



**CITY OF MAYER
REGULAR CITY COUNCIL MEETING
CITY COUNCIL CHAMBERS
MONDAY, AUGUST 24, 2020
6:30 PM**

AGENDA

- 1. Call Meeting to Order**
- 2. Pledge of Allegiance**
- 3. Approval of Agenda**
- 4. Public Comment (Please limit comments to 5 minutes)**
- 5. Consent Agenda**
 - A. Minutes
 1. August 10, 2020 City Council Meeting Minutes
 2. August 10, 2020 City Council Workshop Meeting Minutes
 - B. Claims
 - C. Reports
 1. Public Works Report
 2. Engineer's Report
 3. City Administrator's Report
 4. Fire Department Report
 5. Sheriff's Department Report
 - D. Quarter 2 – Financial Report
 - E. Quarter 2 – Building Permit Report
 - F. Hydro-Clean – Pay Request
 - G. CARES Act – Housing Stability Program – Contract Agreement – Resolution 8.24.20.33
 - H. CARES Act – Small Business Assistance Program – Contract Agreement – Resolution 8.24.20.34
 - I. Park Commission – Resignation and Approval to Advertise for Vacancy
- 6. Reports and Recommendations of City Departments, Consultants, Commissions and Committee**
 1. Public Works
 1. Pressure Washer – Waste Water Treatment Facility
 2. Trail and Road Repairs

B. Engineering

1. Fire Station Site Design – Proposed Fire Station

C. Administrative

1. Water Tower Painting– Financing – Resolution 8.24.20.35
2. Audio/Visual Upgrades – City Council Chambers
3. Summer Hours – Request to extend to October 30, 2020

D. Park and Recreation

1. Discovery Park Basketball Court/BlueJay Park Basketball Hoops
2. Gaga Pit – Matting

7. City Council Reports

8. Other Business

9. Upcoming Meetings & Events

August 26, 2020 – EDA Meeting

September 1, 2020 – Planning Commission Meeting

September 8, 2020 Park Commission Meeting

September 14, 2020 City Council Meeting

September 28, 2020 City Council Meeting

10. For Your Information

August 10, 2020 Public Works Committee Meeting Minutes

August 18, 2020 Park Commission Meeting Minutes

11. Adjournment

MAYER CITY COUNCIL MEETING MINUTES – AUGUST 10, 2020

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

PRESENT: Mayor Dodge, Council Members Butterfield and McNeilly

ABSENT: Council Members Boder and Stieve-McPadden

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

FIRE DEPARTMENT: Fire Chief I Andy Maetzold and Fire Chief II Rod Maetzold

ALSO PRESENT: Don Wachholz, Ivan Raconteur, Todd Hagen, Gerry Thomas, Corey Brunton, Tom McCome, Eric Strand, Robert Carlson, Carl Olson

The meeting was opened with the Pledge of Allegiance.

APPROVE AGENDA

A MOTION was made by Council Member Butterfield with a second by Council Member McNeilly to approve the agenda as presented. Motion Carried 3/0.

PUBLIC COMMENT

None

APPROVE CONSENT AGENDA

A MOTION was made by Council Member Butterfield with a second by Council Member McNeilly to approve the Consent Agenda as presented. Motion Carried 3/0.

1. Approve Minutes of the July 27, 2020 Regular Council Meeting.
2. Approve Minutes of the July 27, 2020 Council Workshop Meeting.
3. Approve Claims for the Month of July 2020. Check numbers 23158 to 23182. E-check numbers 5731 to 5750. Bank check numbers 50141 to 50143.
4. Approve Resolution 8-10-20-27 Add City Health Insurance for Emily Vollmer.
5. Approve 2020 Crack Sealing of City Streets.

Council Member Stieve-McPadden arrived at 6:35 p.m.

PUBLIC HEARING – Proposed Fire Station CIP

Open Public Hearing at 6:35 p.m.

Mayor Dodge asked if anyone from the audience had comments. No one came forward to comment. Mayor Dodge asked City Administrator if email or mailed comments were received. Staff stated there were none.

Public Hearing Closed at 6:37 p.m.

A MOTION to Approve Resolution 8-10-20-28 Proposed Fire Station General Obligation Capital Improvement Plan Bonds in an amount not to exceed \$4,250,000 was made by Council Member Stieve-McPadden and seconded by Council Member Butterfield. Motion carried 4/0.

1. **Approve Resolution 8-10-20-29 Financing of Fire Department Tanker with Ehlers** – A MOTION to Approve Resolution 8-10-20-29 Financing of Fire Department Tanker with Ehlers was made by Council Member McNeilly and seconded by Council Member Butterfield. Motion carried 4/0.
2. **Proposed Fire Station Project Budget and Concept Review** – Corey Brunton, Brunton Architects, presented a new concept plan for the proposed Fire Station. The new concept plan reduced the square foot from 12,890 to 11,210. Council had previously requested options to reduce costs for the proposed Fire Station. After a lengthy discussion with Fire Chief I Andy Maetzold and Corey Brunton on what items can

be removed from the quote to reduce costs, Council was still confused with the cost of the project comparing concept A and B and stated they would like to see the actual figures. Fire Chief I explained that the new concept option would fit the Fire Departments current needs but does not plan for future growth. Fire Chief I Andy Maetzold asked Council what that number (projected cost) would be. Mayor Dodge stated he would like to see the project cost be 2.5 million. Corey Brunton asked the rest of the Council what number they would be comfortable with. Council Member Butterfield stated 3 million. Council Member McNeilly stated 2.7 to 3 million. Council Member Stieve-McPadden stated 3 million.

A MOTION to approve construction cost in an amount not to exceed 3 million was made by Council Member Stieve-McPadden and seconded by Council Member Butterfield. Motion failed 2/2. *Mayor Dodge and Council Member McNeilly a nay.*

A MOTION to approve construction cost in an amount not to exceed 2.8 million was made by Council Member Stieve-McPadden and seconded by Council Member Butterfield. Motion carried 3/1. *Mayor Dodge a nay.*

3. **Approve Resolution 8-10-20-30 Coronavirus Aid, Relief, and Economic Security (CARES) Act Expenditures** – City Administrator McCallum presented Council with a list of additional Covid-19 related items that can be covered by the CARES fund.

Council Chamber updates to audio/visual/web conferencing capabilities	\$8,000
Council Chamber tables	\$2,000
Community Center/City Hall cleaning services	\$500
WWTF steam washer	\$6,800
WWTF PPE rain gear	\$2,000
Bathroom fixtures (automatic toilets, sinks, hand towel and soap)	<u>\$13,000</u>
	\$32,300
CDA Business Program	\$60,000
CDA Residential Program	<u>\$40,000</u>
	\$100,000

A MOTION to approve Resolution 8-10-20-30 CARES Act Expenditures was made by Council Member Butterfield and seconded by Council Member Stieve-McPadden. Motion Carried 4/0.

4. **Approve Resolution 8-10-20-31 Partnership with Carver County CDA to Provide Business Grants with the CARES Act Funds** – A MOTION to approve Resolution 8-10-20-31 Partnership with Carver County CDA to provide business grants with the CARES Act Funds was made by Council Member Butterfield and seconded by Council Member Stieve-McPadden. Motion carried 4/0.

5. **Approve Resolution 8-10-20-32 Partnership with Carver County CDA to Provide Residential Grants with the CARES Act Funds** –A MOTION to approve Resolution 8-10-20-32 Partnership with Carver County CDA to provide residential grants with the CARES Act Funds was made by Council Member Stieve-McPadden. Motion Carried 4/0.

Mayor Dodge asked City Administrator McCallum if the EDA has been involved. She stated no. Mayor Dodge directed Staff to reach out to the EDA Committee for their input.

COUNCIL REPORTS

- Mayor Dodge stated he had a Public Works Meeting to discuss the Pond Policy, complaints on the odor emitting from some ponds, Public Works Building expansion, and seal coating project.

OTHER BUSINESS

- Deputy Sheriff Bengtson announced his resignation on August 21, 2020. Deputy Sheriff Ally Jacobson will be stepping in to cover the City of Mayer.
- Mayor Dodge thanked Deputy Bengtson for all his support in the community and wished him the best.

ADJOURN

There being no further business, a MOTION was made by Council Member Butterfield and seconded by Council Member Stieve-McPadden to adjourn the meeting at 8:03 p.m. Motion Carried 4/0

Mike Dodge, Mayor

Attest: _____
Janell Gildemeister, Deputy Clerk MCMC

MAYER SPECIAL CITY COUNCIL MEETING MINUTES – AUGUST 10, 2020

Call Work Session to order at 8:04 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:

- 1. Discussion on Street Management Plan:** City Administrator McCallum summarized the draft Street Management Plan. Stating, on August 7, 2018, City Council adopted a Pavement Management Plan for street reconstruction projects and maintenance over the next 15+ years. The total cost of the recommended improvements is about \$5,600,000. Based on the estimates, the City will need to budget an average of \$392,900 a year to fund the mill and overlay program between 2019 and 2027. An additional \$47,900 per year will be needed to fund a seal coating program between 2024 and 2034. Based on the current age and condition of the City's roads, it was previously recommended by Council and City Engineer to mill/overlay each street when the pavement is approximately 20 years old. In 2020, the City performed an assessment of 5th Street and determined that a mill/overlay is needed. Public Works informed Council that in 2022, seal coating will need to be done on 5th Street which is usually performed 2-3 years after a mill/overlay. Staff stated, under state law, the City can bond for street projects upon creating a Street Reconstruction Plan (SRP). The draft SRP document is designed to anticipate street reconstruction and overlay expenditures and schedule them over a five-year period. Once, the SRP draft is approved, the Council will hold a Public Hearing on the SRP and then a separate Public Hearing will need to be scheduled for the issuing of General Obligation bonds. The estimated cost of the five-year SRP is \$1,959,000 (bond issue not to exceed \$2,110,000) which would be generated through City's tax levy and bonds.
- 2. Discussion on Carver County Sheriff's Department Contract 2021:** City Administrator presented the 2021 Carver County Sheriff's Department Contract for discussion. The current 2020 contract is for a Full Time Equivalent Deputy (2080 hours) and a Community Service Officer (130 hours). The 2020 contract is structured based on maintaining current levels of policing services and CSO coverage. The current level of policing is 5.36 hours per day of a Monday-Friday Deputy working and 8-hour schedule as well as vehicle costs and 130 hours CSO coverage. Council stated they were comfortable with the current level of coverage and the 2:00 p.m. to 10:00 p.m., M-F shift. Council Member Butterfield asked if they could request the future Deputy not live in town. Council discussed having the Deputy Sheriff enforce more ordinances and requested Staff communicate this to the new deputy.
- 3. Rental Ordinance:** City Administrator McCallum presented a new draft housing rental contract to Council for discussion. At a previous meeting, Council asked Staff to contact surrounding communities regarding how they enforce their rental ordinances. Staff stated that most cities use the honor system and education when it comes to their rentals. Mayor Dodge directed City Administrator to start getting out the education materials on how to register and the deadline for registration. Mayer Dodge directed Staff to contact Metro West Inspection for fee and inspection

details. Council discussed how often a rental property/unit would need to be inspected and they agreed that every two years was appropriate.

4. **Discussion on a City Ordinance for Side by Side/ATVs:** City Administrator was asked to present a preliminary discussion around an ordinance change that would allow the use of side by side/ATVs within the City of Mayer. Council discussed the concerns received from residents stating that they are seeing young children riding ATVs on the streets and sidewalks. Council would like the Deputy Sheriff to enforce the current ordinance and agreed not to change the language and leave the ordinance as written.

MEETING ADJOURNED

There being no further business, the work session was adjourned at 8:26 p.m.

Mike Dodge, Mayor

Attest: _____
Janell Gildemeister, Deputy Clerk MCMC

ACCOUNTS PAYABLE LIST

AUGUST 24, 2020

Checks: 23183 - 23226, 5751E - 5752E

23183	Carver County Land Records	Recording Fee - Wetland Easement	\$46.00
23184	VISA - Kyle	Phones Cases, Ink Cartridges, Waconia Vehicle Service	\$397.45
23185	VISA - Maggie	Laptop - Public Works	\$1,322.26
23186	VISA - Janell	Social Distancing Decals - Elections	\$45.08
23187	VOID	VOID	
23188	Alice Keppel	Primary Elections	\$101.75
23189	Allan Edholm	Primary Elections	\$82.50
23190	AME Electric	City Hall - Installation of 120V Electric Outlet	\$90.00
23191	Anna Carrigan	Utility Refund	\$99.79
23192	Carverlink	Internet - Fiber - City Buildings	\$217.28
23193	Cintas	Uniforms and Rugs	\$143.96
23194	Core and Main	Water Meters	\$7,739.19
23195	Culligan - Metro	Fire Department - Water	\$72.62
23196	Deb Pauly	Primary Elections	\$204.00
23197	Dennis Clark	EMT Training Reimbursment - FD	\$80.00
23198	Diane Plocher	Primary Elections	\$112.75
23199	Kathryn & Daniel Dostal	Utility Refund	\$258.21
23200	Kurita America Inc	Coagulant	\$1,176.00
23201	Gerald Schwanke	Primary Elections	\$101.75
23202	Gopher State Sealcost Inc	WWTP/City Hall	\$8,137.00
23203	Grainger	WTP Reducer	\$11.88
23204	Hollywood Heating and Air Inc	FD Exhaust Motor Repairs	\$697.00
23205	Jerrys Transmission Services	FD 1987 Tanker Repairs	\$3,135.00
23206	Eric Johnson	Utility Refund	\$10.68
23207	Judith Edholm	Primary Elections	\$82.50
23208	Kjolhaug Environmental Services	Wetland Monitoring	\$518.76
23209	Steve Kulifaj	Utility Refund	\$83.83
23210	Lincoln National Life Insurance	Employee Disability and Life Insurance	\$202.80
23211	IUOE Locla 49 HRA	Employee Health Benefits	\$3,900.00
23212	Lois Maetzold	Primary Elections	\$207.00
23213	Mike Wegner	Primary Elections	\$104.50

23214	Mini Biff LLC	Car Show	\$97.92
23215	Minnesota Department of Health	Water Connection Fee - Report	\$2,101.95
23216	Mobil - Exxon	PW - Gas	\$104.50
23217	Municipal Development Group	Planning and Zoning Services	\$432.50
23218	Ratwik, Roszak and Maloney	Misc Legal	\$520.00
23219	Lindsay Schmidt	Utility Refund	\$160.68
23220	Security and Sounds Co	Cable Installation - IT upgrades	\$763.00
23221	Security Bank	Sept - H.S.A. - McCallum	\$125.00
23222	Sean and Jill Skaaland	Utility Refund	\$149.58
23223	Team Lab Chemical Corp	Weed Killer - Parks, City Buildings	\$2,263.00
23224	Tom Goepfert	On Call	\$100.00
23225	Utility Consultants	Samples	\$1,705.25
23226	Sue Weinzierl	Primary Elections	\$101.75
5751E	VOID	VOID	
5752E	ADP LLC	PR Processing fee	\$84.29
			<hr/>
			\$38,090.96



To: Mayor and Council Members

From: Kyle Kuntz

Re: Public Works Activities from July 22nd (2020) to August 19th (2020)

Besides normal day-to-day operations the Mayer Public Works Department performed the following tasks:

Parks

Staff is working with a skate park company to come up with new equipment for the current space. The equipment has been ordered and we should be receiving it within the next week or two.

Public works staff received proposals from contractors to repair the sections of park trails that are in need of maintenance.

Public works staff installed about 250 feet of drain tile in West Ridge Park and removed some swamp willows. Staff also hauled in about 50 of compost to regrade the area to get water to move more effectively.

Roads

Public works staff worked with a contractor to crack seal and seal coat City Hall's parking lot and the wastewater plant parking lot. The contractor will be back within the next few weeks to crack seal the roads in the coldwater development.

Staff received replacement street signs for a majority of the city's street signs. Staff will be installing the new signs within the next few weeks.

Staff worked with contractor and city engineer on the mill and overlay project in the Coldwater Crossing development. Staff specifically assisted with the curbing repair and storm water structure repairs.

Public works staff is working closely with the contractors on the HWY 25 project. Currently staff is working on cleaning the lenses of the street lights and making some necessary repairs to the poles while they're being stored at the public works facility. Staff is also assisting with retrofitting the street lights to LED.

Staff has received quotes on paving the alley way by the church.

Water Treatment Plant

Public works staff continues to work with city engineers to discuss the well, water treatment plant, and water tower projects. Staff attended the preconstruction meeting for the water treatment plant projects and is working closely with then engineer on when the water tower will have to been taken out of service for the painting project. Currently, it looks like the water tower is going to be out of service for the month of September.

Wastewater Treatment Plant

Public works staff met with contractor to discuss replacing the make-up-air unit for the pretreatment building and replacing the air conditioning unit in the motor control room. Staff received two separate proposals and will be presenting them to City Council at an upcoming meeting.

Storm Water

Public works staff has been reviewing the pond study that was recently done by the city engineer. Staff is currently visiting the inlet and outlet structures that are in need of the most maintenance, and staff is also putting together some budget numbers for future cleaning of the city's inlet and outlet structures. So far staff as not found any structures that are causing back-ups or other significant issues.

Public Works Building

Staff met with a local contractor to discuss expanding the city's public works building. The city has plenty of room to put a 50'x60' expansion towards the north. Staff received a quote \$390,000, which includes engineering, electrical, HVAC, etc. Staff is working on budgeting for the project within the next few years.

COVID-19

Public works staff is taking the necessary precautions needed to prevent the spread of the COVID-19 virus. Public works employees are distancing themselves from one another by taking separate vehicles a majority of the time, and by working at separate facilities as much as possible. Cleaning at all the facilities and vehicles has also been increased. At this time the public works department's primary focus is keeping the water and wastewater treatment facilities operating at their highest standard. As restrictions begin to ease public works staff will begin doing more park related projects.

Public works created an emergency response plan that highlights the public works department's primary focus.



Real People. Real Solutions.

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

MEMORANDUM

Date: August 20, 2020
To: Mayer City Council
From: David Martini
Subject: Projects in Progress

For your convenience, the following is a summary of the projects Bolton & Menk worked on during the July billing period:

Miscellaneous Engineering

Miscellaneous engineering included the following:

- Attendance at the Council meeting on June 22nd.
- Reviewing drainage issues at 1366 Foxtail Glen, 2454 Deerwood Court and Meadow Parkway.
- Ongoing work to establish the wetland restoration conservation easement and establish the wetland bank.

