



**CITY OF MAYER
REGULAR CITY COUNCIL MEETING
CITY COUNCIL CHAMBERS
MONDAY, APRIL 23, 2018
6:30 PM**

AGENDA

- 1. Call Meeting to Order**
- 2. Pledge of Allegiance**
- 3. Approval of Agenda**
- 4. Public Comment (Please limit comments to 5 minutes)**
- 5. Consent Agenda**
 - A. Minutes
 1. April 9, 2018 City Council Meeting Minutes
 2. April 9, 2018 City Council Workshop Meeting Minutes
 - B. Claims
 - C. Reports
 1. Administrators Report
 2. Public Works Report
 3. Fire Department Report
 4. Sheriff's Department Report
 5. Engineer's Report
- 6. Public Hearings**
 - A. An Ordinance Amending Title IX: General Regulations, Chapter 92: Animals Section 92.02 Dogs and Cats Letter (E) limitation by adding language in relation to multiple animal licenses
 - B. An Ordinance Amending Title XI: Business Regulations, Chapter 114: Sexually Oriented Businesses, By adding a new Section 114.40 Location of Sexually Oriented Businesses
- 7. Reports and Recommendations of City Departments, Consultants, Commissions and Committees**
 - A. Administrative
 1. Veteran's Memorial Sidewalk
 - B. Parks
 1. Park Shelter Bids
 - C. Public Works
 1. Wastewater Treatment Plant – Fence Relocation
 2. Wastewater Treatment Facility 2018 Capital Improvements

8. City Council Reports

9. Other Business

10. Upcoming Meetings & Events

11. For Your Information

- A. April 3, 2018 Planning Commission Meeting Minutes
- B. April 9, 2018 Personnel Meeting Minutes

12. Adjournment

MAYER CITY COUNCIL MEETING MINUTES – APRIL 9, 2018

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

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

ABSENT: None

STAFF: City Administrator McCallum, Public Works Kuntz, City Engineer Martini, and Deputy Clerk Gildemeister

ALSO PRESENT: Don Wachholz, Ivan Raconteur, Jonathan Rodd, Jason Evangelista, Jon Maetzold, Kaye Timmers, Mike Wegner, Peggy Wegner, Jack Hoes, and Jason Bautista

The meeting was opened with the Pledge of Allegiance.

APPROVE AGENDA

A MOTION was made by Council Member Stieve-McPadden with a second by Council Member McNeilly to approve the agenda as presented. Motion Carried 5/0

PUBLIC COMMENT

None

APPROVE CONSENT AGENDA

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

1. Approve the Minutes of the March 26, 2018 Regular Council Meeting.
2. Approve the Minutes of the March 26, 2018 Work Session Meeting.
3. Approve the Minutes of the February 6, 2018 Planning Commission Meeting.
4. Approve Claims for the Month of April 2018. Checks 21473 to 21494

CITY ADMINISTRATOR

1. **Presentation with Jaguar Communications** – Jonathan Rodd, Director of Sales and Marketing with Jaguar Communications, discussed with Council the willingness to enter into a franchise agreement with the City of Mayer for phone, internet, and television services. Jaguar Communications offers telephone and television services with all the features for residential and business, and high speed internet service from 10M to 10Gigs for residential and business. Pricing for individual services or package pricing from \$29.95 to \$209.95. Last year, Jaguar Communications, surveyed the businesses and residents of Mayer to get an idea of the interest for their services. Mr. Rodd stated that the interest is there and that Jaguar Communications is ready to offer its services to the City of Mayer. Council and residents voiced their strong interest in partnering with Jaguar Communications. Council agreed to proceed with a franchise agreement and asked Staff to contact the City Attorney. A MOTION was made by Council Member Boder and seconded by Council Member Butterfield authorizing Staff to contact City Attorney and proceed with franchise agreement. Motion Carried 5/0
2. **Approve City Attorney RFP** – A MOTION to approve City Attorney RFP with Ratwick, Roszak, and Maloney P.A. was made by Council Member Butterfield and seconded by Council Member Boder. Council directed Staff to contact firm to start working on a transition plan. Motion Carried 5/0

3. **Approve Water Treatment Plant CIP** –A MOTION to approve Water Treatment Plant CIP Study in the amount of \$10,900.00 with Bolton & Menk, Inc. was made by Council Member McNeilly and seconded by Council Member Stieve-McPadden. Motion Carried 5/0
4. **Approve Pavement Management Plan** – A MOTION to approve the Pavement Management Plan with Bolton & Menk, Inc. for an amount not to exceed \$7,500.00 was made by Council Member McNeilly and seconded by Council Member Stieve-McPadden. Council requested a 20 year study instead of the proposed 10 year and the City Engineer stated that he could do that. Motion Carried 5/0
5. **Approve Jetting and Televising** – A MOTION to approve the Jetting and Televising yearly project schedule with Overline & Sons in the amount of \$11,858.00 was made by Council Member Butterfield and seconded by Council Member Stieve-McPadden. Motion Carried 5/0
6. **Approve Proposal for Aeration Basin Diffusers** – A MOTION to approve Proposal for Aeration Basin Diffusers from Vessco in the amount of \$7,665.00 was made by Council Member Boder and seconded by Council Member Stieve-McPadden. Motion Carried 5/0

COUNCIL REPORTS

- Mayor Dodge stated that he attended a Public Works meeting this week and attended a Personnel meeting to discuss Staff and Fire Department benefits and pay.
- Mayor Dodge thanked Melchert, Hubert, and Sjodin, P.A. for their long-time service with the City of Mayor and gave a special thank you to Dave Hubert.

FOR YOUR INFORMATION

- MNdot moved the 40mph speed limit sign further south on Hwy 25 past the crosswalk at the Casey's intersection.

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 7:32 p.m. Motion Carried 5/0

Mike Dodge, Mayor

Attest: _____
Janell Gildemeister, Deputy City Clerk

MAYER CITY COUNCIL WORK SESSION MINUTES – APRIL 9, 2018

Call Work Session to order at 7:33 p.m. by Mayor Dodge.

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

ABSENT:

STAFF: City Administrator McCallum and Deputy Clerk Gildemeister

ALSO PRESENT: None

1. **Discussion on Laserfiche:** City Administrator presented two proposals from OPG-3, Inc. for digital document management. The City Administrator discussed the need to locate, access, and control files across the organization and moving toward digital laserfiche would be the best course of action. A laserfiche system would allow employees to access information more quickly and connect department files all in one system. Proposal one includes the installation of core laserfiche software, web components, audit web components, workflow components, and training at a cost of \$8,988.00. This option allows the City to own the software and manage in house. Proposal two is a cloud based system and includes a Rio LF Cloud Subscription, labor install and configuration, and training at a cost of \$2,320.00 and an annual cost of \$1,580.00. Council agreed to continue to look into laserfiche and asked Staff to get a more detail and bring back for further discussion.
2. **Discussion on Extra Lighting for City Hall Parking Lot:** Council discussed the need for additional lighting for the City Hall/Community Center parking lot. Council stated that the parking lot is not lit very well and would like to see what it would take to get additional lighting installed. City Administrator did receive one quote from AME Electric for the installation of one light pole and a photo eye light on the south side of lot in the amount of \$4,740.00. Council asked Staff to get three quotes and details and bring back for further discussion.

MEETING ADJOURNED

There being no further business, the work session was adjourned at 7:47 p.m.

Mike Dodge, Mayor

Attest: _____
Janell Gildemeister, Deputy City Clerk

***Claim Register©**

4/23/18PAY

April 2018

Claim Type	Direct				
Claim#	12241	BOND TRUST SERVICES CORP			
Cash Payment	E 620-47000-601	Debt Srv Interest	GO BOND 2,785000 SERIES 2017A		\$11,083.80
	Invoice	40887			
Cash Payment	E 640-47000-601	Debt Srv Interest	GO BOND 2,785000 SERIES 2017A		\$29,967.31
	Invoice	40887			
Transaction Date	4/17/2018	Security Bank	10100	Total	\$41,051.11

Claim Type	Direct				
Claim#	12250	CARVER COUNTY INFORMATION			
Cash Payment	E 620-49440-300	Professional Svcs	ESRI ENTERPRISE LICENSE AGREEMNT 2018 2ND YR		\$1,014.29
	Invoice	CSER-427			
Transaction Date	4/19/2018	Security Bank	10100	Total	\$1,014.29

Claim Type	Direct				
Claim#	12226	CARVER COUNTY			
Cash Payment	E 100-42260-400	Repairs & Maint Cont	FD RADIO PROGRAMING		\$59.63
	Invoice	SHERI003034			
Transaction Date	4/13/2018	Security Bank	10100	Total	\$59.63

Claim Type	Direct				
Claim#	12227	CARVERLINK			
Cash Payment	E 100-41000-321	Telephone	CITY HALL		\$50.00
	Invoice	1978			
Cash Payment	E 100-42280-321	Telephone	FD		\$50.00
	Invoice	1978			
Cash Payment	E 640-49480-321	Telephone	WWTF		\$50.00
	Invoice	1978			
Cash Payment	E 620-49410-321	Telephone	WTP		\$50.00
	Invoice	1978			
Transaction Date	4/13/2018	Security Bank	10100	Total	\$200.00

Claim Type	Direct				
Claim#	12229	CULLIGAN - METRO			
Cash Payment	E 100-42280-400	Repairs & Maint Cont	FD		\$69.10
	Invoice				
Transaction Date	4/13/2018	Security Bank	10100	Total	\$69.10

Claim Type	Direct				
Claim#	12231	DAWN CLEMENSEN			
Cash Payment	E 100-41940-300	Professional Svcs	CUSTODIAL SERVICES FOR MARCH 2018		\$375.00
	Invoice	4-1-2018			
Transaction Date	4/13/2018	Security Bank	10100	Total	\$375.00

Claim Type	Direct				
Claim#	12246	DELTA DENTAL OF MINNESOTA			
Cash Payment	G 100-21707	Dental	EMPLOYEE BENEFITS		\$186.80
	Invoice	7261936			
Transaction Date	4/19/2018	Security Bank	10100	Total	\$186.80

Claim Type	Direct				
Claim#	12228	MED-COMPASS, INC			
Cash Payment	E 100-42200-305	Medical and Physicals	4 MEDICAL EXAMS		\$275.00
	Invoice	33217			

***Claim Register©**

4/23/18PAY

April 2018

Cash Payment	E 100-42200-305 Medical and Physicals	19 MEDICAL EXAMS		\$1,255.00
	Invoice 33237			
Transaction Date	4/13/2018	Security Bank	10100	Total \$1,530.00
Claim Type	Direct			
Claim#	12223 MELCHERT HUBERT SJODIN, PLL			
Cash Payment	E 100-41000-304 Legal Fees	CITY ATTORNEY SERVICES		\$1,193.50
	Invoice 137574			
Cash Payment	E 100-41000-304 Legal Fees	POST TERM ISSUES-LUAYN		\$192.50
	Invoice 137818			
Transaction Date	4/13/2018	Security Bank	10100	Total \$1,386.00
Claim Type	Direct			
Claim#	12224 MINNESOTA UI FUND			
Cash Payment	E 100-41300-100 Wages and Salaries	QTR 1 BENEFITS PAID FOR LUAYN		\$8,961.00
	Invoice			
Transaction Date	4/13/2018	Security Bank	10100	Total \$8,961.00
Claim Type	Direct			
Claim#	12222 MUNICIPAL DEVELOPMENT GROU			
Cash Payment	E 100-41940-300 Professional Svcs	PLANNING & ZONING SERVICES		\$706.30
	Invoice MAY040918			
Transaction Date	4/13/2018	Security Bank	10100	Total \$706.30
Claim Type	Direct			
Claim#	12247 OWENS COMPANIES, INC.			
Cash Payment	E 640-49480-500 Capital Outlay (GENERAL) ADD'L YR WARRANTY ON BLOWER MOTOR			\$4,900.00
	Invoice 76945			
Transaction Date	4/19/2018	Security Bank	10100	Total \$4,900.00
Claim Type	Direct			
Claim#	12232 TEAM LAB CHEMICAL CORP			
Cash Payment	E 100-45000-400 Repairs & Maint Cont	TERRA PLUS HERBICIDE		\$416.50
	Invoice INV0010298			
Transaction Date	4/13/2018	Security Bank	10100	Total \$416.50
Claim Type	Direct			
Claim#	12225 UTILITY CONSULTANTS, INC.			
Cash Payment	E 640-49480-216 Chemicals and Chem Prod SAMPLE			\$1,472.65
	Invoice 98056			
Cash Payment	E 620-49440-215 Samples	SAMPLE		\$40.00
	Invoice 98057			
Transaction Date	4/13/2018	Security Bank	10100	Total \$1,512.65
Claim Type	Direct			
Claim#	12248 VESSCO INC			
Cash Payment	E 640-49480-500 Capital Outlay (GENERAL) WWTF REPAIRS			\$7,665.00
	Invoice 72770			
Transaction Date	4/19/2018	Security Bank	10100	Total \$7,665.00
Claim Type	Direct			
Claim#	12230 WALSH, TROY T.			
Cash Payment	E 100-42200-208 Training and Instruction	FD FLOW-PATH DOLL HOUSE CONST REIMBURSEMENT		\$96.00
	Invoice			
Transaction Date	4/13/2018	Security Bank	10100	Total \$96.00

***Claim Register©**

4/23/18PAY

April 2018

Pre-Written Checks	\$0.00
Checks to be Generated by the Compute	\$70,129.38
Total	\$70,129.38

COUNCIL APPROVAL -
SIGNATURES/INITIALS _____

Administrative Report

Mayor Dodge and Council,

Jaguar – Jaguar was at the first April meeting to explain more about what they want to do and provide within the community.

