



**CITY OF MAYER  
REGULAR CITY COUNCIL MEETING  
CITY COUNCIL CHAMBERS  
MONDAY, AUGUST 12, 2019  
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 22, 2019 City Council Meeting Minutes
    2. July 22, 2019 City Council Workshop Meeting Minutes
  - B. Claims
  - C. Fire Department Road Closure – Resolution 8.12.19.28
  - D. Fire Department Hiring of Firefighter – Erik Strand – Resolution 8.12.19.29
  - E. Temporary Liquor License – Mayer Lutheran High School Event
  - F. Building Permit Report – Quarter 2
  - G. Snow Removal Contract – Widmer Construction – 2019 – 2020
  - H. Quarter 2, 2019 Financial Report – Abdo, Erick and Meyers
- 6. Public Hearing – USDA Loan Fire Department Station**
- 7. Reports and Recommendations of City Departments, Consultants, Commissions and Committees**
  1. Administrative
    - a. Mosquito Control Discussion
    - b. Code Enforcement Resident Concerns
    - c. Special Event Discussion
    - d. Watertown/Mayer Public School Special Election
  2. Engineering
    - a. West Ridge Park Parking Lot Bids

**8. City Council Reports**

**9. Other Business**

**10. Upcoming Meetings & Events**

August 13, 2019 Park Commission Meeting

August 26, 2019 City Council Meeting

September 3, 2019 Planning and Zoning Meeting

**11. For Your Information**

**12. Closed Meeting – Minn. Stat. §13D.03**

A portion of the meeting may be closed to the public pursuant to Minnesota Statutes section 13D.03, subdivision 1(b) to consider strategy for labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals.

**13. Adjournment**

MAYER CITY COUNCIL MEETING MINUTES – JULY 22, 2019

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:

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

ALSO PRESENT: Jack Nelson, Don Wachholz

The meeting was opened with the Pledge of Allegiance.

APPROVE AGENDA

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

1. Approve Minutes of July 8, 2019 Regular Council Meeting.
2. Approve Minutes of July 8, 2019 Council Workshop Meeting.
3. Approve Claims for the Month of July 2019. Check numbers 22394 to 22424. E-check numbers 5330E to 5349E.
4. Acknowledge Sheriff's Department Report for the Month of June 2019.
5. Acknowledge City Administrators Report for the Month of July 2019.
6. Acknowledge Public Works Report of Activities from June 21, 2019 to July 19, 2019.
7. Acknowledge Fire Department Report for the Month of June 2019.
8. Acknowledge City Engineer Summary Report of Projects for the Month of June 2019.

*Council Member Stieve-McPadden asked two questions about the claims. She was satisfied with the explanations.*

CITY ADMINISTRATOR

1. **Accept City Administrator's Board of Directors Position with League of Minnesota Cities** – A MOTION to Accept City Administrator's Three Year Term, Board of Directors Position with the League of Minnesota Cities was made by Council Member McNeilly and seconded by Council Member Boder. Motion carried 5/0.

Some Members of Council stated their concerns about time away from the office and the amount of commitment the position requires. Council asked City Administrator to use her professional judgement and inform them of any issues if they come up. Council congratulated her on her appointment and agreed it is a great opportunity.

2. **Approve Extension Request for Coldwater Crossing 8<sup>th</sup> Addition** –A MOTION to Approve the Extension Request for Coldwater Crossing 8<sup>th</sup> Addition was made by Council Member Boder and seconded by Council Member Butterfield. Motion Carried 5/0.

3. **Approve Resolution 7-22-19-27 Carver County Multi-Hazard Mitigation Plan** – A MOTION to Approve Resolution 7-22-19-27 Carver County Multi-Hazard Mitigation Plan was made by Council Member Boder and seconded by Council Member Stieve-McPadden. Motion carried 5/0.

#### PUBLIC WORKS

1. **Authorize Staff to Draft 2019-2020 Snow Removal Contract with Widmer Construction** – Public Works Kuntz updated Council on the status of the plow truck ordered last November. Staff stated he recently was notified by the manufacture that the plow truck was going to be two or three months late. He asked Council to authorize drafting a one-year contract with Widmer Construction for the 2019-2020 snow season. A MOTION to Authorize Staff to draft a one-year contract with Widmer Construction for the 2019-2020 snow season with exhibit B rates was made by Council Member Stieve-McPadden and seconded by Council Member McNeilly. Motion Carried 5/0

Council asked Staff to bring back the draft contract for final Council approval. Council appreciated Public Works Kuntz staying on top of this issue and stated that these types of issues cannot be predicted.

2. **Approve Resolution 7-22-19-26 Public Works Seasonal Position** – Staff recommend Council accept the resignation of William Devine and approve the rehiring of seasonal public works employee, Kinsie Stifter. A MOTION to Approve Resolution 7-22-19-26 Public Works Seasonal Position was made by Council Member Butterfield and seconded by Council Member McNeilly. Motion carried 5/0.

#### FOR YOUR INFORMATION

- Acknowledge Minutes of the July 15, 2019 Joint Park Commissions/City Council Visioning Session Meeting.
- National Night Out Citizen group is partnering with Mayer Lions Club for this year's National Night Out Event to be located at Old School House Park.

#### ADJOURN

There being no further business, a MOTION was made by Council Member McNeilly and seconded by Council Member Stieve-McPadden to adjourn the meeting at 7:01 p.m. Motion Carried 5/0

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Mike Dodge, Mayor

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

MAYER CITY COUNCIL WORK SESSION MINUTES – JULY 22, 2019

Call Work Session to order at 7:02 p.m. by Mayor Dodge.

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

ABSENT:

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

ALSO PRESENT:

- 1) **Discussion on Storm Shelter:** At the June 24, 2019 Planning Commission Meeting, members discussed the addition of a Residential Storm Shelter Ordinance to address short term protection for slab on grade homes from tornadoes and extreme straight-line winds. City Planner, John Anderson is seeking direction from Council on whether to move forward with the proposed text amendment. In written proposal, he stated such an ordinance would be a local code and not a state code. Therefore, there would be no regulations to follow. In addition, requiring storm shelters would be extremely cost prohibitive for builders. After a brief discussion, Council decided to stay away from adding new storm shelter language to City code and agreed the amount of time the City Planner would have to spend on drafting a new code would be too costly.
- 2) **Discussion on Code Enforcement Policy:** City Administrator McCallum updated Council on her recent code enforcement activities and issues. She asked Council for direction on what steps, timelines, and forms Council would like her to use for code enforcement. Council Member Boder suggested City Administrator consult with the City Attorney for guidance. Council Member Butterfield expressed her concern that last August, Council directed City Administrator to develop code ordinance/policies and she would like to have policies in place. Council Member McNeilly asked Staff to provide clarification on the “next steps” for those residents who do not comply or respond to code violation notices. City Administrator was directed by Council to draft code enforcement policies and bring back for discussion. Mayor Dodge recommended Staff look at City fee schedule to make sure fees align with code enforcement policies.
- 3) **Discussion on Carver County Sheriff’s Department Contract 2020:** City Administrator brought the 2020 Carver County Sheriff’s Department Contract back for furthered discussion. After continued discussion, Council still felt they needed more information on costs to provide the City coverage it needs as opposed to what is proposed. The proposed cost for 2020 is \$93,935.00. Council Member Butterfield requested data on what exactly the City is getting for \$93,935.00. Council directed Staff to ask Carver County Commander Wollin to come and explain the Base Level Service and answer questions. According to the Sheriff’s Department, increased coverage ‘similar to’ Watertown, Norwood, and Carver (keeping the Monday-Friday coverage and adding weekend and evening coverage), would cost around \$240,000 per year. This would be a \$140,000 increase. At this time, Council stated they cannot support the \$240,000 contract.

- 4) **Discussion on 2020 General Budget Goals** – City Administrator provided a draft of a preliminary 2020 budget. Staff asked Council for feedback on their 2020 general budget goals and priorities. Council identified five major goals.
- a. Police Contract
  - b. Snow Plowing
  - c. Street Fund
  - d. Maintain Tax Rate
  - e. 3 Year Budget Projections

MEETING ADJOURNED

There being no further business, the work session was adjourned at 7:35 p.m.

Attest:

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

\_\_\_\_\_  
Mike Dodge, Mayor

**ACCOUNTS PAYABLE LIST**

**August 12, 2019**

**Checks: 22425 - 22460, 5350E - 5370E, 50090-50091**

|       |                                 |  |             |
|-------|---------------------------------|--|-------------|
| 22425 | Driver and Vehicle Registration | PW Truck                                     | \$2,376.55  |
| 22426 | Kliver Consulting LLC           | WWTP Contracted Services                     | \$900.00    |
| 22427 | Security Bank                   | Employee H.S.A. Benefits                     | \$875.00    |
| 22428 | Lincoln National Life Ins.      | Employee Benefits                            | \$202.80    |
| 22429 | Greater MN financial Services   | Copier Lease Payment                         | \$184.85    |
| 22430 | Tom Goepfert                    | On Call Hours                                | \$100.00    |
| 22431 | Mini Biff LLC                   | Park Biffs - Rental                          | \$857.91    |
| 22432 | Aspen Mills                     | FD Leather Belts                             | \$26.00     |
| 22433 | Greater MN Communication        | PW City Lettering Decals                     | \$352.00    |
| 22434 | VISA - Maggie                   | Cleaning Supplies                            | \$6.92      |
| 22435 | AEM Financial Solutions         | Quarter 1, 2019 Financial Report             | \$1,750.00  |
| 22436 | AEM Workforce Solutions         | Payroll Prep - July                          | \$440.00    |
| 22437 | Bolton and Menk                 | Engineering Services                         | \$4,395.50  |
| 22438 | Carver County                   | Police Overtime                              | \$72.29     |
| 22439 | Century Fence Company           | Ball Field Fences                            | \$17,470.00 |
| 22440 | Customized Fire Rescue          | Training                                     | \$1,450.00  |
| 22441 | First Systems Technology        | WWTP - Verification of Effluent and Influent | \$895.00    |
| 22442 | Fremont Industries              | WWTP - Coagulant                             | \$972.00    |
| 22443 | Gopher State One Call           | Locates                                      | \$159.30    |
| 22444 | Greater MN Communication        | Utlity Billing - July                        | \$519.58    |
| 22445 | Guardian Pest Control Inc       | Pest Control Services                        | \$44.26     |
| 22446 | Hach Company                    | WTP Chemicals                                | \$1,149.30  |
| 22447 | In Control Inc                  | Engineering Services - WTP                   | \$902.25    |
| 22448 | Kliver Consulting LLC           | WWTP - Contract                              | \$900.00    |
| 22449 | Mayer Lumber Co                 | Cement Mixer Rental and supplies             | \$3,737.52  |
| 22450 | Metro West Inspection Services  | Finaled Permits - June                       | \$3,762.60  |
| 22451 | Midway Ford Company             | PW Truck                                     | \$35,863.00 |
| 22452 | Mini Biff LLC                   | Biff - MRCF                                  | \$89.76     |
| 22453 | Overline and Son Inc            | Vactor and Televising Project (Sewer)        | \$17,690.48 |
| 22454 | Peak Heating and Cooling        | Service - Community Center                   | \$238.50    |
| 22455 | Quality Flow Systems            | WWTP CIP - Mixer                             | \$12,540.00 |

|       |                       |   |              |
|-------|-----------------------|---|--------------|
| 22456 | R Home                | Landscape Escrow Returns                      | \$12,500.00  |
| 22457 | Squeaky Clean         | Cleaning Services- City Hall/Community Center | \$611.17     |
| 22458 | Utility Consultants   | WWTP - Samples                                | \$1,014.30   |
| 22459 | VISA - Kyle           | Pest Control, Air Unit, Cutter                | \$2,124.38   |
| 22460 | Zion Lutheran Church  | Return Fee - Cancelled Event                  | \$125.00     |
| 5350E | VOID                  | VOID  |              |
| 5351E | VOID                  | VOID  |              |
| 5352E | ADP LLC               | Payroll Taxes                                 | \$2,804.50   |
| 5353E | ADP LLC               | Payroll                                       | \$6,894.23   |
| 5354E | PERA                  | Retirement Benefits                           | \$1,320.84   |
| 5355E | ADP LLC               | Payroll Service                               | \$96.16      |
| 5356E | Techstar IT solutions | IT Support and Software Support               | \$410.40     |
| 5357E | Preferred One         | Employee Health Benefits                      | \$4,142.35   |
| 5358E | Security Bank         | ACH Bank Fee                                  | \$9.75       |
| 5359E | Security Bank         | ACH Bank Fee                                  | \$10.00      |
| 5360E | Security Bank         | ACH Bank Fee                                  | \$5.00       |
| 5361E | Frontier              | WWTP Phone                                    | \$101.80     |
| 5362E | Frontier              | WTP Phone                                     | \$84.54      |
| 5363E | Verizon Wireless      | FD Phone                                      | \$41.19      |
| 5364E | Verizon Wireless      | Staff Phones                                  | \$245.77     |
| 5365E | Verizon Wireless      | OSH Lift Station                              | \$15.10      |
| 5366E | Xcel Energy           | Street Lights and City Buildings              | \$6,508.72   |
| 5367E | VOID                  | VOID  |              |
| 5368E | VOID                  | VOID  |              |
| 5369E | ADP LLC               | Payroll Fee                                   | \$85.98      |
| 5370E | Delta Dental          | Employee Dental Benefits                      | \$261.10     |
| 50090 | ADP LLC               | Payroll - Compost                             | \$127.48     |
| 50091 | ADP LLC               | Payroll - Council                             | \$601.80     |
|       |                       |   | <hr/>        |
|       |                       |   | \$127,298.22 |



## Request for Council Action Memorandum

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Item: Road Closure Request by the Mayer Fire Department for a Mock Crash Event

Meeting Date: August 12, 2019

Presented By: Margaret McCallum, City Administrator

**Recommendations/Council Action/Motion Requested:**

To approve closing Shimmcor Street at 409 Shimmcor on August 17, 2019 between the hours of 4 – 9 p.m.

**Details:**

The Mayer Fire Department wants to do a mock crash on Shimmcor Street for training purposes on August 17, 2019 at 7:00 p.m.

As a result, the Department is asking that Shimmcor be closed at 409 Shimmcor between the hours of 4 p.m. – 9 p.m.

The entry or exit points for other properties will not be blocked and therefore these properties will be able to get in and out of at all times.

**Attachments:**

Resolution 8.12.19.28

**CITY OF MAYER  
RESOLUTION NO. 8.12.19.28**

**RESOLUTION APPROVING USE OF AND CLOSURE OF SHIMMCOR AT 409 SHIMMCOT  
REQUESTED BY MAYER FIRE DEPARTMENT ON AUGUST 17, 2019**

**WHEREAS**, the City of Mayer (the “City”) provides for use of City streets, alleys and parking facilities for special events; and

**WHEREAS**, the City can allow for temporary closure of City streets/alleys.

**WHEREAS**, the Mayer Fire Department wants to do a mock crash on Shimmcor Street for training purposes.

**WHEREAS**, Shimmcor would be closed at 409 Shimmcor between the hours of 4 p.m. – 9 p.m.

**WHEREAS**, the mock crash event starts at 7:00 p.m. on August 17, 2019.

**WHEREAS**, no entry or exit points for other properties will be blocked and will be able to get in and out of their properties at all times.

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council of the City of Mayer, Minnesota, hereby approved the use and closure of the Shimmcor Street at 409 Shimmcor on August 17, 2019 between the hours of 4 p.m. – 9 p.m.

Adopted by the City Council of the City of Mayer on this 12<sup>th</sup> day of August, 2019.

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Mayor, Mike Dodge

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City Administrator, Margaret McCallum



## **Request for Council Action Memorandum**

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Item: Fire Department Hiring of Firefighter – Erick Strand

Meeting Date: August 12, 2019

Presented By: Margaret McCallum, City Administrator

### **Recommendations/Council Action/Motion Requested:**

To approve the hiring of Eric Strand as a firefighter for the Mayer Fire Department.

### **Details:**

The Mayer Fire Department is currently accepting applications for firefighters.

The Fire Department is in need of firefighters.

A background check was completed by the State of Minnesota, Department of Public Safety, Bureau of Criminal Apprehension and it came back satisfactory.

An interview was completed by the Mayer Fire Chief. Erik Strand has also passed all requirements of the Mayer Fire Department.

The Fire Chief is recommending to Council the hiring of Eric Stand to the Mayer Fire Department.

### **Attachments:**

Resolution 8.12.19.29

**CITY OF MAYER, MINNESOTA**

**RESOLUTION 8.12.19.29**

**A RESOLUTION REGARDING THE APPOINTMENT OF ERIK STRAND TO THE MAYER FIRE DEPARTMENT**

WHEREAS, the City of Mayer made the decision to appoint members to the Fire Department,

WHEREAS, the City and Fire Department need Firefighters,

WHEREAS, a background check was completed by the State of Minnesota, Department of Public Safety,  
Bureau of Criminal Apprehension,

WHEREAS, Erik Strand has passed all requirements of the Mayer Fire Department and the Fire Chief is  
recommending the appointment of Erik Strand,

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Mayer, Minnesota, that Erik Strand  
start as a firefighter for the Mayer Fire Department upon approval.

Adopted this August 12, 2019 by the Mayer City Council.

Attest:

\_\_\_\_\_  
Margaret McCallum, City Administrator

\_\_\_\_\_  
Mike Dodge, Mayor



## Request for Council Action Memorandum

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Item: Temporary On-Sale Liquor License – Mayer Lutheran High School

Meeting Date: August 12, 2019

Presented By: Margaret McCallum, City Administrator

### **Recommendations/Council Action/Motion Requested:**

A motion to approve a temporary on-sale liquor license for Mayer Lutheran High School for an event they are hosting at 305 5<sup>th</sup> Street North on November 22, 2019.

### **Details:**

Mayer Lutheran High School is requesting a Temporary On-Sale Liquor License from the City of Mayer for an event that they will be hosting at 305 5<sup>th</sup> Street NE on November 22, 2019.

The City is allowed to approve these licenses for non profits, religious, or charitable organizations or clubs if they have been in existence for at least three years.

The completed application needs to be signed by the local municipalities and send to the Minnesota Department of Public Safety for final approval and signature.

The license processing time is 30 days.

### **Attachments:**

MLHS Application for a Temporary On-Sale Liquor License.



Minnesota Department of Public Safety  
 Alcohol and Gambling Enforcement Division  
 445 Minnesota Street, Suite 222, St. Paul, MN 55101  
 651-201-7500 Fax 651-297-5259 TTY 651-282-6555  
**APPLICATION AND PERMIT FOR A 1 DAY  
 TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE**

|                                   |   |                   |                   |
|-----------------------------------|---|-------------------|-------------------|
| Name of organization              |   | Date organized    | Tax exempt number |
| Mayer Lutheran High School        |   | November 29, 1950 | 9814455           |
| Address                           | City  | State             | Zip Code          |
| 305 5th St. NE                    | Mayer   | Minnesota         | 55360             |
| Name of person making application |   | Business phone    | Home phone        |
| Joel Landskroener                 |   | 952.657.2251      | 952.913.0909      |
| Date(s) of event                  | Type of organization <input type="checkbox"/> Microdistillery <input type="checkbox"/> Small Brewer   |                   |                   |
| November 22, 2019                 | <input type="checkbox"/> Club <input type="checkbox"/> Charitable <input checked="" type="checkbox"/> Religious <input type="checkbox"/> Other non-profit |                   |                   |
| Organization officer's name       | City  | State             | Zip Code          |
| Joel Landskroener                 | Mayer   | Minnesota         | 55360             |
| Organization officer's name       | City  | State             | Zip Code          |
|                                   |   | Minnesota         |                   |
| Organization officer's name       | City  | State             | Zip Code          |
|                                   |   | Minnesota         |                   |
| Organization officer's name       | City  | State             | Zip Code          |
|                                   |   | Minnesota         |                   |

Location where permit will be used. If an outdoor area, describe.  
 The Commons and the Field House at Mayer Lutheran High School.

If the applicant will contract for intoxicating liquor service give the name and address of the liquor license providing the service.

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.  
 Selective Insurance Company--\$1,000,000/\$3,000,000

**APPROVAL**  
 APPLICATION MUST BE APPROVED BY CITY OR COUNTY BEFORE SUBMITTING TO ALCOHOL AND GAMBLING ENFORCEMENT

|                                      |                               |
|--------------------------------------|-------------------------------|
| City or County approving the license | Date Approved                 |
| Fee Amount                           | Permit Date                   |
| Date Fee Paid                        | City or County E-mail Address |
|                                      | City or County Phone Number   |

Signature City Clerk or County Official \_\_\_\_\_ Approved Director Alcohol and Gambling Enforcement \_\_\_\_\_  
 CLERKS NOTICE: Submit this form to Alcohol and Gambling Enforcement Division 30 days prior to event.

**ONE SUBMISSION PER EMAIL, APPLICATION ONLY.**  
**PLEASE PROVIDE A VALID E-MAIL ADDRESS FOR THE CITY/COUNTY AS ALL TEMPORARY PERMIT APPROVALS WILL BE SENT BACK VIA EMAIL. E-MAIL THE APPLICATION SIGNED BY CITY/COUNTY TO [AGE.TEMPORARYAPPLICATION@STATE.MN.US](mailto:AGE.TEMPORARYAPPLICATION@STATE.MN.US)**

## QUARTER 1 BUILDING REPORT – 2019

### JANUARY

|                      |   |                                 |
|----------------------|---|---------------------------------|
| Detached new homes - | 3 |                                 |
| Attached new homes - | 0 |                                 |
| Other -              | 6 | Basement Finish (3), Mechanical |
| Commercial -         | 1 | MLHS – Sign Permit – Variance   |

### FEBRUARY

|                      |   |                                     |
|----------------------|---|-------------------------------------|
| Detached new homes - | 2 |                                     |
| Attached new homes - | 0 |                                     |
| Other -              | 5 | Plumbing (2), Mechanical (2) Redoor |
| Commercial -         | 2 | Antenna Tower Updates               |

### MARCH

|                      |   |                                 |
|----------------------|---|---------------------------------|
| Detached new homes - | 0 |                                 |
| Attached new homes - | 0 |                                 |
| Other -              | 4 | Plumbing, Mechanical, Fireplace |
| Commercial           | 0 |                                 |

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### QUARTER 1 TOTALS

|                      |    |
|----------------------|----|
| Detached new homes - | 5  |
| Attached new homes - | 0  |
| Other -              | 15 |
| Commercial -         | 3  |

## QUARTER 2 BUILDING REPORT – 2019

### APRIL

|                      |   |                               |
|----------------------|---|-------------------------------|
| Detached new homes - | 0 |                               |
| Attached new homes - | 0 |                               |
| Other -              | 9 | Plumbing, Windows, Mechanical |
| Commercial -         | 0 | MLHS – Sign Permit – Variance |

### MAY

|                      |    |                                      |
|----------------------|----|--------------------------------------|
| Detached new homes - | 4  |                                      |
| Attached new homes - | 2  |                                      |
| Other -              | 16 | Plumbing, Decks, Roof, Fences        |
| Commercial -         | 2  | Agave (Fire Suppression) Zion (Roof) |

### JUNE

|                      |    |                                    |
|----------------------|----|------------------------------------|
| Detached new homes - | 2  |                                    |
| Attached new homes - | 0  |                                    |
| Other -              | 13 | Plumbing, Mechanical, Fences, Deck |
| Commercial           | 1  | AT&T – Tower Remodel               |

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### QUARTER 2 TOTALS

|                      |    |
|----------------------|----|
| Detached new homes - | 6  |
| Attached new homes - | 4  |
| Other -              | 38 |
| Commercial -         | 3  |

### YEARLY TOTAL

|                      |    |
|----------------------|----|
| Detached new homes - | 11 |
| Attached new homes - | 4  |
| Other -              | 53 |
| Commercial -         | 6  |



## Request for Council Action Memorandum

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Item: 2019 – 2020 Widmer Construction Snow Removal Rates

**Meeting Date: August 12, 2019**

Presented By: Margaret McCallum, City Administrator

**Recommendations/Council Action/Motion Requested:**

To review and approve the snow removal contract with 2019-2020 rates provided by Widmer Construction for 2019- 2020 season.

**Details:**

***New Plow Truck - Status***

In 2018, the City Council held several meetings to discuss and review bringing snow plowing in-house; to be performed by the Public Works Department.

Historically, the City has contracted out the services to be performed. Widmer Construction has performed this service for over a decade.

Staff compiled and presented information on the cost snow removal over the past 15 years and why it would be cost effective to bring services in-house now that the City has the staff to do the work.

The estimated cost for a new plow truck was about \$225,000.

After much discussion between Council and staff, at the November 26, 2018 City Council meeting, the Council approved the purchasing of the snow plow from Nuss Truck and Equipment in the amount of \$102,255.87 and the plow equipment from Towmaster Truck Equipment in the amount of \$111,291.00 for a total of \$213,546.87.

The Public Works Department put in the order on November 28, 2018.

They followed up on February 5, 2019 with the company and everything was on schedule.

In July 2019, the City was notified that due to the high demand for new trucks and imposed tariffs on steel and other parts, the processing of orders fell behind by two to three months and that the City of Mayer's truck may not be complete until December 31, 2019.

Staff has talked with the contractors and has stressed the importance of an earlier completion date if possible.

**Back Up Plan**

The Public Works Committee met on July 15, 2019 to discuss a backup plan. The plan included reaching back out to Widmer Construction to see if they were still interested in providing services to the City of Mayer for the 2019 – 2020 season.

**Widmer Construction agreed to provide rates for the 2019-2020 season:**

| Equipment:                   | Hourly Rate |
|------------------------------|-------------|
| Bobcat                       | \$180/hour  |
| Single Axle Plow/Wing/Sander | \$180/hour  |
| Payloader/Plow               | \$180/hour  |
| Tandem Truck/Hauling         | \$125/hour  |
| Pickup/Plow                  | \$125/hour  |

**The 2017- April 2019 rates were as follows:**

| Equipment                                      | Hourly Rate |
|--|-------------|
| Bobcat   | \$155.00    |
| Single Axle Plow/Wing/Sander/10 foot with Wing | \$155.00    |
| Payloader/Plow                                 | \$155.00    |
| Tandem Truck/Hauling                           | \$115.00    |
| Pickup/Plow                                    | \$95.00     |

The previous contract was for 2017 – April 2019.

**Attachments:**

2020 Widmer Contract with City of Mayer

**CITY OF MAYER**  
**AGREEMENT FOR STREET SNOW REMOVAL**

**1. PURPOSE/INTENT**

A. Street Snow Removal.

The purpose of this Agreement is to provide the City of Mayer, 413 Bluejay Avenue, Mayer, MN 55360 (hereinafter called "CITY") and Widmer Construction LLC (hereinafter called "CONTRACTOR") with a mutually acceptable agreement to provide planned and emergency scheduled snow removal operations on local city streets and roadways within the City of Mayer, Minnesota.

B. Routes.

This Agreement is for the Contractor to provide for snow removal operations for all of the city street of the City according to the City of Mayer Snow Plowing/Ice Control Policy (Attached as Exhibit A).

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

C. Administration.

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

D. Street Snow Removal Policy.

The City's snow removal policy requires the removal of snow from face to curb to face to curb (F-F) of all local streets, road, and cul-de-sacs after the accumulation of one (1) or more inches of snow.

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

E. Mail Box Repair Policy and Sod Repair Policy

The Contractor shall follow and adhere to the guidelines presented in the City's Mail Box Repair Policy and Sod Repair Policy. (Exhibit C).

## **2. LENGTH OF AGREEMENT**

- A. This Agreement is limited to the snow removal season commencing November 1, 2019 and ending April 30, 2020. However, this Agreement is subject to the right of the City to review the performance of the Contractor after each snow removal season and to determine if the Agreement should be continued for another snow removal season. The City will notify the Contractor of its decision by June 15<sup>th</sup> of each year.
- B. This Agreement may be terminated for good cause, including failure to perform in accordance with the terms of this Agreement, by the City during the Agreement period subject to written notice being sent to the Contractor by certified mail, return receipt requested at the address set forth on the Contractor's bid form attached as Exhibit B.

## **3. EQUIPMENT AND RATES**

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

## **4. OPERATION AND MAINTENANCE**

- A. Operator.  
The Contractor shall ensure that the operator, provided with each piece of equipment, is fully trained and properly licensed with the State of Minnesota to operate the bid vehicle or any anticipated replacement. The Contractor shall make every effort possible to ensure that the same operator performs the snow removal operation during the length of the Agreement.
- B. Parts and Fuel.  
The hourly rates contained herein shall cover all operation and maintenance expenses including, but not limited to, fuels, lubricants, supplies and support services. It shall also include depreciation on the vehicle and related equipment including the repair,

maintenance, and replacement of all materials and supplies including cutting edges and tire chain cross links. It shall also include all labor, tools, and equipment necessary for making any and all repairs or replacement which may be necessary to keep and maintain the machine and all parts thereof in proper and safe working order and serviceable repair.

C. Storage.

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

**5. HOURLY RATES**

A. Operators.

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

B. Quantities.

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

C. Premium/Overtime.

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

**6. PERFORMANCE REQUIREMENTS**

A. Personnel.

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

B. Response Time.

The Contractor shall be able to respond and begin snow removal operations within one (1) hour and no later than two (2) hours from the start time requested by the City for any given snow removal request. The Contractor shall ensure that the equipment and operator are ready and able to continuously provide snow removal service through the completion of the routes designated in the attached exhibits as directed by and to the satisfaction of the City.

C. Down Time.

The Contractor shall ensure that all equipment provided is maintained in a proper manner to minimize required maintenance or emergency repairs during the performance of snow removal operations. If, once commencing a snow removal operation, a piece of equipment becomes disabled and nonfunctionable for a period of three (3) consecutive hours, the

Contractor shall provide a satisfactory replacement vehicle and operator if necessary at no additional cost to the City.

D. Authority/Direction.

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

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

E. Law Obedience.

The Contractor and its designated operators shall be responsible for their actions and comply with all regulatory laws and ordinances governing the operation of the machine while performing snow removal operations for the City.

F. Non-Performance.

The Contractor waives any and all objections, rights to objections and claims for additional compensation, damages or loss of revenue resulting from work performed by the City wither prior to, during or after any scheduled or emergency snow removal operation in lieu of these contractual services as may be necessary due to non performance or excessive delays of the Contractor.

G. Property Damage.

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

**7. COMPENSATION**

A. Payment Schedule.

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

**8. INSURANCE/LIABILITY/CLAIMS**

A. Indemnification.

The Contractor indemnifies, saves and holds harmless the City and all of its agents and employees of and from any and all claims, demands, actions or causes of action of

whatsoever nature or character arising out of or by reason of the Contractor's performance under this Agreement. It is hereby understood and agreed that any and all employees of the Contractor and all other person employed by the Contractor in the performance of services under this Agreement, required of provided for hereunder by the Contractor, shall not be considered employees of the City and that any and all claims that may or might arise under the Workers' Compensation Act of the State of Minnesota on behalf of said employees while so engaged shall, in no way, be the obligation or responsibility of the City.

B. Insurance.

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

C. Legal Compliance.

The Contractor agrees to comply with all State and Federal Laws and local ordinances governing the employment of personnel including, but not limited t, Minnesota Statutes Section 181.59 relating to discrimination in employment, and Section 290.07 requiring the certification of income tax withholding. If during the term of this Agreement or any extension thereof, it is discovered that the Contractor is not in compliance with the applicable statutes and regulations or if the Contractor engages in any discriminatory practices, then the City may cancel the Agreement as provided by the cancellation clause.

D. Claims.

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

**IN THE WITNESS WHEREOF**, the parties hereto have executed this Agreement as of this \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_.

**WIDMER CONSTRUCTION LLC**

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

**Its:** \_\_\_\_\_

**CITY OF MAYER**

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

**Its:** \_\_\_\_\_

# **EXHIBIT A**

## **PLOWING/SANDING PRIORITIES**

### **PRIORITY A**

Streets with the greatest priority.

### **PRIORITY B**

Streets providing access to schools and commercial property.

### **PRIORITY C**

Lower volume residential streets.

### **PRIORITY D**

Cul-de-sacs and alleys.

# EXHIBIT B

## SERVICE RATES WIDMER CONSTRUCTION LLC

For November 2019 – April 2020

| <b>Equipment</b>                               | <b>Hourly Rate</b> |
|--|--------------------|
| Bobcat   | \$180.00           |
| Single Axle Plow/Wing/Sander/10 foot with Wing | \$180.00           |
| Payloader/Plow                                 | \$180.00           |
| Tandem Truck/Hauling                           | \$125.00           |
| Pickup/Plow                                    | \$125.00           |

Widmer Construction LLC  
952-955-5062  
Tony Cell  
612-581-1686

## EXHIBIT C

### MAILBOX REPAIR POLICY

Purpose: This policy is to address the City's response to mail boxes that have been damaged due to a snow removal event.

Process: A determination will be made by the Contractor and the Public Works Department on the cause of the damage and the responsible party.

The Contractor and Staff will document the damage in writing and if necessary with pictures. The address, date and damage will be identified.

The homeowner will be notified and given a date and time in which the mail box repairs will be completed. Depending on the extent of the damage, if mail is unable to be delivered to the homeowner, then the mail box should be repaired immediately. If the damage to the mailbox is not significant and mail can still be delivered, the repairs must be completed within seven (7) days from the date of damage.

### SOD REPAIR POLICY

Purpose: This policy shall address the City's response to sod damage as a result of snow plowing.

Process: As soon as weather allows, City staff will inventory all lots within the City for damage to sod as a result of snow plowing. The list will then be provided to the snow removal Contractor. All sod repairs should be completed by May 1<sup>st</sup> of each year in a professional manner.



## Request for Council Action Memorandum

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Item: Quarter 2 Financial Report

Meeting Date: August 12, 2019

Presented By: Margaret McCallum, City Administrator

### **Recommendations/Council Action/Motion Requested:**

To approve the Quarter 2 Financial Report for the City of Mayer.

### **Details:**

The City contracts with Abdo, Eick and Meyers to consolidate and compile quarterly financial reports.

### **Page 4 Review**

The City's Year to Date revenue is budgeted to be at \$598,041. The City is currently at \$161,081 (26.9%). This is because Taxes revenue had not been received in Quarter 2. Taxes were received in July (Quarter 3).

The City's Year to Date expenditures is guided to be at \$598,941. The actual amount is \$509,049 (85%).

### **Page 6 Review**

This page reflects page 4, nonetheless goes into greater detail and provides explanations for large discrepancies.

### **Page 7 Review**

This page shows the cash balances by Fund and explanation for large changes.

General fund is down because the City has been paying for budgeted expenditures, but has not received the first settlement for taxes and Local Government Aid.

### **Page 9 and 10 Review**

This page shows the schedule of investment types, maturity schedule and totals in each category.

### **Page 11 – Water Fund**

This page looks at the Water Enterprise Fund. This section compares revenues at the same time as last year.

The current revenue for the year is \$233,808. In 2018, the revenue at this time was \$276,083. The charges for services is a little more. It is the connection fees that are down.

The current expenditures budget for 2019 is \$603,165. The City has spent 126,322 to date.

**Page 13 – Sewer Fund**

This page looks at the Sewer Enterprise Fund. This section compares revenues at the same time last year.

The current revenue for the year is \$297,301. In 2018, the revenue at this time was \$319,250. The charger for services is a little more than last year. It is the connection fees that are down.

The current expenditures for 2019 is 833,313. The City has spent \$251,695 to date.

**Page 15 – Storm Sewer Fund**

This page looks that the Storm Sewer Fund. This section compares revenues at the same time last year.

The current revenue for the year is \$18,730. In 2018, the revenue at this time was \$10,681.

