$73,882.81	\$37,825.36	\$0.00
Dept 47000 Debt Service (GENERAL)	\$304,338.60	\$82,476.22	\$307,632.81	\$37,825.36	\$0.00
Dept 49000 Miscellaneous (GENERAL)					
E 620-49000-430 Miscellaneous (GENERAL)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Dept 49000 Miscellaneous (GENERAL)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Dept 49410 Water Treatment Facility					
E 620-49410-216 Chemicals and Chem Products	\$8,200.00	\$5,296.25	\$6,000.00	\$1,661.90	\$0.00
E 620-49410-321 Telephone	\$1,850.00	\$1,009.45	\$1,000.00	\$544.48	\$0.00
E 620-49410-381 Electric Utilities	\$19,500.00	\$19,408.39	\$19,270.00	\$10,847.79	\$0.00
E 620-49410-383 Gas Utilities	\$900.00	\$562.16	\$625.00	\$333.00	\$0.00
E 620-49410-400 Repairs & Maint Cont	\$3,000.00	\$4,738.71	\$4,000.00	\$1,821.53	\$0.00
E 620-49410-500 Capital Outlay (GENERAL)	\$9,500.00	\$1,008.12	\$4,000.00	\$1,503.67	\$0.00
Dept 49410 Water Treatment Facility	\$42,950.00	\$32,023.08	\$34,895.00	\$16,712.37	\$0.00
Dept 49420 State Connect Fee					
E 620-49420-430 Miscellaneous (GENERAL)	\$4,500.00	\$1,081.00	\$4,500.00	\$0.00	\$0.00
Dept 49420 State Connect Fee	\$4,500.00	\$1,081.00	\$4,500.00	\$0.00	\$0.00
Dept 49430 Tower					
E 620-49430-300 Professional Svcs	\$0.00	\$31,900.00	\$0.00	\$1,300.00	\$0.00
E 620-49430-400 Repairs & Maint Cont	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 620-49430-500 Capital Outlay (GENERAL)	\$500.00	\$131,193.00	\$500.00	\$18,200.00	\$0.00
Dept 49430 Tower	\$500.00	\$163,093.00	\$500.00	\$19,500.00	\$0.00
Dept 49435 Well #2					
E 620-49435-300 Professional Svcs	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00
E 620-49435-400 Repairs & Maint Cont	\$3,000.00	\$0.00	\$3,000.00	\$977.00	\$0.00
E 620-49435-500 Capital Outlay (GENERAL)	\$3,000.00	\$2,000.00	\$3,000.00	\$0.00	\$0.00
Dept 49435 Well #2	\$7,000.00	\$2,000.00	\$7,000.00	\$977.00	\$0.00
Dept 49440 WATER					
E 620-49440-100 Wages and Salaries	\$11,450.00	\$13,410.29	\$13,073.00	\$13,780.89	\$0.00
E 620-49440-120 Employer Contrib Ret	\$860.00	\$928.74	\$981.00	\$1,003.58	\$0.00
E 620-49440-131 Employer Paid Health	\$1,500.00	\$660.00	\$1,500.00	\$495.00	\$0.00

MAYER, MN

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Water Fund Budget 2016

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Current Period: June 2016

Account Descr	2015 Budget	2015 Amt	2016 Adopted	2016 YTD Amt	2017 Budget
E 620-49440-133 Employer Paid Dental	\$120.00	\$119.54	\$125.00	\$183.71	\$0.00
E 620-49440-134 Employer Paid Life	\$10.35	\$10.34	\$10.35	\$14.97	\$0.00
E 620-49440-180 Employee Withholdings	\$880.00	\$1,026.00	\$1,000.00	\$1,054.28	\$0.00
E 620-49440-208 Training and Instruction	\$600.00	\$655.75	\$700.00	\$381.94	\$0.00
E 620-49440-215 Samples	\$600.00	\$1,067.50	\$800.00	\$240.00	\$0.00
E 620-49440-216 Chemicals and Chem Products	\$0.00	\$0.00	\$0.00	\$322.75	\$0.00
E 620-49440-222 Wellhead Protection	\$250.00	\$0.00	\$250.00	\$0.00	\$0.00
E 620-49440-226 Fire Hydrant Supplies	\$4,500.00	\$503.73	\$4,500.00	\$0.00	\$0.00
E 620-49440-300 Professional Svcs	\$0.00	\$1,793.75	\$0.00	\$300.00	\$0.00
E 620-49440-301 Auditing and Acct g Services	\$2,835.00	\$0.00	\$2,835.00	\$0.00	\$0.00
E 620-49440-303 Engineering Fees	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$0.00
E 620-49440-304 Legal Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 620-49440-312 Software Support	\$1,325.00	\$1,382.50	\$1,400.00	\$397.50	\$0.00
E 620-49440-315 ACH Processing Fees	\$75.00	\$70.64	\$75.00	\$28.76	\$0.00
E 620-49440-322 Postage	\$1,300.00	\$1,442.24	\$1,500.00	\$687.83	\$0.00
E 620-49440-350 Print/Binding	\$400.00	\$333.46	\$400.00	\$329.86	\$0.00
E 620-49440-355 Gopher State Locates	\$300.00	\$424.35	\$400.00	\$179.82	\$0.00
E 620-49440-360 Insurance (GENERAL)	\$4,050.00	\$3,071.57	\$4,050.00	\$2,597.00	\$0.00
E 620-49440-400 Repairs & Maint Cont	\$600.00	\$33.13	\$600.00	\$134.62	\$0.00
E 620-49440-420 Depreciation Expense	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 620-49440-430 Miscellaneous (GENERAL)	\$500.00	\$2,521.36	\$500.00	\$2,533.28	\$0.00
E 620-49440-433 Dues and Subscriptions	\$250.00	\$250.00	\$250.00	\$0.00	\$0.00
E 620-49440-437 Water Meters	\$5,000.00	\$23,788.57	\$5,000.00	\$18,177.29	\$0.00
E 620-49440-500 Capital Outlay (GENERAL)	\$0.00	\$448.95	\$0.00	\$0.00	\$0.00
E 620-49440-615 Bond Discount Amortization	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 620-49440-620 Fiscal Agent s Fees	\$0.00	\$7,750.02	\$0.00	\$0.00	\$0.00
Dept 49440 WATER	\$39,905.35	\$61,692.43	\$42,449.35	\$42,843.08	\$0.00
Fund 620 WATER FUND	\$399,193.95	\$342,365.73	\$396,977.16	\$117,857.81	\$0.00
	\$399,193.95	\$342,365.73	\$396,977.16	\$117,857.81	\$0.00



# 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

July 19, 2016

City of Mayer  
Attn: Luayn Ruch-Hammond  
413 Bluejay Ave  
Mayer, MN 55360

RE: Sanitary Sewer for Township Road Residents

Dear Luayn:

As requested, we have continued to evaluate options for providing sanitary sewer to the residents that live on the township road east of Mayer Lutheran High School. At this time, the property owner at 14067 62<sup>nd</sup> Street is requesting annexation into the City and connection to the City's sanitary sewer system.

Based on our previous reviews, it appears that the most cost effective way to provide sanitary sewer service to this area is to extend the 2" forcemain that was installed by the property owner at 14069 a few years ago. In order to extend this line, it will be necessary for the City to take ownership of the existing pipe and to acquire easements over the existing and future pipe alignment.

In order to better understand the costs associated with the proposed extension, we have evaluated the options shown below. All of these options assume a cost for gaining ownership of the existing sewer pipe. No costs associated with the work necessary to connect individual properties to the forcemain are included and we have assumed that the necessary easements can be obtained at no cost.

Option 1A:

Extend the sewer to the point of connection at 14051 62<sup>nd</sup> Street. The costs would be divided by the five properties that would eventually benefit from the sewer line. The property owner at 14067 62<sup>nd</sup> Street would be assessed for his portion of the costs. The remaining property owners would pay a connection fee at the time of connection equal to 1/5 the cost of the project with annual adjustments made to account for inflation. The total estimated cost for this option is \$120,181, which equates to a per lot cost of \$24,036.

Option 1B:

Same as Option 1A, however the City would pay for 40% of the project cost to help facilitate the project with the understanding that annexation of these properties will most likely occur one property at a time and that the need for sewer service will most likely be the trigger for annexation requests. The estimated City cost for this option is \$48,072 and with a per lot cost of \$14,422.

Option 2A:

Extend the sewer to the point of connection at 14067 62<sup>nd</sup> Street with 100% of the costs paid by the property owner. The total estimated cost of this option is \$33,384.

Option 2B:

Extend the sewer to the north property line of 14067 62<sup>nd</sup> Street. The City would pay for 40% of the project cost to facilitate the connection and annexation of the property into the City. The total estimated cost for this option is \$39,400. The City cost for this option is \$15,760 and the cost to the property owner is \$23,640.



Sanitary Sewer Extension  
Page 2

If the City chooses to assess all or portions of the project costs, the Chapter 429 process would need to be followed. Attached to this letter is the preliminary layout for the forcemain, cost estimates for the various options, and per lot cost estimates.

Please let me know if you have questions or need additional information.

Sincerely,  
BOLTON & MENK, INC.

*David P. Martini*

David P. Martini, P.E.  
Principal Engineer

**PRELIMINARY ESTIMATE OPTION 1A & 1B**

**FORCEMAIN CONSTRUCTION**

**CITY OF MAYER, MN**

BMI #C13.111224

DATE: 7/20/2016 12:41

ITEM NO.	BID ITEM	UNIT	TOTAL QUANTITY	UNIT COST	TOTAL COST
1	MOBILIZATION	LUMP SUM	1	\$5,000.00	\$5,000.00
2	2" HDPE FORCEMAIN, DIRECTIONALLY DRILLED	LIN FT	1230	\$35.00	\$43,050.00
3	FLUSHING CONNECTION	EACH	1	\$2,500.00	\$2,500.00
4	2" CURB STOP	EACH	5	\$1,500.00	\$7,500.00
5	AIR RELEASE MANHOLE DES 4020-60"	EACH	1	\$10,000.00	\$10,000.00
6	SERVICE CONNECTION TO FORCEMAIN	EACH	5	\$1,500.00	\$7,500.00
7	CONNECT TO EXISTING FORCEMAIN	EACH	1	\$2,500.00	\$2,500.00
8	TRAFFIC CONTROL	LUMP SUM	1	\$500.00	\$500.00
9	FILTER LOG TYPE STRAW BIOROLL 12"	LIN FT	500	\$5.00	\$2,500.00
10	HYDROMULCH TYPE 5, SEED MIX 25-151, TYPE 3 FERT.	SQ YD	600	\$1.50	\$900.00

<b>SUBTOTAL:</b>	<b>\$81,950.00</b>
<b>CONTINGENCY (10%):</b>	<b>\$8,195.00</b>
<b>TOTAL ESTIMATED CONSTRUCTION COST:</b>	<b>\$90,145.00</b>
<b>SOFT COSTS (25%):</b>	<b>\$22,536.25</b>
<b>SUBTOTAL ( CONSTRUCTION + SOFT COSTS):</b>	<b>\$112,681.25</b>
<b>EXISTING FORCEMAIN COMPENSATION</b>	<b>\$7,500.00</b>
<b>TOTAL ESTIMATED PROJECT COST:</b>	<b>\$120,181.25</b>

**PRELIMINARY ESTIMATE OPTION 2A**

**FORCEMAIN CONSTRUCTION**

**CITY OF MAYER, MN**

BMI #C13.111224

DATE: 7/20/2016 12:41

ITEM NO.	BID ITEM	UNIT	TOTAL QUANTITY	UNIT COST	TOTAL COST
1	MOBILIZATION	LUMP SUM	1	\$2,000.00	\$2,000.00
2	2" HDPE FORCEMAIN, DIRECTIONALLY DRILLED	LIN FT	225	\$35.00	\$7,875.00
3	FLUSHING CONNECTION	EACH	1	\$2,500.00	\$2,500.00
4	2" CURB STOP	EACH	1	\$1,500.00	\$1,500.00
5	SERVICE CONNECTION TO FORCEMAIN	EACH	1	\$1,500.00	\$1,500.00
6	CONNECT TO EXISTING FORCEMAIN	EACH	1	\$2,500.00	\$2,500.00
7	TRAFFIC CONTROL	LUMP SUM	1	\$500.00	\$500.00
8	FILTER LOG TYPE STRAW BIOROLL 12"	LIN FT	50	\$5.00	\$250.00
9	HYDROMULCH TYPE 5, SEED MIX 25-151, TYPE 3 FERT.	SQ YD	100	\$2.00	\$200.00
				<b>SUBTOTAL:</b>	<b>\$18,825.00</b>
				<b>CONTINGENCY (10%):</b>	<b>\$1,882.50</b>
				<b>TOTAL ESTIMATED CONSTRUCTION COST:</b>	<b>\$20,707.50</b>
				<b>SOFT COSTS (25%):</b>	<b>\$5,176.88</b>
				<b>SUBTOTAL ( CONSTRUCTION + SOFT COSTS):</b>	<b>\$25,884.38</b>
				<b>EXISTING FORCEMAIN COMPENSATION</b>	<b>\$7,500.00</b>
				<b>TOTAL ESTIMATED PROJECT COST:</b>	<b>\$33,384.38</b>

**PRELIMINARY ESTIMATE OPTION 2B**

**FORCEMAIN CONSTRUCTION**

**CITY OF MAYER, MN**

BMI #C13.111224

DATE: 7/20/2016 12:41

ITEM NO.	BID ITEM	UNIT	TOTAL QUANTITY	UNIT COST	TOTAL COST
1	MOBILIZATION	LUMP SUM	1	\$2,000.00	\$2,000.00
2	2" HDPE FORCEMAIN, DIRECTIONALLY DRILLED	LIN FT	350	\$35.00	\$12,250.00
3	FLUSHING CONNECTION	EACH	1	\$2,500.00	\$2,500.00
4	2" CURB STOP	EACH	1	\$1,500.00	\$1,500.00
5	SERVICE CONNECTION TO FORCEMAIN	EACH	1	\$1,500.00	\$1,500.00
6	CONNECT TO EXISTING FORCEMAIN	EACH	1	\$2,500.00	\$2,500.00
7	TRAFFIC CONTROL	LUMP SUM	1	\$500.00	\$500.00
8	FILTER LOG TYPE STRAW BIOROLL 12"	LIN FT	50	\$5.00	\$250.00
9	HYDROMULCH TYPE 5, SEED MIX 25-151, TYPE 3 FERT.	SQ YD	100	\$2.00	\$200.00

SUBTOTAL:	\$23,200.00
CONTINGENCY (10%):	\$2,320.00
TOTAL ESTIMATED CONSTRUCTION COST:	\$25,520.00
SOFT COSTS (25%):	\$6,380.00
SUBTOTAL ( CONSTRUCTION + SOFT COSTS):	\$31,900.00
EXISTING FORCEMAIN COMPENSATION	\$7,500.00
TOTAL ESTIMATED PROJECT COST:	\$39,400.00

ESTIMATED ASSESSMENT ROLL  
FOR  
FORCEMAIN CONSTRUCTION  
CITY OF MAYER, MINNESOTA  
7/19/2016

OPTION 1A:  
TOTAL ESTIMATED PROJECT COSTS= \$120,181.25  
CITY CONTRIBUTION (0%)= \$0.00  
ASSESSABLE PORTION (100%)= \$120,181.25

PROP. NO.	OWNER	OWNER ADDRESS	PROPERTY ADDRESS	P.I.D.	ASSESSMENT PARAMETER	*PER LOT COST	**ANNUAL ASSESSMENT PAYMENT
1	DAVID R & HOLLY L KOLSTAD	14051 62ND STREET, MAYER, MN	14051 62ND STREET	090061200	PER LOT	\$24,036.25	
2	JASON J HANSON	14057 62ND STREET, MAYER, MN	14057 62ND STREET	090061100	PER LOT	\$24,036.25	
3	SCOTT K WORM	14063 62ND STREET, MAYER, MN	14063 62ND STREET	090061300	PER LOT	\$24,036.25	
4A	STEVEN J & LINNEA S GOETZ	14065 62ND STREET, MAYER, MN	14065 62ND STREET	090061600	PER LOT	\$24,036.25	
4B	STEVEN J & LINNEA S GOETZ	14065 62ND STREET, MAYER, MN		090061010	NOT ASSESSED	\$0.00	
5	DANIEL LIPE	14067 62ND STREET, MAYER, MN	14067 62ND STREET	090061020	PER LOT	\$24,036.25	\$3,265.76
			TOTALS:			\$120,181.25	

\* Does not include costs associated with the work to connect the individual properties to the forcemain

\*Based on Interest Rate 2% Above Bonding Cost (=4.0%+2.0%=6.0%)

And Term Equal to Bond Term (= 10 Years).