Old School House Park Bids – Bids came in for the Old School House Park Shelter. We received 3 bids:

JS Cates - \$414,000.00

Ebert - \$358,800.00

Witt - \$329,000.00

This will come to the Council for discussion on at the April 23, 2018 meeting.

Planning Commission – Ordinance Text Amendment for Parking – This will go on the April 23, 2018 meeting for review by the Council. I moved it to this day because John Anderson will be available for this meeting.

Public Hearing Reminders – Just a reminder that there will be public hearings at the April 23, 2018 meeting on the number of dogs and the distance requirements for sexually oriented businesses. Included are the draft ordinances for your review ahead of time.

Comprehensive Plan Meeting – City Planner John Anderson and I met with a representative from the Metropolitan Council this week to review the status of our Comprehensive Plan. They provided some good feedback and are a great resource. Like many cities, we are fairly on track to get completed by the December deadline. However, we may need a two month extension. It looks like the extension request is common for a lot of cities. We are a little behind due to the transition of administration. But nothing to worry about!!

Attorney – I informed Tim Sullivan from Ratwik, Roszak and Maloney that they were selected as the new attorney for the City of Mayer. They will be coming out next week for a meeting to get an assessment of the City and a plan in place for items that are in the works.

Elections – With elections coming this fall, I had a meeting at the County Government Center regarding election planning for 2018.

Sincerely, Maggie McCallum



To: Mayor and Council Members

From: Kyle Kuntz

Re: Public Works Activities from March 20th to April 18th (2018)

Roads

- Snow Events
 - Spread salt/sand on all intersections, curves, and hills
 - Plowed city hall, fire station, WTP, WWTP, and compost site parking lots
 - Shoveled the build-up of snow around downtown light poles as needed
- Temporarily fixed pot hole on 5th St NE

Parks

- Plowed park paths after each snow event
- Attended park board meeting on 4/10/18
- Attended bid opening for park shelter

Water Treatment Facility

- Took water samples for Minnesota Department of Health
 - Took all MDH water samples to UPS store in Waconia to be shipped
- Talked with Thein Well about well repairs
- Wrote proposals for pump and motor replacement
- Cleaned chemical room
- Troubleshoot water pressure issue in new Cold Water Crossing addition
- Completed DNR water use report

Wastewater Treatment Facility

- Cleaned and rebuilt a number of digester diffusers
- Drained/washed down effluent channel in tertiary building
 - Cleaned diffusers and piping
- Pressure washed walls, floors, railings in clarifier building
- Quality Flow Systems in to do annual pump inspections

Lift Stations & Collection System

- Quality Flow Systems in to do annual pump inspections
- Overline and sons in to clean lift stations
- Worked on CIPP lining locations/watched televising tape
- Wrote proposals for jetting and televising

Miscellaneous

- Worked on cleaning/organizing public works building in between other public works tasks
- Attended safety training in Waconia
- Attended City Council meeting on 3/23/18
- Attended City Council meeting on 4/9/18
- Attended public works meeting on 4/5/18
- Filled out job description paperwork
- Attended MPCA wastewater conference in Brooklyn Park

Equipment

- Installed side mirrors on RTV Kubota
- Took winter tires off skid loader and installed summer tires



Date: April 3, 2018

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

SUBJECT: FIRE REPORT FOR MONTH ENDING – 03/31/18

TOWNSHIP CALLS:

<u>DATE</u>	<u>TIME</u>	<u>TWP</u>	<u>DESCRIPTION/ADDRESS</u>	<u>MAN HOURS</u>
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CITY OF MAYER CALLS:

<u>DATE</u>	<u>TIME</u>	<u>DESCRIPTION/ADDRESS</u>	<u>MAN HOURS</u>
03/02/18	0735	Medical, 325 Ridge Rd	10
03/10/18	1500	Gas Leak, 1716 Red Hawk Way	23
03/11/18	0731	Medical, 2308 Coldwater Crossing	21
03/17/18	1742	Fire Alarm, 305 5 th St NE	15
03/25/18	2224	Medical, 1162 Hidden Creek Blvd	17
03/26/18	0530	Medical, 419 Bluejay Ave	15
03/27/18	2100	Pole Fire, 15300 Co Rd 30	23
03/30/18	1211	Medical, 419 Bluejay Ave	8

FIRE DEPARTMENT TRAININGS/ACTIVITIES FOR MONTH ENDING 03/31/18

03/05/18	Regular Meeting
03/08/18	Meeting with Area Day Care Providers and Carver County Emergency Management
03/12/18	Group Training – Radio, Thermal Imaging Camera and Gas Monitor
03/15/18	Carver County Chief’s Meeting - Waconia
03/19/18	Training – Chimney Fires and Fire Science
03/26/18	Officer’s Training
03/29/18	Attend Funeral for Waverly Chief 2



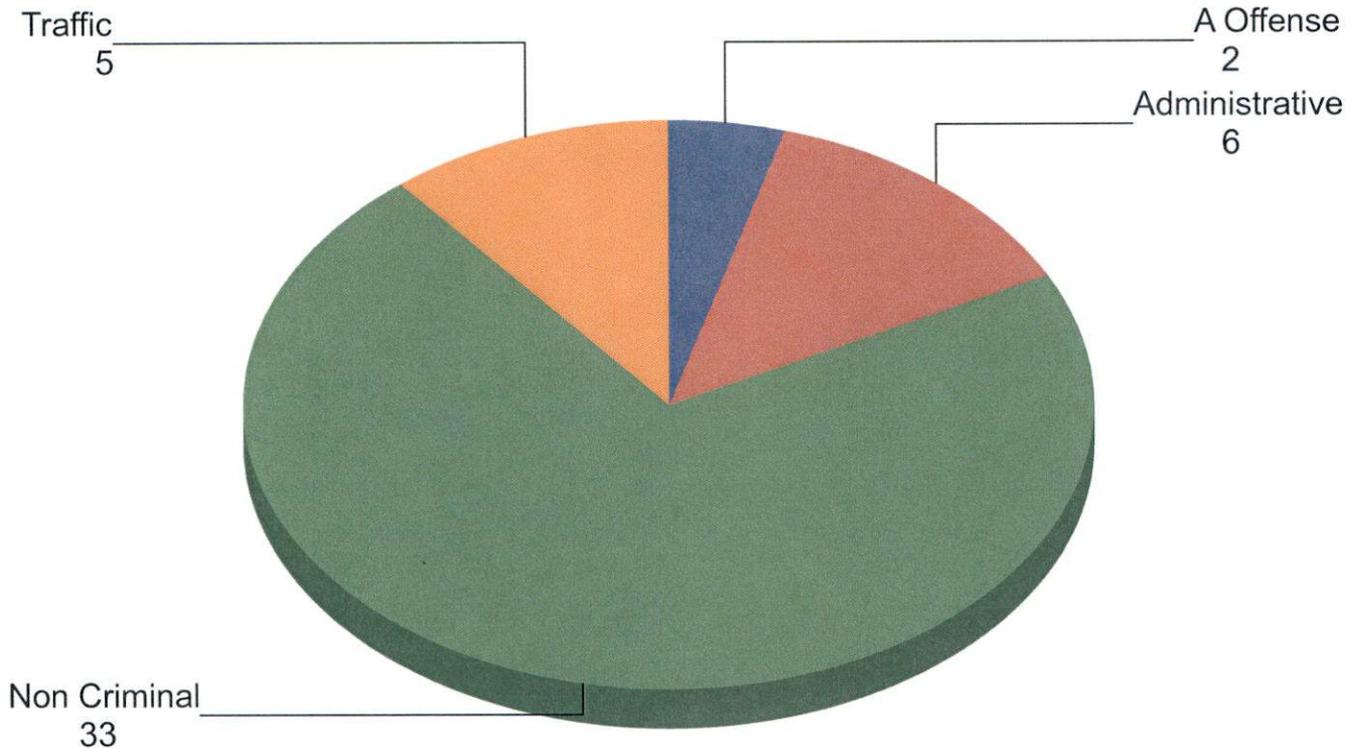
City of Mayer

March - 2018



**Carver County Sheriff's Office
Monthly Calls for Service
From: 03/01/2018 To: 03/31/2018**

Mayer City



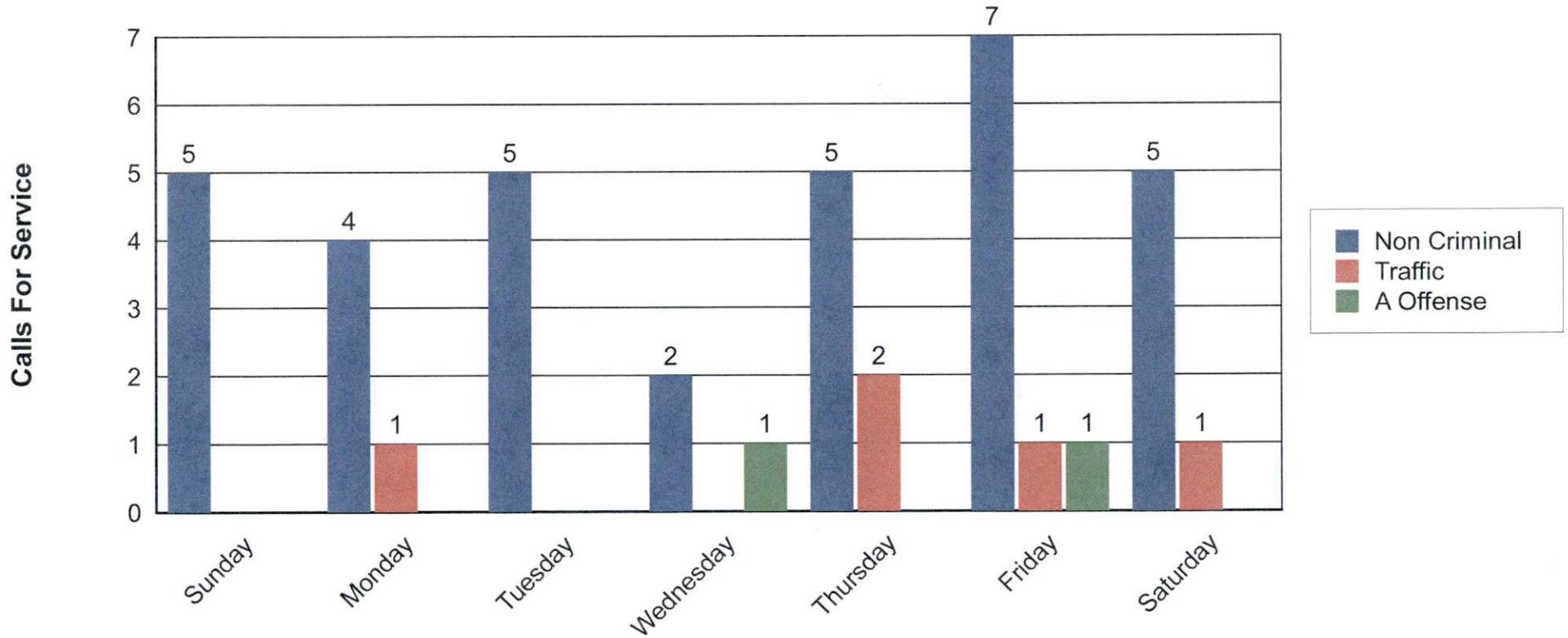
Total A Offense:	2
Total Non Criminal:	33
Total Traffic:	5
Total Administrative:	6

