



**CITY OF MAYER
REGULAR CITY COUNCIL MEETING
CITY COUNCIL CHAMBERS
MONDAY, AUGUST 10, 2020
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. July 27, 2020 City Council Meeting Minutes
 2. July 27, 2020 City Council Workshop Meeting Minutes
 - B. Claims
 - C. Vollmer – Approval to be added to City Health Insurance – Resolution 8.10.20.27
 - D. Resignation of Clayton Schultz from the Mayer Fire Department
 - E. Streets – 2020 Crack Sealing
- 6. Public Hearing – Fire Station CIP – Resolution 8.10.20.28**
- 7. Reports and Recommendations of City Departments, Consultants, Commissions and Committee**
 - A. Fire Department
 1. Financing of Fire Department Tanker – Ehlers - Resolution 8.10.20.29
 2. Fire Station Project – Budget and Concept Review
 - B. Administrative
 1. CARES Act Funds – Approve current expenditures and review potential expenditures
Resolution 8.10.20.30
 2. CARES Act Funds – Partnership with Carver County CDA to Provide Business Grants –
Resolution 8.10.20.31
 3. CARES Act Funds – Partnership with Carver County CDA to provide Residential Grants –
Resolution 8.10.20.32
 - F. Public Works
 1. Water Tower Renderings – 2020 Water Tower Painting Project

8. City Council Reports

9. Other Business

10. Upcoming Meetings & Events

August 11, 2020 – Park Commission Meeting -Cancelled

August 11, 2020 – Primary Election

August 18, 2020 – Park Commission Meeting – Rescheduled

August 24, 2020 – City Council Meeting

11. For Your Information

12. Adjournment

MAYER CITY COUNCIL MEETING MINUTES – JULY 27, 2020

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:

CITY STAFF: City Administrator McCallum, City Engineer Martini, and Deputy Clerk Gildemeister

FIRE DEPARTMENT: Fire Chief Andy Maetzold, Fire Chief II Rod Maetzold

ALSO PRESENT: Don Wachholz, Ivan Raconteur, Gerry Thomas, Karen Drahos, Ron Drahos, Jessica McGowan

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 Butterfield 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 Stieve-McPadden to approve the Consent Agenda as presented. Motion Carried 5/0.

1. Approve Minutes of the July 13, 2020 Regular Council Meeting.
2. Approve Minutes of the July 13, 2020 Council Workshop Meeting.
3. Approve Claims for the Month of July 2020. Check numbers 23129 to 23157. E-check numbers 5725 to 5730.
4. Acknowledge Public Works Report of Activities from June 20 to July 21, 2020.
5. Acknowledge City Administrators Report for the Month of July 2020.
6. Acknowledge Fire Department Report for the Month of June 2020.
7. Acknowledge Sheriff's Department Report for the Month of June 2020.
8. Approve Resolution 7-27-20-24 Money Transfer from Fire Department General Fund to Capital Fund.
9. Approve Resolution 7-27-20-25 Austin Maetzold as a Volunteer Fire Fighter.

Mayor Dodge recognized another generation of the Maetzold family joining the Mayer Fire Department.

CITY ADMINISTRATOR

1. **Approve Highway 25 City Project Funding Portion of the MnDOT Project** – City Administrator McCallum asked Council for direction on whether to include the cross walk at 4th Street in the MnDOT Highway 25 Project. City Engineer was present to answer questions. He recommended completing the cross walk in conjunction with the MnDOT project, stating the cleanest way to install the cross walk at 4th Street is while MnDOT is doing the Street Project. A MOTION to approve the Highway 25 City Project Funding Portion, without the 4th Street cross walk, in the amount of \$32,901.28 was made by Council Member Butterfield. Due to no second, the motion failed. A MOTION to approve the Highway 25 City Project Funding Portion to include the installation of a cross walk at 4th Street in the amount of \$58,901.28 was made by Council Member McNeilly and seconded by Mayor Dodge. Motion carried 5/0.

Some further discussion on whether City Staff should be prepping the area and doing the labor. *Council Member Stieve-McPadden asked if there were any estimates on the cost savings if City Staff did the installation at a later date. The City Engineer stated there is no estimate. Mayor Dodge stated that it is best to leave the installation to MnDOT and that there is no warranty on the cement if City Staff were to complete the cross walk installation later.*

ENGINEERING

1. **Approve Construction Service Engineering Cost for the Water Treatment Plant and Water Tower Project** –A MOTION to approve the construction service engineering cost for the Water Treatment Plant improvement in the amount of \$327,550.00 was made by Council Member Butterfield and seconded by Council Member Stieve-McPadden. Motion Carried 5/0.
A MOTION to approve the construction service engineer cost for the Water Tower No. 2 rehabilitation in the amount of \$110,000.00 was made by Council Member McNeilly and seconded by Council Member Boder. Motion carried 5/0.
2. **Pond Assessment Summary** – City Engineer Dave Martini walked Council through a review of City maps, record drawings, and visual inspections of the 45 stormwater ponds identified in the initial phase of assessing. Bolton and Menk found significant vegetative growth along the banks of many ponds. Many pond inlets and outlets have a buildup of trash, sediment, and vegetation that is preventing the drainage system from operating at full capacity and is causing excess flooding in some areas. Mr. Martini stated that access to ponds and structures is restricted in several areas due to both vegetation and man-made obstructions. He outlined 11 ponds that are a high priority. Mayor Dodge directed City Administrator to set up a Public Works Meeting to discuss the next steps. Karen Drahos, 1210 Hidden Creek Blvd, addressed Council with concerns about a pungent smell coming from the pond near her property and asked the City if there is anything that can be done to treat the pond. Mayor Dodge stated they will discuss a treatment project at the Public Works Meeting. Council appreciated the thorough assessment and thanked all involved.
3. **Pond Policy and Procedure** – City Administrator presented the Council a draft of the Pond Policy and Procedures. Council stated that education on the function of a stormwater pond and how residents can help promote a healthy system is important. Council asked Staff to create educational information for the residents. Mayor Dodge stated he would like to see fountains and docks language added to the policy.
4. **Approve Resolution 7-27-20-26 PFA Loan Approval for Water Treatment Plan and Well Project** – A MOTION to Approve Resolution 7-27-20-26 PFA Loan Approval for Water Treatment Plant and Well Project was made by Council Member Boder and seconded by Council Member McNeilly. Motion Carried 5/0.
Council Member McNeilly asked for clarification on where the \$1,169,180.00 funds come from and whether engineering costs have been paid. City Administrator confirmed that some of the engineering costs have been paid and that the funds are General Obligation Water Revenue which not levied and are fully funded from the usage of water and utilities.

COUNCIL REPORTS

- Council Member McNeilly stated that she attended a Park Board Meeting. She asked City Administrator McCallum to create a workable document to help the Park Board manage their budgeting.

CLOSED SESSION 7:21 p.m.

City Administrator Check-in Review – Permitted under Minnesota State Statute 13D.05, subd.3(a) for the purpose of conducting the City Administrator’s six month performance review.

A MOTION to close Closed Session and resume Regular Council Meeting at 7:42 p.m. was made by Council Member Butterfield and seconded by Council Member Stieve-McPadden. Motion carried 5/0.

ADJOURN

There being no further business, a MOTION was made by Council Member Butterfield and seconded by Council Member Stieve-McPadden to adjourn the meeting at 7:42 p.m. Motion Carried 5/0.

Mike Dodge, Mayor

Attest: _____
Janell Gildemeister, Deputy Clerk MCMC

MAYER SPECIAL CITY COUNCIL MEETING MINUTES – JULY 27, 2020

Call Work Session to order at 7:43 p.m. by Mayor Dodge.

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

ABSENT:

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

FIRE STATION COMMITTEE: Fire Chief Andy Maetzold, Fire Chief II Rod Maetzold, Gerry Thomas,

ALSO PRESENT: Corey Brunton, Tom McCome

- 1. Discussion on Fire Station Project:** City Administrator opened discussion by informing Council that the Fire Station Committee met last week for the purpose of discussing how to reduce costs on the proposed Fire Station. She presented the list of alternate items that the Fire Station Committee recommended could be removed from project to cut costs. Council Member Boder, directing his questions to Fire Chiefs Rod and Andy Maetzold, asked how the Fire Station Concept began and when did the planning of the station start. Fire Chief Rod Maetzold stated that back in 2012 the Fire Department applied for a grant which was supposed to cover the fire station architectural costs, but the Fire Department was not awarded the grant. Corey Brunton, Brunton Architects, interjected by stating his firm applied for an Agstar Grant which covered all costs of the feasibility study. Tom McCome, Brunton Architects, addressed Council and reviewed the elements in their presentation materials and recommended options to reduce the financial cost. Corey Brunton answered Council questions and reassured Council that he anticipates the cost of the project to come in under the four million estimates once bids are received. After a lengthy discussion, Mayor Dodge asked Corey Brunton to provide his original document with changes red-lined. He stated that it is too hard to follow all the cost changes and the inconsistent figures are confusing. Council Member McNeilly reassured Corey Brunton that Council is willing to get to a certain point having invested a lot of money so far. She stated that she is not o.k. with the four million dollar proposal. Council asked Corey Brunton to explain each phase of the project and what the City has paid for. Corey Brunton stated his fees include design development and construction drawings. Council asked Corey Brunton to review the project schedule; in turn he stated that a decision from Council needs to be made promptly for his firm to move forward. He stressed the urgency to get going on the bidding process in order to receive the best bids to start construction in the spring of 2021. With continued back and forth discussion, Council agreed that the cost for the proposed fire station is too high. Council stated they are not comfortable with how close this project will bring the City to its debt maximum. Mayor Dodge asked, “how come we can’t build a good building that meets our needs at the price of two to two and a half million.” Council restated they are all in agreement the Fire Department needs a new station but still need to come to agreement on how much to spend. Council informed the audience that they need to see the budget with the street projects, tower rehabilitation, water treatment improvement projects, and pond maintenance project numbers and directed City Administrator to bring budget numbers back for discussion at the next Council Meeting. Corey Brunton stated that he will work on eliminating approximately 1700 sf from the original plans and bring new architectural plans to the next Council Meeting.

2. **Discussion on CARES Act Funds:** City Administrator McCallum informed Council that the City received \$172,906.00 in funding as part of an economic relief package. On March 27, 2020, United States Congress passed the Coronavirus Aid, Relief, and Economic Security (CARES) Act. City Administrator asked Council for direction on where to spend the funds. Council recommended Staff create a list of items needed for each Department and investigate upgrading technology. Council suggested setting funds aside for City employees in case a second wave of coronavirus hits. City Administrator proposed working with Carver County CDA to set up a small business fund. She stated that some of the funds can be set aside to help the local small businesses through the pandemic environment. Council liked the City Administrators proposal and asked her to pursue this option and bring back details to a future Council Meeting. Mayor Dodge asked City Administrator to find out if the City can get the funds back from Carver County if they are not used.
3. **Discussion on Streets Project Plan:** Tabled

MEETING ADJOURNED

There being no further business, the work session was adjourned at 9:21 p.m.

Mike Dodge, Mayor

Attest: _____
Janell Gildemeister, Deputy Clerk MCMC

ACCOUNTS PAYABLE LIST**AUGUST 10, 2020****Checks: 23158 - 23182, 5731E - 5750E, 50141 - 50143**

23158	AEM Financial Solutions	Cash and Investment Reconciliations	\$3,427.50
23159	AEM Workforce Solutions	Payroll Prep - July 2020	\$470.00
23160	Alex Air Appartus, Inc	FD SCBDA Cylinder	\$496.61
23161	Bagy Jo Inc	Face Masks - City Logo	\$906.25
23162	Bolton and Menk Inc	Engineering, Misc, Projects, etc.	\$20,117.75
23163	Carver County	Signs - PW	\$32.00
23164	Carver County Information	Pictometry - Cost Share - Year 1	\$250.00
23165	Carverlink	City buildings - fiber - Jan - August 2020	\$1,603.06
23166	Central Pension Fund	HRA - Union Employees	\$42.00
23167	Chosen Valley Testing Inc	Fire Station -	\$4,375.00
23168	Earl F Anderen Inc	Stop Signs	\$804.55
23169	Emergency Apparatus Mainteance	FD Engine Maintenance	\$1,231.87
23170	Kurita America Inc	Coagulant	\$1,176.00
23171	Gopher State Onc Call Inc	Locates	\$86.40
23172	Great America Financial Solutions	Copier Lease Agreement	\$218.33
23173	Henning Excavating	Compost Site - Pile Maintenance	\$660.00
23174	Herald Journal Publishing	Public Hearing Notice - CIP	\$253.92
23175	Mayer Lumber Co Inc	Wasp Killer, misc FD/PW	\$708.96
23176	MCMA	Annual Membership	\$100.00
23177	Med Compass Inc	Fire Department - annual exams	\$1,630.00
23178	Metro West Inspection Services	Finald Permits - July 2020	\$2,237.10
23179	Mini Biff LLC	Park - Porta Potties	\$881.28
23180	Squeaky Clean	Cleaning Services - CH/CC	\$761.17
23181	USA Bluebook	Stenner Digital Pump, PE Tubin	\$1,052.96
23182	Utility consultants	WTP	\$1,054.30
5731E	MN Dept of Labor and Industry	Quarter 2, 2020 - Building Permit Surcharge	\$834.43
5732E	Minnesota Dept of Revenue	Quarter 2, 2020 - Sales and Use Tax	\$352.00
5733E	ADP LLC	Employee Wages PR	\$7,260.92
5734E	ADP LLC	Employee Taxes	\$2,910.21
5735E	PERA	Employee Benefits	\$1,412.03
5736E	PERA	Employee Benefits	\$1,398.08

5737E	ADP LLC	Council Wages	\$1,550.82
5738E	ADP LLC	Council Taxes	\$1,251.15
5739E	VOID	VOID	
5740E	Security Bank	ACH Bank Fees - For June 2020	\$36.20
5741E	Delta Dental of MN	Employee Benefit - Maggie	\$57.37
5742E	ADP LLC	PR Processing Fee	\$82.59
5743E	ADP LLC	PR Processing Fee	\$84.29
5744E	ADP LLC	Employee Wages PR	\$7,188.47
5745E	ADP LLC	Employee Taxes	\$2,860.50
5746E	Verizon Wireless	OSH Dialer	\$14.79
5747E	Verizon Wireless	FD Cell and Tablet	\$41.26
5748E	Verizon Wireless	City Cells and PW Surface	\$360.69
5749E	Techstar IT Solutions	Phone Support	\$390.80
5750E	Xcel Energy	Street Lights	\$2,678.44
50141	ADP LLC	Council PR	\$796.55
50142	ADP LLC	Council PR	\$309.51
50143	ADP LLC	Edholm PR	\$129.29
			<hr/>
			\$76,577.40



Council Memorandum

Item: Vollmer – Health Insurance

Meeting Date: August 10, 2020

Presented By: Margaret McCallum, City Administrator

Recommendations/Council Action/Motion Requested:

In fall, 2017, the City of Mayer Fire Department experienced the sudden death of one of its firefighters, Captain Jeffrey Vollmer.

In early spring of 2020, the City of Mayer was approached by a legal entity that represents the wife and children of Jeffrey Vollmer.

According to Minnesota State Statute, Minn. Stat. § 299A.425, subd. 2a, the City of Mayer must provide health insurance coverage for the dependents of a volunteer firefighter who was killed in the line of duty.

The City of Mayer followed up with the request and provided the requested information to the family's legal representation in April of 2020. Staff provided the requested information and the family agreed to be placed on the City's plan.

Staff is looking for approval of Resolution 8.10.20.27 approving adding the Vollmer family to City health insurance.

Attachments:

Resolution 8.10.20.27

**CITY OF MAYER, MINNESOTA
RESOLUTION NO. 8.10.20.27**

**RESOLUTION APPROVING REQUEST FOR HEALTH INSURANCE COVERAGE
FOR DEPENDENTS OF VOLUNTEER FIREFIGHTER KILLED IN LINE OF DUTY**

WHEREAS, pursuant to Minn. Stat. § 299A.425, subd. 2a, the City of Mayer (“City”) must provide health certain insurance coverage for the dependents of a volunteer firefighter who was killed in the line of duty; and

WHEREAS, the City has received such a request for health insurance coverage pursuant to Minn. Stat. § 299A.425, subd. 2a from the dependents of a City volunteer firefighter who was killed in the line of duty.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Mayer as follows:

1. The request for health insurance coverage pursuant to Minn. Stat. § 299A.425, subd. 2a is approved.
2. The City Administrator is hereby authorized to take all steps necessary to give effect to this Resolution.

Passed by the City Council of the City of Mayer, Minnesota, this 10 day of August, 2020.