ESTIMATED ASSESSMENT ROLL  
FOR  
FORCEMAIN CONSTRUCTION  
CITY OF MAYER, MINNESOTA  
7/19/2016

OPTION 1B:  
TOTAL ESTIMATED PROJECT COSTS= \$120,181.25  
CITY CONTRIBUTION (40%)= \$48,072.50  
ASSESSABLE PORTION (60%)= \$72,108.75

PROP. NO.	OWNER	OWNER ADDRESS	PROPERTY ADDRESS	P.I.D.	ASSESSMENT PARAMETER	*PER LOT COST	**ANNUAL ASSESSMENT PAYMENT
1	DAVID R & HOLLY L KOLSTAD	14051 62ND STREET, MAYER, MN	14051 62ND STREET	090061200	PER LOT	\$14,421.75	
2	JASON J HANSON	14057 62ND STREET, MAYER, MN	14057 62ND STREET	090061100	PER LOT	\$14,421.75	
3	SCOTT K WORM	14063 62ND STREET, MAYER, MN	14063 62ND STREET	090061300	PER LOT	\$14,421.75	
4A	STEVEN J & LINNEA S GOETZ	14065 62ND STREET, MAYER, MN	14065 62ND STREET	090061600	PER LOT	\$14,421.75	
4B	STEVEN J & LINNEA S GOETZ	14065 62ND STREET, MAYER, MN		090061010	NOT ASSESSED	\$0.00	
5	DANIEL LIPE	14067 62ND STREET, MAYER, MN	14067 62ND STREET	090061020	PER LOT	\$14,421.75	\$1,959.45
			TOTALS:			\$72,108.75	

\* Does not include costs associated with the work to connect the individual properties to the forcemain

\*Based on Interest Rate 2% Above Bonding Cost (=4.0%+2.0%=6.0%)

And Term Equal to Bond Term (= 10 Years).

ESTIMATED ASSESSMENT ROLL  
FOR  
FORCEMAIN CONSTRUCTION  
CITY OF MAYER, MINNESOTA  
7/19/2016

OPTION 2A:  
TOTAL ESTIMATED PROJECT COSTS= \$33,384.38  
CITY CONTRIBUTION (0%)= \$0.00  
ASSESSABLE PORTION (100%)= \$33,384.38

PROP. NO.	OWNER	OWNER ADDRESS	PROPERTY ADDRESS	P.I.D.	ASSESSMENT PARAMETER	*SEWER ASSESMENT	**ANNUAL ASSESSMENT PAYMENT
1	DANIEL LIPE	14067 62ND STREET, MAYER, MN	14067 62ND STREET	090061020	PER LOT	\$33,384.38	\$4,535.87
			TOTALS:			\$33,384.38	

\* Does not include costs associated with the work to connect the individual properties to the forcemain

\*Based on Interest Rate 2% Above Bonding Cost (=4.0%+2.0%=6.0%)

And Term Equal to Bond Term (= 10 Years).

ESTIMATED ASSESSMENT ROLL  
FOR  
FORCEMAIN CONSTRUCTION  
CITY OF MAYER, MINNESOTA  
7/19/2016

OPTION 2B:

TOTAL ESTIMATED PROJECT COSTS= \$39,400.00  
CITY CONTRIBUTION (40%)= \$15,760.00  
ASSESSABLE PORTION (60%)= \$23,640.00

PROP. NO.	OWNER	OWNER ADDRESS	PROPERTY ADDRESS	P.I.D.	ASSESSMENT PARAMETER	*SEWER ASSESSMENT	**ANNUAL ASSESSMENT PAYMENT
1	DANIEL LIPE	14067 62ND STREET, MAYER, MN	14067 62ND STREET	090061020	PER LOT	\$23,640.00	\$3,211.92
			TOTALS:			\$23,640.00	

\* Does not include costs associated with the work to connect the individual properties to the forcemain

\*Based on Interest Rate 2% Above Bonding Cost (=4.0%+2.0%=6.0%)

And Term Equal to Bond Term (= 10 Years).



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**BOLTON & MENK, INC.**  
 Consulting Engineers & Surveyors  
 MANKATO, MN FAIRMONT, MN SLEEPY EYE, MN BURNSVILLE, MN  
 WILLMAR, MN CHASKA, MN RAMSEY, MN MAPLEWOOD, MN  
 BAXTER, MN ROCHESTER, MN AMES, IA SPENCER, IA

CITY OF MAYER  
 FORCEMAIN CONSTRUCTION  
 JULY 2016

**REQUEST FOR CITY COUNCIL ACTION**

**Meeting Date:** July 25, 2016  
**Item Name:** US Solar  
**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.)*

The City was contacted by a representative of US Solar on the possibility of the City contracting with the purchase of solar energy.  
 A representative from US Solar will be present to discuss the attached proposal with the City Council.

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

<p><b>Approved</b> _____</p> <p><b>Resolution No.</b> _____</p>	<p><b>Denied</b> _____</p>	<p><b>Tabled</b> _____</p> <p><b>Ordinance No.</b> _____</p>	<p><b>Other</b> _____</p>
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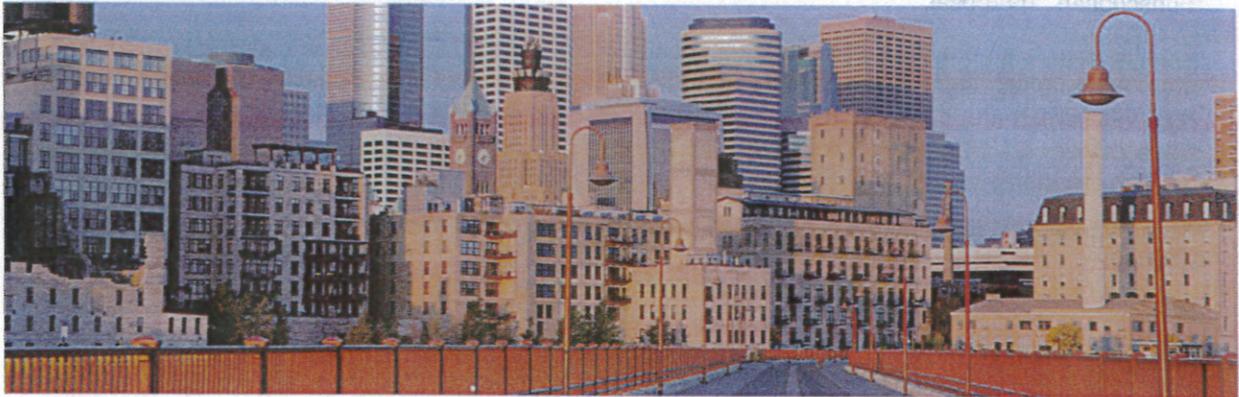
July 20, 2016  
Lueyn Ruch-Hammond, City Administrator  
City of Mayer  
413 Blaney Ave N  
Mayer, MN 55980

Dear Lueyn,

Thank you for the opportunity to present this offer and Sunscription<sup>SM</sup> introduction to you and your team. We at United States Solar Corporation ("US Solar") are excited to help the City of Mayer look in the significant long-term savings opportunity currently available under Minnesota's community solar program.

US Solar is a turnkey solar developer and owner/operator. We coordinate all project details - developer, permit, interconnect, construction, and installation. Our end-to-end process includes proposal, design, construction, and operation. We are proud to be a part of the community solar movement and our

### BEYOND THE ROOFTOP



## SUNSCRIPTION<sup>SM</sup> PROPOSAL: CITY OF MAYER

July 20, 2016

Reed Richardson - City Administrator  
United States Solar Corporation  
100 N. 2nd St., Suite 232C  
Minneapolis, MN 55403  
W: (612) 208-2322 | F: (612) 208-2320  
E: reed.richardson@us-solar.com

This letter is intended solely as a proposal and does not constitute an offer or any other binding commitment on the part of US Solar. Such investment or other agreement to make an investment will only upon the execution of definitive binding agreement. US Solar's participation in this transaction would be contingent upon the review of US Solar's financial statements and the completion of the required regulatory filings. US Solar reserves the right to modify this proposal without notice.

**COVER LETTER**

July 20, 2016  
Luayn Ruch-Hammond, City Administrator  
City of Mayer  
413 Bluejay Ave N,  
Mayer, MN 55360

Dear Luayn,

Thank you for the opportunity to present this offsite solar and Sunscription<sup>SM</sup> introduction to you and your team. We at United States Solar Corporation ("US Solar") are thrilled to help the City of Mayer lock in the significant, long-term savings opportunity currently available under Minnesota's community solar program.

US Solar is a turnkey solar developer and owner/operator. We coordinate all project details – development, permits, finance, construction, management, insurance, maintenance, and monitoring. The enclosed proposal includes details about our company, our strategic alliance partners, and our Sunscription<sup>SM</sup> proposal.

The US Solar team provides an unparalleled combination of broad experience and strong local roots. Our team has a proven track record of building and financing distributed solar projects. US Solar's principals have developed and financed commercial solar projects and residential solar programs with a notional value of over \$1 billion. We ensure that each one of our solar projects is built to the highest capital markets standards in order to maximize the savings available to our subscribers.

Please contact us with any questions, comments, or points of clarification. We look forward to working with you.

Sincerely,



**Reed Richerson - COO**  
United States Solar Corporation

100 N 6th St., Suite 222C  
Minneapolis, MN 55403  
W: (612) 260-2230 C: (916) 704.2720  
E: reed.richerson@us-solar.com

*This letter is intended solely as a basis for providing indicative pricing and terms and for engaging in further discussion. It does not evidence any agreement to make an investment or any other binding commitment on the part of US Solar or any other party. Such investment or other binding commitment will arise only upon the execution of definitive, binding agreements. Any subscriber transaction would be contingent on prior credit review. US Solar requests that the recipient keep the terms of this letter confidential.*

## SUNSCRIPTION<sup>SM</sup>

**Sunscription<sup>SM</sup>** [suhn-skrip-shuhn] *noun*

1. a contract with US Solar designed to provide you with significant, long term savings
2. an opportunity to enjoy solar benefits without the planning and logistical hassles of an onsite solar project
3. a way to exercise your new right to choose an alternative energy partner

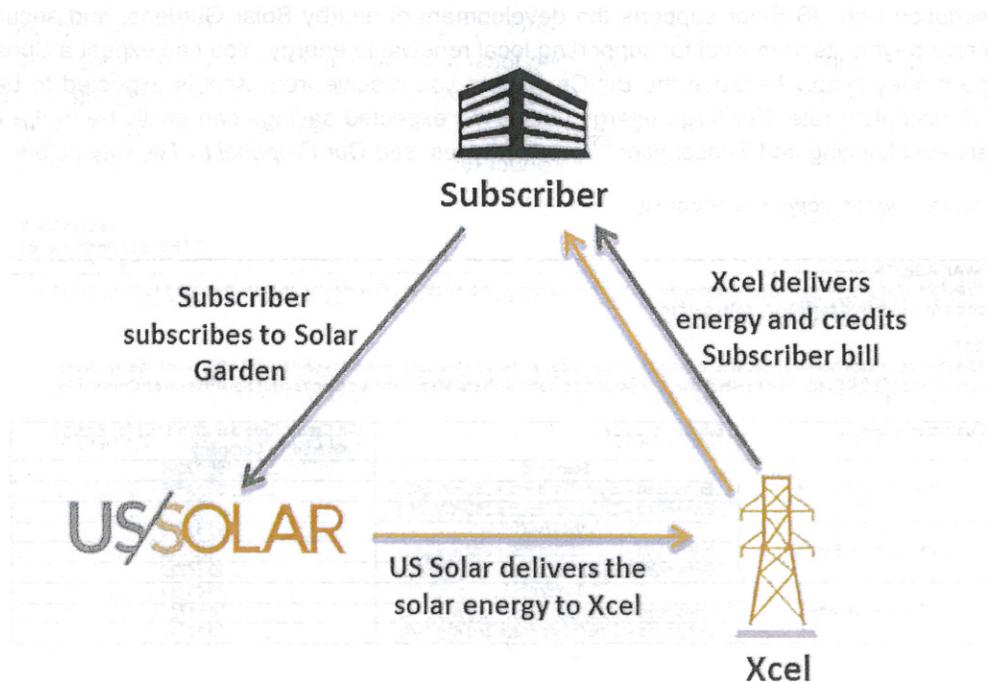
From California to Massachusetts, thousands of businesses, schools, municipalities, and nonprofits have embraced the opportunity to fix their energy costs for the long term by going solar. The Solar\*Rewards Community program recently launched in Minnesota is the first scalable community solar program in the US and immediately established the country's smartest solar regime. Eligible Xcel customers can now subscribe to a portion of large, efficient, offsite Solar Gardens, benefitting from cost efficiencies of scale and avoiding the siting, construction, and maintenance complexities of an onsite system.