Total Mayer City: 46



Carver County Sheriff's Office
Day of Week Analysis of Calls for Service
Patrol Activity
From: 03/01/2018 To: 03/31/2018

Mayer City

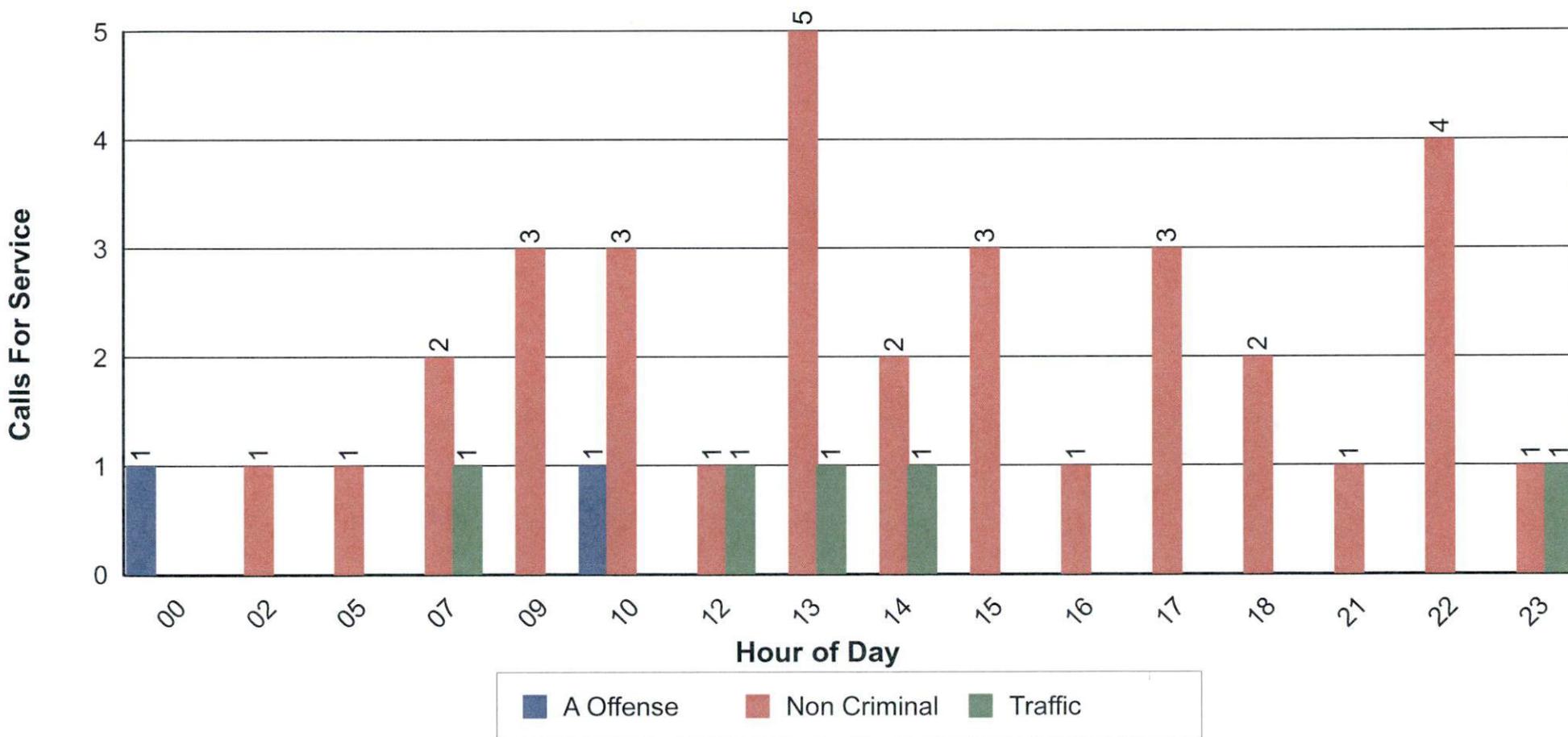


Total Mayer City: 40



Carver County Sheriff's Office
Hour of Day Analysis of Calls for Service
Patrol Activity
From: 03/01/2018 To: 03/31/2018

Mayer City



Total Mayer City: 40



**Carver County Sheriff's Office
Monthly Calls for Service
From: 03/01/2018 To: 03/31/2018**

Mayer City

Patrol

A Offense

Burglary	1
Drug Violation	1

Total A Offense:	<u>2</u>
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Non Criminal

Misc Non-criminal	8
Alarm	1
Abuse/Neglect (Info Only)	2
Animal	3
Medical	8
Fire Call	3
Suspicious Activity	2
Disturbance (Info Only)	6

Total Non Criminal:	<u>33</u>
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Traffic

Traffic Stop	4
Driving Complaint	1

Total Traffic:	<u>5</u>
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Total Patrol: 40

Administrative

Administrative

GunPermit-Acquire	1
GunPermit-CarryNew	3
GunPermit-CarryRenew	1
ATF	1

Total Administrative:	<u>6</u>
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Total Administrative: 6

Total Mayer City: 46



Carver County Sherff's Office
Arrest Summary
For: Mayer City
From: 03/01/2018 To: 03/31/2018

	Total Charges	Total Arrestees	Total Incidents
Mayer City			
290 - Destruction/Damage/Vandalism of Proper	1	1	1
90C - Disorderly Conduct	1	0	0
Totals for Mayer City	2	1	1



**Carver County Sherff's Office
Traffic Citation Summary
From: 03/01/2018 To: 03/31/2018**

Mayer City

No Proof Of Insurance:	1
Total Mayer City:	1



**Carver County Sheriff's Office
Verbal Warnings
From: 03/01/2018 to 03/31/2018**

Mayer City

Fire Call:	1
Traffic Stop:	3
Grand Total Verbal Warnings:	4



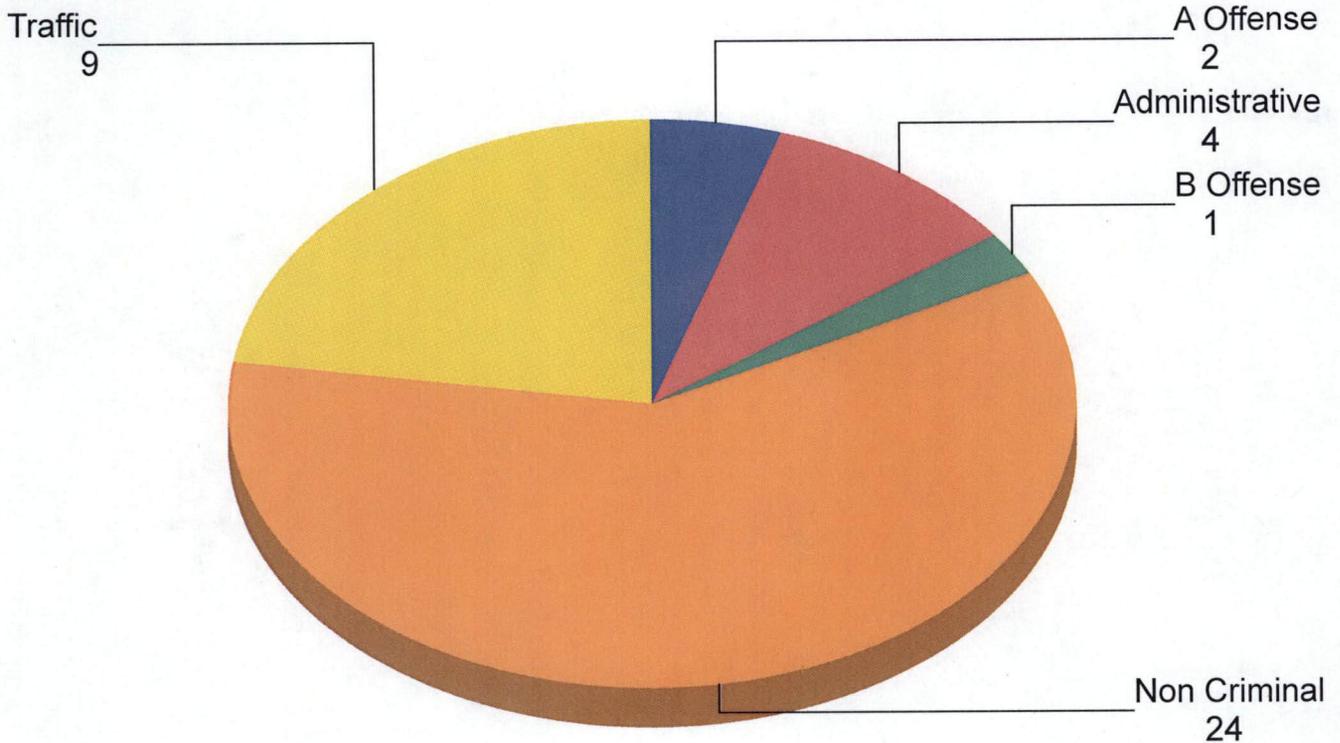
City of Mayer

**March – 2017
& 1st Quarter 2017**



**Carver County Sheriff's Office
Monthly Calls for Service
From: 03/01/2017 To: 03/31/2017**

Mayer City



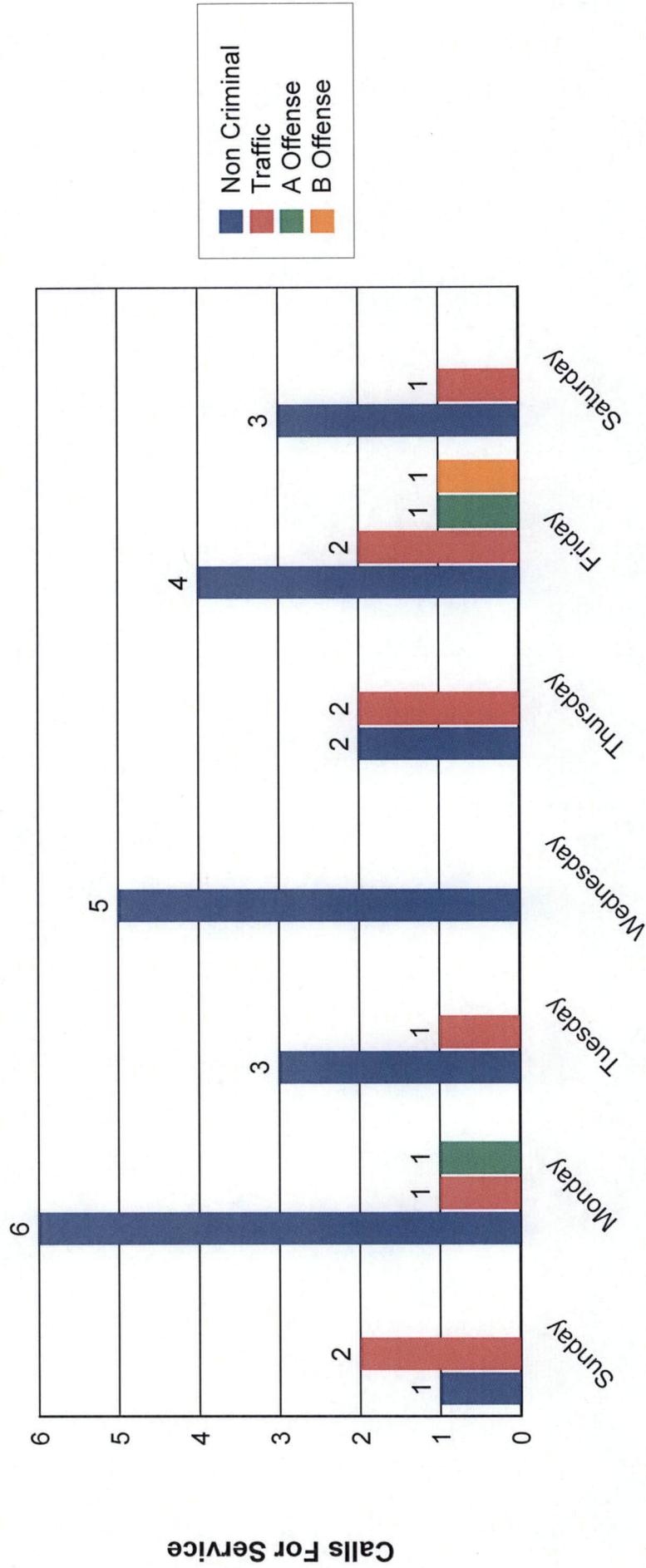
Total A Offense:	2
Total B Offense:	1
Total Non Criminal:	24
Total Traffic:	9
Total Administrative:	4