The current expenditures for 2019 is \$6,482. In 2018, the expenditures were \$19,210. The City has been maintaining the wetland project.

**Attachments:**

2<sup>nd</sup> Quarter Report.

# 2nd Quarter Report

**City of Mayer**  
Mayer, Minnesota

As of June 30, 2019

 **ABDO  
EICK &  
MEYERS** LLP

*AEM Financial Solutions™*

**People  
+ Process.**  
*Going  
Beyond the  
Numbers*

## ACCOUNTANT'S COMPILATION REPORT

Honorable Mayor and City Council  
City of Mayer  
Mayer, Minnesota

Management is responsible for accompanying financial statements of the City of Mayer, Minnesota (the City) which comprise the budget to actual statement of revenues and expenditures for the General and enterprise funds as of June 30, 2019 in accordance with accounting principles generally accepted in the United States of America. We have performed a compilation engagement in accordance with *Statements on Standards for Accounting and Review Services* promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

Management has elected to omit substantially all of the disclosures and the statement of cash flows required by accounting principles generally accepted in the United States of America. If the omitted disclosures and the statement of cash flows were included in the financial statements, they might influence the user's conclusions about the City's financial position, results of operations, and cash flows. Accordingly, the financial statements are not designed for those who are not informed about such matters.

Sincerely,

AEM FINANCIAL SOLUTIONS, LLC

Honorable Mayor and City Council  
 City of Mayer  
 Mayer, Minnesota

Dear Honorable Mayor and City Council:

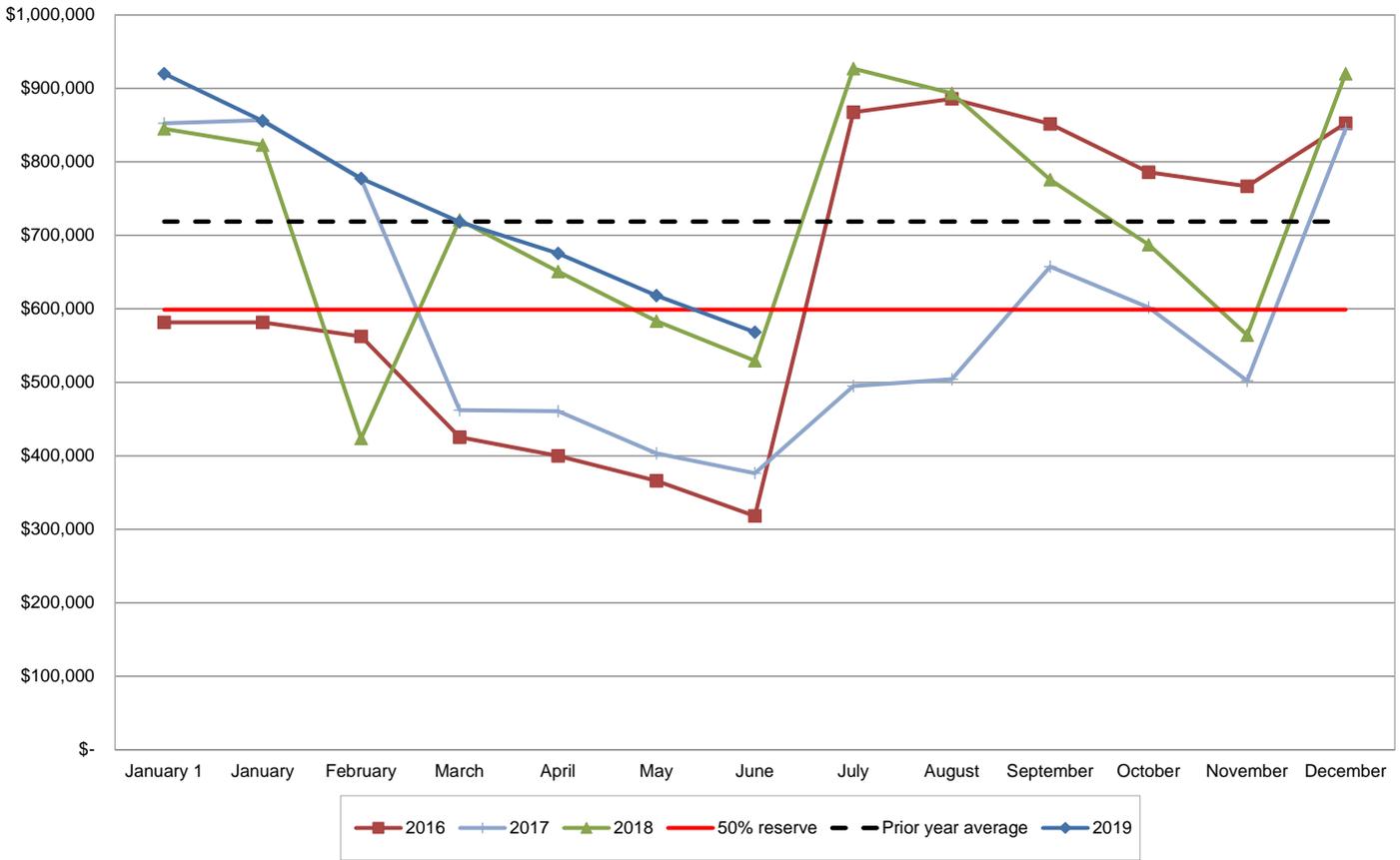
We have reconciled all bank accounts through June 30, 2019 and reviewed activity in all funds. The following is a summary of our observations. All information presented is unaudited.

**Cash and Investments**

The City's cash and investment balances are as follows:

|                                | <u>06/30/2019</u>       | <u>12/31/2018</u>       | <u>Increase/<br/>(Decrease)</u>     |
|--------------------------------|-------------------------|-------------------------|-------------------------------------|
| Checking and Savings           | \$ 999,368              | \$ 1,523,316            | \$ (523,948)                        |
| Investments (at Market Value)  | 4,568,179               | 4,507,539               | 60,640                              |
| <br>Total Cash and Investments | <br><u>\$ 5,567,547</u> | <br><u>\$ 6,030,855</u> | <br><u>\$ (463,308)</u>             |
| <br><u>Investment Type</u>     | <br><u>06/30/2019</u>   | <br><u>12/31/2018</u>   | <br><u>Increase/<br/>(Decrease)</u> |
| Checking and Savings           | \$ 999,368              | \$ 1,523,316            | \$ (523,948)                        |
| Money Market                   | 647,917                 | 641,471                 | 6,446                               |
| Negotiable CD's                | 3,920,262               | 3,866,068               | 54,194                              |
| Municipal Bond                 | -                       | -                       | -                                   |
| Government Agency Securities   | -                       | -                       | -                                   |
| <br>Total Investments          | <br><u>\$ 5,567,547</u> | <br><u>\$ 6,030,855</u> | <br><u>\$ (463,308)</u>             |

General Fund Cash Balances 2016 - 2019



General Fund

|                             | YTD Budget        | YTD Actual        | Percent of YTD Budget |     | YTD Budget           | YTD Actual        | Percent of YTD Budget |               |     |
|-----------------------------|-------------------|-------------------|-----------------------|-----|----------------------|-------------------|-----------------------|---------------|-----|
| <b>Receipts</b>             |                   |                   |                       |     | <b>Disbursements</b> |                   |                       |               |     |
| Taxes                       | \$ 328,304        | \$ 87             | 0.0 %                 | ↓   | General government   | \$ 79,950         | \$ 38,116             | 47.7 %        | ↑   |
| Special assessments         | -                 | -                 | -                     | N/A | City Administrator   | 52,724            | 48,010                | 91.1          | ⇒   |
| Licenses and permits        | 51,200            | 51,252            | 100.1                 | ⇒   | Mayor                | 10,650            | 8,292                 | 77.9          | ↑   |
| Intergovernmental           | 174,029           | 63,511            | 36.5                  | ↓   | City Clerk           | 12,562            | 13,210                | 105.2         | ⇒   |
| Charges for services        | 32,658            | 5,574             | 17.1                  | ↓   | Elections            | 525               | 494                   | 94.0          | ⇒   |
| Fines and forfeitures       | 500               | 4,400             | 880.0                 | ↑   | Assessor             | 7,000             | -                     | -             | N/A |
| Rent                        | 9,500             | 8,567             | 90.2                  | ⇒   | Accounting/Auditing  | 22,500            | 33,772                | 150.1         | ↓   |
| Contributions and Donations | -                 | 10,845            | -                     | N/A | Legal Services       | 7,500             | 15,951                | 212.7         | ↓   |
| Interest on investments     | 1,250             | 6,608             | 528.7                 | ↑   | Engineering          | 7,500             | 17,008                | 226.8         | ↓   |
| Miscellaneous revenue       | 1,500             | 10,237            | 682.5                 | ↑   | Community Center     | 4,805             | 2,888                 | 60.1          | ↑   |
|                             | <u>\$ 598,941</u> | <u>\$ 161,081</u> | <u>26.9 %</u>         | ↓   | Planning and Zoning  | 20,500            | 28,833                | 140.6         | ↓   |
|                             |                   |                   |                       |     | Police               | 51,050            | 47,124                | 92.3          | ⇒   |
|                             |                   |                   |                       |     | Fire                 | 121,337           | 61,998                | 51.1          | ↑   |
|                             |                   |                   |                       |     | Building Inspection  | 12,500            | 17,438                | 139.5         | ↓   |
|                             |                   |                   |                       |     | Street and highways  | 104,432           | 132,282               | 126.7         | ↓   |
|                             |                   |                   |                       |     | Maintenance          | 7,480             | 6,752                 | 90.3          | ⇒   |
|                             |                   |                   |                       |     | Parks                | 69,957            | 33,300                | 47.6          | ↑   |
|                             |                   |                   |                       |     | Compost              | 2,695             | 1,718                 | 63.7          | ↑   |
|                             |                   |                   |                       |     | EDA                  | 2,275             | 720                   | 31.6          | N/A |
|                             |                   |                   |                       |     | Miscellaneous        | 1,000             | 1,144                 | 114.4         | ↓   |
|                             |                   |                   |                       |     |                      | <u>\$ 598,941</u> | <u>\$ 509,049</u>     | <u>85.0 %</u> | ↑   |

**Key**  
 ↑ Varies more than 10% than budget positively  
 ↓ Varies more than 10% than budget negatively  
 ⇒ Within 10% of budget

Current short-term rates being offered by financial institutions are very low as evidenced by the table of U.S. Treasury rates below. The U.S. Treasury rates provide a benchmark perspective for rate of return.

| <b>Treasury Yields</b> |             |             |             |             |             |             |             |             |              |
|------------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|--------------|
| <b>Date</b>            | <b>1 mo</b> | <b>3 mo</b> | <b>6 mo</b> | <b>1 yr</b> | <b>2 yr</b> | <b>3 yr</b> | <b>5 yr</b> | <b>7 yr</b> | <b>10 yr</b> |
| 12/31/2010             | 0.07        | 0.12        | 0.19        | 0.29        | 0.61        | 1.02        | 2.01        | 2.71        | 3.30         |
| 12/30/2011             | 0.01        | 0.02        | 0.06        | 0.12        | 0.25        | 0.36        | 0.83        | 1.35        | 1.89         |
| 12/31/2012             | 0.02        | 0.05        | 0.11        | 0.16        | 0.25        | 0.36        | 0.72        | 1.18        | 1.78         |
| 12/31/2013             | 0.01        | 0.07        | 0.10        | 0.13        | 0.38        | 0.78        | 1.75        | 2.45        | 3.04         |
| 12/31/2014             | 0.03        | 0.04        | 0.12        | 0.25        | 0.67        | 1.10        | 1.65        | 1.97        | 2.17         |
| 03/31/2015             | 0.05        | 0.03        | 0.14        | 0.26        | 0.56        | 0.89        | 1.37        | 1.65        | 1.87         |
| 06/30/2015             | 0.02        | 0.01        | 0.11        | 0.28        | 0.64        | 1.01        | 1.63        | 2.07        | 2.35         |
| 09/30/2015             | -           | -           | 0.08        | 0.33        | 0.64        | 0.92        | 1.37        | 1.75        | 2.06         |
| 12/31/2015             | 0.14        | 0.16        | 0.49        | 0.64        | 1.06        | 1.31        | 1.76        | 2.09        | 2.27         |
| 03/31/2016             | 0.18        | 0.21        | 0.39        | 0.59        | 0.73        | 0.87        | 1.21        | 1.54        | 1.78         |
| 06/30/2016             | 0.20        | 0.26        | 0.36        | 0.45        | 0.58        | 0.71        | 1.01        | 1.29        | 1.49         |
| 09/30/2016             | 0.20        | 0.29        | 0.45        | 0.59        | 0.77        | 0.88        | 1.14        | 1.42        | 1.60         |
| 12/31/2016             | 0.44        | 0.51        | 0.62        | 0.85        | 1.20        | 1.47        | 1.93        | 2.25        | 2.45         |
| 03/31/2017             | 0.74        | 0.76        | 0.91        | 1.03        | 1.24        | 1.50        | 1.93        | 2.22        | 2.40         |
| 06/30/2017             | 0.84        | 1.03        | 1.14        | 1.24        | 1.38        | 1.55        | 1.89        | 2.14        | 2.31         |
| 09/30/2017             | 0.96        | 1.06        | 1.20        | 1.31        | 1.47        | 1.62        | 1.92        | 2.16        | 2.33         |
| 12/31/2017             | 1.28        | 1.39        | 1.53        | 1.76        | 1.89        | 1.98        | 2.20        | 2.33        | 2.40         |
| 03/31/2018             | 1.63        | 1.73        | 1.93        | 2.09        | 2.27        | 2.39        | 2.56        | 2.68        | 2.74         |
| 06/30/2018             | 1.77        | 1.93        | 2.11        | 2.33        | 2.52        | 2.63        | 2.73        | 2.81        | 2.85         |
| 09/30/2018             | 2.12        | 2.19        | 2.36        | 2.59        | 2.81        | 2.88        | 2.94        | 3.01        | 3.05         |
| 12/31/2018             | 2.44        | 2.45        | 2.56        | 2.63        | 2.48        | 2.46        | 2.51        | 2.59        | 2.69         |
| 03/29/2019             | 2.43        | 2.40        | 2.44        | 2.40        | 2.27        | 2.21        | 2.23        | 2.31        | 2.41         |
| 06/28/2019             | 2.18        | 2.12        | 2.09        | 1.92        | 1.75        | 1.71        | 1.76        | 1.87        | 2.00         |

**Budget Summary**

A more detailed analysis of funds is included as Attachment A.

**Cash Balance Summary**

A detailed view of department totals compared with budget is included as Attachment B.

**Investment Summary**

A detailed summary of current investments is included as Attachment C.

**Enterprise Fund Summary**

A detailed summary of enterprise fund financial results is included as Attachment D.

**Revenue and Expenditures**

A detail of revenues and expenditures can be provided upon request.

\* \* \* \* \*

This information is unaudited and is intended solely for the information and use of management and City Council and is not intended and should not be used by anyone other than these specified parties.

If you have any questions or wish to discuss any of the items contained in this letter or the attachments, please feel free to contact us at your convenience. We wish to thank you for the continued opportunity to be of service and for the courtesy and cooperation extended to us by your staff.

Sincerely,

AEM FINANCIAL SOLUTIONS, LLC

City of Mayer, Minnesota  
Statement of Revenue and Expenditures -  
Budget and Actual -  
General Fund (Unaudited)  
For the Six Months Ended June 30, 2019

ATTACHMENT A

|   | Annual<br>Budget | Budget<br>Through<br>06/30/2019 | Actual<br>Through<br>06/30/2019 | Variance -<br>Favorable<br>(Unfavorable) | Percent<br>Received or<br>Expended<br>Based on<br>Budget through<br>06/30/2019 |
|---|------------------|---------------------------------|---------------------------------|--|--|
| <b>Revenues</b>   |                  |                                 |                                 |  |  |
| Taxes   | \$ 656,608       | \$ 328,304                      | \$ 87                           | \$ (328,217) *                           | 0.0 %  |
| Special assessments   | -                | -                               | -                               | -  | -  |
| Licenses and permits  | 102,400          | 51,200                          | 51,252                          | 52                                       | 100.1  |
| Intergovernmental   | 348,058          | 174,029                         | 63,511                          | (110,518) *                              | 36.5   |
| Charges for services  | 65,316           | 32,658                          | 5,574                           | (27,084) (1)                             | 17.1   |
| Fines and forfeitures   | 1,000            | 500                             | 4,400                           | 3,900                                    | 880.0  |
| Rent  | 19,000           | 9,500                           | 8,567                           | (933)                                    | 90.2   |
| Contributions and donations   | -                | -                               | 10,845                          | 10,845                                   | -  |
| Interest on investments   | 2,500            | 1,250                           | 6,608                           | 5,358                                    | 528.7  |
| Miscellaneous revenue   | 3,000            | 1,500                           | 10,237                          | 8,737                                    | 682.5  |
| <b>Total Revenues</b>   | <b>1,197,882</b> | <b>598,941</b>                  | <b>161,081</b>                  | <b>(437,860)</b>                         | <b>26.9</b>  |
| <b>Expenditures</b>   |                  |                                 |                                 |  |  |
| General government  | 159,900          | 79,950                          | 38,116                          | 41,834 (2)                               | 47.7   |
| City administrator  | 105,448          | 52,724                          | 48,010                          | 4,714                                    | 91.1   |
| Mayor and council   | 21,300           | 10,650                          | 8,292                           | 2,358                                    | 77.9   |
| City clerk  | 25,124           | 12,562                          | 13,210                          | (649)                                    | 105.2  |
| Elections   | 1,050            | 525                             | 494                             | 31                                       | -  |
| Assessor  | 14,000           | 7,000                           | -                               | 7,000                                    | -  |
| Accounting/auditing   | 45,000           | 22,500                          | 33,772                          | (11,272)                                 | 150.1  |
| Legal services  | 15,000           | 7,500                           | 15,951                          | (8,451)                                  | 212.7  |
| Engineering   | 15,000           | 7,500                           | 17,008                          | (9,508)                                  | 226.8  |
| Planning and zoning   | 9,610            | 4,805                           | 2,888                           | 1,917                                    | 60.1   |
| Community center  | 41,000           | 20,500                          | 28,833                          | (8,333)                                  | 140.6  |
| Police  | 102,100          | 51,050                          | 47,124                          | 3,926                                    | 92.3   |
| Fire  | 242,674          | 121,337                         | 61,998                          | 59,339 (3)                               | 51.1   |
| Building inspection   | 25,000           | 12,500                          | 17,438                          | (4,938)                                  | 139.5  |
| Street and highways   | 208,863          | 104,432                         | 132,282                         | (27,850) (4)                             | 126.7  |
| Maintenance   | 14,960           | 7,480                           | 6,752                           | 728                                      | 90.3   |
| Parks   | 139,913          | 69,957                          | 33,300                          | 36,656 (5)                               | 47.6   |
| Compost   | 5,390            | 2,695                           | 1,718                           | 977                                      | 63.7   |
| EDA   | 4,550            | 2,275                           | 720                             | 1,555                                    | 31.6   |
| Miscellaneous   | 2,000            | 1,000                           | 1,144                           | (144)                                    | 114.4  |
| <b>Total Expenditures</b>   | <b>1,197,882</b> | <b>598,941</b>                  | <b>509,049</b>                  | <b>89,892</b>                            | <b>85.0</b>  |
| <b>Excess Revenues<br/>(Expenditures)</b>   | <b>-</b>         | <b>-</b>                        | <b>(347,967)</b>                | <b>(347,967)</b>                         | <b>N/A</b>   |
| <b>Other Financing Sources (Uses)</b>   |                  |                                 |                                 |  |  |
| Transfers in  | -                | -                               | -                               | -  | N/A  |
| Operating transfers out   | -                | -                               | -                               | -  | N/A  |
| <b>Total Other Financing<br/>Sources (Uses)</b>   | <b>-</b>         | <b>-</b>                        | <b>-</b>                        | <b>-</b>                                 | <b>-</b>   |
| <b>Excess (Deficiency) of Revenues and<br/>Other Financing Sources Over (Under)<br/>Expenditures and Other Uses</b> | <b>\$ -</b>      | <b>\$ -</b>                     | <b>\$ (347,967)</b>             | <b>\$ (347,967)</b>                      | <b>N/A %</b>   |

\* Property taxes, assessments, and local government aids are only paid twice a year.

**Item**      **Explanation of Items Percentage Received/Expended Less than 80% or Greater Than 120% and \$ Variance Greater than \$15,000.**

- (1) 1st half of Carver County Police contract has not been paid yet.
- (2) Budgeted Capital purchases have not been made yet for the year.
- (3) Budgeted Capital purchases have not been made yet for the year.
- (4) Professional Services is over budget for the year.
- (5) Budgeted Capital purchases have not been made yet for the year.

City of Mayer, Minnesota  
 Unaudited Cash Balances by Fund  
 June 30, 2018, December 31, 2018, June 30, 2019

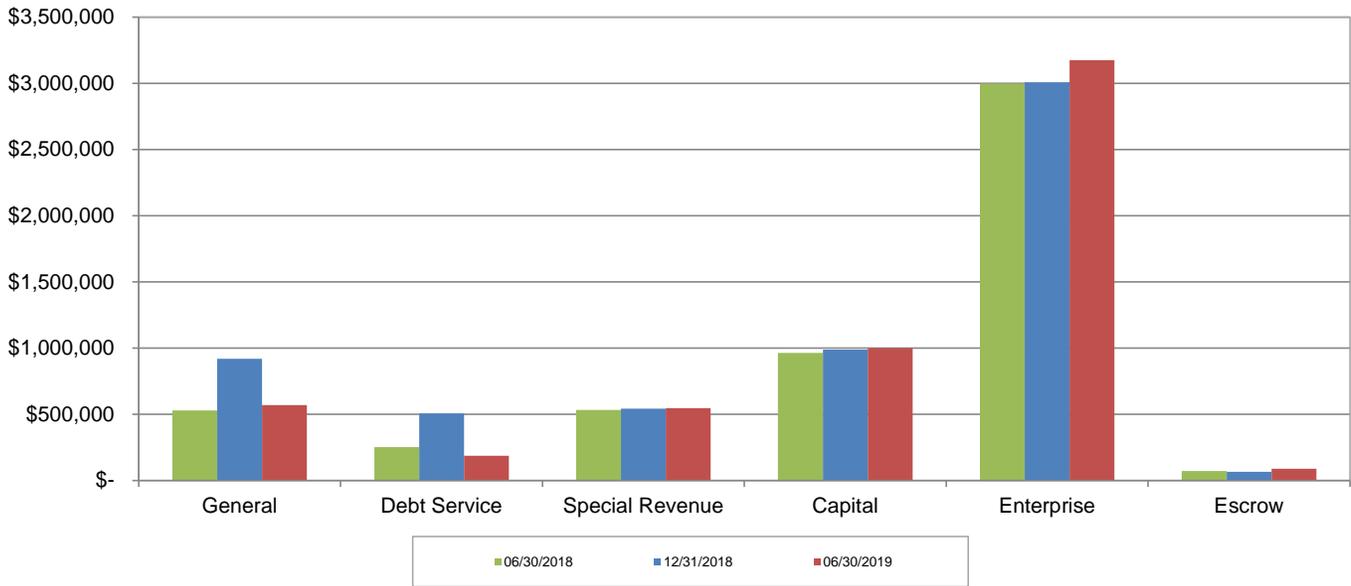
ATTACHMENT B

| Fund                                | Balance<br>06/30/2018 | Balance<br>12/31/2018 | Balance<br>06/30/2019 | YTD Change<br>From<br>12/31/2018 |
|-------------------------------------|-----------------------|-----------------------|-----------------------|----------------------------------|
| 100 General fund                    | \$ 529,523            | \$ 920,059            | \$ 569,667            | \$ (350,392) (1)                 |
| 210 Fire Truck Fund                 | 151,275               | 152,535               | 154,304               | 1,769                            |
| 212 Fire Dept Grant & Contributions | 34,421                | 13,844                | 12,393                | (1,451)                          |
| 215 Fire Dept Fema Grant            | (9,927)               | 0                     | -                     | -                                |
| 220 Park Improvement                | 332,686               | 356,644               | 360,780               | 4,136                            |
| 222 Old Schoolhouse Park            | 5,454                 | 0                     | -                     | -                                |
| 225 EDA                             | 19,763                | 19,748                | 19,977                | 229                              |
| 325 Hwy 25/2007 St Bond             | 225,107               | 368,547               | 141,396               | (227,151) (2)                    |
| 350 2015 Fire Truck Fund            | 26,922                | 137,704               | 44,980                | (92,724) (3)                     |
| 400 70th Street Improvement         | 43,086                | 0                     | -                     | -                                |
| 405 Street Improvement Fund         | 68,604                | 113,149               | 114,461               | 1,312                            |
| 410 Comm Ctr Capital Outlay Fund    | 24,235                | 24,438                | 24,721                | 283                              |
| 435 Capital Projects                | 827,730               | 850,874               | 860,446               | 9,572                            |
| 620 Water Fund                      | 1,156,205             | 1,101,171             | 1,209,621             | 108,450 (4)                      |
| 640 Sewer Fund                      | 1,816,774             | 1,889,275             | 1,935,203             | 45,928                           |
| 650 Storm Water Fund                | 24,434                | 17,476                | 29,724                | 12,248                           |
| 700 Investment Fund                 | -                     | -                     | -                     | -                                |
| 800 Escrow Fund                     | 71,002                | 65,391                | 89,874                | 24,483                           |
| Total                               | <u>\$ 5,347,296</u>   | <u>\$ 6,030,855</u>   | <u>\$ 5,567,547</u>   | <u>\$ (463,308)</u>              |

Item Explanation of changes with \$ variance greater than \$50,000.

- (1) The decrease is an expected result from excess of expenditures over revenues until 1st half tax settlement is received.
- (2) Bond payment was made in 1st Quarter, bond levy revenue will be received with 1st half settlement
- (3) Bond payment was made in 1st Quarter, bond levy revenue will be received with 1st half settlement
- (4) Excess of Revenues over Expenditures in the Water Fund.

**Cash Balance by Fund Compared to Prior Year**



| <b>Fund</b>  |   |
|--|---|
| <ul style="list-style-type: none"> <li>↓ General</li> <li>↓ Debt Service</li> <li>→ Special Revenue</li> </ul> | <ul style="list-style-type: none"> <li>→ Capital</li> <li>→ Enterprise</li> <li>↑ Escrow</li> </ul> |

| <b>Key</b>   |  |
|--|--|
| <ul style="list-style-type: none"> <li>↑ Balance increased more than 10% over prior year</li> <li>↓ Balance decreased more than 10% over prior year</li> <li>→ Balance within 10% of prior year</li> </ul> |  |

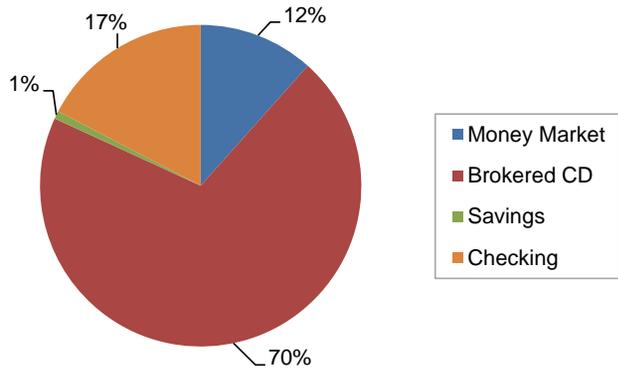
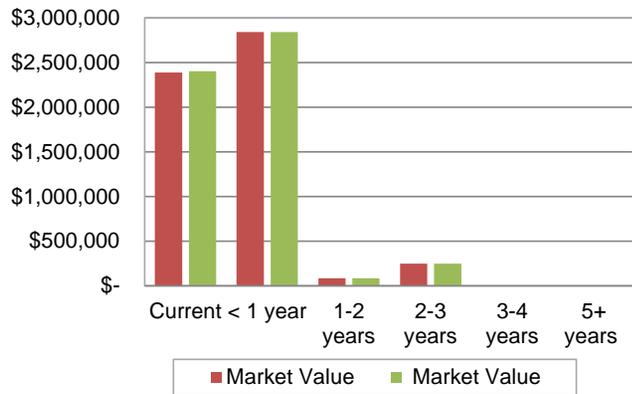
City of Mayer, Minnesota  
Schedule of Investments  
For the Three Months Ended June 30, 2019

ATTACHMENT C

| Institution                | Description                     | Type         | Market Value<br>1/1/2019 | Deposits -<br>Purchases | Expenditures -<br>Sales | Transfers   | Interest     | Unadjusted<br>Market Value<br>6/30/2019 | Market Value<br>6/30/2019 | Unrealized<br>gain / loss |
|----------------------------|---------------------------------|--------------|--------------------------|-------------------------|-------------------------|-------------|--------------|---|---------------------------|---------------------------|
| Security Bank & Trust      | 40002                           | Checking     | \$ 1,534,547.31          | \$ 704,237.91           | \$ (1,272,367.40)       | \$ -        | \$ 1,612.51  | \$ 968,030.33                           | \$ 968,030.33             | \$ -                      |
| Security Bank & Trust      | 788491                          | Savings      | 44,119.42                | -                       | -                       | -           | 87.56        | 44,206.98                               | 44,206.98                 | -                         |
| Security Bank & Trust      | 300708                          | Money Market | 97,242.21                | -                       | -                       | -           | 242.05       | 97,484.26                               | 97,484.26                 | -                         |
| Security Bank & Trust      | FEMA Grant 766823               | Savings      | 297.32                   | -                       | -                       | -           | 0.14         | 297.46                                  | 297.46                    | -                         |
| Security Bank & Trust      | 8725                            | Brokered CD  | 21,719.44                | -                       | -                       | -           | 144.75       | 21,864.19                               | 21,864.19                 | -                         |
| Security Bank & Trust      | 143337                          | Brokered CD  | 28,414.23                | -                       | -                       | -           | 204.68       | 28,618.91                               | 28,618.91                 | -                         |
| Security Bank & Trust      | 94601                           | Brokered CD  | 215,883.78               | -                       | -                       | -           | 4,771.03     | 220,654.81                              | 220,654.81                | -                         |
|                            |                                 |              | 1,942,223.71             | 704,237.91              | (1,272,367.40)          | -           | 7,062.72     | 1,381,156.94                            | 1,381,156.94              | -                         |
| First MN Bank              | 82799                           | Brokered CD  | 105,780.89               | -                       | -                       | (648.65)    | 2,582.90     | 107,715.14                              | 107,715.14                | -                         |
| First MN Bank              | 82786                           | Brokered CD  | 262,512.98               | -                       | (263,690.76)            | -           | 1,177.78     | (0.00)                                  | (0.00)                    | -                         |
| First MN Bank              | 82807                           | Brokered CD  | 208,034.36               | -                       | -                       | -           | 2,306.87     | 210,341.23                              | 210,341.23                | -                         |
| First MN Bank              | 82809                           | Brokered CD  | 214,858.06               | -                       | -                       | -           | 2,596.87     | 217,454.93                              | 217,454.93                | -                         |
| First MN Bank              | 82825                           | Brokered CD  | 105,711.04               | -                       | -                       | -           | 1,337.78     | 107,048.82                              | 107,048.82                | -                         |
| First MN Bank              | 82837                           | Brokered CD  | -                        | 263,690.76              | -                       | -           | -            | 263,690.76                              | 263,690.76                | -                         |
|                            |                                 |              | 896,897.33               | 263,690.76              | (263,690.76)            | (648.65)    | 10,002.20    | 906,250.88                              | 906,250.88                | -                         |
| Ehlers                     | Cash                            | Cash         | -                        | (1,245,122.91)          | 1,245,096.98            | -           | 25.93        | (0.00)                                  | -                         | 0.00                      |
| Ehlers                     | 941410412                       | Money Market | 852.12                   | 374,516.86              | (374,218.49)            | -           | 90.57        | 1,241.06                                | 1,241.06                  | 0.00                      |
| Ehlers                     | Federated Govt Obl Inst         | Money Market | -                        | 38,302.42               | (38,314.92)             | -           | 12.50        | -                                       | -                         | -                         |
| Ehlers                     | United States Treasury          | Brokered CD  | -                        | 499,368.02              | (8,557.50)              | -           | 4,597.10     | 495,407.62                              | 495,283.65                | (123.97)                  |
| Ehlers                     | Wells Fargo Bank NA             | Brokered CD  | 202,287.47               | -                       | (2,099.53)              | -           | 2,308.74     | 202,496.68                              | 203,468.93                | 972.25                    |
| Ehlers                     | Wells Fargo Bank NA             | Brokered CD  | 45,711.58                | -                       | (46,256.90)             | -           | 284.12       | (261.20)                                | -                         | 261.20                    |
| Ehlers                     | Goldman Sacks Bk                | Brokered CD  | 245,800.24               | -                       | (1,375.21)              | -           | 1,573.42     | 245,998.45                              | 247,690.00                | 1,691.55                  |
| Ehlers                     | Capital One BK USA              | Brokered CD  | 245,800.24               | -                       | (1,500.23)              | -           | 1,696.12     | 245,996.13                              | 247,690.00                | 1,693.87                  |
| Ehlers                     | Ally BK Midvale Utah            | Brokered CD  | 245,800.24               | -                       | (1,500.23)              | -           | 1,696.12     | 245,996.13                              | 247,690.00                | 1,693.87                  |
| Ehlers                     | Morgan Stanley Bank             | Brokered CD  | 245,947.78               | -                       | (2,988.36)              | -           | 2,941.61     | 245,901.03                              | 247,385.32                | 1,484.29                  |
| Ehlers                     | Sallie Mae Bk Murray Utah       | Brokered CD  | 245,947.78               | -                       | (2,988.36)              | -           | 2,941.61     | 245,901.03                              | 247,385.32                | 1,484.29                  |
| Ehlers                     | Metabank Storm Lake Iowa CD     | Brokered CD  | 232,704.09               | -                       | -                       | -           | 2,715.24     | 235,419.33                              | 233,002.33                | (2,417.00)                |
| Ehlers                     | Bank of the West                | Brokered CD  | 244,853.00               | -                       | (249,642.25)            | -           | 1,107.83     | (3,681.42)                              | -                         | 3,681.42                  |
| Ehlers                     | BMO Harris                      | Brokered CD  | 244,853.00               | -                       | (249,655.00)            | -           | 651.24       | (4,150.76)                              | -                         | 4,150.76                  |
| Ehlers                     | United States Treasury          | Brokered CD  | 263,347.98               | -                       | (266,000.00)            | -           | 2,027.72     | (624.30)                                | -                         | 624.30                    |
| Ehlers                     | Brookline                       | Brokered CD  | -                        | 83,973.00               | -                       | -           | 26.47        | 83,999.47                               | 84,137.76                 | 138.29                    |
| Ehlers                     | Morgan Stanley Private Bank, NA | Brokered CD  | -                        | 246,908.76              | -                       | -           | 414.15       | 247,322.91                              | 249,040.22                | 1,717.31                  |
|                            |                                 |              | 2,463,905.52             | (2,053.85)              | -                       | -           | 25,110.49    | 2,486,962.16                            | 2,504,014.59              | 17,052.43                 |
| 4M Fund                    |                                 | Money Market | 543,376.24               | -                       | -                       | -           | 5,815.17     | 549,191.41                              | 549,191.41                | -                         |
| 4M Fund                    | Bank of the West                | Brokered CD  | 240,100.00               | -                       | -                       | -           | -            | 240,100.00                              | 240,100.00                | -                         |
|                            |                                 |              | 783,476.24               | -                       | -                       | -           | 5,815.17     | 789,291.41                              | 789,291.41                | -                         |
| Total Cash and Investments |                                 |              | \$ 2,839,121.04          | \$ 965,874.82           | \$ (1,536,058.16)       | \$ (648.65) | \$ 47,990.58 | \$ 5,563,661.39                         | \$ 5,580,713.82           | \$ 17,052.43              |