US Solar's ability to connect subscribers with solar projects located offsite allows us to develop projects of the ideal scale at ideal sites, where we can optimize the orientation, spacing, and tilt of our solar modules to deliver the most solar energy at the lowest cost.

Now, US Solar is offering the City of Mayer ("The City") the opportunity to lock in savings for years to come with a Sunscription<sup>SM</sup> Agreement.

## HOW COMMUNITY SOLAR AND A SUNSCRIPTION<sup>SM</sup> WORK

- US Solar builds a local Solar Garden at an ideal offsite location
- The Solar Garden produces energy that is delivered to Xcel
- Xcel continues to deliver Subscriber all electricity required onsite
- Xcel credits Subscriber's bill for value of Solar Garden energy



## HOW DO YOU SAVE MONEY?

By contracting for a Sunscription<sup>SM</sup> with US Solar, you can expect to save money over time as the Bill Credit rate that Xcel pays you increases higher and higher above your Sunscription<sup>SM</sup> rate with US Solar. The table below shows the expected savings from an 'anchor' Sunscription<sup>SM</sup> to 40% of a 1 MWac Solar Garden, assuming that the relevant Applicable Retail Rate ("ARR", described below) increases at 2.5% per year. Note that the "Enhanced Bill Credit" rate in each year is equal to the ARR plus a \$0.02/kWh financial premium for the value of the solar renewable energy certificates ("RECs").

	0	1	2	3	4	5	10	15	20	25	TOTAL
Subscribed Energy		696,800	693,316	689,849	686,400	682,968	666,064	649,578	633,500	617,820	16,413,787
Enhanced Bill Credit											
Subscription Rate											
Net Value per kWh											
Net Value											

Assumes 2.5% escalation in Applicable Retail Rate, 0.5% annual degradation in Subscribed Energy

With your Sunscription<sup>SM</sup> in place, Xcel will continue to deliver you all of your grid electricity, with no interruption of service. For an example of how a Bill Credit will appear on your utility bill, please see *Appendix A*.

Our subscribers receive Bill Credits that are valued using two components: the ARR, equal to the average revenue per kWh that Xcel received in the prior year, plus a financial premium representing the value of the RECs, which are sold to Xcel. For a community solar project of over 250 kW (like most US Solar Gardens under development), the REC enhancement is fixed at \$0.02/kWh. As shown in the table below, the current ARR plus the REC premium add up to a total of \$0.11740/kWh Bill Credit Rate for a large commercial subscriber to a typical US Solar Solar Garden. Selling the RECs to Xcel increases the value of Bill Credits you will receive from Xcel.

Your Sunscription with US Solar supports the development of nearby Solar Gardens, and secures your right to receive payments from Xcel for supporting local renewable energy. You can expect a Sunscription to save you money simply because the Bill Credit rate you receive from Xcel is expected to be higher than your Sunscription rate. For large energy users, the expected savings can easily be in the millions. For an overview of pricing and Sunscription<sup>SM</sup> product types, see *Our Proposal to The City* below.

### SOLAR\*REWARDS COMMUNITY PROGRAM

Section No. 9  
2<sup>nd</sup> Revised Sheet No. 64

#### AVAILABILITY

Available to any Residential, Commercial, and Industrial customer who elects to offset electric charges through a subscription in a company-approved community solar garden.

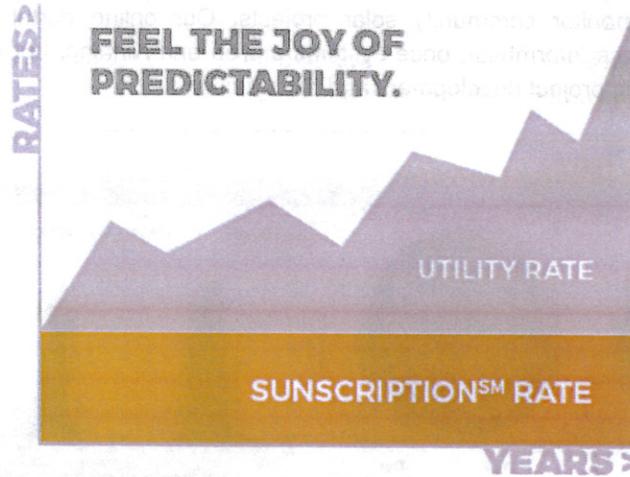
#### RATE

The Bill Credit Rate below applicable to the subscriber is dependent on the customer class under which the subscriber receives service and the Bill Credit Type selected by the garden operator in the tariffed Standard Contract for Solar\*Rewards Community.

Customer Class	Bill Credit Type	Bill Credit Rate per kWh (AC) for Energy Delivered to Company
Residential Service	Standard	\$0.12598
	Enhanced - Solar Gardens > 250 KW (AC)	\$0.14598
	Enhanced - Solar Gardens ≤ 250 KW (AC)	\$0.15598
Small General Service	Standard	\$0.12229
	Enhanced - Solar Gardens > 250 KW (AC)	\$0.14229
	Enhanced - Solar Gardens ≤ 250 KW (AC)	\$0.15229
General Service	Standard	\$0.09740
	Enhanced - Solar Gardens > 250 KW (AC)	\$0.11740
	Enhanced - Solar Gardens ≤ 250 KW (AC)	\$0.12740

## OUR PROPOSAL FOR THE CITY

At US Solar, we strive to offer subscribers not just savings, but also flexibility. While the great majority of our subscribers find our Flat Rate Subscriptions<sup>SM</sup> to offer the best value, we are happy to work with you in customizing a product that works best for you.



### Flat Rate Subscription<sup>SM</sup>

- After an initial discount period, the rate you pay US Solar will be the same in years 3 through 25.
- The rate is set at about today's Bill Credit Rate. The rate stays flat and the Bill Credit Rate is expected to increase.
- **We are offering The City a Subscription Rate of \$0.119 per kWh, with discounted pricing in 2016 and 2017 of \$0.117 and \$0.118, respectively.**

### Fixed Rate Subscription<sup>SM</sup>

- Expect about 15% year one savings, depending on rate class and usage.
- Over time, the rate steps up with a modest escalator that is fixed on day one.
- This structure is used by the majority of solar projects in the US today.
- **We can offer The City Fixed Rate Pricing upon request.**

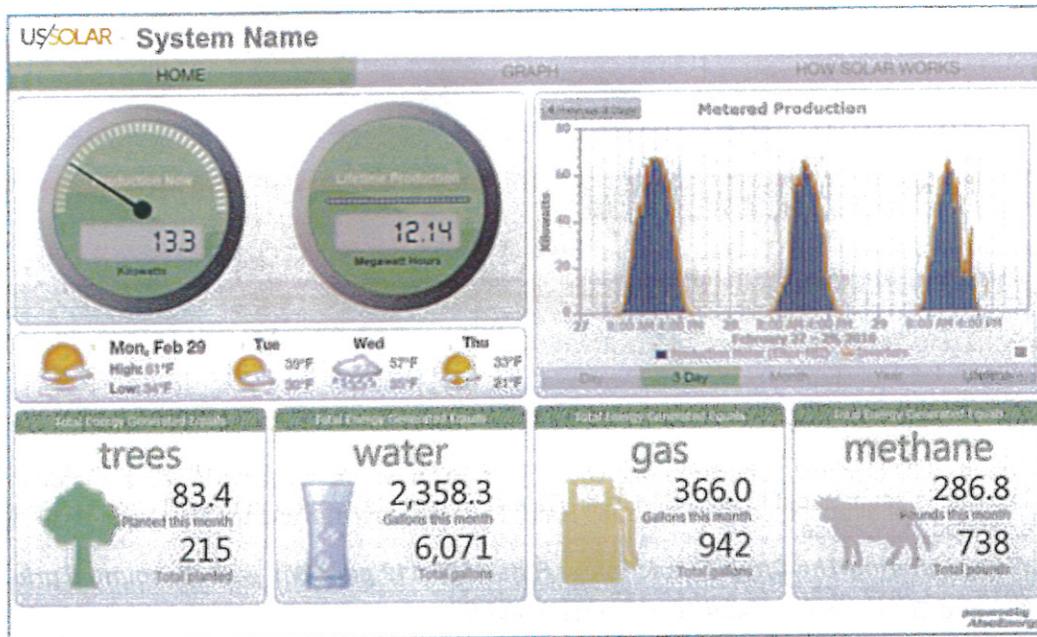
### With either structure:

- You reduce the impact of future utility rate spike surprises.
- The more utility rates increase, the more you save.
- You lock in a large portion of your operating costs for 25 years.

## INSIGHT INTO YOUR OFFSITE SOLAR GARDEN

Offsite solar solutions save you the logistical issues of planning, constructing and maintaining a solar project on your property. However, we can provide you with the same ability to view and monitor the Solar Garden, as you would expect from an onsite system.

US Solar is designing a customized platform for our Solar Garden subscribers, one of the first platforms designed specifically to monitor community solar projects. Our online portal will not only provide subscribers with performance information once systems are up and running, but it will also provide you with status reports regarding project development and construction.



We can also provide you with a customized monitoring portals, allowing you to display information regarding the Solar Garden performance – energy and environmental – on video monitors or kiosks anywhere in the company. These customized portals can be tailored to inform and educate your executives, employees and customers about the performance and benefits of the Solar Gardens you are supporting.

## OPTIONAL ADDED BENEFIT: EMPLOYEE SUBSCRIPTIONS

In the summer of 2016, US Solar is launching a residential Sunscription product in association with select affinity partners. **We would be thrilled to offer The City employees the opportunity to subscribe to a Solar Garden for a limited time**, saving them money and driving employee engagement and loyalty.

## FREQUENTLY ASKED QUESTIONS

### Q: How much does it cost upfront?

- A: Subscribing requires no upfront payment. Just as homeowners may be offered \$0 down financing for an onsite rooftop system, US Solar offers \$0 down subscriptions to our Solar Garden customers.

### Q: What happens if I move?

- A: If you move within the same utility service area, your Sunsubscription<sup>SM</sup> moves with you (try that with a rooftop system!) If you move outside the service territory, your Sunsubscription<sup>SM</sup> is transferrable.

### Q: What happens in the winter or when it's rainy?

- A: Our Solar Gardens can produce energy in all seasons and all weather. Solar Garden output will vary from day-to-day and season-to-season, as does your electric usage. Your Solar Garden Sunsubscription<sup>SM</sup> will be sized to account for this variability and designed to greatly reduce, or even eliminate, your utility bill over the course of each year.

### Q: Will my facility be connected to the Solar Garden?

- A: Solar Garden energy is delivered directly to Xcel's grid, not your facility. Our Solar Gardens are simply one of the sources feeding the grid, and you will continue to receive 100% of your electricity from Xcel.

### Q: How will my Solar Garden subscription be sized?

- A: Your historic electricity usage determines the size of your Sunsubscription<sup>SM</sup>. This is another advantage – our Solar Garden subscribers receive solar benefits that are not limited by the size and/or quality of their roof.

### Q: Are there tax benefits?

- A: US Solar and its investor partners will receive the tax credit benefits for funding the capital costs of each Solar Garden, lowering the Sunsubscription<sup>SM</sup> rates we are able to offer subscribers.

### Q: When do I start seeing bill credit benefits?

- A: You will begin receiving bill credits on your utility bill after your assigned Solar Garden begins delivering energy to the grid. We will notify you as that date approaches and keep you updated along the way.

## US SOLAR: EXPERIENCE AND QUALIFICATIONS



### **BROAD EXPERIENCE: THERE IS NO SUBSTITUTE**

US Solar is a turnkey solar developer and owner/operator. We seek to make solar energy accessible with simple, money-saving, long-term solutions that are as good for our partners as they are for the environment. US Solar's management team brings a wealth of solar leadership and expertise from the commodities divisions of industry-leading firms such as Morgan Stanley and Bear Stearns, as well as the project development teams of BayWa R.E. and REC Solar.

Community solar development and finance requires a wide range of skills that few solar companies possess. US Solar is uniquely positioned with deep experience in all facets of this market segment. Additionally, US Solar draws on a unique set of strategic partnerships. US Solar's platform is comprised of best-in-class providers within engineering, procurement, and construction; solar equipment manufacturing; energy management; legal services; development; and finance and investment.

**Project Development:** The US Solar team has extensive experience in solar project development. This, along with support from our strategic alliance and partners, allows for the delivery of large-scale projects – on time and within budget.

**Community Solar:** US Solar has broad experience in the siting, development, and subscription of community solar projects in Minnesota. Our principals have worked with Fortune 500 companies, municipalities, public and private schools, and utilities across the country. We have contracted with a number of large counties, towns, school districts, and corporations in Minnesota for Solar Garden subscriptions.

**Project Finance:** Less experienced solar providers frequently underestimate the challenge of financing the construction and operation of a portfolio of solar projects. US Solar is currently developing and financing over \$150 million of projects in Minnesota, and the US Solar principals have raised project capital for projects and programs with a notional value of over \$1 billion.

## LEADERSHIP TEAM

The US Solar team is truly one of the most experienced teams in Minnesota. Our successful experiences span across the utility-scale, commercial, and residential markets. At the intersection of successful experiences and deep alliance partner relationships, US Solar is uniquely positioned to provide The City with the highest value. Furthermore, our Minneapolis office is comprised of professionals who were raised in Minnesota, understand the community, and have been involved in Minnesota community solar from the very beginning.

**Martin Mobley, CEO.** Marty started US Solar after forming and leading the Solar Desk at Morgan Stanley Commodities, where he led the group into the US commercial market (~40MW from ~100 rooftop/ground mount/parking canopy projects), the US residential market (three separate US residential financing programs) and the Ontario market (~30MW in from 75+ rooftop projects). Prior to Morgan Stanley, Marty was an attorney at McDermott, Will & Emery in Washington, DC.

**Robert Oden, EVP.** Rob brings broad experience in energy tax structuring and climate markets. He has served as Director of Business Development at American Capital (Solar) Energy and as a Managing Director at Bear Stearns in New York and Houston, where principal energy investments included over \$300 million in tax-credit qualified energy assets.

**Reed Richerson, COO.** Reed brings 8+ years of solar industry project development experience in multiple market segments. He previously served as the VP of Sales and Business Development for BayWa r.e. and the National Key Account Manager for Upsolar America. Notable accomplishments include: land acquisition and development portfolio of over 180 MW, EPC of over 56 MW, and acquisition/co-development portfolio of 21 MW. Reed is a Minnesota native and has a BS in Economics from the University of Minnesota.

**Michelle Matthews, VP.** Michelle brings notable legal and development experience to US Solar. Previously, Michelle was the CEO of MN Community Solar, responsible for structuring partnerships with community aggregators, outreach organizations, and financial partners, in addition to land acquisition and managing relationships with the local Public Utilities Commission and Xcel Energy. Michelle grew up in Minnesota and received a BA in Environmental Studies from the University of St. Thomas and a JD from the University of Minnesota.