Total Mayer City: 40



Carver County Sheriff's Office
Day of Week Analysis of Calls for Service
Patrol Activity
From: 03/01/2017 To: 03/31/2017

Mayer City

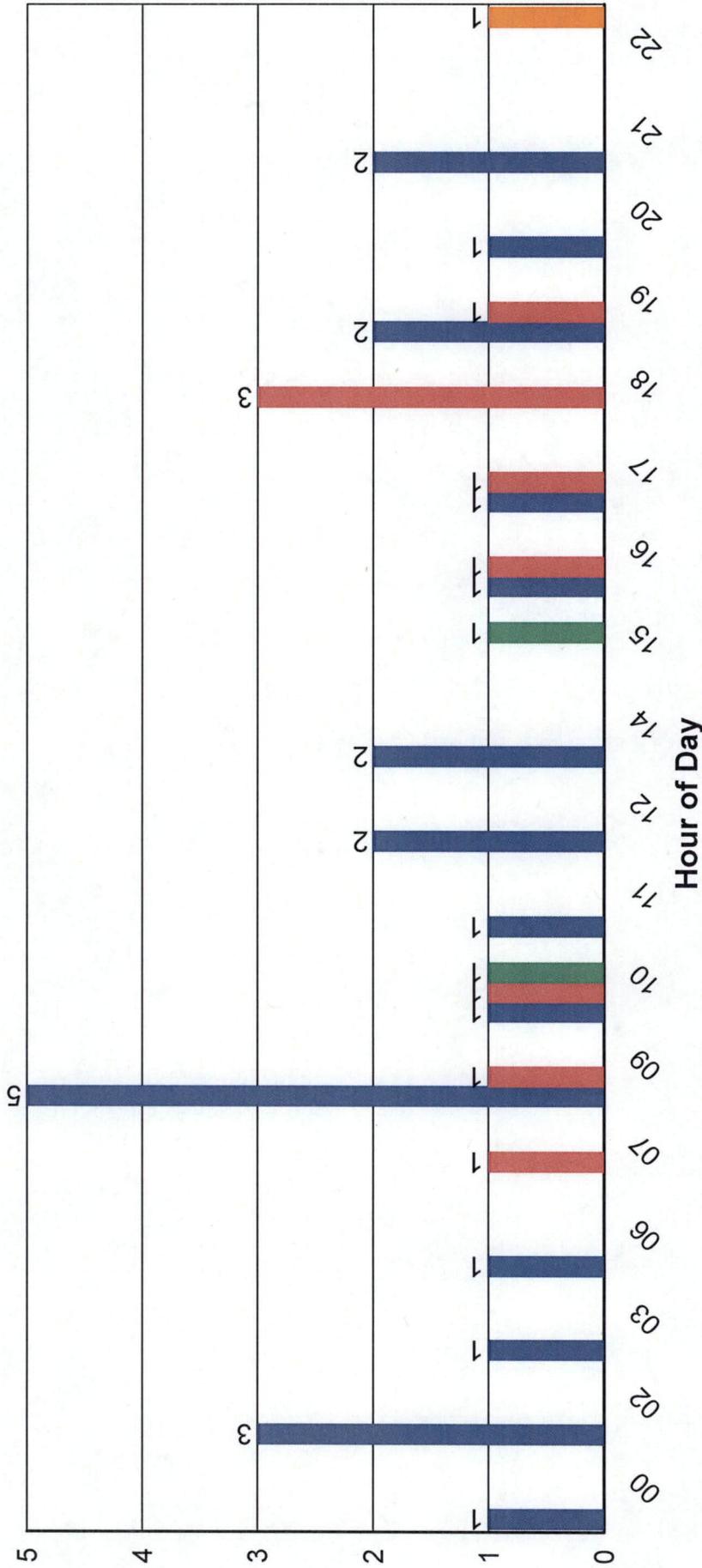


Total Mayer City: 36



Carver County Sheriff's Office
 Hour of Day Analysis of Calls for Service
 Patrol Activity
 From: 03/01/2017 To: 03/31/2017

Mayer City



Total Mayer City: 36



**Carver County Sheriff's Office
Monthly Calls for Service
From: 03/01/2017 To: 03/31/2017**

Mayer City

Patrol

A Offense

Property Damage	1
Fraud	1
Total A Offense:	<u>2</u>

B Offense

Traffic - alcohol Rel	1
Total B Offense:	<u>1</u>

Non Criminal

Misc Non-criminal	2
Alarm	3
Abuse/Neglect (Info Only)	1
Animal	2
Medical	9
Fire Call	2
Suspicious Activity	5
Total Non Criminal:	<u>24</u>

Traffic

Traffic Stop	7
Pd Accident	1
Driving Complaint	1
Total Traffic:	<u>9</u>

Total Patrol: 36

Administrative

Administrative

GunPermit-Acquire	2
GunPermit-CarryNew	2
Total Administrative:	<u>4</u>

Total Administrative: 4

Total Mayer City: 40



Carver County Sherff's Office
Arrest Summary
For: Mayer City
From: 03/01/2017 To: 03/31/2017

	Total Charges	Total Arrestees	Total Incidents
Mayer City			
90D - Driving Under the Influence	3	1	1
Totals for Mayer City	3	1	1



**Carver County Sherff's Office
Traffic Citation Summary
From: 03/01/2017 To: 03/31/2017**

Mayer City

Inattentive Driving:	1
No Proof Of Insurance:	1
Seatbelt Violation:	1
Total Mayer City:	3



**Carver County Sheriff's Office
Verbal Warnings
From: 03/01/2017 to 03/31/2017**

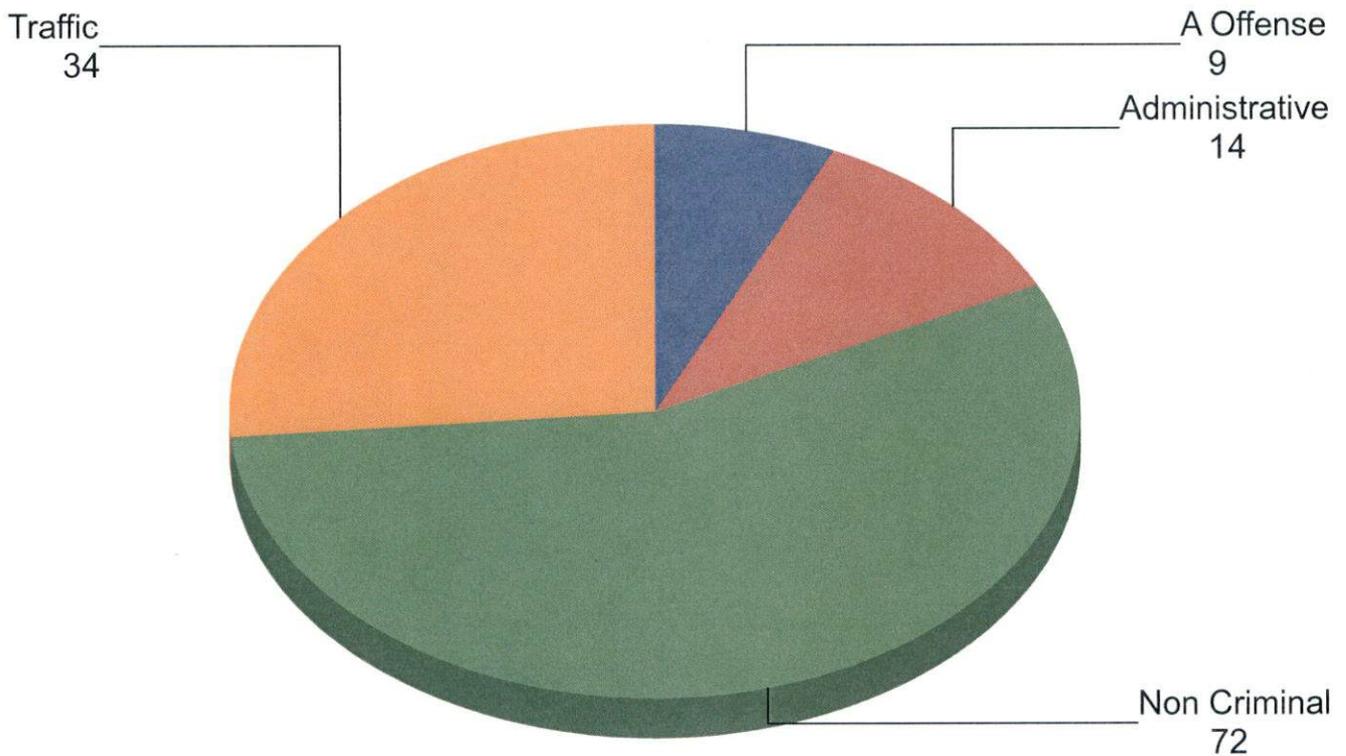
Mayer City

Traffic Stop:	5
Grand Total Verbal Warnings:	5



**Carver County Sheriff's Office
Monthly Calls for Service
From: 01/01/2018 To: 03/31/2018**

Mayer City



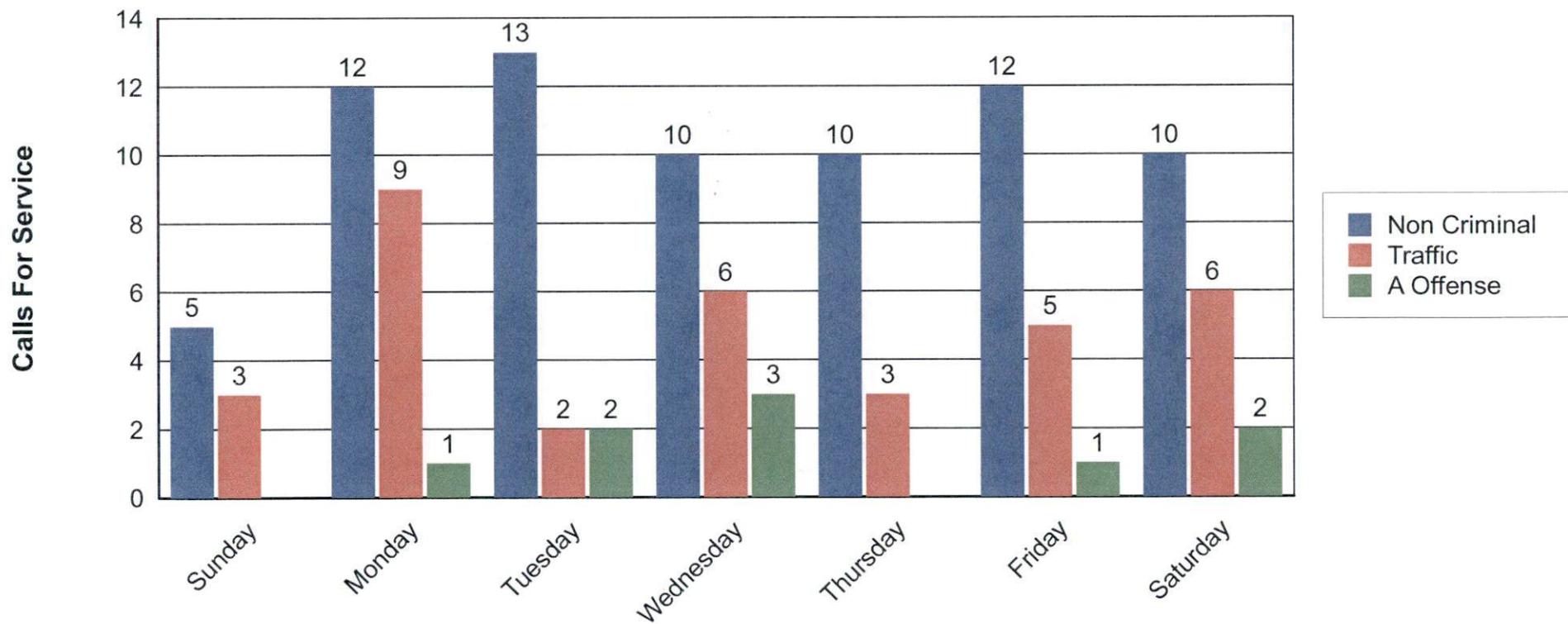
Total A Offense:	9
Total Non Criminal:	72
Total Traffic:	34
Total Administrative:	14