Mike Dodge, Mayor

Attested:

Margaret McCallum, City Administrator



Memorandum

Item: Fire Department Resignation – Clayton Schultz

Meeting Date: August 10, 2020

Presented By: Margaret McCallum, City Administrator

Details:

Clayton Schultz put in his resignation from the Mayer Fire Department effective July 27, 2020.

Schultz thanked the City of Mayer Fire Department for the time and gratitude to be a part of the Fire Department.

The Fire Department thanks Clayton Schultz for his service on the Department and wishes him well in future endeavors.

Attachments:

None.



REQUEST FOR CITY COUNCIL ACTION

Meeting Date: August 10th, 2020
Item Name: Crack Sealing
Originating Department: Public Works
Presented by: Kyle Kuntz

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 crack sealing repairs needed for 2020.

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

Throughout the summer City Staff has compiled a list of streets that are in need of crack sealing. These streets include: Rocky Meadow LN, River Bend Trail, Big Oak LN, Deerwood's Ct, Coldwater Crossing, Schumacher Ct, and Gray Owl Ct. Staff is proposing to have Gopher State Sealcoat, INC. to the work in the amount of \$5,816.

<i>Bargen Incorporated</i>	<i>Gopher State Sealcoat, INC.</i>
Crack Sealing \$24,576.00	Crack Sealing \$5,816.00
Total Price \$24,576.00	Total Price: \$5,816.00

FINANCIAL IMPLICATIONS:
 Funding Sources & Uses:
Capital Outlay: \$65,000
Year to date amount: \$18,265.12

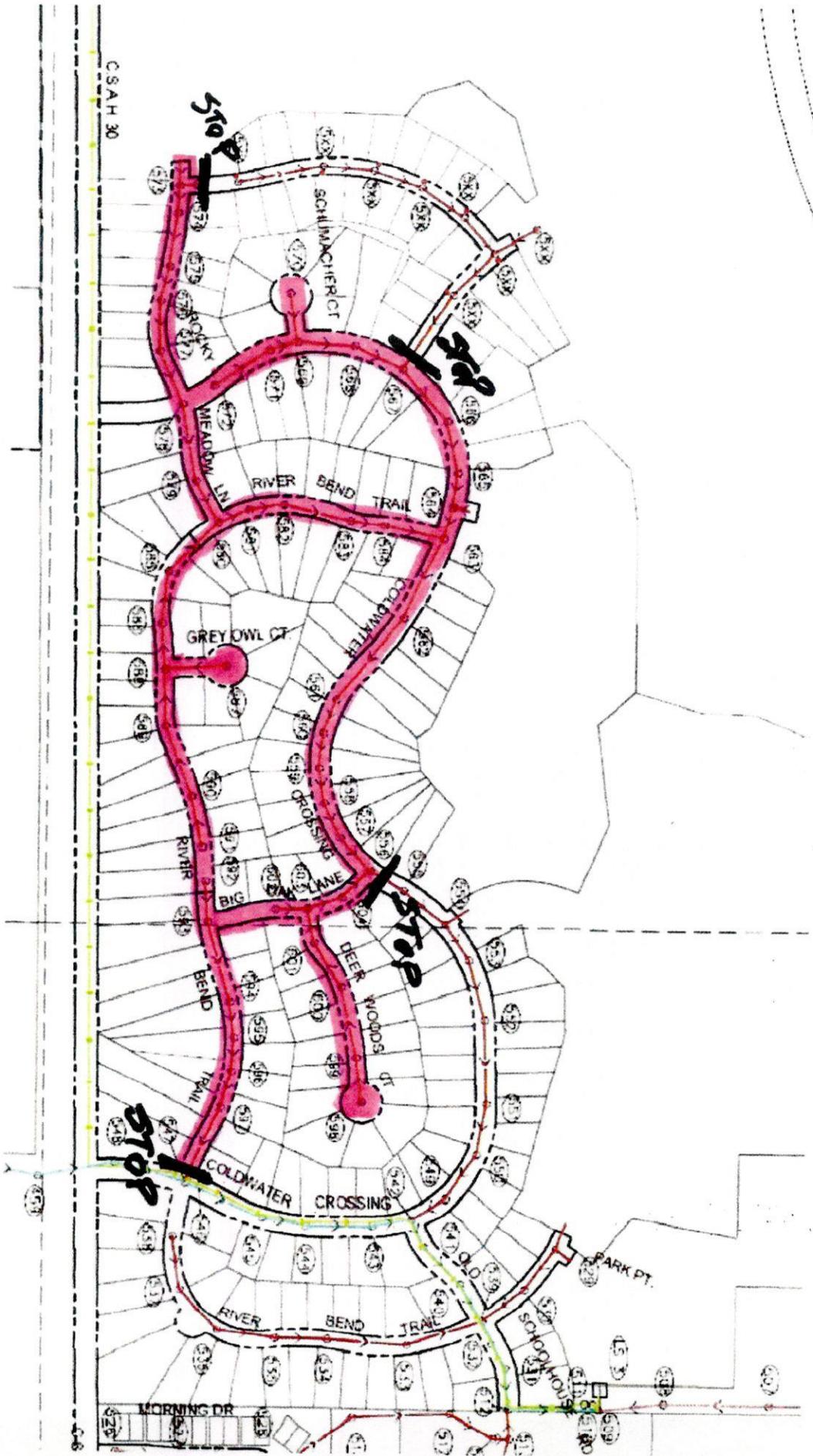
Budget Information:
 Budgeted
 Non Budgeted
 Amendment Required

ADVISORY BOARD RECOMMENDATIONS:

Other

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

2020 Crack Sealing





12519 Rhode Island Avenue South
 Savage, Minnesota 55378
 Phone: 952.931.9188
 Fax: 952.931.0956
 www.GopherStateSealcoat.com

Proposal

Proposal Submitted To	Installation Site
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Kyle Kuntz
 City of Mayer
 413 Bluejay Ave N.
 Mayer, MN 55360

Various Roads per Map
 Mayer, MN

Account #	Quote #	Quote Date	Valid Thru	Terms	Estimator
7243	25419	07/24/2020	08/23/2020	NET10	Craig
Work #	Fax #	Mobile #	Email Address		
952-657-1502		952-495-0483	Kyle.Kuntz@cityofmayer.com		

Description	Total Price
various roads per map only:	\$0.00
Crack Sealing: Not to exceed 8946 linear feet: Rout unfilled cracks 1/4" or larger to 3/4" x 3/4", except in alligatored areas. Clean out cracks. Seal cracks with MnDOT spec #3723 hot pour rubberized crackfiller. Touch up old cracks. Apply barrier paper as needed. Some settling of material will occur after cooling.	\$5,816.00
Price Breakdown per Street:	\$0.00
Rocky Meadow	\$ 600.00
River Bend	\$ 2112.00
Big Oak Ln.	\$ 382.00
Deer Woods Ct.	\$ 801.00
Coldwater Crossing	\$ 1502.00
Schumacher Ct.	\$ 182.00
Grey Owl Ct.	\$ 237.00
Total:	\$ 5816.00
NOTE: This price includes one mobilization. Additional moves will be billed at \$550/each. All streets listed need to be done at the same time to get this price.	\$0.00

Quote Total
\$5,816.00

We propose to furnish material and labor, complete in accordance with the above specifications, for the sum and terms outlined above. All material is guaranteed to be as specified. All work is to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from specifications involving extra costs will be executed upon written orders, and will become an extra charge over and above the estimate. All agreements are contingent upon strikes, accidents or delays beyond our control. Property owner is responsible for all permits and fees.

PROPOSAL SUBMITTED BY:

Craig Olson

7-24-2020

Authorized Signature

Print Name

Date

ACCEPTANCE OF PROPOSAL: The above prices, specifications and conditions are satisfactory and hereby accepted. You are authorized to complete this contract as specified. Payment will be made as outlined.

Authorized Signature

Print Name

Date

BARGEN

INCORPORATED

606 County Road 1
Phone (507) 427-2924
Mountain Lake, MN 56159

July 21, 2020

City of Mayer
Attn: Kyle Kuntz
413 Bluejay Ave.
Mayer, MN 55360

Kyle,

Thank you for the opportunity to explain the asphalt pavement maintenance services our firm offers and to provide you with a quote for your city streets. I am confident that you will find the services beneficial for your roads. I would like to explain the procedures our service crew uses.

Asphalt Rubber Crack Repair (Rout & Seal)

Our service crew will:

- A. rout out cracks 1" wide by 1" deep for cracks that are 40 feet apart and closer
- B. rout out cracks 1 ¼" wide by 1" deep for cracks that are 45 – 80 feet apart
- C. if the cracks are wider, they will be routed accordingly
- D. the cracks will then be cleaned with high volume blowers
- E. as a second cleaning procedure, a heat lance will be used to clean out any remaining debris and/or moisture
- F. cracks will be filled three-quarters to full
- G. after a cooling period, the cracks are filled a second time using a banding applicator
- H. this does not include any alleged areas
- I. the debris will be blown to the side of the curb, where it will be the City's responsibility to sweep up

Sealant Material

The sealant that we will use meets and exceeds the Minnesota State Spec. #3723.2 and Iowa ASTM-D3405 and ASTM-D6690 type II Spec. with the following modifications:

- 100% elongation at -20°F

Recently OSHA implemented new exposure levels for the Respirable Crystalline Silica law. We as a company are taking this serious and we want to protect our workers as well as avoid any fines that might be incurred by not following OSHA regulations.

The OSHA standard (29 CFR 1926.1153) requires employers to limit worker exposures to respirable crystalline silica and to take other steps to protect workers. In keeping with the spirit of the law, we are doing everything we can to reduce our employee's exposure to Silica. This includes working towards a solution to suppress the dust at the point of creation, as well as using a Vacuum sweeper truck with a water system in the holding tank to suck the debris from the cracks.

Pavement Seal Coating (black seal coat)

The complete project area will be swept or blown clean (with high pressure blowers) in preparation for the seal coat application. We will then apply one coat of Asphalt Cut Back Penetrating Sealer. Our Seal Coat has 57% asphalt content and is a solvent and asphalt based seal coat. This is NOT a water based emulsion product. **(Note: may take 2-4 days to cure)**

Pavement Striping

To complete the project, we will re-stripe the parking lines, curbs and stall insignias using Diamond Vogel Traffic Paint. Please keep in mind that once your lot has been Seal Coated, we will need to wait 2 weeks in order to allow the Seal Coat to properly cure out. At this time, we will be able to stripe your parking lot. However, if your lot is striped before those 2 weeks are up, we will NOT guarantee that our paint will adhere to the Seal Coat.

Project Prices - Our price includes all materials, applicable taxes and labor to complete the project as explained.

Please note: The Customer is responsible for notifying the public that we will be working in your area. Pavement maintenance can be extremely dusty and dirty work and we strongly encourage the public to keep their Personal property at a strong distance away from our work zone. This will avoid any possible concerns for dust, debris or damage. A recommended distance would be 75 – 150 feet away from the work zone. An Insurance Certificate is available upon request.

City of Mayer

Crack Repair

- 1. River Bend Trail \$9,360.00
- 2. Big Oak Lane \$1,152.00
- 3. Rocky Meadow Lane \$1,728.00
- 4. Schumacker Court \$384.00
- 5. Grey Owl Court \$816.00
- 6. Deer Woods Court \$1,536.00
- 7. Cold Water Xing from Big Oak Lane west to county road \$9,600.00

\$24,576

~~**Mayer Water Treatment Lot**~~

- ~~• Crack repair \$2,700.00~~
- ~~• Black Cutback sealcoat \$5,292.00~~

~~**Mayer City Hall Lot**~~

- ~~• Crack repair \$3,735.00~~
- ~~• Black Cutback sealcoat \$9,954.00~~
- ~~• Pavement Striping \$1,550.00~~

NOTE: If customer chooses the Cut Back Sealer, customer takes full responsibility for any tracking of the seal coat after application.

The price stated above is what we need to complete the project. If there are any Bonds needed for this project that cost will need to be ADDED to the prices listed above.

TERMS: Owner agrees that all payments required under this Contract shall be due and payable within 30 days of date of invoice. Owner further agrees that Bargaen Inc. may charge interest at the annual rate of eighteen percent (18%), unless a lesser percentage is required by law on any sum due under this Contract which is not paid within 30 days of invoice date. If payments are not made when due, interest, costs incidental to collection and attorney's fees (if any attorney is retained for collection) shall be added to the unpaid balance. Bargaen Inc. reserves the right, without penalty from Owner, to stop work on the project if Owner does not make payments to Bargaen Inc. when due.

This Proposal/Contract may be withdrawn by Bargaen Inc. if not accepted within 30 days, or at anytime, subject to increases related to material prices as noted above.

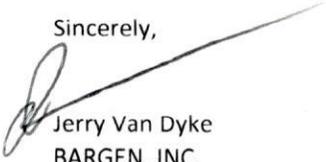
Acceptance of proposal – The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. This proposal may be withdrawn if not accepted within 30 days.

Date of acceptance _____ Purchase Order # _____

Signature _____ Signature _____

Thank you for the opportunity to provide you with information on the asphalt pavement maintenance needs in your community. I am confident that you will find the products used and the workmanship of our crew of the highest quality. I look forward to working with you in the near future.

Sincerely,



Jerry Van Dyke
BARGEN, INC.

JVD/lh

Project for City of Mayer

Our Mission

Bargaen, Inc. is committed to excellence and, because of this, we take pride in our team of professional craftsmen. Our primary purpose is to provide knowledgeable recommendations, quality workmanship and exceptional service. Our goal is satisfied customers who have received the most value for their investment.

Website: www.bargeninc.com

Email: bargen@bargeninc.com



City Council Meeting Memorandum

Item: Capital Improvement Plan Public Hearing – Proposed Fire Station – Resolution 8.10.20.27

Workshop Meeting Date: August 10, 2020

Presented By: Margaret McCallum, City Administrator

Details:

The City of Mayer has been working on plans for a new fire station for some time now.

As part of the planning process, the City must identify how it will finance this project.

At the previous City Council meeting, the City Council decided to move forward with a financing path that allows the city to issue municipal bonds under a capital improvement plan without the usual referendum requirement.

Under this method, the City created a Capital Improvement Plan (“CIP”) document that is designed to anticipate capital improvement expenditure and schedule them over a five-year period so that they may be purchased in the most efficient and cost-effective method.

The CIP allows the matching of expenditures with anticipated income.

The process began with the analysis of the City’s five-year capital improvement needs and funding sources. At the July 13, 2020 City Council meeting, the CIP draft was complete and presented to the Council. The City Council approved to notice the Public Hearing on the CIP, with notice published not more than 30 days and not less than seven days for the hearing.

City of Mayer, Minnesota August 10 CIP Public Hearing –

Council must go through consideration to approve a resolution giving preliminary approval for the issuance of the City’s General Obligation Capital Improvement Plan Bonds in an amount not to exceed \$4,250,000; and adopting the City of Mayer Minnesota Capital Improvement Plan in connection with the New Fire Station.

OPEN PUBLIC HEARING

The City Council is requested to hold a public hearing and approve a resolution for the issuance of Capital Improvement Plan Bonds and adopt the Five-Year Capital Improvement Plan for the City. The City has caused notice of the public hearing on the intention to issue the Bonds and on the proposed adoption of the Plan by resolution adopted July 13, 2020.

The public hearing notice appeared in the local official newspaper on July 24th, no more than 28 days and no less than 14 days prior to the public hearing, for compliance with Minnesota Statutes.

RESOLUTION FOR ADOPTION

Attached you will find the Capital Improvement Plan as prepared by Ehlers & Associates for the construction of a new structure to house the fire department for the City by the issuance of Capital Improvement Plan Bonds.

You will note the Plan contains the project description and required findings of the Council as follows:

1. The condition of the City's existing infrastructure, including the projected need for repair and replacement.
2. The likely demand for the improvements.
3. The estimated cost of the improvement.
4. The available public resources.
5. The level of overlapping debt in the City.
6. The relative benefits and costs of alternative uses of the funds.
7. Operating costs of the proposed improvements; and
8. Alternatives for providing services more efficiently through shared facilities with other local government units.

CLOSE PUBLIC HEARING

After closing the public hearing, please consider the following alternative actions relating to the preliminary approval of the Bonds and adoption of the Plan. The resolution must be approved by at least three-fifths of the membership.

Alternative Action:

1. A motion to approve the resolution.
2. A motion to approve the resolution at a lesser amount.
3. A motion to deny approval of the resolution
4. A motion to table any action

Reverse Referendum

Bonds are subject to a so-called "reverse referendum". If a petition signed by voters equal to at least 5 percent of the votes cast in the City in the last general election is filed with the City Clerk within 30 days after the public hearing regarding the bonds, the bonds may not be issued unless approve by the voters.