City of Mayer, Minnesota  
Investments  
For the Three Months Ended June 30, 2019

**Maturities**



| Maturity                        | Unadjusted Market Value 6/30/2019 | Market Value 6/30/2019 | Variance 6/30/2019  |
|---------------------------------|-----------------------------------|------------------------|---------------------|
| Current                         | \$ 2,389,724.53                   | \$ 2,403,521.50        | \$ 13,796.97        |
| < 1 year                        | 2,842,614.48                      | 2,844,014.34           | 1,399.86            |
| 1-2 years                       | 83,999.47                         | 84,137.76              | 138.29              |
| 2-3 years                       | 247,323                           | 249,040                | 1,717               |
| 3-4 years                       | -                                 | -                      | -                   |
| 5+ years                        | -                                 | -                      | -                   |
|                                 | <u>\$ 5,563,661.39</u>            | <u>\$ 5,580,713.82</u> | <u>\$ 17,052.43</u> |
|                                 | -                                 | \$ -                   |                     |
| Weighted Average Rate of Return | 1.13%                             | 6/30/2019              |                     |
| Average Maturity (Years)        | 0.12                              | 6/30/2019              |                     |

| Investment Type       | Market Value 6/30/2019 |
|-----------------------|------------------------|
| Money Market          | \$ 647,916.73          |
| Brokered CD           | 3,920,262.32           |
| Savings               | 44,504.44              |
| Government Securities | -                      |
| Municipal Securities  | -                      |
| Checking              | 968,030.33             |
|                       | <u>\$ 5,580,713.82</u> |

|                          |                        |
|--------------------------|------------------------|
| <b>Operating Account</b> |                        |
| O/S Deposits             | \$ -                   |
| O/S Checks               | (13,166.39)            |
|                          | <u>\$ 5,567,547.43</u> |

City of Mayer, Minnesota  
Statement of Revenues and Expenses -  
Budget and Actual -  
Water Fund (Unaudited)  
For the Six Months Ended June 30, 2019

ATTACHMENT D

**WATER FUND**

|  | Annual<br>Budget    | Actual<br>Thru<br>6/30/2018 | Actual<br>Thru<br>6/30/2019 | Variance -<br>Favorable<br>(Unfavorable) | Percent<br>Received or<br>Expended<br>Based on<br>Actual Thru<br>06/30/2019 |
|--|---------------------|-----------------------------|-----------------------------|--|---|
| <b>Revenues</b>                                  |                     |                             |                             |  |   |
| Charges for services                             | \$ -                | \$ 167,289                  | \$ 174,259                  | \$ 6,970                                 | 96.0 %  |
| Connection fees                                  | -                   | 90,000                      | 37,130                      | (52,870) (1)                             | 242.4   |
| Developer area fee                               | -                   | -                           | -                           | -  | N/A   |
| Special assessment                               | -                   | -                           | -                           | -  | N/A   |
| Interest earnings                                | -                   | 1,502                       | 13,236                      | 11,734                                   | 11.3  |
| Miscellaneous                                    | -                   | 17,292                      | 9,183                       | (8,109)                                  | 188.3   |
| <b>Total Revenues</b>                            | <b>-</b>            | <b>276,083</b>              | <b>233,808</b>              | <b>(42,275)</b>                          | <b>-</b>  |
| <b>Expenses</b>                                  |                     |                             |                             |  |   |
| Salaries and benefits                            | 62,926              | 23,038                      | 33,292                      | (10,254)                                 | 69.2  |
| Supplies   | 8,600               | 2,434                       | 2,041                       | 393                                      | 119.3   |
| Other services and charges                       | 19,460              | 8,005                       | 8,175                       | (171)                                    | 97.9  |
| Repair and maintenance                           | 13,750              | 4,918                       | 5,070                       | (152)                                    | 97.0  |
| Utilities  | 24,800              | 11,900                      | 13,076                      | (1,176)                                  | 91.0  |
| Capital outlay                                   | 122,500             | 42,925                      | 14,730                      | 28,196 (2)                               | 291.4   |
| Depreciation                                     | -                   | -                           | -                           | -  | -   |
| Insurance  | 4,050               | 2,737                       | 4,524                       | (1,788)                                  | 60.5  |
| Bond principal                                   | 291,000             | 15,000                      | 20,000                      | (5,000)                                  | 75  |
| Bond interest                                    | 56,079              | 12,896                      | 25,412                      | (12,516) (3)                             | 50.7  |
| <b>Total Expenses</b>                            | <b>603,165</b>      | <b>123,853</b>              | <b>126,322</b>              | <b>(2,468)</b>                           | <b>98.0</b>   |
| Transfers in                                     | -                   | -                           | -                           | -  | N/A   |
| Transfers out                                    | -                   | -                           | -                           | -  | N/A   |
| <b>Excess Revenues<br/>Over (Under) Expenses</b> | <b>\$ (603,165)</b> | <b>\$ 152,229</b>           | <b>\$ 107,486</b>           | <b>\$ (44,743)</b>                       | <b>(280.6) %</b>  |

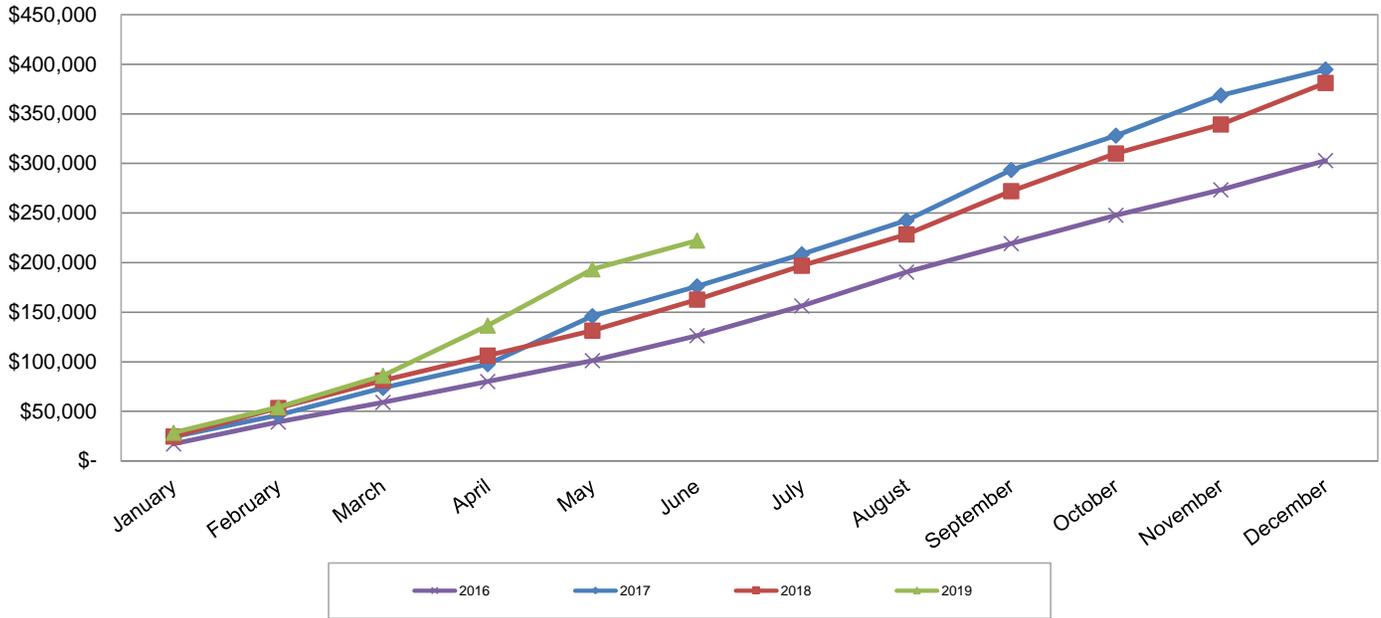
Item Explanation of Items Percentage Received/Expended Less than 80% or Greater than 120% and \$ Variance Greater than \$10,000.

- (1) New Water Connections are down compared to 2018.
- (2) Large Capital Outlay purchases were made in the first half of 2018.
- (3) PFA Interest payment was made in 2nd quarter in 2018.

City of Mayer, Minnesota  
 Statement of Revenues and Expenses -  
 Budget and Actual -  
 Water Fund (Unaudited) (Continued)  
 For the Three Months Ended March 31, 2019

**WATER FUND**

**Water Sales Comparison 2016 - 2019**



City of Mayer, Minnesota  
Statement of Revenues and Expenses -  
Budget and Actual -  
Sewer Fund (Unaudited)  
For the Six Months Ended June 30, 2019

ATTACHMENT D

**SEWER FUND**

|  | Annual<br>Budget    | Actual<br>Thru<br>06/30/2018 | Actual<br>Thru<br>06/30/2019 | Variance -<br>Favorable<br>(Unfavorable) | Percent<br>Received or<br>Expended<br>Based on<br>Actual Thru<br>06/30/2019 |
|--|---------------------|------------------------------|------------------------------|--|---|
| <b>Revenues</b>                                  |                     |                              |                              |  |   |
| Taxes  | \$ -                | \$ -                         | \$ -                         | \$ -                                     | N/A %   |
| Capital grants & contributions                   | -                   | 1,800                        | 1,842                        | 42                                       | 97.7  |
| Charges for services                             | -                   | 224,629                      | 236,153                      | 11,524                                   | 95.1  |
| Connection fee                                   | -                   | 90,000                       | 37,130                       | (52,870)                                 | (1) 242.4   |
| Developer area fee                               | -                   | -                            | -                            | -  | N/A   |
| Special assessments                              | -                   | -                            | -                            | -  | N/A   |
| Interest income                                  | -                   | 2,821                        | 22,175                       | 19,354                                   | 12.7  |
| Miscellaneous                                    | -                   | -                            | -                            | -  | N/A   |
| <b>Total Revenues</b>                            | <b>-</b>            | <b>319,250</b>               | <b>297,301</b>               | <b>(21,949)</b>                          | <b>107.4</b>  |
| <b>Expenses</b>                                  |                     |                              |                              |  |   |
| Salaries and benefits                            | 62,926              | 23,038                       | 32,871                       | (9,833)                                  | 70.1  |
| Supplies   | 61,055              | 26,984                       | 25,603                       | 1,381                                    | 105.4   |
| Other services and charges                       | 49,535              | 17,414                       | 31,194                       | (13,780)                                 | (2) 55.8  |
| Repair and maintenance                           | 111,650             | 13,995                       | 14,288                       | (293)                                    | 97.9  |
| Utilities  | 46,430              | 19,299                       | 22,903                       | (3,604)                                  | 84.3  |
| Depreciation                                     | -                   | -                            | -                            | -  | N/A   |
| Capital outlay                                   | 56,017              | 35,295                       | 86,872                       | (51,577)                                 | (3) 40.6  |
| Insurance  | 13,200              | 11,329                       | 12,173                       | (843)                                    | 93.1  |
| Bond principal                                   | 356,900             | -                            | -                            | -  | N/A   |
| Bond interest                                    | 75,600              | 29,967                       | 25,792                       | 4,175                                    | 116.2   |
| <b>Total Expenses</b>                            | <b>833,313</b>      | <b>177,321</b>               | <b>251,695</b>               | <b>(74,374)</b>                          | <b>70.5</b>   |
| Transfers in                                     | -                   | -                            | -                            | -  | N/A   |
| Transfers out                                    | -                   | -                            | -                            | -  | N/A   |
| <b>Excess Revenues<br/>Over (Under) Expenses</b> | <b>\$ (833,313)</b> | <b>\$ 141,929</b>            | <b>\$ 45,605</b>             | <b>\$ (96,323)</b>                       | <b>311.2 %</b>  |

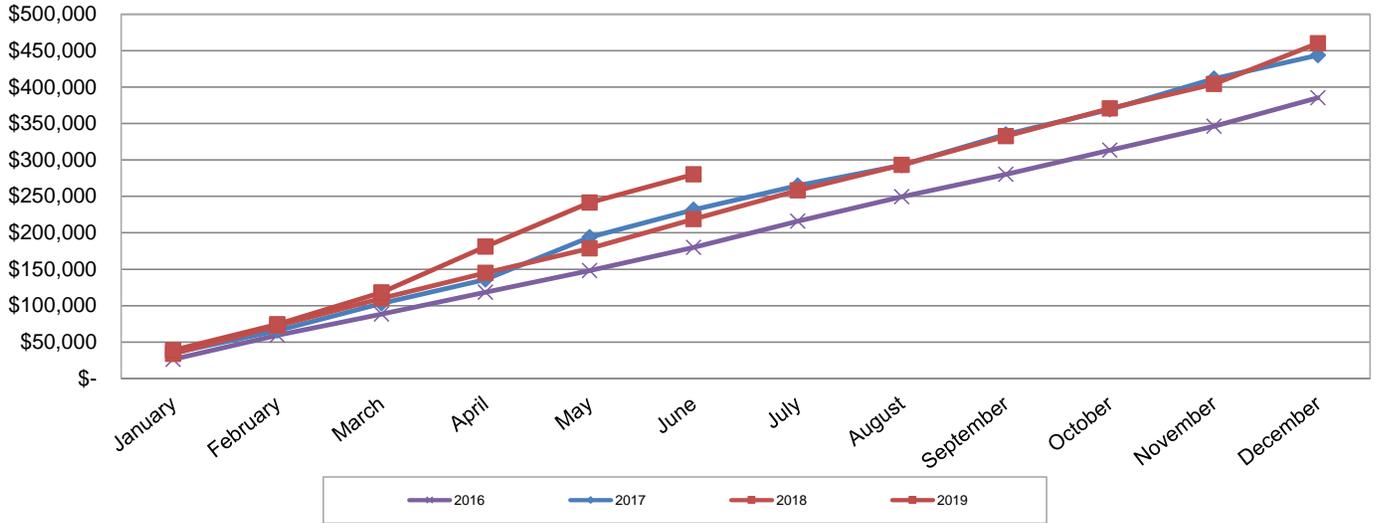
Item Explanation of Items Percentage Received/Expended Less than 80% or Greater than 120% and \$ Variance Greater than \$10,000.

- (1) New Sewer Connections are down compared to 2018
- (2) Increase in Engineering Fees related to sewer improvements
- (3) Purchase of improvements for Waste Water Treatment Facility

City of Mayer, Minnesota  
 Statement of Revenues and Expenses -  
 Budget and Actual -  
 Sewer Fund (Unaudited)  
 For the Six Months Ended June 30, 2019

**SEWER FUND**

**Sewer Sales Comparison 2016 - 2019**



City of Mayer, Minnesota  
Statement of Revenues and Expenses -  
Budget and Actual -  
Storm Sewer Fund (Unaudited)  
For the Six Months Ended June 30, 2019

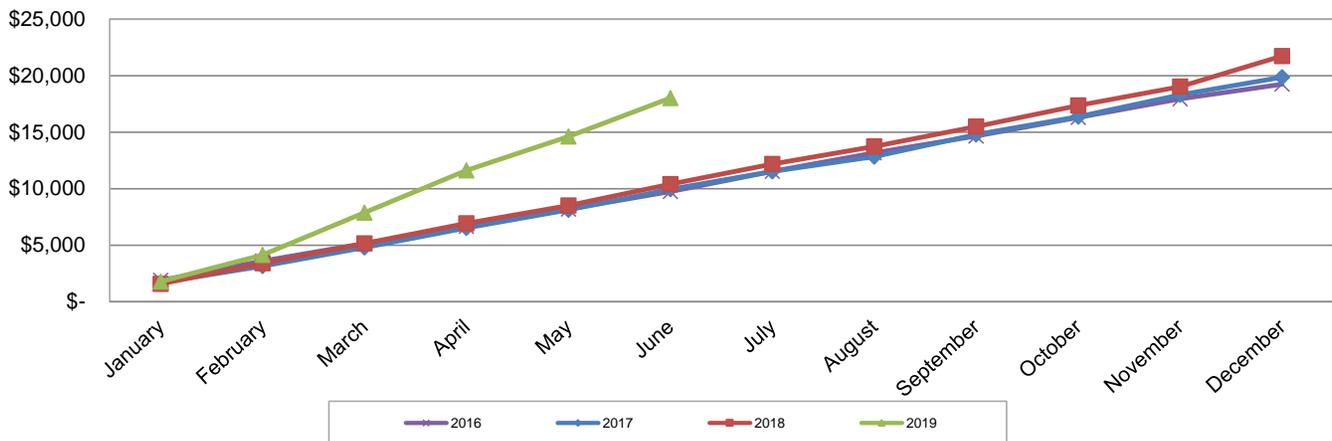
**STORM SEWER FUND**

|  | Actual<br>Thru<br>06/30/2018 | Actual<br>Thru<br>06/30/2019 | Variance -<br>Favorable<br>(Unfavorable) | Percent<br>Received or<br>Expended<br>Based on<br>Actual Thru<br>06/30/2019 |
|--|------------------------------|------------------------------|--|---|
| <b>Revenues</b>                                  |                              |                              |  |   |
| Charges for services                             | \$ 10,681                    | \$ 18,471                    | \$ 7,790                                 | 57.8 %  |
| Interest earnings                                | 59                           | 259                          | 200                                      | 22.8  |
| Intergovernmental                                | -                            | -                            | -  | N/A   |
| Special assessments                              | -                            | -                            | -  | N/A   |
| Miscellaneous                                    | -                            | -                            | -  | N/A   |
| <b>Total Revenues</b>                            | <b>10,740</b>                | <b>18,730</b>                | <b>7,990</b>                             | <b>57.3</b>   |
| <b>Expenses</b>                                  |                              |                              |  |   |
| Other services and charges                       | 2,140                        | 6,482                        | (4,342)                                  | 33.0  |
| Capital outlay                                   | 17,070                       | -                            | 17,070 (1)                               | N/A   |
| Depreciation                                     | -                            | -                            | -  | N/A   |
| <b>Total Expenses</b>                            | <b>19,210</b>                | <b>6,482</b>                 | <b>12,728</b>                            | <b>296.4</b>  |
| Transfers in                                     | -                            | -                            | -  | N/A   |
| Transfers out                                    | -                            | -                            | -  | N/A   |
| <b>Excess Revenues<br/>Over (Under) Expenses</b> | <b>\$ (8,470)</b>            | <b>\$ 12,248</b>             | <b>\$ (4,738)</b>                        | <b>(69.2) %</b>   |

Item Explanation of Items Percentage Received/Expended Less than 80% or Greater than 120% and \$ Variance Greater than \$10,000.

- (1) Wetland restoration expenditures in 1st Quarter 2018.

**Storm Sewer Sales Comparison 2016 - 2019**



# MAYER FIRE STATION

## USDA Loan Financing Option

# Mayer Fire Department - History

The Mayer Fire Department was established in 1900, and has a long history within the community and surrounding townships.

# Mayer Fire Department - Services

The Mayer Fire Department strives to maintain a high level of training and service to the residents that it serves.

It is the goal of the Department to minimize loss of life and property for the City of Mayer and townships it serves from fires, natural disasters, life threatening situations, and to assist other emergency agencies.

The Department provides services to the City of Mayer (approximate population is 2,100 residents). It also provides these services to parts of four (4) surrounding townships:

Camden Township - 175 residents

Hollywood Township - 168 residents

Waconia Township - 178 residents

Watertown Township - 174 residents

# Mayer Fire Department - Personnel

The Mayer Fire Department is a Department of the City of Mayer that consists of:

Chief 1 - Rod Maeztold

Chief 2 - Andy Maetzold

Captain 1 - Adam Maetzold

Captain 2 - Josh McIntosh

Captain 3 - Dennis Clark

Captain 4 - Zach Stifter

Lieutenant 1 - Anna Boote

Lieutenant 2 - Nate McNeilly

Firefighters

# Mayer Fire Department - Equipment

The Mayer Fire Department is currently equipped with the following:

Engine 11 - 1500 GPM Pumper

Engine 12 - 1500 GPM Pumper

Rescue 11 - Pick-up Truck

Rescue 12 - Rescue Truck

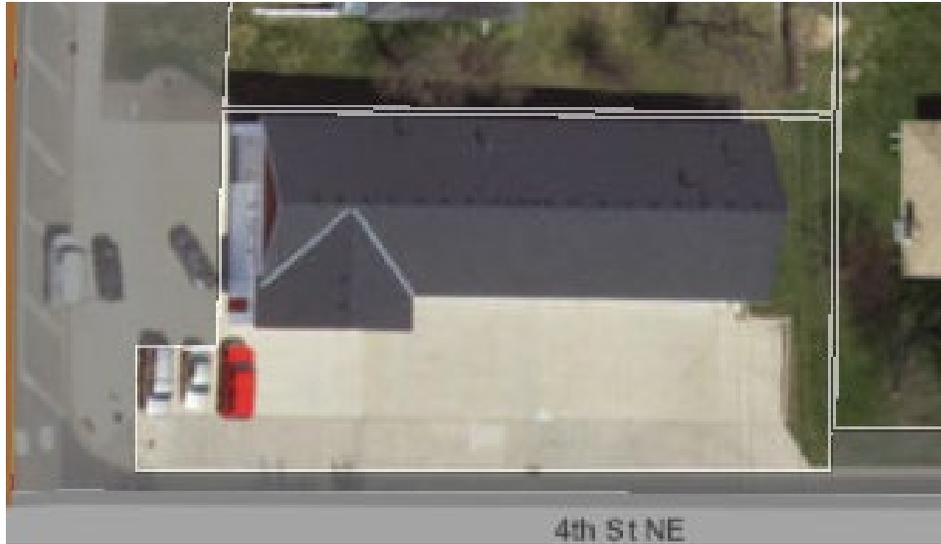
Grass 11 - Hummer

Grass 12 - Gamma Goat

Tanker 11 - 2000 Gallon Tanker

Tanker 12 - 3200 Gallon Tanker

Boat 11



## Mayer Fire Department - Building

The current Mayer Fire Station is located at 400 Ash Avenue North.

The building on site was built in 1971. It is a concrete building that is 5,394 Square Feet with limited parking and no ability to expand due to land constraints.

The Fire station was built in 1971 with the addition of three (3) apparatus bays in the 1980s. The station has seen extensive remodels and repairs to the station over the years including: new apparatus doors, apparatus heating systems, painting, new roof and siding.



# Need for the Fire Station Facility

As the City of Mayer and neighboring Townships see and increase in growth and population, the City has monitored the need to for a new Fire Station to accommodate the growth and need for additional resources.

The City has also identified space constraints as equipment has turned over and additional equipment has been acquired to accommodate needs and services to the service area.

## **Population Growth -**

1970 - 325

2000 - 554

2010 - 1,749

2019 Projected - 2,100 residents

The City has seen steady growth in the last few years with the addition of about 25 - 30 homes per year.

# League of Minnesota Cities Insurance Trust - Safety Walkthrough

The City of Mayer is insured by the League of Minnesota Cities for all of its buildings, open spaces, vehicles, personnel, etc.

In June, 2018, the League of Minnesota Cities performed a safety walkthrough of the Mayer Fire Department to assess and address concerns about the building.

The purposed of the visit was to conduct a safety survey of the Fire Department station and operations to identify areas and job tasks where there is known for potential hazards.

The study offered positive feedback on the well maintained station and practices, nonetheless did identify space and safety concerns and offered recommendations.

*\*Full analysis and report is available in the August 12, 2019 City Council packet.*

# 2016 Feasibility Study - New Fire Station

In 2016, Brunton Architects was commissioned by the City of Mayer to complete a comprehensive study for the feasibility of a new fire station.

With constraints of the current building. The intent of the study was to review potential sites and relevant amenities provided by each site, review barriers to each site, complete the existing facility study, space needs analysis and develop conceptual diagrams of the proposed building,.

What came out of this report was a building concept and location. The ideal location identified was a city owned lot located at 409 Shimmcor Street.

*\*Full Report is available in the August 12, 2019 City Council Packet.*

The proposed building would be a 12,560 square foot precast concrete building (main floor) with a 1,700 square foot mezzanine. It would include apparatus bays, training space, offices, ADA accessibility, ample parking and other support spaces.

# Proposed Mayer Fire Station Facility

Go to Mayer Fire Hall Preliminary Architectural Feasibility Report - Brunton Architects. This is in the August 12, 2019 City Council Packet.

# USDA Loan - Background

The City has been looking into a Community Facilities Direct Loan and Grant Program (Minnesota).

## **What does the program do?**

The program provides affordable funding to develop essential community facilities in rural areas. An essential community facility is defined as a facility that provided an essential services to the local community for the orderly development of the community in a primarily rural area, and does not include private, commercial or business undertakings.

## **Who may apply for this program?**

Public Bodies (Also Community based non-profit corporations and Federally recognized Tribes).

## **What is the eligible area?**

Rural areas including cities with no more than 20,000 residents.

# USDA Loan - Background

## **How may funds be used?**

Funds may be used to purchase, construct and or improve essential community facilities, purchase equipment and pay related project expenses.

This includes public safety services such as a fire department.

## **What kinds of funds are available to the City of Mayer?**

Low interest direct loans.

## **What are the terms of the loan?**

Loan repayment terms may not be longer than the useful life of the facility, state statutes, the applicants authority, or a maximum of 40 years, whichever is less.

Interest rates are set by Rural Development.

Once the loan is approved, the interest rate is fixed for the entire term of the loan. There are no pre-payment penalties.

# USDA Loan - Pre-Application & Application

## **Pre-Application and Application Process**

City Staff has been working with a representative of the USDA to provide eligibility information to see if the City would qualify for the loan.

## **Bond Counsel Loan Confirmation**

Staff received a confirmation from Mary Ippel, Bond Counsel for the City of Mayer (Briggs and Morgan) that the loan could be authorized under Minnesota Law.

It was confirmed that a 40 year loan was available to the City for the facility.

# USDA Loan - Public Hearing

## Public Notification Requirements

As part of the application process, the applicant (the City) needs to inform the public regarding the development of any proposed project. Any applicant not required to obtain authorization by vote of its membership or by public referendum, to incur the obligations of the proposed loan, will hold at least one public information meeting.

**The public hearing must be held after the preapplication is filed and not later than loan approval.**

The meeting must give the citizenry an opportunity to become acquainted with the proposed project and to comments on such items as economic and environmental impacts, service area, alternatives to the project, or any other issues identified by Rural Development.

**The applicant will be required, at least 10 days prior to the meeting, to publish in a Public Notice of the meeting in a newspaper.**

# Financing with the USDA Loan

The USDA loan would be a 40 year loan with an interest rate of 3.5%. The loan amount would be for \$3,058,050.00.

# Amortization Factor and Schedule Calculator

## Amortization Factor & Amortization Schedule Calculator

Mayer CF Loan - proposed

|                 |   |
|-----------------|---|
| \$ 3,058,050.00 | <b>Loan Amount</b>  |
| 3.500%          | <b>Interest Rate (entered as a percentage i.e. 3.625%)</b>      |
| 40              | <b>Term</b>   |
| 0               | <b># of Years of Principal Deferral (Select from drop-down)</b> |
| 40              | <b>Amortization Period</b>                                      |
| 1               | <b>Payments per Year (Select from drop-down)</b>                |
| 46.83           | <b>Amortization Factor</b>                                      |
| \$ 143,209.00   | <b>Payment</b>  |

\*\*Disclaimer - Please note that the breakdown of principal and interest payments shown are an estimate only. Actual amounts are dependent upon the actual date of application of payment. Interest accrues daily from one payment to the next.

|                |                 |                  | <i>Balance</i>  |
|----------------|-----------------|------------------|-----------------|
| <i>Payment</i> | <i>Interest</i> | <i>Principal</i> | \$              |
|                |                 |                  | 3,058,050.00    |
| 1              | \$ 107,031.75   | \$ 36,177.25     | \$ 3,021,872.75 |
| 2              | \$ 105,765.55   | \$ 37,443.45     | \$ 2,984,429.30 |
| 3              | \$ 104,455.03   | \$ 38,753.97     | \$ 2,945,675.32 |
| 4              | \$ 103,098.64   | \$ 40,110.36     | \$ 2,905,564.96 |
| 5              | \$ 101,694.77   | \$ 41,514.23     | \$ 2,864,050.73 |
| 6              | \$ 100,241.78   | \$ 42,967.22     | \$ 2,821,083.51 |
| 7              | \$ 98,737.92    | \$ 44,471.08     | \$ 2,776,612.43 |
| 8              | \$ 97,181.44    | \$ 46,027.56     | \$ 2,730,584.86 |
| 9              | \$ 95,570.47    | \$ 47,638.53     | \$ 2,682,946.34 |
| 10             | \$ 93,903.12    | \$ 49,305.88     | \$ 2,633,640.46 |
| 11             | \$ 92,177.42    | \$ 51,031.58     | \$ 2,582,608.87 |
| 12             | \$ 90,391.31    | \$ 52,817.69     | \$ 2,529,791.18 |
| 13             | \$ 88,542.69    | \$ 54,666.31     | \$ 2,475,124.87 |
| 14             | \$ 86,629.37    | \$ 56,579.63     | \$ 2,418,545.25 |
| 15             | \$ 84,649.08    | \$ 58,559.92     | \$ 2,359,985.33 |
| 16             | \$ 82,599.49    | \$ 60,609.51     | \$ 2,299,375.82 |
| 17             | \$ 80,478.15    | \$ 62,730.85     | \$ 2,236,644.97 |
| 18             | \$ 78,282.57    | \$ 64,926.43     | \$ 2,171,718.54 |
| 19             | \$ 76,010.15    | \$ 67,198.85     | \$ 2,104,519.69 |
| 20             | \$ 73,658.19    | \$ 69,550.81     | \$ 2,034,968.88 |
| 21             | \$ 71,223.91    | \$ 71,985.09     | \$ 1,962,983.79 |
| 22             | \$ 68,704.43    | \$ 74,504.57     | \$ 1,888,479.22 |
| 23             | \$ 66,096.77    | \$ 77,112.23     | \$ 1,811,367.00 |
| 24             | \$ 63,397.84    | \$ 79,811.16     | \$ 1,731,555.84 |
| 25             | \$ 60,604.45    | \$ 82,604.55     | \$ 1,648,951.30 |
| 26             | \$ 57,713.30    | \$ 85,495.70     | \$ 1,563,455.59 |
| 27             | \$ 54,720.95    | \$ 88,488.05     | \$ 1,474,967.54 |
| 28             | \$ 51,623.86    | \$ 91,585.14     | \$ 1,383,382.40 |
| 29             | \$ 48,418.38    | \$ 94,790.62     | \$ 1,288,591.79 |
| 30             | \$ 45,100.71    | \$ 98,108.29     | \$ 1,190,483.50 |
| 31             | \$ 41,666.92    | \$ 101,542.08    | \$ 1,088,941.42 |
| 32             | \$ 38,112.95    | \$ 105,096.05    | \$ 983,845.37   |
| 33             | \$ 34,434.59    | \$ 108,774.41    | \$ 875,070.96   |
| 34             | \$ 30,627.48    | \$ 112,581.52    | \$ 762,489.44   |
| 35             | \$ 26,687.13    | \$ 116,521.87    | \$ 645,967.57   |
| 36             | \$ 22,608.87    | \$ 120,600.13    | \$ 525,367.44   |
| 37             | \$ 18,387.86    | \$ 124,821.14    | \$ 400,546.30   |
| 38             | \$ 14,019.12    | \$ 129,189.88    | \$ 271,356.42   |
| 39             | \$ 9,497.47     | \$ 133,711.53    | \$ 137,644.89   |
| 40             | \$ 4,817.57     | \$ 138,391.43    | \$ (746.54)     |

## Projected Timeline:

Construction in 2020  
Loan Repayment would start in 2021.

The City would owe about \$56,000.00 in construction interest in 2020.

The City would then levy and pay \$143,209 per year after that for 40 years.

# Other Loan Options

## Other Bonding Options -

There are other loan bond options available to the City. Upon review with the City's financial advisor, these loans (by Minnesota Law) are limited to 30 year loan periods.

The interest rates tend to be higher as well.

A 40 year loan, with a lower interest rate, allows the City to levy less money each year to pay back the loan.

# City of Mayer - Budget Impact

The City of Mayer City Council and City Commissions have been holding visioning sessions and identifying necessary and wanted projects in the upcoming years.

Major projects include focusing on street maintenance projects, park and recreation projects, building upgrades and maintenance, and vehicle and equipment replacement.

The City has been working with a financial consultant to financially forecast out the impact of these projects through a Capital Improvement Project and Budget report.

*\*The Full DRAFT document is available in the August 12, 2019 City Council Workshop Packet.*

# Tax Impact

This information will be provided and handed out before the meeting.

# Mayer Fire Hall

## Preliminary Architectural Feasibility Report



Mayer, MN

August, 2019

MANKATO  
507.386.7996  
225 Belgrade Ave.  
North Mankato, MN 56003



MINNETONKA  
507.386.7996  
5900 Green Oak Dr., 300A  
Minnetonka, MN 55343



MANKATO  
225 BELGRADE AVE  
NORTH MANKATO, MN 56001

MINNETONKA  
5900 GREEN OAK DRIVE, STE 300A  
MINNETONKA, MN 55343

## PRELIMINARY ARCHITECTURAL FEASIBILITY REPORT

**PROJECT NAME:** Mayer Fire Hall, Mayer, MN  
**PROJECT NUMBER:** 18138-3  
**DATE:** August, 2019

**GENERAL:** The following report will outline the need, cost, and requirements for a new Fire Hall in Mayer, MN.

### A) Need for the Facility:

The existing Mayer fire hall has served its useful life. The urban sprawl of the community, along with the added fire service area has required additional emergency response vehicles be placed into service. Having ample space for training, administrative needs, storage, and an efficient garage for the maintenance and safe keeping of the apparatus is greatly needed. The Mayer Fire Department currently covers the City of Mayer which has a population of about 2,100 people; part of Camden Township with about 175 people; part of Hollywood with about 168 people; Waconia Township with about 178 people; and Watertown Township with about 174 people.

### B) Existing Facilities:

The existing Mayer Fire Hall is difficult to use and has many shortcomings. It is a 5,394 sq ft concrete block building built in 1972 with limited parking. The League of Minnesota Cities did a building safety walk-through on June 4, 2018. Some of the items identified according to the Safety and Health Considerations for the Design of Fire and EMS Stations published by the US Fire Administration are: A minimum 4-foot clearance shall be maintained (designated) around apparatus parked within the station. Most of the current apparatus do have a 4-foot clearance in-between, however, the front and rear of almost all apparatus do not meet the 4-foot clearance requirement; some with a less than 2-feet. The Grass Truck clearance is less than 1-foot to the apparatus door. The Gear Washing Area and sink are blocked with additional equipment and items. The apparatus walls have diesel exhaust soot on them. The apparatus bays are required to have a ventilation system to remove exhaust. The SCBA filling station is currently in the apparatus bay and close to the sink or SCBA decontamination. When firefighters return from training and/or fires, they must decontaminate their SCBA's, refill bottles, and inspect them for service. The boat is next to the hose drying rack and the Engine must be moved to access the boat. The second floor rooms have a low ceiling height. When members need to access these areas, they need to crawl or crouch which may cause potential head and /or back injuries. None of the restrooms are ADA compliant. A parking lot is needed so firefighters do not have to cross the street to get to the station. The training room's occupancy load is 21 persons which is far short of the required occupancy load.