Total Mayer City: 129



Carver County Sheriff's Office
Day of Week Analysis of Calls for Service
Patrol Activity
From: 01/01/2018 To: 03/31/2018

Mayer City

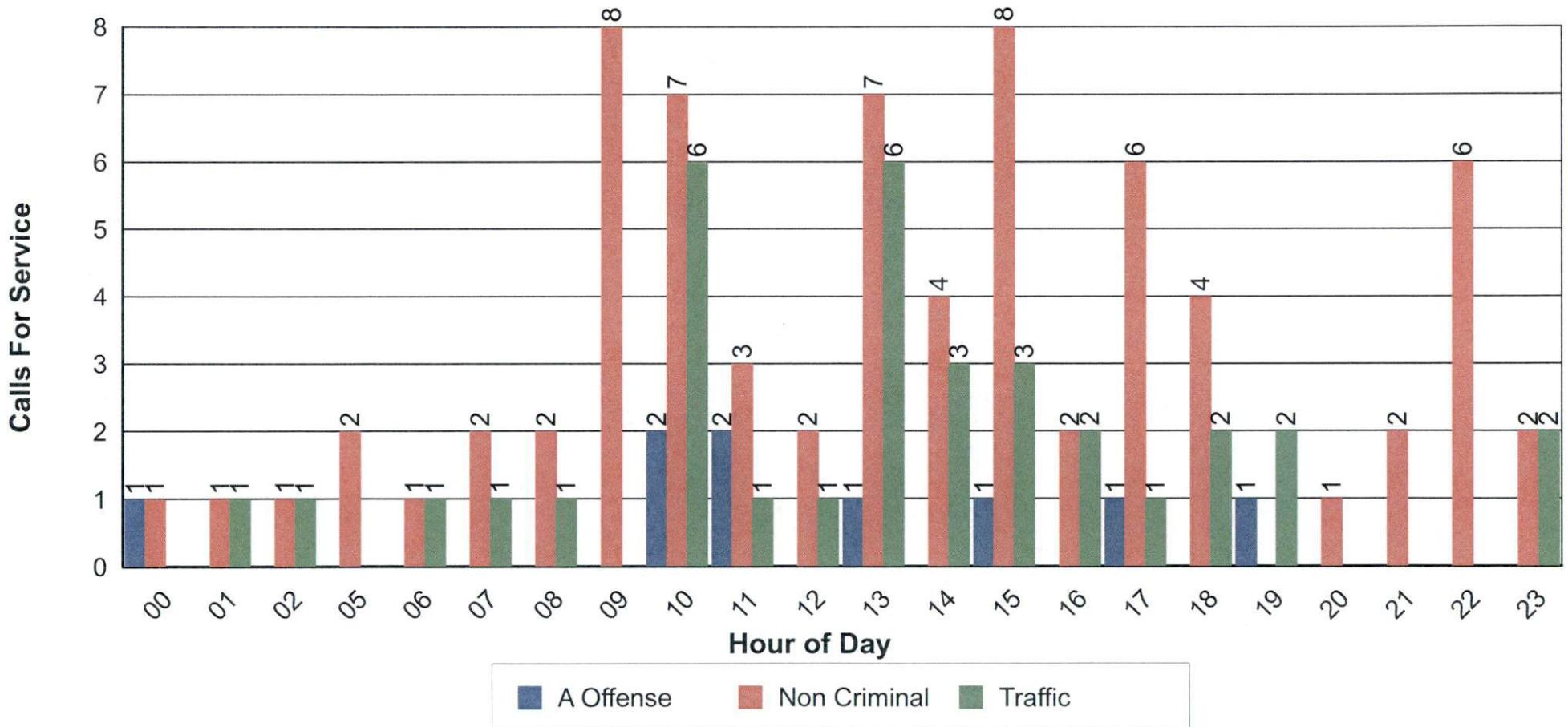


Total Mayer City: 115



**Carver County Sheriff's Office
 Hour of Day Analysis of Calls for Service
 Patrol Activity
 From: 01/01/2018 To: 03/31/2018**

Mayer City



Total Mayer City: 115



**Carver County Sheriff's Office
Monthly Calls for Service
From: 01/01/2018 To: 03/31/2018**

Mayer City

Patrol

A Offense

Assault	1
Burglary	3
Drug Violation	1
Theft	1
Fraud	3

Total A Offense: 9

Non Criminal

Misc Non-criminal	14
Alarm	3
Domestic	1
Abuse/Neglect (Info Only)	8
Animal	5
Medical	17
House Check	1
Assist Other Agency	1
Fire Call	3
Civil Process	3
Snowmobile	1
Suspicious Activity	6
Open Door	1
Disturbance (Info Only)	8

Total Non Criminal: 72

Traffic

Traffic - Misc	1
Traffic Stop	29
Pd Accident	1
Driving Complaint	3

Total Traffic: 34

Total Patrol: 115

Administrative

Administrative

GunPermit-Acquire	2
GunPermit-CarryNew	4
GunPermit-CarryRenew	4
ATF	2
Lic - Liquor	2

Total Administrative: 14

Total Administrative: 14

Total Mayer City: 129



Carver County Sherff's Office
Arrest Summary
For: Mayer City
From: 01/01/2018 To: 03/31/2018

	Total Charges	Total Arrestees	Total Incidents
Mayer City			
13B - Simple Assault	1	1	1
290 - Destruction/Damage/Vandalism of Proper	1	1	1
90C - Disorderly Conduct	1	0	0
Totals for Mayer City	3	2	2



**Carver County Sherff's Office
Traffic Citation Summary
From: 01/01/2018 To: 03/31/2018**

Mayer City

DAS, DAR, DAC:	1
No Proof Of Insurance:	1
Total Mayer City:	2



**Carver County Sheriff's Office
Verbal Warnings
From: 01/01/2018 to 03/31/2018**

Mayer City

Fire Call:	1
Traffic Stop:	26
Grand Total Verbal Warnings:	27

NIBRS - Activity Codes

Activity Code	Descriptor	
GROUP A		
AC	Animal Cruelty	Abuse or neglect of animal
AR	Arson	Intentionally destroy property by fire
A	Assault	Altercation between parties where physical harm occurred
AA	Aggravated Assault	Assault where substantial injury is caused or weapon used
BB	Bribery	Offering, giving, receive anything of value to sway judgement
B	Burglary	Unlawful entry into a structure to commit a crime
CF	Counterfeiting/Forgery	Alter, copy, imitation, passing a copy as an original
P	Property Damage	All damage to property
D	Drugs	All drug violations, possession of, sale of, manufacture of
EM	Embezzlement	Misappropriation of money, property entrusted to person
EX	Extortion/Blackmail	Unlawful obtain money, property by use or threat of force
U	Fraud	Intentional perversion of truth to obtain money or property
G	Gambling	Unlawful operate, promote or assist in operation of gambling
H	Homicide	Intentional taking of a persons life
HT	Human Trafficking	Induce a person to perform sex act or labor via force, fraud or coercion
K	Kidnapping	Unlawful seizure, transport or detain person against their will
T	Theft/larceny	Taking of property, stealing
V	Motor Vehicle Theft	Theft of a motorized vehicle
PO	Pornography	Manufacture, publish, sell, buy, possess sexually explicit material
PR	Prostitution	Unlawfully engage in or promote sexual activity for anything of value
R	Robbery	Taking of property by use of force
S	Sex Offenses	Forcible sexual assault
SN	Sex Offenses, Nonforcible	Nonforcible sexual intercourse (incest, statutory rape)
SP	Stolen Prop Offenses	Receive, buy, sell possess, conceal, transport known stolen property
W	Weapons	Violation of manufacture, sale purchase, transport use firearm

GROUP B		
BC	Bad Checks	Intentional issuance of check against insufficient or nonexistent funds
CL *	Curfew/Loitering	Curfew violation/ person remain in area w/o visible means of support
DP *	Disorderly Conduct	Behavior tends to disturb public peace/shock public sense of morality
J	Driving Under Influence	Traffic stop or accident involving drive under influence
DR *	Drunkness	Drink alcohol to extent substantial impairs mental and physical function
FO	Family Offense, Non violent	Unviolent acts by family member against another family member
LV	Liquor Law Viol	Illegal consumption, sale, possession of liquor
PT *	Peeping Tom	Secretly look in windows, doorway, keyhole for purpose of voyeurism
RU	Runaway	Juvenile runaway
TR *	Trespassing	Unlawfully enter land, dwelling or other real property
M	All Other Offenses	OFP/Danco violation, Traffic - Hit & run accident
		All other offense not included in other A & B classifications
O *	Ordinances	Laws/rules created by county or cities.
*		Use only when Enforcement used (citation or arrest)

Activity Codes
Non-criminal, Traffic and Administrative

NON CRIMINAL		
Code	Description	
1	Misc. NonCriminal	Gen law enforcement questions: citizen assists, lost and found property civil disputes, juvenile disciplinary issues, etc
2	Unlock Veh/Bldg	Unlock doors of automobile, residence or business for owners
3	Alarm	Checking on an alarm at a private residence or business
4	Domestic	Verbal argument between parties. Must have relationship. No charges
5	Missing Person	Missing / Lost person (not runaway)
6	Abuse/Neglect - Info only	Abuse or neglect of children or adults
9	Animal	Animal bites, stray animals. All calls involving animals
10	Medical	Assist persons with medical issues, natural cause deaths
11	House/Business Check	Check on residences or business when owners are away from property
12	Assist other Agency	Assist other law enforcement, state patrol, govt depts, EMT or medical
13	Fire Call	Fires and assist to fire departments
15	Mental Health	Suicides, 72 hr holds for mental health issues
16	Civil Process	Service of civil papers. Assist with civil standby situations
17	Transport	Transport persons for various reasons.
19	Warrant Service	Service of warrant for Carver County and other counties.
20	Boat & Water	All incidents involving boats, watercraft and/or lakes
21	Snowmobile	All incidents involving snowmobiles
22	ATV	All incidents involving ATV
30	Suspicious Activity	Suspicious persons, acts or vehicles. Accidental 911 calls
31	Open Door	Located an open door to a business or residence
34	Drug - Info Only	Drug information only
35	Disturbance - Info Only	Noise complaint, disturbing peace
60	Child Custody Dispute	Incidents involving dispute over child custody

TRAFFIC RELATED		
Code	Description	
8	Traffic - Misc	Misc. traffic issues, stalled vehicle, debris on roadway, traffic control, veh in ditch, assists, all parking issues
38	Traffic - Stops	All traffic stops initiated by officers
50	Auto Accd - Prop Damage	Auto accident in which only property damage occurred
51	Auto Accd - MV vs deer	Auto accident involving a motor vehicle and deer
52	Auto Accd - Injury	Auto accident in which injury and property damage occurred
54	Auto Accd - Fatality	Auto accident in which a fatality occurred
80	Driving Complaint	Complaints of bad driving behavior.