## STRATEGIC ALLIANCE PLATFORM

*An Alliance of Partners with a History of Success*

### PROJECT FINANCE



US Bank, headquartered in Minneapolis, is a leading Renewable Energy Tax Credit investor in the US solar market, having deployed nearly \$3 billion in support of over \$6.3 billion in renewable energy projects in the United States.



Key Bank Capital Markets® is a premier provider of investment banking services to the electric power sector, working with investor-owned utilities, electric cooperatives, and independent power producers. Key has financed over 9,000 MW of renewable energy projects in the United States and has helped raise over \$82 billion in debt and equity financing.

### ENGINEERING, PROCUREMENT, AND CONSTRUCTION; O&M



#### M+W GROUP

M+W Group is one of the largest photovoltaic system integrators in the world. M+W Group plans, builds, finances, and operates solar power stations in the multi-megawatt range all over the world.

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## NEXT STEPS

While this proposal may seem too good to be true, the only catch is that subscription demand tremendously outweighs subscription capacity. We can provide a Sunsubscription<sup>SM</sup> Agreement to go over more specifics. Please contact us with any questions, comments, or feedback you may have in response to this proposal

Thank you – we look forward to providing The City with significant, long-term energy savings through a Sunsubscription<sup>SM</sup>.

## APPENDIX A: EXAMPLE OF BILL CREDIT

Xcel has provided Minnesota ratepayers with this example of a Bill Credit (note that it shows a hypothetical subscriber that is a gas and power customer with Xcel's Public Service of Colorado subsidiary, not Northern States Power)



**RESponsible by Nature**

DAILY AVERAGES	Last Year	This Year
Temperature	50° F	48° F
Electricity kWh	06.8	74.4
Electricity Cost	\$10.28	\$1.27

**SUMMARY OF CURRENT CHARGES** (Detailed charges begin on page 2)

Electricity Service	10/01/13 - 10/30/13	2480 kWh	\$267.49
Natural Gas Service	10/01/13 - 10/30/13	216 therms	\$139.39
Other Recurring Charges			-\$172.68 CR
<b>Current Charges</b>			<b>\$234.20</b>

**QUESTIONS ABOUT YOUR BILL?**

See our website: [xcelenergy.com](http://xcelenergy.com)  
 Email us at: [Customerservice@xcelenergy.com](mailto:Customerservice@xcelenergy.com)

Call 24 hours a day, 7 days a week  
 Please Call: 1-800-896-4999  
 Hearing Impaired: 1-800-895-4949  
 Español: 1-800-687-8778

Or write us at: XCEL ENERGY  
 PO BOX 8  
 EAU CLAIRE WI 54702-0008



SERVICE ADDRESS: [REDACTED]  
 NEXT READ DATE: 11/03/13

**ELECTRICITY SERVICE DETAILS**

PREMISES NUMBER: [REDACTED]  
 INVOICE NUMBER: [REDACTED]

**METER READING INFORMATION**

METER 56813698 - Multiplier x 99

DESCRIPTION	CU
Total Delivered by Retail	
Total Delivered by Customer	
Net Delivered by Xcel	
Net Delivered by Customer	
Demand	
Billing Demand	

**ELECTRICITY CHARGES**

DESCRIPTION	CHARGE
Service & Facility	
Non-Summer	
Windsource Charge	
Trans Cost Adj	
Elec Commodity Adj	
Demand Side Mgmt Cost	
Purch Cap Cost Adj	
Renew. Energy Std Adj	
GRSA	
<b>Total</b>	

SERVICE ADDRESS: [REDACTED]  
 NEXT READ DATE: 12/03/13

**NATURAL GAS SERVICE DETAILS**

PREMISES NUMBER: [REDACTED]  
 INVOICE NUMBER: [REDACTED]



**METER READING INFORMATION**

METER 20167312 Read Date: 10/01/13 - 10/30/13 (29 Days)

DESCRIPTION	CURRENT READING	PREVIOUS READING	USAGE
Total Energy	19381 Actual	19139 Actual	252 ccf

**NATURAL GAS ADJUSTMENTS**

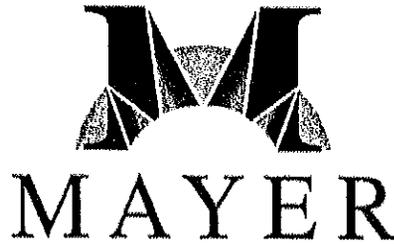
DESCRIPTION	VALUE UNITS	CONVERSION	VALUE UNITS
Therm Multiplier	252 ccf	x 0.856308	216 therms

**NATURAL GAS CHARGES** RATE: RC Residential

DESCRIPTION	USAGE UNITS	RATE	CHARGE
Service & Facility			\$14.31
Usage Charge	216 therms	\$0.108287	\$23.39
Interstate Pipeline	216 therms	\$0.084740	\$18.30
Natural Gas 4 Ctr	216 therms	\$0.389060	\$83.39
<b>Total</b>			<b>\$139.39</b>

**OTHER RECURRING CHARGES DETAILS**

DESCRIPTION	CHARGE
Solar Rewards Community Solar Production Credit	
Solar Production Period	September 2013
SRC Production Credit	2438.25 kWh x 0.070820
<b>Total</b>	<b>-\$172.68 CR</b>



**To:** Mayor and Council Members  
**From:** Luayn Ruch-Hammond, City Administrator  
**Re:** Investment of Funds  
**Date:** July 25, 2016

**Agenda Recommendation:**  
 Approval of investment of funds

**Background**

The City just received its tax settlement for June and will be receiving the first half of Local Government Aid. Total amount of funds that the City has now in its checking account at Security bank is over 2 million dollars interest rate on the checking account is .11%.

The City also has funds in a money market and savings account with Security Bank. On the savings account the City is receiving only .22% for interest and on the money market the amount is .15%

Staff has obtained interest rate quotes from several different sources First Minnesota Bank, Security Bank, Ehlers and the 4M Fund. The chart below is the interest rates that were quoted for the investment.

Ehlers quoted a fee of 1% and 1.15% however, the fee that they retain for servicing of the account .15%. which is deducted from the interest that the City is paid.

	1 Year	2 Years	
First MN	0.68	0.96	
Security Bank	0.65	0.75	
Ehlers	0.85	1	this is minus the 15% fee
4M Fund	0.94	1.16	

Staff went further to examine the amount of cash that will be needed for the operation of the City for the next year and the revenue that the City will collect.

General operating of the City requires \$73,500 per month. Estimated debt payments that the City will need to make in the next year total \$1,012,489.05.

The City will be receiving the 1<sup>st</sup> half of LGA in July and the City also has an investment with Edward Jones which the City received the check in the amount of \$161,491.62.

The City has in its checking account \$2,022,462.74, regular savings of \$917,265.99 and money market funds of \$96,170.80. for total cash on hand of \$3,035,899.53.

On the expense side the City will need \$441,000 for general operating for the next six months and also \$679,756.75 to pay debt payments in the next six months. Taking in to consideration the amounts that the City needs for debt and operating leaves the City with 1.9 million cash.

General Operating	\$73,500 a month	6 months
<b>Revenues</b>		
LGA first half July 20	\$149,008.50	
Edward Jones	\$150,000.00	
Checking account	\$2,022,462.74	
Regular Savings	\$917,265.99	
Money Market	\$96,170.80	
Cash Available	\$3,035,899.53	
Operating	-\$441,000.00	
Debt	-\$679,756.75	
	\$1,915,142.78	

The City will still receive its second half of taxes and LGA in December. That total amount will be \$637,678.25 which can be used for the debt and operating for the first six months of 2017.

<b>Income</b>	
December Tax	\$488,669.75
LGA second half Dec	\$149,008.50
<b>Total Revenue</b>	<b>\$637,678.25</b>

Staff is proposing to invest 1.5 million with the 4M Fund. The next item on the agenda is a resolution for reauthorization to invest funds with the 4M Fund.

Expenses							
Bond	Total Bond	Principal	Interest	Total	Payments 2016	Balance for 2016	
Water Plant	\$2,560,768.00	\$128,000.00	\$32,251.00	\$160,251.00	-\$16,125.30	\$144,125.70	Aug/Feb
Refunding	\$4,820,000.00	\$335,000.00	\$144,088.00	\$479,088.00	-\$72,043.75	\$407,044.25	Dec/Jun
MPFA	\$689,274.00	\$40,000.00	\$5,397.00	\$45,397.00	-\$2,698.50	\$42,698.50	Aug/Feb
MPFA	\$347,000.00	\$21,000.00	\$4,497.00	\$25,497.00	-\$2,248.25	\$23,248.75	Aug/Feb
Refunded Rev 2014	\$1,675,000.00	\$195,000.00	\$38,000.00	\$233,000.00	-\$228,050.00	\$4,950.00	Aug/Feb
Bonds of 2015	\$975,000.00	\$0.00	\$21,125.00	\$21,125.00	-\$11,375.00	\$9,750.00	Aug/Feb
Fire Truck		\$35,000.00	\$4,823.05	\$39,823.05	\$4,112.50	\$43,935.55	Aug/Feb
Fire Station		\$7,007.00	\$1,301.00	\$8,308.00	-\$4,304.00	\$4,004.00	
				\$1,012,489.05	-\$332,732.30		
					<b>Debt Payments</b>	<b>\$679,756.75</b>	
				Tax Debt Levy D	-\$263,260.00		
General Operating	\$73,500 a month	6 months				\$441,000.00	
					Total Funds Needed	\$1,012,489.05	
Revenues					for annual Debt		
LGA first half July 20	\$149,008.50						
Edward Jones	\$150,000.00						
Checking account	\$2,022,462.74						
Regular Savings	\$917,265.99						
Money Market	\$96,170.80						
Cash Available	\$3,035,899.53						
Operating	-\$441,000.00						
Debt	-\$679,756.75						
	\$1,915,142.78						
					<b>2017</b>		
Income					General Fund Operating	\$441,000.00	
December Tax	\$488,669.75				Debt Payments	\$335,000.00	
LGA second half Dec	\$149,008.50					\$776,000.00	
<b>Total Revenue</b>	<b>\$637,678.25</b>						
CD Feb	\$206,129.82						
<b>Revenues</b>	<b>\$843,808.07</b>						

LGA

## MINNESOTA · REVENUE

LISMORE	\$67,021.00
LITCHFIELD	\$1,873,799.00
LITTLE CANADA	\$386,820.00
LITTLE FALLS	\$2,499,302.00
LITTLEFORK	\$237,466.00
LONG BEACH	\$0.00
LONG LAKE	\$4,905.00
LONG PRAIRIE	\$951,082.00
LONGVILLE	\$0.00
LONSDALE	\$409,088.00
LORETTO	\$26,620.00
LOUISBURG	\$7,762.00
LOWRY	\$57,600.00
LUCAN	\$52,782.00
LUVERNE	\$1,379,639.00
LYLE	\$182,254.00
LYND	\$72,820.00
MABEL	\$261,386.00
MADELIA	\$926,446.00
MADISON	\$744,319.00
MADISON LAKE	\$157,533.00
MAGNOLIA	\$47,324.00
MAHNOMEN	\$636,454.00
MAHTOMEDI	\$212.00
MANCHESTER	\$14,078.00
MANHATTAN BEACH	\$0.00
MANKATO	\$6,938,495.00
MANTORVILLE	\$267,637.00
MAPLE GROVE	\$0.00
MAPLE LAKE	\$486,811.00
MAPLE PLAIN	\$251,473.00
MAPLETON	\$559,340.00
MAPLEVIEW	\$51,853.00
MAPLEWOOD	\$659,001.00
MARBLE	\$244,778.00
MARIETTA	\$52,294.00
MARINE ON ST CROIX	\$0.00
MARSHALL	\$2,427,970.00
MAYER	\$298,017.00
MAYNARD	\$116,976.00
MAZEPPA	\$199,046.00
MCGRATH	\$11,713.00

**Edward Jones**  
 MAKING SENSE OF INVESTING

201 Progress Parkway  
 Maryland Heights, MO 63043



Check Number  
 137935864

Account Number  
 361-13884-1-8

0000765 01 SP 0.465 01 TR 00010 EJCCDD21



CITY OF MAYER  
 PO BOX 102  
 MAYER MN 55360-0000

Account Registration  
 CITY OF MAYER  
 ATTN LUAYN ROSE RUCH HAMMOND  
 413 BLUEJAY AVE  
 PO BOX 102  
 MAYER MN 55360

Don't stand in a line at the bank. Ask your Financial Advisor how you can have money sent directly to your bank account.