5 hours of time was provided at the City's reduced hourly rate and the Council meeting was attended at **no charge**, which resulted in a savings to the City of **\$561.50**.

Development Review

During the billing period, time was spent:

- Reviewing lot surveys in Cold Water Crossing.
- Recommendations for a letter of credit reduction for Cold Water 7th.
- Reviewing the proposed limits and plans for Cold Water Crossing 8th.

2020 Street Improvements

During the billing period, time was spent on pre-construction coordination and evaluating the condition and measurements for trails throughout town.

Fire Station Engineering Support

During the billing period, time was spent completing a topographic and boundary survey for the proposed fire station lot.

2020 Pond Assessments

During the billing period, time was spent inspecting ponds, organizing data, taking pictures, and preparing the assessment report.

TH 25 Coordination

During the billing period, time was spent reviewing the status of the project, reviewing city costs, and discussing the project schedule.

Administrators Report

MnDOT Work– This project is under way. Signs continue to be posted in various locations in and out of town. Looks like things are going well so far.

Primary Election – Elections went well and smoothly. We had 241 voters for the Primary. So slow and steady day. Special shout out to those who worked it. We took extra precautions this time with COVID-19, but it went well.

CARES ACT Money – I am working on finalizing some additional information on how CARES ACT Money can be spent. The City received about \$172,000.00.

General Fund Budget – This will come to the August 24, 2020 workshop meeting for discussion. I am waiting on some final numbers from the County with regards to fiscal disparities. At that point, we should then be able to calculate our preliminary tax rate for 2021.

Deputy Joe Bengston – Just wanted to put this in writing that Joe’s last day is August 21, 2020. We will have a new Deputy for the remainder of the year. I will provide more updates as they come in.

CDA Partnership with CARES Money – I posted on social media the Business and Housing Assistance Programs to start advertising them. We still have to do some final agreements with the CDA at the August 24, 2020 meeting. But that doesn’t mean we can’t start getting the information out there. I put it on the website as well. I am thinking about sending out a newsletter too or putting something in the paper.

Local Government Aid – The 2021 LGA numbers were certified and officially posted. The City of Mayer will be receiving \$351,414.00 in 2021. We received \$338,375.00 in 2020.

Seal-Coating – City Hall/Community Center Parking Lot – As part of the 2020 budget, the City budgeted for the sealcoating of the City Hall/Community Center Parking Lot. That was completed on Friday. Looks good!

Budget Goals – Reminder - Budget goals were discussed at the July 14, 2020 City Council workshop meeting.

Some of the goals discussed were to:

1. Keep tax rate at or below current rate.
2. Increase transparency and civic engagement.

3. Update Capital Improvement Plan to focus on long-term expansion and maintenance of current buildings
4. Do research on 2021 staffing needs.
5. Continue to be proactive in long term planning

Margaret McCallum

Date: August 9, 2020

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

SUBJECT: FIRE REPORT FOR MONTH ENDING – 07/31/20

TOWNSHIP CALLS:

<u>DATE</u>	<u>TIME</u>	<u>TWP</u>	<u>DESCRIPTION/ADDRESS</u>	<u>MAN HOURS</u>	<u>Trucks used</u>
7-1-20	1509	Hollywood	Medical / Hwy 7 & Tacoma	12	R11
7-11-20	0052	Waconia	Medical / 6725 Quartz Ave	9	R11
7-17-20	0718	New Germany	Mutual Aid structure Fire 631 Broadway St E	20	E11 , R12

CITY OF MAYER CALLS:

<u>DATE</u>	<u>TIME</u>	<u>DESCRIPTION/ADDRESS</u>	<u>MAN HOURS</u>	<u>Trucks used</u>
7-4-20	1828	Medical / 105 W Ridge Rd	6	R11
7-5-20	1116	Smoke Alarm / 1704 Hidden Trail	8	E11
7-9-20	1750	Medical / 2650 Twin Ponds Path	15	R11
7-16-20	1514	Medical / 421 Ash Ave N	11	R11
7-21-20	2135	Medical / 400 Ash Ave N	16	R11
7-25-20	0116	Medical / 117 5 th St NE	10	R11

FIRE DEPARTMENT TRAININGS/ACTIVITIES

7-6-20	Regular Business Meeting / Truck checks
7-9-20	Fire Station Open House
7-13-20	Group training
7-13-20	City Council meeting – Chief 1 Chief 2
7-16-20	Carver County Chiefs Meeting
7-20-20	Department Training
7-21-20	Building Committee Meeting
7-27-20	Fire Dept. physicals Med Compass
7-27-20	City Council meeting – Chief 1 Chief 2



City of Mayer

July 2020



**Carver County Sheriff's Office
Monthly Calls for Service
From: 7/1/2020 To: 7/31/2020**

Mayer City

Patrol

A Offense

Assault	1
Property Damage	1
Fraud	2
Vehicle Theft	2

Total A Offense: 6

B Offense

Misc - criminal	1
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Total B Offense: 1

Non Criminal

Misc Non-criminal	8
Alarm	1
Domestic	1
Missing Person	1
Abuse/Neglect (Info Only)	1
Medical	8
Fire Call	3
Mental Health	1
Warrant Service	1
Suspicious Activity	8
Disturbance (Info Only)	6

Total Non Criminal: 39

Traffic

Traffic - Misc	2
Traffic Stop	4

Total Traffic: 6

Total Patrol: 52

Administrative

Administrative

GunPermit-Acquire	9
GunPermit-CarryNew	7
ATF	1

Total Administrative: 17

Total Administrative: 17

Total Mayer City: 69



Carver County Sherff's Office

Arrest Summary

For: Mayer City

From: 7/1/2020 To: 7/31/2020

Mayer City

13A - Aggravated Assault
13C - Intimidation
90Z - All Other Offenses
Totals for Mayer City

Total Charges	Total Arrestees	Total Incidents
1	1	1
2	0	0
2	2	2
5	3	3



**Carver County Sheriff's Office
CSO Calls For Service
From: 7/1/2020 To: 7/1/2020**

<u>Incident Nr</u>	<u>Status Name</u>	<u>Activity</u>	<u>Start Time</u>	<u>End Time</u>	<u>Minutes Spent</u>	<u>Running Total Minutes</u>
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Total Minutes:



Carver County Sherff's Office Traffic Citation Summary From: 7/1/2020 To: 7/31/2020

Mayer City

Speed:	1
Total Mayer City:	1



**Carver County Sheriff's Office
Verbal Warnings
From: 7/1/2020 to 7/31/2020**

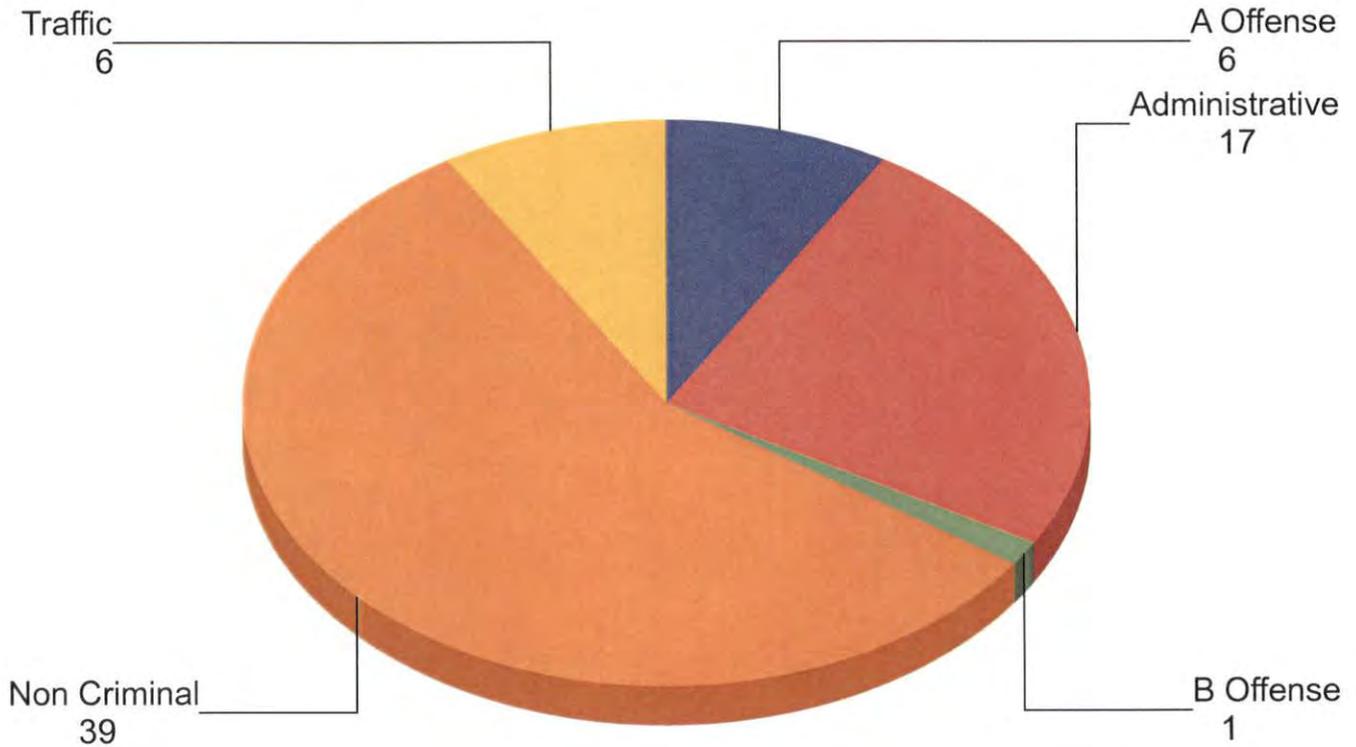
Mayer City

Disturbance (Info Only):	1
Traffic - Misc:	1
Traffic Stop:	3
Grand Total Verbal Warnings:	5



**Carver County Sheriff's Office
Monthly Calls for Service
From: 7/1/2020 To: 7/31/2020**

Mayer City



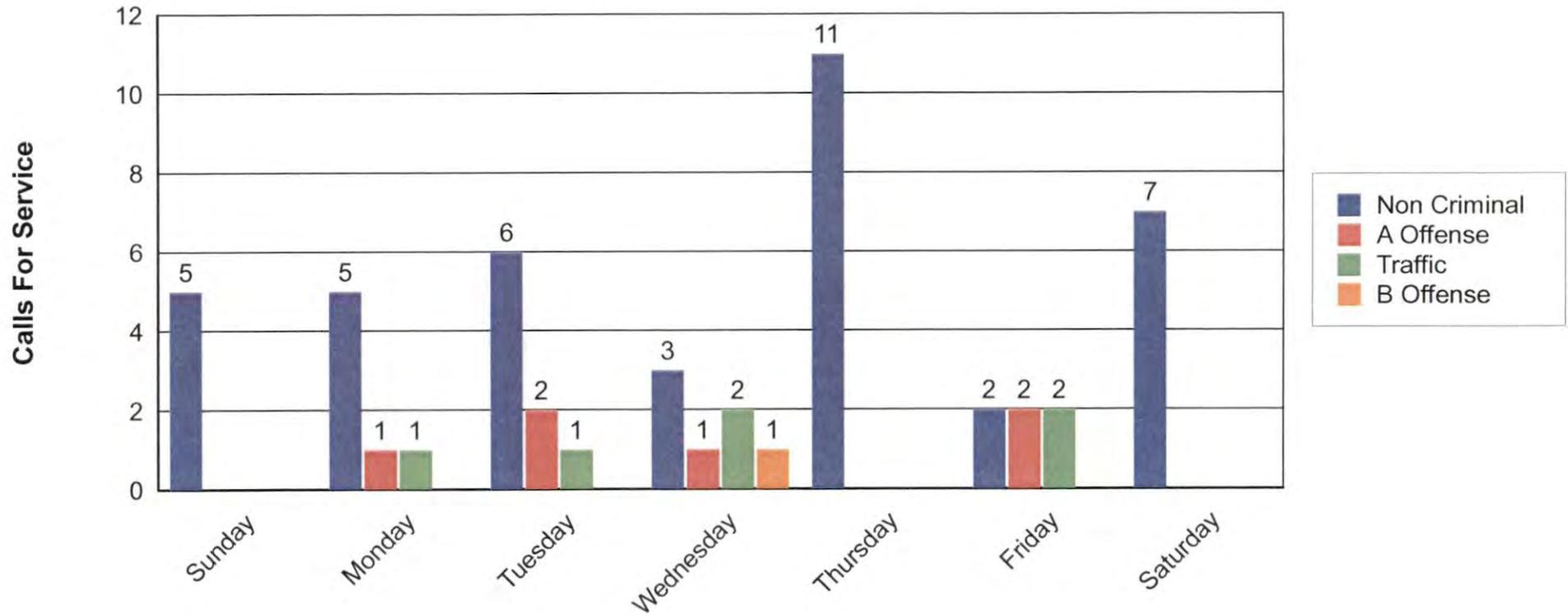
Total A Offense:	6
Total B Offense:	1
Total Non Criminal:	39
Total Traffic:	6
Total Administrative:	17

Total Mayer City: 69



Carver County Sheriff's Office
Day of Week Analysis of Calls for Service
Patrol Activity
From: 7/1/2020 To: 7/31/2020

Mayer City

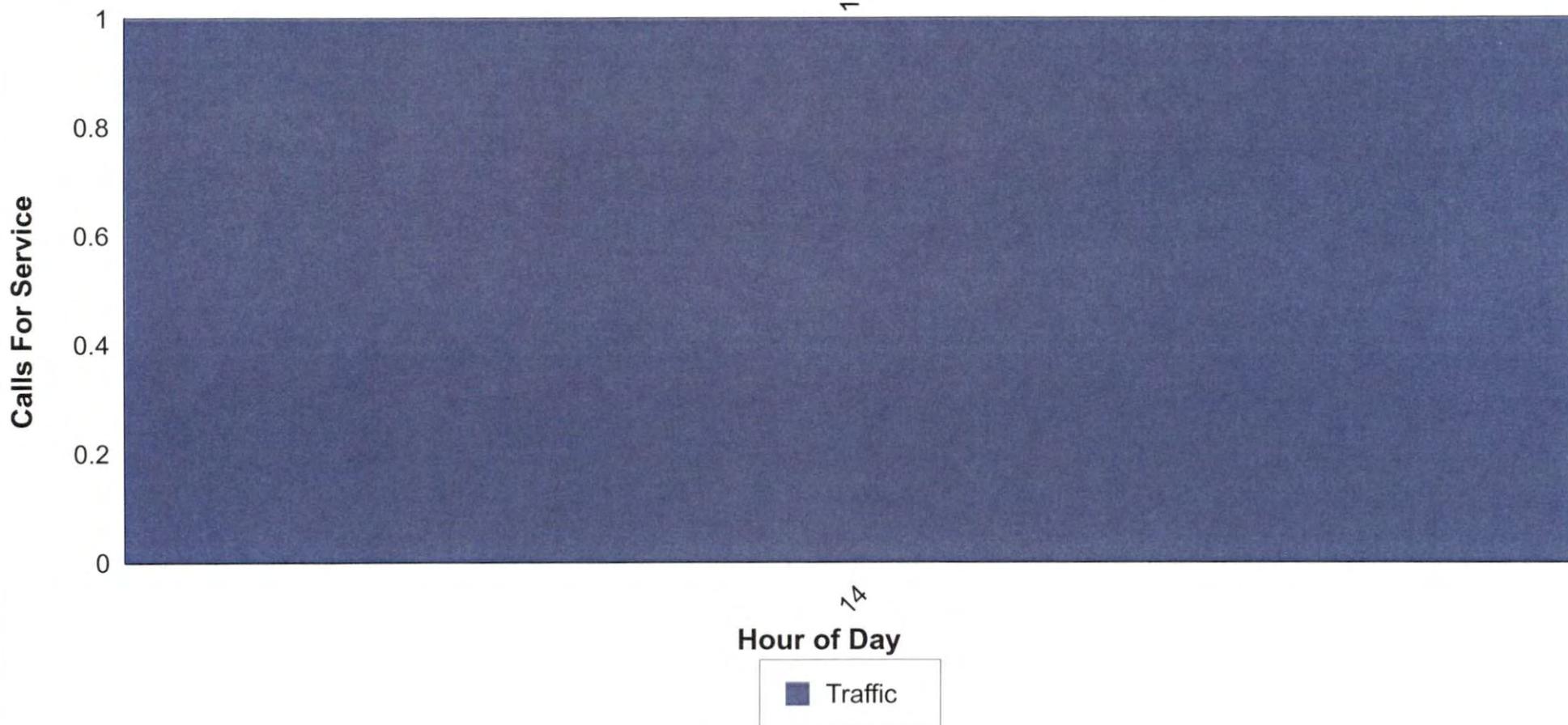


Total Mayer City: 52



Carver County Sheriff's Office
Hour of Day Analysis of Calls for Service
Patrol Activity
From: 7/1/2020 To: 7/1/2020

Mayer City



Total Mayer City: 1

NIBRS - Activity Codes

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

GROUP B

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

Activity Codes
Non-criminal, Traffic and Administrative

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

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

ADMINISTRATIVE

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



Council Memorandum

Item: Quarter 2 – Financial report

Meeting Date: August 24, 2020

Presented By: Margaret McCallum, City Administrator

Recommendations/Council Action/Motion Requested:

Page 4 – General Fund Cash Balances

Revenues are currently at 33.4% for the second quarter. This is because budgeted revenues for Local Government Aid and Taxes aren't received by the City until July.

The Year to Date budget is \$500,702.00 and the current revenue is at \$167,001.00. Again, this is very common because LGA and Taxes come in July.

Most of the City's revenues have been through licenses and permits.

Expenditures are currently at 109.5% for the second quarter. The main reasons being that some project expenses have been paid in the first two quarters.

For example, the 2019 audit is paid in full at the beginning of the year and is not spread out through the year. Much of the engineering costs are related to early project planning. Streets and Highways had capital expenditures in the first two quarters; the purchase of a tool cat.

Page 11 – Water Fund Balances

Revenues are up from the same time in 2019. This is because of the increase in rates for 2020.