ADMINISTRATIVE

Code	Description	
0	Call Error	Calls for service created in error
18	Warrant Issued	Warrant issued by Carver County Court Administration
23	Explosive/Firearm Dealer	Application for a permit for explosives or firearms dealer license.
24	Gun Permit - Acquire	Application for a permit to purchase a handgun.
25	Gun Permit -Carry (new)	Application for a permit to carry a handgun.
26	Gun Permit - Transfer	Application for the transfer of a reg. gun from one individual to another.
28	Gun Permit - Carry (renewa	Application to renew a permit to carry a handgun.
32	Gun Permit - Carry Late Re	Application to renew a permit to carry a handgun after 90 day expiration
37	Rec Ck - Immigration	Records check for updating immigration status
39	Rec Ck - Gambling Permit	Records check for gambling permit
40	Rec Ck - Citizen Academy	Records check for citizens academy
41	Rec Ck - Adoption	Records check for adoption
42	Rec Ck - Carver Cty Employ	Records check for Carver County employment
43	Rec Ck - SO Employ	Records check for Carver County Sheriff's Office employment
44	Rec Ck - SO Volunteer	Records check for Carver County Sheriff's Office Volunteer
45	Rec Ck - DHS	Records check for Dept of Human Services
46	Rec Ck - Name Change	Records check for Name change purposed
47	Rec Ck - Other Employ	Records check for other employment
48	Rec Ck - Individual	Records check for an individual
49	Rec Ck - Military	Records check for the military
61	License - Day Care	Records check for a day care license
62	License - Foster Care	Records check for a foster care license
63	License - Liquor	Records check for a liquor license
64	License - Massage Parlor	Records check for a massage parlor license
65	License - Fireworks	Records check for fireworks permit
66	License - Peddler	Records check for peddlers license
999	Sealed	Records are sealed by Court Order



**BOLTON
& MENK**

Real People. Real Solutions.

2638 Shadow Lane
Suite 200
Chaska, MN 55318-1172

Ph: (952) 448-8838
Fax: (952) 448-8805
Bolton-Menk.com

MEMORANDUM

Date: April 18, 2018
To: Mayer City Council
From: David Martini
Subject: Projects in Progress

For your convenience, the following is a summary of the projects Bolton & Menk has worked during the billing period from February 9th to March 9th, 2018:

Miscellaneous Engineering

Miscellaneous engineering included the following:

- Review of the grading plan for 1737 Juniper Knoll
- Preparing easement and record information for the wetland restoration project
- Staff meeting for reviewing permit needs for the wastewater plant and Water CIP
- Reviewing tower lease information
- Reviewing the City's ROW Ordinance

7 hours of time was provided at the City's reduced hourly rate, which resulted in a savings to the City of **\$693**.

Comprehensive Plan Support

During the billing period, work continued on the Storm Water Management, Water Supply, Sanitary Sewer, and Transportation portions of the plan. Time included a meeting with Carver County to review transportation planning.

TH 25 Coordination

During the billing period, time was spent coordinating base map information and checking on the status of the new speed limit signs for the south end of town.



APPLICATION DATA

Meeting Date: April 23, 2018
Applicant: This is a City of Mayer initiated review

ACTION REQUESTED

The City of Mayer has initiated a text amendment in relation to an exemption to possess, harbor, shelter or keep more than three adult animals. Sections of the City code proposed to be amended include Title IX: General Regulations, Chapter 92: Animals, Section 92.02 Dogs and Cats, (E) Limitation.

BACKGROUND DATA

Background: A recent request by a citizen to be allowed to possess more than three adult animals has brought up discussion about instances where more than three dogs or cats could be allowed as an exemption for those animals. At the March 6, 2018 joint City Council/Planning Commission meeting, discussion centered on specific cases where more than three adult animals could be ok. It was suggested that a text amendment be prepared to allow for exemptions to be granted by the City Council for specific animals above the current requirement of three.

At this time a public hearing has been scheduled to amend section 92.02 Dogs and Cats, (E) Limitation by adding language regarding exemptions for more than three adult animals. The proposed language in relation to this text amendment is listed below. The proposed new text is underlined, the text proposed to be deleted is striked-through and the text proposed to stay the same is regular.

(E) Limitation.

- (1) It is unlawful for any ~~residence person~~ in the city to possess, harbor, shelter or keep more than three (3) adult ~~dogs and cats animals~~, excepting veterinary hospitals and pet shops, or other establishments, properly licensed by the City. For purposes of this division (E), an **ADULT ANIMAL** shall be deemed to be any animal six (6) months or older.
- (2) Maintaining Multiple Animals. No more than a total of three (3) adult dogs and cats may be maintained at one residence, at any time, without first obtaining a multiple animal license from the City. In no event shall more than a total of five (5) adult dogs and cats be maintained at one residence.
 - (a) License Procedure. Application for a multiple animal license must be made to the City and accompanied by the license fee that the City Council shall establish from time to time in the City fee schedule.
 - (b) Approval of Contiguous Property Owners. The application for a multiple animal license shall be accompanied by a petition showing the approval of the occupants of privately owned real estate abutting the premises on which the multiple animal residence is to be located.
 - (c) Granting or Denial of License; Conditions. Whether or not all of the occupants of abutting property approve the application, the City may grant or deny the license. The multiple animal

license will not be granted unless the City finds that the use of the applicant's premises with multiple animals will not have any adverse effect upon adjacent properties or the occupancy thereof, and will not constitute a nuisance to the neighborhood. A license will only be granted if the keeping of the dogs or cats is incidental to the occupancy of the premises for residential purposes. The City may impose conditions on the granting of a license in order to minimize or mitigate possible adverse impacts.

(d) Reduction In Number. Each license will be conditioned upon a requirement that the total number of animals maintained be reduced through attrition to no more than three (3) within a time frame as designated by the City.

(e) Maintenance of Property. Properties holding a multiple animal license shall be maintained in a clean and healthful condition at all times, and shall be open to inspection by the City at all reasonable times.

(f) Rejection of License. Appeal Process: If an application is rejected, the applicant shall be notified in writing of the decision of the City, the reason for the denial, and the applicant's right to appeal the denial to the City Council. Within seven (7) days of receiving the notice, the applicant must appeal the decision in writing to the City. The City Council will hear the appeal at a regularly scheduled meeting.

(g) Revocation. The City Council may revoke a multiple animal license for any violation of this chapter or any other law relating to the keeping of animals, after a hearing as provided in this subsection. The City shall give the licensee at least five (5) days' written notice of the meeting at which the revocation will be considered by mailing the notice to the licensee at the address in the application. The City Council will give the licensee an opportunity to be heard at the meeting.

(h) Multiple Animal License Fee. The multiple animal license fee shall be in such amount as provided in the fee schedule for the City.

(3) No person, firm, or corporation shall maintain in this city a kennel.

CITY COUNCIL ACTION REQUIRED

After the public hearing is closed and review and discussion by the members of the City Council, a motion is in order to approve, deny or table the proposed text amendment.

Possible action items - Text Amendment

1. Recommend approval of the text amendment subject to conditions.
2. Table the text amendment to a date specific, and provide the applicant with direction on the issues that have been discussed.
3. Recommend denial of the text amendment request.
4. Other specific action as directed by the City Council.

If you have any questions relating to the text amendment prior to the City Council meeting, please feel free to contact me at: jandersonmdg@gmail.com or call direct at 952-855-4596.

Sincerely,

MUNICIPAL DEVELOPMENT GROUP, LLC

John Anderson, Associate
Consulting Planner, City of Mayer

**CITY OF MAYER
ORDINANCE #219**

**AN ORDINANCE AMENDING TITLE IX: GENERAL REGULATIONS, CHAPTER 92: ANIMALS,
SECTION 92.02 DOGS AND CATS LETTER (E) LIMITATION BY ADDING LANGUAGE IN
RELATION TO MULTIPLE ANIMAL LICENSES**

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MAYER THAT THE FOLLOWING SECTIONS OF THE CITY OF MAYER MUNICIPAL CODE, RELATED TO LIMITATIONS FOR MULTIPLE DOGS AND CATS IN RESIDENCES BE AMENDED TO READ AS FOLLOWS:

Section 1. Title IX: General Regulations, Chapter 92 Animals, Section 92.02 Dogs and Cats, Letter (E) Limitation of the City of Mayer Municipal Code, is hereby amended to add the provisions with underlined text and delete the provisions with the strike-through text as follows:

(E) Limitation.

- (1) It is unlawful for any ~~residence person~~ in the city to possess, harbor, shelter or keep more than three ~~(3) adult dogs and cats animals~~, excepting veterinary hospitals and pet shops, or other establishments, properly licensed by the City. For purposes of this division (E), an **ADULT ANIMAL** shall be deemed to be any animal six (6) months or older.
- (2) Maintaining Multiple Animals. No more than a total of three (3) adult dogs and cats may be maintained at one residence, at any time, without first obtaining a multiple animal license from the City. In no event shall more than a total of five (5) adult dogs and cats be maintained at one residence.
 - (a) License Procedure. Application for a multiple animal license must be made to the City and accompanied by the license fee that the City Council shall establish from time to time in the City fee schedule.
 - (b) Approval of Contiguous Property Owners. The application for a multiple animal license shall be accompanied by a petition showing the approval of the occupants of privately owned real estate abutting the premises on which the multiple animal residence is to be located.
 - (c) Granting or Denial of License; Conditions. Whether or not all of the occupants of abutting property approve the application, the City may grant or deny the license. The multiple animal license will not be granted unless the City finds that the use of the applicant's premises with multiple animals will not have any adverse effect upon adjacent properties or the occupancy thereof, and will not constitute a nuisance to the neighborhood. A license will only be granted if the keeping of the dogs or cats is incidental to the occupancy of the premises for residential purposes. The City may impose conditions on the granting of a license in order to minimize or mitigate possible adverse impacts.
 - (d) Reduction In Number. Each license will be conditioned upon a requirement that the total number of animals maintained be reduced through attrition to no more than three (3) within a time frame as designated by the City.
 - (e) Maintenance of Property. Properties holding a multiple animal license shall be maintained in a clean and healthful condition at all times, and shall be open to inspection by the City at all reasonable times.

(f) Rejection of License. Appeal Process: If an application is rejected, the applicant shall be notified in writing of the decision of the City, the reason for the denial, and the applicant's right to appeal the denial to the City Council. Within seven (7) days of receiving the notice, the applicant must appeal the decision in writing to the City. The City Council will hear the appeal at a regularly scheduled meeting.

(g) Revocation. The City Council may revoke a multiple animal license for any violation of this chapter or any other law relating to the keeping of animals, after a hearing as provided in this subsection. The City shall give the licensee at least five (5) days' written notice of the meeting at which the revocation will be considered by mailing the notice to the licensee at the address in the application. The City Council will give the licensee an opportunity to be heard at the meeting.

(h) Multiple Animal License Fee. The multiple animal license fee shall be in such amount as provided in the fee schedule for the City.

(3) No person, firm, or corporation shall maintain in this city a kennel.

ADOPTED by the City Council of the City of Mayer, Carver County, Minnesota this 23rd day of April, 2018.

Mike Dodge
Mayor

ATTEST:

Moved by:
Seconded by:

Margaret McCallum
City Administrator

Published:
Filed with Carver County:



CITY OF MAYER
NOTICE OF PUBLIC HEARING

The Mayer City Council will conduct a public hearing on an amendment to Title IX General Regulations, Chapter 92 Animals of the City Code for the City of Mayer, by amending section 92.02 Dogs and Cats, (E) Limitation. The public hearing will be held on Monday, April 23, 2018 at 6:30 p.m. or as soon thereafter as persons may reasonably be heard, at Mayer City Hall, 413 Bluejay Avenue.

The purpose of the text amendment is to consider adding text that allows for a multiple animal license to possess, harbor, shelter or keep more than three adult animals.

A copy of the proposed text amendment in its entirety is available at City Hall for review. Any person desiring to comment on this matter is invited to do so in writing prior to or at the hearing or orally at the time of the public hearing. Written comments may be mailed or delivered to: City of Mayer, 413 Bluejay Avenue, PO Box 102, Mayer, MN 55360.

Dated this 15th day of March, 2018.