The maximum debt service in any year on all outstanding bonds is .16% of the estimated market value of the property in the City. This is calculated using the estimated market value for the taxes-payable year in which the bonds are issued.

After the CIP has been approved and bonds have been authorized, the City will work with a financial advisor to prepare a bond sale and repayment schedule. (Assuming no petition for referendum has been filed).

Estimated Cost of the Project

The City Council is still working to determine the estimated cost of the Mayer Fire Station. At one point the estimated cost was up to \$4,026,523. The City Council is working on reducing costs. Nonetheless, due to previous plans that estimated up to \$4,026,523, staff is recommending a bond issue not to exceed \$4,250,000.

Availability of Public Resources

The CIP Bonds for construction of the Fire Station would be paid with ad valorem taxes and possibly reserves. However, the CIP Bonds will additionally be secured by the City's full faith and credit, which is expected to produce lower interest rates on the CIP Bonds compared to the limited other options available to finance this type of project.

The bond proceeds are proposed to be paid for in part by shifting retiring debt levy dollars toward a portion of new debt.

Financing the CIP – Fire Station

In Financing the CIP, two significant statutory limitations apply.

Under State Law, municipalities cannot incur debt in excess of 3% of the assessor's estimated market value for the municipality.

The City's estimated market value is \$193,996,400. Therefore, the total amount of outstanding debt cannot exceed \$5,819,892 (2019/2020 tax year).

As of August 10, 2020, the City has \$205,000 subject to the legal debt limit.

As such, issuance of the CIP Bonds will be well within the overall statutory debt limit for the City.

Additional State Law states that when adopting a CIP, without referendum, that the total amount of principal and interest in any one year of all CIP Bonds issued by the City cannot exceed 0.16% of the total estimated market value in the municipality.

In the City, the maximum annual debt service amount is \$310,394 for the 2019/2020 tax year. ($\$193,996,400 \times 0.0016$). The maximum principal and interest payments on the CIP Bonds proposed to be issued under this CIP is estimated to be approximately \$283,542.

Attachments.

Capital Improvement Plan with:

Appendix A. Proposed CIP Bond Issue

Appendix B. Pre-Sale Schedule

Resolution 8.10.20.27



August 10, 2020

Capital Improvement Plan in connection with the
New Fire Station
City of Mayer, Minnesota



Prepared by:
City Staff
and
Ehlers

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VP/Senior Municipal Advisor

Nick Anhut, CIPMA
VP/Senior Municipal Advisor

And

Chris Mickelson, CIPMA
Municipal Advisor

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SECTION I: Introduction

In 2003, the Minnesota State Legislature adopted a statute (Section 475.521, referred to herein as the “CIP Act”) that allows cities to issue municipal bonds under a capital improvement plan without the usual referendum requirement (except for the so-called “reverse referendum” described in Section III). The CIP Act applies to capital improvements consisting of city halls, public works, and public safety facilities. The 2005 Legislature added towns to the meaning of a municipality and town halls and libraries to the meaning of a capital improvement under the CIP Act.

Throughout this plan, the term “capital improvement” refers only to those improvements identified in the CIP Act, as summarized above. Capital expenditures for other public improvements in the City will be financed through other means and are not governed by this plan.

SECTION II: Purpose

A capital improvement is a major expenditure of municipal funds for the acquisition or betterment to public lands, buildings, or other improvements used as a city hall, town hall, library, public safety, or public works facility, which has a useful life of five years or more. For the purposes of the CIP Act, capital improvements do not include light rail transit or related activities, parks, road/bridges, administrative buildings other than city or town hall, or land for those facilities. A Capital Improvement Plan (“CIP”) is a document designed to anticipate capital improvement expenditures and schedule them over a five-year period so that they may be purchased in the most efficient and cost-effective method possible. A CIP allows the matching of expenditures with anticipated income. As potential expenditures are reviewed, the municipality considers the benefits, costs, alternatives and impact on operating expenditures.

The City of Mayer, Minnesota (the “City”) believes the capital improvement process is an important element of responsible fiscal management. Major capital expenditures can be anticipated and coordinated to minimize potentially adverse financial impacts caused by the timing and magnitude of capital outlays. This coordination of capital expenditures is important to the City in achieving its goals of adequate physical assets and sound fiscal management. In these financially difficult times good planning is essential for the wise use of limited financial resources.

The Capital Improvement Plan is designed to be updated on an annual basis. In this manner, it becomes an ongoing fiscal planning tool that continually anticipates future capital expenditures and funding sources.

SECTION III: The Capital Improvement Planning Process

The process begins with analysis of the City’s five-year capital improvement needs and funding sources. The City may solicit input from citizens and other governmental units at an early stage, if desired.

The City Council then directs staff or consultants to prepare a plan that sets forth the estimated schedule, timing and details of specific capital improvements by year, together with the estimated cost, the need for the improvement, and the sources of revenue for the improvement. The City Council then holds a public hearing on the CIP, with notice published not more than 30 days and not less than seven days for the hearing (except as described below). The Council may either approve the CIP immediately after the hearing or based on input may make revisions and approve the CIP at a later meeting.

If the CIP calls for general obligation bonds to finance certain improvements, the City Council must follow an additional set of procedures. The Council must hold a public hearing regarding issuance of the bonds. Notice of such hearing must be published in the official newspaper of the municipality at least 14, but not more than 28 days prior to the date of the public hearing. In addition, the notice may be posted on the City’s official web site. (The public hearings on the CIP and the bonds may be combined into a single hearing, in which case the notice requirements for bonds must be followed.)

The Council must approve the sale of CIP bonds by a 3/5ths vote of its membership. However, the bonds are subject to a so-called “reverse referendum”. If a petition signed by voters equal to at least five percent of the votes cast in the City in last general election is filed with the City Clerk within 30 days after the public hearing regarding the bonds, the bonds may not be issued unless approved by the voters (by a majority of those voting on the question). Further, the maximum debt service in any year on all outstanding CIP Bonds is .16% of the estimated market value of property in the City, using the estimated market value for the taxes-payable year in which the bonds are issued.

After the CIP has been approved and bonds have been authorized, the City works with its financial advisor to prepare a bond sale and repayment schedule. Assuming no petition for a referendum is filed, the bonds are sold, and when proceeds from the sale of the bonds (and any other identified revenue sources) become available, the expenditures for specified capital improvements can be made.

In subsequent years, the process is repeated as expenditures are completed and as new needs arise. Capital improvement planning looks five or more years into the future from the date of the CIP.

SECTION IV: Project Summary

The only capital improvements contemplated in the five-year period of this plan (2020 through 2024) is the construction of a new structure to house the fire department for the City (the “Fire Station”), through issuance of general obligation capital improvement plan bonds (referred to as the “CIP Bonds”).

The City proposes to finance the construction of the Fire Station through issuance of CIP Bonds under the CIP Act and this CIP. The proposed CIP Bonds would be issued in 2021, in a principal amount not to exceed \$4,250,000.

The CIP Act requires the City Council to consider eight factors in preparing the CIP:

1. Condition of the City’s existing infrastructure, including projected need for repair or replacement.
2. Likely demand for the improvement.
3. Estimated cost of the improvement.
4. Available public resources.
5. Level of overlapping debt in the City.
6. Relative benefits and costs of alternative uses of funds.
7. Operating costs of the proposed improvements.
8. Alternatives for providing services most efficiently through shared facilities with other cities or local governments.

The City has considered the eight points as they relate to construction of the Fire Station through issuance of the CIP Bonds. The findings are as follows:

The Mayer Fire Department was established in 1900 and had a long history within the community and surrounding townships. The Department provides services to the City of Mayer (about 2,100 residents) and the four surrounding townships: Camden, Hollywood, Waconia, and Watertown. The existing station is a 5,394 square foot concrete block building built in 1972. The current station is located at 400 Ash Avenue North in the City. The building has no expansion ability due to land constraints. There have been expansions and remodeling on the building in the past including new apparatus bays, heating system, painting and new roof and siding. Studies by Brunton Architects and by the League of Minnesota Cities have determined concerns about the current station. The existing station is lacking adequate space and up-to-date ventilation mechanisms. Some of the concerns include:

- The existing fire station does not provide enough clearance around each apparatus, creating a safety hazard for firefighters and decreases response times.
- Firefighter parking is located across the street from the current fire station, creating a safety hazard for the responding firefighters.
- The existing fire station has insufficient ventilation for removal of exhaust from apparatus bays, creating a health hazard.
- The storage areas have a low ceiling height, creating a potential for injuries when lifting.

- Restrooms are not ADA compliant.
- An addition to the existing fire station is not feasible as the existing building foundation will not accommodate constructing a second story addition.
- Demo the current facility and constructing on the existing property does not resolve issues of parking and growth needs.

The City has been growing exponentially since the current station was built in the 1970s. The Mayer population growth is as follows:

1970 – 325
2000 – 554
2010 – 1,749
2019 – 2,100 (projected)

The City has seen a steady growth of about 25-30 homes in the recent years.

The City did a location feasibility study in 2016 to determine the most ideal location. After review of three sites within the City, the study recommended 409 Shimmcor Street as the best location for the new station.

The proposed building would be a 12,940 square foot precast concrete building (main floor) with a 2,116 square foot mezzanine. It would include apparatus bays, training spaces, offices, ADA accessibility, ample parking and other support spaces.

Three apparatus bays were added to the existing fire hall in the 1980's and have only a very limited support area.

The fire hall no longer accommodates the quantity or size of equipment required by today's average fire department. Due to the storage inadequacies, when emergency calls are received, equipment is not always easily accessible by the department. The fire hall's shortcomings include its inability to adequately accommodate the department's equipment; its inability to provide sufficient space for rapid, unhindered movement of firefighters within the facility; and its inability to provide sufficient space to prevent accidental interaction between firefighters and equipment, thereby creating serious safety issues.

Because of the size of the confined space and the proximity of firefighters and equipment there are also air quality issues. The current fire hall has insufficient ventilation for the removal of exhaust from apparatus bays.

The Fire Department and City Council have identified the need to replace the fire hall. At the February 10, 2020 City Council meeting the City Council adopted the Mayer Fire Station project as its #1 priority.

The Mayer Fire District consists of 26 square miles of rural township area.

The City's Fire Department is comprised of 26 volunteer firefighters and operates 9 (8 trucks and 1 boat) pieces of equipment that need to be stored in a central location to facilitate optimum response times.

Other than such construction, the City does not anticipate any other projects to be financed under this CIP in the 2020 through 2024 period.

Conditions of City Infrastructure and Need for the Project

The current structure is in fair condition with continued space problems and access to adequate space for equipment, response, meetings and personnel as described in the fire department building safety walkthrough conducted on June 4, 2018 in conjunction with the City's participation in the League of Minnesota Cities Insurance Trust (LMCIT) property, liability and/or workers' compensation program. The proposed new facility addresses the concerns of the current facility. The identified location of the proposed new facility keeps these critical emergency services in a central location. The projected completion date will be 12 months after the City has issued any debt.

Brunton Architects & Engineers was commissioned by the City to complete a comprehensive study for the feasibility of a new fire station. The existing fire station does not have the space to accommodate essential areas needed in an emergency facility for the department to sufficiently and practically serve the residents of Mayer. The Mayer Fire Department serves not only the City of Mayer, but also the four surrounding townships. Additionally, a large training and meeting room will give the fire department the opportunity to host regional training sessions and meetings. Key training and recruiting for volunteer firefighters are critical to the survival of a small-town department.

The intent of the feasibility study was to review potential sites and relevant amenities provided by each site, review potential access barriers of these sites, complete an existing facility study, complete a space needs analysis, and develop conceptual diagrams of the proposed building.

Demand for Project

As the City continues to grow and more demands for emergency services are responded to by fire and ambulance, the current space limitations will only continue to become more of an issue with limited the size and amount of equipment needed to deliver quality services. Building improvements are beyond required, and serious consideration will need to be given if a new facility is not built in the next few years.

Estimated Cost of the Project

The Mayer Fire Station is estimated to cost \$4,026,523 (bond issue in an amount not to exceed \$4,250,000). Grants and state bonding monies will be sought but are not guaranteed. The amount of bonds to be issued will be reduced to the extent the City receives financial assistance from the State of Minnesota.

Availability of Public Resources

The CIP Bonds for construction of the Mayer Fire station would be paid with ad valorem taxes and possibly reserves. However, the CIP Bonds will be additionally secured by the City's full faith and credit, which is expected to produce lower interest rates on the CIP Bonds compared to the limited other options available to finance this type of project.

The bond proceeds are proposed to be paid for in part by shifting retiring debt levy dollars toward a portion of the new debt.

Level of Overlapping Debt

The City has no outstanding CIP debt. Below is a chart with the debt of other taxing jurisdictions in the City.

Taxing District ¹	2019/2020 Taxable Net Tax Capacity	% In City	Total G.O. Debt	City's Proportionate Share
Carver County	\$167,390,403	1.4850%	\$22,260,000	\$330,561
I.S.D. No. 111 (Watertown-Mayer)	14,884,207	16.7003%	52,742,663	8,808,183
Metropolitan Council	4,099,225,673	0.0606%	221,800,000	<u>134,411</u>
City's Share of Total Overlapping Debt				<u>\$9,273,155</u>

Relative Costs and Benefits of Alternative Uses of the Funds

The space limitations with the current facility and need for major renovation and maintenance make this project necessary for the City. There are no significant alternatives for funds designated for this project.

Operating Costs of the Proposed Improvement

A new larger facility will realistically require higher maintenance expenditures, but these additional maintenance costs will be mitigated to some extent by replacing an older facility with newer more efficient systems and the possible sale or reuse of the old facility. In other respects, no changes to operating costs are expected under this CIP.

Alternatives for Shared Facilities with Other Cities or Local Government

Sharing the Mayer Fire Station with another community is not an option as the City of Mayer is already providing coverage for fire protection to four townships covering 26 square miles. Provision of public safety relies on immediate response times in emergencies and having a shared facility outside of the community would seriously jeopardize response times and public safety. In addition, all the surrounding communities outside of the Mayer Fire District have their own fire departments.

¹ Outstanding debt is based on information in official statements obtained on EMMA and the Municipal Advisor's records.

SECTION V: Financing the Capital Improvement Plan

The total principal amount of requested expenditures under this Capital Improvement Plan is \$4,026,523 less any upfront cash contribution plus any costs of debt issuance and any capitalized interest. This amount represents the maximum principal amount of CIP Bonds that may be issued to \$4,250,000. Principal and interest on the CIP Bonds will be paid through a tax levy over the term of the CIP Bonds and/or other monies, further shown in Appendix A.

In the financing of the Capital Improvement Plan, two significant statutory limitations apply.

1. Under Chapter 475, with few exceptions, municipalities cannot incur debt in excess of 3% of the assessor's estimated market value for the municipality. In the City, the estimated market value is \$193,996,400. Therefore, the total amount of outstanding debt cannot exceed \$5,819,892 (These values are for 2019/20 tax year). As of August 10, 2020, the City has \$205,000 subject to the legal debt limit (this amount includes the Equipment Certificate Portion of the Series 2015A Bonds). As such, issuance of the CIP Bonds will be well within the overall statutory debt limit for the City.
2. A separate limitation under the CIP Act is that, without referendum, the total amount of principal and interest in any one year on all CIP Bonds issued by the City cannot exceed 0.16% of the total estimated market value in the municipality. In the City, that maximum annual debt service amount is \$310,394 for the 2019/20 tax year ($\$193,996,400 \times .0016$). The maximum principal and interest payments on the CIP Bonds proposed to be issued under this CIP is estimated to be approximately \$283,542. As such, debt service on the CIP Bonds will be well within the annual limits under the CIP Act.

Details regarding the proposed terms of the CIP Bonds under this CIP are shown in Appendix A. The City is contemplating three bonding options (i.e., 20-year competitive sale, 3-year temporary bond sale, and a 40-year USDA loan to take-out the temporary bond after project completion). All three bond amounts will not exceed the maximum principal amount of CIP Bonds referred to above. A schedule of events for approval of the CIP and issuance of the CIP Bonds is shown in Appendix B; and the resolution calling the public hearing, form of the public hearing notice, and resolution approving the CIP are shown in Appendix C.

Continuation of the Capital Improvement Plan

This Capital Improvement Plan should be reviewed as needed by the City Council using the process outlined in this Plan. It should review proposed expenditures, make priority decisions, and seek funding for those expenditures it deems necessary for the City. If deemed appropriate, the Council should prepare an update to this Plan.