Expenses are at 60.2% of the budgeted amount for the second quarter.

Expenses in 2020 are up compared to 2019 because of the well, water treatment facility and well projects. There was also an unexpected water repair leak and new equipment purchases.

Page 12 – Sewer Fund Balances

Revenues are up from the same time in 2020. This is because of the increase in rates for 2020.

Expenses are at down compared to 2019. Less projects in 2020 for waste water than in 2019.

Bond principal has not been paid in 2020 to date.

Page 13 – Storm Water Fund

Revenues are up from the same time in 2020. This is because of the increase in rates for 2020.

There are increased expenditures in 2020 versus 2019 because of the final restoration of the wetland project.

Attachments:

Quarter 2 – Financial Report

2nd Quarter Report

City of Mayer
Mayer, Minnesota

As of June 30, 2020

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, 2020 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:

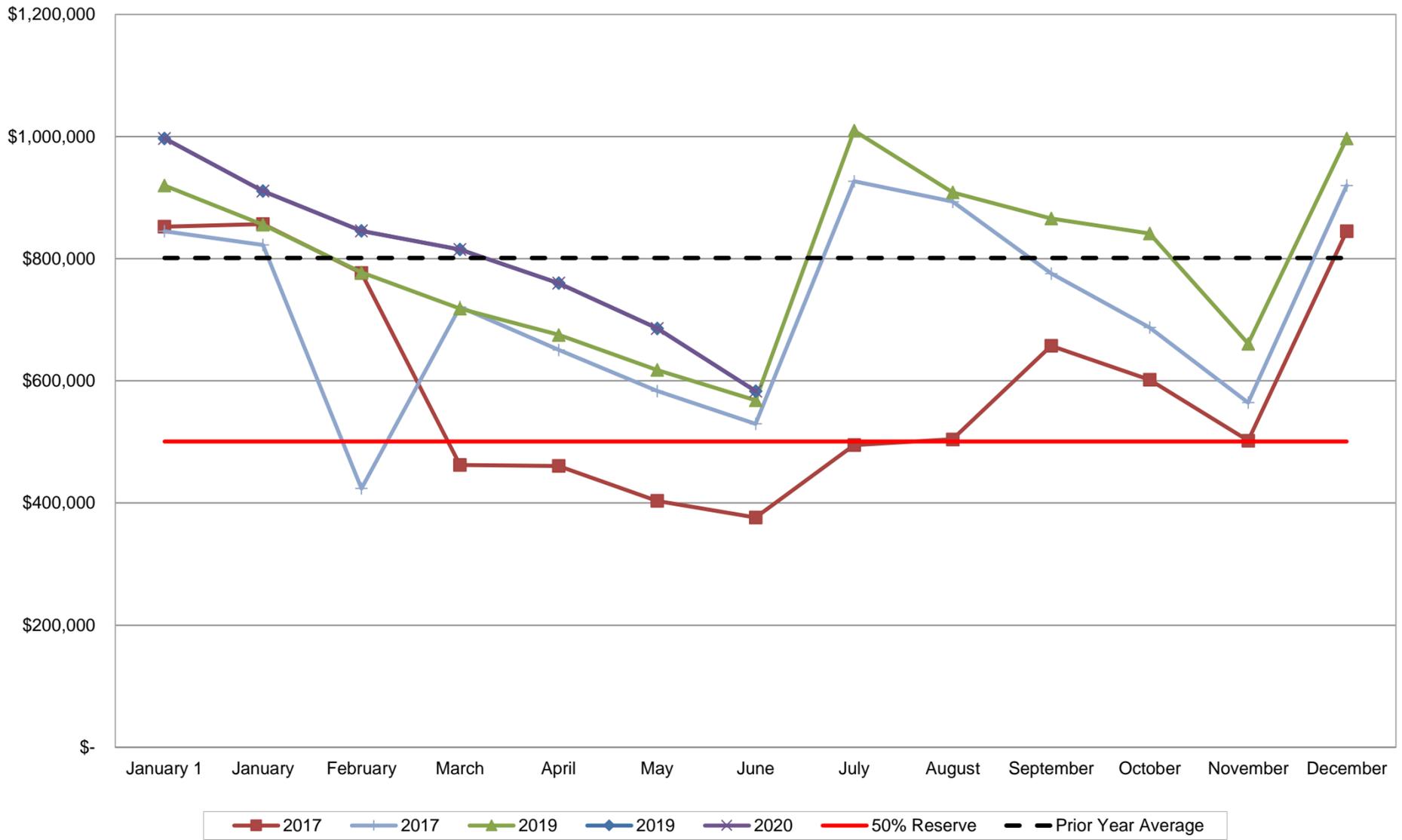
We have reconciled all bank accounts through June 30, 2020 and reviewed activity in all funds. The following is a summary of our observations. All information presented is unaudited.

Cash and Investments

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

	<u>06/30/2020</u>	<u>12/31/2019</u>	<u>Increase/ (Decrease)</u>
Checking and Savings	\$ 523,617	\$ 1,173,867	\$ (650,250)
Investments (at Market Value)	4,704,214	4,507,539	196,676
 Total Cash and Investments	 <u>\$ 5,227,831</u>	 <u>\$ 5,681,406</u>	 <u>\$ (453,575)</u>
 <u>Investment Type</u>	 <u>06/30/2020</u>	 <u>12/31/2019</u>	 <u>Increase/ (Decrease)</u>
Checking and Savings	\$ 523,617	\$ 1,173,867	\$ (650,251)
Money Market	1,171,108	641,471	529,637
Negotiable CD's	3,533,107	3,866,068	(332,962)
Municipal Bond	-	-	-
Government Agency Securities	-	-	-
 Total Investments	 <u>\$ 5,227,831</u>	 <u>\$ 5,681,406</u>	 <u>\$ (453,575)</u>

General Fund Cash Balances 2017 - 2020



General Fund

	YTD Budget	YTD Actual	Percent of YTD Budget		YTD Budget	YTD Actual	Percent of YTD Budget	
Receipts					Disbursements			
Taxes	\$ 222,456	\$ 0	0.0 %	↓	General government	\$ 31,750	\$ 33,379	105.1 % →
Special assessments	-	(206)	-	N/A	City Administrator	54,345	50,297	92.6 % →
Licenses and permits	46,200	88,263	191.0	↑	Mayor	10,650	8,423	79.1 % →
Intergovernmental	186,688	6,905	3.7	↓	City Clerk	13,715	11,421	83.3 % →
Charges for services	31,608	4,052	12.8	↓	Elections	1,750	1,274	72.8 % →
Fines and forfeitures	500	1,078	215.6	↑	Assessor	7,500	-	- % N/A
Rent	9,500	32,167	338.6	↑	Accounting/Auditing	20,000	40,046	200.2 % ↓
Contributions and Donations	-	6,713	-	N/A	Legal Services	10,000	8,761	87.6 % →
Interest on investments	1,250	9,962	797.0	↑	Engineering	25,000	41,682	166.7 % ↓
Miscellaneous revenue	2,500	18,068	722.7	↑	Community Center	5,125	1,972	38.5 % →
					Planning and Zoning	23,500	14,096	60.0 % →
	<u>\$ 500,702</u>	<u>\$ 167,001</u>	<u>33.4 %</u>	↓	Police	66,050	63,310	95.9 % →
					Fire	65,537	61,591	94.0 % →
					Building Inspection	12,500	11,717	93.7 % →
					Street and highways	103,525	126,178	121.9 % ↓
					Maintenance	9,980	5,336	53.5 % →
					Parks	34,250	65,722	191.9 % ↓
					Compost	2,700	1,590	58.9 % →
					EDA	2,275	720	31.6 % →
					Miscellaneous	550	525	95.5 % →
						<u>\$ 500,702</u>	<u>\$ 548,041</u>	<u>109.5 %</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.

Treasury Yields									
Date	1 mo	3 mo	6 mo	1 yr	2 yr	3 yr	5 yr	7 yr	10 yr
12/31/2014	0.03	0.04	0.12	0.25	0.67	1.10	1.65	1.97	2.17
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
09/30/2019	1.91	1.88	1.83	1.75	1.63	1.56	1.55	1.62	1.68
12/31/2019	1.48	1.55	1.60	1.59	1.58	1.62	1.69	1.83	1.92
03/31/2020	0.05	0.11	0.15	0.17	0.23	0.29	0.37	0.55	0.70
06/30/2020	0.30	0.14	0.18	0.16	0.16	0.19	0.31	0.52	0.69

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, 2020

ATTACHMENT A

	Annual Budget	Budget Through 06/30/2020	Actual Through 06/30/2020	Variance - Favorable (Unfavorable)	Percent Received or Expended Based on Budget through 06/30/2020
Revenues					
Taxes	\$ 444,912	\$ 222,456	\$ 0	\$ (222,456) *	0.0 %
Special assessments	-	-	(206)	(206)	-
Licenses and permits	92,400	46,200	88,263	42,063 (1)	191.0
Intergovernmental	373,375	186,688	6,905	(179,783) *	3.7
Charges for services	63,216	31,608	4,052	(27,556) (2)	12.8
Fines and forfeitures	1,000	500	1,078	578	215.6
Rent	19,000	9,500	32,167	22,667 (3)	338.6
Contributions and donations	-	-	6,713	6,713	N/A
Interest on investments	2,500	1,250	9,962	8,712	797.0
Miscellaneous revenue	5,000	2,500	18,068	15,568 (4)	722.7
Total Revenues	1,001,403	500,702	167,001	(333,701)	33.4
Expenditures					
General government	63,500	31,750	33,379	(1,629)	105.1
City administrator	108,689	54,345	50,297	4,047	92.6
Mayor and council	21,300	10,650	8,423	2,227	79.1
City clerk	27,431	13,715	11,421	2,295	83.3
Elections	3,500	1,750	1,274	476	-
Assessor	15,000	7,500	-	7,500	-
Accounting/auditing	40,000	20,000	40,046	(20,046) (5)	200.2
Legal services	20,000	10,000	8,761	1,239	87.6
Engineering	50,000	25,000	41,682	(16,682) (6)	166.7
Planning and zoning	10,250	5,125	1,972	3,153	38.5
Community center	47,000	23,500	14,096	9,404	60.0
Police	132,100	66,050	63,310	2,740	95.9
Fire	131,074	65,537	61,591	3,946	94.0
Building inspection	25,000	12,500	11,717	783	93.7
Street and highways	207,050	103,525	126,178	(22,653) (7)	121.9
Maintenance	19,960	9,980	5,336	4,644	53.5
Parks	68,500	34,250	65,722	(31,473) (8)	191.9
Compost	5,400	2,700	1,590	1,110	58.9
EDA	4,550	2,275	720	1,555	31.6
Miscellaneous	1,100	550	525	25	95.5
Total Expenditures	1,001,403	500,702	548,041	(47,340)	109.5
Excess Revenues (Expenditures)	-	-	(381,040)	(381,040)	N/A
Other Financing Sources (Uses)					
Transfers in	-	-	-	-	N/A
Operating transfers out	-	-	(53,249)	(53,249) (9)	N/A
Total Other Financing Sources (Uses)	-	-	(53,249)	(53,249)	-
Excess (Deficiency) of Revenues and Other Financing Sources Over (Under) Expenditures and Other Uses	\$ -	\$ -	\$ (434,289)	\$ (434,289)	N/A %

* Typically property taxes are received in July and December. For 2020, there will be a delay in collection/receipt of payments as well as a different distribution schedule due to COVID-19. Governmental Aid has not yet been received.

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

- (1) Building permit revenues are higher than budgeted, due to new developments.
- (2) 1st half of Police contracts for Camden and Watertown townships have not been paid yet.
- (3) American Tower antenna additional payment not in budget.
- (4) Increase due to fire department training reimbursements and a donation fee for \$10k from Mayer Baseball club.
- (5) Increase due to additional consulting services in 2020 (continuing disclosure reporting and long-term plan).
- (6) Increase in engineering services, due to the 2020 development plan and plan bid, and rehab expenses for water tower #2
- (7) Expenditures exceeded quarter budget amount due to Tool cat purchase for the amount of \$40,935.
- (8) Expenditures exceeded quarter budget due to unbudgeted expenses for discovery playground equipment and assembly.

City of Mayer, Minnesota
 Unaudited Cash Balances by Fund
 June 30, 2019, December 31, 2019, June 30, 2020

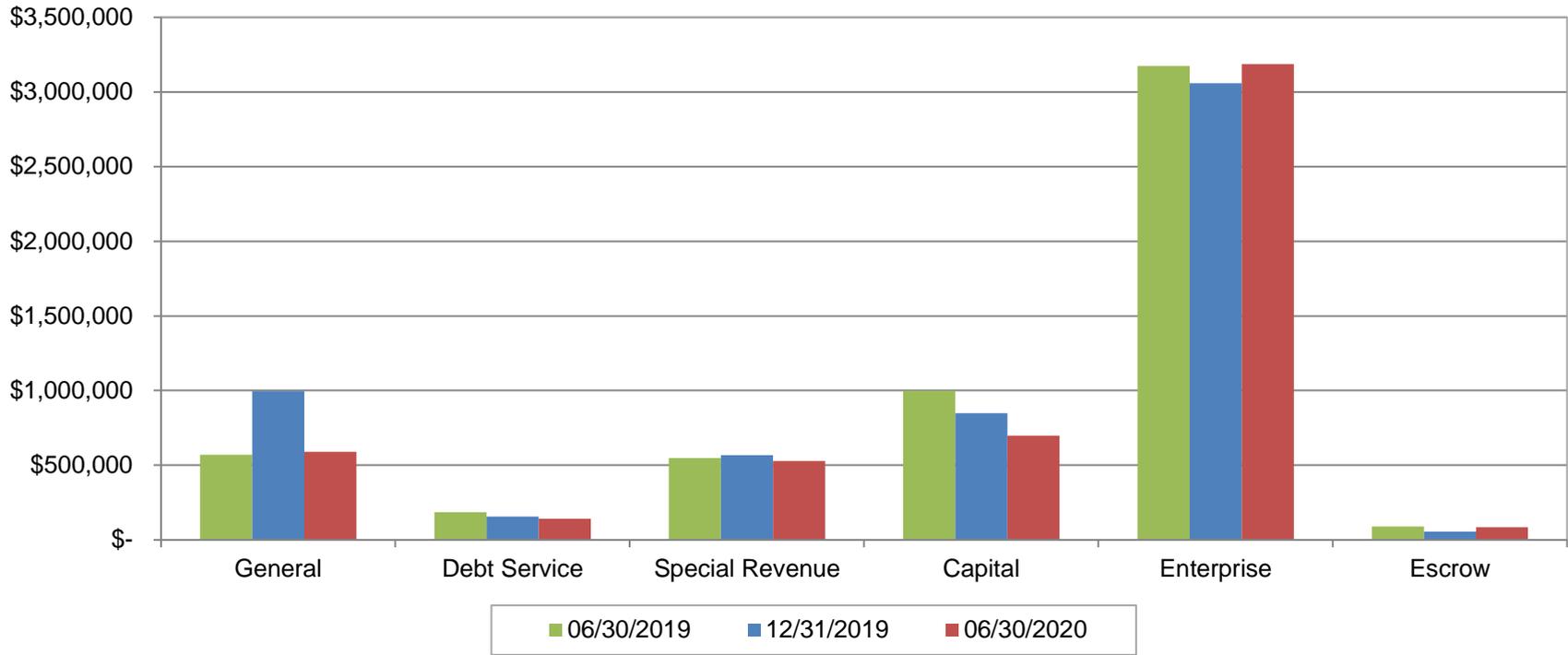
ATTACHMENT B

Fund	Balance 06/30/2019	Balance 12/31/2019	Balance 06/30/2020	YTD Change From 12/31/2019
100 General fund	\$ 569,667	\$ 997,102	\$ 590,441	\$ (406,661) (1)
210 Fire Truck Fund	154,304	156,189	182,401	26,212
212 Fire Dept Grant & Contributions	12,393	25,338	14,046	(11,292)
220 Park Improvement	360,780	365,186	310,328	(54,859) (2)
225 EDA	19,977	20,161	20,415	254
325 Hwy 25/2007 St Bond	141,396	79,628	70,767	(8,861)
350 2015 Fire Truck Fund	44,980	76,009	71,503	(4,506)
405 Street Improvement Fund	114,461	115,859	117,117	1,258
410 Comm Ctr Capital Outlay Fund	24,721	22,022	22,300	278
435 Capital Projects	860,446	711,252	554,299	(156,953) (3)
440 Roundabout Project 2015	-	-	3,267	3,267
620 Water Fund	1,209,621	1,103,465	1,091,596	(11,869)
640 Sewer Fund	1,935,203	1,892,029	2,053,684	161,655 (4)
650 Storm Water Fund	29,724	62,319	41,455	(20,864)
700 Investment Fund	-	-	2	2
800 Escrow Fund	89,874	54,847	84,209	29,362
Total	<u>\$ 5,567,547</u>	<u>\$ 5,681,406</u>	<u>\$ 5,227,831</u>	<u>\$ (453,575)</u>

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

- (1) The decrease is an expected result from excess of expenditures over revenues as well as a transfer of \$53K to the Fire Truck Fund.
- (2) Decrease due to the purchase of park equipment in the amount of \$58K.
- (3) Decrease due to the purchase of snow removal equipment for \$111K and city hall roofing costs for \$55K.
- (4) Excess of Revenues over Expenditures in the Sewer Fund.