Date	Description	Amount
07/14/16	CHECK ISSUED AT YOUR REQUEST	161,491.62
	TOTAL CHECK ISSUED	161,491.62

S 000765 EJCCDD21 000/65 F

FOR SECURITY PURPOSES, THE FACE OF THIS DOCUMENT CONTAINS A GREEN BACKGROUND PRINTED ON TRUE WATERMARK PAPER

**Edward Jones**  
 MAKING SENSE OF INVESTING

201 Progress Parkway  
 Maryland Heights, MO 63043

The Northern Trust Company  
 Oak Brook, IL

Check Number  
 137935864

VOID AFTER 180 DAYS

Date: 07/14/2016

70-2382  
 719

PAY: \*\*\*ONE HUNDRED SIXTY-ONE THOUSAND FOUR HUNDRED NINETY-ONE AND 62/100 DOLLARS\*\*\*\*\*

Pay to the order of: CITY OF MAYER  
 PO BOX 102  
 MAYER MN 55360-0000

Amount \$\*\*\*161,491.62

*James D. Weidell*

⑈ 137935864 ⑆ ⑆ 071923828 ⑆ ⑆ 030178174 ⑆

**CARVER COUNTY TAXPAYER SERVICES DEPARTMENT**  
**Government Center - Administration Building**  
**600 East 4th Street**  
**Chaska, Minnesota 55318-2102**  
**(952) 361-1910**

City of

MAYER

Payment Date: July 1, 2016

Following is a statement of moneys paid to the Treasurer of your CITY

Warrant # ACH

for 2016 June Settlement - Collections 1/1/2016 through 5/20/2016

Types of Collections Included: Current Year Real Estate and Fiscal Disparities  
Delinquent Real Estate and Fiscal Disparities

Fund / Payable Year	2016	2015	2014	2011	2010	2009	2008	Amount
001 Revenue	\$ 228,673.54	\$ 587.30		\$ 736.08	\$ 882.92	\$ 697.52		\$ 231,577.36
004 Debt	\$ 159,066.45	\$ 475.49		\$ 542.66	\$ 613.85	\$ 804.56		\$ 161,503.01
005 Fire Dept	\$ 4,276.93	\$ 11.76		\$ 28.41	\$ 32.16			\$ 4,349.26
048 Debt Fire Dept	\$ 20,499.81	\$ 55.14		\$ 11.80				\$ 20,566.75
055 Street Improvement	\$ 76,153.02	\$ 211.65		\$ 227.30	\$ 257.09			\$ 76,849.06
091 EDA Lease Revenue				\$ 21.30	\$ 40.19	\$ 7.48		\$ 68.97
								\$ -
SA Code (see attached sheet)	\$ 58,883.49	\$ 309.97						\$ 59,193.46
SA Penalty (see attached sheet)		\$ 36.20	\$ 145.08					\$ 181.28
SA Interest (see attached sheet)		\$ 60.15	\$ 18.50					\$ 78.65
								\$ -
								\$ -
								\$ -
								\$ -
Interest collected on taxes delinquent over 1 year.		\$ 28.18	\$ 464.83	\$ 99.61	\$ 381.79	\$ 423.06		\$ 1,397.47
								\$ -
								\$ -
								\$ -
								\$ -
	<b>\$ 547,553.24</b>	<b>\$ 1,747.66</b>	<b>\$ 191.76</b>	<b>\$ 464.83</b>	<b>\$ 1,667.16</b>	<b>\$ 2,208.00</b>	<b>\$ 1,932.62</b>	<b>\$ -</b>
								<b>\$ 555,765.27</b>

*-58,883.49*

*488,669.75*

*Laurie Davies, Taxpayer Services Manager*

FX: Accounts : Detail

https://secure.fundsxpress.com/DigitalBanking/accounts/account\_detail?id=12437022&csrf\_token=p6bzRfVnvt

Apps Google (2) Google Suggested Sites Imported From IE

Last Login: 07/07/16 at 01:23 PM CDT Welcome CITY OF MAYER | Log Out | Contact Us | A A A

**SECURITY BANK & TRUST CO.**

Snapshot Accounts Payments Transfers Cash Management Notify Me Alerts Messages User Services

Print this page Help

## Accounts

General Checking Checking \*002 Detail / Recent Transactions Go

General Checking \*002

Available Balance	= Current Balance	- Balance Adjustment	View Statement
<b>\$2,022,462.74</b> <small>as of 07/07/2016</small>	<b>\$2,023,459.89</b>	<b>-\$997.15</b>	View History
			Retrieve Check Images
			Access Future View
			Transfer

> Account Details

## Quick History

Transactions shows all transactions from 06/08/2016 to 07/08/2016 I want to

Date	Ref/ Check	Description/ Memo (Category)	Debit/ Withdrawal	Credit/ Deposit	Xpress Balance	Ledger Balance
07/08/2016		MemoPost : BKCD PROCESSING DEPOSIT 025900000826688		\$66.99	\$2,022,462.74	
07/08/2016		MemoPost : MN Dept of Labor epayment DLIMN1000244177	\$1,064.14		\$2,022,395.75	
07/07/2016		Daily Ledger Balance			\$2,023,459.89	\$2,023,459.89
07/07/2016	19969	Check	\$911.54		\$2,023,459.89	
07/07/2016	19977	Check	\$655.68		\$2,024,371.43	
07/07/2016	19964	Check	\$491.25		\$2,025,027.11	

Search the web and Windows

10:39 AM 7/8/2016

Checking Account Balance 7/7/16

SECURITY BANK & TRUST CO.  
 317 ASH AVE. N.  
 MAYER MN 55360

000 00009 01  
 ACCOUNT:

MEMBER FDIC  
 PAGE: 6  
 40002 06/30/2016

TELEPHONE: 952-657-2309

CITY OF MAYER

REGULAR SAVINGS ACCOUNT

FRAUD PREVENTION TIP: Know your billing and statement cycles. Contact the company's customer service department if you stop receiving your regular bill or statement. Consider paperless options for your bills and financial statements.

DESCRIPTION	DEBITS	CREDITS	DATE	BALANCE
BALANCE LAST STATEMENT .....			05/31/16	295.24
INTEREST		1.38	06/30/16	296.62
BALANCE THIS STATEMENT .....			06/30/16	296.62
TOTAL CREDITS (1)	1.38			
TOTAL DEBITS (0)	.00			

- - - I N T E R E S T - - -

AVERAGE LEDGER BALANCE:	295.24	INTEREST EARNED:	.02
INTEREST PAID THIS PERIOD:	1.38	DAYS IN PERIOD:	30
INTEREST PAID 2016:	4.68	ANNUAL PERCENTAGE YIELD EARNED:	.08%

- - - ITEMIZATION OF OVERDRAFT AND RETURNED ITEM FEES - - -

	TOTAL FOR THIS PERIOD	TOTAL YEAR TO DATE
* TOTAL OVERDRAFT FEES:	\$ .00	\$ .00
* TOTAL RETURNED ITEM FEES:	\$ .00	\$ .00

REGULAR SAVINGS ACCOUNT

FRAUD PREVENTION TIP: Know your billing and statement cycles. Contact the company's customer service department if you stop receiving your regular bill or statement. Consider paperless options for your bills and financial statements.

DESCRIPTION	DEBITS	CREDITS	DATE	BALANCE
BALANCE LAST STATEMENT .....			05/31/16	916,763.15
INTEREST		502.84	06/30/16	917,265.99
BALANCE THIS STATEMENT .....			06/30/16	917,265.99
TOTAL CREDITS (1)	502.84			
TOTAL DEBITS (0)	.00			

\* \* \* C O N T I N U E D \* \* \*

## Luayn Ruch-Hammond

---

**From:** Jack Fay [JFay@ehlers-inc.com]  
**Sent:** Friday, July 08, 2016 9:02 AM  
**To:** Luayn Ruch-Hammond  
**Subject:** RE: Investment

Hi Luayn, 0.15% is our annualized fee

**Jack Fay**, CPFIM | Senior Investment Advisor  
D: (651) 697-8539 | C: (651) 491-9476 | ehlersinvest.com



---

**From:** Luayn Ruch-Hammond [mailto:cityadmin@frontiernet.net]  
**Sent:** Friday, July 08, 2016 8:13 AM  
**To:** Jack Fay  
**Subject:** RE: Investment

What is your fee off of the top of the interest?  
Luayn

---

**From:** Jack Fay [mailto:JFay@ehlers-inc.com]  
**Sent:** Thursday, July 07, 2016 2:50 PM  
**To:** Luayn Ruch-Hammond  
**Cc:** Jack Samuels  
**Subject:** RE: Investment

Hi Luayn,

Hope your well.

CD are still paying the highest in the 2-3 year time frame.

On the local bank side; the best rates I see are with DMB Community Bank:

7 months at 0.75 %  
13 months 1.00 %  
2 years at 1.15%  
3 years at 1.30%

The highest brokered CD's I see that Northland/Ed Jones/etc would offer will be around:

2 yr 1.00%(Wells Fargo)  
3 yr 1.15% (Wells Fargo)

Let us know if we can assist.

Thanks!

**Jack Fay**, CPFIM | Senior Investment Advisor  
D: (651) 697-8539 | C: (651) 491-9476 | ehlersinvest.com



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**From:** Luayn Ruch-Hammond [<mailto:cityadmin@frontiernet.net>]  
**Sent:** Thursday, July 07, 2016 2:29 PM  
**To:** Jack Fay  
**Subject:** Investment

Jack,  
The City has some funds that we would be interested in investing for 2 – 3 years. \$150,000 - \$200,000. What kind of rates can you quote the City?  
Luayn Ruch-Hammond  
City Administrator  
City of Mayer

## **Luayn Ruch-Hammond**

---

**From:** Scott Wakefield [scottw@firstmnbank.com] .  
**Sent:** Friday, July 01, 2016 1:18 PM  
**To:** Luayn Ruch-Hammond  
**Subject:** Rates were sent two days ago

Something is wrong with the fax machine,...he's what was sent two days ago,.....12 months, .68,....18 months, .88 and 24 months .96,..

Sorry about that. Tried calling but the phone was busy.

Scott J. Wakefield  
Branch President  
First Minnesota Bank  
PO BOX 147  
Mayer, MN 55360  
NMLS # 402528



## CD Quick Quote ClientFax

07/08/16

*PMA Financial Network, Inc.*  
 2135 CityGate Lane  
 7th Floor  
 Naperville, Illinois 60563  
 Telephone . 630-657-6400  
 Facsimile . 630-718-8701

10117-101 PMA Sample Client  
 Your Town, ST

*Phone:*  
*Fax:*

<i>FDIC#</i>	<i>Provider</i>	<i>City, State</i>	<i>Invested</i>	<i>Net Interest</i>	<i>Net Rate</i>
<b>1095 Days, Maturing on 07/08/19</b>					
FDIC	3514 BANK OF THE WEST	SAN RAMON, CA	\$150,000.00	\$5,262.50	1.16
<i>Totals &amp; FDIC Weighted Average for Term:</i>			\$150,000.00	\$5,262.50	1.16
<i>Totals &amp; Weighted Average for Term:</i>			\$150,000.00	\$5,262.50	1.16
			\$155,262.50		
<b>728 Days, Maturing on 07/06/18</b>					
FDIC	14445 FARMERS & MERCHANTS UNION BANK	COLUMBUS, WI	\$150,000.00	\$2,817.19	0.94
<i>Totals &amp; FDIC Weighted Average for Term:</i>			\$150,000.00	\$2,817.19	0.94
<i>Totals &amp; Weighted Average for Term:</i>			\$150,000.00	\$2,817.19	0.94
			\$152,817.19		
<i>Quick Quote Totals:</i>			\$300,000.00	\$8,079.69	

*The information contained herein is based on sources, which we believe reliable, but is not guaranteed by us and is not considered all-inclusive. It is not to be construed as an offer or the solicitation of an offer to sell or buy securities herein mentioned.*

**REQUEST FOR CITY COUNCIL ACTION**

**Meeting Date:** July 25, 2016  
**Item Name:** Resolution Reauthorizing Membership in the 4M Fund  
**Originating Department:** Administration  
**Presented by:** Luayn Ruch-Hammond

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

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

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

A motion approving Resolution 7-25-2016-26 Reauthorizing Membership in the 4M Fund.

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

The 4M Fund is a cash management and investment program for public funds that is sponsored and governed by the League of MN Cities.  
 The City of Mayer had originally entered into an agreement with the 4M Fund in 2007. The City never invested funds because investments were able to be made at a higher rate of return with local banks. Now the economy has changed and the local banks are not able to match the return that the 4 M Fund can provide the City.

In order to invest funds the City Council must pass a resolution reauthorizing signatures for the program. F

Staff is requesting approval of resolution 7-25-2016-26 Reauthorizing membership in the 4M Fund.

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



# 4M FUND

MINNESOTA MUNICIPAL MONEY MARKET FUND

SAFETY. SERVICE. PERFORMANCE.

- Home
- About The 4M Fund
- Join the Fund
- Why 4M?
- The 4M Fund Team
- Online Access Information
- 4M Fund Forms
- Contact Us

Sponsored and governed by the [League of Minnesota Cities](#), the **4M Fund** is a cash management and investment program for Minnesota public funds.

Managed in accordance with Minnesota statutes and customized specifically for public entities, the 4M Fund provides safety, daily liquidity, and highly competitive yields as well as:

- Customized accounting
- Web transactions and reporting
- Free checking for most cities
- Wide range of options from daily cash management to long-term investments
- Direct deposit of all state aids
- Dedicated customer service team

#### Investment options

The 4M Fund is now offering:

- Term series investment pools, a short-term investment option that seeks higher yields and provides a fixed rate and a specific date to meet investment needs.
- 3 fixed rate investment services:
  - Cash flow management
  - Fixed income trading
  - Bond proceeds management

The above investment options are offered by PMA Financial Network, Inc. [contact Kent Johnson at the number listed below]. PMA Financial Network, Inc. qualifies as a municipal advisor and can invest bond proceeds. In addition, RBC Capital Markets, LLC also offers a wide range of fixed term investments to 4M Fund participants [contact John Styrbicki or Michael Zetahmeyer at (612) 371-7845].

As cities and other public entities look to sensible options for the investment of public funds, the 4M Fund is a trusted and common sense investment choice. Over 300 Minnesota Cities currently participate in the 4M Fund. For more information, contact Kent Johnson at (763) 497-1490 or (800) 783-4273, ext. 1300 or [kjohnson@pmanetwork.com](mailto:kjohnson@pmanetwork.com).

### Online Account Access

[4M Fund Online Access - GPS](#)

### News

[New Term Series Available Until July 22!](#)

[PMA Market Update - July 2016](#)

[PMA Credit Quarterly - June 2016](#)

[RBC Monthly Scorecard - July 2016](#)

[RBC Municipal Market Insight - June 2016](#)

#### CD Rates as of 05/11/2016

3 months	0.30%
6 months	0.45%
1 year	0.70%
2 years	1.10%
3 years	1.40%
5 years	1.75%

#### Agency Rates as of 05/11/2016

2 years	1.00%
2.5 years	1.15%
	1.6
5 years	1.60%

The 4M Funds seek to maintain a net asset value of \$1.00 per share. However, an investment in either Fund is neither insured nor guaranteed by the U.S. government and there is no assurance that the Funds will be able to maintain a stable net asset value of \$1.00 per share.



*Resolution 7-25-2016-26  
Reauthorizing Membership in the 4M Fund*

WHEREAS, Minnesota Statutes (the Joint Powers Act) provides that governmental units may jointly exercise any power common to the contracting parties; and

WHEREAS, the Minnesota Municipal Money Market Fund (the 4M Fund) was formed in 1987, pursuant to the Joint Powers Act and in accordance with Minnesota Investment Statutes, by the adoption of a joint powers agreement in the form of a Declaration of Trust; and

WHEREAS, the Declaration of Trust, which has been presented to this Council, authorizes municipalities of the State of Minnesota to become Participants of the Fund and make use from time to time including the 4M Liquid Asset Fund, the 4M Plus Fund, the Term Series, the Fixed Rate Programs, and other Fund services offered by the Fund; and

WHEREAS, this Council deems it to be in the best interest for the municipality to make use of, from time to time, the approved services provided by the 4M Fund's service providers including the Investment Advisor (Prudent Man Advisors, Inc.) or Sub-Advisor (RBC Global Asset Management (U.S.) Inc.), the Administrator (PMA Financial Network, Inc.), the Distributor (PMA Securities, Inc.) or the Fixed Rate Program Providers, PMA Financial Network, Inc. and PMA Securities, Inc., and the Custodian, U.S. Bank National Association, ("Service Providers") and/or their successors.