Appendix A

Proposed CIP Bond Issue

City of Mayer, Minnesota

\$4,135,000 General Obligation CIP Bonds, Series 2021A

Assumes Current Market BQ AA Rates plus 35bps

Wrap

Sources & Uses

Dated 01/01/2021 | Delivered 01/01/2021

Sources Of Funds

Par Amount of Bonds	\$4,135,000.00
Total Sources	\$4,135,000.00

Uses Of Funds

Total Underwriter's Discount (1.200%)	49,620.00
Costs of Issuance	55,000.00
Deposit to Project Construction Fund	4,026,523.00
Rounding Amount	3,857.00
Total Uses	\$4,135,000.00

City of Mayer, Minnesota

\$4,135,000 General Obligation CIP Bonds, Series 2021A

Assumes Current Market BQ AA Rates plus 35bps

Wrap

Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	Fiscal Total
01/01/2021	-	-	-	-	-
08/01/2021	-	-	42,797.71	42,797.71	-
02/01/2022	-	-	36,683.75	36,683.75	79,481.46
08/01/2022	-	-	36,683.75	36,683.75	-
02/01/2023	-	-	36,683.75	36,683.75	73,367.50
08/01/2023	-	-	36,683.75	36,683.75	-
02/01/2024	165,000.00	0.900%	36,683.75	201,683.75	238,367.50
08/01/2024	-	-	35,941.25	35,941.25	-
02/01/2025	165,000.00	1.000%	35,941.25	200,941.25	236,882.50
08/01/2025	-	-	35,116.25	35,116.25	-
02/01/2026	210,000.00	1.150%	35,116.25	245,116.25	280,232.50
08/01/2026	-	-	33,908.75	33,908.75	-
02/01/2027	215,000.00	1.250%	33,908.75	248,908.75	282,817.50
08/01/2027	-	-	32,565.00	32,565.00	-
02/01/2028	215,000.00	1.350%	32,565.00	247,565.00	280,130.00
08/01/2028	-	-	31,113.75	31,113.75	-
02/01/2029	220,000.00	1.450%	31,113.75	251,113.75	282,227.50
08/01/2029	-	-	29,518.75	29,518.75	-
02/01/2030	220,000.00	1.550%	29,518.75	249,518.75	279,037.50
08/01/2030	-	-	27,813.75	27,813.75	-
02/01/2031	225,000.00	1.650%	27,813.75	252,813.75	280,627.50
08/01/2031	-	-	25,957.50	25,957.50	-
02/01/2032	230,000.00	1.750%	25,957.50	255,957.50	281,915.00
08/01/2032	-	-	23,945.00	23,945.00	-
02/01/2033	235,000.00	1.850%	23,945.00	258,945.00	282,890.00
08/01/2033	-	-	21,771.25	21,771.25	-
02/01/2034	240,000.00	1.900%	21,771.25	261,771.25	283,542.50
08/01/2034	-	-	19,491.25	19,491.25	-
02/01/2035	240,000.00	1.950%	19,491.25	259,491.25	278,982.50
08/01/2035	-	-	17,151.25	17,151.25	-
02/01/2036	245,000.00	2.000%	17,151.25	262,151.25	279,302.50
08/01/2036	-	-	14,701.25	14,701.25	-
02/01/2037	250,000.00	2.050%	14,701.25	264,701.25	279,402.50
08/01/2037	-	-	12,138.75	12,138.75	-
02/01/2038	255,000.00	2.150%	12,138.75	267,138.75	279,277.50
08/01/2038	-	-	9,397.50	9,397.50	-
02/01/2039	260,000.00	2.250%	9,397.50	269,397.50	278,795.00
08/01/2039	-	-	6,472.50	6,472.50	-
02/01/2040	270,000.00	2.350%	6,472.50	276,472.50	282,945.00
08/01/2040	-	-	3,300.00	3,300.00	-
02/01/2041	275,000.00	2.400%	3,300.00	278,300.00	281,600.00
Total	\$4,135,000.00	-	\$986,823.96	\$5,121,823.96	-

City of Mayer, Minnesota

\$4,220,000 General Obligation Temporary Bonds, Series 2021A

Assumes Current Market BQ AA Rates plus 35bps

Sources & Uses

Dated 01/01/2021 | Delivered 01/01/2021

Sources Of Funds

Par Amount of Bonds	\$4,220,000.00
Total Sources	\$4,220,000.00

Uses Of Funds

Total Underwriter's Discount (1.000%)	42,200.00
Costs of Issuance	55,000.00
Deposit to Capitalized Interest (CIF) Fund	94,950.00
Deposit to Project Construction Fund	4,026,523.00
Rounding Amount	1,327.00
Total Uses	\$4,220,000.00

City of Mayer, Minnesota

\$4,220,000 General Obligation Temporary Bonds, Series 2021A

Assumes Current Market BQ AA Rates plus 35bps

Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	CIF	Net New D/S	Fiscal Total
01/01/2021	-	-	-	-	-	-	-
07/01/2021	-	-	18,990.00	18,990.00	(18,990.00)	-	-
01/01/2022	-	-	18,990.00	18,990.00	(18,990.00)	-	-
07/01/2022	-	-	18,990.00	18,990.00	(18,990.00)	-	-
01/01/2023	-	-	18,990.00	18,990.00	(18,990.00)	-	-
07/01/2023	-	-	18,990.00	18,990.00	(18,990.00)	-	-
01/01/2024	4,220,000.00	0.900%	18,990.00	4,238,990.00	-	4,238,990.00	4,238,990.00
Total	\$4,220,000.00	-	\$113,940.00	\$4,333,940.00	(94,950.00)	\$4,238,990.00	-

City of Mayer, Minnesota

\$4,220,000 General Obligation CIP Bond, Series 2024A
(USDA, Rural Development)
Fire Hall (2020 Temporary Note Takeout)

Sources & Uses

Dated 01/01/2024 | Delivered 01/01/2024

Sources Of Funds

Par Amount of Bonds	\$4,220,000.00
Total Sources	\$4,220,000.00

Uses Of Funds

Deposit to Current Refunding Fund	4,220,000.00
Total Uses	\$4,220,000.00

City of Mayer, Minnesota

\$4,220,000 General Obligation CIP Bond, Series 2024A

(USDA, Rural Development)

Fire Hall (2020 Temporary Note Takeout)

Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I
01/01/2024	-	-	-	-
01/01/2025	-	-	116,050.00	116,050.00
01/01/2026	61,707.19	2.750%	116,050.00	177,757.19
01/01/2027	63,404.14	2.750%	114,353.05	177,757.19
01/01/2028	65,147.76	2.750%	112,609.44	177,757.20
01/01/2029	66,939.32	2.750%	110,817.88	177,757.20
01/01/2030	68,780.15	2.750%	108,977.04	177,757.19
01/01/2031	70,671.60	2.750%	107,085.59	177,757.19
01/01/2032	72,615.07	2.750%	105,142.12	177,757.19
01/01/2033	74,611.99	2.750%	103,145.21	177,757.20
01/01/2034	76,663.82	2.750%	101,093.38	177,757.20
01/01/2035	78,772.07	2.750%	98,985.12	177,757.19
01/01/2036	80,938.30	2.750%	96,818.89	177,757.19
01/01/2037	83,164.11	2.750%	94,593.09	177,757.20
01/01/2038	85,451.12	2.750%	92,306.07	177,757.19
01/01/2039	87,801.03	2.750%	89,956.17	177,757.20
01/01/2040	90,215.55	2.750%	87,541.64	177,757.19
01/01/2041	92,696.48	2.750%	85,060.71	177,757.19
01/01/2042	95,245.64	2.750%	82,511.56	177,757.20
01/01/2043	97,864.89	2.750%	79,892.30	177,757.19
01/01/2044	100,556.17	2.750%	77,201.02	177,757.19
01/01/2045	103,321.47	2.750%	74,435.72	177,757.19
01/01/2046	106,162.81	2.750%	71,594.38	177,757.19
01/01/2047	109,082.29	2.750%	68,674.91	177,757.20
01/01/2048	112,082.05	2.750%	65,675.14	177,757.19
01/01/2049	115,164.31	2.750%	62,592.89	177,757.20
01/01/2050	118,331.32	2.750%	59,425.87	177,757.19
01/01/2051	121,585.44	2.750%	56,171.76	177,757.20
01/01/2052	124,929.04	2.750%	52,828.16	177,757.20
01/01/2053	128,364.58	2.750%	49,392.61	177,757.19
01/01/2054	131,894.61	2.750%	45,862.58	177,757.19
01/01/2055	135,521.71	2.750%	42,235.48	177,757.19
01/01/2056	139,248.56	2.750%	38,508.63	177,757.19
01/01/2057	143,077.89	2.750%	34,679.30	177,757.19
01/01/2058	147,012.54	2.750%	30,744.66	177,757.20
01/01/2059	151,055.38	2.750%	26,701.81	177,757.19
01/01/2060	155,209.40	2.750%	22,547.79	177,757.19
01/01/2061	159,477.66	2.750%	18,279.53	177,757.19
01/01/2062	163,863.30	2.750%	13,893.89	177,757.19
01/01/2063	168,369.54	2.750%	9,387.65	177,757.19
01/01/2064	172,999.70	2.750%	4,757.49	177,757.19
Total	\$4,220,000.00	-	\$2,828,580.53	\$7,048,580.53

Appendix B

Pre-Sale Schedule dated June 26, 2020 For the Sale of G.O. Capital Improvement Plan Bonds

The City Council must take the following actions before Bonds can be issued:

- City Council directs preparation of a 5-Year Capital Improvement Plan.
- City Council conducts a Public Hearing on issuance of Bonds and Capital Improvement Plan.
- City Council approves Bonds and Capital Improvement Plan by at least a 3/5ths vote of the governing body membership.

The table below lists the steps in the issuing process:

7/13	City Council adopts Resolution calling for Public Hearing on issuance of Bonds and on Capital Improvement Plan.
7/21 @ 11a	Close date to get Notice of Public Hearing on issuance of Bonds and on Capital Improvement Plan to official newspaper for publication.
7/24	Publish Notice of Public Hearing on issuance of Bonds and on Capital Improvement Plan (publication no more than 28 days and no less than 14 days prior to hearing date).
8/10 @ 6:30p	City Council holds Public Hearing on Bonds and on Capital Improvement Plan and adopts Resolution giving preliminary approval for their issuance and approving Capital Improvement Plan by at least a 3/5ths vote of the governing body membership.
9/9	Reverse referendum period ends (within 30 days of the public hearing).
11/9	City Council provides for sale of Bonds.
Week of 11/30	Ehlers distributes official statement.
Week of 12/7	Conference call with Standard & Poor’s for bond rating.
12/14	City Council accepts offer for Bonds and adopts Resolution-Approving sale of Bonds.
1/1	Tentative closing/receipt of funds.

Net Debt Limit		Annual Levy Limit	
Assessor's Estimated Market Value	193,996,400	Assessor's Estimated Market Value	193,996,400
Multiply by 3%	0.03	Multiply by .16%	0.0016
Statutory Debt Limit	5,819,892	Statutory Levy Limit	310,394
Less: Debt Paid Solely from Taxes	(4,340,000)	Less: Annual Levy under CIP	(283,542)
Unused Debt Limit	1,479,892	Unused Levy Limit	26,852

*These values are for Pay 2019/2020

EXTRACT OF MINUTES OF A MEETING OF THE
CITY COUNCIL OF THE CITY OF MAYER, MINNESOTA

HELD: August 10, 2020

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Mayer, Minnesota, was duly called and held at the Mayer City Hall, 413 Bluejay Avenue in Mayer, Minnesota on August 10, 2020 at 6:30 p.m. for the purpose, in part, of giving preliminary approval to the issuance of general obligation capital improvement plan bonds and adopting the capital improvement plan.

The following members were present:

and the following were absent:

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION 8.10.20.28

RESOLUTION GIVING PRELIMINARY APPROVAL FOR THE ISSUANCE OF GENERAL OBLIGATION CAPITAL IMPROVEMENT PLAN BONDS IN AN AMOUNT NOT TO EXCEED \$4,250,000 AND ADOPTING THE CITY OF MAYER, MINNESOTA, CAPITAL IMPROVEMENT PLAN UNDER MINNESOTA STATUTES, SECTION 475.521

A. WHEREAS, the City Council of the City of Mayer, Minnesota (the "City") proposes to adopt the City of Mayer, Minnesota, Capital Improvement Plan (the "Plan") and to issue its general obligation capital improvement plan bonds (the "Bonds") described in the Plan; and

B. WHEREAS, the City has caused notice of the public hearing on the intention to issue the Bonds and on the proposed adoption of the Plan to be published pursuant to and in accordance with Minnesota Statutes, Section 475.521; and

C. WHEREAS, a public hearing on the intention to issue the Bonds and on the proposed Plan has been held on this date, following published notice of the public hearing as required by law; and

D. WHEREAS, in approving the Plan, the City Council considered for each project and for the overall Plan:

1. The condition of the City's existing infrastructure, including the projected need for repair and replacement;
2. The likely demand for the improvement;
3. The estimated cost of the improvement;
4. The available public resources;
5. The level of overlapping debt in the City;
6. The relative benefits and costs of alternative uses of the funds;
7. Operating costs of the proposed improvements; and
8. Alternatives for providing services more efficiently through shared facilities with other local governmental units; and

E. WHEREAS, the City Council has determined that the issuance of the Bonds is the best way to finance the capital improvements described in the Plan as authorized under Minnesota Statutes, Section 475.521.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Mayer, Minnesota, as follows:

1. The Plan is hereby in all respects approved.
2. The staff and consultants of the City are hereby authorized to do all other things and take all other actions as may be necessary or appropriate to carry out the Plan in accordance with any applicable laws and regulations.
3. The City gives preliminary approval to issuance of the Bonds in the maximum principal amount of \$4,250,000, provided that if a petition requesting a vote on issuance of the Bonds, signed by voters equal to five percent of the votes cast in the last general election, is filed with City Administrator by September 9, 2020, the City may issue the Bonds only after obtaining approval of a majority of voters voting on the question at an election.

The motion for the adoption of the foregoing resolution was duly seconded by Member _____ and, after full discussion thereof and upon a vote being taken thereon, the following voted in favor thereof:

and the following voted against the same on this 10th Day of August, 2020:

Mike Dodge, Mayor

Margaret McCallum, City Administrator

STATE OF MINNESOTA
COUNTY OF CARVER
CITY OF MAYER

I, the undersigned, being duly qualified and acting City Administrator of the City of Mayer, Minnesota, DO HEREBY CERTIFY that I have carefully compared the attached and foregoing extract of minutes with the original minutes of a meeting of the City Council of said City on August 10, 2020, duly called and held on the date therein indicated, which are on file and of record in my office, and the same is a full, true and complete transcript therefrom insofar as the same relates to a resolution giving preliminary approval for the issuance of the City's general obligation capital improvement plan bonds and adopting the City's capital improvement plan therefor.

WITNESS my hand this 10th day of August, 2020.

City Administrator

[Bonds must be approved by at least three-fifths of the members.]

[Issuance of Bonds is subject to a 30-day reverse referendum after the public hearing.]

August 10, 2020
Pre-Sale Report for

City of Mayer, Minnesota

\$118,000 General Obligation Equipment
Certificates, Series 2020A



Prepared by:

Ehlers
3060 Centre Pointe Drive
Roseville, MN 55113

Advisors:

Todd Hagen, Senior Municipal Advisor
Nick Anhut, Senior Municipal Advisor
Chris Mickelson, Municipal Advisor

BUILDING COMMUNITIES. IT'S WHAT WE DO.

EXECUTIVE SUMMARY OF PROPOSED DEBT

Proposed Issue:

\$118,000 General Obligation Equipment Certificates, Series 2020A

Purpose:

To finance with other available funds, the acquisition of a tanker truck for the fire department in the City.

- Debt service will be paid from ad valorem property taxes.

Authority:

The Certificates are being issued pursuant to Minnesota Statutes, Chapters:

- 412 - Allows issuance of general obligation debt without referendum to fund projects if debt service is expected to be paid within 10-years from property taxes.
- 475 - General bonding authority.

The maximum that an entity can issue Certificates for at any one time without publication of a resolution allowing for a reverse referendum is limited to .25% of estimated market value. The Certificates do not exceed the estimated market value limit.

The Certificates will count against the City's legal debt limit of 3% of estimated market value. The Certificates do not exceed the net debt limit.

The Certificates will be general obligations of the City for which its full faith, credit and taxing powers are pledged.

Term/Call Feature:

The Certificates are being issued for a term of 5 years. Principal on the Certificates will be due on February 1 in the years 2022 through 2026. Interest is payable every six months beginning August 1, 2021.

The Certificates will be subject to prepayment at the discretion of the City on any day prior to scheduled maturity.