Cash Balance by Fund Compared to Prior Year



Fund	
↓	General
→	Debt Service
→	Special Revenue
↓	Capital
→	Enterprise
↑	Escrow

Key	
↑	Balance increased more than 10% over prior year
↓	Balance decreased more than 10% over prior year
→	Balance within 10% of prior year

City of Mayer, Minnesota
Schedule of Investments
For the Month Ended May 31, 2020

Institution	Description	Type	Market Value	Deposits -		Expenditures -		Market Value	Market Value	Unrealized
			1/1/2020	Purchases	Sales	Transfers	Interest	6/30/2020	6/30/2020	gain / loss
Security Bank & Trust	40002	Checking	\$ 1,010,832.82	\$ 1,012,909.12	\$ (1,499,514.01)	\$ -	\$ 673.50	\$ 524,901.43	\$ 524,901.43	\$ -
Security Bank & Trust	788491	Savings	44,288.77	-	-	-	59.77	44,348.54	44,348.54	-
Security Bank & Trust	300708	Money Market	97,854.63	-	-	-	111.26	97,965.89	97,965.89	-
Security Bank & Trust	FEMA Grant 766823	Savings	297.60	-	-	-	0.14	297.74	297.74	-
Security Bank & Trust	8725	Brokered CD	22,065.25	-	-	-	157.05	22,222.30	22,222.30	-
Security Bank & Trust	143337	Brokered CD	28,937.19	-	-	-	318.30	29,255.49	29,255.49	-
Security Bank & Trust	94601	Brokered CD	220,654.81	-	-	-	4,889.83	225,544.64	225,544.64	-
			1,424,931.07	1,012,909.12	(1,499,514.01)	-	6,209.85	944,536.03	944,536.03	-
First MN Bank	82799	Brokered CD	108,995.92	-	(109,038.64)	-	42.72	(0.00)	-	0.00
First MN Bank	70263	Brokered CD	-	269,834.02	-	-	999.64	270,833.66	270,833.66	-
First MN Bank	82807	Brokered CD	-	-	-	-	-	-	-	-
First MN Bank	82809	Brokered CD	220,788.88	-	(221,473.30)	-	684.42	0.00	-	(0.00)
First MN Bank	70264	Brokered CD	-	221,473.30	-	-	811.46	222,284.76	222,284.76	-
First MN Bank	82825	Brokered CD	108,551.83	-	(109,787.15)	-	541.53	(693.79)	-	693.79
First MN Bank	82837	Brokered CD	275,005.25	-	(269,834.02)	-	(5,171.23)	(0.00)	-	0.00
First MN Bank	82881	Brokered CD	212,987.65	-	-	-	1,467.03	214,454.68	214,454.68	-
First MN Bank	70269	Brokered CD	-	109,787.15	-	-	-	109,787.15	109,787.15	-
First MN Bank	70261	Brokered CD	-	109,038.64	-	-	809.40	109,848.04	109,848.04	-
			926,329.53	710,133.11	(710,133.11)	-	184.97	926,514.50	927,208.29	693.79
Ehlers	Cash	Money Market	-	-	(4,270.92)	4,299.28	109.15	137.51	137.51	0.00
Ehlers	941410412	Money Market	14,289.25	207,270.92	(250,457.43)	33,691.59	1.42	4,795.75	4,795.75	(0.00)
Ehlers	Federated Govt Obl Inst	Money Market	-	1,011,000.00	(498,061.23)	(9,095.60)	156.83	504,000.00	504,000.00	-
Ehlers	United States Treasury	Money Market	-	-	-	-	-	-	-	-
Ehlers	United States Treasury	Brokered CD	492,266.52	-	(489,000.00)	(8,557.50)	8,557.50	3,266.52	-	(3,266.52)
Ehlers	Wells Fargo Bank NA	Brokered CD	203,365.40	-	(203,000.00)	(1,293.09)	1,293.09	365.40	-	(365.40)
Ehlers	Wells Fargo Bank NA	Brokered CD	-	-	-	-	-	-	-	-
Ehlers	Goldman Sachs Bk	Brokered CD	-	-	-	-	-	-	-	-
Ehlers	Capital One BK USA	Brokered CD	-	-	-	(2,500.38)	2,500.38	-	-	-
Ehlers	Ally BK Midvale Utah	Brokered CD	-	-	-	-	-	-	-	-
Ehlers	Morgan Stanley Bank	Brokered CD	247,286.52	-	(247,000.00)	(3,020.84)	3,020.84	286.52	-	(286.52)
Ehlers	Sallie Mae Bk Murray Utah	Brokered CD	247,286.52	-	(247,000.00)	(3,020.84)	3,020.84	286.52	-	(286.52)
Ehlers	Metabank Storm Lake Iowa CD	Brokered CD	-	-	-	-	-	-	-	-
Ehlers	Bank of the West	Brokered CD	-	-	-	-	-	-	-	-
Ehlers	BMO Harris	Brokered CD	-	-	-	-	-	-	-	-
Ehlers	Bank of America	Brokered CD	248,424.08	-	-	-	-	248,424.08	248,468.47	44.39
Ehlers	United States Treasury	Brokered CD	-	-	-	-	-	-	-	-
Ehlers	Brookline	Brokered CD	84,529.20	-	-	(968.65)	968.65	84,529.20	84,903.00	373.80
Ehlers	Morgan Stanley Private Bank, NA	Brokered CD	251,631.25	-	-	(3,157.88)	3,157.88	251,631.25	258,191.08	6,559.83
Ehlers	TIAA FSB Holdings, Inc.	Brokered CD	239,299.48	-	-	(2,459.55)	2,459.55	239,299.48	242,635.53	3,336.05
Ehlers	Capital One, N.A.	Brokered CD	248,902.72	-	-	-	-	248,902.72	250,820.26	1,917.54
Ehlers	Goldman Sachs Banks	Brokered CD	-	-	-	-	-	-	-	-
Ehlers	Raymond James Bank, N.A.	Brokered CD	59,995.20	-	-	(508.60)	508.60	59,995.20	61,241.70	1,246.50
Ehlers	Gold Man Sachs Bank USA	Brokered CD	200,074.00	-	-	-	-	200,074.00	201,119.40	1,045.40
Ehlers	Raymond James Bank, N.A.	Brokered CD	-	-	-	-	-	-	-	-
Ehlers	Wells Fargo	Brokered CD	-	246,865.28	-	(1,432.94)	1,432.94	246,865.28	256,512.46	9,647.18
Ehlers	BMW Bank of the North, N.A	Brokered CD	-	246,768.00	-	-	-	246,768.00	252,756.58	5,988.58

City of Mayer, Minnesota
 Schedule of Investments
 For the Month Ended May 31, 2020

Institution	Description	Type	Market Value		Deposits -			Expenditures -			Market Value	Market Value	Unrealized
			1/1/2020	6/30/2020	Purchases	Sales	Transfers	Interest	6/30/2020	6/30/2020	gain / loss		
Ehlers	VIRGINIA COMWLTH TRANSN BRD	Brokered CD	\$ -	\$ 10,395.85	\$ 10,395.85	\$ -	\$ -	\$ -	\$ -	\$ 10,395.85	\$ 10,716.32	\$ 320.47	
Ehlers	METROPOLITAN GOVT NASHVILLE	Brokered CD	-	15,895.58	15,895.58	-	-	-	-	15,895.58	16,194.61	299.03	
Ehlers	MAINE MUN BD BK	Brokered CD	-	5,269.57	5,269.57	-	(100.00)	100.00	-	5,269.57	5,418.76	149.19	
Ehlers	SOUTH ORANGE & MAPLEWOOD N	Brokered CD	-	37,766.67	37,766.67	-	-	-	-	37,766.67	39,034.87	1,268.20	
Ehlers	PORT AUTH N Y & N J	Brokered CD	-	26,601.89	26,601.89	-	(625.00)	625.00	-	26,601.89	26,837.50	235.61	
Ehlers	VIRGINIA COLLEGE BLDG AUTH VA	Brokered CD	-	5,263.68	5,263.68	-	-	-	-	5,263.68	5,373.57	109.89	
Ehlers	KANSAS ST DEPT TRANSN HWY	Brokered CD	-	15,973.33	15,973.33	-	-	-	-	15,973.33	16,481.73	508.40	
Ehlers	TRIBOROUGH BRDG & TUNL AUTH	Brokered CD	-	16,210.67	16,210.67	-	(375.00)	375.00	-	16,210.67	16,524.81	314.14	
Ehlers	LAS VEGAS NEV CONVENTION &	Brokered CD	-	21,803.04	21,803.04	-	-	-	-	21,803.04	21,649.76	(153.28)	
Ehlers	MARYLAND ST TRANSN AUTH	Brokered CD	-	10,929.82	10,929.82	-	-	-	-	10,929.82	11,400.12	470.30	
Ehlers	WISCONSIN ST	Brokered CD	-	16,264.43	16,264.43	-	(375.00)	375.00	-	16,264.43	16,648.47	384.04	
Ehlers	FRANKLIN CNTY WASH SCH DIST	Brokered CD	-	10,621.21	10,621.21	-	(200.00)	200.00	-	10,621.21	11,201.83	580.62	
Ehlers	EL PASO CNTY COLO SCH DIST	Brokered CD	-	20,460.47	20,460.47	-	(300.00)	300.00	-	20,460.47	21,302.84	842.37	
Ehlers	HONOLULU HAWAII CITY & CNTY	Brokered CD	-	10,879.03	10,879.03	-	-	-	-	10,879.03	11,442.12	563.09	
			-	-	-	-	-	-	-	-	-	-	
			-	-	-	-	-	-	-	-	-	-	
			2,537,350.14	1,936,239.44	(1,938,789.58)	(0.00)	29,162.67	2,563,962.67	2,595,809.05	31,846.38			
4M Fund		Money Market	562,035.12	-	-	-	-	2,173.69	564,208.81	564,208.81	-	-	
4M Fund	Servisfirst Bank	Brokered CD	242,000.00	-	-	-	-	-	242,000.00	242,000.00	-	-	
			804,035.12	-	-	-	-	2,173.69	806,208.81	806,208.81	-	-	
Total Cash and Investments			\$ 2,351,260.60	\$ 3,659,281.67	\$ (4,148,436.70)	\$ (0.00)	\$ 37,731.18	\$ 5,241,222.01	\$ 5,273,762.18	\$ 32,540.17			
				\$ 1,662.91				Adjusted for Ehlers	\$ 5,241,222.01	\$ 5,273,762.18	\$ (113,282.07)		
								O/S Checks	\$ (45,928.45)				
								O/S Deposit	\$ 5,227,833.73				

City of Mayer, Minnesota
Statement of Revenues and Expenses -
Budget and Actual -
Water Fund (Unaudited)
For the Six Months Ended June 30, 2020

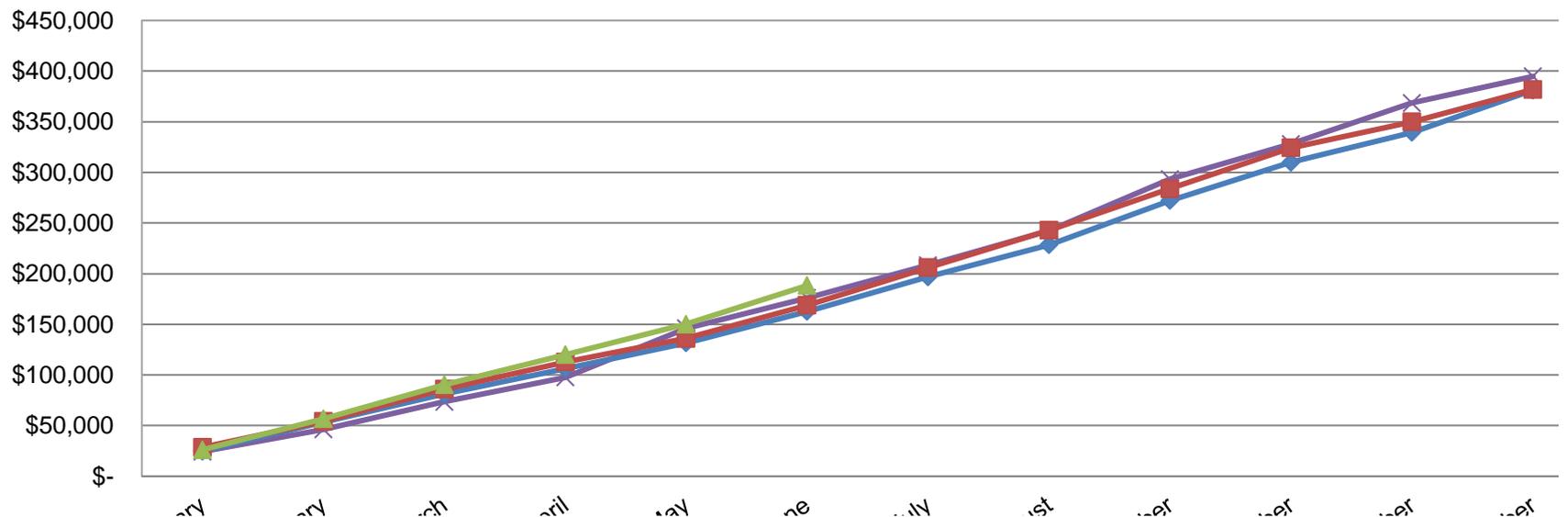
WATER FUND

	Annual Budget	Actual Thru 6/30/2019	Actual Thru 6/30/2020	Variance - Favorable (Unfavorable)	Percent Received or Expended Based on Actual Thru 06/30/2020
Revenues					
Charges for services	\$ -	\$ 174,884	\$ 204,098	\$ 29,214 (1)	85.7 %
Connection fees	-	37,130	\$ 94,013	56,883 (2)	39.5
Developer area fee	-	-	-	-	N/A
Special assessment	-	-	-	-	N/A
Interest earnings	-	13,236	15,200	1,964	87.1
Miscellaneous	-	8,558	34,503	25,945 (3)	24.8
Total Revenues	-	233,808	347,813	114,006	-
Expenses					
Salaries and benefits	65,325	33,292	35,642	(2,350)	93.4
Supplies	9,850	2,909	2,115	794	137.6
Other services and charges	155,785	18,552	72,047	(53,495) (4)	25.8
Repair and maintenance	16,000	5,070	16,968	(11,898) (5)	29.9
Utilities	23,300	12,053	10,649	1,404	113.2
Capital outlay	25,000	1,281	7,115	(5,834)	18.0
Depreciation	-	-	-	-	-
Insurance	12,500	7,752	10,674	(2,922)	72.6
Bond principal	313,600	20,000	20,000	-	100.0
Bond interest	47,392	25,412	34,698	(9,286)	73.2
Total Expenses	668,752	126,322	209,907	(83,586)	60.2
Transfers in	-	-	-	-	N/A
Transfers out	-	-	-	-	N/A
Excess Revenues Over (Under) Expenses	\$ (668,752)	\$ 107,486	\$ 137,906	\$ 30,420	(242.5) %

Item Explanation of Items Received/Expended \$ Variance Greater than \$10,000.

- (1) Increase in revenue due to utility rate increase in 2020.
- (2) There have been more building permits in 2020, which has caused the new connection fees to increase compared to 2019.
- (3) Variance due to timing of antennae lease payments.
- (4) Increase in expenses is due to 2020 well and water tower improvement.
- (5) Increase in expenses is due to waterline repair and new equipment purchases (handheld, docking station, and software).

Water Sales Comparison 2017 - 2020



City of Mayer, Minnesota
Statement of Revenues and Expenses -
Budget and Actual -
Sewer Fund (Unaudited)
For the Six Months Ended June 30, 2020

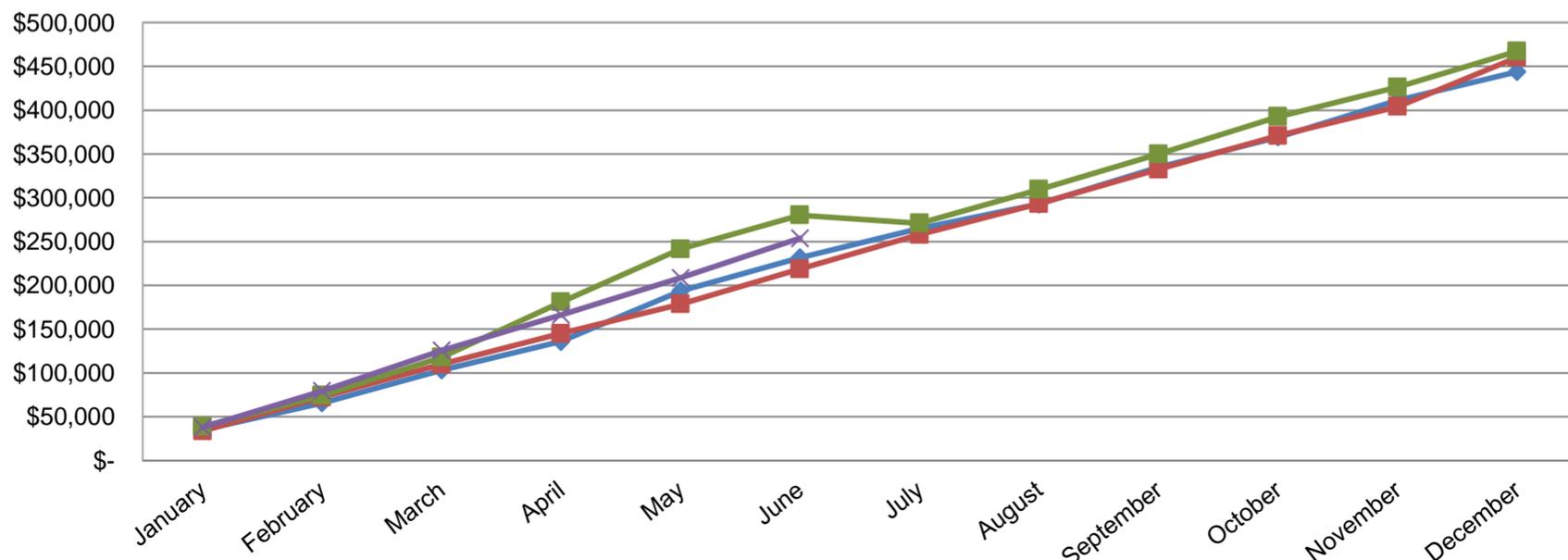
SEWER FUND

	Annual Budget	Actual Thru 06/30/2019	Actual Thru 06/30/2020	Variance - Favorable (Unfavorable)	Percent Received or Expended Based on Actual Thru 06/30/2020
Revenues					
Taxes	\$ -	\$ -	\$ -	\$ -	N/A %
Capital grants & contributions	-	1,842	2,002	160	92.0
Charges for services	-	229,165	253,993	24,828 (1)	90.2
Connection fee	-	37,130	90,260	53,130 (2)	41.1
Developer area fee	-	-	-	-	N/A
Special assessments	-	-	-	-	N/A
Interest income	-	22,175	25,329	3,154 (3)	87.5
Miscellaneous	-	6,988	5,553	(1,435)	125.8
Total Revenues	-	297,300	377,138	79,838	78.8
Expenses					
Salaries and benefits	65,325	32,871	35,592	(2,721)	92.4
Supplies	72,555	24,637	28,470	(3,832)	86.5
Other services and charges	52,760	32,544	12,582	19,961 (4)	258.6
Repair and maintenance	71,150	14,288	22,666	(8,378)	63.0
Utilities	107,450	22,519	16,564	5,955	135.9
Depreciation	-	-	-	-	-
Capital outlay	60,970	86,872	7,348	79,523 (5)	1,182.2
Insurance	13,200	12,173	13,403	(1,230)	90.8
Bond principal	394,400	-	-	-	N/A
Bond interest	61,931	25,792	22,703	3,089	113.6
Total Expenses	899,741	251,695	159,327	92,368	158.0
Transfers in	-	-	-	-	N/A
Transfers out	-	-	-	-	N/A
Excess Revenues Over (Under) Expenses	\$ (899,741)	\$ 45,605	\$ 217,811	\$ 172,206	20.9 %

Item Explanation of Items Received/Expended \$ Variance Greater than \$10,000.