WHEREAS, this Council deems it advisable for this municipality to enter into the Declaration of Trust and become a Participant of the Fund for the purpose of joint investment with other municipalities so as to enhance the investment earnings accruing to each; now, therefore

BE IT RESOLVED AS FOLLOWS:

**Section 1.** This municipality shall renew its membership as a Participant of the Fund and adopt and enter into the Declaration of Trust, a copy of which shall be filed in the minutes of this meeting. The appropriate officials are hereby authorized to execute those documents necessary to effectuate entry into the Declaration of Trust and the participation of all Fund programs.

**Section 2.** This municipality is authorized to invest monies from time to time and to withdraw such monies from time to time in accordance with the provisions of the Declaration of Trust. The following officers of the municipality or their successors are designated as "Authorized Officials" with authority to effectuate investments and withdrawals in accordance with the Declaration of Trust:

---

Gerald W. Thomas, Mayor

---

Erick Boder, Acting Mayor

---

Luayn Ruch-Hammond City Administrator/Treasurer

**Section 3.** The Trustees of the Fund are designated as having official custody of those monies invested in accordance with the Declaration of Trust.

**Section 4.** That the municipality may open depository and other accounts, enter into wire transfer agreements, safekeeping agreements, third party surety agreements securing deposits, collateral agreements, letters of credit, lockbox agreements, or other applicable or related documents with institutions participating in Fund programs including U.S. Bank National Association, or its successor, or programs of PMA Financial Network, Inc. or PMA Securities, Inc. for the purpose of transaction clearing and safekeeping, or the purchase of certificates of deposit (“CDs”) or other deposit products and that these institutions shall be deemed eligible depositories for the municipality. PMA Financial Network, Inc. and PMA Securities, Inc. and their successors are authorized to act on behalf of this municipality as its agent with respect to such accounts and agreements. Monies of this entity may be deposited in such depositories, from time to time in the discretion of the Authorized Officials, pursuant to the Fund’s Programs available through its Services Providers.

It is hereby certified that the Council of the City of Mayer adopted this Resolution at a duly convened meeting of the Council held on the 11<sup>th</sup> day of July, 2016, and that such Resolution is in full force and effect on this date, and that such Resolution has not been modified, amended, or rescinded since its adoption.

\_\_\_\_\_  
Janel Gildemeister, Deputy City Clerk

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

**REQUEST FOR CITY COUNCIL ACTION**

**Meeting Date:** July 25, 2016  
**Item Name:** Pedestrian Signs  
**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 on the purchase of flashing pedestrian crossing signs.

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

City Council requested Staff to compile a quote for pedestrian crossing signs.

Staff has also been in contact with the state about placement of the signs. This will require a permit from the state to install the signs. After Council decision on the signs staff will submit the permit for the signs and have them installed once the permit has been issued.

The cost for 2 flashing solar signs is \$3,040.00. If the City Council wants these placed at both crossings the total would be \$6,080.00. The City will also have to get authorization to place the sign behind the sidewalk at 401 Ash Avenue North or place it in the sidewalk. The funds for the signs would be taken from streets capital outlay.

Staff is requesting Council direction on the pedestrian crossing signs.

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



# Quote

Traffic Safety Corp.  
2708 47th Avenue  
Sacramento, CA 95822  
Phone: 916-394-9884  
Fax: 916-394-2809  
www.xwalk.com

Customer Number: 02-QUOTEAG

Quote Number: 0059546

Quote Date: 7/12/2016

Expires On: 8/11/2016

Salesperson: Eva Gapie

Bill To:  
cityadmin@frontiernet.net  
Confirm To:

Ship To:

Notes:

Item / Description	UOM	Qty Quoted	Price	Amount
SI-TS40W1 1230SA Solar LED Flashing Sign FYG Ped Xing 30" x 30" 24/7	EA	2.00	1,520.00	3,040.00

At time of order advise size/shape of pole. U channel will not work  
POLE PRICE NOT INCLUDED IN THE QUOTE  
BY MUTCD THE BOTTOM OF THE SIGN NEEDS TO 7' ABOVE GROUND.

Freight Allowed

**Thank you for considering us!!**

Please contact us with any questions.

Terms and conditions apply. All prices are in U.S. dollars.

For Traffic Safety Warranty information: [http://www.xwalk.com/pages/sys\\_warranty.htm](http://www.xwalk.com/pages/sys_warranty.htm)

Net Order:	3,040.00
Freight:	0.00
Sales Tax:	0.00
<b>Order Total:</b>	<b>3,040.00</b>



Traffic Safety Corporation  
 2708 47th Ave.  
 Sacramento, CA 95822-3806  
 Toll Free: 888.446.9255  
 Tel: 916.394.9884  
 Fax: 916.394.2809  
 Email: sales@xwalk.com  
 Web: www.xwalk.com



**TS40**  
**Pedestrian and School Crossing**  
**Flashing LED Edge Lit Signs**  
**MUTCD Compliant**

**General Description**

The TS40 conforms to the specifications of the Federal Highway Administration (FHWA) set forth in the Manual on Uniform Traffic Control Devices (MUTCD). Using the latest advances in LED technology, the TS40 employs a set of synchronized high-intensity LEDs to extend the range of visibility of the sign during the day or night. Furthermore, the LEDs are flashed, which increases driver awareness of the sign and allows drivers to act sooner in advance of the crosswalk. Typical applications include: mid-block crosswalks, school zones, parks, playgrounds, shopping malls and hospitals.

**Why Our Signs are Better**

**High Visibility**

- Type IX reflective sheeting provides outstanding reflective brightness, day or night.
- High intensity LEDs extend the visibility of the sign under all weather conditions.

**Superior Performance**

- Low power LED technology reduces system power consumption and operating cost.

**Outstanding Durability**

- Highway grade .080 aluminum construction provides resistance to corrosion.
- The use of highway grade Type IX sheeting helps to maintain long term reflectivity.
- Stainless steel security fasteners and Tufnut mounting hardware included to keep the sign secure.
- Signs are weatherproof to prevent outside elements from entering the internal casing.

**Features**

- MUTCD section 2A.07 and 2A.08 compliant.
- High visibility, low power consumption.
- Fast, easy installation, low maintenance.
- Field adjustable LED flashing duration (30 seconds standard).
- Vandal-resistant mounting hardware included.
- Optional battery backup, not affected by local grid power outages, 12 day autonomy (flashing 24/7).

**Solar TS40**

A solar powered TS40 is available that features off-grid power generation and independent flashing control.

**Features**

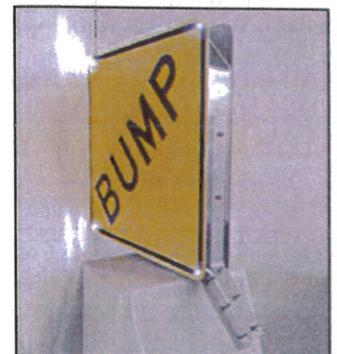
- Solar powered with battery backup, no AC power required.
- MUTCD section 2A.07 and 2A.08 compliant.
- Installs easily onto any new or existing sign post.
- High intensity LEDs flash in unison, once per second, commanding the attention of drivers day and night.
- Activation options: Continuous 24/7 Flashing, Programmable Timer, or Wireless Push-button.



*Pedestrian Crossing (W11-2)*

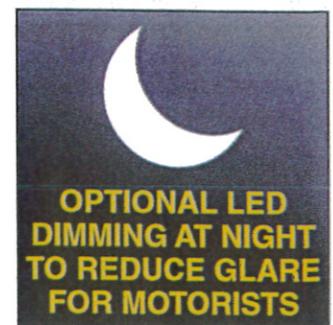


*School Crossing (SI-1)*



*Double sided configuration*

 **SIGN LED FLASHING DURATION IS NOW ADJUSTABLE IN THE FIELD**



**Visit our web site: [www.xwalk.com](http://www.xwalk.com)**



Traffic Safety Corporation  
 2708 47th Ave.  
 Sacramento, CA 95822-3806  
 Toll Free: 888.446.9255  
 Tel: 916.394.9884  
 Fax: 916.394.2809  
 Email: sales@xwalk.com  
 Web: www.xwalk.com



**TS40**  
**Pedestrian and School Crossing**  
**Flashing LED Edge Lit Signs**  
**MUTCD Compliant**

**TS40 Specifications\***

**Compliance**

- MUTCD section 2A.07 and 2A.08 compliant

**Construction**

- .080 highway grade aluminum and stainless fasteners
- Tufnut security mounting hardware (pole not included)

**LED Lighting**

- White LEDs standard, Yellow LEDs optional
- LED 1-1/4" bullet style in sign perimeter border
- Flash rate 50 to 60 times per minute
- Field adjustable LED flashing duration (30 seconds standard)
- LED life expectancy over 100,000 hours
- Visible up to 2 miles away
- Field replaceable grommet mounted lights
- Sealed DOT approved lighting

**Circuitry Technology**

- Sealed PCB technology
- 24 hour operation / dusk to dawn operation

**Solar / AC / Battery Specifications\*\***

- 15W solar cell
- AC - 120V, 240V, 277V; 120V battery maintainer
- DC - 6 volt 18AH SLA battery pack (3 to 5 year battery life)
- Up to 12 days in 24/7 operation

\* All specifications subject to change without notice.

\*\* Special configuration (wireless, etc.) signs will have 12 volt 22AH SLA battery with 20W solar cell (22.75" x 16.75" x 1.125", 4.5" depth with bracket).

**Options**

- Battery backup for AC signs
- Additional LED lights
- Standard 7 day or deluxe 365 day programmable timers
- Wireless activation, sensor activation, keyfob transmitter
- Wired, wireless push-button activation; keyed on/off switch
- LED dimming at night to reduce glare for motorists (solar only)
- Anti-graffiti protective overlay

**Warranty**

- 10 Year Solar Panel
- 5 Year Sign Construction
- 2 Year LED Lights & Circuitry
- 1 Year Battery

**Reflective Sheeting**

 Type IX Fluorescent Yellow Green (FYG)  
 (Standard for Pedestrian and School Crossing signs)

 Type IX  
 (Optional for non-school zone areas)

**Optional Keyfob Remote Control Transmitter**

A keyfob remote can be added to the TS40 to allow for wireless activation and deactivation of the sign. This is ideal for applications where temporary sign activation is required. For example, crossing guards would have the ability to turn on the flashing lights when children enter the crosswalk and then stop the lights when the children clear the crosswalk. The keyfob would also allow firefighters to activate "fire station ahead" signs when exiting their station and merging with traffic. After the keyfob is used to active the lights, the lights will flash for 90 seconds, or until deactivated with the keyfob. The keyfob has a range of 500 feet.



**Optional Push-Button Activation**

Provides a simple and convenient way for pedestrians to activate the sign's LED warning lights. This increases the effectiveness of the warning lights since they are only activated when a pedestrian is present. Drivers learn to associate the flashing lights with a need to yield or slow down for pedestrians.

Visit our web site: [www.xwalk.com](http://www.xwalk.com)



Traffic Safety Corporation  
 2708 47th Ave.  
 Sacramento, CA 95822-3806  
 Toll Free: 888.446.9255  
 Tel: 916.394.9884  
 Fax: 916.394.2809  
 Email: sales@xwalk.com  
 Web: www.xwalk.com



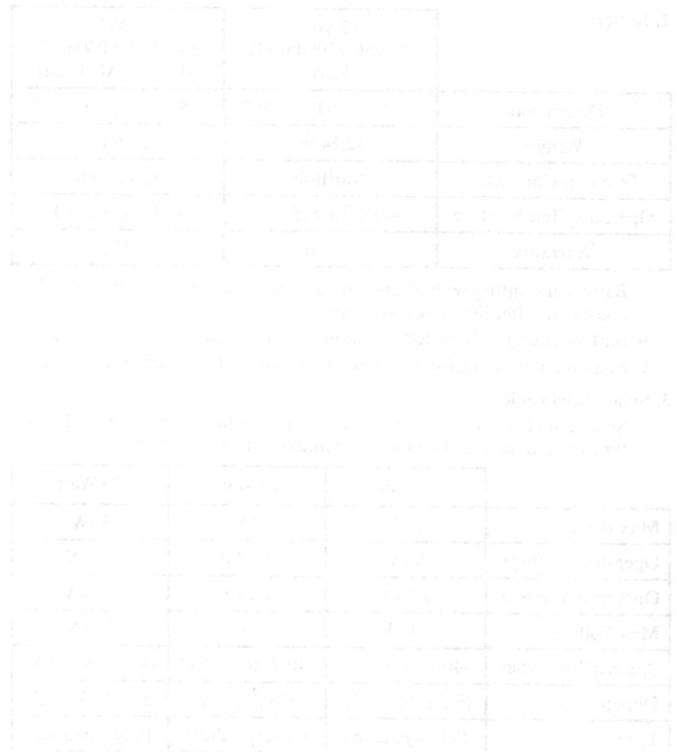
**TS40**  
**Pedestrian and School Crossing**  
**Flashing LED Edge Lit Signs**  
**MUTCD Compliant**

**Ordering Codes**

Product Code	Sign Type and Size	Sign Faces	Power <sup>3</sup>	Activation Options (select only one)	Reflective Sheeting
SI-TS40 <sup>1,6</sup>	W11-2-24: 24" x 24" Pedestrian Crossing W11-2-30: 30" x 30" Pedestrian Crossing W11-2-36: 36" x 36" Pedestrian Crossing W11-2-48: 48" x 48" Pedestrian Crossing S1-1-30: 30" x 30" School Crossing S1-1-36: 36" x 36" School Crossing	D: Double Sided <sup>2</sup>	AC: AC B: Battery <sup>4</sup> S: Solar SD: Solar Dimming <sup>9</sup>	1: Wireless Communication Sign for Wired Activation (push-button, sensor not included) <sup>7</sup> 2: Standard Programmable 7 Day Timer 3: Photocell 4: Keyfob Remote Control Transmitter 5: Single Sign for Wired Activation (push-button, sensor not included) <sup>7</sup> 6: Deluxe Programmable 365 Day Timer 7: Single Sign for Wireless Activation (push-button not included) 9: Wireless Communication Sign for Wireless Activation (push-button not included)	A: Type IX Fluorescent Yellow Green (FYG) <sup>5</sup> B: Type IX I: Anti-graffiti Protective Overlay

1. SI-TS40 is used in standalone applications, without a system controller.
2. Single sided signs standard.
3. 24/7 operation standard.
4. Includes spare battery and charger.
5. Fluorescent Yellow Green (FYG) sheeting should be used in school zone areas.
6. When ordering, specify size & shape (square, round) of your sign pole. Pole not included, sold separately.