Bank Qualification:

Because the City is expecting to issue no more than \$10,000,000 in tax exempt debt during the calendar year, the City will be able to designate the Certificates as "bank qualified" obligations.

Bank qualified status broadens the market for the Certificates, which can result in lower interest rates.

Rating:

This issue will not be rated, as the cost of the rating would not be expected to be offset by the potential lower interest rates resulting from obtaining a rating. For a larger bond issue, or a longer-term bond issue, a rating might broaden the market for the Certificates and result in an overall reduction in interest costs.

Basis for Recommendation:

Based on our knowledge of the City's situation and objectives communicated to us, our advisory relationship as well as characteristics of various municipal financing options, we are recommending the issuance of general obligation bonds with a limited competitive sale as a suitable financing option for the following reasons:

- General obligation bonds provide the most straight-forward approach to financing projects identified by the City.
- We expect that the size and term of the issue, with bank qualification, will attract several quality bids based upon similar recent sales in Minnesota.
- The City does not expect to have surplus resources adequate to prepay the debt prior to the scheduled maturities.
- This is the most overall cost-effective option.

Method of Sale/Placement:

The City will pursue a limited competitive sale approach with an offering document for this bond issue because of its relatively small size and shorter 5-year term. The Certificates will be offered to a limited number of local and regional banks. The City will direct Ehlers to distribute the offering document to no less than three banks, identified by the City as having an interest in submitting a bid for this bond issue.

Review of Existing Debt:

We have reviewed all outstanding indebtedness for the City and find that there are no refunding opportunities at this time.

We will continue to monitor the market and the call dates for the City's outstanding debt and will alert you to any future refunding opportunities.

Continuing Disclosure:

Because this issue is being sold in blocks of \$100,000 or more and is being sold to fewer than 35 sophisticated investors, this issue will be exempt from the Continuing Disclosure requirements of the Securities and Exchange Commission (SEC).

However, because the SEC has adopted new rules concerning continuing disclosure after a privately placed bond issuance, the City will disclose to EMMA the terms of the loan.

The City will also provide its financial statements to the purchaser upon request.

Arbitrage Monitoring:

Because the Certificates are tax-exempt obligations, the City must ensure compliance with certain Internal Revenue Service (IRS) rules throughout the life of the issue. These rules apply to all gross proceeds of the issue, including initial bond proceeds and investment earnings in construction, escrow, debt service, and any reserve funds. How issuers spend bond proceeds and how they track interest earnings on funds (arbitrage/yield restriction compliance) are common subjects of IRS inquiries. Your specific responsibilities will be detailed in the Non-arbitrage Certificate prepared by your Bond Attorney and provided at closing.

Small Issuer Exception (\$5M or less) – The City expects to qualify for the small issuer exception to arbitrage rebate on the Certificates.

We recommend that you regularly monitor compliance with these rules and/or retain the services of a qualified firm to assist you.

Investment of Certificate Proceeds:

To maximize interest earnings, we recommend using an SEC registered investment advisor to assist with the investment of bond proceeds until they are needed to pay project costs. Ehlers is a registered investment advisor and can assist the City in developing an appropriate investment strategy if needed.

Risk Factors:

GO Pledge: Because the Certificates will be general obligations of the City for which its full faith, credit and taxing powers are pledged, if the annual property taxes collected are not enough to pay the debt service payments, other City funds will need to be used.

Other Service Providers:

This debt issuance will require the engagement of other public finance service providers. This section identifies those other service providers, so Ehlers can coordinate their engagement on your behalf. Where you have previously used a firm to provide a service, we have assumed that you will continue that relationship. For services you have not previously required, we have identified a service provider. Fees charged by these service providers will be paid from proceeds of the obligation, unless you notify us that you wish to pay them from other sources. Our pre-sale bond sizing includes a good faith estimate of these fees, but the final fees may vary. If you have any questions pertaining to the identified service providers or their role, or if you would like to use a different service provider for any of the listed services please contact us.

Bond Counsel: Taft Stettinius & Hollister

Paying Agent: Issuer

Rating Agency: This issue will not be rated.

Summary:

The decisions to be made by the City Council are as follows:

- Accept or modify the finance assumptions described in this report
- Adopt the resolution attached to this report.

This presale report summarizes our understanding of the City's objectives for the structure and terms of this financing as of this date. As additional facts become known or capital markets conditions change, we may need to modify the structure and/or terms of this financing to achieve results consistent with the City's objectives.

PROPOSED DEBT ISSUANCE SCHEDULE

Pre-Sale Review by City Council:	August 10, 2020
Distribute Offering Document:	Week of August 31 and September 7
City Council Meeting to Award Sale of the Certificates:	September 14, 2020
Estimated Closing Date:	October 1, 2020

Attachments

- Estimated Sources and Uses of Funds
- Estimated Proposed Debt Service Schedule
- Bond Buyer Index
- Resolution Authorizing Ehlers to Proceed with Bond Sale

EHLERS' CONTACTS

Todd Hagen, Senior Municipal Advisor	(651) 697-8508
Nick Anhut, Senior Municipal Advisor	(651) 697-8507
Chris Mickelson, Municipal Advisor	(651) 697-8556
Rose Xiong, Public Finance Analyst	(651) 697-8589
Alicia Gage, Senior Financial Analyst	(651) 697-8551

City of Mayer, Minnesota

\$118,000 General Obligation Equipment Certificates, Series 2020A

Assumes Current Market BQ AA Rates plus 25bps

5 Years - Local Bank Solicitation

Sources & Uses

Dated 10/01/2020 | Delivered 10/01/2020

Sources Of Funds

Par Amount of Bonds	\$118,000.00
Camden Township Cash	8,710.33
Fire Department Capital Cash	125,000.00
Hollywood Township Cash	8,599.55
Waconia Cash	9,070.37
Watertown Cash	9,070.37
Total Sources	\$278,450.62

Uses Of Funds

Costs of Issuance	14,000.00
Deposit to Project Construction Fund	263,479.00
Rounding Amount	971.62
Total Uses	\$278,450.62

City of Mayer, Minnesota

\$118,000 General Obligation Equipment Certificates, Series 2020A

Assumes Current Market BQ AA Rates plus 25bps

5 Years - Local Bank Solicitation

Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	Fiscal Total
10/01/2020	-	-	-	-	-
08/01/2021	-	-	1,819.17	1,819.17	-
02/01/2022	22,000.00	1.850%	1,091.50	23,091.50	24,910.67
08/01/2022	-	-	888.00	888.00	-
02/01/2023	23,000.00	1.850%	888.00	23,888.00	24,776.00
08/01/2023	-	-	675.25	675.25	-
02/01/2024	24,000.00	1.850%	675.25	24,675.25	25,350.50
08/01/2024	-	-	453.25	453.25	-
02/01/2025	24,000.00	1.850%	453.25	24,453.25	24,906.50
08/01/2025	-	-	231.25	231.25	-
02/01/2026	25,000.00	1.850%	231.25	25,231.25	25,462.50
Total	\$118,000.00	-	\$7,406.17	\$125,406.17	-

Yield Statistics

Bond Year Dollars	\$400.33
Average Life	3.393 Years
Average Coupon	1.8500008%
Net Interest Cost (NIC)	1.8500008%
True Interest Cost (TIC)	1.8485661%
Bond Yield for Arbitrage Purposes	1.8485661%
All Inclusive Cost (AIC)	5.8090355%

IRS Form 8038

Net Interest Cost	1.8500008%
Weighted Average Maturity	3.393 Years

City of Mayer, Minnesota

\$118,000 General Obligation Equipment Certificates, Series 2020A

Assumes Current Market BQ AA Rates plus 25bps

5 Years - Local Bank Solicitation

Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	105% Overlevy
02/01/2021	-	-	-	-	-
02/01/2022	22,000.00	1.850%	2,910.67	24,910.67	26,156.20
02/01/2023	23,000.00	1.850%	1,776.00	24,776.00	26,014.80
02/01/2024	24,000.00	1.850%	1,350.50	25,350.50	26,618.03
02/01/2025	24,000.00	1.850%	906.50	24,906.50	26,151.83
02/01/2026	25,000.00	1.850%	462.50	25,462.50	26,735.63
Total	\$118,000.00	-	\$7,406.17	\$125,406.17	\$131,676.48

Significant Dates

Dated	10/01/2020
First Coupon Date	8/01/2021

Yield Statistics

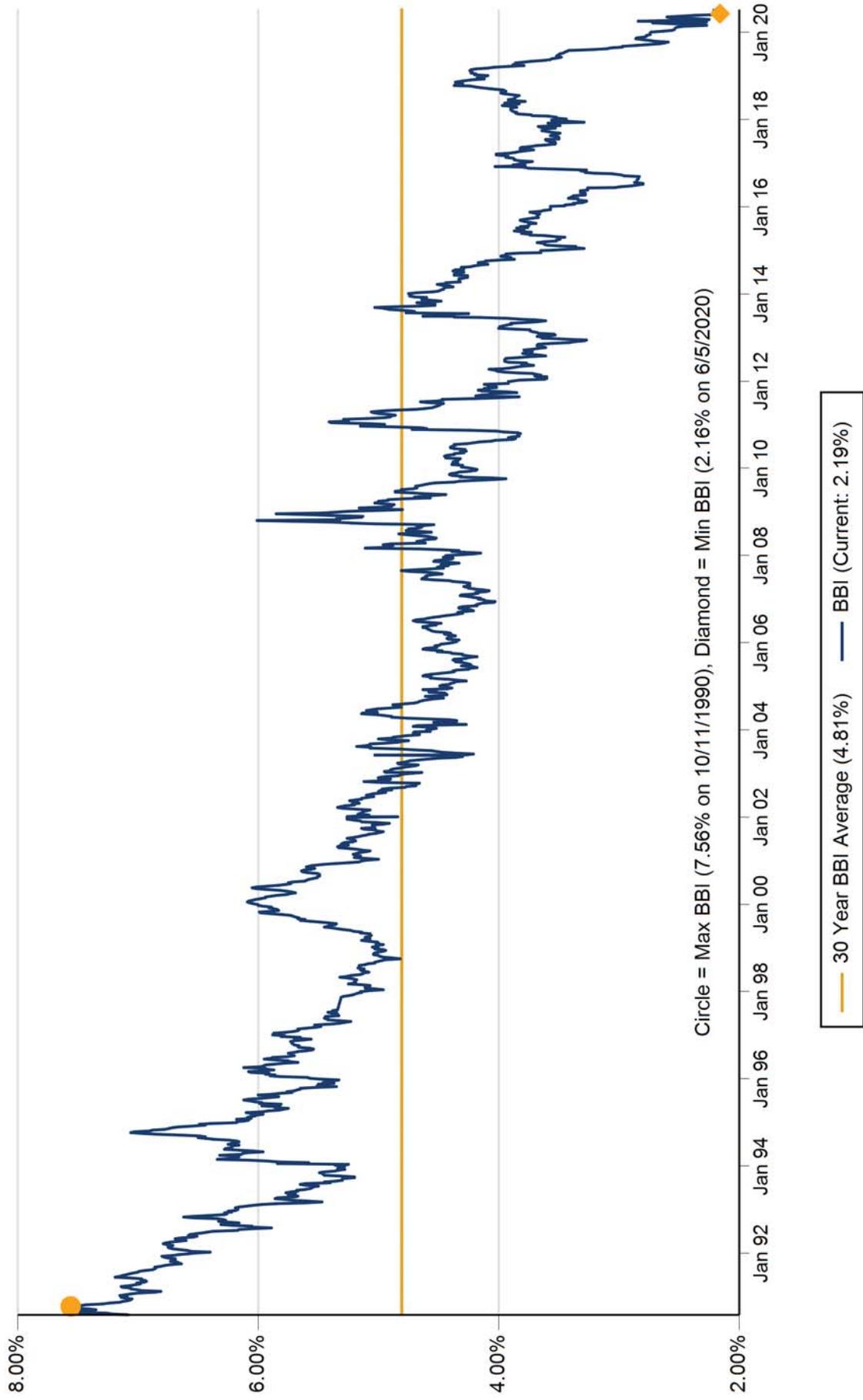
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True Interest Cost (TIC)	1.8485661%
Bond Yield for Arbitrage Purposes	1.8485661%
All Inclusive Cost (AIC)	5.8090355%

IRS Form 8038

Net Interest Cost	1.8500008%
Weighted Average Maturity	3.393 Years

30 YEAR TREND IN MUNICIPAL BOND INDICES

Weekly Rates July, 1990 - July, 2020

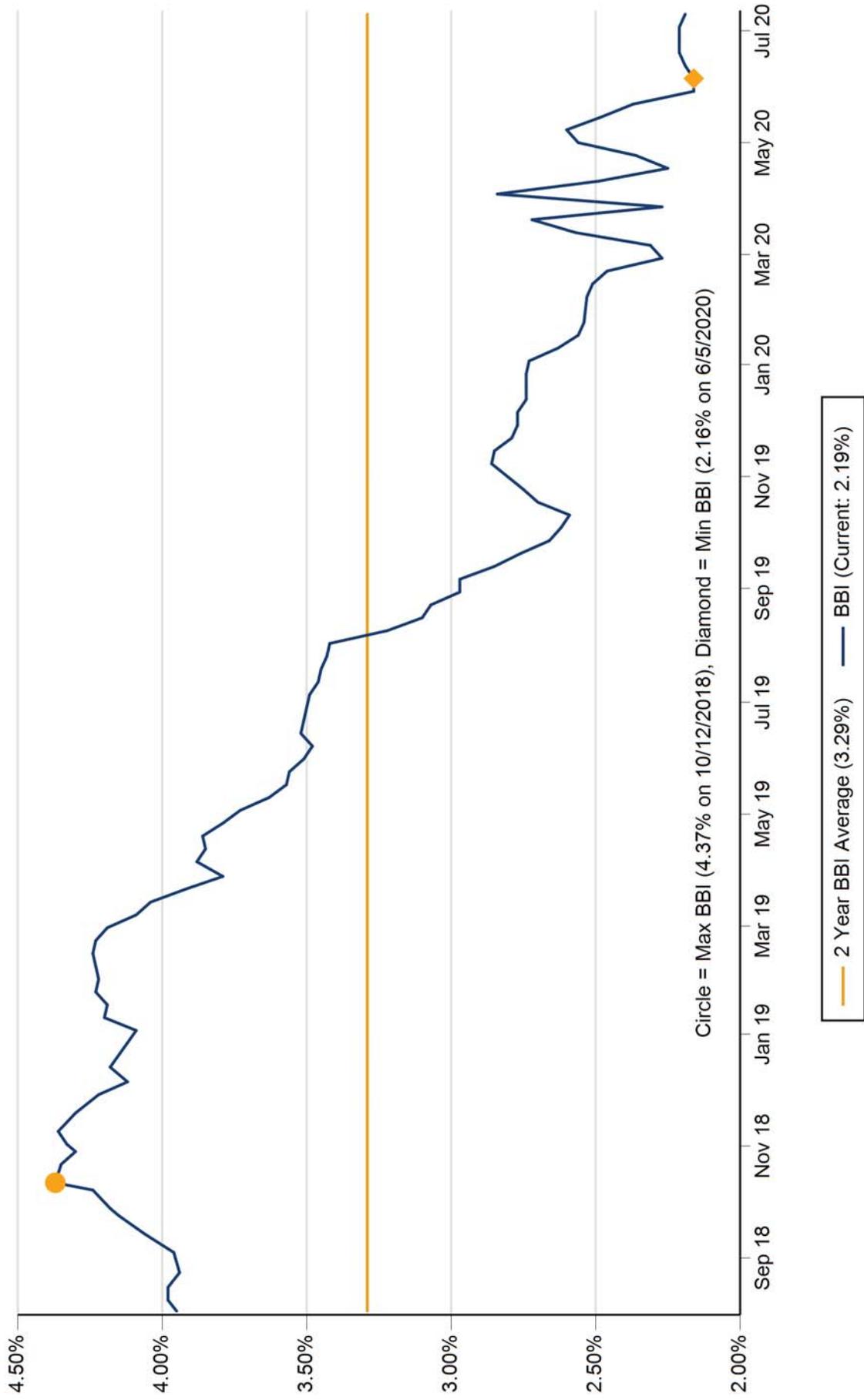


The Bond Buyer "20 Bond Index" (BBI) shows average yields on a group of municipal bonds that mature in 20 years and have an average rating equivalent to Moody's Aa2 and S&P's AA.



2 YEAR TREND IN MUNICIPAL BOND INDICES

Weekly Rates July, 2018 - July, 2020



The Bond Buyer "20 Bond Index" (BBI) shows average yields on a group of municipal bonds that mature in 20 years and have an average rating equivalent to Moody's Aa2 and S&P's AA.