Margaret Mccallum
City Administrator

Post and Publish



Sexually Oriented Business Setback Text Amendment

APPLICATION DATA

Meeting Date: April 23, 2018
Applicant: This is a City of Mayer initiated review

ACTION REQUESTED

The City of Mayer has initiated a text amendment in relation to setbacks for sexually oriented businesses. Sections of the City code proposed to be amended include Title XI: Business Regulations, Chapter 114: Sexually Oriented Businesses. A new section 114.40 Location of Sexually Oriented Businesses is proposed to be added under Additional Regulations of Chapter 114.

BACKGROUND DATA

Background: A text amendment was recently approved by the City Council that added some uses to the C-1 General Commerce District and C/I Commercial/Industrial District to allow for the possibility of more uses to be allowed in these districts. As part of the discussion sexually oriented uses as a permitted accessory use was removed from the C-1 district as part of the text amendment. It was also discussed to require setbacks from certain uses for sexual oriented uses.

At this time a public hearing has been scheduled to amend Chapter 114 by adding language regarding setbacks for sexually oriented uses to schools, religious institutions, public parks or residentially zoned areas by adding a new section 114.40 Location of Sexually Oriented Businesses.

The proposed language in relation to this text amendment under Chapter 114 is listed below. The proposed new text is underlined, the text proposed to be deleted is striked-through and the text proposed to stay the same is regular.

114.40 LOCATION OF SEXUALLY ORIENTED BUSINESSES.

- (A) A sexually oriented business shall not be located or operated in any zoning district other than as specified in Title XV: Land Usage, Chapter 152: Zoning of the Mayer City code.
- (B) A sexually oriented business shall not be located or operated within one thousand three hundred twenty feet (1,320') of the following.
 - (1) A boundary of any residential or agricultural district as defined in Title XV: Land Usage, Chapter 152: Zoning of the Mayer City code.
 - (2) The property line of a lot devoted to a residential use.
 - (3) A religious institution or church which is used primarily for religious worship and related religious activities.

(4) A public or private educational facility including but not limited to child day care facilities, nursery schools, preschools, charter schools; school includes the school grounds.

(5) A public park or recreational area which has been designated for park or recreational activities.

(C) A sexually oriented business shall not be located or operated within two hundred fifty feet (250') of another sexually-oriented business or on a lot adjacent to an existing sexually-oriented business.

(D) For the purpose of subsections (B) and (C) of this section, measurement shall be made in a straight line, without regard to the intervening structures or objects, from the nearest portion of the building or structure used as the part of the premises where a sexually oriented business is conducted, to the nearest property line of the premises of a use listed in subsections (B) and (C).

(E) For purposes of subsection (C) of this section, the distance between a sexually oriented business and any other building, structure or business shall be measured in a straight line, without regard to the intervening structures or objects or political boundaries, from the closest exterior wall of the structure in which each business is located.

CITY COUNCIL ACTION REQUIRED

After the public hearing is closed and review and discussion by the members of the City Council, a motion is in order to approve, deny or table the proposed text amendment.

Possible action items - Text Amendment

1. Recommend approval of the text amendment subject to conditions.
2. Table the text amendment to a date specific, and provide the applicant with direction on the issues that have been discussed.
3. Recommend denial of the text amendment request.
4. Other specific action as directed by the City Council.

If you have any questions relating to the text amendment prior to the City Council meeting, please feel free to contact me at: jandersonmdg@gmail.com or call direct at 952-855-4596.

Sincerely,

MUNICIPAL DEVELOPMENT GROUP, LLC

John Anderson, Associate
Consulting Planner, City of Mayer

LIST OF ATTACHMENTS

None

**CITY OF MAYER
ORDINANCE #220**

**AN ORDINANCE AMENDING TITLE XI: BUSINESS REGULATIONS, CHAPTER 114:
SEXUALLY ORIENTED BUSINESSES, BY ADDING A NEW SECTION 114.40 LOCATION OF
SEXUALLY ORIENTED BUSINESSES**

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MAYER THAT THE FOLLOWING SECTIONS OF THE CITY OF MAYER MUNICIPAL CODE, RELATED TO THE LOCATION OF SEXUALLY ORIENTED BUSINESSES BE AMENDED TO READ AS FOLLOWS:

Section 1. Title XI: Business Regulations, Chapter 114 Sexually Oriented Businesses of the City of Mayer Municipal Code, is hereby amended to add a new section 114.40 Location of Sexually Oriented Businesses as follows:

114.40 LOCATION OF SEXUALLY ORIENTED BUSINESSES.

- (A) A sexually oriented business shall not be located or operated in any zoning district other than as specified in Title XV: Land Usage, Chapter 152: Zoning of the Mayer City code.
- (B) A sexually oriented business shall not be located or operated within one thousand three hundred twenty feet (1,320') of the following.
 - (1) A boundary of any residential or agricultural district as defined in Title XV: Land Usage, Chapter 152: Zoning of the Mayer City code.
 - (2) The property line of a lot devoted to a residential use.
 - (3) A religious institution or church which is used primarily for religious worship and related religious activities.
 - (4) A public or private educational facility including but not limited to child day care facilities, nursery schools, preschools, charter schools; school includes the school grounds.
 - (5) A public park or recreational area which has been designated for park or recreational activities.
- (C) A sexually oriented business shall not be located or operated within two hundred fifty feet (250') of another sexually-oriented business or on a lot adjacent to an existing sexually-oriented business.
- (D) For the purpose of subsections (B) and (C) of this section, measurement shall be made in a straight line, without regard to the intervening structures or objects, from the nearest portion of the building or structure used as the part of the premises where a sexually oriented business is conducted, to the nearest property line of the premises of a use listed in subsections (B) and (C).
- (E) For purposes of subsection (C) of this section, the distance between a sexually oriented business and any other building, structure or business shall be measured in a straight line, without regard to the intervening structures or objects or political boundaries, from the closest exterior wall of the structure in which each business is located.

ADOPTED by the City Council of the City of Mayer, Carver County, Minnesota this 23rd day of April, 2018.

Mike Dodge
Mayor

ATTEST:

Moved by:
Seconded by:

Margaret Mccallum
City Administrator

Published:
Filed with Carver County:



CITY OF MAYER
NOTICE OF PUBLIC HEARING

The Mayer City Council will conduct a public hearing on an amendment to Title XI Business Regulations, Chapter 114 Sexually Oriented Businesses of the City Code for the City of Mayer, by adding a new section 114.40 Location of Sexually Oriented Businesses. The public hearing will be held on Monday, April 23, 2018 at 6:30 p.m. or as soon thereafter as persons may reasonably be heard, at Mayer City Hall, 413 Bluejay Avenue.

The purpose of the text amendment is to consider adding text in relation to setbacks for sexually oriented uses from schools, religious institutions, public parks or residentially zoned areas.

A copy of the proposed text amendment in its entirety is available at City Hall for review. Any person desiring to comment on this matter is invited to do so in writing prior to or at the hearing or orally at the time of the public hearing. Written comments may be mailed or delivered to: City of Mayer, 413 Bluejay Avenue, PO Box 102, Mayer, MN 55360.

Dated this 15th day of March, 2018.

Margaret Mccallum
City Administrator

Post and Publish

AIL

PROTECT TREE

3,840 PAVERS TOTAL

INC.
ors
TA 55318
nk.com

REV	ISSUED BY	DATE
1	ALB	11/15/16
2	ALB	01/17/17

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

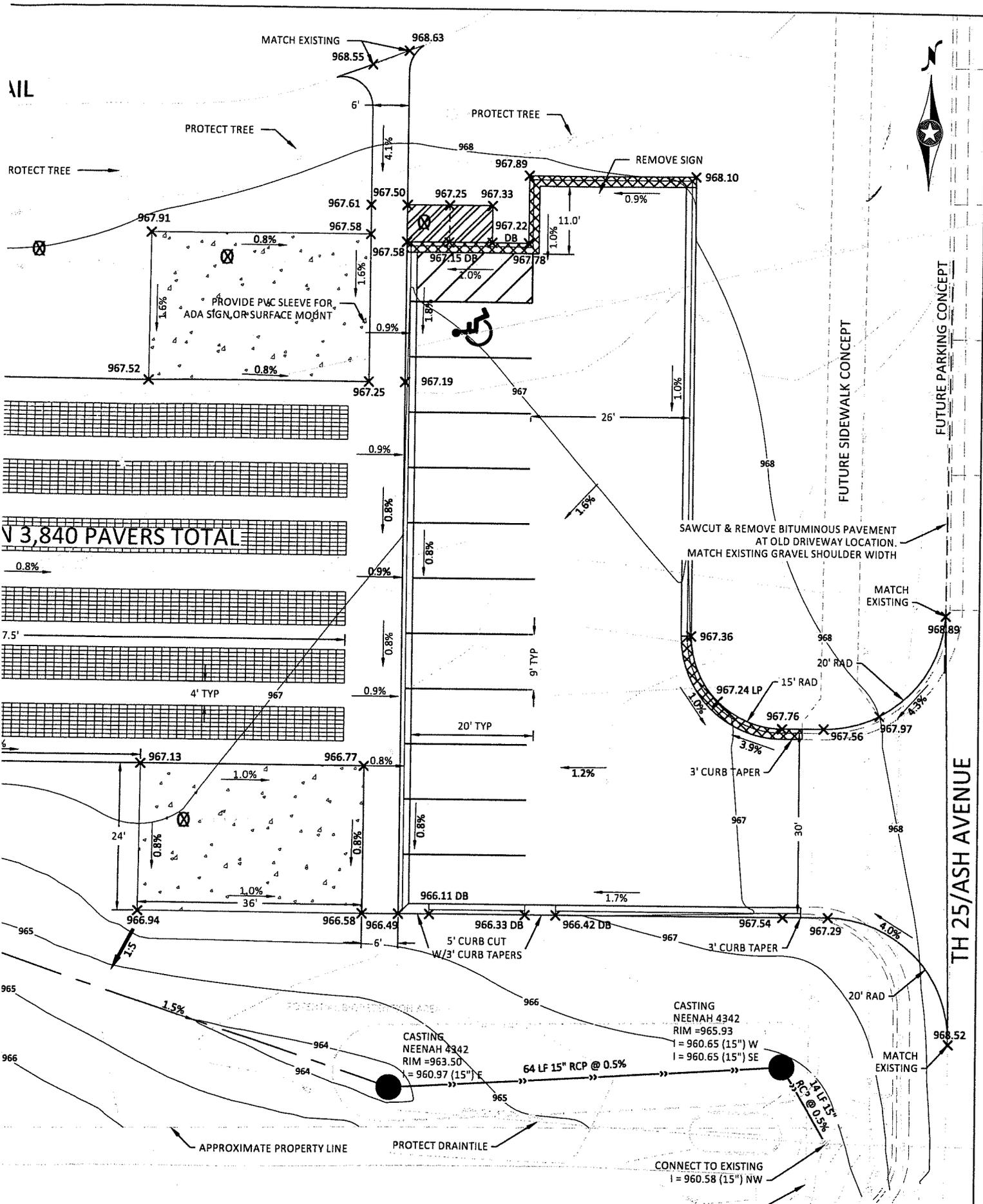
Andrew L. Budde

ANDREW L. BUDDÉ
LIC. NO. 46585 DATE 5/20/2016

DESIGNED
PJS
DRAWN
PJS
CHECKED
PJS

CARVER COUNTY VETERANS
CARVER COUNTY VETERANS MEMORIAL
CONSTRUCTION & GRADING PLAN

SHEET
4
OF
5



TH 25/ASH AVENUE

49



Request for Council Action Memorandum

Item: Old School House Park Shelter Bids

Meeting Date: April 23, 2018

Presented By: Margaret McCallum, City Administrator

Recommendations/Council Action/Motion Requested:

A review and discuss the bid results for the Old School House Park Shelter.

Details:

Competitive bidding law requires cities to use the competitive bidding process for certain contracts estimated to exceed a dollar threshold. Typically, this involves the solicitation of sealed bids and the award of the contract to the “lowest responsible bidder”.

Competitive bidding law applies to contracts for construction of real or personal property over \$100,000.

Before seeking bids, the city must prepare plans and specifications. The specifications should provide bidders a basis on which to bid that attracts as many bidders as possible and treats them all fairly.