- (1) Increase in revenue due to utility rate increase in 2020.
- (2) There have been more building permits in 2020, which has caused the new connection fees to increase compared to 2019.
- (3) Allocated interest increased due to fund balance increase from rate increases for utility services.
- (4) Variance due to higher expenses in 2019 for WWTF contracted services in the amount of \$12K and sewer improvements for \$7.5K
- (5) The 2018 water treatment facility capital improvement from 2018 increased expenses (project completed in 2019), which is not part of the 2020 expenses.

Sewer Sales Comparison 2017 - 2020



City of Mayer, Minnesota
Statement of Revenues and Expenses -
Budget and Actual -
Storm Sewer Fund (Unaudited)
For the Six Months Ended June 30, 2020

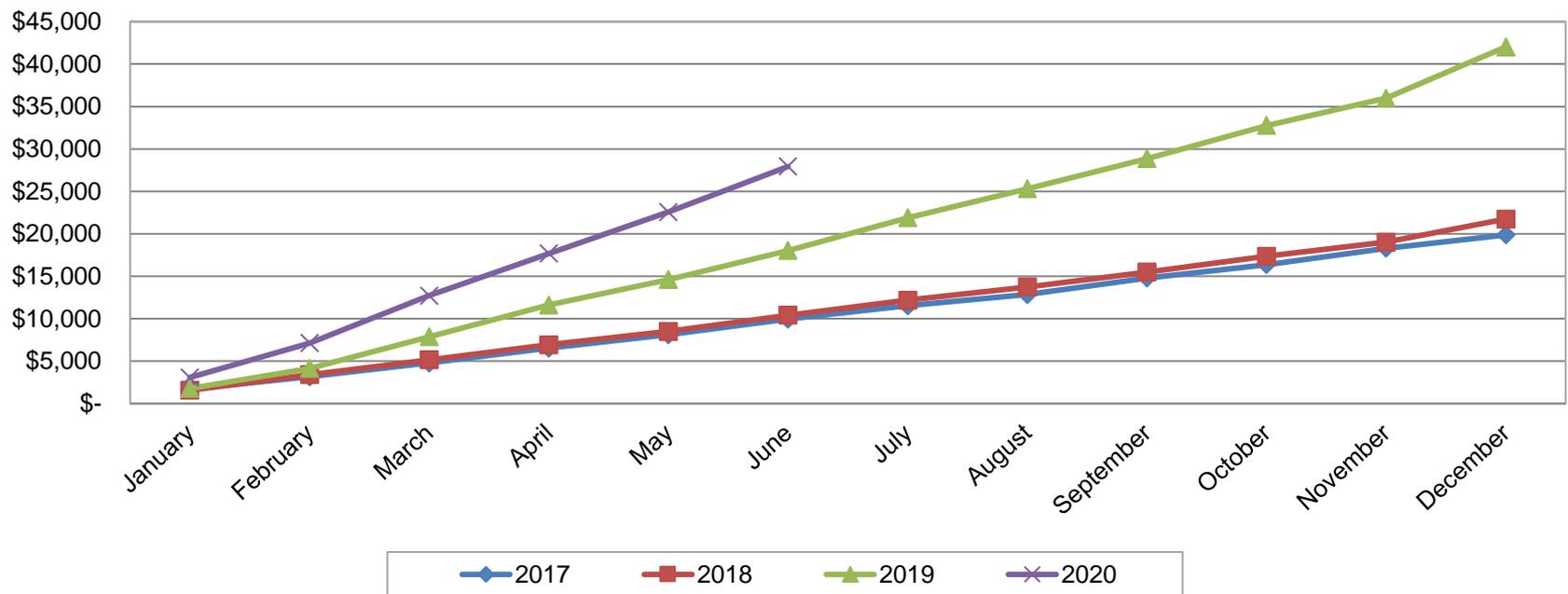
STORM SEWER FUND

	Actual Thru 06/30/2019	Actual Thru 06/30/2020	Variance - Favorable (Unfavorable)	Percent Received or Expended Based on Actual Thru 06/30/2020
Revenues				
Charges for services	\$ 18,471	\$ 28,401	\$ 9,930	65.0 %
Interest earnings	259	496	237	52.2
Intergovernmental	-	-	-	N/A
Special assessments	-	-	-	N/A
Miscellaneous	-	-	-	N/A
Total Revenues	18,730	28,897	10,167	64.8
Expenses				
Other services and charges	6,482	3,331	3,152	194.6
Capital outlay	-	46,382	(46,382) (1)	N/A
Depreciation	-	-	-	N/A
Total Expenses	6,482	49,713	(43,230)	13.0
Transfers in	-	-	-	N/A
Transfers out	-	-	-	N/A
Excess Revenues Over (Under) Expenses	\$ 12,248	\$ (20,815)	\$ (33,063)	(58.8) %

Item Explanation of Items Percentage Received/Expended \$ Variance Greater than \$10,000.

- (1) Wetland restoration expenditures final project work.

Storm Sewer Sales Comparison 2017 - 2020



CITY OF MAYER
Revenue Guideline

Account Descr	2020 YTD Budget	June 2020 Amt	2020 YTD Amt	2020 YTD Balance	%YTD Budget
FUND 100 GENERAL FUND					
R 100-41000-31000 General Property	\$427,949.92	\$0.00	\$0.08	\$427,949.84	0.00%
R 100-41000-32110 Alcoholic Bevera	\$2,000.00	\$0.00	\$6,410.00	-\$4,410.00	320.50%
R 100-41000-32112 Liquor License Ba	\$0.00	-\$1,270.14	-\$1,270.14	\$1,270.14	0.00%
R 100-41000-32180 Other Licenses/P	\$0.00	\$50.00	\$2,850.00	-\$2,850.00	0.00%
R 100-41000-32210 Building Permits	\$90,000.00	\$14,349.14	\$75,997.21	\$14,002.79	84.44%
R 100-41000-32220 Variance/Permit	\$0.00	\$750.00	\$4,000.00	-\$4,000.00	0.00%
R 100-41000-32240 Animal Licenses	\$400.00	\$0.00	\$275.71	\$124.29	68.93%
R 100-41000-33400 State Grants and	\$15,000.00	\$0.00	\$0.00	\$15,000.00	0.00%
R 100-41000-33401 Local Governmen	\$338,375.00	\$0.00	\$0.00	\$338,375.00	0.00%
R 100-41000-33421 Police State Aid	\$6,500.00	\$0.00	\$6,904.39	-\$404.39	106.22%
R 100-41000-33600 County Grants	\$3,500.00	\$0.00	\$0.51	\$3,499.49	0.01%
R 100-41000-34000 Charges for Servi	\$2,000.00	\$0.00	\$35.00	\$1,965.00	1.75%
R 100-41000-34103 Zoning and Subdi	\$2,500.00	\$0.00	\$0.00	\$2,500.00	0.00%
R 100-41000-34107 Assessment Sear	\$0.00	\$20.00	\$200.00	-\$200.00	0.00%
R 100-41000-34300 State Reimburse	\$10,000.00	\$0.00	\$0.00	\$10,000.00	0.00%
R 100-41000-34403 Compost Collecti	\$2,500.00	\$0.00	\$2,500.00	\$0.00	100.00%
R 100-41000-34750 Community Cent	\$5,000.00	\$866.90	\$1,316.90	\$3,683.10	26.34%
R 100-41000-35100 Court Fines	\$1,000.00	\$0.00	\$1,077.98	-\$77.98	107.80%
R 100-41000-35200 Bad Check Charg	\$0.00	\$8.72	\$38.72	-\$38.72	0.00%
R 100-41000-36102 Penalties and Int	\$0.00	\$0.00	-\$206.00	\$206.00	0.00%
R 100-41000-36210 Interest Earnings	\$2,500.00	\$349.50	\$9,962.29	-\$7,462.29	398.49%
R 100-41000-36232 10% Charitable	\$5,000.00	\$0.00	\$9,984.00	-\$4,984.00	199.68%
R 100-41000-36250 Refunds/Reimbur	\$0.00	\$0.00	\$0.66	-\$0.66	0.00%
R 100-41000-36260 Tower Antenna R	\$0.00	\$634.28	-\$987.72	\$987.72	0.00%
R 100-41940-36260 Tower Antenna R	\$19,000.00	\$1,621.60	\$32,167.23	-\$13,167.23	169.30%
R 100-42200-34207 Fire Contracts	\$51,215.74	\$0.00	-\$0.39	\$51,216.13	0.00%
R 100-42200-34208 Fire Truck Fund	\$16,962.40	\$0.00	\$0.00	\$16,962.40	0.00%
R 100-42200-34209 FD Building Fund	\$0.00	\$0.00	\$450.00	-\$450.00	0.00%
R 100-42200-36230 Contributions an	\$0.00	\$150.00	\$6,262.50	-\$6,262.50	0.00%
R 100-42200-36250 Refunds/Reimbur	\$0.00	\$0.00	\$9,031.95	-\$9,031.95	0.00%
FUND 100 GENERAL FUND	\$1,001,403.06	\$17,530.00	\$167,000.88	\$834,402.18	
FUND 210 FIRE TRUCK FUND					
R 210-42200-34202 FD Highway Resc	\$0.00	\$0.00	\$450.00	-\$450.00	0.00%
R 210-42200-36210 Interest Earnings	\$0.00	\$86.13	\$2,634.63	-\$2,634.63	0.00%
R 210-42200-39200 Transfer In	\$0.00	\$0.00	\$53,249.14	-\$53,249.14	0.00%
FUND 210 FIRE TRUCK FUND	\$0.00	\$86.13	\$56,333.77	-\$56,333.77	
FUND 212 FIRE DEPT GRANTS&CONTRIBUTIONS					
R 212-42200-36210 Interest Earnings	\$0.00	\$6.63	\$306.42	-\$306.42	0.00%
R 212-42200-36230 Contributions an	\$0.00	-\$10,830.75	-\$8,830.75	\$8,830.75	0.00%
FUND 212 FIRE DEPT GRANTS&CONT	\$0.00	-\$10,824.12	-\$8,524.33	\$8,524.33	
FUND 220 PARK IMPROVEMENT FUND					
R 220-45000-36210 Interest Earnings	\$0.00	\$146.53	\$4,110.80	-\$4,110.80	0.00%
FUND 220 PARK IMPROVEMENT FUN	\$0.00	\$146.53	\$4,110.80	-\$4,110.80	
FUND 225 EDA					
R 225-41000-36210 Interest Earnings	\$0.00	\$9.64	\$254.50	-\$254.50	0.00%
FUND 225 EDA	\$0.00	\$9.64	\$254.50	-\$254.50	
FUND 325 HWY 25/2007 ST BOND					
R 325-41000-36210 Interest Earnings	\$0.00	\$33.42	\$989.33	-\$989.33	0.00%

Account Descr	2020 YTD Budget	June 2020 Amt	2020 YTD Amt	2020 YTD Balance	%YTD Budget
FUND 325 HWY 25/2007 ST BOND	\$0.00	\$33.42	\$989.33	-\$989.33	
FUND 350 2015 FIRE TRUCK BOND					
R 350-41000-36210 Interest Earnings	\$0.00	\$33.76	\$956.57	-\$956.57	0.00%
FUND 350 2015 FIRE TRUCK BOND	\$0.00	\$33.76	\$956.57	-\$956.57	
FUND 405 STREET IMPROVEMENT FUND					
R 405-43000-36210 Interest Earnings	\$0.00	\$55.30	\$1,258.11	-\$1,258.11	0.00%
FUND 405 STREET IMPROVEMENT FU	\$0.00	\$55.30	\$1,258.11	-\$1,258.11	
FUND 410 COMM CTR CAPITOL OUTLAY FUND					
R 410-41000-36210 Interest Earnings	\$0.00	\$10.53	\$277.98	-\$277.98	0.00%
FUND 410 COMM CTR CAPITOL OUTL	\$0.00	\$10.53	\$277.98	-\$277.98	
FUND 435 CAPITAL PROJECTS					
R 435-41000-36100 Special Assessme	\$0.00	\$0.00	\$3,558.66	-\$3,558.66	0.00%
R 435-43000-36210 Interest Earnings	\$0.00	\$261.73	\$5,917.83	-\$5,917.83	0.00%
FUND 435 CAPITAL PROJECTS	\$0.00	\$261.73	\$9,476.49	-\$9,476.49	
FUND 440 ROUNDABOUT PROJECT 2015					
R 440-43000-36210 Interest Earnings	\$0.00	\$1.54	\$27.48	-\$27.48	0.00%
R 440-43100-33400 State Grants and	\$0.00	\$0.00	\$3,240.00	-\$3,240.00	0.00%
FUND 440 ROUNDABOUT PROJECT 20	\$0.00	\$1.54	\$3,267.48	-\$3,267.48	
FUND 620 WATER FUND					
R 620-49440-36102 Penalties and Int	\$0.00	\$470.52	\$4,072.67	-\$4,072.67	0.00%
R 620-49440-36210 Interest Earnings	\$0.00	\$518.86	\$15,199.67	-\$15,199.67	0.00%
R 620-49440-36260 Tower Antenna R	\$0.00	\$0.00	\$30,172.40	-\$30,172.40	0.00%
R 620-49440-37110 Water Use Charg	\$0.00	\$38,008.88	\$188,337.50	-\$188,337.50	0.00%
R 620-49440-37150 Water Connect/R	\$0.00	\$14,340.00	\$90,260.00	-\$90,260.00	0.00%
R 620-49440-37170 Water Meter/Rep	\$0.00	\$2,990.47	\$15,760.47	-\$15,760.47	0.00%
R 620-49440-37180 State Connect Fe	\$0.00	\$699.94	\$3,753.30	-\$3,753.30	0.00%
R 620-49440-99999 Unallocated Utilit	\$0.00	\$203.43	\$257.46	-\$257.46	0.00%
FUND 620 WATER FUND	\$0.00	\$57,232.10	\$347,813.47	-\$347,813.47	
FUND 640 SEWER FUND					
R 640-49490-36102 Penalties and Int	\$0.00	\$685.93	\$5,551.35	-\$5,551.35	0.00%
R 640-49490-36210 Interest Earnings	\$0.00	\$969.73	\$25,329.44	-\$25,329.44	0.00%
R 640-49490-37210 Sewer Use Charg	\$0.00	\$45,356.88	\$253,993.29	-\$253,993.29	0.00%
R 640-49490-37240 MPFA Fund	\$0.00	\$375.41	\$2,002.43	-\$2,002.43	0.00%
R 640-49490-37246 MPFA - Drew	\$0.00	\$0.30	\$1.80	-\$1.80	0.00%
R 640-49490-37250 Sewer Connect/R	\$0.00	\$14,340.00	\$90,260.00	-\$90,260.00	0.00%
FUND 640 SEWER FUND	\$0.00	\$61,728.25	\$377,138.31	-\$377,138.31	
FUND 650 STORM WATER FUND					
R 650-49500-36210 Interest Earnings	\$0.00	\$19.57	\$496.16	-\$496.16	0.00%
R 650-49500-37310 Storm Water Utili	\$0.00	\$5,350.67	\$27,928.69	-\$27,928.69	0.00%
R 650-49500-37360 Penalties/Late Fe	\$0.00	\$65.18	\$472.44	-\$472.44	0.00%
FUND 650 STORM WATER FUND	\$0.00	\$5,435.42	\$28,897.29	-\$28,897.29	
FUND 700 INVESTMENT FUND					
R 700-41000-36210 Interest Earnings	\$0.00	\$0.00	\$1.99	-\$1.99	0.00%
FUND 700 INVESTMENT FUND	\$0.00	\$0.00	\$1.99	-\$1.99	
	\$1,001,403.06	\$131,740.23	\$989,252.64	\$12,150.42	