7. Sensor options: SmartWalk XM Pedestrian Microwave Presence Sensor for curbside pedestrian presence detection, SmartWalk TX Pedestrian Microwave Motion Sensor for trail occupancy detection or TC26-B Microwave Vehicle Motion Sensor.
8. Signs have 4 to 8 LEDs depending on sign size and configuration.
9. Sign LEDs are dimmed at night to reduce glare for motorists. If solar panel voltage is 66% or less of the battery voltage, then the sign LEDs will go into auto-dimming mode.



Visit our web site: [www.xwalk.com](http://www.xwalk.com)



Traffic Safety Corporation  
 2708 47th Ave.  
 Sacramento, CA 95822-3806  
 Toll Free: 888.446.9255  
 Tel: 916.394.9884  
 Fax: 916.394.2809  
 Email: sales@xwalk.com  
 Web: www.xwalk.com



**TS40**  
**Pedestrian and School Crossing**  
**Flashing LED Edge Lit Signs**  
**MUTCD Compliant**

**How to Specify the TS40**

**1. Sign Materials - Construction - Compliance**

- a. Sign reflective sheeting in compliance with current MUTCD requirements for reflectivity, wording, materials and mounting guidelines.
- b. Pole mounting requirements per MUTCD guidelines.
- c. Sign constructed of .080 aluminum with stainless / aluminum fasteners and weatherproof sealant.
- d. All mounting hardware fasteners shall be theft deterrent hardware preferably Tufnut security hardware where applicable.
- e. 3/8" x 3" stainless steel tap bolts for standard mounting hardware (other mounting options available).
- f. Battery access compartment located at lower portion of sign to allow access to battery compartment for maintenance (field replaceable battery).
- g. Solar signs to have a 2" to 4" wide casing, depending on model, between front and rear sign faces to enclose all wiring, battery, PCB and LED light connections. AC powered signs 2" wide casing.
- h. Security keyed ON/OFF switch located on side of casing controlling operation.
- i. Vented weatherproof casing allowing ambient air to circulate for internal components and prevent condensation and excessive heat buildup.
- j. Compression type solar panel connector allowing optimum directional placement of solar collector.
- k. Anti-theft placards and decals for theft / vandalism deterrents.
- l. Serial # plate with manufacture date for informational and warranty purposes.

**2. Battery**

	12 Volt 12 Volt 22000mAh SLA	6 Volt 2 - 6 Volt 9000mAh SLA (18 Ah Total)
Dimensions	7.14" x 3.03" x 6.59"	5.95" x 1.34" x 3.70"
Weight	12.74 lb.	3.09 lb.
Terminal Connector	Nut/Bolt	T2 - Spade
Operating Temperature	-40°F to +156°F	-40°F to +156°F
Warranty	1 Year	1 Year

- a. Battery mounting with aluminum fasteners and brackets for in-field replacement after life cycle has expired.
- b. Battery casing fully sealed in a moisture and corrosion proof casing.
- c. Required battery replacement every 18 months from manufacture date.

**3. Solar Panel Collector**

- a. Solar panels to be 6/12 volt 15/20/30 watt collector type depending on type of sign, region, LED light quantities and application uses.

	15 Watt	20 Watt	30 Watt
Max Power	15W	20W	30W
Operating Voltage	8.0V	17.2V	17.4V
Operating Current	1.88A	1.16A	1.73A
Max Voltage	10.8V	21.6V	21.6V
Operating Temperature	-40°C to +85°C	-40°C to +85°C	-40°C to +85°C
Dimensions	16.75" x 14.00" x 1.125"	22.75" x 16.75" x 1.125"	26.5" x 16.75" x 1.125"
Type	Polycrystalline	Polycrystalline	Polycrystalline

- b. Solar panel bracket constructed of aluminum alloy.
- c. Schedule 40 3/4" aluminum tubing attached to the solar panel bracket to the upper casing of the sign casing. Panel must face south.
- d. Angle of panel shall be 45° to 65° depending on region. Special attention required to insure solar collector has good access to solar power with no obstructions for optimum operation.
- e. Electrical connectors shall be insulated spade type connectors.
- f. Tempered glass solar cell sealer/protector.

**4. LED Lights (Light Emitting Diodes)**

- a. Sign shall have a series of either 4 - 8 LEDs depending on sign size and configuration.
- b. All LEDs shall be compliant to MUTCD Section 2A.07 and match colors acceptable to each type of signal per this specification.
- c. LED flash rate at 50 to 60 times per minute per MUTCD Section 2A.07 requirements.
- d. LED light dimensions: 1/8" Cree LED inside a 1-1/4" diameter lens.
- e. 100,000 hour rated LED life (11.415 years).
- f. High impact acrylic water/vibration proof housing lens.
- g. Completely resin sealed lens.
- h. Operating voltage: 6/12 VDC / Amp Draw 85ma.
- i. Rubber grommet mounted (for easy in-field replacement) into a 1-1/4" hole.
- j. Output power of LEDs approximate 60,000 mcd brightness.
- k. LEDs wired in series for simultaneous flash pattern per MUTCD.
- l. Wiring completely enclosed in sign casing with access for replacement.

**5. Circuitry / LED Lighting Control Unit**

- a. Circuit shall have a minimum of 4 output LED light circuits for use.
- b. Circuit shall control flash rates at 50 to 60 times per minute.
- c. Circuit shall flash 500 milliseconds / 150 milliseconds per flash.
- d. Activation duration shall be field adjustable in one-second increments, over a range of 1 to 99 seconds (30 seconds standard).
- e. Available dusk-to-dawn flash mode.
- f. Micro-controller technology.
- g. Keyed "ON/OFF" activation for tamper/vandalism protection.
- h. Operation of circuit temperatures -40°C to +80°C.
- i. Circuit enclosed in weatherproof casing.
- j. Low voltage protection program (protecting from total discharge of battery).
- k. All wiring connections in accordance to standard wiring protection guidelines.

**6. Warranty**

- 10 Year Solar Panel
- 5 Year Sign Construction
- 2 Year LED Lights & Circuitry
- 1 Year Battery

Visit our web site: [www.xwalk.com](http://www.xwalk.com)

**REQUEST FOR CITY COUNCIL ACTION**

<b>Meeting Date:</b>	July 25, 2016
<b>Item Name:</b>	Installation of Building Signs
<b>Originating Department:</b>	Administration
<b>Presented by:</b>	Luayn Ruch-Hammond

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

<b>Item Type (X only one):</b>	Consent		Regular Session	<input checked="" type="checkbox"/>	Discussion Session	
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**RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED** *(Include motion in proper format.)*

A motion approving the purchase, location and installation of signs at City Hall and Public Works building.

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

Staff has solicited quotes for signs at the City Hall/Community Center and Public Works Building.

The signs are from the Carver County sign shop and are at a cost of \$60 per sign. The County can possibly print on both sides the cost would be \$90 for each sign. If they cannot print on both sides then the City would buy two signs at the \$60 and place them back to back. There would be additional costs for posts and concrete for the installation of the signs.

Staff is proposing that the signs be installed similar to the park signs with posts on the sides. One would be placed at City Hall location to be decided by the City Council. On the attached map two locations are indicated with an "x".

The other would be placed at the new public works building at 323 Shimmcor.

Staff is requesting approval of the sign purchase, location and installation.

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



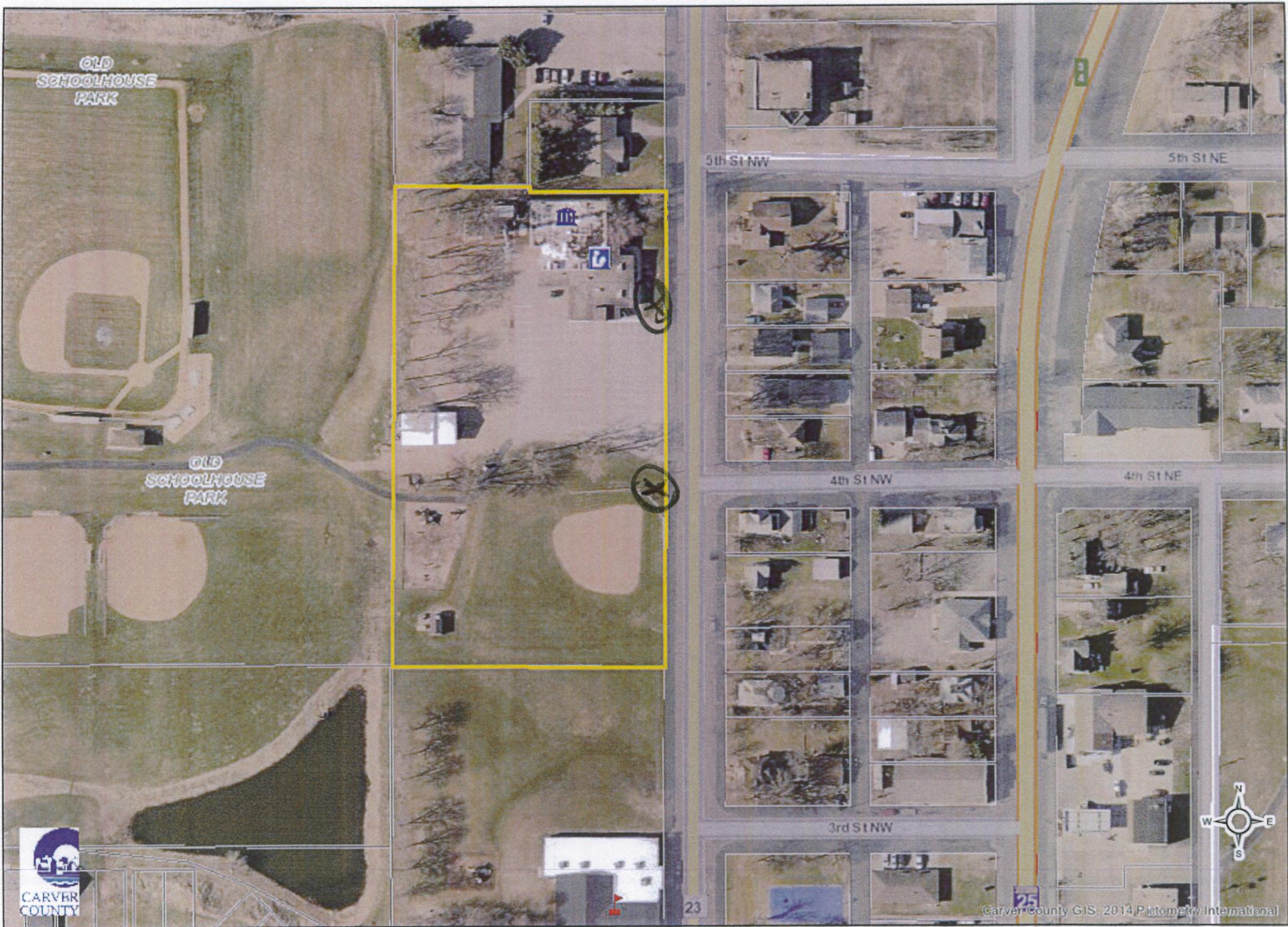
**MAYER**

**City of Mayer  
Public Works  
323 Shimmcor**



**MAYER**

**Mayer City Hall  
Community Center  
413 Bluejay Ave**



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

Map Date: 7/13/2016

**REQUEST FOR CITY COUNCIL ACTION**

**Meeting Date:** July 25, 2016  
**Item Name:** Approval of CIP 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.)**

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

City Council has reviewed the CIP for 2017 at the June work session.  
  
 Since Council review Park Board did make one change to the 2017 CIP. The curbing for Meadow Park was moved to 2018 and the curbing for Old Schoolhouse Park was moved to 2017. This was an increase of \$990 for the park capital improvement and is reflected in the 2017 budget.

Staff is requesting approval of the CIP for 2017.

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





### Proposed Mayer Capital Improvement Plan-2017 (5 Year Plan)

Project	Year	Priority	Est. Cost	Source of Funding			
				Cash Amount	Fund	Other \$	Debt \$
Public Works							
Replace 72" Hustler	2017	Medium	\$ 5,000	\$ 5,000	General/Park		
Replace S590 Bobcat	2018	Medium	\$ 12,000	\$ 12,000	General		
Front End Loader	2019	Medium	\$ 150,000				\$ 150,000
Pick-up	2020	Medium	\$ 45,000	\$ 45,000	General		
Replace Kubota RTV	2021	Medium	\$ 12,000	\$ 12,000	General		
Replace 4520 John Deere Tractor	2021	Medium	\$ 20,000	\$ 20,000	General		
Dump Truck Plow and Sander	2022	Medium	\$ 150,000				\$ 150,000
Replace F-550	2023	Medium	\$ 50,000	\$ 50,000	General		
<i>Subtotal Public Works</i>			\$ 444,000	\$ 144,000	\$ -	\$ -	\$ 150,000





## Proposed 2017 Capital Improvement Plan

Mayer Capital Improvement Plan-2017 (5 Year Plan)							
				Source of Funding			
Project	Year	Priority	Est. Cost	Cash Amount	Fund	Other \$	Debt \$
<b>Public Facilities</b>							
Fire Facility	2019	High	\$ 2,500,000		Debt		\$ 2,500,000
Community Center	2020	Medium	\$ 25,000	\$ 25,000	General		
<i>Subtotal Public Facilities</i>			\$ 2,525,000	\$ 25,000	\$ -	\$ -	\$ 2,500,000

**REQUEST FOR CITY COUNCIL ACTION**

**Meeting Date:** July 25, 2016  
**Item Name:** Lease with 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 Mayor's signature on the lease agreement for one year at a monthly rent of \$2,780.00 with Watertown Mayer Community Education Kids Company.

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

Attached is the lease agreement with Watertown Mayer Community Education for the use of the Community Center for Kids Company.

This is a one year lease with a 90 day notification of termination. The monthly rent has been adjusted by \$170 for the additional janitor fees.. W/M had originally proposed a monthly fee of \$2,610.00. Janitor wanted an additional \$340 per month for two more days a week. The school is willing to pay 1/2 of the additional janitor fee. The total rent will be \$2,780.00 a month for the rental of the community center for Kids Company Or rent for 9 months of \$25,020.00 and for 12 months rent will be \$33,360.00.

Staff is requesting the Mayor's signature on the lease agreement with Watertown Mayer Community Education.

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

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

**WATERTOWN-MAYER COMMUNITY EDUCATION  
KIDS COMPANY LEASE AGREEMENT**

**CITY OF MAYER, MINNESOTA**

**THIS LEASE AGREEMENT** (the "Lease") is entered into effective as of August 1, 2016, ("Commencement Date") by and between the City of Mayer (the "City"), **Landlord**, and Watertown-Mayer School District No. 111 ("W-M District") on behalf of W-M Community Education Kids Company Child Care, **Tenant**.