A bid advertisement is put out and used to obtain sealed bids that indicate the price for which the bidder is willing to perform a contract that was specifically defined by the city.

The bids were due sealed and unopened on April 5, 2018 at 2:00 p.m. Three bids were received and publicly opened. The highest bid was \$414,000 and the lowest was \$329,000.

Statutory city contracts and contracts of all cities for improvements under local improvement code must generally go to the “lowest responsible bidder”. This does not necessarily mean the lowest bidder, but the lowest bidder who is most likely to do a faithful, conscientious work and promptly fulfill the contract according to its letter and spirit. This is done through reasonable discretion.

The local improvement code gives the city the right to reject any and all bids.

The bids were presented to the Park Commission at their April 10, 2018 meeting. They recommended to Council by motion to reject all bids for the project because it is over budget and discuss holding off on the project and possibly rebidding it in the future.

Attachments:

Bid timeline.

Bid results.

April 10, 2018

Margaret McCallum
City Administrator
City of Mayer
413 Bluejay Ave
Mayer, MN 55360

**OLESON
+HOBBIE
ARCHITECTS**
LLC
330 Stadium Road, Suite 202
Mankato, MN 56001
info@oharchitects.com
T 507.385.1158

RE: CITY OF MAYER RESTROOM AND PARK SHELTER – LETTER OF BIDDING RECOMMENDATION

Dear Ms. McCallum,

On April 5, 2017 at 2:00 p.m. bids were opened for the City of Mayer Restroom & Park Shelter Project. There were three (3) contractors submitting bids for the project and KA Witt Construction of New Prague was the apparent low bidder.

We discussed the project and schedule with Jason Witt of KA Witt Construction. He stated that they are comfortable with their bid. They assured us that they have included everything that was indicated on the construction documents and project manual and can maintain the construction timeline as stated in specifications.

After our discussions with them, Oleson + Hobbie Architects, LLC recommends that the City of Mayer approve the low bid from KA Witt Construction Inc. of **\$329,000 for the City of Mayer Restrooms & Park Shelter Project**. If any alternates are accepted, we can add them to the contract.

Thank you for allowing Oleson + Hobbie Architects LLC, the opportunity to assist you with the City of Mayer Restroom & Park Shelter Project.

Sincerely,



Eric Oleson AIA, CID
Oleson + Hobbie Architects, LLC

SECTION 00 31 13

PRELIMINARY SCHEDULE

1.1 PROPOSED BIDDING SCHEDULE SUMMARY

<u>DATES</u>		<u>DESCRIPTION</u>
Tuesday	February 27, 2018	Advertise for Bids
Monday	March 19, 2018	Drawings Available for Bidding
Thursday	April 5, 2018	Receive Bids
Tuesday	April 10, 2018	City issues Notice to Proceed
Thursday	April 19, 2018	Contractor to return contracts to City of Mayer

1.2 PROPOSED CONSTRUCTION SCHEDULE SUMMARY

<u>DATES</u>		<u>DESCRIPTION</u>
Wednesday	May 2, 2018	Contractor to process submittals and order time sensitive material required to complete the project prior to or on July 11, 2018
Wednesday	May 9, 2018	Contractor begins Project Site Staging & Pre-Construction Meeting
Friday	July 6, 2018	Substantial Completion Walk-Thru (Punch List)
Wednesday	July 11, 2018	Final Inspection and Project Closeout. Construction Complete and turned over to owner

END OF SECTION

REQUEST FOR CITY COUNCIL ACTION

Meeting Date: April 23, 2018

Item Name: Wastewater Treatment Facility 2018 Capital Improvements

Originating Department: Wastewater Consultant

Presented by: Greg Kluver/ Kluver Consulting L.L.C.

Previous Council Action (if any):

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

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

Motion to accept schedule as listed.

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

Identified in the 2018 Wastewater Treatment Plant Sewer Fund Budget Capital Outlay are a number of items that are to be replaced. The items listed in the 2018 Budget were taken from the new WWTF Capital Improvement Plan adopted by City Council in 2015.

It is staff's intent in this memo to identify a time frame in which budget items will be replaced in 2018, also which of these items fall within the City's Purchasing Policy Limit of \$5,000 and which items are above this amount requiring Council approval.

<u>Capital Outlay Items</u>	<u>Replacement Period</u>	<u>Below Purchase Policy</u>	<u>Above Purchase Policy</u>
1. Fence and Gates along Co. Road 30.	April		\$14,200
2. Diffuser replacement for Both Aeration Basins.	May		\$ 8,200
3. Dehumidifier in Clarifier Bldg.	May		\$ 6,010
4. Post aeration diffusers	May	\$1,640	
5. Fine Screen Agitator motor	June / July		\$ 6,560
6. Fine Screen Service and wear Part replacement	June / July		\$13,660
7. Vortex Grit Remover Motor	June / July		\$13,660
8. Parking Lot Sealcoat	July / August	\$5,000	
9. Traveling Bridge Pumps	September		\$13,110
10. Scum Pump	September	\$3,820	

FINANCIAL IMPLICATIONS:

Funding Sources & Uses: 2017 WWTF BUDGET , 640-49480-500 CAPITOL OUTLAY

Budget Information:

\$86,305 Budgeted

Non Budgeted

Amendment Required

ADVISORY BOARD RECOMMENDATIONS:

Other

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

City of Mayer
Planning Commission
Meeting Minutes
Tuesday, April 3, 2018

Commission Members Present: Chairperson Tom Stifter, and Commissioners Les Hahn, Patty Lanting, Rod Maetzold, Don Wachholz and Council Liaison Erick Boder arrived at 6:58 PM.

Commission Members Absent: Barney Johnson.

Others Present: Multiple residents for the text amendment and Francis Condon and Joe Vinkemeier.

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

CALL MEETING TO ORDER.

Meeting called to order at 6:30 PM by Chairperson Stifter.

ADOPT AGENDA.

A motion to approve the agenda with the addition of 3A regarding discussion of the Vinkemeier property and guiding the north part of the property as residential on the future land use map was made by Commissioner Maetzold and seconded by Commissioner Wachholz. Motion carried 5/0.

APPROVAL OF MINUTES.

A motion to approve the February 6, 2018 Planning Commission minutes was made by Commissioner Maetzold and seconded by Commissioner Wachholz. Motion carried 5/0.

DISCUSSION ON THE VINKEMEIER PROPERTY FUTURE LAND USE

At 6:34 PM Francis Condon stated that he would like to eventually develop the north half of the Joel Vinkemeier property as residential and that residents like to be adjacent to the regional trail for easy access. He stated that he was not sure what the difference is between the proposed future land use industrial vs. the commercial/industrial designation meant, since the property is proposed to be guided industrial in the 2040 Comprehensive Plan update. He thought enough land was proposed to be guided commercial along Trunk Highway 7 and Trunk Highway 25. He also stated communities like Norwood Young America are using incentives like tax increment financing to attract business to the community.

Commissioner Hahn asked if they were proposing to build multiple family dwellings on the north half of the property.

Francis Condon stated that they do not have a specific housing product determined at this time but are just looking for a residential designation at this time.

Planning Consultant Anderson stated that the entire Vinkemeier property is currently proposed to be guided industrial in the 2040 Comprehensive Plan update. He further stated that the difference between commercial/industrial and industrial is that commercial/industrial allows for some limited retail or commercial businesses due to the this designation being located along the arterial and collector roadways that have high traffic volumes and that industrial is strictly for industrial uses and mainly light industrial facilities. He further stated that the industrial uses are not as

dependent as being located directly on the arterial and collector roadways as the commercial uses would be. He also stated that at this time there is not a specific industrial zoning district and that one of the items discussed in the 2040 Comprehensive Plan update is to create a light industrial zoning district. He stated that as for guiding the north half of the Vinkemeier property residential, the final future land use plan has been discussed and reviewed but nothing has been officially approved. He stated further discussion could take place at the May meeting.

A TEXT AMENDMENT TO TITLE XV: LAND USAGE, CHAPTER 152: ZONING, SECTION 152.003 DEFINITIONS, SECTION 152.026 DRIVEWAY, PARKING AREA, AND HARD SURFACE IMPROVEMENTS.

At 6:49 PM Planning Consultant Anderson presented the text amendment language in detail.

Multiple residents and commission members spoke in regards to the proposed text amendment. Discussion centered on a few issues and five changes were talked about as follows:

1. Remove the length and width parking requirement for side yard parking pads and just keep the square footage requirement.
2. Remove the length and width parking requirement for front yard parking pads and just keep the square footage requirement.
3. Allowing recreational vehicles and equipment to be thirty-six feet rather than thirty feet.
4. Fix the typo under the requirement for parking recreational vehicles and equipment on parking pads.
5. Removing the 48 hour parking requirement for recreational vehicles and equipment in the front yard.

A motion to recommend approval of the text amendment with the five changes that were discussed, was made by Commissioner Hahn and seconded by Commissioner Maetzold. Motion carried 5/1 with Commissioner Wachholz voting no.

UPDATE ON THE 2018 COMPREHENSIVE PLAN UPDATE.

At 8:31 PM Planning Consultant Anderson presented the draft Chapter 7 Resilience and draft Chapter 9 Implementation of the 2040 Comprehensive Plan update. No discussion took place on the chapters. Planning Consultant Anderson stated that the last chapter to finalize is Chapter 2 Land Use.

NEXT MEETING.

Next scheduled meeting is Tuesday, May 1, 2018.

COMMISSIONERS REPORT.

None.

ADJOURNMENT.

A motion was made by Chairperson Stifter and seconded by Commissioner Wachholz to adjourn the meeting at 9:01 PM. Motion carried 6/0.

**CITY OF MAYER
PERSONNEL
TUESDAY, APRIL 9, 2018 @ 8:00 A.M.
CITY HALL COUNCIL CHAMBERS**

AGENDA

1. Open Meeting

The meeting was opened at 8:12 a.m. Those present were City Administrator, Margaret McCallum and Mayor, Mike Dodge and Vice-Mayor, Erick Boder.

Also present: None.

2. Minutes

A. March 13, 2018 Personnel Meeting Minutes. Minutes were approved by the committee as presented.

3. Business

A. Fire Department

1. Pay – For Meetings

The Committee reviewed the current pay schedule for the Mayer Fire Department as compared to other Carver County cities.

McCallum stated that the pay structure should be reviewed to ensure that each position is getting paid what they should be based on the duties that they are fulfilling. The Committee agreed that the McCallum would reach out to the Fire Chief to assess whether wages should be adjusted.

B. City Council Pay

McCallum presented a draft Ordinance that would increase the salaries for Council. She said that one question the attorney had was related to what qualified as extra meetings with regards to meetings that were included in the salary. McCallum said that the fee schedule states that each councilmember gets paid for meetings they attend outside of the regular Council meetings. The Committee agreed to keep the salaries as an ordinance and the per meeting stipend as a fee schedule item.

The Committee reviewed the draft Ordinance and agreed to some language changes regarding reimbursable expenses pertaining to the position as approved by Council.

C. Staff Benefits

McCallum provided information on the current benefits provided to employees that included health insurance, life insurance and dental insurance. She said that in the past, the Committee had discussed changing health plans to a high deductible, H.S.A. plan and to possibly add in Long-Term and Short-Term Disability insurance.

At the previous meeting, the Committee asked McCallum to discuss proposed health insurance and disability insurance with the employees to get their opinion. The employees agreed that the switch would be beneficial to all the employees as a whole.

The Committee agreed that this is the direction to go and recommended that the change in the health plan and the disability plans go to Council soon for recommendation.

D. Administrative Study

McCallum informed that employees had received their job descriptions and review documentation so that they could review and make additions/deletions where necessary. She stated that staff returned their documents and the documents were returned to David Drowns for their review.

E. Personnel Policy – Licenses and Certificates

McCallum relayed information that she had received from other Carver County cities regarding pay increases for obtaining licenses and certificates. She said that most of the cities in Carver County do not adjust pay based on obtaining new licenses and/or certificates. McCallum recommended not changing the policy, but the make sure that during review time, that this is considered for the employee. The Committee agreed.

Adjournment

4. The meeting was adjourned at 8:54 a.m.