Source: The Bond Buyer



Resolution No. _____

Member _____ introduced the following resolution and moved its adoption:

**Resolution Providing for the Sale of
\$118,000 General Obligation Equipment Certificates, Series 2020A**

- A. WHEREAS, the City Council of the City of Mayer, Minnesota has heretofore determined that it is necessary and expedient to issue the City's \$118,000 General Obligation Equipment Certificates, Series 2020A (the "Certificates"), to finance with other available funds, the acquisition of a tanker truck for the fire department in the City; and
- B. WHEREAS, the City has retained Ehlers & Associates, Inc., in Roseville, Minnesota ("Ehlers"), as its independent municipal advisor for the Certificates in accordance with Minnesota Statutes, Section 475.60, Subdivision 2(9);

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Mayer, Minnesota, as follows:

- 1. Authorization. The City Council hereby authorizes Ehlers to assist the City for the sale of the Certificates.
- 2. Meeting; Proposal Opening. The City Council shall meet at 6:30 p.m. on September 14, 2020, for the purpose of considering proposals for and awarding the sale of the Certificates.
- 3. Offering Document. In connection with said sale, the officers or employees of the City are hereby authorized to cooperate with Ehlers and participate in the preparation of an offering document for the Certificates.

The motion for the adoption of the foregoing resolution was duly seconded by Member _____ and, after full discussion thereof and upon a vote being taken thereon, the following Members voted in favor thereof:

and the following voted against the same:

Whereupon said resolution was declared duly passed and adopted.

Dated this 10th day of August, 2020.

City Administrator

Member _____ introduced the following resolution and moved its adoption:

**Resolution Providing for the Sale of
\$118,000 General Obligation Equipment Certificates, Series 2020A**

- A. WHEREAS, the City Council of the City of Mayer, Minnesota has heretofore determined that it is necessary and expedient to issue the City's \$118,000 General Obligation Equipment Certificates, Series 2020A (the "Certificates"), to finance with other available funds, the acquisition of a tanker truck for the fire department in the City; and
- B. WHEREAS, the City has retained Ehlers & Associates, Inc., in Roseville, Minnesota ("Ehlers"), as its independent municipal advisor for the Certificates in accordance with Minnesota Statutes, Section 475.60, Subdivision 2(9);

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Mayer, Minnesota, as follows:

- 1. Authorization. The City Council hereby authorizes Ehlers to assist the City for the sale of the Certificates.
- 2. Meeting; Proposal Opening. The City Council shall meet at 6:30 p.m. on September 14, 2020, for the purpose of considering proposals for and awarding the sale of the Certificates.
- 3. Offering Document. In connection with said sale, the officers or employees of the City are hereby authorized to cooperate with Ehlers and participate in the preparation of an offering document for the Certificates.

The motion for the adoption of the foregoing resolution was duly seconded by Member _____ and, after full discussion thereof and upon a vote being taken thereon, the following Members voted in favor thereof:

and the following voted against the same:

Whereupon said resolution was declared duly passed and adopted.

Dated this 10th day of August, 2020.

Mike Dodge, Mayor

Margaret McCallum, City Administrator



Council Memorandum

Item: Fire Station Project

Meeting Date: August 10, 2020

Presented By: Margaret McCallum, City Administrator

Details:

The discussion will focus on the Fire Station Project and a new concept design for the proposed fire station that would reduce the square footage floor plan from 12,890 to 11,210.

Further, the City Council needs to look at other options to reduce the current cost of the project.

Please see attachments for additional information on the new proposed costs with the new concept plan.

There will be a discussion on where the project costs can be reduced as well as what items can be bid in the project as alternate items that can be rejected later after bidding is received.

Attachments.

Brunton Architect – Cost Breakdown Sheet.

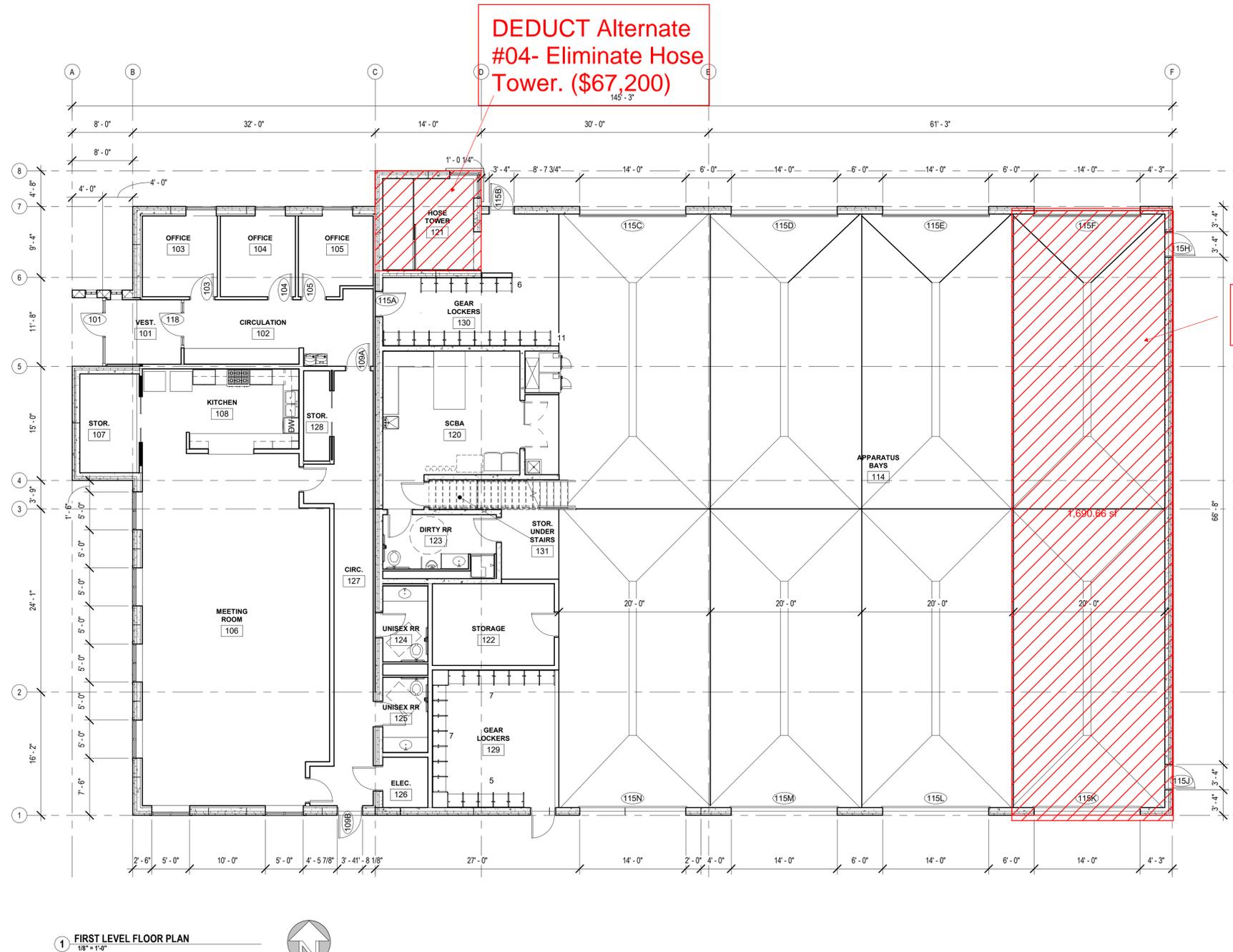
Concept Plans.

MAYER FIRE STATION				
MAYER, MN				
1ST FLOOR SF- 11,210				
MEZZANINE SF - 539				
PRECAST OPTION				
REVISED DATED - 08-03-2020				
DIVISION 1 GENERAL CONDITIONS	QUANT	UOM	AMT	TOTAL
SUPERINTENDENT - 7 MONTHS	840	HR	85.00	\$ 71,400.00
MISC - MISC MATERALS	1	LS	10,000.00	\$ 10,000.00
GP CARPENTRY	250	HR	65.00	\$ 16,250.00
DUMPSTERS - 30 YD	8	EA	460.00	\$ 3,680.00
JOBSITE PHONE	7	mn	75.00	\$ 525.00
JOB TRAILER	7	mn	250.00	\$ 1,750.00
PLAN PRINT	1	LS	350.00	\$ 350.00
TOILET	7	MO	225.00	\$ 1,575.00
TEMPORARY LABOR AND CLEANING	1	LS	2,500.00	\$ 2,500.00
FINAL CLEAN	1	LS	4,000.00	\$ 4,000.00
TEMP FENCE	750	LF	5.50	\$ 4,125.00
TEMP WATER - GC	7	MO	50.00	\$ 350.00
TEMP ELECTRICITY - GC	7	MO	250.00	\$ 1,750.00
WINTER CONDITIONS ALLOWANCE	1	LS	Excluded	Excluded
SURVEY STAKING	1	LS	8,500.00	\$ 8,500.00
CONSTRUCTION MATERIAL TESTING	1	LS	7,500.00	\$ 7,500.00
DIVISION 3				
Concrete Footings and Walls	712	LF	150.00	\$ 106,800.00
Concrete Slab On Grade	12890	SF	6.50	\$ 83,785.00
Mezzanine Hollowcore Plank	525	SF	15.00	\$ 7,875.00
Mezzanine Hollowcore 3" Concrete Topping	525	SF	8.00	\$ 4,200.00
Concrete Pan Filled Stairs	1	SF	3,500.00	\$ 3,500.00
Precast Concrete- Wells Budget #	1	EA	800,000.00	\$ 800,000.00
DIVISION 5				
Steel Canopies, Misc Handrails & Metals	1	EA	25,000.00	\$ 25,000.00
Steel Stairs	1	EA	45,000.00	\$ 45,000.00
Steel Erecting	1	EA	35,000.00	\$ 35,000.00
DIVISION 6				
Wood Blocking & Materials	1	LS	7,500.00	\$ 7,500.00
Rough Carpentry Labor	1	LS	10,000.00	\$ 10,000.00
Finish Carpentry Labor	8500	SF	2.15	\$ 18,275.00
Misc Millwork & Plam Countertops- Excludes kitchen	1	LS	15,000.00	\$ 15,000.00
DIVISION 7				
Ballasted Roofing	12890	SF	7.50	\$ 96,675.00
Parapet Metal & Flashings	712	LF	25.00	\$ 17,800.00
Joint Sealants	1	LS	6,500.00	\$ 6,500.00

DIVISION 8				
Steel Doors and Frames & Hardware	28	EA	1,200.00	\$ 33,600.00
2" Overhead doors	9	EA	7,500.00	\$ 67,500.00
Aluminum Storefront doors & windows	850	SF	45.00	\$ 38,250.00
Interior Door Glazing	1	LS	2,000.00	\$ 2,000.00
DIVISION 9				
Gypsum Board Systems 980 LF of Wall	14000	SF	7.00	\$ 98,000.00
Sealed Concrete - Meeting, Offices, Storage, kitchen Dayroom-, app bay, mezz, hose tower, hallways, elect room, storage, SCBA, Gear Grid	12590	SF	1.25	\$ 15,737.50
Acoustical Ceilings	3500	SF	3.25	\$ 11,375.00
Epoxy Flooring in Bathrooms only	525	SF	9.00	\$ 4,725.00
Painting Drywall Walls only- No concrete walls	25000	SF	0.98	\$ 24,500.00
DIVISION 10				
Toilet Accessories	7	LS	350.00	\$ 2,450.00
Flag Poles- Eliminate	0	LS	Excluded	Excluded
Toilet Partitions	1	LS	4,500.00	\$ 4,500.00
Gear Grid Lockers	0	EA	-	Excluded
Interior Signage	1	LS	2,000.00	\$ 2,000.00
Exterior Signage	1	LS	10,000.00	\$ 10,000.00
Fire Protection Services	8	LS	375.00	\$ 3,000.00
Mirrors	8	EA	65.00	\$ 520.00
DIVISION 21				
Sprinklers- Eliminated	13415	SF	Excluded	Excluded
DIVISION 22, 23				
Plumbing	12890	SF	12.00	\$ 154,680.00
HVAC	12890	SF	15.00	\$ 193,350.00
Vehicle Exhaust Drops	8	EA	Excluded	Excluded
DIVISION 26,27,28				
Electrical	12890	SF	14.00	\$ 180,460.00
Emergency Generator -Excluded	1	LS	Excluded	Excluded
DIVISION 31- Sitework				
Building Footing & Foundation Excavation- Contaminated Soils Excluded	18000	SF	5.00	\$ 90,000.00
Sanitary and Water Service- Allowance	1	LS	45,000.00	\$ 45,000.00
Concrete Sidewalks	2000	SF	5.25	\$ 10,500.00
Curb & Gutter	1400	LF	22.00	\$ 30,800.00
Asphalt Parking lot	36750	SF	5.00	\$ 183,750.00
DIVISION 32				

Landscaping- Allowance	1	LS	15,000.00	\$ 15,000.00
Irrigation- EXCLUDED			-	EXCLUDED
SQUARE FOOT REDUCTION COST- REDUCED FLOOR PLAN FROM 12,890 SF TO 11,210 SF	-1680	SF	175.00	\$ (294,000.00)
				\$ -
SUBTOTAL				\$ 2,344,862.50
PERMIT - (Allowance)	1	LS	20,000.00	\$ 20,000.00
BOND	1	LS	25,000.00	\$ 25,000.00
SAC & WAC EXCLUDED	1	LS	-	EXCLUDED
LIAB INSUR	1	LS	10,000.00	\$ 10,000.00
BLDR'S RISK	1	LS	8,000.00	\$ 8,000.00
GC OVERHEAD AND PROFIT	1	LS	135,000.00	\$ 135,000.00
TOTAL CONSTRUCTION COST			\$ 2,542,863
<i>Construction Cost per Gross Square Foot</i>	\$ 216.43			
DESIGN COSTS- 8% OF CONSTRUCTION		1	LS	203,429.00
FF&E		1	LS	143,353.00
CONTINGENCY - 3%		1	LS	76,285.88
TOTAL DESIGN, FF&E & CONTINGENCY				\$ 423,068
TOTAL PROJECT BUDGET			\$ 2,965,930
LIST OF ADDITIONS & DEDUCTIONS				
Description	ADDED Cost	Accepted	Rejected	
Add Kitchen Cabinets- 25LF x \$400	\$ 10,000			
Change from Ballasted Roof to EPDM 60 Mill	\$ 38,670			
Overhead door upgrades- Change from 2" to 3" track and rollers.	\$ 9,000			
Change from sealed concrete to carpet in offices, meeting, & storage. Total of 2250 SF	\$ 10,125			
Change from sealed concrete to Epoxy flooring in SCBA, & Gear Grid- 750SF	\$ 6,000			
Add one flag pole	\$ 8,500			
Add a fire sprinkler system	\$ 40,245			
Increase Construction Contingency from 3% to 5%	\$ 57,000			
Add Gear Grid Lockers- 36 count	\$ 16,500			
<i>ADD Alternate #1 Vehicle Exhaust System</i>	<i>\$ 68,000</i>			
<i>ADD Alternate #2 Emergency Generator</i>	<i>\$ 130,000</i>			
<i>DEDUCT Alternate #3 -Eliminate two truck stalls in apparatus bay. Eliminate 1690 SF</i>	<i>\$ (200,000)</i>			
<i>DEDUCT Alternate #4 -Eliminate Hose Tower</i>	<i>\$ (48,000)</i>			
<i>ADD Alternate #5- Add 939 SF of Mezzanine deck only for storage purposes- no rooms included</i>	<i>\$ 46,950</i>			

**Council Meeting
August 10th
11,210 SF Option**



1 FIRST LEVEL FLOOR PLAN
1/8" = 1'-0"

SYMBOL KEY	
SEE SHEET T1.1 FOR ABBREVIATIONS AND OTHER DRAWING SYMBOL IDENTIFICATION	
	PARTITION TYPE - SEE SHEET A4.11 FOR SCHEDULE AND CONSTRUCTION NOTES
	DOOR NUMBER - SEE SHEET A4.11 FOR SCHEDULE
	WINDOW NUMBER - SEE SHEET A4.11 FOR WINDOW TYPES
	ROOM NUMBER - SEE SHEET A4.12 FOR FINISHES SCHEDULE

WALL LEGEND	
	EXISTING WALLS TO REMAIN
	NEW WALL
	WALL TO BE REMOVED
	1-HR RATED WALLS

- FLOOR PLAN NOTES:**
- DO NOT SCALE DRAWINGS. DRAWINGS ARE DIAGRAMMATIC ONLY. REPORT DISCREPANCIES TO BRUNTON ARCHITECTS AND ENGINEERS.
 - SEE CIVIL DRAWINGS FOR BUILDING, SITE, SIDEWALK AND CURB LAYOUT.
 - LOCATE R.O. FACE OF DOOR JAMB 4" MIN FROM THE FACE OF ADJACENT WALL FINISHES UNLESS OTHERWISE DIMENSIONED OR DETAILED.
 - EACH TRADE IS RESPONSIBLE FOR FIRE SAFING AROUND THEIR PENETRATIONS THROUGH RATED AND UNRATED FLOORS AND WALLS.
 - SPRINKLER SYSTEM TO CONFORM WITH NFPA 13-1996.
 - WHERE CHANGE IN FLOOR FINISH OCCURS IN DOORWAYS, THE CHANGE SHALL BE CENTERED UNDER THE CLOSED POSITION OF THE DOOR.
 - PLAN DIMENSIONS AT EXTERIOR WINDOWS ARE GIVEN TO THE ROUGH OPENING OR FACE OF BLOCK UNLESS NOTED OTHERWISE.
 - PROVIDE BOND BREAKER AT ALL DISSIMILAR MATERIALS.
 - ASSUMED FLOOR ELEVATION = 100'-0" UNLESS NOTED OTHERWISE.
 - PROVIDE BACKER ROD AND CAULK AT ALL DISSIMILAR MATERIALS.
 - RESTROOM FLOORS ARE NOT REQUIRED TO SLOPE TO FLOOR DRAIN, UNLESS NOTED.