### C) Proposed Facility:

The proposed facility is a 12,940 sf precast concrete structure. The building design includes nine apparatus bays, three offices, hose tower, fitness room, training room, kitchen, restrooms, and a 1,965 sq ft storage mezzanine that also serves to access the hose tower functions of the building. Precast concrete was chosen as the building structure due to its durability and longevity as a building material.

**D) Building Site:**

**a. Amount of land required**

The site will need to accommodate fireman parking, ample space for fire truck maneuvering and the 12,940 sf building footprint. The proposed site is located slightly on the south side of town near Casey's General Store and requires 1.83 acres of land.

**b. Location - Alternate locations**

The City is using an alternative location for the proposed Fire Hall as the existing building cannot be added onto since it is land locked.

**c. Site plan**

See attached site plan drawing

**d. Site suitability**

The proposed site allows for ample maneuvering space and it is a suitable site due to its somewhat central location within the city and easy access to main arterial roadways.

**E) Cost Estimate**

|    |                               |              |
|----|-------------------------------|--------------|
| 1) | Development and Construction  | \$2,583,900  |
|    | Building - \$2,170,078        |              |
|    | Site Construction - \$410,000 |              |
|    | Soil Borings - \$3,822        |              |
| 2) | Land and Rights*              | N/A          |
| 3) | Legal                         | \$5,000      |
| 4) | Architect Fees                | \$259,531    |
| 5) | Interest                      | \$___ Annual |
| 6) | Equipment                     | \$15,000     |
| 7) | Contingencies (10% of 1-4)    | \$284,779    |
| 8) | Refinancing                   | \$0          |
|    | Estimated Total Project       | \$3,148,210  |



PH: 507.386.7996 FAX: 507.386.7992

bruntonarchitects.com

## **F) Annual Operating Budget**

### **a. Income:**

**1. Estimated Total Income - \$0**

### **b. Operation and Maintenance Costs:**

**1. Estimated Staffing Expenses - \$39,000**

**2. \*Does not include any principal or interest for USDA RD financing.**

Annual heating/cooling and electricity (lighting & a/c) expenses are estimated to be around \$12,500 / year with the months of December, January, and February being the highest costs for heating.

## **G) Maps, Drawings, Sketches, and Photographs**

**a. Maps - See attached project location map**

**b. Drawings and Sketches - See attached site plan, floor plan, building elevations, typical wall section, and building sections.**

**c. See attached photographs of the existing building.**

## **H) Construction Problems**

**a. No construction problems are anticipated at this time.**

## **I) Conclusions and Recommendations**

**a. The proposed facility will provide a very usable space for the fire department for the next 50+ years. We feel that the proposed design is an economical structure while providing the safety and durability required for the safe operations of the Mayer fire department.**

**b. We would propose using glass overhead doors for the apparatus bays as it helps admit much needed natural light into the bays.**

## **J) Outline Specifications**

**a. See attached Table of Contents**

**End of report**



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# Project Location: Proposed Mayer Site



PH: 507.386.7996 FAX: 507.386.7992

[bruntonarchitects.com](http://bruntonarchitects.com)

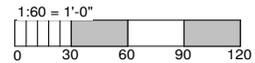
# Project Site: Proposed Mayer Lot



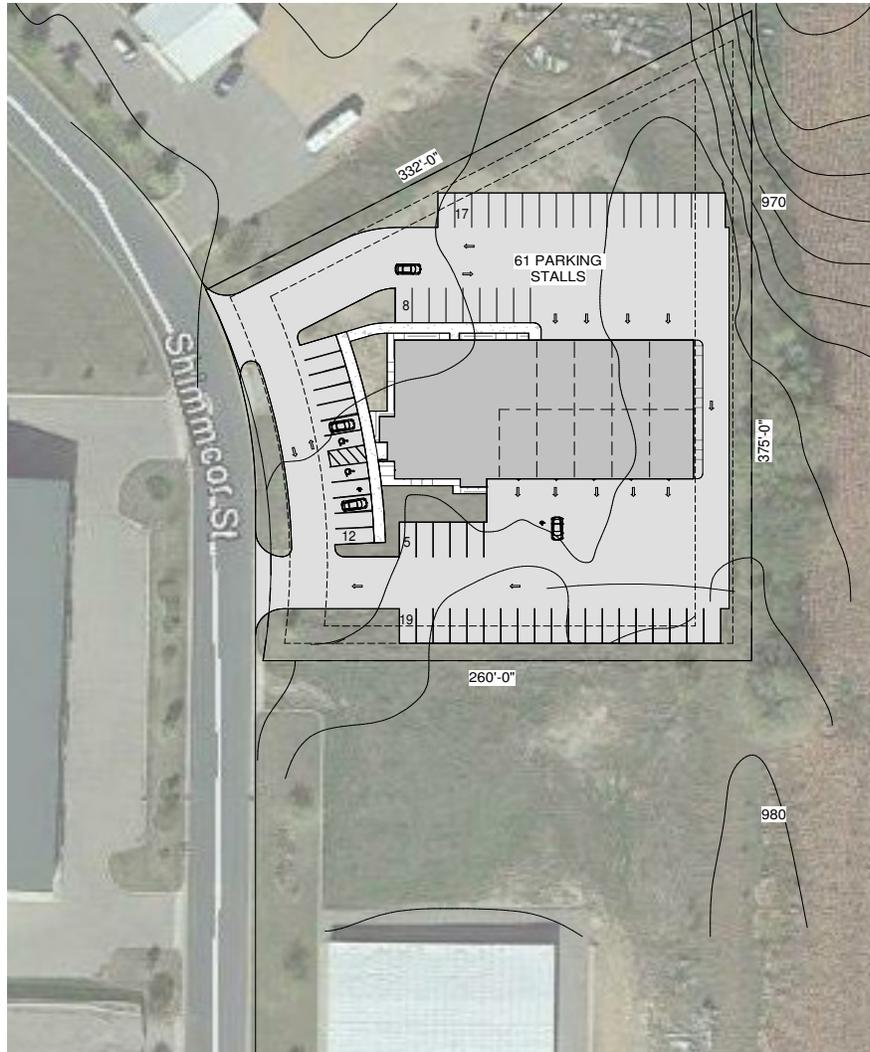
PH: 507.386.7996 FAX: 507.386.7992

[bruntonarchitects.com](http://bruntonarchitects.com)

# Conceptual Site Plan



C/I Commercial / Industrial  
PARKING - 10'  
FRONT YARD - 30'  
SIDE YARD - 20'  
REAR YARD - 30'  
MAX HEIGHT - 40'

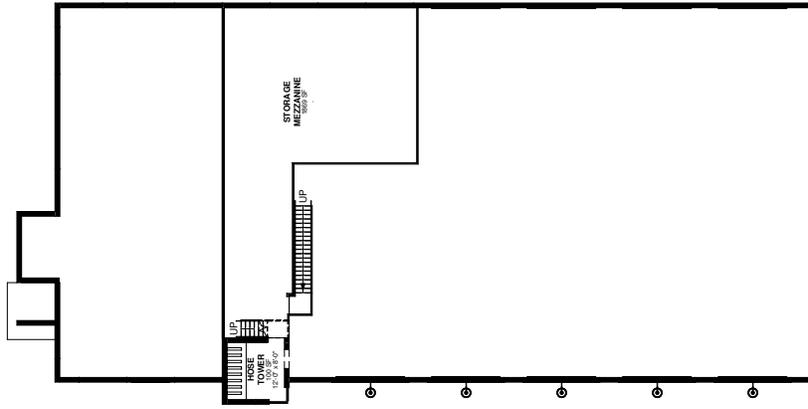
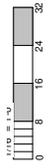


① SITE PLAN  
1" = 60'-0"

MAYER FIRE FEASIBILITY STUDY  
MAYER, MN



# Floor Plan Concept

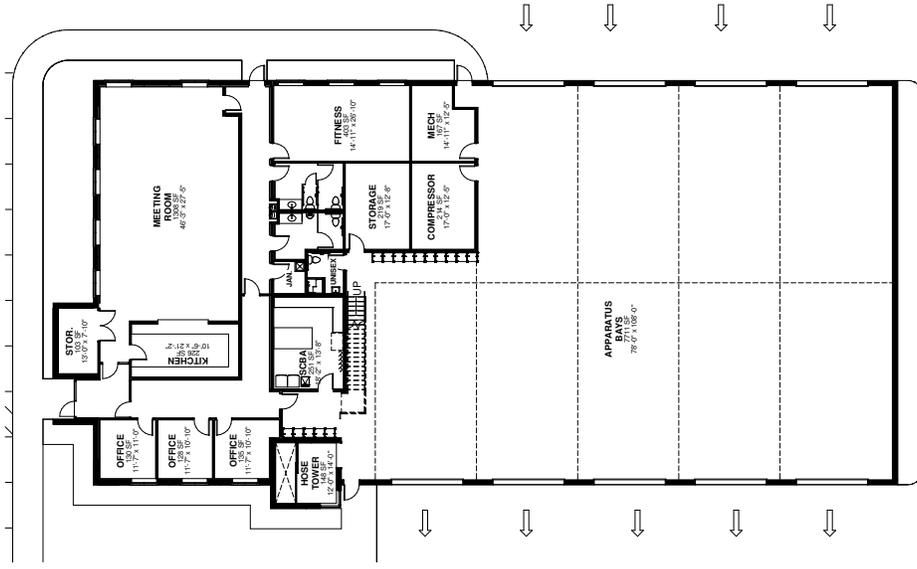


① MEZZANINE  
1/16" = 1'-0"  
1,989 SQ FT



**BRUNTON**  
ARCHITECTS & ENGINEERS

MAYER FIRE FEASIBILITY STUDY  
MAYER, MN



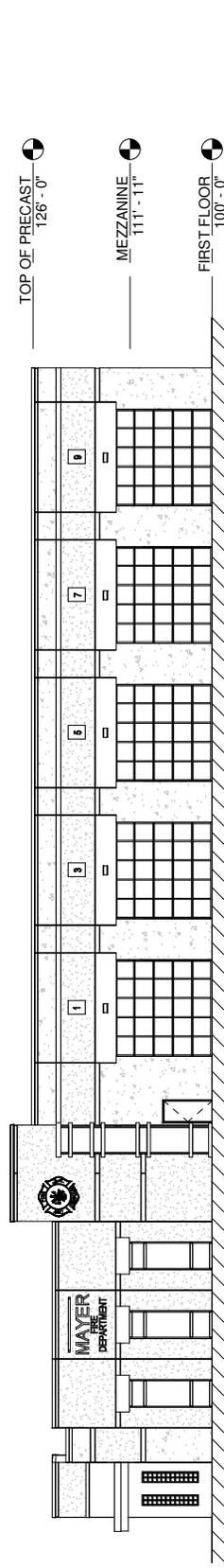
① FIRST FLOOR  
1/16" = 1'-0"  
12,940 SQ FT



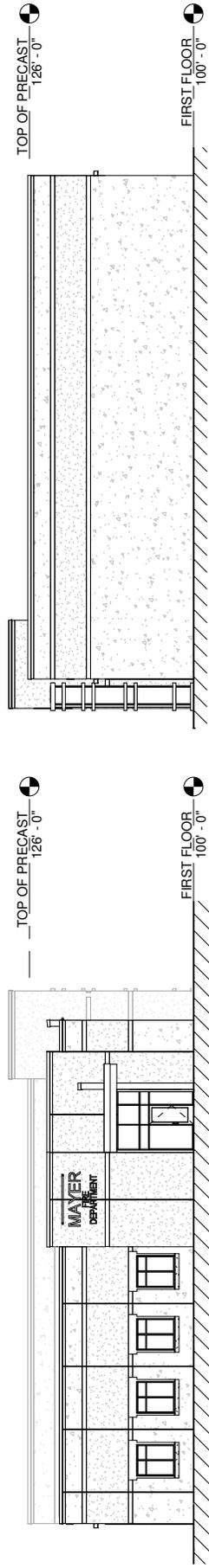
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MAYER FIRE FEASIBILITY STUDY  
MAYER, MN

# Exterior Elevations

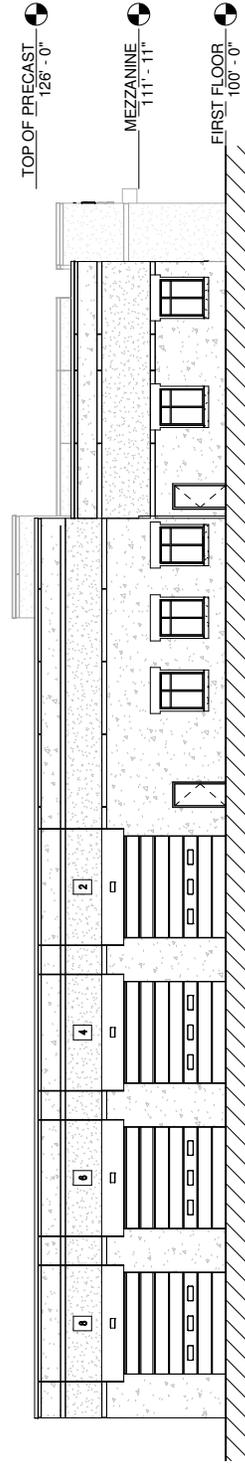


① SOUTH  
1/16" = 1'-0"



② WEST  
1/16" = 1'-0"

③ EAST  
1/16" = 1'-0"



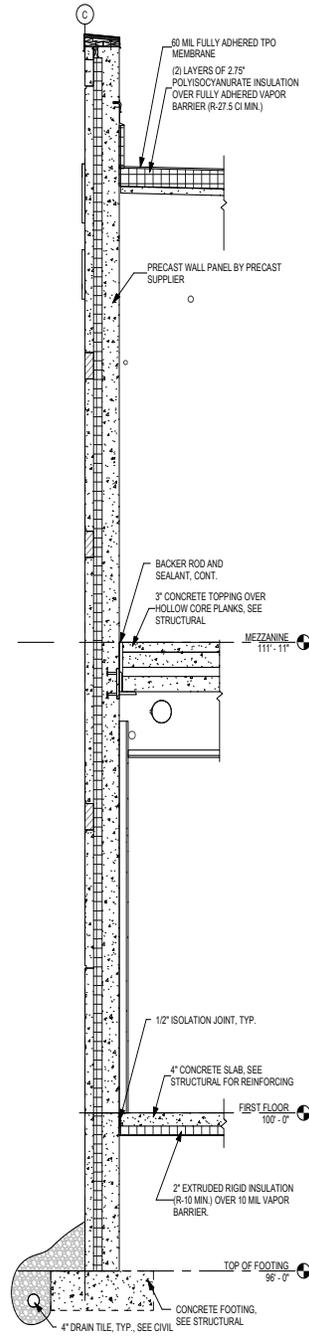
④ NORTH  
1/16" = 1'-0"



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MAYER FIRE FEASIBILITY STUDY  
MAYER, MN

# Wall Section

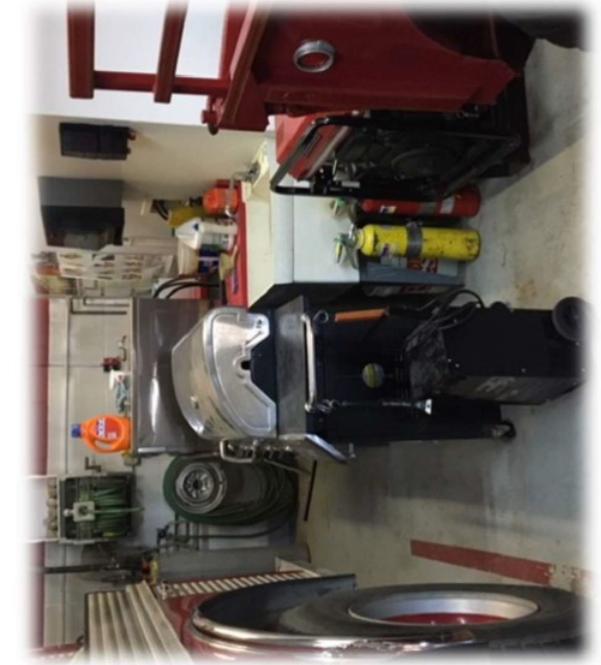


1 WALL SECTION

Interior Photos - Existing Facility



Interior Photos - Existing Facility



# Outline Specifications

## SECTION 00 0110

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- F. 00 2100 - Instructions to Bidders, AIA Document A701
- G. 00 2200 - Supplemental Instructions to Bidders, RD 1942-A Guide 27 Attachment 2
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- Q. 00 5400 - Attachment to AIA Document A101-2007, RD 1942-2 Guide 26, Attachment 3
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- E. 01 3216 - Construction Progress Schedule
- F. 01 4000 - Quality Requirements
- G. 01 4533 - Code-Required Special Inspections and Procedures
- H. 01 5000 - Temporary Facilities and Controls
- I. 01 5100 - Temporary Utilities
- J. 01 5713 - Temporary Erosion and Sediment Control

- K. 01 5800 - Construction Sign for USDA Projects
- L. 01 6000 - Product Requirements
- M. 01 7000 - Execution and Closeout Requirements
- N. 01 7419 - Construction Waste Management and Disposal
- O. 01 7800 - Closeout Submittals

**2.02 DIVISION 02 -- EXISTING CONDITIONS (NOT USED)**

- 02 4113 - Selective Site Demolition

**2.03 DIVISION 03 -- CONCRETE**

- A. 03 1000 - Concrete Forming and Accessories
- B. 03 2000 - Concrete Reinforcing
- C. 03 3000 - Cast-in-Place Concrete
- D. 03 3511 - Concrete Floor Finishes
- E. 03 4100 - Precast Structural Concrete
- F. 03 4113 - Precast Concrete Hollow Core Planks

**2.04 DIVISION 04 -- MASONRY**

- A. 04 2000 - Unit Masonry

**2.05 DIVISION 05 -- METALS**

- A. 05 1200 - Structural Steel Framing
- B. 05 3100 - Steel Decking
- C. 05 4000 - Cold-Formed Metal Framing
- D. 05 5000 - Metal Fabrications
- E. 05 5100 - Metal Stairs
- F. 05 5213 - Pipe and Tube Railings

**2.06 DIVISION 06 -- WOOD, PLASTICS, AND COMPOSITES**

- A. 06 1000 - Rough Carpentry
- B. 06 2000 - Finish Carpentry
- C. 06 4100 - Architectural Wood Casework
- D. 06 6116 - Solid Surfacing
- E. 06 8316 - Fiberglass Reinforced Paneling

**2.07 DIVISION 07 -- THERMAL AND MOISTURE PROTECTION**

- A. 07 1113 - Bituminous Dampproofing
- B. 07 2100 - Thermal Insulation
- C. 07 2500 - Weather Barriers
- D. 07 4113 - Metal Roof Panels
- E. 07 4200 - Manufactured Stone Veneer Panels
- F. 07 6200 - Sheet Metal Flashing and Trim
- G. 07 7200 - Roof Accessories
- H. 07 9005 - Joint Sealers

**2.08 DIVISION 08 -- OPENINGS**

- A. 08 1113 - Hollow Metal Doors and Frames
- B. 08 1416 - Flush Wood Doors

- C. 08 3613 - Sectional Doors
- D. 08 4313 - Aluminum-Framed Storefronts
- E. 08 7100 - Finish Hardware
- F. 08 8000 - Glazing
- 2.09 DIVISION 09 -- FINISHES**
  - A. 09 2116 - Gypsum Board Assemblies
  - B. 09 3000 - Tiling
  - C. 09 5100 - Acoustical Ceilings
  - D. 09 6500 - Resilient Flooring
  - E. 09 6813 - Tile Carpeting
  - F. 09 9123 - Interior Painting
- 2.10 DIVISION 10 -- SPECIALTIES**
  - A. 10 2800 - Toilet, Bath, and Laundry Accessories
  - B. 10 4400 - Fire Protection Specialties
- 2.11 DIVISION 11 -- EQUIPMENT (NOT USED)**
- 2.12 DIVISION 12 -- FURNISHINGS**
  - A. 12 3600 - Countertops
- 2.13 DIVISION 13 -- SPECIAL CONSTRUCTION (NOT USED)**
- 2.14 DIVISION 14 -- CONVEYING EQUIPMENT (NOT USED)**
- 2.15 DIVISION 21 -- FIRE SUPPRESSION (NOT USED)**
- 2.16 DIVISION 22 -- PLUMBING**
  - A. 22 0513 - Common Motor Requirements for Plumbing Equipment
  - B. 22 0553 - Identification for Plumbing Piping and Equipment
  - C. 22 0719 - Plumbing Piping Insulation
  - D. 22 1005 - Plumbing Piping
  - E. 22 1006 - Plumbing Piping Specialties
  - F. 22 1500 - General-Service Compressed-Air Systems
  - G. 22 3000 - Plumbing Equipment
  - H. 22 4000 - Plumbing Fixtures
- 2.17 DIVISION 23 -- HEATING, VENTILATING, AND AIR-CONDITIONING (HVAC)**
  - A. 23 0513 - Common Motor Requirements for HVAC Equipment
  - B. 23 0593 - Testing, Adjusting, and Balancing for HVAC
  - C. 23 0713 - Duct Insulation
  - D. 23 0719 - HVAC Piping Insulation
  - E. 23 0913 - Instrumentation and Control Devices for HVAC
  - F. 23 0993 - Sequence of Operations for HVAC Controls
  - G. 23 2300 - Refrigerant Piping
  - H. 23 3100 - HVAC Ducts and Casings
  - I. 23 3300 - Air Duct Accessories
  - J. 23 3423 - HVAC Power Ventilators
  - K. 23 3600 - Air Terminal Units

- L. 23 3700 - Air Outlets and Inlets
- M. 23 4000 - HVAC Air Cleaning Devices
- N. 23 5100 - Breechings, Chimneys, and Stacks
- O. 23 5400 - Furnaces
- P. 23 5533 - Fuel-Fired Unit Heaters
- Q. 23 7223 - Packaged Air-to-Air Energy Recovery Units
- R. 23 8127 - Small Split-System Heating and Cooling

**2.18 DIVISION 26 -- ELECTRICAL (NOT USED)**

**2.19 DIVISION 27 -- COMMUNICATIONS (NOT USED)**

**2.20 DIVISION 28 -- ELECTRONIC SAFETY AND SECURITY (NOT USED)**

**2.21 DIVISION 31 -- EARTHWORK (NOT USED)**

- 31 1000 - Site Clearing
- 31 2000 - Earth Moving
- 31 2313 - Subgrade Preparation
- 31 2319 - Dewatering

**2.22 DIVISION 32 -- EXTERIOR IMPROVEMENTS (NOT USED)**

- 32 1123 - Aggregate Base Courses
- 32 1201 - Flexible Paving (Municipal Projects)
- 32 1314 - Concrete Walks, Medians, and Driveways
- 32 1613 - Curbs and Gutters
- 32 1723 - Pavement Markings
- 32 9200 - Turf and Grasses

**2.23 DIVISION 33 -- UTILITIES**

- 33 0505 - Trenching and Backfilling
- 32 1212 - Water Services
- 33 3114 - Sanitary Sewer Services
- 33 4000 - Storm Drainage Utilities

**2.24 DIVISION 46 -- WATER AND WASTEWATER EQUIPMENT (NOT USED)**

**END OF SECTION 00 0110**



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June 17, 2019

**Mary L. Ippel**  
(612) 977-8122  
mippel@briggs.com

**VIA EMAIL**

Mr. Doug Grindberg  
Area Specialist  
USDA Rural Development  
375 Jackson Street, Suite 410  
St. Paul, MN 55101

**Re: City of Mayer, Minnesota – Fire Hall Project**

Dear Doug:

This is to advise you that the above project to be financed through Rural Development for the City of Mayer, Minnesota, is authorized under the provisions of Minnesota Statutes, Chapter 475 and 475.521, pursuant to which temporary bonds payable in whole or in part from tax levies and a definitive bond supported by the full faith and credit of the municipality would be issued and later refunded by a long term definitive bond similarly secured for purchase by the United States of America.

Under Minnesota Statutes, Chapter 475.54, Subd. 1, a bond issued to finance an essential community facility financed or guaranteed by the United States Department of Agriculture can have a maturity of 40 years.

Please give me a call if there are any questions.

Very truly yours,



Mary L. Ippel

MLI/mkw

cc: Margaret McCallum, City Administrator, via [margaret.mccallum@cityofmayer.com](mailto:margaret.mccallum@cityofmayer.com)



Rod Maetzold, Fire Chief – [mayerlumber@frontiernet.net](mailto:mayerlumber@frontiernet.net)  
**City of Mayer**  
413 Bluejay Ave.  
Mayer, MN 55360

**Re: Fire Department Building Safety Walkthrough Conducted on June 4, 2018**

Dear Chief Maetzold,

On the above date, I met with you to discuss loss control topics pertaining to the Mayer Fire Department. This was in conjunction with the City of Mayer's participation in the League of Minnesota Cities Insurance Trust (LMCIT) property, liability and/or workers' compensation program.

**Purpose of Visit**

The purpose of my visit was to conduct a safety survey of the Fire Department station and operations to identify areas and job tasks where there is known or potential hazards. During my visit, we discussed the following:

- Walkways & Aisles
- Housekeeping
- Stairs
- Meeting Rooms & Use
- Apparatus Bays & Storage
- SCBA Filling Area
- Equipment Maintenance Area
- PPE Washing
- ADA Accessibility
- Equipment Maintenance Area
- Getting On/Off Equipment
- Miscellaneous

**Conclusions**

- The City of Mayer Fire Department keeps the fire station well maintained and practices good overall housekeeping in the limited space they have.
- The Mayer Fire Department also provides to their employee's individual gear and lockers for each firefighter with decontamination areas, for both SCBA & PPE.
- The Mayer Fire Department already has in place some safety features related to the prevention of employee slips, trips and falls. Including housekeeping, and limiting obstructions in walkways.
- The City of Mayer Fire Department may be eligible to receive an OSHA grant for employee safety equipment. For more information, visit the Minnesota Department of Labor and Industry's website at <http://www.doli.state.mn.us/wsc/Grants.asp>, email [DLI.Grants@state.mn.us](mailto:DLI.Grants@state.mn.us), or call (651) 284-5162 (local) or (800) 731-7232 (toll free).
- To help reduce potential hazard the City Mayer wish to consider implementing the loss control recommendations (also listed in the Appendix).

## Recommendations

I've included loss control recommendations aimed at reducing the slip, trip and fall hazards, employee safety, American with Disabilities Act (ADA) compliance, and overall building safety for your consideration in the attached appendix. Steps should be taken to evaluate and reduce these hazards.

## 60 Day Response

I have submitted recommendations for your consideration as a tool to help guide your risk management efforts. The decision to complete the recommendations, either in part or in full or the decision not to complete recommendations, lies entirely with the City of Mayer. LMCIT believes completion of recommendations can ultimately reduce property, liability or workers' compensation losses as the case may be.

Please contact me by telephone or email within the next 60 days to let me know what, if any, progress you are making on each recommendation. I look forward to hearing from you.

Thanks again for the time and courtesy extended to me during my visit. As always, if you have safety or loss control related questions, please do not hesitate to contact me.

Sincerely,  
Sincerely,



**Elizabeth Tadsse | Loss Control Representative**

Tel: (651) 281-1231

E-Mail: [Etadsse@lmc.org](mailto:Etadsse@lmc.org) | Web site: [www.lmc.org](http://www.lmc.org)

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c: Christopher Biehle, Bullis Insurance Agency – [cbiehle@bullisagency.com](mailto:cbiehle@bullisagency.com)  
Margaret McCallum, City Administrator - [margaret.mccallum@cityofmayer.com](mailto:margaret.mccallum@cityofmayer.com)

Attachments: Appendix New Recommendations

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## Recommendation Appendix

The referenced products and/or services are provided solely as a source of general assistance and should not be taken as the League's endorsement of the particular product or service or a recommendation that it will meet your unique needs.

### **The City of Mayer Fire Department: 400 Ash Ave N. Mayer, MN 55360**

The Mayer Fire Department was established in 1900, and has a long history within the community and surrounding townships. When meeting with Fire Chief Rod Maetzold, we discussed the history of the Fire Station, current apparatus, future projections for the community, and current operations of the department. The Mayer Fire Station was originally built in the 1960's with an addition of three apparatus bays in the 1980's. Chief Maetzold discussed that the members of the fire department and community have done extensive remodels and repairs to the station including, new apparatus doors, apparatus bay heating systems, multiple exterior and interior paint updates, new roofs and siding upgrades. This does not include equipment updates to the station that would include SCBA filling station, gear washing machine, gear drying machine, hose drying racks, gear lockers, and maintenance/ tool repair area. Chief Maetzold discussed that as the community has grown so have the apparatus, and the equipment needs. This growth has started to become an issue with storage, and organization of the station. Chief Maetzold and the membership have done an excellent job to keep the station maintained, organized, and clutter free to promote safety for its members and the public.

During the walkthrough we reviewed safety clearance in walking areas in the station, organization, building safety, exhaust systems for apparatus bays, storage, and the meeting/office rooms.

I have added recommendation following our walkthrough, and these are in the below attachment.



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## Recommendations generated from today's visit:

**01-06/18: Recommend reviewing apparatus bays for access and clearance.** The Mayer Fire Department has a very well kept and organized facility including their apparatus bays. All bays have been filled with apparatus, as well as gear lockers, maintenance equipment, and some fire equipment storage.

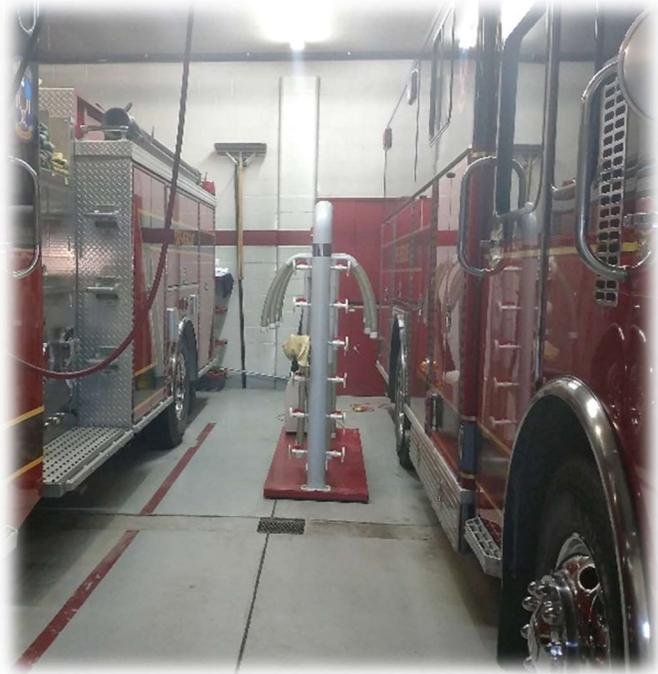
- Apparatus floor markings help ensure proper location of apparatus to maximize access, and limit hazards. Even with these parking markings, there is limited access at the front and rear of most apparatus for members to walk around apparatus. According to the [Safety and Health Considerations for the Design of Fire and EMS Stations](#) published by the US Fire Administration: Page 67 – A minimum 4-foot clearance shall be maintained (designated) around apparatus parked within the station. Most of the current apparatus do have a 4-foot clearance between. The Front & Rear of almost all apparatus does not meet a 4-foot clearance, with a few less than 2-feet.
- The Fire Service has changed for the better with the introduction of routine PPE Washing, and Maintenance. The Mayer Fire Department have acquired a Gear-Dryer for proper PPE Maintenance and Decontamination. This Gear-Dryer does take up some apparatus floor space, but is a valuable tool for firefighter safety.

(Front & Rear Apparatus, Less than 3-Foot Clearance)



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(Between Apparatus, most have 4-foot Clearance but also have multiple obstructions)



(Left Pic: Rear of Apparatus at the Hose Drying Rack, less than 2-feet of clearance)  
(Right Pic: All Apparatus have overhead Electrical Plugs to reduce clearance infringement)



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(Left Pic: Space for Boat, the Engine must be moved to get the boat out of the station)  
(Right Pic: Space between the boat and the Hose Drying Rack is limited)



(Left Pic: The Grass Truck Clearance is less than 1-foot to the apparatus door)  
(Right Pic: The Gear Washing Area and Sink are blocked with additional equipment & items)



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(Left Pic: The extra hose is stored in gear lockers, limiting space between trucks and lockers)  
(Right Pic: The trash receptacle impedes on the mezzanine staircase clearance)



**02-06/18: Recommend reviewing the Apparatus Bays and Exhaust Ventilation.** The Apparatus Bays are required to have a ventilation system for remove exhaust from apparatus. Minnesota State Statute **5205.0200 GARAGE VENTILATION**. Ventilation shall be provided for all repair garages, service stations, body shops, and all live storage garages, housing six or more vehicles driven by internal combustion engines. A live storage area is any area within a building used for the storage of fire trucks, tractors, automobiles, trucks, and other self-propelled vehicles driven in and out under their own power. <https://www.revisor.mn.gov/rules/?id=5205.0200>

- Note: In the photos the discoloration of the white walls with diesel exhaust soot.



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- Note: There has been a rising risk of Cancer within the Fire Service, and some of these concerns to reducing the risk of cancers in firefighters is the exhaust within the fire station. There are many changes in the fire service to prevent and reduce cancer in firefighters, and reducing the risk of exhaust exposure is one of them. [Diesel Exhaust & Other Carcinogens \(www.fccancer.org\)](http://www.fccancer.org)
- According to the [Safety and Health Considerations for the Design of Fire and EMS Stations](#) published by the US Fire Administration: Page 95 - Diesel exhaust has been classified as carcinogenic to humans by the International Agency for Research on Cancer (IARC), a branch of the World Health Organization.

**03-06/18: Recommend reviewing the SCBA filling area.** The SCBA Filling station is currently in the apparatus bay and close to the sink for SCBA Decontamination. When firefighters return from training and/or fire's they must decontaminate their SCBA's, refill bottles, and inspect them for service. This is being accomplished in a limited space area.

- During the walkthrough Chief Maetzold discussed during warmer weather apparatus can be placed outside when these tasks are completed, but during freezing temps this task becomes more difficult because of space.
- The SCBA Fill station has been plumbed for Fresh Air from the exterior of the building, when filling SCBA's.
- The National Fire Protection Association (NFPA) 1852, *Standard on Selection, Care, and Maintenance of Open-Circuit Self-Contained Breathing Apparatus (SCBA)*, provides requirements for the inspection, testing and repair of SCBA.



Decontamination Sink is located behind the Grill next to the Gear Washer

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**04-06/18: Recommend reviewing of Turn-out-Gear (PPE) washing area.** The Fire Service has seen many changes, and decontamination of firefighter PPE has become another action in increasing life of PPE, and reducing the risk of cancer in firefighters. The PPE washing area is in the apparatus bay in close proximity to the SCBA fill station, and sink. This area may be used more often than the SCBA area with decontamination after ems emergencies, crashes, wildland fires, as well as structure fire and training.

- Chief Maetzold again stated during warmer weather apparatus can be placed outside when these tasks are completed, but during freezing temps this task becomes more difficult because of space.



**05-06/18: Recommend reviewing the use of Battery Tenders and Electrical Hazards.** Battery tenders are commonly used for vehicles and equipment that have battery drawdown, and/or that do not get started often. These tenders help maintain the correct voltage to start and operate the apparatus. During the walkthrough the station currently has a couple of Batter Tender Banks mounted to the ceiling and hooked into the electrical system. These tender banks could pose a long-term concern with location, fall hazards, proximity to water, as well as a potential fire hazard.