CITY OF MAYER
Expenditure Guideline

Account Descr	2020 YTD Budget	June 2020 Amt	2020 YTD Amt	Enc Current	2020 YTD Balance	%YTD Budget
FUND 100 GENERAL FUND						
E 100-41000-200 Office Supplies	\$3,000.00	\$244.66	\$903.88	\$0.00	\$2,096.12	30.13%
E 100-41000-300 Professional Svcs	\$0.00	\$0.00	\$133.97	\$0.00	-\$133.97	0.00%
E 100-41000-301 Auditing and Acct g	\$40,000.00	\$5,257.50	\$40,045.50	\$0.00	-\$45.50	100.11%
E 100-41000-303 Engineering Fees	\$50,000.00	-\$2,474.00	\$41,681.50	\$0.00	\$8,318.50	83.36%
E 100-41000-304 Legal Fees	\$20,000.00	\$0.00	\$8,761.42	\$0.00	\$11,238.58	43.81%
E 100-41000-321 Telephone	\$3,000.00	\$33.99	\$287.17	\$0.00	\$2,712.83	9.57%
E 100-41000-322 Postage	\$1,500.00	\$0.00	\$0.00	\$0.00	\$1,500.00	0.00%
E 100-41000-340 Advertising	\$1,000.00	\$0.00	\$850.42	\$0.00	\$149.58	85.04%
E 100-41000-350 Print/Binding	\$2,000.00	\$0.00	\$1,502.21	\$0.00	\$497.79	75.11%
E 100-41000-351 Legal Notices Publis	\$2,000.00	\$224.48	\$373.52	\$0.00	\$1,626.48	18.68%
E 100-41000-360 Insurance (GENERA	\$15,500.00	\$0.00	\$17,233.83	\$0.00	-\$1,733.83	111.19%
E 100-41000-430 Miscellaneous (GEN	\$9,000.00	\$680.43	\$7,982.47	\$0.00	\$1,017.53	88.69%
E 100-41000-433 Dues and Subscripti	\$1,500.00	\$0.00	\$0.00	\$0.00	\$1,500.00	0.00%
E 100-41000-700 Transfers (GENERA	\$0.00	\$0.00	\$53,249.14	\$0.00	-\$53,249.14	0.00%
E 100-41100-100 Wages and Salaries	\$15,500.00	\$750.00	\$7,606.24	\$0.00	\$7,893.76	49.07%
E 100-41100-180 Employee Witholdin	\$2,500.00	\$0.00	\$602.98	\$0.00	\$1,897.02	24.12%
E 100-41100-208 Training and Instru	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0.00%
E 100-41100-300 Professional Svcs	\$1,800.00	\$0.00	\$213.67	\$0.00	\$1,586.33	11.87%
E 100-41100-331 Travel Expenses	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
E 100-41300-100 Wages and Salaries	\$83,545.88	\$6,847.26	\$41,745.44	\$0.00	\$41,800.44	49.97%
E 100-41300-120 Employer Contrib R	\$6,265.94	\$413.42	\$1,828.69	\$0.00	\$4,437.25	29.18%
E 100-41300-131 Employer Paid Healt	\$5,500.00	\$188.40	\$1,130.03	\$0.00	\$4,369.97	20.55%
E 100-41300-133 Employer Paid Dent	\$700.00	\$57.37	\$297.52	\$0.00	\$402.48	42.50%
E 100-41300-134 Employer Paid Life	\$36.00	\$4.65	\$27.90	\$0.00	\$8.10	77.50%
E 100-41300-180 Employee Witholdin	\$6,391.26	\$243.29	\$2,948.89	\$0.00	\$3,442.37	46.14%
E 100-41300-208 Training and Instru	\$3,000.00	\$0.00	\$1,013.46	\$0.00	\$1,986.54	33.78%
E 100-41300-300 Professional Svcs	\$1,250.00	\$181.15	\$1,122.39	\$0.00	\$127.61	89.79%
E 100-41300-331 Travel Expenses	\$500.00	\$0.00	\$182.85	\$0.00	\$317.15	36.57%
E 100-41330-430 Miscellaneous (GEN	\$1,500.00	\$0.00	\$0.00	\$0.00	\$1,500.00	0.00%
E 100-41400-100 Wages and Salaries	\$17,094.00	\$675.48	\$7,204.02	\$0.00	\$9,889.98	42.14%
E 100-41400-120 Employer Contrib R	\$1,132.05	\$77.02	\$354.11	\$0.00	\$777.94	31.28%
E 100-41400-131 Employer Paid Healt	\$5,288.00	\$477.04	\$2,829.85	\$0.00	\$2,458.15	53.51%
E 100-41400-133 Employer Paid Dent	\$0.00	\$0.00	-\$15.88	\$0.00	\$15.88	0.00%
E 100-41400-134 Employer Paid Life	\$12.24	\$4.65	\$27.90	\$0.00	-\$15.66	227.94%
E 100-41400-180 Employee Witholdin	\$1,154.69	\$45.32	\$588.25	\$0.00	\$566.44	50.94%
E 100-41400-208 Training and Instru	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0.00%
E 100-41400-300 Professional Svcs	\$1,250.00	\$61.58	\$332.68	\$0.00	\$917.32	26.61%
E 100-41400-331 Travel Expenses	\$500.00	\$0.00	\$100.00	\$0.00	\$400.00	20.00%
E 100-41410-100 Wages and Salaries	\$2,000.00	\$0.00	\$585.75	\$0.00	\$1,414.25	29.29%
E 100-41410-210 Operating Supplies	\$1,500.00	\$0.00	\$673.75	\$0.00	\$826.25	44.92%
E 100-41410-331 Travel Expenses	\$0.00	-\$43.25	\$14.25	\$0.00	-\$14.25	0.00%
E 100-41550-300 Professional Svcs	\$15,000.00	\$0.00	\$0.00	\$0.00	\$15,000.00	0.00%
E 100-41910-110 Other Pay Boards &	\$3,250.00	\$0.00	\$0.00	\$0.00	\$3,250.00	0.00%
E 100-41910-300 Professional Svcs	\$7,000.00	\$285.00	\$1,972.29	\$0.00	\$5,027.71	28.18%
E 100-41920-312 Software Support	\$4,000.00	\$390.80	\$1,563.00	\$0.00	\$2,437.00	39.08%
E 100-41920-400 Repairs & Maint Co	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0.00%
E 100-41920-500 Capital Outlay (GEN	\$20,000.00	\$0.00	\$2,548.29	\$0.00	\$17,451.71	12.74%
E 100-41940-300 Professional Svcs	\$7,000.00	\$597.33	\$3,165.60	\$0.00	\$3,834.40	45.22%
E 100-41940-381 Electric Utilities	\$8,000.00	\$508.17	\$2,898.50	\$0.00	\$5,101.50	36.23%
E 100-41940-383 Gas Utilities	\$7,000.00	\$86.99	\$2,697.47	\$0.00	\$4,302.53	38.54%
E 100-41940-400 Repairs & Maint Co	\$10,000.00	\$130.04	\$3,193.03	\$0.00	\$6,806.97	31.93%
E 100-41940-500 Capital Outlay (GEN	\$15,000.00	\$0.00	\$2,141.82	\$0.00	\$12,858.18	14.28%

Account Descr	2020 YTD Budget	June 2020 Amt	2020 YTD Amt	Enc Current	2020 YTD Balance	%YTD Budget
E 100-42100-300 Professional Svcs	\$130,000.00	\$60,810.00	\$60,810.00	\$0.00	\$69,190.00	46.78%
E 100-42100-430 Miscellaneous (GEN	\$2,100.00	\$0.00	\$2,500.00	\$0.00	-\$400.00	119.05%
E 100-42200-100 Wages and Salaries	\$39,000.00	\$0.00	\$31,165.00	\$0.00	\$7,835.00	79.91%
E 100-42200-129 PENSION EXPENSE	\$5,300.00	\$0.00	\$5,261.00	\$0.00	\$39.00	99.26%
E 100-42200-180 Employee Witholdin	\$4,400.00	\$0.00	\$0.00	\$0.00	\$4,400.00	0.00%
E 100-42200-200 Office Supplies	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00	0.00%
E 100-42200-208 Training and Instru	\$8,500.00	\$0.00	\$4,050.00	\$0.00	\$4,450.00	47.65%
E 100-42200-230 Fire Department Ex	\$750.00	\$0.00	\$0.00	\$0.00	\$750.00	0.00%
E 100-42200-300 Professional Svcs	\$0.00	\$0.00	\$205.17	\$0.00	-\$205.17	0.00%
E 100-42200-305 Medical and Physica	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0.00%
E 100-42200-322 Postage	\$125.00	\$0.00	\$0.00	\$0.00	\$125.00	0.00%
E 100-42200-331 Travel Expenses	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
E 100-42200-360 Insurance (GENERA	\$10,000.00	\$0.00	\$3,065.21	\$0.00	\$6,934.79	30.65%
E 100-42200-430 Miscellaneous (GEN	\$750.00	\$0.00	\$0.00	\$0.00	\$750.00	0.00%
E 100-42200-433 Dues and Subscripti	\$1,500.00	\$0.00	\$1,250.00	\$0.00	\$250.00	83.33%
E 100-42247-400 Repairs & Maint Co	\$2,000.00	\$2,000.00	\$2,000.00	\$0.00	\$0.00	100.00%
E 100-42260-212 Motor Fuels	\$2,000.00	\$0.00	\$818.55	\$0.00	\$1,181.45	40.93%
E 100-42260-400 Repairs & Maint Co	\$15,000.00	\$2,916.72	\$9,019.98	\$0.00	\$5,980.02	60.13%
E 100-42260-406 800 Mgz Radios	\$0.00	\$0.00	\$272.25	\$0.00	-\$272.25	0.00%
E 100-42260-517 PPE Purchase	\$0.00	\$422.02	\$422.02	\$0.00	-\$422.02	0.00%
E 100-42260-580 New Equipment	\$7,500.00	\$0.00	\$619.18	\$0.00	\$6,880.82	8.26%
E 100-42280-210 Operating Supplies	\$500.00	\$0.00	\$35.00	\$0.00	\$465.00	7.00%
E 100-42280-321 Telephone	\$1,500.00	\$121.21	\$286.16	\$0.00	\$1,213.84	19.08%
E 100-42280-381 Electric Utilities	\$1,800.00	\$115.29	\$912.13	\$0.00	\$887.87	50.67%
E 100-42280-383 Gas Utilities	\$3,000.00	\$56.22	\$1,982.47	\$0.00	\$1,017.53	66.08%
E 100-42280-400 Repairs & Maint Co	\$3,000.00	\$72.62	\$227.23	\$0.00	\$2,772.77	7.57%
E 100-42285-600 Debt Srv Principal	\$19,293.00	\$0.00	\$0.00	\$0.00	\$19,293.00	0.00%
E 100-42285-601 Debt Srv Interest	\$2,456.00	\$0.00	\$0.00	\$0.00	\$2,456.00	0.00%
E 100-42400-300 Professional Svcs	\$25,000.00	\$1,625.22	\$11,717.12	\$0.00	\$13,282.88	46.87%
E 100-42500-400 Repairs & Maint Co	\$450.00	\$0.00	\$250.00	\$0.00	\$200.00	55.56%
E 100-42700-300 Professional Svcs	\$650.00	\$205.71	\$275.48	\$0.00	\$374.52	42.38%
E 100-43100-100 Wages and Salaries	\$33,000.00	\$2,731.17	\$17,900.43	\$0.00	\$15,099.57	54.24%
E 100-43100-120 Employer Contrib R	\$2,475.00	\$163.53	\$1,563.27	\$0.00	\$911.73	63.16%
E 100-43100-131 Employer Paid Healt	\$7,932.00	\$671.27	\$3,980.65	\$0.00	\$3,951.35	50.18%
E 100-43100-133 Employer Paid Dent	\$0.00	\$0.00	-\$41.93	\$0.00	\$41.93	0.00%
E 100-43100-134 Employer Paid Life	\$18.00	\$2.32	\$13.95	\$0.00	\$4.05	77.50%
E 100-43100-180 Employee Witholdin	\$2,624.50	\$92.27	\$1,232.70	\$0.00	\$1,391.80	46.97%
E 100-43100-208 Training and Instru	\$1,000.00	\$0.00	\$333.00	\$0.00	\$667.00	33.30%
E 100-43100-210 Operating Supplies	\$4,000.00	\$1,414.92	\$2,906.74	\$0.00	\$1,093.26	72.67%
E 100-43100-212 Motor Fuels	\$5,000.00	\$198.02	\$1,538.66	\$0.00	\$3,461.34	30.77%
E 100-43100-300 Professional Svcs	\$2,000.00	\$191.73	\$1,239.18	\$0.00	\$760.82	61.96%
E 100-43100-310 Contract Services	\$2,500.00	\$0.00	\$2,850.00	\$0.00	-\$350.00	114.00%
E 100-43100-321 Telephone	\$500.00	\$40.01	\$187.66	\$0.00	\$312.34	37.53%
E 100-43100-331 Travel Expenses	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
E 100-43100-360 Insurance (GENERA	\$3,500.00	\$0.00	\$1,872.50	\$0.00	\$1,627.50	53.50%
E 100-43100-400 Repairs & Maint Co	\$15,000.00	\$1,948.73	\$9,985.48	\$0.00	\$5,014.52	66.57%
E 100-43100-430 Miscellaneous (GEN	\$1,000.00	\$2,179.71	\$2,179.71	\$0.00	-\$1,179.71	217.97%
E 100-43100-500 Capital Outlay (GEN	\$65,000.00	\$0.00	\$46,734.88	\$0.00	\$18,265.12	71.90%
E 100-43125-229 Sand & Salt	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00	0.00%
E 100-43125-300 Professional Svcs	\$20,000.00	\$0.00	\$16,789.69	\$0.00	\$3,210.31	83.95%
E 100-43160-381 Electric Utilities	\$31,000.00	\$2,510.52	\$14,911.42	\$0.00	\$16,088.58	48.10%
E 100-43700-321 Telephone	\$960.00	\$113.81	\$673.84	\$0.00	\$286.16	70.19%
E 100-43700-381 Electric Utilities	\$2,500.00	\$36.67	\$1,056.02	\$0.00	\$1,443.98	42.24%
E 100-43700-383 Gas Utilities	\$1,500.00	\$30.05	\$568.67	\$0.00	\$931.33	37.91%
E 100-43700-400 Repairs & Maint Co	\$5,000.00	\$0.00	\$1,376.24	\$0.00	\$3,623.76	27.52%

Account Descr	2020 YTD Budget	June 2020 Amt	2020 YTD Amt	Enc Current	2020 YTD Balance	%YTD Budget
E 100-43700-500 Capital Outlay (GEN	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00	0.00%
E 100-43700-580 New Equipment	\$5,000.00	\$0.00	\$1,661.42	\$0.00	\$3,338.58	33.23%
E 100-45000-100 Wages and Salaries	\$33,000.00	\$2,781.17	\$17,929.39	\$0.00	\$15,070.61	54.33%
E 100-45000-110 Other Pay Boards &	\$1,500.00	\$0.00	\$0.00	\$0.00	\$1,500.00	0.00%
E 100-45000-120 Employer Contrib R	\$2,475.00	\$163.53	\$1,563.28	\$0.00	\$911.72	63.16%
E 100-45000-131 Employer Paid Healt	\$7,932.00	\$671.27	\$3,980.63	\$0.00	\$3,951.37	50.18%
E 100-45000-133 Employer Paid Dent	\$0.00	\$0.00	-\$41.93	\$0.00	\$41.93	0.00%
E 100-45000-134 Employer Paid Life	\$18.00	\$2.32	\$13.95	\$0.00	\$4.05	77.50%
E 100-45000-180 Employee Witholdin	\$2,624.50	\$92.27	\$1,162.59	\$0.00	\$1,461.91	44.30%
E 100-45000-212 Motor Fuels	\$1,300.00	\$159.29	\$698.65	\$0.00	\$601.35	53.74%
E 100-45000-300 Professional Srvs	\$5,000.00	\$3,470.67	\$3,576.92	\$0.00	\$1,423.08	71.54%
E 100-45000-303 Engineering Fees	\$2,000.00	\$0.00	\$89.00	\$0.00	\$1,911.00	4.45%
E 100-45000-360 Insurance (GENERA	\$5,000.00	\$0.00	\$5,008.58	\$0.00	-\$8.58	100.17%
E 100-45000-381 Electric Utilities	\$150.00	\$12.23	\$103.65	\$0.00	\$46.35	69.10%
E 100-45000-400 Repairs & Maint Co	\$5,000.00	\$1,685.63	\$5,478.12	\$0.00	-\$478.12	109.56%
E 100-45000-430 Miscellaneous (GEN	\$500.00	\$0.00	\$271.98	\$0.00	\$228.02	54.40%
E 100-45000-500 Capital Outlay (GEN	\$0.00	\$3,465.00	\$25,377.61	\$0.00	-\$25,377.61	0.00%
E 100-45000-530 City Beautification	\$2,000.00	\$510.00	\$510.00	\$0.00	\$1,490.00	25.50%
E 100-46500-110 Other Pay Boards &	\$450.00	\$0.00	\$0.00	\$0.00	\$450.00	0.00%
E 100-46500-300 Professional Srvs	\$1,100.00	\$0.00	\$0.00	\$0.00	\$1,100.00	0.00%
E 100-46500-340 Advertising	\$3,000.00	\$720.00	\$720.00	\$0.00	\$2,280.00	24.00%
E 100-49505-100 Wages and Salaries	\$3,150.00	\$280.00	\$810.00	\$0.00	\$2,340.00	25.71%
E 100-49505-180 Employee Witholdin	\$250.00	\$0.00	\$30.39	\$0.00	\$219.61	12.16%
E 100-49505-300 Professional Srvs	\$0.00	\$7.66	\$42.29	\$0.00	-\$42.29	0.00%
E 100-49505-322 Postage	\$0.00	\$0.00	\$141.67	\$0.00	-\$141.67	0.00%
E 100-49505-400 Repairs & Maint Co	\$2,000.00	\$565.62	\$565.62	\$0.00	\$1,434.38	28.28%
FUND 100 GENERAL FUND	\$1,001,403.06	\$111,205.17	\$601,290.29	\$0.00	\$400,112.77	
FUND 210 FIRE TRUCK FUND						
E 210-42200-500 Capital Outlay (GEN	\$0.00	\$30,121.50	\$30,121.50	\$0.00	-\$30,121.50	0.00%
FUND 210 FIRE TRUCK FUND	\$0.00	\$30,121.50	\$30,121.50	\$0.00	-\$30,121.50	
FUND 212 FIRE DEPT GRANTS&CONTRIBUTIONS						
E 212-42260-580 New Equipment	\$0.00	\$0.00	\$2,768.10	\$0.00	-\$2,768.10	0.00%
FUND 212 FIRE DEPT GRANTS&CONT	\$0.00	\$0.00	\$2,768.10	\$0.00	-\$2,768.10	
FUND 220 PARK IMPROVEMENT FUND						
E 220-45000-500 Capital Outlay (GEN	\$0.00	\$0.00	\$58,969.52	\$0.00	-\$58,969.52	0.00%
FUND 220 PARK IMPROVEMENT FUN	\$0.00	\$0.00	\$58,969.52	\$0.00	-\$58,969.52	
FUND 325 HWY 25/2007 ST BOND						
E 325-41000-600 Debt Srv Principal	\$0.00	\$8,150.00	\$218,150.00	\$0.00	-\$218,150.00	0.00%
E 325-41000-601 Debt Srv Interest	\$0.00	\$750.00	\$11,750.00	\$0.00	-\$11,750.00	0.00%
E 325-41000-620 Fiscal Agent s Fees	\$0.00	\$0.00	\$950.00	\$0.00	-\$950.00	0.00%
FUND 325 HWY 25/2007 ST BOND	\$0.00	\$8,900.00	\$230,850.00	\$0.00	-\$230,850.00	
FUND 350 2015 FIRE TRUCK BOND						
E 350-41000-600 Debt Srv Principal	\$0.00	\$3,100.00	\$83,100.00	\$0.00	-\$83,100.00	0.00%
E 350-41000-601 Debt Srv Interest	\$0.00	\$2,362.50	\$8,425.50	\$0.00	-\$8,425.50	0.00%
FUND 350 2015 FIRE TRUCK BOND	\$0.00	\$5,462.50	\$91,525.50	\$0.00	-\$91,525.50	
FUND 435 CAPITAL PROJECTS						
E 435-43000-500 Capital Outlay (GEN	\$0.00	\$0.00	\$166,429.11	\$0.00	-\$166,429.11	0.00%
FUND 435 CAPITAL PROJECTS	\$0.00	\$0.00	\$166,429.11	\$0.00	-\$166,429.11	
FUND 620 WATER FUND						
E 620-47000-600 Debt Srv Principal	\$313,600.00	\$0.00	\$20,000.00	\$0.00	\$293,600.00	6.38%