I hereby certify that this plan, specification, or contract was prepared by me or under my direct supervision and that I am a duly licensed Architect under the laws of the state of Minnesota.
Signature: *[Signature]*
Reg. No.: 26339
Date: xx/xx/2016

Consultant:

MAYER FIRE STATION
409 SHIMMOR STREET
MAYER, MN 55360

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REVISION:

No. 18318-3 Date: 07-06-2020

Drawn: Author Checked: Checker

Project Manager: DOB

Project Status: PROGRESS SET

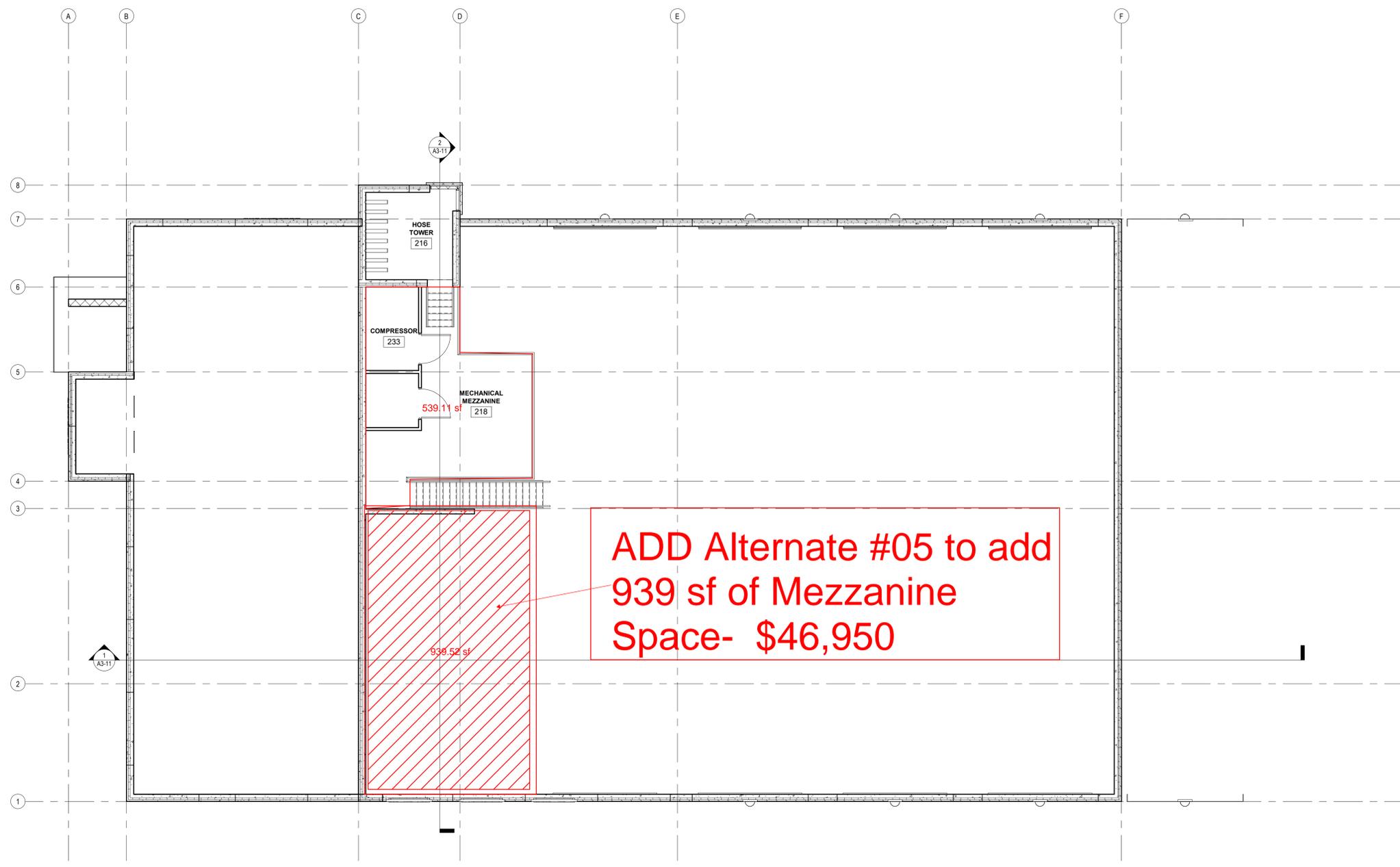
Sheet Title:

FIRST LEVEL FLOOR PLAN

Sheet No.:

A1-21

NOT FOR CONSTRUCTION



1 MEZZANINE LEVEL FLOOR PLAN
1/8" = 1'-0"



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 Architect under the laws of the state of Minnesota.
Signature: _____
Date: **xx/xx/2016**

Project: _____
Consultant: _____

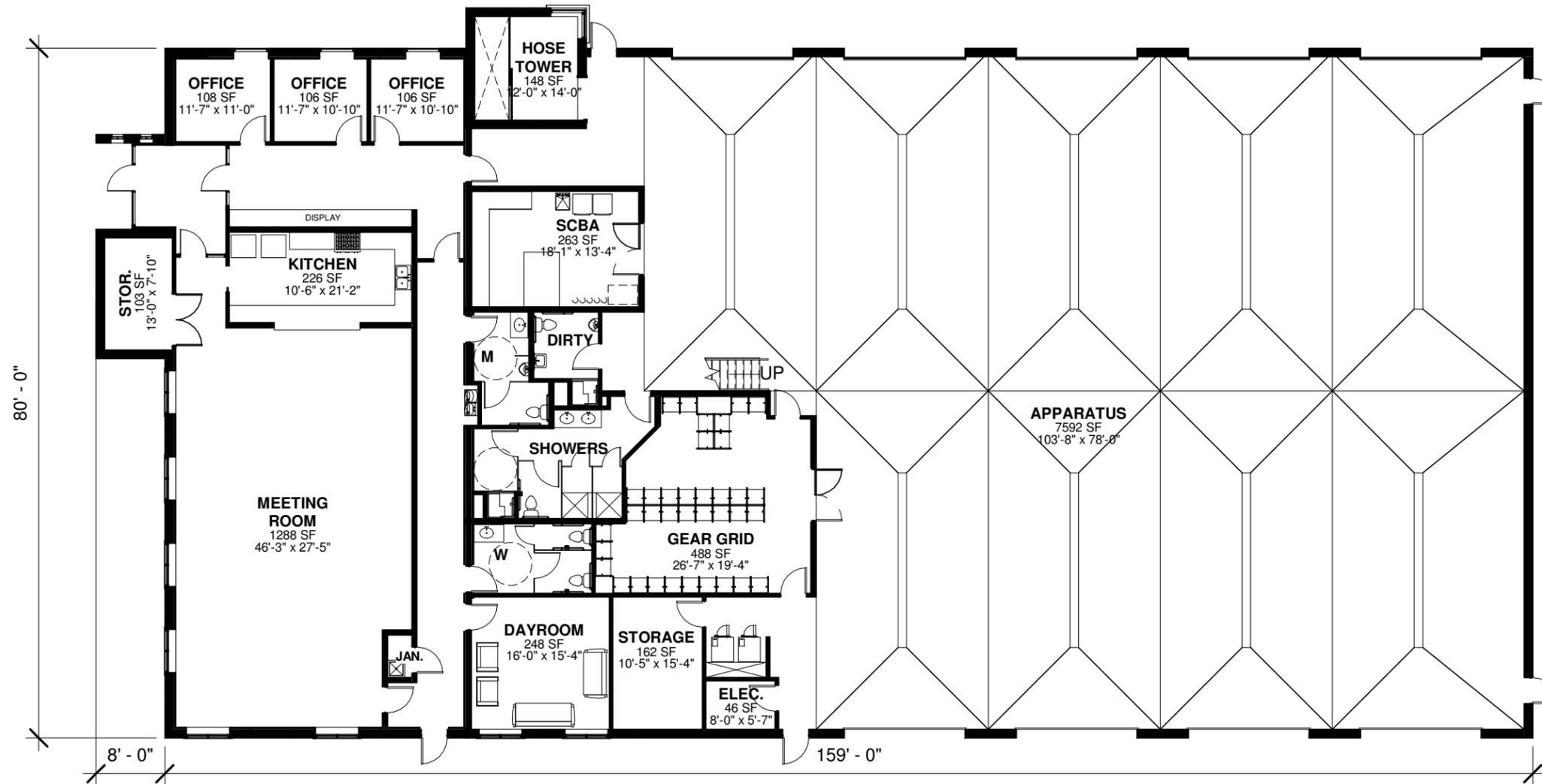
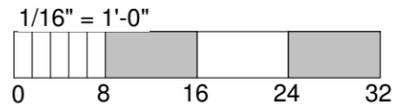
MAYER FIRE STATION
409 SHIMMOR STREET
MAYER, MN 55360

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REVISION:	
No. 18318-3	Date: 07-06-2020
Drawn: Author	Checked: Checker
Project Manager: DOB	
Project Status: PROGRESS SET	

Sheet Title:
MEZZANINE LEVEL FLOOR PLAN
Sheet No.:
A1-22

NOT FOR CONSTRUCTION



① FIRST FLOOR
1/16" = 1'-0"

12,940 SQ FT

MAYER FIRE FEASIBILITY STUDY
MAYER, MN





Memorandum

Item: Certification of CARES Act Expenditures and review potential expenditures – Resolution 8.10.20.30

Meeting Date: August 10, 2020

Presented By: Margaret McCallum, City Administrator

Details:

City of Mayer Current Use and Potential Use of Funds

Since March 1, 2020 the City of Mayer has taken steps to ensure the safety of staff, volunteers and residents. Some of the financial spending has been related cleaning, education and safety measures.

The City has:

- Passed a Preparedness Plan related to COVID-19.
- Increased cleaning of public high use spaces such as City Hall/Community Center from 1 day per week to 2 days per week.
- Hand sanitizer bottles available at City Hall/Community Center for use when conducting business.
- Purchased social distancing signs to educate the public on park use safety.
- Purchased additional cleaning supplies and signs for the upcoming elections.
- Initiated the purchase of face masks for City Staff, Council, Commission, and Volunteers.
- Started to look into additional funding for remote, virtual and live meeting setup capability.

In June, the Governor of Minnesota made available to cities CARES Act Funding for COVID-19 expenses. The City submitted the required request form and received \$172,906.00. One of the State's requirements is for the City to certify expenditures by a report.

The funds may be used for eligible expenses. The guidance on expenditures is changing frequently. Currently, to qualify, expenses must satisfy three district elements:

1. Necessary expenditures incurred due to the public health emergency with respect to COVID-19. An expenditure that is reasonably necessary for its intended use in the reasonable judgment of the government officials responsible for spending Coronavirus

Fund payments. Expenditures must be used for actions taken to respond to the public health emergency, including expenditures incurred to respond directly to the emergency, as well as expenditures incurred to respond to the second order effects, such as by providing economic support to those suffering from employment or business interruptions due to COVID-19 related business closures.

2. Costs not accounted for in the city’s budget most recently approved as of March 27, 2020.
3. Performance or delivery must occur during the covered period, but payments of funds need not be made during that time (though it is generally expected that this will take place within 90 days of costs being incurred). For cities, the covered period is March 1, 2020 to November 15, 2020.

The expenses that are shown in the attachment “Expenditure List” are related to necessary, unbudgeted expenses between March 1, 2020 and August 5, 2020.

To Date the City has spent \$2,617.51 on expenses ranging from Attorney Consultation on COVID-19, to extra cleaning services, to masks and disinfectant.

Please see the “Proposed Expenditures” List as well for discussion on additional needs for the City related to COVID-19.

Additional potential expenditures include additional Council Chamber audio/visual updates, tables, extra cleaning services through November, WWTP Steam Washer, and City Hall/Community Center automatic bathroom fixtures.

The estimate is about \$32,300.00

The CDA business programs would be in total \$100,000.00

Spent to Date	\$2,617.51
Proposed Expenditures	\$32,300.00
CDA Programs	\$100,000.00
TOTAL	\$134,917.51
	- \$172,906.00
Remaining	\$37,988.49

Attachments.
Expenditure List.

Proposed Expenditures.
Resolution 8.10.20.30

CITY OF MAYER
RESOLUTION NO. 8.10.20.30

RESOLUTION CERTIFYING CARES ACT EXPENDITURES FOR AUGUST 2020 REPORTING

WHEREAS, the Mayor of the City of Mayer, Minnesota (the “City”) by Mayoral Declaration of Emergency declared a local emergency on March 19, 2020, (the “Mayor’s Declaration”); and

WHEREAS, The City Council of the City of Mayer agreed and confirmed an extension of the local emergency on March 19, 2020 with Resolution 3.19.20.14, to protect the health, safety and welfare of the City and the community; and

WHEREAS, in June, the State of Minnesota established a plan to distribute CARES Act funding the assist with the management of COVID-19; and

WHEREAS, the City submitted the required documentation to obtain the funding allocated for the City of Mayer; and

WHEREAS, the City has expended funds related to management of COVID-19, to make sure that the City services can be delivered in a manner that is safe as possible.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Mayer hereby finds that the expenditures in Exhibit A are:

1. Necessary expenditures due to the public health emergency with respect to COVID-19, and
2. The expenditures were not accounted for in the adopted 2020 budget as of March 27,2020, and
3. The payments shown in Exhibit A were made between the limited timeframe of March 1, 2020 and November 15, 2020.

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the City Council of the City of Mayer hereby allocate \$60,000.00 of CARES funds to this program.

Adopted by the City Council of the City of Mayer on this 10th day of August, 2020.

Mike Dodge, Mayor

Margaret McCallum, City Administrator

PROPOSED ADDITIONAL COVID 19 RELATED ITEMS

Council Chambers - Additional Updates to Audio/Visual/Web Conferencing Capabilities	\$8,000.00
Council Chambers - Tables	\$2,000.00
Community Center/City Hall - Cleaning Services	\$500.00
WWTP - Steam Washer	\$6,800.00
WWTP - PPE - Rain Gear	\$2,000.00
Bathroom Fixtures (Automatic Toilets and Sinks)	\$12,000.00
Bathroom Fixtures (Automatic Towels and Soap)	\$1,000.00
	\$32,300.00
CDA Business Program	\$60,000.00
CDA Residential Program	\$40,000.00
	\$100,000.00

CURRENT EXPENDITURES

3/16/2020 Attorneys Fee - COVID 19 (2.50)	\$362.50	100-41000-304
3/17/2020 Attorneys Fee - COVID 19 (1.50)	\$217.50	100-41000-304
3/18/2020 Attorneys Fee - COVID 19 (2.00)	\$290.00	100-41000-304
3/19/2020 Attorneys Fee - COVID 19 (3.10)	\$449.50	100-41000-304
3/30/2020 Sanitizer/disinfecting wipes	\$11.52	100-10000-200
4/1/2020 Attorneys Fee - COVID 19 (.10)	\$14.50	100-41000-304
5/7/2020 Attorneys Fee - COVID 19 (.20)	\$29.00	100-41000-304
5/31/2020 Face Masks	\$32.16	100-10000-200
6/4/2020 Touchless Hand Sanitizer	\$59.50	100-41410-210
6/8/2020 Extra Cleaning	\$50.00	100-41940-300
6/15/2020 Extra Cleaning	\$50.00	100-41940-300
6/22/2020 Extra Cleaning	\$50.00	100-41940-300
6/29/2020 Extra Cleaning	\$50.00	100-41940-300
7/1/2020 Social Distancing Markers - Elections	\$45.08	100-41410-210
7/21/2020 125 City Face Masks	\$906.25	100-41000-430

\$2,617.51



Workshop - Memorandum

Item: CARES ACT Funding – Partnership with Carver County CDA to Provide Business Grants – Resolution 8.10.20.31

Workshop Meeting Date: August 10, 2020

Presented By: Margaret McCallum, City Administrator

Details:

The City of Mayer has received \$172,906.00 in CARES ACT funds.