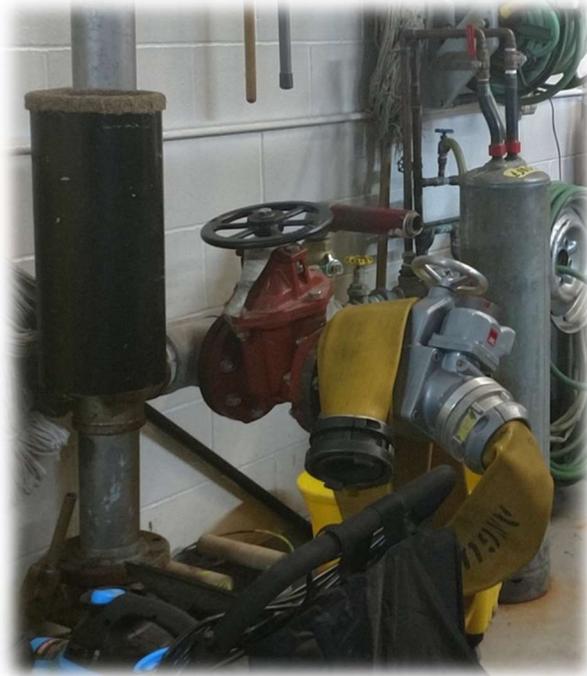
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**06-06/18: Recommend reviewing the use of overhead fill stations for apparatus.** As the Fire Service has modernized and updated Fire Apparatus the overhead fill has been replaced with safer methods. When the firefighter needs to climb onto the top of the apparatus to fill with water, they increase the potential of falling. These chances greatly increase during an emergency, and especially during the winter months. If the apparatus is unable to fill from ground level, overhead may be the only option. As apparatus are replaced, adding ground level fill intakes will reduce and/or eliminate the need to climb on the apparatus. The current station does have a ground filling station located at the back of the building. This again does pose an issue maintaining a 4-foot clearance around apparatus. Encouraging the use of the ground fill location, is a best practice for safety.

(Current Overhead Fill – Inside Station)



(Current Ground Fill Location – Inside Station, Rear *North* Wall)



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**07-06/18: Recommend reviewing storage areas above meeting office and meeting room.** The Fire Department have utilized the vertical storage areas about the office and meeting room for equipment storage, gear storage, and less used items. These areas include wall shelves, floor storage, and some HVAC equipment. This area is accessed via the apparatus bay using a staircase.

- The storage area has shelves that are storing EMS equipment, training items, event supplies, as well as additional firefighter PPE.
- The second-floor storage areas have been kept organized, but the floor areas are starting to accumulate items with lack of additional storage room. The added storage items could be adding weight to the “dead load” of the floor construction and could potentially be problematic over time.
- The second-floor storage rooms also have low-ceiling height increasing the potential for injuries. When members need to access they will need to crawl or crouch. These actions could cause potential head injuries because of height, but could also create an awkward body posture when needing to move large or heavy items.

(Directly at top of stairs – directly above Chiefs office.)



(East Side of Building – Left photo – Over Restrooms  
Right photo – Over Meeting Room, looking north)



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(East Side of Building – Over Meeting Room – Looking South)



**08-06/18: Recommend reviewing the office, meeting room, and restrooms for occupancy load, access and ADA accessibility.** The meeting room and kitchenet are directly in the main front door, and is a location where meetings, trainings, and gatherings typically occur. At the rear-left of the meeting room is an office with two desks and file storage. The rear of the meeting room is both an Male & Female Restroom, as well as a utility/storage room.

- Reviewing the American with Disabilities Act (ADA) for accessibility and access for not only the fire department membership, but also the public during events or emergencies. Minnesota Council on Disability – A resource for all things dealing with disability and disability policy in Minnesota. Survey Example - <http://www.disability.state.mn.us/wp-content/uploads/2016/09/CM-BUILDING-ACCESS-SURVEY-SHORT-DF-FINAL.docx>
- The current meeting room is 17.5' ft. x 34' ft. = 595sq ft. (minus the kitchenet 18sq ft.) = 577sq ft. The [Minnesota State Fire Code on Assembly Occupancies](#) , using tables & chairs is 15sq ft. per person. Using this method, the occupancy for this room is approximately 38 People.
- The meeting room, bathrooms, and office are directly connected to the apparatus bays. This is also a concern for exhaust and continued carcinogen exposure.
- According to the [Safety and Health Considerations for the Design of Fire and EMS Stations](#) published by the US Fire Administration: Page 85 - The challenge in the design of fire and emergency services facilities to minimize the risks of cancer is to isolate, capture and remove the carcinogens. While these are simple concepts, they require a change that needs to be accepted in the emergency response culture.

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(Left Photo – Meeting Room with Tables & Chairs South  
Right Photo – Office off the Meeting Room)



(Left Photo – Door Left is Office / Door Right is Women’s Restroom  
Right Photo – Inside of Women’s Restroom)



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(Left Photo – Men's Restroom Restroom  
Right Photo – Utility/Storage Room)



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# MAYER FIRE STATION FEASIBILITY STUDY

MAYER, MN

JANUARY 20, 2016



**BRUNTON**  
ARCHITECTS & ENGINEERS

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# SUMMARY

Brunton Architects & Engineers was commissioned by the City of Mayer 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 is 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.

The process used for the study:

- 1) The existing building and conditions were measured and documented.
- 2) The Fire Chief and Mayor were interviewed.
- 3) The information gathered from the interview (the “Program” information) was used to determine the Space Needs Analysis.
- 4) Assess potential sites with consideration to the final square footage needed from the space needs analysis.
- 5) Recommendation of a building solution for the department.
- 6) Assist the building committee in completing a Site Matrix to determine the most desired building site.
- 7) Generate the final Feasibility Study Report.

# PROGRAM INFORMATION

The Program is developed from visiting the existing building and gathering information from the staff.

1. General Information:
  - a. The city of Mayer is located in the center of the fire department's response area
  - b. Three proposed sites to be studied.
  - c. The fire department uses hydrants on the edge of town to refill drop tanks for rural response calls.
  - d. 30 paid on-call fire fighters.
  - e. The fire department responds to medical calls.
  - f. Possibility of ambulance responding from the fire station in the future.
  - g. Possibility of sleeping quarters being needed in the future.
2. Office space needs:
  - a. (1) One private office for Fire Chief
  - b. (1) One private office for Assistant Fire Chief
  - c. (1) One private office for Training Officer
3. Shared space needs:
  - a. Meeting/Training room for 50 people (not open to the community)
  - b. Kitchen
  - c. Fitness Room
  - d. Lounge
  - e. Hose Tower with Sky warn windows
4. Apparatus: (9) Bays preferred
  - a. (2) Engines
    - i. (1) 32'-9"
    - ii. (1) 34'-0"
  - b. (2) Rescues
    - i. (1) Pickup with utility
    - ii. (1) Heavy Rescue 31'-8"
  - c. (2) Tankers
    - i. (1) 2000 gallon
    - ii. (1) 3200 gallon
  - d. (2) Grass Rigs
  - e. (1) Hummer
  - f. (1) Boat on Trailer
  - g. (1) Future Ladder Truck

# SPACE NEEDS ANALYSIS

Existing Square Footage = 5,394  
 Needed Square Footage = 12,072

| Area   | Square Footage Needed                        | Existing |
|--|--|----------|
| Office 1 Fire Chief                                | 120  | 110**    |
| Office 2 Assistant Fire Chief                      | 120  | N/A*     |
| Office 3 Training Officer                          | 120  | N/A*     |
| Meeting/Training Room                              | 1,250 (25 sf/per person<br>x 50 people)      | 527      |
| Kitchen  | 280  | 36       |
| Hose Tower/Decontamination                         | 200  | N/A*     |
| Storage  | 400  | N/A*     |
| SCBA/Laundry                                       | 400  | N/A***   |
| Fitness Room                                       | 300  | N/A*     |
| Restrooms (1 Mens/1 Womens)                        | 300 (150/ each)                              | 72       |
| Mechanical   | 200  | N/A*     |
| Compressor Room                                    | 120  | N/A***   |
| Apparatus Bays                                     | 7,200 (9 bays @ 800/each)<br>20' x 40'/ each | 4,500*** |
| Apparatus Bay Restroom (1 Unisex)                  | 50   | N/A*     |
| Gear Grid Area                                     | 200  | N/A***   |
| Total Net Area                                     | 11,260 SF                                    | 5,245    |
| Add Circulation 20% (less bays)<br>(4060 sf x .20) | 812 SF                                       | 149      |
| Total Building Gross SF                            | 12,072 SF                                    | 5,394    |

\*Does not exist in current facility

\*\*Currently only one office for all 3 staff members

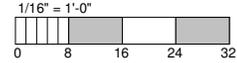
\*\*\*Currently Gear/SCBA/Compressor/Laundry is located in apparatus bay

# CONCEPTUAL BLOCK DIAGRAM - A

COMPRESSOR  
180.0 SF

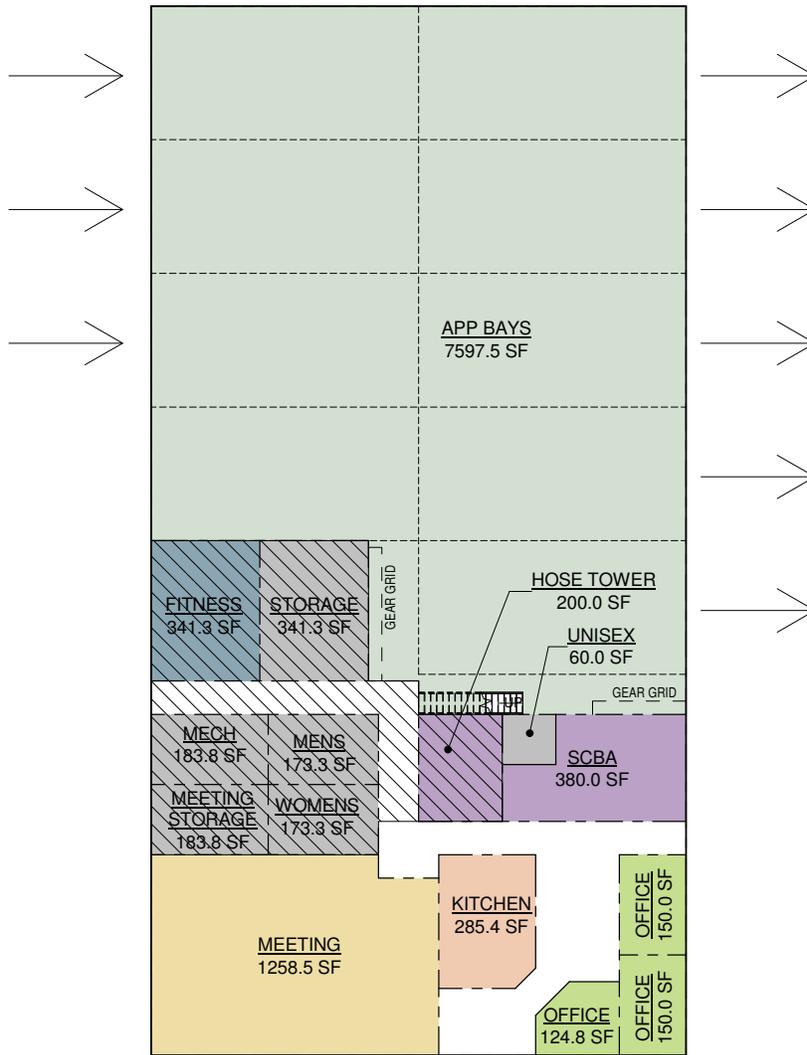
STORAGE  
1512.5 SF

HOSE TOWER  
200.0 SF



② SECOND FLOOR  
1/16" = 1'-0"

1692 SQ FT



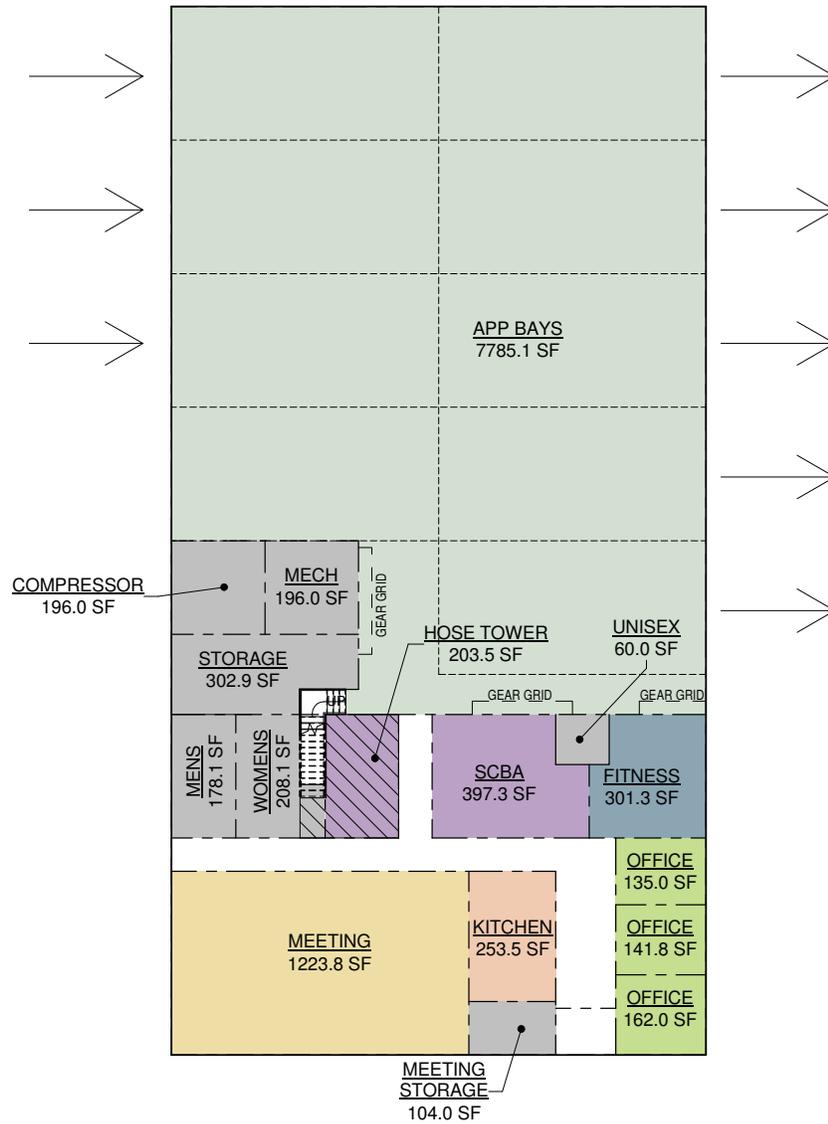
① FIRST FLOOR 'A'  
1/16" = 1'-0"

12,560 SQ FT

MAYER FIRE FEASIBILITY STUDY  
MAYER, MN



# CONCEPTUAL BLOCK DIAGRAM - B



① FIRST FLOOR 'B' 12,560 SQ FT  
1/16" = 1'-0"

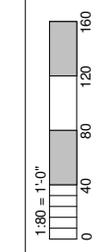
MAYER FIRE FEASIBILITY STUDY  
MAYER, MN



# CONCEPTUAL SITE PLAN



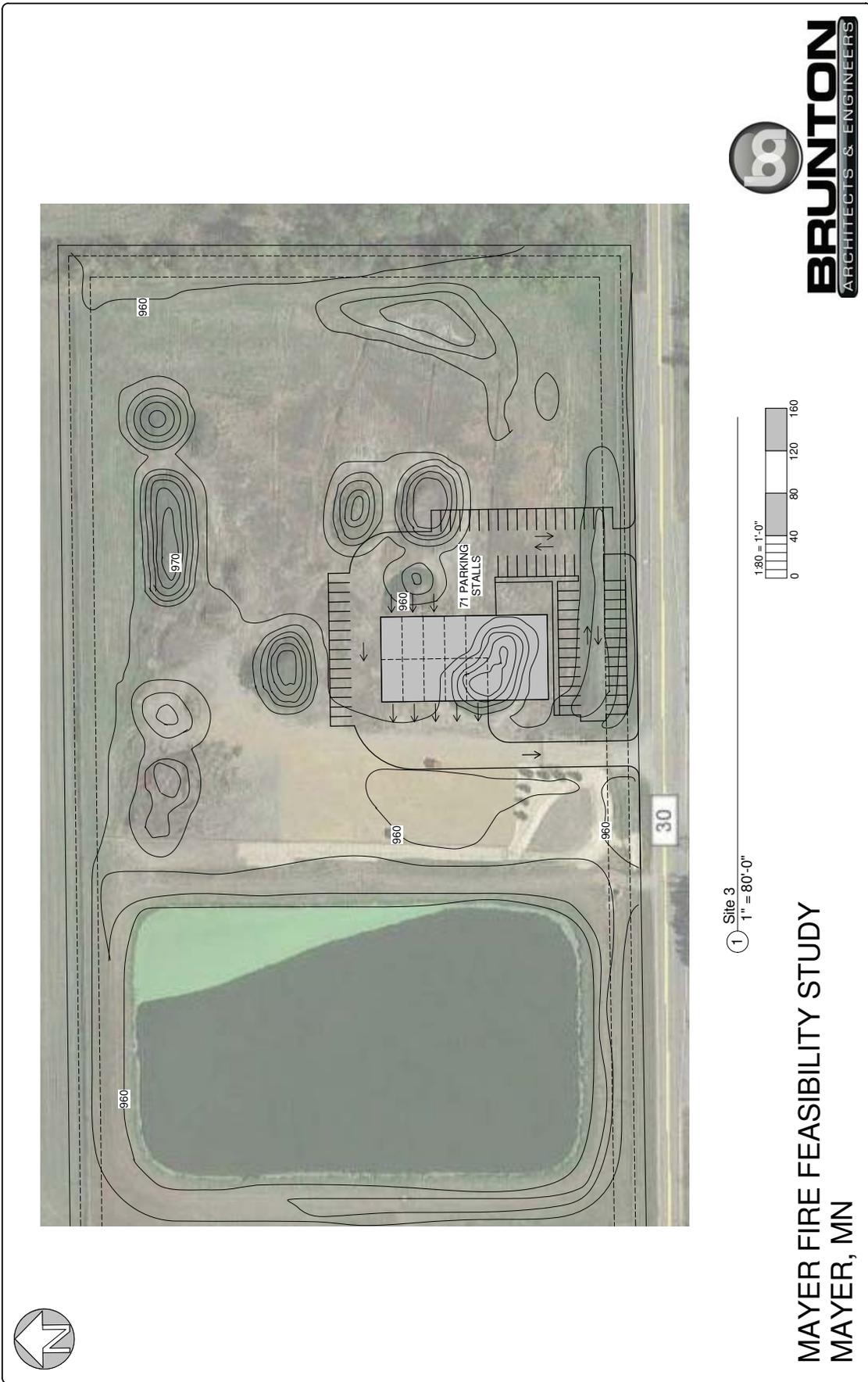
# CONCEPTUAL SITE PLAN



① Site 2  
1" = 60'-0"

**MAYER FIRE FEASIBILITY STUDY**  
**MAYER, MN**

# CONCEPTUAL SITE PLAN



# SITE MATRIX

## SITE SELECTION MATRIX

City of Mayer

| SITE NAME | GEOGRAPHIC LOCATION | LOT SIZE (EXPANSION) | SAFETY | UTILITIES | COST OF LAND | TOTALS |
|-----------|---------------------|----------------------|--------|-----------|--------------|--------|
| SITE 1    | 80                  | 16                   | 64     | 40        | 28           | 228    |
| SITE 2    | 60                  | 38                   | 64     | 40        | 32           | 234    |
| SITE 3    | 20                  | 38                   | 56     | 8         | 16           | 138    |
|           |                     |                      |        |           |              |        |
|           |                     |                      |        |           |              |        |
|           |                     |                      |        |           |              |        |
|           |                     |                      |        |           |              |        |

Total numbers combined for 4 Fire Facility Building Committee members.

RANKING: Scale 1-5 (5 = Highest)

**SITE 2 HAS HIGHEST RANKING = BEST OPTION**



MAYER, MN

# STATEMENT OF PROBABLE COSTS

## PROJECT DESCRIPTION

Construct a fire station building on proposed Site #2 on Shimmcor Street in Mayer, MN. The block diagrams produced were based upon the approved program of spaces and space needs analysis.

## CONSTRUCTION COST CALCULATIONS

Based upon our recent experience with projects such as yours, the below square footage costs are raw building costs, ie: not including the land cost, design fees, or equipment costs.

### Conceptual Block Diagram A

Total square footage =

First Floor: 12,560 SF

Second Floor: 1,692 SF

First Floor: 12,560 SF x \$190/SF

Second Floor: 1,692 SF x \$100/SF

Total = approx. \$2,555,600

### Conceptual Block Diagram B

Total square footage =

First Floor: 12,560 SF

First Floor: 12,560 SF x \$190/SF

Total = approx. \$2,386,400

## SUMMARY

It appears the proposed fire station will fit on the proposed lot. Further modifications to the floor plans are expected and additional cost saving measures will be explored. The projected costs are estimates only and are greatly impacted by interior finish selections and exterior geometry choices. The above estimate is subject to fluctuations in the market for materials, labor, and escalation. As design moves forward, updated cost estimates and projections will be provided and reviewed to assure the project budget is maintained throughout the life of the project.



# Community Facilities Direct Loan & Grant

## What does this program do?

This program provides affordable funding to develop essential community facilities in rural areas. An essential community facility is defined as a facility that provides an essential service to the local community for the orderly development of the community in a primarily rural area, and does not include private, commercial or business undertakings.

## Who may apply for this program?

Eligible borrowers include:

- Public bodies
- Community-based nonprofit corporations
- Federally recognized Tribes

## What is an eligible area?

Rural areas including cities, villages, townships and towns including Federally Recognized Tribal Lands with no more than 20,000 residents according to the latest **U.S. Census Data** are eligible for this program.

## How may funds be used?

Funds can be used to purchase, construct, and/or improve essential community facilities, purchase equipment and pay related project expenses.

Examples of essential community facilities include:

- Healthcare facilities such as hospitals, medical clinics, dental clinics, nursing homes or assisted living facilities
- Public facilities such as town halls, courthouses, airport hangars or street improvements
- Community support services such as child care centers, community centers, fairgrounds or transitional housing
- Public safety services such as fire departments, police stations, prisons, police vehicles, fire trucks, public works vehicles or equipment
- Educational services such as museums, libraries or private schools
- Utility services such as telemedicine or distance learning equipment
- Local food systems such as community gardens, food pantries, community kitchens, food banks, food hubs or greenhouses

For a complete list see Code of Federal Regulations 7 CFR, Part 1942.17(d) for loans; **7 CFR, Part 3570.62** for grants.

## What kinds of funding are available?

- Low interest direct loans
- Grants
- A combination of the two above, as well as our **loan guarantee program**. These may be combined with commercial financing to finance one project if all eligibility and feasibility requirements are met.

## What are the funding priorities?

Priority point system based on population, median household income

- Small communities with a population of 5,500 or less
- Low-income communities having a median household income below 80% of the state nonmetropolitan median household income.

## What are the terms?

Funding is provided through a competitive process.

### Direct Loan:

- Loan repayment terms may not be longer than the useful life of the facility, state statutes, the applicants authority, or a maximum of 40 years, whichever is less.
- Interest rates are set by Rural Development, contact us for details and current rates.
- Once the loan is approved, the interest rate is fixed for the entire term of the loan, and is determined by the median household income of the service area.
- There are no pre-payment penalties.
- Contact us for details and current interest rates applicable

# Community Facilities Direct Loan & Grant

## What are the terms? (continued)

### Grant Approval:

Grant funds must be available. Applicant must be eligible for grant assistance, which is provided on a graduated scale with smaller communities with the lowest median household income being eligible for projects with a higher proportion of grant funds. Grant assistance is limited to the following percentages of eligible project costs:

Maximum of 75 percent when the proposed project is:

- Located in a rural community having a population of 5,000 or fewer; and
- The median household income of the proposed service area is below the higher of the poverty line or 60 percent of the State nonmetropolitan median household income.

Maximum of 55 percent when the proposed project is:

- Located in a rural community having a population of 12,000 or fewer; and
- The median household income of the proposed service area is below the higher of the poverty line or 70 percent of the State nonmetropolitan median household income.

Maximum of 35 percent when the proposed project is:

- Located in a rural community having a population of 20,000 or fewer; and
- The median household income of the proposed service area is below the higher of the poverty line or 80 percent of the State nonmetropolitan median household income.

Maximum of 15 percent when the proposed project is:

- Located in a rural community having a population of 20,000 or fewer; and
- The median household income of the proposed service area is below the higher of the poverty line or 90 percent of the State nonmetropolitan median household income. The proposed project must meet both percentage criteria. Grants are further limited.

## Are there additional requirements?

- Applicants must have legal authority to borrow money, obtain security, repay loans, construct, operate, and maintain the proposed facilities
- Applicants must be unable to finance the project from their own resources and/or through commercial credit at reasonable rates and terms
- Facilities must serve rural area where they are/will be located
- Project must demonstrate substantial community support
- Environmental review must be completed/acceptable

## How do we get started?

Contact your **local offices** to discuss your specific project. Applications are accepted year round

## Who can answer questions?

Contact our **local office** that serves your area.

## What governs this program?

- Direct Loan: 7 CFR Part 1942, Subpart A
- Grant: 7 CFR Part 3570, Subpart A

NOTE: Because citations and other information may be subject to change please always consult the program instructions listed in the section above titled "What Law Governs this Program?" You may also contact **your local office** for assistance. You will find additional forms, resources, and program information at [www.rd.usda.gov](http://www.rd.usda.gov). *USDA is an equal opportunity provider, employer, and lender.*

## Amortization Factor & Amortization Schedule Calculator

### Mayer CF Loan - proposed

|                        |   |  |
|------------------------|---|--|
| <b>\$ 3,058,050.00</b> | <b>Loan Amount</b>  | **Disclaimer - Please note that the breakdown of principal and interest payments shown are an estimate only. Actual amounts are dependent upon the actual date of application of payment. Interest accrues daily from one payment to the next. |
| 3.500%                 | <b>Interest Rate (entered as a percentage i.e. 3.625%)</b>      |  |
| 40                     | <b>Term</b>   |  |
| 0                      | <b># of Years of Principal Deferral (select from drop-down)</b> |  |
| 40                     | <b>Amortization Period</b>                                      |  |
| 1                      | <b>Payments per Year (select from drop-down)</b>                |  |
| 46.83                  | <b>Amortization Factor</b>                                      |  |
| <b>\$ 143,209.00</b>   | <b>Payment</b>  |  |

|    |                |                 |                  | <i>Balance</i>  |
|----|----------------|-----------------|------------------|-----------------|
|    | <i>Payment</i> | <i>Interest</i> | <i>Principal</i> |                 |
|    |                |                 |                  | \$ 3,058,050.00 |
| 1  | \$             | 107,031.75      | \$               | 3,021,872.75    |
| 2  | \$             | 105,765.55      | \$               | 2,984,429.30    |
| 3  | \$             | 104,455.03      | \$               | 2,945,675.32    |
| 4  | \$             | 103,098.64      | \$               | 2,905,564.96    |
| 5  | \$             | 101,694.77      | \$               | 2,864,050.73    |
| 6  | \$             | 100,241.78      | \$               | 2,821,083.51    |
| 7  | \$             | 98,737.92       | \$               | 2,776,612.43    |
| 8  | \$             | 97,181.44       | \$               | 2,730,584.86    |
| 9  | \$             | 95,570.47       | \$               | 2,682,946.34    |
| 10 | \$             | 93,903.12       | \$               | 2,633,640.46    |
| 11 | \$             | 92,177.42       | \$               | 2,582,608.87    |
| 12 | \$             | 90,391.31       | \$               | 2,529,791.18    |
| 13 | \$             | 88,542.69       | \$               | 2,475,124.87    |
| 14 | \$             | 86,629.37       | \$               | 2,418,545.25    |
| 15 | \$             | 84,649.08       | \$               | 2,359,985.33    |
| 16 | \$             | 82,599.49       | \$               | 2,299,375.82    |
| 17 | \$             | 80,478.15       | \$               | 2,236,644.97    |
| 18 | \$             | 78,282.57       | \$               | 2,171,718.54    |
| 19 | \$             | 76,010.15       | \$               | 2,104,519.69    |
| 20 | \$             | 73,658.19       | \$               | 2,034,968.88    |
| 21 | \$             | 71,223.91       | \$               | 1,962,983.79    |
| 22 | \$             | 68,704.43       | \$               | 1,888,479.22    |
| 23 | \$             | 66,096.77       | \$               | 1,811,367.00    |
| 24 | \$             | 63,397.84       | \$               | 1,731,555.84    |
| 25 | \$             | 60,604.45       | \$               | 1,648,951.30    |
| 26 | \$             | 57,713.30       | \$               | 1,563,455.59    |
| 27 | \$             | 54,720.95       | \$               | 1,474,967.54    |
| 28 | \$             | 51,623.86       | \$               | 1,383,382.40    |
| 29 | \$             | 48,418.38       | \$               | 1,288,591.79    |
| 30 | \$             | 45,100.71       | \$               | 1,190,483.50    |
| 31 | \$             | 41,666.92       | \$               | 1,088,941.42    |
| 32 | \$             | 38,112.95       | \$               | 983,845.37      |
| 33 | \$             | 34,434.59       | \$               | 875,070.96      |
| 34 | \$             | 30,627.48       | \$               | 762,489.44      |
| 35 | \$             | 26,687.13       | \$               | 645,967.57      |
| 36 | \$             | 22,608.87       | \$               | 525,367.44      |
| 37 | \$             | 18,387.86       | \$               | 400,546.30      |
| 38 | \$             | 14,019.12       | \$               | 271,356.42      |
| 39 | \$             | 9,497.47        | \$               | 137,644.89      |
| 40 | \$             | 4,817.57        | \$               | (746.54)        |
| 41 | \$             | -               | \$               | -               |
| 42 | \$             | -               | \$               | -               |
| 43 | \$             | -               | \$               | -               |
| 44 | \$             | -               | \$               | -               |
| 45 | \$             | -               | \$               | -               |
| 46 | \$             | -               | \$               | -               |
| 47 | \$             | -               | \$               | -               |
| 48 | \$             | -               | \$               | -               |



CITY OF MAYER  
NOTICE OF PUBLIC HEARING

Notice is hereby given that the City of Mayer will hold a public hearing on August 12, 2019 at 6:30 p.m. at Mayer City Hall located at 413 Bluejay Avenue, Mayer, MN 55360.

This will be an informational meeting to discuss the Mayer Fire Department Building Project, including the economic and environmental impacts, service area, alternatives to the project, and potential funding sources, including USDA Rural Development. All residents and property owners within the City of Mayer are encouraged to attend.

Dated this 22<sup>nd</sup> day of July, 2019.

Margaret McCallum  
City Administrator

Post and Publish



**Request for Council Action Memorandum**

Item: Mosquito Control Discussion

**Meeting Date: August 12, 2019**

Presented By: Margaret McCallum, City Administrator

**Recommendations/Council Action/Motion Requested:**

To review current mosquito control within the City of Mayer and to have a discussion on if more mosquito control methods make sense.

**Details:**

The City of Mayer, being part of the seven county metro area is serviced by the Metropolitan Mosquito Control District (MMCD) for mosquito, gnat and tick control.

Residents pay taxes to the MMCD each year for these services.

The organization promotes health and well being by protecting the public from disease and annoyance caused by mosquitoes, black flies and ticks, in an environmentally safe manner.

Additional information on their services can be found at [www.mmcd.org](http://www.mmcd.org). Residents can sign up for notification emails and notices showing when the MMCD will be or has been in the City doing treatment.

**Adult Mosquito Control Treatments – Vehicle and Backpack**

Areas scheduled for adult mosquito control are posted on the website 24 hours in advance. Adult control is done using ground vehicles and back packs from mid to late May through September.

For adult mosquitoes, MMCD will use either permethrin – applied during the day by backpack to the edge of wooded areas as a barrier treatment; or a quick acting cold fog such as resmethrin or sumethrin, applied when mosquitoes are most active, around dusk or dawn by truck.

When applied correctly, these products have no measurable risk to human health or the environment.

**Larval Control Treatments – Helicopter**

These helicopter treatments are done all over the seven county metro. Helicopters apply a dry granule or pellet containing a natural soil bacterium or a mosquito growth regulator to wetlands and large areas of standing water to prevent larval mosquitoes from becoming biting adults. These are bio-rational control materials which specifically target mosquito larvae and pose no risk to human or animal health.

**Excessive levels of mosquitoes –**

MMCD provides a phone number for residents to call if there are concerns about excessive levels of mosquitos. Civic groups, city officials or individual owners can call. If needed, an inspector may take mosquito population samples to determine if mosquito levels are high enough to warrant treatment.

**City Services –**

The City of Mayer currently does not budget for mosquito control treatments and relies on MMCD for the treatments in the city.

If the City did perform treatments, it could be to public spaces such as parks and ponds. The City would not treat private property. This would be up to the homeowner to perform.

Staff time would be needed to do treatment in the early morning or late evenings when the mosquitos are most active.

For effective treatment, a representative at Univar solutions, who specializes in the treatment of mosquitoes, recommended a fogging method similar to that of the MMCD. They said that granular treatment would not work as a satisfactory treatment in the public spaces as it is geared more towards swampy areas.

There were three foggers discussed. (London Foggers) with the following prices. For more detailed information on each, see attachment:

LF 18/20            \$9,800.00

LF 9/10            \$8,500.00

LF Mag            \$3,850.00

The models differ in the speed they can distribute, the capacity of tank depending on the size of area needed to be treated.

Staff recommends going with the LF 9/10 or LF MAG if serious about public space treatment.

**Attachments:**

Univar Public Health Products Mosquito Control Pamphlet.



 **UNIVAR**<sup>®</sup>  
ENVIRONMENTAL  
SCIENCES

**Public Health Products**

Univar Environmental Sciences fully supports your vector and mosquito control efforts. In addition to the products highlighted in this catalog, Univar offers countless resources from program consultation to ensuring on-time delivery for every order.



## PEOPLE

- Providing complementary program consultation and advice.
- Ready with the answers to take care of your unique needs.
- Dedicated to ensure on-time product delivery.



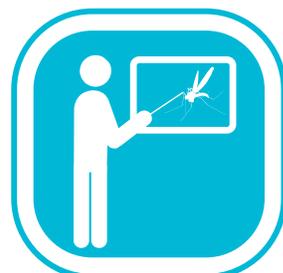
## PRODUCTS

- Full arsenal to meet your needs including: larvicides, adulticides, barrier, and misting products.
- Full line of equipment including foggers, ULV, sprayers, light traps, and misters.
- Extensive MasterLine® Kontrol product line offering exceptional value and proven efficacy.



## TECHNOLOGY

- UnivarES.com with access to product info, line cards, training videos and expert advice.
- EZ-Order with products available for convenient online ordering.
- Equipment calibration and testing to ensure successful product application.



## EDUCATION

- Training offered online, at Univar Pro Centers, or on-site at your location.
- Online Master Technician courses approved for CEU credits in the majority of the U.S.
- Training classes with key suppliers to train staff on optimal product use.

As your one stop shop for all your vector and mosquito control needs, please call one of the numbers below if you have product questions, to place an order, or learn more about what Univar can do for you:

Domestic U.S.: (800) 609-9414

International: (305) 882-1375

To learn more visit [UnivarES.com](http://UnivarES.com)

# Adulticides



## AMVAC

**DIBROM CONCENTRATE** is 87.4% Naled. This organophosphate product gives excellent adult mosquito control in residential areas, municipalities, tidal marshes, swamps, woodlands, and agricultural areas (when applied in wide area public pest control programs). It also is approved for livestock pastures, feed lots and pastures, including dairy cattle.