**1. Leased Premises.** The City, in consideration of the rents and covenants contained in this Lease, does hereby lease to Tenant, and Tenant does hereby lease from the City the following described premises:

Those portions (spaces) of the City of Mayer Community Center Building located at 413 Bluejay Avenue, Mayer, MN 55360, as depicted by cross-hatching on **Exhibit A** attached hereto. This includes the City Council chambers, hallway, upper and lower gym areas, kitchen, lavatories, storage rooms as specifically authorized from time to time by the City and outside baseball and playground areas adjacent to the Community Center Building (the "Leased Premises").

**2. Term.** The initial term of this Lease shall be for a period of one year commencing on **August 1, 2016**, and ending **July 31, 2017**.

**3. Extension.** After expiration of the initial term, the Lease may continue on the same terms and conditions as specified in the Lease until either the City or the Tenant has given to the other party a written 90 day notification of termination of the Lease or unless otherwise extended or terminated by a mutual written agreement of both parties.

**4. Rent.** As consideration for Tenant's use of the Leased Premises, Tenant shall pay to the City on the first day of each month beginning August 1, 2016 the sum of \$2,780.00. Such rental amount includes custodial services and supplies provided by the City including light cleaning, garbage removal, gas, electricity, pest control, snow removal, water and sanitary sewer. If additional custodial services are needed beyond those anticipated at this time, such additional services shall be billed to the Tenant at the rate of \$42.50 per day as required.

**5. Use.** The Premises shall be used and supervised only by Tenant for the creation of a W-M Community Education Kids Company childcare program. Tenant shall abide by and conform to any State or Federal laws applicable to this program and use.

6. **Time.** The Leased Premises shall be occupied by the W-M Kids Company Child Care Program during the hours of 6:00 a.m.-8:15 a.m. and 2:00 p.m.-6:15 p.m. Monday through Friday.

7. **Restriction on Use.** City reserves the right to restrict use of the premises by Tenant from time to time in the event of conflict with other use authorized by City. It is anticipated that this use normally will be in regard to certain Friday afternoons for wedding preparation and decoration. The City will provide Tenant with a two month notice of such event.

8. **Suspended Rent.** If Tenant determines the Leased Premises are not needed or used during the summer months of June, July and August, based on program enrollment, Tenant shall so notify City in writing and rent payments shall be suspended for such month of non-use.

9. **Care of Premises.** Tenant accepts the Leased Premises in its "as is" condition without any obligation on the part of the City to improve same, unless specifically set forth in this Lease, and agrees to keep the Leased Premises in good condition during the entire term of this Lease, reasonable wear and tear excepted. Tenant shall be responsible for all damage and required repair caused by Tenant's use of the premises.

10. **Alterations.** Tenant shall make no change, alteration, modification or addition to the Leased Premises without the prior written consent of the City. Tenant is responsible for any American with Disabilities Act changes required in conjunction with Tenant's use of the premises.

11. **Assignment or Sublease.** The Leased Premises may not be assigned or sublet, in whole or in part, by tenant without the prior written consent of the City. Absent the written consent of the City, any assignment or sublease shall not release Tenant from its obligations under this Lease. Any assignment or sublease attempted to be made in violation of this Lease shall be void. The terms of this Lease shall bind and inure to the benefit of the parties hereto and their respective successors and assignees.

12. **Indemnification.** Tenant agrees to defend, indemnify and hold harmless the City from injuries, damages and loss, including costs and attorneys' fees, arising from the willful or negligent acts and omissions of Tenant, its employees, officers and agents under this Lease. The City shall have no responsibility for any indirect or consequential damages suffered by Tenant, or by any person, firm or corporation not a party to this Lease.

13. **Notices.** All notices, requests and other communications that a party is required or elects to deliver shall be in writing and shall be delivered personally (provided such delivery is confirmed), or by a recognized overnight courier service or by United States mail, first-class,

certified or registered, postage prepared, return receipt requested, to the other party at its address set forth below or to such other address as such party may designate in writing:

If to the City: The City of Mayer  
Attn: City Administrator  
413 Bluejay Avenue  
P.O. Box 102  
Mayer, MN 55360

If to Tenant: Watertown School District No. 111  
ATTN: \_\_\_\_\_  
1001 Highway 25 N.W.  
Watertown, MN 55388

Official notices shall not be sent by facsimile or electronic mail.

**14. Insurance.** At all times during the time of this lease, Tenant shall obtain and keep in force comprehensive general liability insurance, including coverage for bodily and personal injury or death and property damage with limits of not less than \$1,000,000 per claim and \$2,000,000 per occurrence. Tenant shall provide certificates to the City prior to commencement of the Lease and thereafter as requested by the City evidencing that it maintains the required insurance. All such certificates shall name the City of Mayer as additional insurance and shall provide that the insurance will not be cancelled without at least thirty (30) days prior notice to the City. Tenant represents that it has workers' compensation insurance to the extent required by law and agrees to furnish proof of such insurance upon request.

**15. Amendments.** This Lease shall be amended only in writing duly executed by all the parties to this Lease.

**16. Governing Law/Jurisdiction.** The laws of the State of Minnesota shall govern the validity, construction and enforceability of this Lease, without giving effect to its conflict of laws principles. All suits, actions, claims and causes of action relating to the construction, validity, performance and enforcement of this Lease shall be in the courts of the State of Minnesota.

**IN WITNESS WHEREOF,** the City and Tenant have executed this Lease Agreement on the day and year first above written.

City of Mayer

Watertown-Mayer School District No. 111

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

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

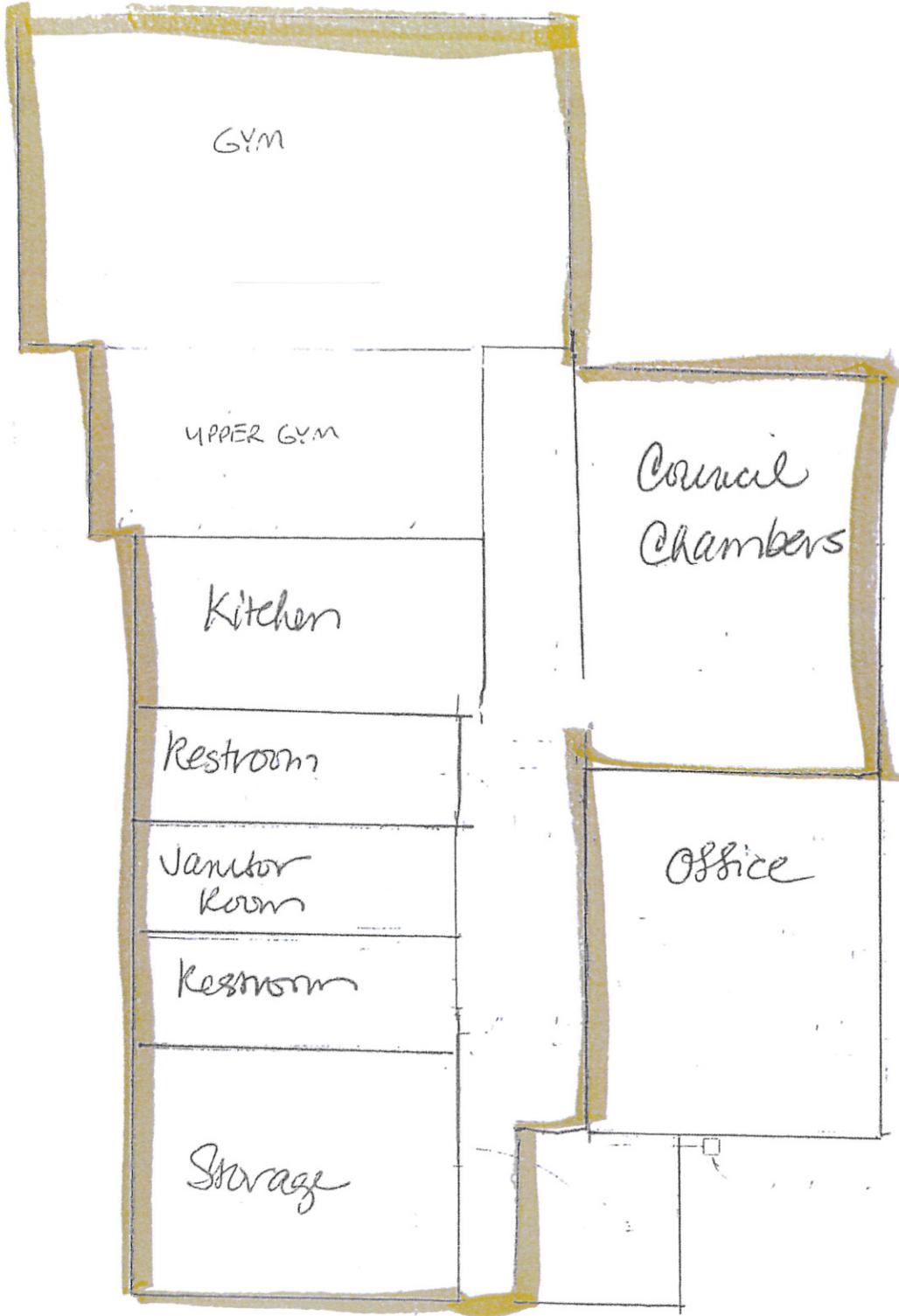
\_\_\_\_\_, Its Mayor

\_\_\_\_\_, Its \_\_\_\_\_

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

\_\_\_\_\_, Its Clerk

EXHIBIT A



**REQUEST FOR CITY COUNCIL ACTION**

**Meeting Date:** July 25, 2016  
**Item Name:** Key Holder Policy  
**Originating Department:** Administration  
**Presented by:** Luayn Ruch-Hammond

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

**RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED** *(Include motion in proper format.)*  
 A motion approving the key holder agreement and policy.

**EXPLANATION OF AGENDA ITEM** *(Include a description of background, benefits, and recommendations.)*  
 Staff is requesting approval of the attached key holder policy and agreement.  
 A motion approving the key holder agreement and policy.

<p><b>FINANCIAL IMPLICATIONS:</b></p> <p>Funding Sources &amp; Uses: _____</p> <p>Budget Information:</p> <p style="padding-left: 40px;">Budgeted _____</p> <p style="padding-left: 40px;">Non Budgeted _____</p> <p style="padding-left: 40px;">Amendment Required _____</p>	<p><b>ADVISORY BOARD RECOMMENDATIONS:</b></p> <p>Other _____</p>
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<b>Approved</b> _____	<b>Denied</b> _____	<b>Tabled</b> _____	<b>Other</b> _____
<b>Resolution No.</b> _____		<b>Ordinance No.</b> _____	

**CITY OF MAYER**  
**413 BLUEJAY AVENUE**  
**P.O. Box 102**  
**Mayer, MN 55360**  
**Telephone: (952) 657-1502**  
**Fax (952) 657-1203**  
**E-mail: [cityadmin@frontiernet.net](mailto:cityadmin@frontiernet.net)**

**KEY POLICY AND AGREEMENT**

DATE \_\_\_\_\_

NAME \_\_\_\_\_

ORGANIZATION \_\_\_\_\_

PROPERTY \_\_\_\_\_

I (we) understand that the key(s) must be in my possession and not be duplicated or given to any other person(s). The keys may be returned to the city at any time. The city may request the key(s) be returned at any time. The key holder must return the key(s) within 24 hours of the request or will be liable for the cost of new locks on all the doors (including the cost of changing the locks).

I (we) understand and agree to indemnify and hold harmless the city, the city's agents, employees, and members from and against, any claims, damages, losses, and expenses, including reasonable attorney's fees, in case of any and all actions, legal or otherwise, against the city arising out of the use of the property. I (we) understand that this means that if the city is sued by any party or person that claims that the city is liable because of this agreement for any reason, I (we) agree to provide a defense for the city against any such lawsuit, and agrees to pay for the city's attorney fees if such a lawsuit is brought. If any court would find that the city is liable to any other party for any reason which results from this agreement to the me (us), I (we) agree to pay the costs of the city's liability to the third person that brought the suit. This protection for the city extends to the city's agents, people that work for the city, and members of the city.

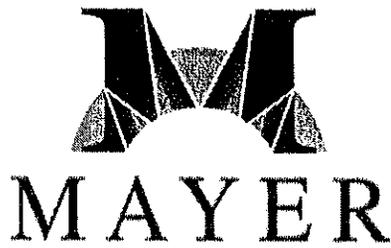
I (we) agree to follow any and all rental policies.

\_\_\_\_\_  
City of Mayer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Key holder/Organization

\_\_\_\_\_  
Date



FYI

July 19, 2016

Hope Hirdler  
Angelic Say  
312 5<sup>th</sup> Street NE  
Mayer, MN 55360

Dear Hope and Angelic,

It has been brought to my attention that your lot at 312 5<sup>th</sup> Street NE has weeds growing on your property.

Please, take care of the weeds within seven days of receiving this letter. If you have not mowed the property within the seven days the City will mow it and charge you a minimum of two hours at \$100 per hour. If you have any questions do not hesitate to call.

Sincerely,

Luayn Ruch-Hammond  
City Administrator  
City of Mayer

CC: Kyle Kuntz, Public Works

# Carver County Leaders

"Communities Working Together"

July 14, 2016

Dear Carver County Leaders:

Join us for the next Carver County Leaders meeting on July 26 from 7:30am to 9:00am in the Carver County Government Center's Oak Lake Conference Room (located in the lower level of the Justice Center in Chaska). The agenda for the meeting is:

- I. Introductions
- II. Update and discussion on the state of Homelessness/Housing in Carver County
- III. Discuss topic for October 25 meeting
- IV. Other business

We hope to see you at the July 26 meeting!

Sincerely,  
Mayor Denny Laufenburger  
Carver County Leaders Chair  
City of Chanhassen

Council Member Lynn Ayers  
Carver County Leaders Vice Chair  
City of Waconia

## CITY OF MAYER NOTICE OF FILINGS

NOTICE IS HEREBY GIVEN that the General Election for the City of Mayer will be held on Tuesday, the 8th day of November, 2016. Polls will be open from 7:00 AM - 8:00 PM.

Filings for City Offices will begin on August 2, 2016 for the following offices:

- Mayor 2-year term (Gerald W Thomas Seat)
- Council member, 4-year term (Etienne Stieve-McPadden Seat)
- Council member, 4-year term (Bruce Osborn Seat)

The filing fee is \$15.00. Filing location: City Offices located in the Mayer Community Center, 413 Bluejay Ave., Mayer, MN. Office hours are 8:00 AM – 4:30 PM. Filings close on Tuesday, August 16, 2016 at 5:00 P.M. Withdrawals can be made through Thursday, August 18, 2016 at 5:00 PM.

City of Mayer  
Lois A. Maetzold  
City Clerk

(Published in the Herald Journal July 11 & 18, 2016)

Posted July 8, 2016  
Mayer Community Center  
Mayer Post Office  
1<sup>st</sup> Minnesota Bank  
Security Bank