As part of the community’s allocation of CARES funds, the City Council has expressed a desire to provide funds for the purpose of business grants. The City has the opportunity to work with Carver County CDA to make grant available to businesses in Mayer. The CDA did a final draft of their program with the County Board on Tuesday, August 4, 2020. The County approved the program and the CDA is going to start advertising to all the businesses in Carver County.

Qualifying Mayer businesses will have the opportunity to apply to the CDA for funding. Mayer businesses that are not able to receive funding through the County, would then be eligible to receive funding through the City of Mayer.

Please see the draft program that is in the attachments.

Businesses will only have to apply to one program. The CDA will administer the program on the City’s behalf.

The City Council discussed this program at the July27, 2020 workshop meeting and decided that it would be a great opportunity to provide this funding option to businesses.

Staff is recommending using \$60,000.00 of City’s CAREs funds for the program.

The County has indicated that they anticipate \$700,000.00 to be available from the County’s CAREs funds.

Small Business Emergency Assistance Fund

The purpose of this grant is to support small businesses. These businesses are critical to Carver County’s and the City of Mayer’s economy. Approximately 86 percent of all businesses within

the county employ less than 20 people, and many of these businesses have been directly impacted by the COVID-19 pandemic. Because of this, Carver County cities and the Carver County Community Development Agency have come together to create the Small Business Emergency Assistance Fund.

The purpose of the Small Business Emergency Assistance Fund is to provide emergency financial assistance, through a \$10,000 grant, to small businesses located in Carver County who have been affected by the COVID-19 pandemic. The goal of program is to assist and stabilize businesses through this economic crisis.

(See attachment for more detailed information on grant eligibility requirements).

Getting Involved in both business and residential grants

While Carver County has received money to fund and administer these grants within Carver County. The City could support these grants even further by putting their own money in and allocating just to City of Mayer businesses.

The administrative process and financial and private data recordkeeping would be a lot to take on by the City alone. By teaming up with the Carver County CDA, that already has everything in place, they City would not have to worry about increased staff time and monetary costs to administer. It would be more efficient and effective to work together with the Carver County CDA.

Staff is requesting approval by the City Council.

Attachments.

Carver County CDA - Small Business Emergency Assistance Fund Document
Resolution 8.10.20.31

**CITY OF MAYER
RESOLUTION NO. 8.10.20.31**

**RESOLUTION AUTHORIZING A PARTNERSHIP WITH CARVER COUNTY COMMUNITY
DEVELOPMENT AUTHORITY (CDA) TO PROVIDE BUSINESS GRANTS**

WHEREAS, the Mayor of the City of Mayer, Minnesota (the “City”) by Mayoral Declaration of Emergency declared a local emergency on March 19, 2020, (the “Mayor’s Declaration”); and

WHEREAS, The City Council of the City of Mayer agreed and confirmed an extension of the local emergency on March 19, 2020, with Resolution 3.19.20.14, to protect the health, safety and welfare of the City and the community; and

WHEREAS, in June, the State of Minnesota established a plan to distribute CARES Act funding to assist with the management of COVID-19; and

WHEREAS, the City submitted the required documentation to obtain the funding allocated for the City of Mayer; and

WHEREAS, the City recognizes that COVID-19 has significantly impacted businesses in the community with respect to the Stay At Home Orders and other requirements that placed limitations on businesses.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Mayer hereby approves a partnership with the Carver County CDA to provide business grants, conditioned on approval on the said program by the Carver County Board of Commissioners.

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the City Council of the City of Mayer hereby allocate \$60,000.00 of CARES funds to this program.

Adopted by the City Council of the City of Mayer on this 10th day of August, 2020.

Mike Dodge, Mayor

Margaret McCallum, City Administrator



Carver County Small Business Emergency Assistance Fund

August 2020

Purpose

Small businesses are critical to Carver County's economy. Approximately 86 percent of all businesses within the county employ less than 20 people, and many of these businesses have been directly impacted by the COVID-19 pandemic. Because of this, Carver County cities and the Carver County Community Development Agency have come together to create the Small Business Emergency Assistance Fund.

The purpose of the Small Business Emergency Assistance Fund is to provide emergency financial assistance, through a \$10,000 beneficiary payment, to small businesses located in Carver County who have been affected by the COVID-19 pandemic. The goal of program is to assist and stabilize businesses through this economic crisis.

Funding

Beneficiary payments worth up to \$10,000 will be awarded to businesses who have seen a direct financial impact due to the COVID-19 pandemic via a randomization process.

Funds awarded may not be more than 50% of total revenue for the business in the previous year.

Eligible Businesses

To be eligible, businesses must meet all of the following criteria as of March 1, 2020:

- Be a locally owned and operated for-profit business with a physical establishment in Carver County.
- Have 40 or fewer employees.
- Have \$2 million or less in annual revenue.
- Be open and operating on or before January 1, 2020.
- Be in good regulatory standing with the State of Minnesota, Carver County, and city in which the business is located. This includes being current on applicable licenses, in compliance with city regulations, and being current on property taxes.
- Be located in a commercial or industrial zoned district or allowed by a conditional use permit as defined by the regulating authority's approved Land Use Map.
- Be able to demonstrate a loss of revenue of at least 10 percent since March 15, 2020 (no credit score or collateral requirements apply).
- For-profit farming operations are eligible.

Certain businesses are ineligible, including:

- Businesses without a physical establishment in Carver County
- Non-profit organizations
- Corporate or multi-state chains. Franchisees are considered eligible businesses.
- Businesses in default conditions prior to March 1, 2020.
- Businesses that primarily derive income from any of the following: gambling; adult entertainment; passive investment; real estate transactions; property rentals/property management; billboards; or lobbying.
- Businesses that primarily sell pawned merchandise, guns, tobacco or vaping products.

Businesses that have applied for and/or were awarded any COVID-related federal funding, such as the Small Business Administration's Economic Injury Disaster Loan (EIDL) or the Paycheck Protection Program (PPP) are eligible for this funding.

In order to serve as many businesses as possible, businesses who have been awarded COVID related emergency funds through the State of Minnesota Small Business Emergency Loan program or the Small Business Relief Grant program are ineligible for this funding.

Eligible Uses

Funds can be used for the following expenses:

- Payroll
- Rent
- Mortgage payments
- Utilities
- Payments to suppliers
- Other critical non-payroll business expenses (including, but not limited to expenses related to re-opening, personal protective equipment, and others) as approved by the fund administrator

Application Process

The application and award process will be as follows:

- Applications will be accepted during a three week period beginning August 17, 2020 and ending September 4, 2020.
- All applications must be completed online. The link to the online form will be available at www.carvercda.org. Please contact one of the following agencies if you need assistance filling out the electronic application:

Elise Durbin, Carver County CDA, elised@carvercda.org or 952-556-2778
SouthWest Metro Chamber of Commerce, 952-474-3233 or info@swmetrochamber.com
Waconia Chamber of Commerce, 952-442-5812 or request@destinationwaconia.org
NYA Area Chamber of Commerce, 952-737-7403, info@nyachamber.org
Watertown Area Chamber of Commerce, 952-955-5175, watertownchamber@gmail.com

- If applications exceed the funding available, the fund administrator will select recipients using a randomization process.
- The fund administrator, NextStage, will notify approved applicants by email on or before September 18.
- Upon notice of an approved application, applicants will be required to submit the following within five business days and prior to receiving any funds:
 - 2019 Federal Business Tax Return or appropriate Business Tax Schedule-based upon entity type. Businesses that have not yet completed a 2019 Federal Tax Return are eligible to apply and substitute other documentation of revenue.
 - Evidence of revenue loss related to the COVID-19 pandemic. Applicant should submit documentation that best demonstrates the impact and is deemed acceptable to the fund administrator. Examples of acceptable documentation include Sales Tax Reports, Period Statements from 3rd party Sales Platforms, Merchant Services Statements, and Point of Sale or Register Reports.
 - Evidence of employment prior to March 1, 2020. Documents deemed acceptable include period reporting from a 3rd party payroll processor, applicant's Federal Form 941/Employer's Quarterly Federal Tax Return or other State or Federal payroll-related filing.
 - Any additional documentation deemed necessary by the fund administrator to determine eligibility or to meet program requirements.
- Failure to submit required documentation will result in forfeiture of the beneficiary payment.
- Upon acceptance of the documentation noted above, the business will enter into an agreement with the Carver County Community Development Agency prior to the disbursement of funds.
- Terms will be included in the agreement, including expense documentation and reporting requirements.

NOTE: The Carver County Community Development Agency reserves the right to revise these guidelines as needed to best address the impact to businesses of the current pandemic.



Workshop - Memorandum

Item: CARES ACT Funding – Partnership with Carver County CDA to Provide A Housing Stability Program. Resolution 8.10.20.32

Workshop Meeting Date: August 10, 2020

Presented By: Margaret McCallum, City Administrator

Details:

The City of Mayer has received \$172,906.00 in CARES ACT funds.

As part of the community’s allocation of CARES funds, the City Council has expressed a desire to provide funds for the purpose of housing stability grants. The City has the opportunity to work with Carver County CDA to make grant available to residents in Mayer. The CDA did a final draft of their program with the County Board on Tuesday, August 4, 2020. The County approved the program and the CDA is going to start advertising to all the residents in Carver County.

Qualifying Mayer residents will have the opportunity to apply to the CDA for funding. Mayer residents that are not able to receive funding through the County, would then be eligible to receive funding through the City of Mayer.

Please see the draft program that is in the attachments.

Businesses will only have to apply to one program. The CDA will administer the program on the City’s behalf.

The City Council discussed this program at the July27, 2020 workshop meeting and decided that it would be a great opportunity to provide this funding option to residents.

Staff is recommending using \$40,000.00 of City’s CAREs funds for the program.

The County has indicated that they anticipate \$700,000.00 to be available from the County’s CAREs funds.

Emergency Housing Assistance Program

The purpose of this grant is to assist residents. There is an immediate need to support the residents of Carver County who have been or will be economically impacted by COVID19.

Carver County and the City of Mayer has received federal funding through the CARES Act and targeted a portion of those fund to be used to support people to maintain their housing and supplement basic needs such as utilities and food. Financial assistance via the Carver County Community Development Agency (CDA) and the City of Mayer would seek to focus on core needs of those struggling due to the impacts of COVID19. The framework below generally shows how the Carver County CDA plans to move funding into the community to those most in need with the primary focus on preventing eviction or foreclosure.

Grants would be up to \$5,000.00.

(See attachment for more detailed information on grant eligibility requirements).

Getting Involved in both business and residential grants

While Carver County has received money to fund and administer these grants within Carver County. The City could support these grants even further by putting their own money in and allocating just to City of Mayer businesses and residents.

The administrative process and financial and private data recordkeeping would be a lot to take on by the City alone. By teaming up with the Carver County CDA, that already has everything in place, they City would not have to worry about increased staff time and monetary costs to administer. It would be more efficient and effective to work together with the Carver County CDA.

Staff is requesting approval by the City Council.

Attachments.

Carver County CDA - Emergency Housing Assistance Program Document
Resolution 8.10.20.32

CITY OF MAYER
RESOLUTION NO. 8.10.20.32

**RESOLUTION AUTHORIZING A PARTNERSHIP WITH CARVER COUNTY COMMUNITY
DEVELOPMENT AUTHORITY (CDA) TO PROVIDE RESIDENTIAL HOUSING STABILITY GRANTS**

WHEREAS, the Mayor of the City of Mayer, Minnesota (the “City”) by Mayoral Declaration of Emergency declared a local emergency on March 19, 2020, (the “Mayor’s Declaration”); and

WHEREAS, The City Council of the City of Mayer agreed and confirmed an extension of the local emergency on March 19, 2020, with Resolution 3.19.20.14, to protect the health, safety and welfare of the City and the community; and

WHEREAS, in June, the State of Minnesota established a plan to distribute CARES Act funding the assist with the management of COVID-19; and

WHEREAS, the City submitted the required documentation to obtain the funding allocated for the City of Mayer; and

WHEREAS, the City recognizes that COVID-19 has significantly impacted residents in the community.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Mayer hereby approves a partnership with the Carver County CDA to provide residential housing stability grants.

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the City Council of the City of Mayer hereby allocate \$40,000.00 of CARES funds to this program.

Adopted by the City Council of the City of Mayer on this 10th day of August, 2020.

Mike Dodge, Mayor

Margaret McCallum, City Administrator

Carver County Housing Stability Program

August 2020



Purpose

There is an immediate need to support the residents of Carver County who have been or will be economically impacted by COVID19. Carver County has received federal funding through the CARES Act and targeted a portion of those funds to be used to support people to maintain their housing and supplement basic needs such as utilities. This financial assistance which will be distributed via Carver County and the Carver County Community Development Agency (CDA) seeks to focus on core needs of those struggling due to the impacts of COVID19. The framework below shows how the two agencies plan to move funding into the community to those most in need with the primary focus on preventing eviction or foreclosure.

Funding

Beneficiary payments up to \$5000 will be awarded to households on a first come, first serve basis.

Qualifications for COVID19 financial assistance

- Rent or own your primary housing anywhere in Carver County and are a resident or lawful permanent resident.
- Has a household income before COVID-19 of the following:
 - Rental—115% or less of the area median income (about \$118,910 for a household of four)
 - Homeownership—115% or less of the area median income
- Current on housing and utilities as of March 1, 2020.
- Loss of income due to COVID-19 that has not been replaced by unemployment insurance or other emergency assistance.
- Are currently delinquent in housing and/or utility costs.
- Residents receiving subsidized housing or other rental assistance are not eligible for this service. Those that have utilized other forms of emergency assistance for the current month do not qualify for the current month. Undocumented immigrants are not eligible for assistance.

Verifications to be collected

The following verifications will be collected after the initial application

- Contact information for the landlord
- Mortgage statement
- Utility bills and/or account numbers
- Documentation of total income from 2019 from the applicant's 1040
- Income from the last 30 days – all sources
- Change of employment due to COVID-19
- Amount of rent/mortgage/HOA and/or utilities owed

Eligible Uses

The eligible uses for each housing type are listed below.

- Renters: Rent, security deposit, utilities
- Homeowners (city limits): Mortgage payments, HOA dues, utilities
- Homeowners (rural): Mortgage payments, utilities, septic pumping
- Mobile homeowners (parks): chattel payments, lot rent, utilities

Payment Terms

- Up to \$5000
- Terms will be included in an agreement, including expense documentation.
- When administratively feasible, assistance payments will be paid directly to the landlord, home mortgage servicer, utility company and/or HOA, or the homeowner must provide documentation the funds have been applied as intended.
- One-on-one housing/financial counseling sessions will be encouraged.
- All applicants will also be encouraged to contact workforce development if there is unemployment/underemployment in the household.

NOTE: Carver County and the Carver County Community Development Agency reserves the right to revise these guidelines as needed to best address the impact to residents of the current pandemic.



Memorandum

Item: Water Tower Renderings

Meeting Date: August 10, 2020

Presented By: Margaret McCallum, City Administrator

Details:

The City of Mayer has approved and will be moving forward with the repainting of the water tower this fall.

Included in the packet are renderings of the tower for the City Council to discuss and make a decision on.

Attachments.

Water Tower Renderings.



Top of bowl color-Comet 30GR

Bottom of bowl color-Sinker 46GR-

(Would like the "M" and "MAYER" lettering in the logo to be this color as well VS the black.)

Stem of tower-Comet 30GR

(These colors our from the TNEMEC paint color book) **82**



Top of bowl color-Gradation 37GR

Bottom of bowl color-Deep Space 34GR

(Would like the "M" and "MAYER" lettering in the logo to be this color as well VS the black.)

Stem of tower-Gradation 37GR



The whole tower be one color- Comet 30GR

“Mayer Logo” colors remain the same

(These colors our from the TNEMEC paint color book)



The whole tower be one color- Gradation 37GR

“Mayer Logo” colors remain the same

(These colors our from the TNEMEC paint color book)