## AMVAC

**TRUMPET EC** is 78% Naled. Trumpet has all the same great features and benefits as Dibrom Concentrate. However, it has been designed to be rinsed from the spray equipment with water rather than solvent. This is a good choice when your application equipment (aircraft) is used for several different spray programs.



## CST CONTROL SOLUTIONS Incorporated

**PYROFOS 1.5 ULV** contains 1.5 pounds of the active ingredient chlorpyrifos per gallon. It is recommended for application either as a thermal fog or as an ultra low volume (ULV) non-thermal aerosol to control adult mosquitoes in outdoor residential and recreational areas. It may be applied by ground-based or by aerial application equipment.



## MasterLine

**MASTERLINE AQUA-KONTROL CONCENTRATE** is a water dilutable, 20% permethrin / 20% PBO adulticide that can be applied over specific crops including alfalfa and range grasses. It also is approved for treatment of corrals, feed lots, swine lots, poultry ranges, and zoos. This broad spectrum insecticide does not have an EPA water set back requirement and can be used "neat" (undiluted) or diluted, applied ultra low volume (ULV) by air or ground. It can also be applied either as a mist barrier or from a thermal fogger. It requires no special mixing equipment.



## MasterLine

**MASTERLINE KONTROL 4-4 CONCENTRATE** is a 4.6% permethrin / 4.6% PBO low-odor oil formulation that is ready to use and ideally suited for most areas over specific crops, including alfalfa and range grasses. As a non-corrosive, it won't damage cars, trucks or airplanes. Its broad spectrum, superior formulation is clean and clear and provides quick knockdown of most mosquito species as well as other Diptera species such as biting and non-biting midges, black flies and gnats. With no EPA-required water set back, Kontrol 4-4 can be applied ultra low volume (ULV) by air or ground. It can also be applied either as a mist barrier or from a thermal fogger.



## MasterLine

**MASTERLINE KONTROL 30-30 CONCENTRATE AND MASTERLINE KONTROL 2-2** are oil-based formulations of 30% permethrin / 30% PBO and 2% permethrin/2% PBO, respectively. Both are superior products with broad spectrum application that share the same features and benefits as MasterLine Kontrol 4-4 Concentrate. With no EPA-required water set back, they can be applied ultra low volume (ULV) by air or ground. Both can also be applied either as a mist barrier or from a thermal fogger.



## MasterLine

**MASTERLINE KONTROL 31-67 CONCENTRATE** is a fully loaded oil-based formulation with 31% permethrin / 67% PBO. It is ideal for use in situations with hard to control pests. The additional PBO provides the extra kick, yielding higher knock down. Kontrol 31-67 does not have an EPA water set back requirement and can be used "neat" (undiluted) or diluted, applied ultra low volume (ULV) by air or ground. It can also be applied either as a mist barrier or from a thermal fogger.



## BASF

The Chemical Company

**CY-KICK CS** Exclusive SmartCap Technology creates a shell around the active ingredient, cyfluthrin, that increases residual control by protecting it from UV light, weather, porous, and greasy surfaces and absorption into soil or organic matter. It also acts as a barrier to diminish exposure to humans and pets while reducing plant phytotoxicity and staining. Studies have shown Cy-Kick CS to provide residual control of mosquitoes beyond 90 days. Low phytotoxicity.



**SUSPEND® SC INSECTICIDE** and **TEMPO® SC ULTRA** are non-staining, low odor, and not harmful to plants while providing quick knock down and long residual control when applied to mosquito resting areas.

Suspend® SC Insecticide contains Deltamethrin in an easy-to use suspension concentrate formulation extremely effective against mosquitoes at very low rates (0.03 to 0.06%) that is labeled for both indoor and outdoor applications. Tempo® SC Ultra contains the active ingredient  $\beta$ -cyfluthrin in a convenient suspension concentrate formulation and is labeled for use where you need it most: as a general spray around landscapes, lawns, and buildings.



## FMC

**TALSTAR® PROFESSIONAL** insecticide is a superior choice for use as a barrier treatment for control of urban mosquitoes and ticks. Additionally, it provides long-lasting control of over 75 other pests, including ants, termites, cockroaches, spiders, bed bugs, and fleas. And with its flexible label, Talstar Professional is approved in multiple use-sites, so you can use it almost anywhere: indoors and out, in industrial, commercial, and food-handling areas. With its broad label and dependable efficacy, Talstar Professional has been expertly formulated to help you get the job done right every time.



## MasterLine

by Inver

**MASTERLINE BIFENTHRIN 7.9** is a broad spectrum pyrethroid product with superior residual that creates a long lasting barrier against mosquitoes. MasterLine Bifenthrin 7.9 is also less irritating and longer lasting than many other pyrethroids. It is a flowable formulation that can be diluted up to .12% and can be easily applied with a conventional sprayer or misting sprayer in both residential and commercial settings. It is a proven low-odor, non-irritating product that will give you superior results.



## MGK

**ONSLAUGHT® MICROENCAPSULATED INSECTICIDE** is 6.4% esfenvalerate with residual mosquito control. Microencapsulation protects the active from environmental factors, minimizes plant phytotoxicity and reduces potential irritation to applicators. Can be applied to turf, ornamentals, and landscapes for residual outdoor mosquito control.

**NYGUARD® IGR CONCENTRATE** is a 10.3% pyriproxyfen, an insect growth regulator (IGR) that acts on immature and adult life stages of mosquitoes. High performance and low impact. Photostable and can be used to control mosquitoes on outdoor surfaces as well as in standing or stagnant water in backyards (*not active waterways such as rivers or ponds*). Mosquito larvae exposure to NyGuard inhibits the emergence of adult mosquitoes.



## syngenta

**DEMAND CS's** active ingredient, lambda-cyhalothrin, is enclosed within microcapsules which protect it from environmental factors that may lessen its effectiveness. Demand CS provides effective control of a wide-range of adult mosquitoes in open areas including black salt-marsh mosquitoes, common malaria mosquitoes, salt-marsh mosquitoes, and southern house mosquitoes.



**MAVRIK® PERIMETER** is an excellent tool for use as a barrier treatment in commercial and residential mosquito control service. It is a broad-spectrum pyrethroid that controls an array of pests that infest areas outside of residential and commercial buildings.



# Larvicides



**MASTERLINE® KONTROL MOSQUITO LARVICIDE** is 98% mineral oil/2% active designed for surface application to intermittently flooded areas, temporary rain pools, sloughs, log ponds, and other areas where mosquitoes may develop. It is specifically formulated for enhanced spreadability to control/suffocate larva and pupa before they become biting adults. It may be used all season long and does not depend on life cycle timing for effectiveness.



**PROVECT** gives you a choice in time-tested Temephos larvicides. ProVect brand Temephos from AllPro is now available through Univar USA in a variety of formulations and your choice of carrier to best suit your application needs.

ProVect makes Temephos easier than ever to apply. Used worldwide in mosquito abatement programs since 1965, Temephos remains the gold standard of mosquito larvicides. Our new micro-prill carrier is less abrasive than sand, more free-flowing than other formulations and is virtually dust-free. The spherical shape penetrates through dense foliage and readily dissolves in water.



## Summit Chemical Co.

**B.T.I. BRIQUETS** are floating sustained-release larvicide for the long-term control of mosquitoes. It controls mosquito larvae within 48 hours of application. Effective against 1st through 3rd Instar Larvae. These briquets may be used in all types of mosquito breeding areas. Summit Chemical Co. B.T.I. Briquets are formulated to release effective levels of Bti for a period of 30 days or more under typical environmental conditions.

Apply 1 Briquet per 100 sq. ft. of surface area.



**TEKNAR SC** is a high potency liquid Bti larvicide for mosquitoes and Blackfly control. Teknar SC may be applied to any water sites except treated, finished drinking water reservoirs or drinking water receptacles. Teknar SC is cost effective in habitats that tend to produce single broods of larvae upon flooding.

For granular Bti Larvicide, consider Teknar G. It is ideal to use in areas where a granular formulation is needed to reach the target site, such as roadside ditches, woodland pools, pastures, salt marshes, rice fields, storm water retention areas, and catch basins.



**ALTOSID LARVICIDE** is the best way to combat mosquitoes and the health risks they spread by eliminating the mosquito larvae that breed in standing water.

Available in multiple formulations, Altosid® controls mosquito larvae before they can develop into troublesome adults. Altosid® contains (S)-Methoprene, an insect growth regulator (IGR) that stops mosquitoes from becoming breeding, biting adults. Altosid® is target-specific, and will not affect fish, waterfowl, mammals or beneficial predatory insects.

**CURTIS DYNA-FOG®** Ltd.  
"Innovators of Spraying and Fogging Technology Since 1947"



**CURTIS DYNA-JET® L-30**

**Atomizer Type:** High-speed rotary atomizer constructed of a safe high-density polyethylene (HDPE) material and precision balanced in 2-planes. (Atomizer dust cover and balanced spare atomizer assembly included)  
**Atomizer Motor:** 12 volt DC, brushless, high-speed shielded bearings.  
**Articulating Head:** Power assisted adjustment of 55° (Vertical) and manually of 180° (Horizontal) via patented remote control.  
**Blower Motor:** High-output 1,350 cu. feet/minute (38.2 cu. meters/minute)  
**Pumping System:** Positive displacement, FMI ceramic piston pump, stainless steel housing (0-20 oz/min, 0-591 ml/min), formulation anti-pulsing system (FAPS), tamper-resistant cover  
**Formulation Tank:** 15 US gallon (57 Liter), translucent HDPE with lockable cap.  
**Flush Tank:** 1 US gallon (3.8 Liter), translucent HDPE  
**Standard Battery:** 12 volt high-performance Optima AGM Spiralcell Marine Deep Cycle, 120 minute reserve capacity.  
**Remote Control:** Machine on/off, Spray on/off, formulation/flush selector, blower angle adjustment, digital battery meter with color LED bar graph, accumulative hour meter and backlit for night operations.  
**Machine Weight (empty):** 105 lbs. (47.6 kg)



**CURTIS DYNA-FOG TYPHOON™ I MODEL 2984**

**Engine:** 9 HP Briggs & Stratton  
**Blower:** 200 CFM (5.6m3/min) Rotary, Positive Displacement Direct Drive  
**Nozzle:** Single High Output MultiMist,™ 360° Adjustable  
**Pumping System:** Diaphragm 0-128 oz (3.8 l) / min, FMI 0-18 oz (532 ml) / min, Gear 0-20 oz (600 ml) / min  
**Remote Control Features:** Diaphragm / FMI:  
 Spray on/off, Machine on/off, Engine Start  
**Gear:** Spray on/off, Flush on/off, Machine on/off, Engine Start, Automatic Choke, Variable Output, Digital Display of flow rate and vehicle speed  
**Tank Capacities:** Formulation 15 US gallon (57 l); Flush 1 US gallon (3.8 l)  
**Machine Weight (empty):** 297 lbs (135 kg)



**CURTIS DYNA-FOG TYPHOON™ II MODEL 2985**

**Engine:** 11 HP Honda  
**Blower:** 200 CFM (5.6m3/min) Rotary, Positive Displacement Direct Drive  
**Nozzle:** Two High Output MultiMist,™ 360° Adjustable  
**Pumping System:** Diaphragm 0-128 oz (3.8 l) / min FMI 0-18 oz (532 ml) / min, Optional Pressurized Tank with flowmeter for export only  
**Remote Control Features:** Diaphragm / FMI:  
 Spray on/off, Machine on/off, Engine Start  
**Tank Capacities:** Formulation 15 US gallon (57 l); Flush 1 US gallon (3.8 l)  
**Machine Weight (empty):** 297 lbs (135 kg)



**CURTIS DYNA-FOG MINI-LITE**

Dyna-Fog Mini-Lite is one of the lightest, handiest and least expensive ULV applicators in the world.  
**Engine:** 2 cycle, 40 cc 1.8 HP  
**Blower:** 95 CFM Rotary, 3 stage  
**Nozzle:** Single high output MICROTEC nozzle  
**Tank:** Formulation: 1.25 gallon  
**Fuel:** 33 oz.



**CURTIS DYNA- FOG TWISTER**

Dyna-Fog Twister XL is a backpack aerosol generator designed to be portable and take the weight off the operator's hands and wrist.  
**Engine:** 2 cycle, 40 cc, 1.8 HP  
**Blower:** 95 CFM Rotary, 3 stage  
**Nozzle:** Single high output MICROTEC nozzle  
**Tank:** Formulation: 1 gallon  
**Fuel:** 33 oz.  
**Weight:** 28 lbs



**CURTIS DYNA-FOG GOLDEN EAGLE XL 2610**

Dyna-Fog Golden Eagle electric start is unsurpassed in its Thermal Fogging capabilities. It is an ideal fog generator for large indoor warehouses as well as a powerful chemical applicator for large outdoor pest control.  
**Engine:** 30 HP/hr  
**Formulation Output:** 0-9 gal/hr  
**Tank: Formulation:** 1.1 gallon  
**Fuel:** 1.2 quarts

# Foggers/ULV

## LONDON FOGGERS



London Fog Pistol Grip



Teflon Coated Hoot Nozzle

### LONDON FOG 18-20 HIGH OUTPUT ULV MACHINE

Model 18-20 surpasses most other foggers for two important reasons: First, a new-generation overhead, V-twin cylinder engine (with throttle down feature) produces fewer emissions, consumes less fuel, and has longer service intervals than conventional 'L' head engines. Second, our Triple-V Belt Drive feature reduces blower RPM more than 25%. This design extends blower life and creates a quieter operating fogging machine. The 18-20 produces the correct particle size to meet insecticide label requirements at vehicle speeds up to 20 miles per hour.

**Model:** 18-20 High Output ULV Aerosol Generator

**Engine:** 18 HP overhead valve, V-twin cylinder, electric start and choke

**Formulation Pump:** 12 Volt DC adjustable output, positive displacement, 0-20 oz./min.

**Particle Size:** 80% of droplets are less than 20 micron resistant

**Formulation Tank:** 15 gallon (56 liters), corrosion resistant

**Fuel Tank:** 7.5 gallons (28.38 liters) with gauge

**Flush Tank:** 1 1/2 quart (1.58 liter), corrosion resistant

**Blower:** Rotary, positive displacement, up to 356 CFM

**Length:** 37" (94 cm)

**Width:** 46" (117 cm)

**Height:** 39" (99 cm)

**Weight:** 445 lbs. (202 kg)



### LONDON FOG XKE - LARGE AREA COVERAGE ULV

**Engine:** Kohler Command 8.5 HP OHV Engine w/ Electric Start

**Air Compressor:** 4 cylinders positive displacement

**Formulation Pump:** Electric, positive displacement, adjustable output

**Formulation Output:** 0-18 ounces per minute

**Formulation Tank:** 15 gallons (56.7 liters) corrosion resistant polyethylene

**Particle Size:** 80% of droplets are less than 20 microns in diameter

**Nozzle:** All metal, 360 degree swivel with solenoid shut off

**Weight:** 280 lb (127 kg)

**Length:** 38" (97 cm)

**Width:** 33" (84 cm)

**Height:** 31" (79 cm)

**Model Number:** #8621



### LONDON FOG MAG - MEDIUM AREA ULV

**Engine:** 3.5 HP, 4 cycle, recoil start, Briggs and Stratton

**Fuel Tank:** 0.5 gallons (1.89L) gasoline

**Compressor:** two cylinder, single stage, heavy duty

**Operating Pressure:** 90-100 PSI

**Formulation Tank:** 2 gallons (7.57L)

**Formulation Output:** 0-6 oz/min (0-295 ml/min)

**Formula Metering:** Various orifice discs, 4 sizes included

**Particle Size:** 80% less than 20 microns

**Nozzle:** Single directional nozzle on swivel

**Weight:** 110 pounds dry (49.88 kg)

**Shipping Weight:** 125 pounds (56.68 kg)

**Length:** 29" (73.6 cm)

**Width:** 18" (45.7 cm)

**Height:** 19" (48.3 cm)

**Model Number:** #8641



### LONDON FOG COLT - PORTABLE ULV

**Engine:** Gasoline, 2 cycle

**Fuel Tank:** One Quart, (.95 liters) gasoline/oil mixture

**Compressor:** Rotary, oil-less, 100% ball and roller bearing

**Formulation Tank:** One quart, 32 ounces (.946 L)

**Formulation Output:** 0-4 oz/minute (0-118 cc)

**Formula Metering:** Various orifices discs - 3 sizes included

**Particle Size:** 90% less than 15 microns

**Weight:** 19 pounds dry (8.6 kg)

**Length:** 14" (35 cm)

**Width:** 11" (28 cm)

**Height:** 12" (30 cm)

**Model Number:** #8675

**Federal Stock Number:** NSN 3740 01 456 2622

### LONDON FOG F 500-E

**Engine:** 16 HP Kohler

Heavy Duty One

cylinder - 4 cycle

**Formulation Pump:**

Patented 2-stage turbo rotor fogging system

**Formulation Tank:**

One gallon float tank

**Formulation Output:**

30 to 40 gallons per hour (110-135 liters)

**Formula Metering:** Orifice cap

**Fuel Tank:** 1.5 gallons (11.4 litres)

**Weight:** 220 lbs (100 kg)

**Shipping Weight:** 255 lbs (115.6 kg)

**Length:** 33" (84 cm)

**Width:** 30" (76 cm)

**Height:** 23.5" (59 cm)

**Model Number:** #8201



### LONDON FOG ELIMINATOR - PORTABLE FOGGER

**Engine:** Tecumseh,

2 cycle, gasoline

manual recoil

**Formulation Pump:**

Patented two-stage

turbo rotor

**Formulation Tank:**

One gallon (3.8 liters)

**Formulation Output:** 5-6 gallons per hour

(19-23 liters)

**Formula Metering:** Factory calibrated flow control

**Fuel Tank:** One quart (.95 liters) gasoline

**Weight:** 24 lbs dry (10.9kg)

**Length:** 25" (63.5 cm)

**Width:** 10.5" (26.5 cm)

**Height:** 20.5" (52 cm)

**Model Number:** #8100

**Federal Stock Number:** NSN 3740 01 456 2625



## CSI CONTROL SOLUTIONS Incorporated



**PYSTOL® MISTING CONCENTRATE** contains natural pyrethrins for quick knockdown. PYSTOL controls fleas, flies, and mosquitoes for application with residential and barn misting systems. 2.5 gallons makes 55 gallons of misting solution.

**VECTOR-BAN™** is a long-lasting premises and misting concentrate that provides knockdown, broad-spectrum insecticidal effectiveness and excellent residual activity for up to 28 days. For residential and barn misting systems.

**VECTOR-BAN™ PLUS** is an extremely versatile synergized concentrate for use in misting systems and general pest control indoors and outdoors. Controls mosquitoes, flies, gnats, wasps, bees, ticks, cockroaches, spiders, and other nuisance insects. ½ gallon makes 55 gallons of misting solution.

## MGK®

**RIPTIDE® WATER-BASED PYRETHRIN ULV** is an optimized formulation specially designed to deliver fast knockdown and kill of mosquitoes when used in residential misting systems. Riptide's optimized ratio of Pyrethrum and PBO (1:5) effectively controls mosquitoes and other flying insects. Riptide's polymeric waterbased technology is designed for stability in misting system and is easy on landscape plants.

**SECTOR® MISTING CONCENTRATE** is a water-based insecticide designed for misting systems. Sector's unique formula combines Permethrin with PBO for a higher level of performance. Sector provides knockdown, kill, and residual control of the toughest flying insect problems, including mosquitoes or hard-to-kill insects such as gnats, biting midges and no-see-ums. Sector's polymeric waterbased technology is designed for stability in misting system and is easy on landscape plants.

**VAMPYRE® MISTING CONCENTRATE** features the highest performing ratio of Pyrethrum to PBO (1:10) available and delivers the fastest knockdown and kill of a broad range of insects. VamPyre is ideal for hard-to-kill insect species such as stable flies, horse flies, face flies, deer flies, house flies, mosquitoes (including the Culex species that may carry the West Nile Virus), and gnats. VamPyre's unique microemulsion formulation is stable in solution and is easy on ornamental plants.



**MIST-A-WAY SYSTEMS** is the leading manufacturer of outdoor misting systems for control of mosquitoes, spiders, no see 'ems and other annoying insects. The systems offer an excellent platform for creating a new and profitable multi-year relationship with your customer. MistAway's innovative technology sets the industry standard with agitation, leak detection, and anti-siphon capabilities.



# Equipment



Buffalo Turbine in action



**BUFFALO TURBINE CSM2** is a powerful, quiet, and versatile Turbine Mist Sprayer capable of pushing most liquids 100-150 feet vertically and effective horizontal distances of 300 feet. It is powerful enough to penetrate through thick vegetation and tree canopies. Like all of the Buffalo Turbine products, the Model CSM2 is easy to operate, easy to maintain, and is designed to save you time and reduce labor cost. The Model CSM2 is an excellent choice for large area Barrier Spray treatments. With the optional 4 cu. ft Dust/Granular Bin you can also apply granular insecticide materials, pellets, seed, or fertilizer up to 100 feet or more.

Engine: 23 hp Kohler with electric start  
 Output: Up to 10,000 cfm at 175 mph  
 Pump: Hypro twin piston – 10 gpm / 400psi  
 Tank: 50 gallon stainless steel with 2" fill tube & sight glass  
 Weight: 650 lbs.  
 Length: 66"(w/ nozzle assembly)  
 Height: 40"  
 Remote Cab Control: Operates off/on, throttle and nozzle assembly



Model 2503 Ultraviolet  
P/N# 20586-3



Model 2504 Incandescent  
P/N# 20586-2



**UV LIGHT TRAP MINIATURE (MODEL 2503) AND MINIATURE MOSQUITO LIGHT TRAP (MODEL 2504)** are patterned after the light trap originally developed by the United States Center for Disease Control. They are constructed using heavy-duty, corrosion-resistant materials for durability and long life. The high-intensity incandescent or ultraviolet illumination provides maximum mosquito and sand fly attraction. Four-blade, high-flow fan provides excellent downdraft at speeds over 2500RPM with minimum energy use. Includes easy-to-program, four-function logic system with photocell control, quick-change catch jar and durable net with tie strings.



**SENTINEL™ GIS** is your complete solution for recording and managing data critical to controlling mosquitoes. This easy-to-use package features mobile GIS solutions for mosquito control, automated synchronization between the desktop GIS and field mobile devices, and supervisory tools for customizing and maintaining workflow processes. Sentinel GIS offers four application modules for Larviciding, Adulticiding, Surveillance, and Service Request. The Sentinel Adulticiding module is compatible with some Curtis Dynafog and London Fogger ULV equipment. Sentinel is developed and supported by Electronic Data Solutions, Jerome, ID.



**solo Mister 451** has a new 66.5 cc engine with nickel/silicon carbide cylinder coating to generate a fan air volume of max. 824 cfm for total plant penetration. Increased engine performance converts to higher misting performance. With its 3 gallon chemical tank and large 0.5 gallon fuel tank and low fuel consumption it can be operated 80+ minutes before refueling. Starts easy and runs quiet with comfortable backpack carrying frame. It is an excellent choice for residential or large commercial barrier control treatments.



**MAXIMUM CONTROL.  
OPTIMUM FLEXIBILITY.**

Successful misting companies count on MGK®, the leader in misting insecticide solutions and technology, to achieve maximum control and optimum flexibility. **Riptide®** and **VamPyre®** contain the botanical insecticide pyrethrum for fast knockdown and kill of mosquitoes and other flying insects. And **Sector®** provides a powerful solution to even your toughest flying insect problems. Best of all, every product in our M.I.S.T. lineup is backed by MGK's unmatched in-field service and support.



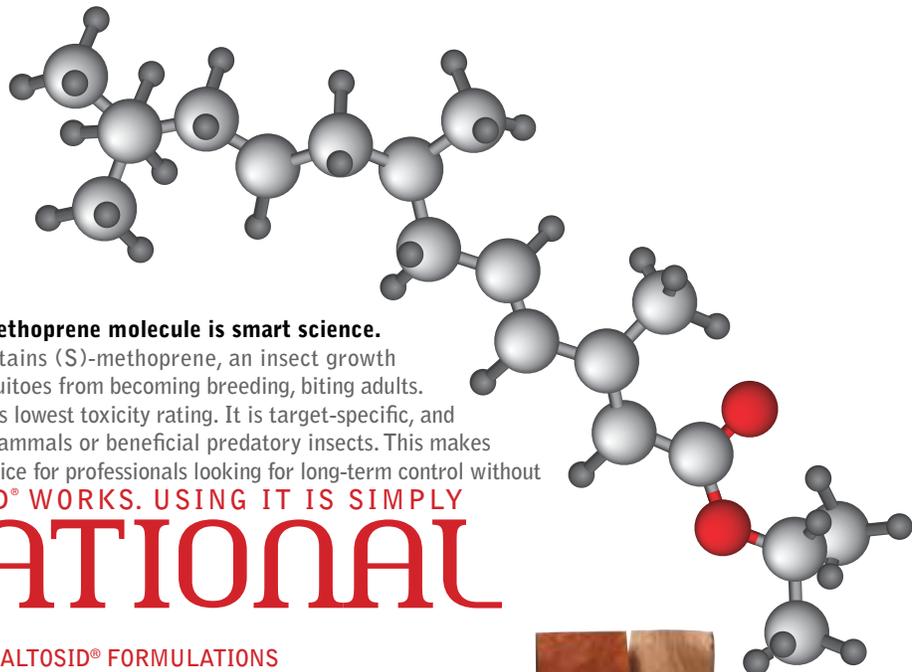
**RIPTIDE** Waterbased Pyrethrin ULV    **VAMPYRE** Misting Concentrate    **SECTOR** Misting Concentrate

Quality Insect Control Products Since 1902  
[www.MGK.com](http://www.MGK.com)



©2012 McLaughlin Gormley King Company

**Altosid** 



**The development of the (S)-methoprene molecule is smart science.**

Every Altosid® formulation contains (S)-methoprene, an insect growth regulator (IGR) that stops mosquitoes from becoming breeding, biting adults. (S)-Methoprene has the industry's lowest toxicity rating. It is target-specific, and will not affect fish, waterfowl, mammals or beneficial predatory insects. This makes Altosid® larvicide the rational choice for professionals looking for long-term control without additional worry. **ALTOSID® WORKS. USING IT IS SIMPLY**

**BIO RATIONAL**

TO LEARN ABOUT ALL OF THE ALTOSID® FORMULATIONS  
VISIT [ALTOSID.COM](http://ALTOSID.COM) OR CALL 1.800.248.7763.



Always read and follow label directions. Altosid is a registered trademark of Wellmark International. ©2012 Wellmark International.

# PyroFos 1.5 ULV

VECTOR CONTROL INSECTICIDE

## VECTOR CONTROL MADE EASY!



- **PyroFos 1.5 ULV can be used in residential areas, recreational areas, and other non crop areas for control of adult mosquitoes**
- **Apply as an ultra low volume (ULV) non-thermal aerosol, or as a thermal fogging agent by ground or aerially**
- **PyroFos 1.5 ULV is effective on species of mosquitoes that are resistant to synthetic pyrethroids**

*For more information on PyroFos 1.5 ULV please contact your local Univar Sales Representative for more information about this & other top quality Control Solutions, Inc. products.*

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**CONTROL**  
**SOLUTIONS**  
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A Makhteshim-Agan Company



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Simply the best



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10.

# UNIT CONVERSION AND CALIBRATION FORMULAS

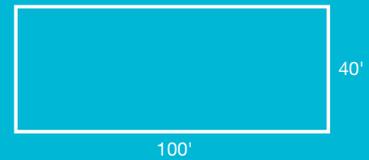
## Unit Conversion

|   |                                   |
|---|-----------------------------------|
| One acre = 43,560 square feet.....                  | 1/2 acre = 21,780 square feet     |
| One mile = 5,280 feet.....                          | 1/4 mile = 1,320 feet             |
| One gallon = 128 fluid ounces.....                  | 1/2 gallon = 64 fluid ounces      |
| One quart = 2 pints = 4 cups = 32 ounces.....       | 2 quarts = 64 fluid ounces        |
| One pint = 2 cups = 16 fluid ounces.....            | 1/2 pint = 1 cup = 8 fluid ounces |
| One tablespoon = 3 teaspoons = .5 fluid ounces..... | 2 tablespoons = 1 fluid ounce     |
| One pound = 16 ounces.....                          | 1/4 pound = 4 ounces              |
| One gallon = 231 cubic inches.....                  | 2 gallons = 462 cubic inches      |

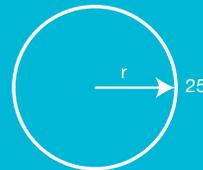
## Example

## Area and Volume Calculations

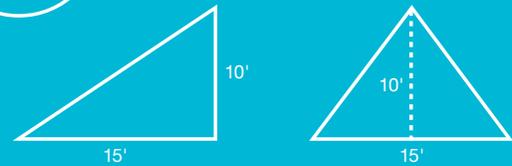
Area of Rectangular or Square Shape: (Length) x (Width) = Area  
 100 feet x 40 feet = 4,000 square feet



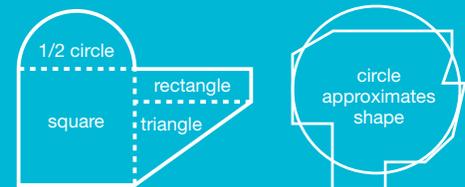
Area of Circle: (Radius) x (Radius) x (3.14) = Area  
 25 feet x 25 feet x 3.14 = 1,962.5 square feet



Area of Triangular Shape: (1/2) x (Base Width) x (Height) = Area  
 1/2 x 15 feet x 10 feet = 75 square feet

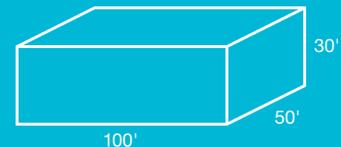


Area of Irregular Shape: Irregularly shaped sites can often be reduced to a combination of rectangles, circles and triangles. Calculate the area of each shape and add the values of the individual areas to obtain the total area.



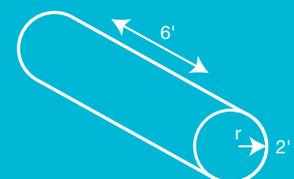
Another method for calculating the area of an irregular shape is to convert the site into a circle. From a center point, measure the distance to the edge of the area in 10 or more increments. Average these measurements to find the radius, then calculate the area using the formula for a circle.

Volume of Cube or Box Shape: The volume of a cube or box is found by multiplying the length, times the width, times the height.



Volume of Cylindrical Shape: The volume of a cylinder is found by calculating the area of the round end (see formula for circle) and multiplying this area times the length or height.

(Radius) x (Radius) x (3.14) = Area of Circle  
 (Area of Circle) x (Length) = Volume of Cylinder  
 (2 feet) x (2 feet) x (3.14) x (6 feet) = 75.36 cubic feet



Unit Conversion and Calibration Formulas Chart © Richard Beard. Used with permission.



## Request for Council Action Memorandum

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Item: Code Enforcement Resident Concerns

Meeting Date: August 12, 2019

Presented By: Margaret McCallum, City Administrator

### **Recommendations/Council Action/Motion Requested:**

A listen to resident, Garlen Mikolichuk at 413 4<sup>th</sup> Street NE about code enforcement concerns.

### **Details:**

The City of Mayer does code enforcement throughout the year on various code items, including but not limited to:

Long grass, accumulation, parking of vehicles or recreational vehicles on the grass, snow removal, etc.

Mikolichuk expressed concern to staff regarding a recent violation on his property and coming into compliance. He was parking a vehicle on the grass on his vacant property.

He stated that he wanted to come to Council to discuss code enforcement in general and to have a discussion on the city code.

### **Attachments:**

Aerial of 413 4<sup>th</sup> Street NE

Code on Parking Requirements

**§ 152.026 DRIVEWAY, PARKING AREA AND HARD SURFACE IMPROVEMENTS.**

Except for minimal impact pavement construction projects and regular maintenance approved by the City Administrator, a building permit shall be required for all hard surface/pavement improvements and subject to the following requirements:

(A) In all zoning districts, with the exception of the A Agriculture District, all required ingress/egress points, driveways and parking areas shall be surfaced with an improved surface, according to minimum city specifications, except when waived by the City Administrator. In the A Agriculture District, driveways shall be surfaced from the intersection of the road, for the first 100 feet of the driveway, with bituminous, concrete, brick pavers or other approved hard surface, as approved by the City Engineer.

(B) Driveway ingress/egress points shall be a minimum of 12 feet wide and a maximum of 30 feet wide measured at the property line.

(C) *Location.* All off-street parking facilities required by this chapter, shall be located and restricted as follows:

(1) *Same lot.* Required accessory off-street parking shall be on the same lot under the same ownership as the principal use being serviced, except for combined or joint parking facilities as regulated by this section.

(2) *Parking distance from property line.* Except for required driveway ingress/egress points, there shall be no off-street parking areas or driveways within ten feet of any property line within the R-3 Multiple Family Residential, C-1 General Commerce, C-2 Central Business, C/I Commercial/Industrial and P/I Public/Institutional districts. The parking and drive aisle setback shall be increased to 20 feet where said facilities are located adjacent to the A Agriculture, R-1 Low Density Residential and R-2 Medium Density Residential districts.

(3) *Boulevard parking prohibited.* The boulevard (landscaped portion) of the street right-of-way shall not be used for parking.

(4) All lots having direct driveway access onto major collector or arterial roads shall provide turn around facilities on the lot to eliminate vehicles backing onto said roads.

(5) The minimum corner clearance from the street right-of-way line shall be at least 30 feet to the edge of the driveway.

(6) Driveways should be located as indicated on the subdivision grading plan, however, an alternate location meeting the requirements of this section will be permitted.

(D) *Residential off-street parking and hard surfaced area requirements.* The purpose of this section is to provide minimum setback, slope and miscellaneous standards for off-street parking and driveway construction for single family detached dwelling units and single family attached dwelling units not exceeding four units per building. The intent is to reduce interference with drainage and utility easements by providing setback standards; reduce erosion by requiring an improved surface for all driveways: and, provide positive drainage to the street via establishment of minimum driveway slope standards. The requirements of this section shall apply to all building permits, for the construction of new structures and

modifications of existing structures, that require off-street parking. A certificate of survey indicating the setback, slope and proposed elevations shall be required to illustrate compliance with these provisions.

(1) Private parking areas, driveways, walkways and other hard surfaced areas shall be permitted in residential districts so long as all setbacks and lot coverage requirements are met.

(2) Each residential dwelling unit shall have two off-street parking spaces. Each parking space shall be a minimum of ten feet in width and 20 feet in length.

(3) Except for required driveway ingress/egress points, all residential off-street parking areas, and driveways within the A Agriculture, R-1 Low Density Residential and R-2 Medium Density Residential districts shall be set back at least five feet from all property lines.

(4) The vertical profile for a driveway shall not exceed 10% maximum slope.

(5) The garage slab shall be constructed at an elevation that will permit a driveway with a minimum slope of 18 inches above the top of curb.

(6) Under unique circumstances where unusual topography, existing conditions or physical disability of the property owner prohibit compliance with division (D)(4) and/or (5) above, the City Engineer may approve a driveway with a slope exceeding 10% and/or construction of said garage slab less than 18 inches above the top of curb.

(7) A maximum of five operable and licensed motor vehicles and/or recreational vehicles and equipment, may be parked or stored anywhere outside the principal or accessory structures on the lot. Any such motor vehicle and recreational vehicle and equipment placed upon a trailer shall constitute one motor vehicle or recreational vehicle and equipment for purposes of this section. All motor vehicles and recreational vehicles and equipment must be owned by the resident of the dwelling, excluding occasional guests. Motor vehicles and recreational vehicles and equipment parked in the front yard area must be on a paved or hard surface driveway and shall not be located on landscaping except as allowed by this section.

(8) Notwithstanding divisions (D)(1) and (3) of this section, a residential off-street parking area, driveway or parking pad may be constructed closer to the garage side property line subject to approval by the city and the following conditions:

(a) The adjacent property owner(s) must consent in writing to such reduction in setback requirement;

(b) A building permit shall be required. The property owner shall submit a detailed drawing of the proposed location of the parking area including dimensions and distances from the property line, the hard surface material to be used and the lot coverage for the lot. The application shall be reviewed by city staff. The city may require a certificate of survey if determined necessary; and

(c) If the off-street parking area or driveway encroaches into a city easement area it shall be subject to removal at any time by order of the city. The property owner shall be liable for all costs and expenses of such removal. Any unpaid costs and expenses shall be subject to special assessment by the city. The property owner(s) shall be responsible and liable for all consequences of such construction including drainage matters and shall indemnify and hold the City of Mayer harmless from all damages and injuries of any kind.

(E) *Parking pads.*

(1) *General rules.*

(a) Parking on landscaping is prohibited except as provided for herein.

(b) All motor vehicles and recreational vehicles and equipment must be operable and licensed.

(c) Parking pad surface materials shall be orderly contained by delineated edging or in some other effective fashion.

(d) All parking pads must not disturb proper drainage or utilities and shall be setback a minimum of five feet from the property line and shall not be located in a drainage and utility easement.

(e) In cases where improved or semi-improved surface materials are required, the pad must cover the entire area under the vehicle and cannot be placed solely under the wheels of the vehicle. The pad must be approved by the city and be suitable to control dust, drainage and prevent spillage.

(2) *Rear yard.*

(a) A parking pad is allowed.

(b) A maximum of two operable and licensed motor vehicles and/or recreational vehicles and equipment are allowed only on improved surfaces in the rear yard.

(c) Any grass or weeds growing around the motor vehicles and recreational vehicles and equipment shall be regularly cut and subject to the noxious weed ordinance (§§ 93.35 through 93.43).

(3) *Side yard.*

(a) A maximum of two operable and licensed motor vehicles and/or recreational vehicles and equipment are allowed only on improved surfaces in the side yard. The improved surface parking pad is allowed on the garage side only in line with the garage or in other cases subject to the judgment of the City Administrator. A side yard parking pad shall not exceed 450 square feet.

(b) Any grass or weeds growing around the motor vehicles and recreational vehicles and equipment shall be regularly cut and subject to the noxious weed ordinance (§§ 93.35 through 93.43).

(4) *Front yard.*

(a) Improved or semi-improved parking pads in the front yard are not allowed, however, the access portion to a side yard parking pad may be constructed with an improved surface.

(b) A maximum of one operable and licensed motor vehicle and recreational vehicle and equipment are allowed only on a unimproved surface parking pad in the front yard for a period not to exceed one week at a time for up to five weeks within a calendar year. The front yard vehicle parking area shall not exceed 200 square feet.

(c) Any grass or weeds growing around the motor vehicles and recreational vehicles and equipment shall be regularly cut and subject to the noxious weed ordinance (§§ 93.35 through 93.43).

(F) *Recreational vehicles and equipment.*

(1) *Recreational vehicles and equipment.*

(a) Recreational vehicles and equipment may be stored in the side or rear yards subject to the following standards:

1. Recreational vehicles and equipment cannot exceed 36 feet in length.
2. Parking for recreational vehicles and equipment must be on parking pads with improved surfaces that meet the requirements of this section. All parking pads must be constructed as improved surfaces.
3. The designated parking pad shall be setback at least five feet from side or rear property lines and shall not be located within a drainage and utility easement.

(b) Any front yard parking of recreational vehicles and equipment shall not be located on the street and must be located on the improved driveway surface in the front yard, except as provided for in this section. The recreational vehicle and equipment shall not encroach on any sidewalk, trail or public right-of-way.

(c) Storage shall not occur in a required off-street parking stall.

(2) *Residential occupancy prohibited.* Recreational vehicles and equipment, including tents, shall not be used for residential dwelling purposes or living quarters, temporarily or permanently, except as may be approved in emergency cases by the City Council.

(a) *Recreational uses.* Tents, playhouses, or similar structures may be used for play.

(b) *Vacant lots – recreational vehicles and equipment prohibited.* No recreational vehicle and equipment shall be placed upon any vacant lot within the city to be used for residential dwelling purposes.

(Ord. 102, passed 7-9-01; Am. Ord. 102-R, passed 6-26-06; Am. Ord. 102-Y, passed 5-12-08; Am. Ord. 102-Z, passed 4-13-09; Am. Ord. 157, passed 7-13-09; Am. Ord. 221, passed 6-11-18)



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



## Request for Council Action Memorandum

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Item: Event Policy Discussion

Meeting Date: August 12, 2019

Presented By: Margaret McCallum, City Administrator

### **Recommendations/Council Action/Motion Requested:**

To have a discussion on event requests within the City of Mayer and how the City processes such events.

### **Details:**

The City of Mayer gets requests from residents and organizations sometimes to close roads/alleys for special events.

The information for the event is brought to Council, it is reviewed and if deemed appropriate, the Council will pass a resolution in support of the closure.

Historically, the City has closed roads/alley for events such as community festivals, school fundraisers, block parties, graduation parties, Fire Department training events, and the like.

Upon review and discussion with the event organizer, the City Council at times requests that notifications be sent to neighboring properties in a timely manner to lesson the impact of the closure and so that neighboring properties can plan ahead.

For special events that include alcohol, there are conditions that need to be met by Mayer City Code.

The event is notified to the City at least 15 days prior to the event.

The event shall be no closer than 10 feet from any adjacent property.

A temporary fence is needed to keep those drinking alcohol in a specific space.

Insurance for the event is needed to cover the outdoor space.

### **Attachments:**

Mayer City Code related to consumption of alcohol in public places, outdoor areas, patios and decks.

**§ 111.05 CONSUMPTION IN PUBLIC PLACES.**

(A) No person shall consume intoxicating liquor or 3.2 percent malt liquor in a public park, on any public street, sidewalk, parking lot or alley, or in any public place other than on the premises of an establishment licensed under this chapter, in a municipal liquor dispensary if one exists in the city, or where the consumption and display of liquor is lawfully permitted.

(B) No on-sale or off-sale license shall be effective or valid beyond the licensed premises. No alcoholic beverages shall be sold, served or consumed outside of the licensed premises as described in the application for a license and as approved by the city.

(Ord. 172, passed 7-25-11) Penalty, see § 111.99

**§ 111.06 OUTDOOR AREAS, PATIOS AND DECKS.**

Consumption of alcohol in outdoor areas, patios or decks adjacent to the licensed premises (hereinafter sometimes referred to as the “outdoor area”) is allowed under this section but subject to the following conditions.

(A) The applicant for a liquor license or for renewal of a license shall include in the application a request that the license allow the consumption of alcohol in an outdoor area or on a patio or deck in compliance with this section. Alcohol shall not be sold or served in the outdoor area unless a special event permit has been obtained as provided in subsection (N).

(B) The outdoor area shall be immediately adjacent to the building or structure comprising the remainder of the licensed premises and shall be no closer than ten feet from any adjacent residential property.

(C) The application shall contain the street address and a scaled drawing or diagram of the location of the premises to be licensed including the outdoor area, patio or deck and describing the proposed fencing and lighting as required herein.

(D) A fence permit as provided by § 152.093 of the Code of Ordinances of the City of Mayer is required.

(E) (1) Any exterior stairway or ramp access to an outdoor area must be gated so as to require all persons using the outdoor area to enter and exit such area through the building or structure comprising the remainder of the licensed premises.

(2) However, if the configuration of the licensed premises is such that the fenced outdoor area constitutes the main entrance used by customers for access to the building or structure, the Council, upon written request by the licensee, may allow access to the main building through the outdoor area under such conditions as the Council may determine appropriate.

(F) If any portion of the outdoor area lies within 200 feet of a residential district, the outdoor area shall be screened in a manner approved by the City Council so as to prevent viewing of the outdoor area from the residential district and to dampen noise and/or deflect noise away from the residential district.

(G) Exterior lighting for the outdoor area shall promote public safety and be designed and installed so that the globe is recessed and enclosed on all sides except the bottom and no light is cast directly at any other property.

(H) The outdoor area and surrounding landscaping shall be designed to complement the building or structure comprising the remainder of the licensed premises structure.

(I) The outdoor area shall comply with all applicable laws, zoning district regulations and building codes, including but not limited to those relating to handicap accessibility.

(J) The licensee's dram shop liability carrier shall have acknowledged, in writing, that the outdoor area is covered by dram shop insurance.

(K) The outdoor area shall meet all such other requirements as the City Council finds necessary or desirable to protect nearby properties and the public.

(L) Additional requirements applicable to licensed outdoor areas:

(1) An employee must be assigned to supervise the outdoor area at all times if alcohol is allowed to be sold or served in the outdoor area pursuant to a special events permit as provided by subsection (N);

(2) Any activity that would disturb the peace of the surrounding area is prohibited in or on the outdoor area, patio or deck. This includes the prohibition against the use of any device designed to produce, reproduce or amplify sound, including, but not limited to loud speakers, amplifiers, microphones, radios, televisions or musical instruments; and

(3) The licensee or his employees shall:

(a) Remove any person from the outdoor premises that becomes unruly or noisy;

(b) Maintain at least one waste receptacle in the outdoor area;

(c) Maintain at least one fire safe cigarette disposal receptacle in the outdoor area;

(d) Pick up trash and litter generated by the operation of the outdoor area within a reasonable distance from the outdoor area; and

(e) Provide and maintain a fire extinguisher in the outdoor area.

(M) The licensee may allow smoking on or in the outdoor area, patio or deck, provided that such smoking is in full compliance with the Minnesota Freedom to Breathe Act of 2007.

(N) *Special events.* The City Council may waive any of the conditions imposed under this section for special events upon written request submitted by the licensee at least 15 days prior to the special event as may be deemed appropriate and reasonable by the City Council. A special events permit shall be obtained from and provided by the city for such event.

(Ord. 172, passed 7-25-11) Penalty, see § 111.99



## Request for Council Action Memorandum

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Item: Watertown Mayer School District Special Election & Administrative Service Agreement

Meeting Date: August 12, 2019

Presented By: Margaret McCallum, City Administrator

### **Recommendations/Council Action/Motion Requested:**

A motion to approve a Watertown-Mayer School District Special Election Administrative Service Agreement between the district and the City of Mayer.

### **Details:**

The Watertown- Mayer School Board will hold a special election on November 5, 2019 for the purposes of approving an operative levy increase.

Ron Wilke, ISD #111 Superintendent, approached staff from the cities of Watertown and Mayer to provide election administration services for the school district. The school district believes the cities are better positioned to provide election administration services because of their experience in conducting elections.

Staff has drafted an election administration services agreement to be shared and approved by the school district as well as Council.

The agreement defines which services the city will provide and which election duties will remain with the school district. The agreement also stipulates that the school district is entirely responsible for the costs associated with the election administration.

Clerk/Treasurer Lynn Tschudi will be the main election administrator for both the Cities of Watertown and Mayer. McCallum will track all expenses and staff time will be billed to ISD#111.

### **Recommendations:**

Staff recommends that the City Council approve the draft election administrative services agreement between the City of Mayer and the Watertown-Mayer School District.

### **Attachments:**

Special Election Administrative Services Agreement



## **SPECIAL ELECTION ADMINISTRATIVE SERVICES AGREEMENT**

This memo serves as a formal acknowledgement and acceptance of by the City of Mayer to assist the Watertown-Mayer School District with their special election for 2019. As discussed, the City will assist in the following areas:

1. Arranging for and staffing the designated polling places located within the municipalities of the school district. The polling places will be located at:

Watertown Community Center at 309 Lewis Avenue South, Watertown, MN 55388

Mayer Community Center at 413 Bluejay Avenue, Mayer, MN 55360

2. Act as a liaison, including ordering and returning of election rosters and materials with Carver, Hennepin and Wright Counties.
3. Hiring and training election judges.
4. Ensuring that all polling places have sufficient election materials and supplies.
5. Printing the ballot.
6. Supplying, maintaining and programming the voting equipment.
7. Counting the ballots and reporting the results to the school district.

The School District will be responsible for publishing legal election notices, providing the City with the proper ballot form, providing the notification of the election and reporting results to the Counties involved and certifying the election.

The School District will also be responsible for funding the election process. The City of Mayer will provide the services listed above and be reimbursed for the time and materials associated with them. The City will incur all the initial costs and provide the School District with an itemized bill upon the completion of the election process.

The School District is required to utilize the AutoMark Ballot Marking machine. The City of Mayer will provide one of these machines and arrange the required maintenance on the machine.

The School District will use the DS200 Vote Tabulator. The City of Mayer will provide one of these machines and will arrange maintenance and programming for the DS200.

The City of Mayer will use the E-Poll Books at the November 5<sup>th</sup> 2019 Election. City staff will coordinate all programming and maintenance of the E-Poll Books.

The City of Mayer will provide voting booths for the 413 Bluejay Avenue, Mayer, MN polling place.

The Watertown-Mayer School District shall defend, protect, indemnify and hold harmless the City, its elected officials, officers, employees, agent and consultants from and against all claims or demands, including any actions or proceedings brought thereon, and all costs, expenses and liabilities of any kind relating thereto, including reasonable attorneys' fees and cost of suit, arising out of or resulting from any activity performed under this Agreement by the City of Mayer, or anyone claiming by, through or under.

**ACCEPTED BY THE MAYER CITY COUNCIL ON THIS 12<sup>th</sup> DAY OF AUGUST, 2019.**

\_\_\_\_\_  
**Mayor, Mike Dodge**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**City Administrator, Margaret McCallum**

\_\_\_\_\_  
**Date**

**ACCEPTED BY THE WATERTOWN-MAYER SCHOOL DISTRICT**

\_\_\_\_\_  
**Superintendent, Ron Wilke**

\_\_\_\_\_  
**Date**

**NOTICE OF SPECIAL ELECTION  
INDEPENDENT SCHOOL DISTRICT NO. 111  
(WATERTOWN-MAYER PUBLIC SCHOOLS)  
STATE OF MINNESOTA**

NOTICE IS HEREBY GIVEN that a special election has been called and will be held in and for Independent School District No. 111 (Watertown-Mayer Public Schools), State of Minnesota, on Tuesday, November 5, 2019, for the purpose of voting on the following questions:

---

**School District Question 1  
Revoking Existing Referendum Revenue  
Authorization; Approving New Authorization**

The board of Independent School District No. 111 (Watertown-Mayer Public Schools) has proposed to revoke the school district's existing referendum revenue authorization of \$67.28 per pupil and to replace that authorization with a new authorization of \$492.28 per pupil. The proposed new referendum revenue authorization would increase each year by the rate of inflation and be applicable for ten years, commencing with taxes payable in 2020, unless otherwise revoked or reduced as provided by law.

**Yes**

Shall the school district's existing referendum revenue authorization be revoked and the increase in the revenue proposed by the board of

**No**

Independent School District No. 111 be approved?

**BY VOTING "YES" ON THIS BALLOT QUESTION, YOU  
ARE VOTING FOR A PROPERTY TAX INCREASE.**

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**School District Question 2**  
**Approval of School District Bond Issue**

**Yes**

**No**

If School District Question 1 is approved, shall the school board of Independent School District No. 111 ( Watertown-Mayer Public Schools ) also be authorized to issue its general obligation school building bonds in an amount not to exceed \$25,375,000 to provide funds for the acquisition and betterment of school sites and facilities, including the remodeling and updating of existing classroom areas, the remodeling of special education spaces, and the remodeling of existing space to create an exploratory lab space at the elementary school facility; the replacement of playground surfaces at that elementary school site; the remodeling and construction of improvements to existing educational spaces and the creation of small group learning and break-out spaces at the existing middle school and high school facilities; the construction of site safety and traffic flow improvements to those middle school and high school sites and the completion of various deferred maintenance and infrastructure projects at those facilities; the acquisition and installation of furniture and equipment at sites and facilities districtwide; and the construction of athletic and activity field improvements including track replacement, acquisition and installation of synthetic turf and the construction of bleacher improvements?

**BY VOTING "YES" ON THIS BALLOT QUESTION, YOU  
ARE VOTING FOR A PROPERTY TAX INCREASE.**

---

Passage of School District Question 1 or School District Question 2 will result in an increase in your property taxes. The passage of School District Question 2 is contingent on the passage of School District Question 1.

The annual dollar increases for typical residential homesteads, apartments, commercial-industrial properties, and most other classes of property within the school district are as shown in the table below.

For agricultural property (both homestead and non-homestead), the taxes for School District Question 1 will be based on the value of the house, garage and surrounding one acre of land only. There will be no referendum taxes paid on the value of other agricultural lands and buildings for School District Question 1. For seasonal residential recreational property (i.e. cabins), there will be no taxes paid for School District Question 1.

The School Building Bond Agricultural Credit shall be applicable to agricultural property for School District Question 2.

**[Tax Impacts on Following Page]**

**Watertown-Mayer Public Schools (No. 111)**  
**Watertown, Minnesota**

**Estimated Tax Impact**  
**Proposed 2019 Ballot Questions**

| Updated:<br>7/19/2019 | Description | Pay 2020<br>Existing Authority -<br>\$67.28 | Pay 2020 Proposed<br>New Authority -<br>\$492.28 | Proposed Operating<br>Levy Authority<br>\$425.00 Net Change | Proposed<br>Bond Issue<br>(\$25.375M) | Annual Total<br>Tax Impact, All<br>Questions |
|-----------------------|-------------|---|--|---|---------------------------------------|--|
|                       |             | NTC Rate                                    | -  | -   | -                                     | 0.502%                                       |
| RMV Rate              | 0.0111%     | 0.0811%                                     | 0.0700%  | -   | 0.0700%                               |  |

| Property Type                               | Estimated<br>Market Value | Estimated Impact on Taxes Payable 2020 |        |        |  |        |
|---|---------------------------|--|--------|--------|--|--------|
|   |                           |  |        |        |  |        |
| <b>Residential</b>                          | 150,000                   | \$17                                   | \$122  | \$105  | \$6  | \$111  |
| <b>Homestead</b>                            | 200,000                   | 22                                     | 162    | 140    | 9  | 149    |
|   | 230,000                   | 25                                     | 186    | 161    | 11   | 172    |
|   | 300,000                   | 33                                     | 243    | 210    | 15   | 225    |
|   | 350,000                   | 39                                     | 284    | 245    | 17   | 262    |
|   | 400,000                   | 44                                     | 324    | 280    | 20   | 300    |
|   | 500,000                   | 55                                     | 365    | 350    | 25   | 375    |
|   | 750,000                   | 83                                     | 608    | 525    | 41   | 566    |
|   | 1,000,000                 | 111                                    | 811    | 700    | 56   | 756    |
| <b>Commercial/</b>                          | 250,000                   | \$28                                   | \$203  | \$175  | \$21   | \$196  |
| <b>Industrial</b>                           | 500,000                   | 55                                     | 365    | 350    | 46   | 396    |
|   | 1,000,000                 | 110                                    | 730    | 700    | 97   | 797    |
|   | 2,500,000                 | 277                                    | 2,027  | 1,750  | 247  | 1,997  |
|   | 5,000,000                 | 555                                    | 4,055  | 3,500  | 498  | 3,998  |
| <b>Apartments<br/>(4 or More<br/>Units)</b> | 250,000                   | \$28                                   | \$203  | \$175  | \$16   | \$191  |
|   | 500,000                   | 55                                     | 365    | 350    | 31   | 381    |
|   | 1,000,000                 | 110                                    | 730    | 700    | 63   | 763    |
|   | 3,000,000                 | 332                                    | 2,432  | 2,100  | 188  | 2,288  |
|   | 5,000,000                 | 555                                    | 4,055  | 3,500  | 314  | 3,814  |
| <b>Agricultural Homestead</b>               |                           |  |        |        |  |        |
| <b>Value per Acre</b>                       | \$ 8,700                  | \$0.00                                 | \$0.00 | \$0.00 | \$0.11   | \$0.11 |
|   |                           |  |        |        | (Excludes dwelling, up to \$1.9M in total EMV) |        |
| <b>Agricultural, Non-Homestead</b>          |                           |  |        |        |  |        |
| <b>Value per Acre</b>                       | \$ 8,700                  | \$0.00                                 | \$0.00 | \$0.00 | \$0.22   | \$0.22 |

\*The amounts in the table are based on school district taxes payable in 2020 for the bonding referendum, operating referendum, and capital project levy renewal and do not include other district tax levies.









**BOLTON  
& MENK**

Real People. Real Solutions.

2638 Shadow Lane  
Suite 200  
Chaska, MN 55318-1172

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

August 8, 2019

City of Mayer  
Attn: Mrs. Margaret McCallum  
413 Bluejay Avenue  
Mayer, MN 55360

RE: Quote Results for the West Ridge Park Parking

Dear Maggie:

As requested, we have received and review quotes for the West Ridge Park Parking project. The project includes the construction of on-site parking along the alley adjacent to West Ridge Park. Three quotes were requested and two were received:

| Contractor                | Total Quote |
|---------------------------|-------------|
| Valley Paving, Inc.       | \$68,090.50 |
| Wm. Mueller and Sons, Inc | \$86,836.25 |

We have reviewed the quotes and assuming the City chooses to move forward, we recommend awarding the project to the low bidder, Valley Paving, Inc. in the amount of \$68,090.50.

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

Sincerely,  
**Bolton & Menk, Inc.**

**David P. Martini, P.E.**

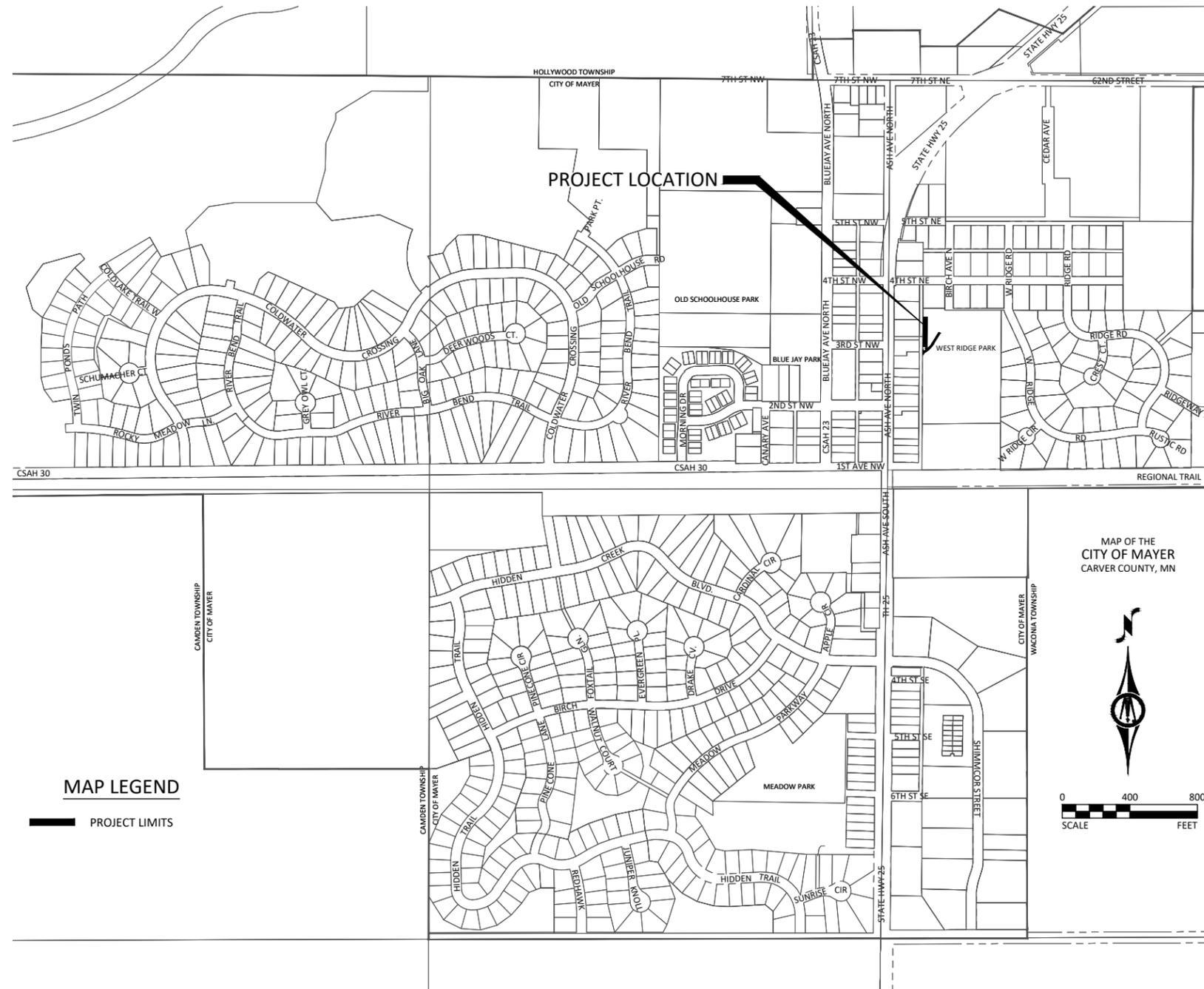
# CITY OF MAYER

## CONSTRUCTION PLANS FOR

# WEST RIDGE PARK PARKING

CONSTRUCTION PLAN FOR GRADING AND BITUMINOUS PAVING

JULY, 2019



NOTE: EXISTING UTILITY INFORMATION SHOWN ON THIS PLAN HAS BEEN PROVIDED BY THE UTILITY OWNER. THE CONTRACTOR SHALL FIELD VERIFY EXACT LOCATIONS PRIOR TO COMMENCING CONSTRUCTION AS REQUIRED BY STATE LAW. NOTIFY GOPHER STATE ONE CALL, 1-800-252-1166 OR 651-454-0002.

THE SUBSURFACE UTILITY INFORMATION IN THIS PLAN IS UTILITY QUALITY LEVEL D UNLESS OTHERWISE NOTED. THIS UTILITY LEVEL WAS DETERMINED ACCORDING TO THE GUIDELINES OF CI/ASCE 38-02, ENTITLED "STANDARD GUIDELINES FOR THE COLLECTION AND DEPICTION OF EXISTING SUBSURFACE UTILITY DATA."

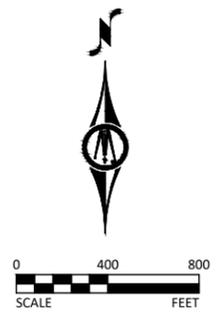
### MAP LEGEND

— PROJECT LIMITS

| SHEET NUMBER | SHEET TITLE                  |
|--------------|------------------------------|
| GENERAL      |                              |
| 1            | TITLE SHEET                  |
| 2            | LEGEND                       |
| 3            | REMOVAL & CONSTRUCTION PLANS |
| 4            | DETAILS                      |
| 5            | EROSION CONTROL PLAN         |
| 6            | GRADING PLAN                 |

THIS PLAN SET CONTAINS 6 SHEETS.

MAP OF THE CITY OF MAYER CARVER COUNTY, MN



|  |  |   |
|--|--|---|
| + BM=965.63<br>MH COVER<br>1+86.68<br>LEFT 64.77 | PROJECT DATUM: CARVER COUNTY COORDINATES<br>HORIZONTAL: NAD 83 (1986 ADJ)<br>VERTICAL: NAVD 29 | RECORD DRAWING INFORMATION<br>OBSERVER:<br>CONTRACTOR:<br>DATE: |
|--|--|---|

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

*Jeffrey J. Weyandt*  
 JEFFREY J. WEYANDT  
 P.E. NO. 41542 DATE: MM/DD/YYYY



2638 SHADOW LANE, SUITE 200  
 CHASKA, MINNESOTA 55318  
 Phone: (952) 448-8838  
 Email: Chaska@bolton-menk.com  
 www.bolton-menk.com

| DESIGNED         | NO. | ISSUED FOR | DATE |
|------------------|-----|------------|------|
| PJS              |     |            |      |
| DRAWN            | MRM |            |      |
| CHECKED          | JJW |            |      |
| CLIENT PROJ. NO. | N/A |            |      |

|                          |  |                       |
|--------------------------|--|-----------------------|
| CITY OF MAYER, MINNESOTA |  | SHEET<br>1<br>OF<br>6 |
| WEST RIDGE PARK PARKING  |  |                       |
| TITLE SHEET              |  |                       |

**EXISTING TOPOGRAPHIC SYMBOLS**

|  |                                 |  |                           |
|--|---------------------------------|--|---------------------------|
|  | ACCESS GRATE                    |  | REGULATION STATION GAS    |
|  | AIR CONDITION UNIT              |  | SATELLITE DISH            |
|  | ANTENNA                         |  | SIGN TRAFFIC              |
|  | AUTO SPRINKLER CONNECTION       |  | SIGNAL CONTROL CABINET    |
|  | BARRICADE PERMANENT             |  | SOIL BORING               |
|  | BASKETBALL POST                 |  | SIREN                     |
|  | BENCH                           |  | TELEPHONE BOOTH           |
|  | BIRD FEEDER                     |  | TILE INLET                |
|  | BOLLARD                         |  | TILE OUTLET               |
|  | BUSH                            |  | TILE RISER                |
|  | CATCH BASIN RECTANGULAR CASTING |  | TRANSFORMER-ELECTRIC      |
|  | CATCH BASIN CIRCULAR CASTING    |  | TREE-CONIFEROUS           |
|  | CURB STOP                       |  | TREE-DEAD                 |
|  | CLEAN OUT                       |  | TREE-DECIDUOUS            |
|  | CULVERT END                     |  | TREE STUMP                |
|  | DRINKING FOUNTAIN               |  | TRAFFIC ARM BARRIER       |
|  | DOWN SPOUT                      |  | TRAFFIC SIGNAL            |
|  | FILL PIPE                       |  | TRASH CAN                 |
|  | FIRE HYDRANT                    |  | UTILITY MARKER            |
|  | FLAG POLE                       |  | VALVE                     |
|  | FLARED END / APRON              |  | VALVE POST INDICATOR      |
|  | FUEL PUMP                       |  | VALVE VAULT               |
|  | GRILL                           |  | VENT PIPE                 |
|  | GUY WIRE ANCHOR                 |  | WATER SPIGOT              |
|  | HANDHOLE                        |  | WELL                      |
|  | HANDICAP SPACE                  |  | WETLAND DELINEATED MARKER |
|  | IRRIGATION SPRINKLER HEAD       |  | WETLAND                   |
|  | IRRIGATION VALVE BOX            |  | WET WELL                  |
|  | LIFT STATION CONTROL PANEL      |  | YARD HYDRANT              |
|  | LIFT STATION                    |  |                           |
|  | LIGHT ON POLE                   |  |                           |
|  | LIGHT-GROUND                    |  |                           |
|  | MAILBOX                         |  |                           |
|  | MANHOLE-COMMUNICATION           |  |                           |
|  | MANHOLE-ELECTRIC                |  |                           |
|  | MANHOLE-GAS                     |  |                           |
|  | MANHOLE-HEAT                    |  |                           |
|  | MANHOLE-SANITARY SEWER          |  |                           |
|  | MANHOLE-STORM SEWER             |  |                           |
|  | MANHOLE-UTILITY                 |  |                           |
|  | MANHOLE-WATER                   |  |                           |
|  | METER                           |  |                           |
|  | ORDER MICROPHONE                |  |                           |
|  | PARKING METER                   |  |                           |
|  | PAVEMENT MARKING                |  |                           |
|  | PEDESTAL-COMMUNICATION          |  |                           |
|  | PEDESTAL-ELECTRIC               |  |                           |
|  | PEDESTRIAN PUSH BUTTON          |  |                           |
|  | PICNIC TABLE                    |  |                           |
|  | POLE-UTILITY                    |  |                           |
|  | POST                            |  |                           |
|  | RAILROAD SIGNAL POLE            |  |                           |

**PROPOSED TOPOGRAPHIC SYMBOLS**

|  |                                 |
|--|---------------------------------|
|  | CLEANOUT                        |
|  | MANHOLE                         |
|  | LIFT STATION                    |
|  | STORM SEWER CIRCULAR CASTING    |
|  | STORM SEWER RECTANGULAR CASTING |
|  | STORM SEWER FLARED END / APRON  |
|  | STORM SEWER OUTLET STRUCTURE    |
|  | STORM SEWER OVERFLOW STRUCTURE  |
|  | CURB BOX                        |
|  | FIRE HYDRANT                    |
|  | WATER VALVE                     |
|  | WATER REDUCER                   |
|  | WATER BEND                      |
|  | WATER TEE                       |
|  | WATER CROSS                     |
|  | WATER SLEEVE                    |
|  | WATER CAP / PLUG                |
|  | RIP RAP                         |
|  | DRAINAGE FLOW                   |
|  | TRAFFIC SIGNS                   |

**SURVEY SYMBOLS**

|  |                     |
|--|---------------------|
|  | BENCH MARK LOCATION |
|  | CONTROL POINT       |
|  | MONUMENT IRON FOUND |
|  | CAST IRON MONUMENT  |

**EXISTING TOPOGRAPHIC LINES**

|  |                  |
|--|------------------|
|  | RETAINING WALL   |
|  | FENCE            |
|  | FENCE-DECORATIVE |
|  | GUARD RAIL       |
|  | TREE LINE        |
|  | BUSH LINE        |

**SURVEY LINES**

|  |                            |
|--|----------------------------|
|  | CONTROLLED ACCESS BOUNDARY |
|  | CENTERLINE                 |
|  | EXISTING EASEMENT LINE     |
|  | PROPOSED EASEMENT LINE     |
|  | EXISTING LOT LINE          |
|  | PROPOSED LOT LINE          |
|  | EXISTING RIGHT-OF-WAY      |
|  | PROPOSED RIGHT-OF-WAY      |
|  | SETBACK LINE               |
|  | SECTION LINE               |
|  | QUARTER LINE               |
|  | SIXTEENTH LINE             |
|  | TEMPORARY EASEMENT         |

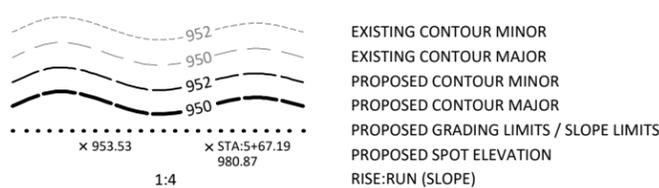
**EXISTING UTILITY LINES**

|  |                        |
|--|------------------------|
|  | FORCEMAIN              |
|  | SANITARY SEWER         |
|  | SANITARY SERVICE       |
|  | STORM SEWER            |
|  | STORM SEWER DRAIN TILE |
|  | WATERMAIN              |
|  | WATER SERVICE          |

**PROPOSED UTILITY LINES**

|  |                        |
|--|------------------------|
|  | FORCEMAIN              |
|  | SANITARY SEWER         |
|  | SANITARY SERVICE       |
|  | STORM SEWER            |
|  | STORM SEWER DRAIN TILE |
|  | WATERMAIN              |
|  | WATER SERVICE          |
|  | PIPE CASING            |

**GRADING INFORMATION**



**HATCH PATTERNS**

|  |            |  |        |
|--|------------|--|--------|
|  | BITUMINOUS |  | GRAVEL |
|  | CONCRETE   |  |        |

**EXISTING PRIVATE UTILITY LINES**

NOTE:  
EXISTING UTILITY INFORMATION SHOWN ON THIS PLAN HAS BEEN PROVIDED BY THE UTILITY OWNER. THE CONTRACTOR SHALL FIELD VERIFY EXACT LOCATIONS PRIOR TO COMMENCING CONSTRUCTION AS REQUIRED BY STATE LAW. NOTIFY GOPHER STATE ONE CALL, 1-800-252-1166 OR 651-454-0002.

THE SUBSURFACE UTILITY INFORMATION IN THIS PLAN IS UTILITY QUALITY LEVEL D UNLESS OTHERWISE NOTED. THIS UTILITY LEVEL WAS DETERMINED ACCORDING TO THE GUIDELINES OF CI/ASCE 38-02, ENTITLED "STANDARD GUIDELINES FOR THE COLLECTION AND DEPICTION OF EXISTING SUBSURFACE UTILITY DATA"

|  |                           |
|--|---------------------------|
|  | UNDERGROUND FIBER OPTIC   |
|  | UNDERGROUND ELECTRIC      |
|  | UNDERGROUND GAS           |
|  | UNDERGROUND COMMUNICATION |
|  | OVERHEAD ELECTRIC         |
|  | OVERHEAD COMMUNICATION    |
|  | OVERHEAD UTILITY          |

**UTILITIES IDENTIFIED WITH A QUALITY LEVEL:**

LINE TYPES FOLLOW THE FORMAT: UTILITY TYPE - QUALITY LEVEL  
EXAMPLE: G-A UNDERGROUND GAS, QUALITY LEVEL A  
UTILITY QUALITY LEVEL (A,B,C,D) DEFINITIONS CAN BE FOUND IN CI/ASCE 38-02.

**UTILITY QUALITY LEVELS:**

**QUALITY LEVEL D:** PROVIDES THE MOST BASIC LEVEL OF INFORMATION. IT INVOLVES COLLECTING DATA FROM EXISTING UTILITY RECORDS. RECORDS MAY INCLUDE AS-BUILT DRAWINGS, DISTRIBUTION AND SERVICES MAPS, EXISTING GEOGRAPHIC INFORMATION SYSTEM DATABASES, CONSTRUCTION PLANS, ETC.

**QUALITY LEVEL C:** INVOLVES SURVEYING VISIBLE SUBSURFACE UTILITY STRUCTURES SUCH AS MANHOLES, HAND-HOLES, UTILITY VALVES AND METERS, FIRE HYDRANTS, PEDESTALS AND UTILITY MARKERS, AND THEN CORRELATING THE INFORMATION WITH EXISTING UTILITY RECORDS TO CREATE COMPOSITE DRAWINGS. INCLUDES QUALITY LEVEL D ACTIVITIES.

**QUALITY LEVEL B:** INVOLVES DESIGNATING THE HORIZONTAL POSITION OF SUBSURFACE UTILITIES THROUGH SURFACE DETECTION METHODS AND COLLECTING THE INFORMATION THROUGH A SURVEY METHOD. INCLUDES QUALITY LEVEL C AND D TASKS.

**QUALITY LEVEL A:** PROVIDES THE HIGHEST LEVEL OF ACCURACY. IT INVOLVES LOCATING OR POTHOLING UTILITIES AS WELL AS ACTIVITIES IN QUALITY LEVELS B, C, AND D. THE LOCATED FACILITY INFORMATION IS SURVEYED AND MAPPED AND THE DATA PROVIDES PRECISE PLAN AND PROFILE INFORMATION.

**ABBREVIATIONS**

|      |                          |      |                           |      |                                |
|------|--------------------------|------|---------------------------|------|--------------------------------|
| A    | ALGEBRAIC DIFFERENCE     | GRAV | GRAVEL                    | RT   | RIGHT                          |
| ADJ  | ADJUST                   | GU   | GUTTER                    | SAN  | SANITARY SEWER                 |
| ALT  | ALTERNATE                | GV   | GATE VALVE                | SCH  | SCHEDULE                       |
| B-B  | BACK TO BACK             | HDPE | HIGH DENSITY POLYETHYLENE | SERV | SERVICE                        |
| BIT  | BITUMINOUS               | HH   | HANDHOLE                  | SHLD | SHOULDER                       |
| BLDG | BUILDING                 | HP   | HIGH POINT                | STA  | STATION                        |
| BMP  | BEST MANAGEMENT PRACTICE | HWL  | HIGH WATER LEVEL          | STD  | STANDARD                       |
| BR   | BEGIN RADIUS             | HYD  | HYDRANT                   | STM  | STORM SEWER                    |
| BV   | BUTTERFLY VALVE          | I    | INVERT                    | TC   | TOP OF CURB                    |
| CB   | CATCH BASIN              | K    | CURVE COEFFICIENT         | TE   | TEMPORARY EASEMENT             |
| C&G  | CURB AND GUTTER          | L    | LENGTH                    | TEMP | TEMPORARY                      |
| CIP  | CAST IRON PIPE           | LO   | LOWEST OPENING            | TNH  | TOP NUT HYDRANT                |
| CIPP | CURED-IN-PLACE PIPE      | LP   | LOW POINT                 | TP   | TOP OF PIPE                    |
| CL   | CENTER LINE              | LT   | LEFT                      | TYP  | TYPICAL                        |
| CL   | CLASS                    | MH   | MANHOLE                   | VCP  | VITRIFIED CLAY PIPE            |
| CLVT | CULVERT                  | MIN  | MINIMUM                   | VERT | VERTICAL                       |
| CMP  | CORRUGATED METAL PIPE    | MR   | MID RADIUS                | VPC  | VERTICAL POINT OF CURVE        |
| C.O. | CHANGE ORDER             | NIC  | NOT IN CONTRACT           | VPI  | VERTICAL POINT OF INTERSECTION |
| COMM | COMMUNICATION            | NMC  | NON-METALLIC CONDUIT      | VPT  | VERTICAL POINT OF TANGENT      |
| CON  | CONCRETE                 | NTS  | NOT TO SCALE              | WM   | WATERMAIN                      |
| CSP  | CORRUGATED STEEL PIPE    | NWL  | NORMAL WATER LEVEL        |      |                                |
| DIA  | DIAMETER                 | OHW  | ORDINARY HIGH WATER LEVEL |      |                                |
| DIP  | DUCTILE IRON PIPE        | PC   | POINT OF CURVE            | AC   | ACRES                          |
| DWY  | DRIVEWAY                 | PCC  | POINT OF COMPOUND CURVE   | CF   | CUBIC FEET                     |
| E    | EXTERNAL CURVE DISTANCE  | PE   | PERMANENT EASEMENT        | CV   | COMPACTED VOLUME               |
| ELEC | ELECTRIC                 | PED  | PEDESTRIAN, PEDESTAL      | CY   | CUBIC YARD                     |
| ELEV | ELEVATION                | PERF | PERFORATED PIPE           | EA   | EACH                           |
| EOF  | EMERGENCY OVERFLOW       | PERM | PERMANENT                 | EV   | EXCAVATED VOLUME               |
| ER   | END RADIUS               | PI   | POINT OF INTERSECTION     | LB   | POUND                          |
| ESMT | EASEMENT                 | PL   | PROPERTY LINE             | LF   | LINEAR FEET                    |
| EX   | EXISTING                 | PRC  | POINT OF REVERSE CURVE    | LS   | LUMP SUM                       |
| FES  | FLARED END SECTION       | PT   | POINT OF TANGENT          | LV   | LOOSE VOLUME                   |
| F-F  | FACE TO FACE             | PVC  | POLYVINYL CHLORIDE PIPE   | SF   | SQUARE FEET                    |
| FF   | FINISHED FLOOR           | PVMT | PAVEMENT                  | SV   | STOCKPILE VOLUME               |
| F&I  | FURNISH AND INSTALL      | R    | RADIUS                    | SY   | SQUARE YARD                    |
| FM   | FORCEMAIN                | R/W  | RIGHT-OF-WAY              |      |                                |
| FO   | FIBER OPTIC              | RCP  | REINFORCED CONCRETE PIPE  |      |                                |
| F.O. | FIELD ORDER              | RET  | RETAINING                 |      |                                |
| GRAN | GRANULAR                 | RSC  | RIGID STEEL CONDUIT       |      |                                |

**REMOVALS:**

1. PROVIDE A SAWCUT WHERE PLACING NEW PAVEMENT ADJACENT TO INPLACE PAVEMENT TO ENSURE A UNIFORM JOINT. ALL SAWING SHALL BE WET SAWN AND ALL DUST/SLURRY SHALL BE COLLECTED TO THE EXTENT PRACTICABLE BY SWEEPING OR VACUUM AND DISPOSED OF ACCORDING TO THE SPECIFICATIONS. THIS WORK IS INCIDENTAL.
2. ALL WORK SHALL REMAIN WITHIN THE APPROVED LIMITS. ALL REMOVALS OUT OF THE APPROVED LIMITS AND THE RESTORATION THEREOF SHALL BE AT CONTRACTORS EXPENSE.
3. PROTECTION OF ALL ITEMS NOT CALLED OUT FOR REMOVAL SHALL BE INCIDENTAL TO THE CONTRACT.
4. TRANSPLANT TREES OUTSIDE OF GRADING LIMITS. LOCATIONS OF TRANSPLANTED TREES SHALL BE APPROVED BY THE ENGINEER IN THE FIELD.

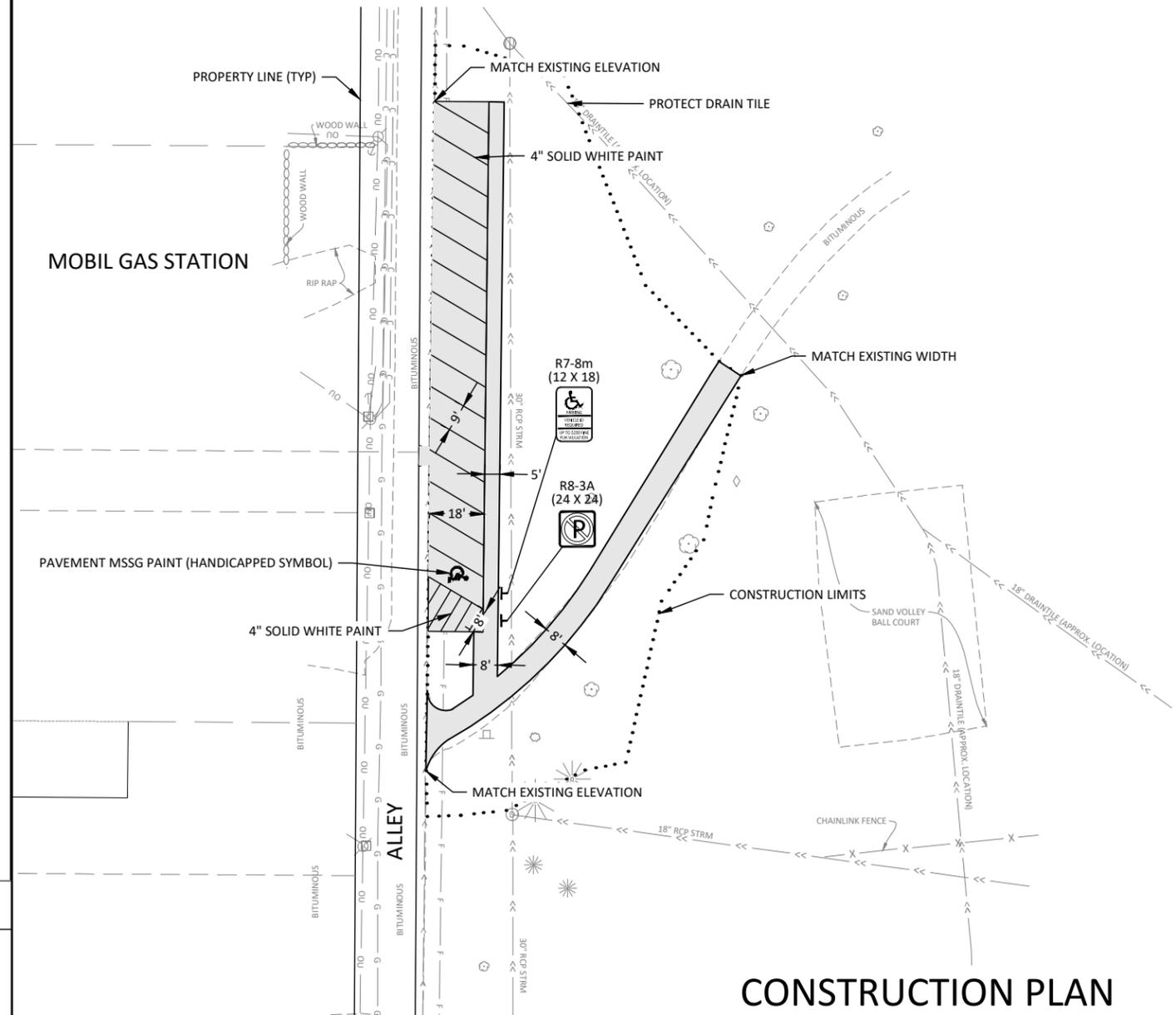
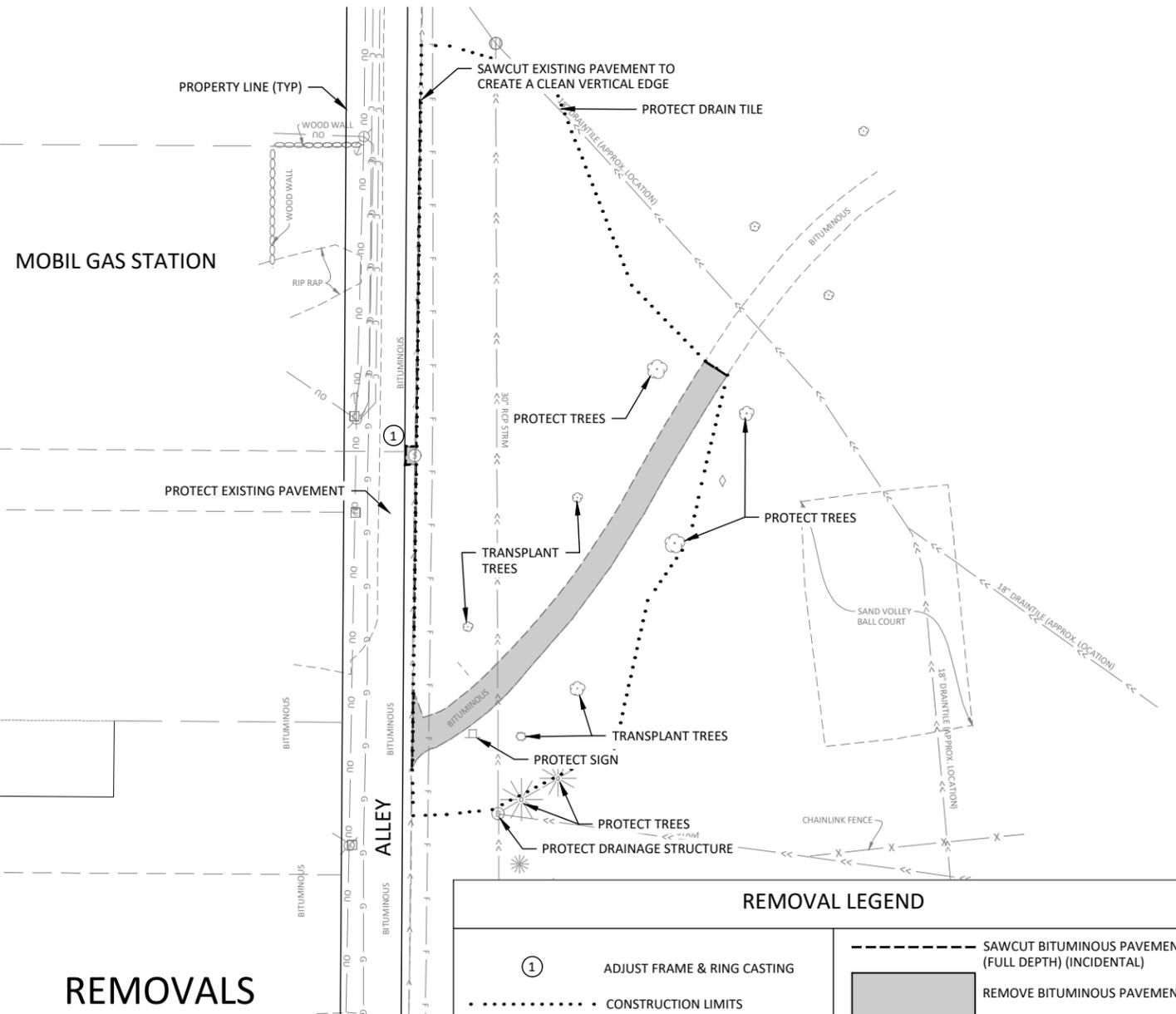
**MISCELLANEOUS:**

1. WHERE SEDIMENT DEPOSITS IN WATERS OF THE STATE THE MATERIAL MUST BE REMOVED IN 7 DAYS.
2. THE CONTRACTOR IS HEREBY REMINDED OF HIS/HER RESPONSIBILITY UNDER STATE LAW TO CONTACT ALL UTILITIES THAT MAY HAVE FACILITIES IN THE AREA. CONTACT MUST BE MADE THROUGH GOPHER STATE ONE-CALL.
3. THE ALLEY SHALL BE CLEANED AT THE END OF EACH WORKING DAY. (INCIDENTAL)



**GRADING, BASE AND SURFACE:**

1. SUITABLE GRADING MATERIAL ON THIS PROJECT SHALL CONSIST OF ALL SOILS ENCOUNTERED WITH THE EXCEPTION OF TOPSOIL, DEBRIS, ORGANIC MATERIAL, AND OTHER UNSTABLE MATERIAL. NO ORGANIC SOIL SHALL BE ALLOWED IN THE TOP 5 FEET BELOW THE GRADING GRADE. FOR FIELD PURPOSES, ORGANIC SOIL WILL BE IDENTIFIED AS BEING BLACK IN COLOR AND CONTAINING VISIBLE ORGANIC MATTER.
2. OBTAIN COMPACTION ON THE AGGREGATE BASE PORTIONS OF PERMANENT CONSTRUCTION IN ACCORDANCE WITH THE "QUALITY COMPACTION METHOD" REQUIREMENTS. THE TEST SHALL BE PERFORMED BY TEST ROLLING, WITH A LOADED TANDEM AXLE TRUCK. THIS WOULD INCLUDE ANY AREAS WHERE CRUSHED CONCRETE OR SALVAGED ASPHALT MAY BE USED FOR AGGREGATE BASE. THIS WORK WILL BE CONSIDERED INCIDENTAL.
3. TEST ROLLING WILL BE REQUIRED ON ALL PREPARED SUBGRADE UNDER PAVED SURFACES PRIOR TO PLACEMENT OF THE PAVEMENT SECTION AND AT ANY LOCATIONS DIRECTED BY THE ENGINEER, WITH A LOADED TANDEM AXLE TRUCK. THIS WORK WILL BE CONSIDERED INCIDENTAL ACCORDING TO SPEC. 2111.
4. IN THE PROPOSED CONSTRUCTION, THE CONTRACTOR SHOULD STRIVE TO SUBSTANTIALLY MATCH THE SOILS AND LAYERS INPLACE IN THE UPPER 4 FEET OF THE ROADWAYS. GRANULAR BACKFILL SHALL NOT BE PERMITTED ADJACENT TO IN PLACE NON-GRANULAR SOILS IN ORDER TO PREVENT AN ABRUPT SOILS DIFFERENTIAL.
5. IN ANY CASE WHERE GRANULAR EMBANKMENTS OR BACKFILL JOIN NON-GRANULAR SOIL EMBANKMENTS OR BACKFILL, PROVIDE A 1(V):20(H) TRANSITION TAPER BETWEEN THE CHANGES IN MATERIAL TO PREVENT AN ABRUPT SOILS DIFFERENTIAL. THE 1(V):20(H) TAPER SHALL BE CONSTRUCTED SO THAT THE GRANULAR BACKFILL MATERIAL OVERLAYS THE ADJACENT NON-GRANULAR SOIL BACKFILL.
6. WHEN CONNECTING NEW SURFACE ADJACENT TO ANY IN-PLACE PAVEMENTS TO BE WIDENED, CUT VERTICALLY TO THE BOTTOM OF THE IN-PLACE SURFACING OR TO THE BOTTOM OF THE NEW SURFACING DESIGN, WHICHEVER IS DEEPER, THEN AT A 1(V):2(H) SLOPE TO THE BOTTOM OF THE RECOMMENDED SUBGRADE EXCAVATION.
7. THE CONTRACTOR SHALL MAINTAIN POSITIVE SITE DRAINAGE AT ALL TIMES.
8. SALVAGE ALL USABLE TOPSOIL FROM DISTURBED AREAS. TOPSOIL TO BE REUSED ON ALL UNSURFACED AREAS UPON COMPLETION OF THE ROUGH GRADING.



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**REMOVALS**

**CONSTRUCTION PLAN**



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**Jeffrey J. Weyandt**  
 JEFFREY J. WEYANDT  
 41342  
 DATE MM/DD/YYYY

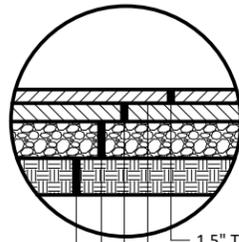


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| PJS              |     |            |      |
| DRAWN            |     |            |      |
| MRM              |     |            |      |
| CHECKED          |     |            |      |
| JJW              |     |            |      |
| CLIENT PROJ. NO. |     |            |      |
| N/A              |     |            |      |

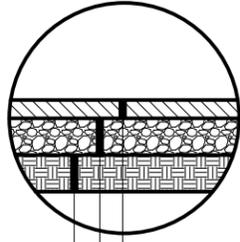
CITY OF MAYER, MINNESOTA  
 WEST RIDGE PARK PARKING  
 REMOVALS & CONSTRUCTION PLAN

SHEET  
 3  
 OF  
 6



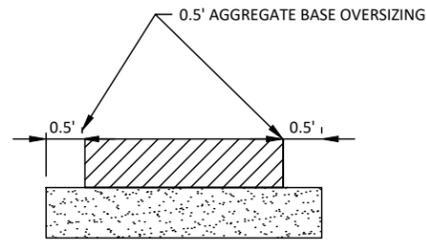
- 1.5" TYPE SP 9.5 WEARING COURSE MIXTURE (2,B) SPWEA240B (2360)
- BITUMINOUS TACK COAT (2357) (INCIDENTAL)
- 2" TYPE SP 9.5 WEARING COURSE MIXTURE (2,B) SPNWB240B (2360)
- 8" AGGREGATE BASE CL 5 (2211)
- SUBGRADE PREPARATION (2112) (INCIDENTAL)

**PARKING LOT PAVEMENT**

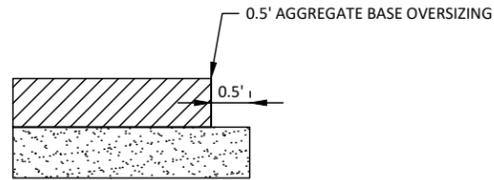


- 3" SP 9.5 WEARING COURSE MIXTURE (2,B) SPWEA240B (2360)
- 6" AGGREGATE BASE CL 5 (2211)
- SUBGRADE PREPARATION (2112) (INCIDENTAL)

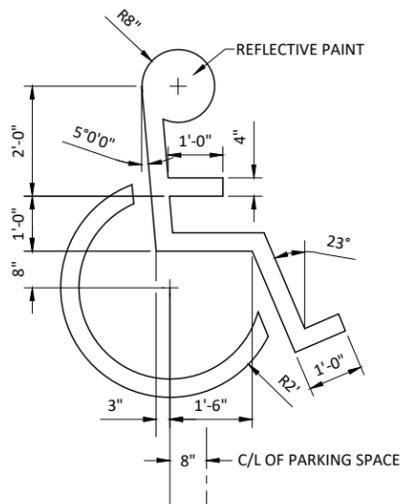
**BITUMINOUS TRAIL**



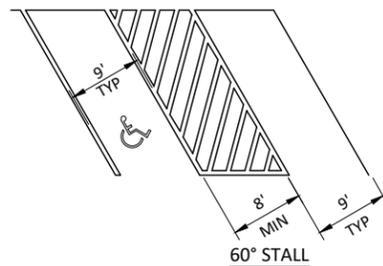
**AGGREGATE BASE OVERSIZING UNDER BITUMINOUS TRAIL**  
NOT TO SCALE



**AGGREGATE BASE OVERSIZING UNDER BITUMINOUS PARKING LOT**  
NOT TO SCALE

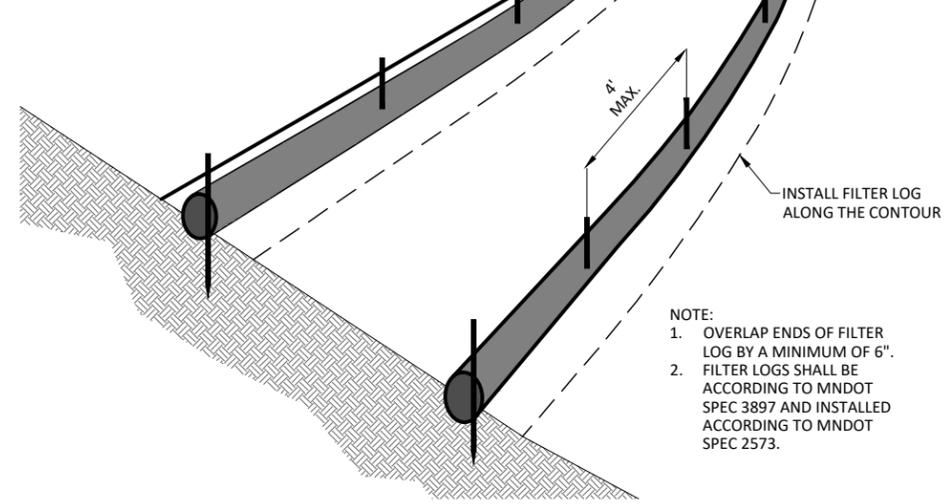
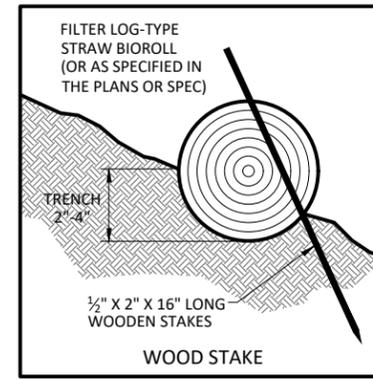


**INTERNATIONAL HANDICAP SYMBOL**  
NOT TO SCALE



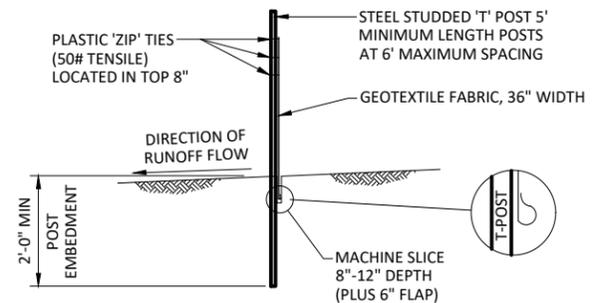
\* NOTE:  
FOR 60° HANDICAP PARKING, A 8' WIDE PAINTED LANE AREA IS NEEDED FOR PASSENGER AND DRIVER LOADING/UNLOADING. PAVEMENT SLOPES WITHIN THE STALL AND LOADING AREA CANNOT EXCEED 2% IN ANY DIRECTION

**HANDICAP PARKING STRIPING**  
NOT TO SCALE



**BIOROLL INSTALLATION**  
NOT TO SCALE

- NOTE:
1. OVERLAP ENDS OF FILTER LOG BY A MINIMUM OF 6".
  2. FILTER LOGS SHALL BE ACCORDING TO MNDOT SPEC 3897 AND INSTALLED ACCORDING TO MNDOT SPEC 2573.



**SILT FENCE - MACHINE SLICED**  
NOT TO SCALE

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JEFFREY J. WEYANDT  
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DATE MM/DD/YYYY



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| DRAWN            | MRM |            |      |
| CHECKED          | JJW |            |      |
| CLIENT PROJ. NO. | N/A |            |      |

CITY OF MAYER, MINNESOTA  
WEST RIDGE PARK PARKING  
CONSTRUCTION  
DETAILS

# MOBIL GAS STATION



### TURF ESTABLISHMENT:

1. TURF RESTORATION SHALL BE HYDROMULCH W/SEED 25-151 WITH FERTILIZER.
2. PLACE A MINIMUM OF 6" TOPSOIL ON ALL AREAS NOT DESIGNATED FOR BITUMINOUS SURFACING. PROVIDE TURF ESTABLISHMENT ON ALL DISTURBED AREAS.
3. EROSION CONTROL SHALL REMAIN IN PLACE UNTIL TURF IS ESTABLISHED.

### EROSION CONTROL LEGEND

- MS MACHINE SLICED SILT FENCE
- INLET PROTECTION
- EXISTING/PROPOSED DRAINAGE FLOW
- HYDROMULCH W/ SEED 25 - 151

ALLEY

48" DRAIN TILE (APPROX. LOCATION)

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41542 DATE MM/DD/YYYY



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| JJW              |     |            |      |
| CLIENT PROJ. NO. |     |            |      |
| N/A              |     |            |      |

CITY OF MAYER, MINNESOTA  
WEST RIDGE PARK PARKING  
EROSION CONTROL PLAN

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OF  
6

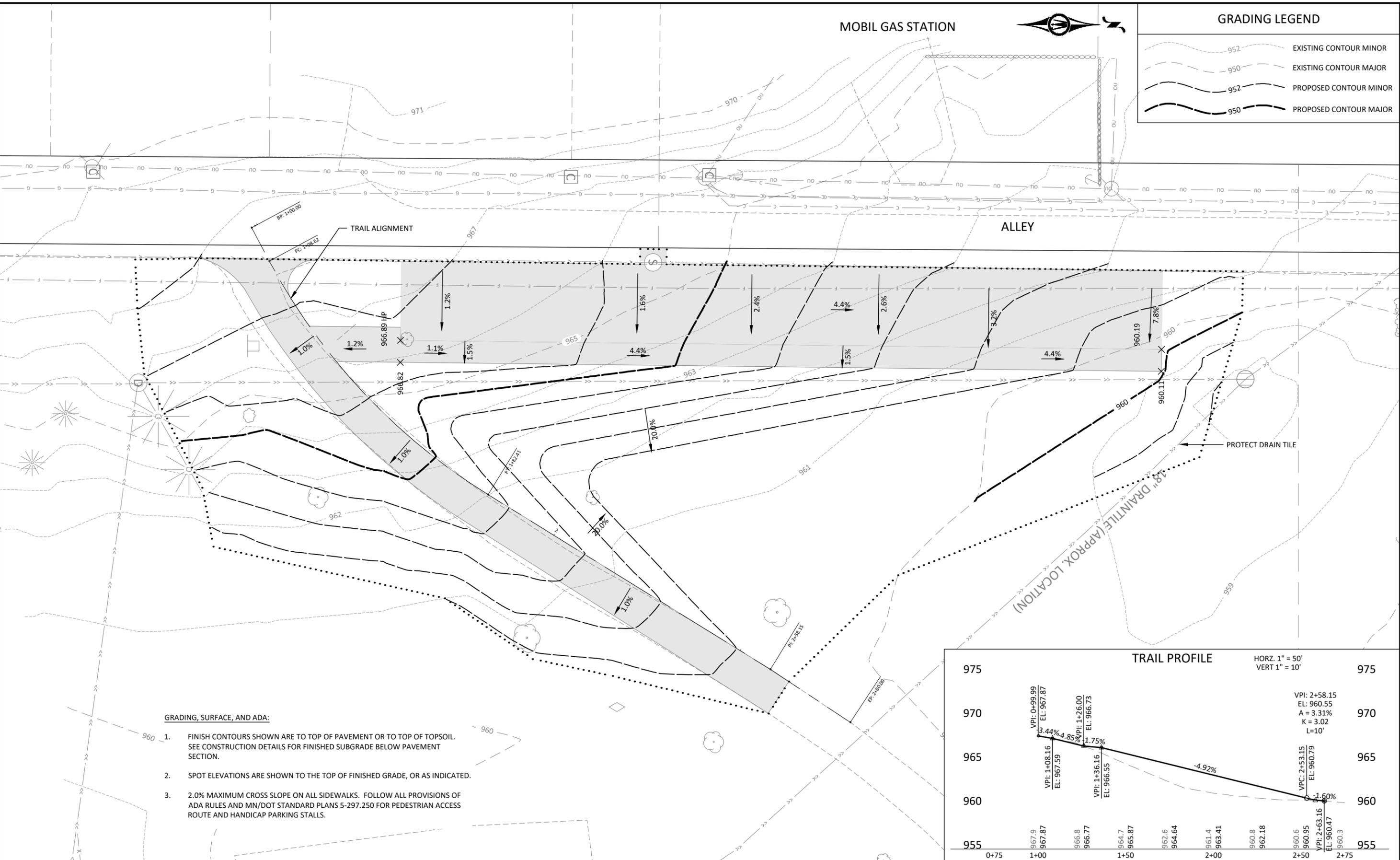


MOBIL GAS STATION



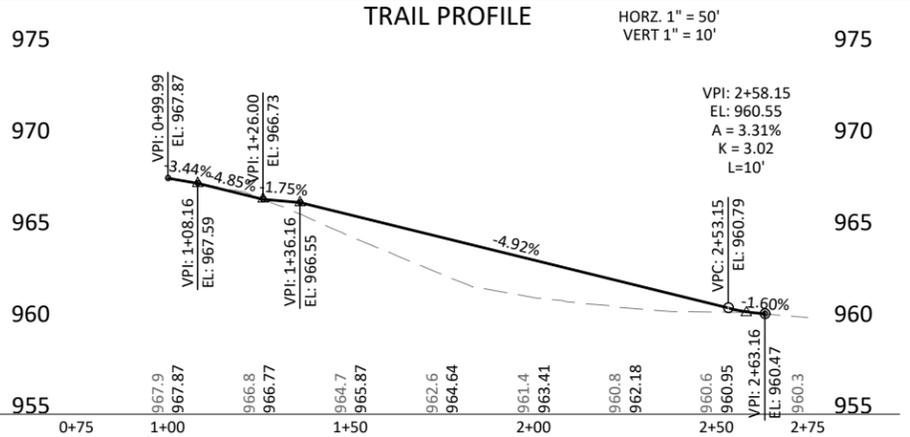
GRADING LEGEND

|  |     |                        |
|--|-----|------------------------|
|  | 952 | EXISTING CONTOUR MINOR |
|  | 950 | EXISTING CONTOUR MAJOR |
|  | 952 | PROPOSED CONTOUR MINOR |
|  | 950 | PROPOSED CONTOUR MAJOR |

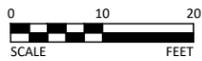


GRADING, SURFACE, AND ADA:

1. FINISH CONTOURS SHOWN ARE TO TOP OF PAVEMENT OR TO TOP OF TOPSOIL. SEE CONSTRUCTION DETAILS FOR FINISHED SUBGRADE BELOW PAVEMENT SECTION.
2. SPOT ELEVATIONS ARE SHOWN TO THE TOP OF FINISHED GRADE, OR AS INDICATED.
3. 2.0% MAXIMUM CROSS SLOPE ON ALL SIDEWALKS. FOLLOW ALL PROVISIONS OF ADA RULES AND MN/DOT STANDARD PLANS 5-297.250 FOR PEDESTRIAN ACCESS ROUTE AND HANDICAP PARKING STALLS.



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| DRAWN            | MRM |     |            |      |
| CHECKED          | JJW |     |            |      |
| CLIENT PROJ. NO. | N/A |     |            |      |

CITY OF MAYER, MINNESOTA  
WEST RIDGE PARK PARKING  
GRADING PLAN

SHEET 6 OF 6