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E 620-47000-601 Debt Srv Interest	\$47,392.00	\$15,560.00	\$34,698.00	\$0.00	\$12,694.00	73.21%
E 620-49410-216 Chemicals and Che	\$3,500.00	\$0.00	\$773.96	\$0.00	\$2,726.04	22.11%
E 620-49410-321 Telephone	\$2,000.00	\$33.99	\$230.58	\$0.00	\$1,769.42	11.53%
E 620-49410-381 Electric Utilities	\$21,000.00	\$665.03	\$10,355.99	\$0.00	\$10,644.01	49.31%
E 620-49410-383 Gas Utilities	\$800.00	\$23.26	\$292.75	\$0.00	\$507.25	36.59%
E 620-49410-400 Repairs & Maint Co	\$5,000.00	\$603.02	\$2,500.35	\$0.00	\$2,499.65	50.01%
E 620-49410-500 Capital Outlay (GEN	\$20,000.00	\$0.00	\$7,114.50	\$0.00	\$12,885.50	35.57%
E 620-49420-430 Miscellaneous (GEN	\$7,000.00	\$0.00	\$4,145.00	\$0.00	\$2,855.00	59.21%
E 620-49430-381 Electric Utilities	\$1,500.00	\$0.00	\$0.00	\$0.00	\$1,500.00	0.00%
E 620-49430-400 Repairs & Maint Co	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
E 620-49435-300 Professional Srvs	\$0.00	\$0.00	\$375.00	\$0.00	-\$375.00	0.00%
E 620-49435-400 Repairs & Maint Co	\$4,000.00	\$0.00	\$1,148.00	\$0.00	\$2,852.00	28.70%
E 620-49435-500 Capital Outlay (GEN	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00	0.00%
E 620-49440-100 Wages and Salaries	\$45,000.00	\$4,017.76	\$25,737.97	\$0.00	\$19,262.03	57.20%
E 620-49440-120 Employer Contrib R	\$3,375.00	\$243.47	\$1,523.10	\$0.00	\$1,851.90	45.13%
E 620-49440-131 Employer Paid Healt	\$12,770.00	\$1,100.61	\$6,524.81	\$0.00	\$6,245.19	51.09%
E 620-49440-133 Employer Paid Dent	\$700.00	\$0.00	-\$57.34	\$0.00	\$757.34	-8.19%
E 620-49440-134 Employer Paid Life	\$30.00	\$2.33	\$13.97	\$0.00	\$16.03	46.57%
E 620-49440-180 Employee Witholdin	\$3,450.00	\$166.84	\$1,899.36	\$0.00	\$1,550.64	55.05%
E 620-49440-208 Training and Instru	\$1,000.00	\$0.00	\$1,030.00	\$0.00	-\$30.00	103.00%
E 620-49440-215 Samples	\$600.00	\$0.00	\$310.96	\$0.00	\$289.04	51.83%
E 620-49440-222 Wellhead Protection	\$250.00	\$0.00	\$0.00	\$0.00	\$250.00	0.00%
E 620-49440-226 Fire Hydrant Suppli	\$4,500.00	\$0.00	\$0.00	\$0.00	\$4,500.00	0.00%
E 620-49440-300 Professional Srvs	\$3,000.00	\$210.93	\$1,279.45	\$0.00	\$1,720.55	42.65%
E 620-49440-301 Auditing and Acct g	\$2,835.00	\$0.00	\$0.00	\$0.00	\$2,835.00	0.00%
E 620-49440-303 Engineering Fees	\$121,500.00	\$18,958.25	\$61,666.25	\$0.00	\$59,833.75	50.75%
E 620-49440-312 Software Support	\$2,400.00	\$397.50	\$397.50	\$0.00	\$2,002.50	16.56%
E 620-49440-315 ACH Processing Fee	\$200.00	\$18.35	\$90.45	\$0.00	\$109.55	45.23%
E 620-49440-322 Postage	\$2,000.00	\$0.00	\$829.51	\$0.00	\$1,170.49	41.48%
E 620-49440-350 Print/Binding	\$1,200.00	\$0.00	\$562.24	\$0.00	\$637.76	46.85%
E 620-49440-355 Gopher State Locat	\$400.00	\$47.25	\$176.29	\$0.00	\$223.71	44.07%
E 620-49440-360 Insurance (GENERA	\$5,000.00	\$0.00	\$5,573.12	\$0.00	-\$573.12	111.46%
E 620-49440-400 Repairs & Maint Co	\$6,500.00	\$0.00	\$13,319.80	\$0.00	-\$6,819.80	204.92%
E 620-49440-430 Miscellaneous (GEN	\$500.00	\$588.72	\$955.71	\$0.00	-\$455.71	191.14%
E 620-49440-433 Dues and Subscripti	\$250.00	\$300.00	\$300.00	\$0.00	-\$50.00	120.00%
E 620-49440-437 Water Meters	\$20,000.00	\$5,354.81	\$5,354.92	\$0.00	\$14,645.08	26.77%
E 620-49440-450 Sales Tax Payment	\$0.00	\$0.00	\$657.00	\$0.00	-\$657.00	0.00%
E 620-49440-620 Fiscal Agent s Fees	\$0.00	\$0.00	\$128.25	\$0.00	-\$128.25	0.00%
FUND 620 WATER FUND	\$668,752.00	\$48,292.12	\$209,907.45	\$0.00	\$458,844.55	
FUND 640 SEWER FUND						
E 640-47000-600 Debt Srv Principal	\$394,400.00	\$0.00	\$0.00	\$0.00	\$394,400.00	0.00%
E 640-47000-601 Debt Srv Interest	\$61,931.00	\$565.50	\$22,702.50	\$0.00	\$39,228.50	36.66%
E 640-49470-321 Telephone	\$500.00	\$49.95	\$306.18	\$0.00	\$193.82	61.24%
E 640-49470-381 Electric Utilities	\$5,250.00	\$260.22	\$3,632.88	\$0.00	\$1,617.12	69.20%
E 640-49470-400 Repairs & Maint Co	\$6,000.00	\$0.00	\$4,629.92	\$0.00	\$1,370.08	77.17%
E 640-49480-216 Chemicals and Che	\$26,215.00	\$915.10	\$7,951.89	\$0.00	\$18,263.11	30.33%
E 640-49480-220 Bio-Solids Disposal	\$45,340.00	\$0.00	\$19,934.77	\$0.00	\$25,405.23	43.97%
E 640-49480-300 Professional Srvs	\$10,000.00	\$50.00	\$1,650.00	\$0.00	\$8,350.00	16.50%
E 640-49480-321 Telephone	\$1,100.00	\$0.00	-\$49.45	\$0.00	\$1,149.45	-4.50%
E 640-49480-381 Electric Utilities	\$30,500.00	\$1,158.27	\$14,081.80	\$0.00	\$16,418.20	46.17%
E 640-49480-383 Gas Utilities	\$11,700.00	\$166.38	\$4,269.35	\$0.00	\$7,430.65	36.49%
E 640-49480-385 Testing and Lab Ser	\$20,000.00	\$0.00	\$6,570.20	\$0.00	\$13,429.80	32.85%
E 640-49480-404 Repairs/Maint Mach	\$21,650.00	\$1,557.34	\$12,692.48	\$0.00	\$8,957.52	58.63%
E 640-49480-500 Capital Outlay (GEN	\$60,970.00	\$1,555.00	\$7,348.34	\$0.00	\$53,621.66	12.05%

Account Descr	2020 YTD Budget	June 2020 Amt	2020 YTD Amt	Enc Current	2020 YTD Balance	%YTD Budget
E 640-49490-100 Wages and Salaries	\$45,000.00	\$3,967.78	\$25,688.00	\$0.00	\$19,312.00	57.08%
E 640-49490-120 Employer Contrib R	\$3,375.00	\$243.47	\$1,523.09	\$0.00	\$1,851.91	45.13%
E 640-49490-131 Employer Paid Healt	\$12,770.00	\$1,100.61	\$6,524.82	\$0.00	\$6,245.18	51.09%
E 640-49490-133 Employer Paid Dent	\$700.00	\$0.00	-\$57.32	\$0.00	\$757.32	-8.19%
E 640-49490-134 Employer Paid Life	\$30.00	\$2.33	\$13.98	\$0.00	\$16.02	46.60%
E 640-49490-180 Employee Witholdin	\$3,450.00	\$166.84	\$1,899.39	\$0.00	\$1,550.61	55.05%
E 640-49490-208 Training and Instru	\$1,000.00	\$0.00	\$583.00	\$0.00	\$417.00	58.30%
E 640-49490-300 Professional Srvs	\$3,000.00	\$160.90	\$1,114.07	\$0.00	\$1,885.93	37.14%
E 640-49490-301 Auditing and Acct g	\$2,835.00	\$0.00	\$0.00	\$0.00	\$2,835.00	0.00%
E 640-49490-303 Engineering Fees	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00	0.00%
E 640-49490-312 Software Support	\$1,400.00	\$397.50	\$397.50	\$0.00	\$1,002.50	28.39%
E 640-49490-315 ACH Processing Fee	\$200.00	\$18.35	\$90.45	\$0.00	\$109.55	45.23%
E 640-49490-322 Postage	\$2,000.00	\$0.00	\$829.49	\$0.00	\$1,170.51	41.47%
E 640-49490-350 Print/Binding	\$1,200.00	\$0.00	\$562.24	\$0.00	\$637.76	46.85%
E 640-49490-355 Gopher State Locat	\$400.00	\$47.25	\$176.31	\$0.00	\$223.69	44.08%
E 640-49490-360 Insurance (GENERA	\$13,200.00	\$0.00	\$13,402.76	\$0.00	-\$202.76	101.54%
E 640-49490-404 Repairs/Maint Mach	\$43,500.00	\$1,983.57	\$5,343.37	\$0.00	\$38,156.63	12.28%
E 640-49490-430 Miscellaneous (GEN	\$0.00	\$588.71	\$588.71	\$0.00	-\$588.71	0.00%
E 640-49490-433 Dues and Subscripti	\$125.00	\$0.00	\$0.00	\$0.00	\$125.00	0.00%
E 640-49490-525 Inflow/Infiltration	\$60,000.00	\$0.00	-\$5,420.00	\$0.00	\$65,420.00	-9.03%
E 640-49490-620 Fiscal Agent s Fees	\$0.00	\$0.00	\$346.75	\$0.00	-\$346.75	0.00%
FUND 640 SEWER FUND	\$899,741.00	\$14,955.07	\$159,327.47	\$0.00	\$740,413.53	
FUND 650 STORM WATER FUND						
E 650-49500-303 Engineering Fees	\$0.00	\$443.24	\$3,113.24	\$0.00	-\$3,113.24	0.00%
E 650-49500-321 Telephone	\$0.00	\$33.99	\$217.33	\$0.00	-\$217.33	0.00%
E 650-49500-500 Capital Outlay (GEN	\$0.00	\$0.00	\$46,382.00	\$0.00	-\$46,382.00	0.00%
FUND 650 STORM WATER FUND	\$0.00	\$477.23	\$49,712.57	\$0.00	-\$49,712.57	
	\$2,569,896.06	\$219,413.59	\$1,600,901.51	\$0.00	\$968,994.55	

QUARTER 1 BUILDING REPORT – 2020

JANUARY

Detached new homes -	4	
Attached new homes -	0	
Other -	7	Basement Finish (2), Mechanical (4)
Commercial -	4	New Build (7 th Street), Fence

FEBRUARY

Detached new homes -	2	
Attached new homes -	0	
Other -	6	Plumbing, Mechanical (3) ReRoof
Commercial -	0	

MARCH

Detached new homes -	6	
Attached new homes -	0	
Other -	12	Plumbing, Mechanical, ReRoof (5)
Commercial	3	Plumbing, Re-Roof, Re-Side

QUARTER 1 TOTALS

Detached new homes -	12
Attached new homes -	0
Other -	25
Commercial -	7

QUARTER 2 BUILDING REPORT – 2020

APRIL

Detached new homes -	0	
Attached new homes -	0	
Other -	17	Reroof, rewindow, decks, sheds
Commercial -	2	Plumbing, Fence

MAY

Detached new homes -	3	
Attached new homes -	0	
Other -	19	Decks, Rewindows, Reroof, sheds
Commercial -	0	

JUNE

Detached new homes -	3	
Attached new homes -	0	
Other -	22	Reroofs, Fences, Decks, Reside
Commercial	1	Reroof

QUARTER 2 TOTALS

Detached new homes -	6
Attached new homes -	0
Other -	58
Commercial -	3

YEARLY TOTALS

Detached new homes –	18
Attached new homes –	0
Other –	83
Commercial -	10



**BOLTON
& MENK**

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

August 11, 2020

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

RE: 2018 Sanitary Sewer Improvements

Dear Maggie:

Please find enclosed Pay Request No. 2 and Final from Hydro-Klean for work completed on the 2018 Sanitary Sewer Improvements. This pay request is to release retainage held on the contract while the work was verified, and to ensure the correct labor compliance documentation. At this time the work is complete and we have verified the completeness, and the contractor's close out documents are in order.

We have reviewed the contractor's request, verified quantities and recommend payment in the amount of \$5,420.16 to Hydro-Klean Inc.

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

Sincerely,

Bolton & Menk, Inc.

Brian D. Simmons, P.E.
Principal Engineer

Contractor: Hydro-Klean
 Name of Project: 2018 Sanitary Sewer Improvements

Estimate Number: 2 & Final
 Application Date: 4/29/2020
 Pay Period: 7/1/2019 3/1/2020

% COMPLETED AFTER THIS ESTIMATE..... 99.8%

ORIGINAL CONTRACT AMOUNT \$ 108,602.20

CHANGE ORDERS/EXTRA WORK:			
No.	Description	Additions	Deductions
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -

TOTAL ADDITIONS..... \$ -
 SUB TOTALS..... \$ 108,602.20
 TOTAL DEDUCTIONS..... \$ -

CONTRACT AMOUNT TO DATE..... \$ 108,602.20

TOTAL COMPLETED TO DATE..... \$ 108,403.20

MATERIALS STORED..... \$ -

TOTAL COMPLETED AND STORED TO DATE..... \$ 108,403.20

LESS 0% RETAINAGE..... \$ -

TOTAL EARNED LESS RETAINAGE..... \$ 108,403.20

LESS PREVIOUS PAYMENTS:

Est. No. <u>1</u>	Amount \$ <u>102,983.04</u>	Est. No. _____	Amount \$ <u>-</u>
Est. No. _____	Amount \$ <u>-</u>	Est. No. _____	Amount \$ <u>-</u>
Est. No. _____	Amount \$ <u>-</u>	Est. No. _____	Amount \$ <u>-</u>
Est. No. _____	Amount \$ <u>-</u>	Est. No. _____	Amount \$ <u>-</u>
Est. No. _____	Amount \$ <u>-</u>	Est. No. _____	Amount \$ <u>-</u>
Est. No. _____	Amount \$ <u>-</u>	Est. No. _____	Amount \$ <u>-</u>

Total Estimates \$ 102,983.04

AMOUNT DUE THIS ESTIMATE..... \$ 5,420.16

Certificate for Payment

I hereby certify that, to the best of my knowledge and belief, all items quantities and prices of work and material shown on this Estimate are correct and that all work has been performed in full accordance with the terms and conditions of the Contract for this project between the Owner and the undersigned Contractor, and as amended by any authorized changes, and that the foregoing is a true and correct statement of the amount for the Final Estimate, that the provisions of M. S. 290.92 have been complied with and that all claims against me by reason of the Contract have been paid or satisfactorily secured.

Contractor: Hydro-Klean, LLC
333 NW 49th Place
Des Moines, IA 50313-2233

Payment requested by:
 Hydro-Klean
 Contractor Representative

By: [Signature]
 Brian D Simmons, P.E.

Date: 4/29/2020

Approved and recommended for payment by:
 Bolton & Menk, Inc.
 Project Engineer

By: [Signature]

Date: 5/7/2020



Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

Confirmation Summary

Confirmation Number: 0-533-393-952
 Submitted Date and Time: 5-Feb-2020 3:29:57 PM
 Legal Name: HYDRO-KLEAN, LLC
 Federal Employer ID: 45-2473053
 User Who Submitted: Hydrokleen
 Type of Request Submitted: Contractor Affidavit

Affidavit Summary

Affidavit Number: 105701376
 Minnesota ID: 2177531
 Project Owner: CITY OF MAYER
 Project Number: C13.116837
 Project Begin Date: 26-Jun-2019
 Project End Date: 01-Sep-2019
 Project Location: CITY OF MAYER
 Project Amount: \$108,403.20

Subcontractor Summary

Name	ID	Affidavit Number
AMERICAN ENVIRONMENTAL LLC	1250560	1330864128

Important Messages

A copy of this page must be provided to the contractor or government agency that hired you.

Contact Us

If you need further assistance, contact our Withholding Tax Division at 651-282-9999, (toll-free) 800-657-3594, or (email) withholding.tax@state.mn.us. Business hours are 8:00 a.m. - 4:30 p.m. Monday - Friday.

Please print this page for your records using the print or save functionality built into your browser.



Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

Confirmation Summary

Confirmation Number: 1-799-907-872
Submitted Date and Time: 3-Feb-2020 4:39:38 PM
Legal Name: AMERICAN ENVIRONMENTAL LLC
Federal Employer ID: 27-0776037
User Who Submitted: americanenviro
Type of Request Submitted: Contractor Affidavit

Affidavit Summary

Affidavit Number: 1330864128
Minnesota ID: 1250560
Project Owner: CITY OF MAYER
Project Number: C13.116837
Project Begin Date: 17-May-2019
Project End Date: 21-May-2019
Project Location: CITY OF MAYER
Project Amount: \$12,761.60
Subcontractors: No Subcontractors

Important Messages

A copy of this page must be provided to the contractor or government agency that hired you.

Contact Us

If you need further assistance, contact our Withholding Tax Division at 651-282-9999, (toll-free) 800-657-3594, or (email) withholding.tax@state.mn.us. Business hours are 8:00 a.m. - 4:30 p.m. Monday - Friday.

Please [print this page](#) for your records using the print or save functionality built into your browser.



Council Memorandum

Item: CARES Act – Housing Stability Program – Contract Agreement – Resolution 8.4.20.33

Meeting Date: August 24, 2020

Presented By: Margaret McCallum, City Administrator

Recommendations/Council Action/Motion Requested:

To discuss and consider approving Resolution 8.24.20.33 approving a Joint Power Agreement for Grant Program with Carver County Community Development Agency (CDA).

Details

On March 27, 2020, the President of the United States signed into law the Federal Coronavirus Aid, Relief and Economic Security Act (CARES Act).

With the Act, local government entities were provided with funds to cover costs that were incurred, and not budgeted for, related to COVID-19.

The costs would have to be incurred between the period of March 1, 2020 and December 30, 2020.

The Coronavirus Relief Funds were first allocated to the State of Minnesota which then distributed a portion of the funds to cities and counties.

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

At the August 10, 2020 meeting, the City Council approved a resolution that allocated \$40,000 of the funds to the Housing Stability Program through Carver County CDA.

This is allowed by the CARES Act because it is an economic support program.

As part of moving forward with allocating the funds, the City needs to establish a formal agreement with the CDA to distribute the funds through a sub-recipient grant relationship to establish and manage the economic support program within Carver County.

Pursuant to the CARES Act, local government units may transfer CARES funds between one another to pay eligible expenses.

Per Minnesota Statute, two or more governmental units, by agreement, through their governing bodies, may jointly or cooperatively exercise any power common to the contracting parties or any similar powers. The Agreement may provide for the exercise of such powers by one or more of the participating governmental units on behalf of the other participating units.

Therefore, the Carver County CDA and the City of Mayer wish to establish a joint powers agreement regarding the Housing Stability Program.

The Agreement

The City will contribute \$40,000 to the program.

The CDA will establish and manage the CARES Housing Stability Program within the City of Mayer limits.

The program will provide support to residents who were financially impacted by COVID-19.

The CDA will keep detailed records and provide a summary to the City on a monthly basis.

Money must be distributed through the program before November 1, 2020. Remaining funds will be returned to the City of Mayer on November 1, 2020.

Attachments:

Housing Stability Program – Flyer

Housing Stability Program – Agreement – Resolution 8.24.20.33

Resolution 8.24.20.33
Joint Powers Agreement for Grant Program
Carver County COVID-19 Economic Support

City of Mayer 413 Bluejay Avenue Mayer, MN 55360	Grant Program: Coronavirus Relief Fund Pass-through Entity: Minnesota Department of Revenue Grant Agreement: Housing Stability Program
Grantee: Carver County Community Development Agency 705 North Walnut Street Chaska, MN 55318	Grant Agreement Terms: Effective Date: 8/24/2020 Expiration Date: 12/1/2020
Grantee’s Authorized Representative: Julie Frick (952)448-7715	Grant Agreement Amount: Original Agreement: \$40,000 Matching Requirement: 0.00
City’s Authorized Representative: Margaret McCallum, City Administrator (952)657-1502	Federal Funding: CFDA 21.019 FAIN: No Provided by State

THIS JOINT POWERS AGREEMENT FOR GRANT PROGRAM, is made and entered into as of the 24th day of August, 2020, between the City of Mayer (herein called “City”) and the Carver County Community Development Agency (herein called “CDA”).

RECITALS

WHEREAS, on March 27, 2020, the President of the United States signed into law the Federal Coronavirus Aid, Relief, and Economic Security Act (CARES Act),

WHEREAS, Section 601(d) of the Social Security Act, as added by section 5001 of the CARES Act, requires States, Tribal governments, or units of local governments use the funds received to cover only those costs that (1) are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19) (2) were not accounted for in the budget most recently approved as of March 27, 2020, for the State or government and (3) were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020;

WHEREAS, under the Coronavirus Relief Fund (CRF), Federal monies were allocated to the State of Minnesota which distributed a portion of these funds to Minnesota cities and counties for COVID-19 related expenditures;

WHEREAS, the City received CFR funds;

WHEREAS, CARES Act allows for economic support programs;

WHEREAS, the City would like to distribute CRF funds to the CDA through a sub-recipient grant relationship to establish and manage economic support programs within Carver County;

WHEREAS, due to the pandemic generally known as COVID-19, the CITY has declared a local emergency;

WHEREAS, pursuant to Minnesota Statutes §12.37, the CITY has certain powers during an emergency to provide emergency aid;

WHEREAS, pursuant to the CARES Act, local governmental units may transfer CARES funds between themselves to pay eligible expenses;

WHEREAS, pursuant to Minnesota Statutes §471.59: i) two or more governmental units, by agreement entered into, through action of their governing bodies, may jointly or cooperatively exercise any power common to the contracting parties or any similar powers; and ii) the agreement may provide for the exercise of such powers by one or more of the participating governmental units on behalf of the other participating units; and

WHEREAS, the CDA and the City desire to memorialize a joint powers agreement regarding the housing stability program described below;

AGREEMENT

NOW, THEREFORE, in consideration of the mutual covenants and conditions hereafter contained, the parties agree as follows:

- 1) The Parties agree with all of the recitals set forth above, and agree to make each of the said recital part of this agreement.
- 2) The City agrees to distribute \$40,000 in CRF funds to the CDA to establish and manage the CARES Housing Stability program within the City's corporate limits (the "Program").
- 3) The Program shall include economic support for the City's residents who were financially impacted due to COVID-19.
- 4) The City has approved the details of the Program and the CDA shall distribute all funds in conformance with such Program.
- 5) The CRF funds provided cannot be used as a revenue replacement for lower than expected tax or other revenue collections by the CDA.
- 6) The CRF funds cannot be used for expenditures for which the CDA has received any other emergency COVID-19 supplemental funding (whether state, federal, County, or private in nature) for the same expense.
- 7) The CDA agrees to manage the funds in accordance to Section 601(d) of the Social Security Act, as added by section 5001 of the CARES Act.
- 8) The CDA shall keep detailed records of the Program and funds and provide a monthly summary sheet of all qualifying expenses of the Program along with written updates five business days after month-end starting the month the funds are received from the City. These reports and written updates will be reviewed by the City of Mayer.

- 9) Pursuant to Minn. Stat. §16C.05, subd. 5, the CDA agrees that the City or any of their duly authorized representatives at any time during normal business hours and as often as they may reasonably deem necessary, shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, et., which are pertinent to the accounting practices and procedures of the CDA and involve transactions relating to this Agreement. CDA agrees to maintain these records for a period of six years from the date of termination of this Agreement.
- 10) During the performance of this Agreement, the Contractor agrees to the following: No person shall, on the grounds of race, color, religion, age, sex, sexual orientation, disability, marital status, public assistance status, criminal record, creed or national origin be excluded from full employment rights in, participation in, be denied the benefits of or be otherwise subjected to discrimination under any and all applicable Federal and State laws against discrimination.
- 11) The Program must be structured in a manner to ensure, as much as possible, that such assistance is needed, and other funding was not already made available and or received for the same expense.
- 12) All City CARES funds must be distributed through the Program before November 1, 2020. Any remaining funds must be returned to the City on November 1, 2020.
- 13) This Agreement shall be governed by, and shall be construed in accordance with the laws of the State of Minnesota.
- 14) The Parties agree that the Carver County District Court shall have jurisdiction to enforce this Agreement.
- 15) This Agreement constitutes the entire agreement between the Parties, and neither the CDA nor the City is relying on any statements or promises by or on behalf of the other party, other than those statements or promises expressly stated in this Agreement.
- 16) The terms of this Agreement shall constitute a binding contract.
- 17) Each party shall bear its own costs, expenses, fees and disbursements occurred in enforcing this Agreement.
- 18) All CDA employees responsible for Program compliance shall obtain appropriate training in current grant administrative and Program compliance requirements.
- 19) No modification to this Agreement shall be valid or binding unless contained in a written instrument that is signed by each of the Parties.
- 20) This Agreement shall become effective upon execution by the CDA and by the City and the delivery of the fully signed Agreement to the CDA and to the City.
- 21) Each party shall be liable for its own acts to the extent provided by law and hereby agrees to indemnify, hold harmless and defend the other, its officers and employees against any and all liability, loss, costs, damages, expenses, claims or actions, including attorney's fees which the other, its officers and employees may hereafter sustain, incur or be required to pay, arising out of or by reason of any act or omission of the party, its agents, servants or employees, in the execution or performance or failure to adequately perform its obligations pursuant to this Agreement. It is understood and agreed that the City's liability shall be limited by the provisions of Minn.Stat.Chap.466 and/or other applicable law.
- 22) The persons signing this Agreement in their representative capacities represent and warrant that by signing this Agreement: It is their intent to bind their respective principals to the terms and conditions set forth herein; The persons signing in their representative capacity have been

authorized to bind their respective principals to the terms stated herein; and It is the respective principals' intent to be bound.

**SIGNATURE PAGE FOR
GRANT AGREEMENT
CITY OF MAYER CARES HOUSING STABILITY PROGRAM**

IN AGREEMENT, the undersigned have each executed and entered into this Agreement on the day and year set forth below.

CARVER COUNTY COMMUNITY DEVELOPMENT AGENCY:

Dated: _____, 2020

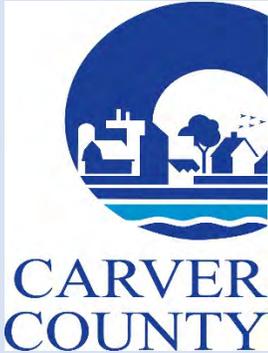
By: Julie Frick
Executive Director

CITY OF MAYER:

Dated: _____, 2020

By: Margaret McCallum
City Administrator

ARE YOU IN NEED OF HELP WITH YOUR HOUSING EXPENSES DUE TO BEING IMPACTED BY COVID-19?



CARVER COUNTY AND THE CARVER COUNTY CDA MAY BE ABLE TO HELP YOU

We have created the CARES Housing Stability Program

This program is designed to assist Carver County residents with an annual household income at or below 115% of the Area Median Income for their household size (\$118,000 for a family of four) that have lost income due to the COVID-19 pandemic. The CARES Housing Stability Program can help with rent, mortgage and utility payments.

If you need help, please reach out to us with your questions or submit your application and we will determine your eligibility for program assistance.

Carver County
952-361-1600

Carver County CDA
952-556-2779

There are several ways to apply:

•Apply directly online at:

www.cognitofrms.com/CarverCounty1/careshousingstabilityapplication

•Paper copies can be downloaded from the websites above, printed, and mailed or dropped off at the address on the application form. Paper copies can also be obtained in person at the Carver County Government Center (602 East Fourth Street, Chaska) or Carver County CDA offices (705 N. Walnut Street, Chaska). Or call, and we can mail it to you!



Council Memorandum

Item: CARES Act – Small Business Assistance Program – Contract Agreement – Resolution 8.4.20.34

Meeting Date: August 24, 2020

Presented By: Margaret McCallum, City Administrator

Recommendations/Council Action/Motion Requested:

To discuss and consider approving Resolution 8.24.20.34 approving a Joint Power Agreement for Grant Program with Carver County Community Development Agency (CDA).

To approve an additional \$2,156.00 for administrative fees to NextStage for the administration of the program.

Details

On March 27, 2020, the President of the United States signed into law the Federal Coronavirus Aid, Relief and Economic Security Act (CARES Act).

With the Act, local government entities were provided with funds to cover costs that were incurred, and not budgeted for, related to COVID-19.

The costs would have to be incurred between the period of March 1, 2020 and December 30, 2020.

The Coronavirus Relief Funds were first allocated to the State of Minnesota which then distributed a portion of the funds to cities and counties.

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

At the August 10, 2020 meeting, the City Council approved a resolution that allocated \$60,000 of the funds to the Small Business Emergency Assistance Program through Carver County CDA.

This is allowed by the CARES Act because it is an economic support program.

On August 4, 2020, the Carver County CDA entered into an agreement with NextStage, an organization retained to administer the County's Small Business Emergency Fund program (see attached Agreement). NextStage would administer the program for any cities providing monetary funds to the program.

As part of moving forward with allocating the funds, the City needs to establish a formal agreement with the Carver County CDA and NextStage and to distribute the funds through a sub-recipient grant relationship to establish and manage the program within Carver County.

Pursuant to the CARES Act, local government units may transfer CARES funds between one another to pay eligible expenses.

Per Minnesota Statute, two or more governmental units, by agreement, through their governing bodies, may jointly or cooperatively exercise any power common to the contracting parties or any similar powers. The Agreement may provide for the exercise of such powers by one or more of the participating governmental units on behalf of the other participating units.

Therefore, the Carver County CDA and the City of Mayer wish to establish a joint powers agreement for the Small Business Emergency Assistance Fund.

The Agreement

The City will contribute \$60,000 to the program and transfer funds to the Carver County CDA.

NextStage will manage the eligibility determination, agreement and distribution of City Funds according to program guidelines.

NextStage will keep detailed records and provide a summary to the City on a monthly basis.

Money must be distributed through the program before November 1, 2020. Remaining funds will be returned to the City of Mayer on November 1, 2020.

The City will pay an administrative fee of \$2,156.00 to NextStage to administer the program.

Attachments:

Small Business Emergency Assistance Fund Program – Flyer.

Small Business Emergency Assistance Fund Program Contract Agreement.

Agreement between Carver County CDA and NextStage.

Resolution 8.24.20.34

Joint Powers and Joinder Agreement for the Carver County Small Business Emergency Assistance Fund

THIS JOINT POWERS AND JOINDER AGREEMENT, is made and entered into as of the 24th day of August, 2020, between the **Carver County Community Development Agency** (herein called “CDA”), the **City of Mayer** (herein called the “CITY”), and **NextStage**, (herein called “NEXTSTAGE”).

WHEREAS, CDA and NEXTSTAGE have entered into a *Contract for Services between the Carver County CDA and NextStage for the Carver County CDA COVID Small Business Recovery Fund* dated August 4, 2020 (the “Master Agreement”); and

WHEREAS, pursuant to the Master Agreement, CDA has retained NEXTSTAGE to administer **The Carver County CDA Small Business Emergency Assistance Fund** (the “Initiative”), a grant program for the purpose of assisting businesses in the geographic boundaries of Carver County as they recover from challenges related to the COVID-19 emergency, and Governor’s Executive Orders 20-04 and 20-08; and

WHEREAS, pursuant to the Master Agreement, NEXTSTAGE is obligated to distribute the funds pursuant to the *Carver County Small Business Emergency Assistance Fund* guidelines attached to the Master Agreement as Exhibit A (the “Program Guidelines”); and

WHEREAS, pursuant to the Master Agreement, CDA will make \$700,000 available to business located throughout Carver County, including business located within the CITY; and

WHEREAS, the CITY wishes to contribute \$60,000 to the Initiative for the purpose of making additional grants to be distributed and administered in a substantially similar manner as defined in the Program Guidelines, but available exclusively to eligible business applicants located within the CITY’s corporate limits; and

WHEREAS, NEXTSTAGE has represented itself as competent to provide the services required to administer and carry out the Initiative; and

WHEREAS, the parties find the CITY’s participation in the Initiative is appropriate whereas:

- Due to the pandemic generally known as COVID-19, the CITY has declared a local emergency; and

- Pursuant to Minnesota Statutes §12.37, the CITY has certain powers during an emergency to provide emergency aid; and
- Pursuant to the federal Coronavirus Aid, Relief, and Economic Security (CARES) Act, local governmental units may transfer CARES funds between themselves to pay eligible expenses; and
- Pursuant to the CARES Act, eligible expenditures include grants to small businesses conforming with CARES Act requirements; and
- Pursuant to Minnesota Statutes §471.59: i) two or more governmental units, by agreement entered into, through action of their governing bodies, may jointly or cooperatively exercise any power common to the contracting parties or any similar powers; and ii) the agreement may provide for the exercise of such powers by one or more of the participating governmental units on behalf of the other participating units; and

WHEREAS, CDA and the CITY desire to memorialize a joint powers agreement regarding the Initiative; and

WHEREAS, in furtherance of such joint exercise of powers, CDA, NEXTSTAGE and the CITY further desire to join the CITY to the Master Agreement as expressly described below;

NOW THEREFORE, it is agreed between the parties hereto that:

TRANSFER OF FUNDS TO CDA

Within 30 days of the execution of this agreement, the CITY shall deliver funds in the amount of \$60,000 (the “CITY’s Funds”) to CDA to be held, administered, and disbursed as described in this agreement. CDA shall deposit the CITY’s Funds in a separate, interest bearing account at the financial institution CDA uses to hold CDA funds. The cost of establishing such account shall be paid from the CITY’s Funds. If any portion of the CITY’s Funds delivered to the CDA are in addition to CARES Act funds, the CITY shall document the source of the funds at the time of deposit. The CITY acknowledges NEXTSTAGE has the power, as CDA’s agent, to disburse program awards from the CITY’s Funds to approved recipients pursuant to this agreement.

JOINDER OF CITY TO MASTER AGREEMENT

The CITY is hereby joined as a party to the Master Agreement for the limited purposes described in this paragraph. Except for the exclusions noted, the provisions found under the following headings shall be deemed contractual provisions between NEXTSTAGE and the CITY that apply to this agreement: TIME OF PERFORMANCE; PERSONNEL; INTEREST OF MEMBERS OF THE COUNTY, CITIES, AND OTHERS; ASSIGNABILITY; COMPLIANCE WITH LOCAL LAW; INSURANCE; and

MODIFICATION. Any references in such provisions to CDA shall, for purposes of this agreement, be deemed to refer to the CITY.

SCOPE OF SERVICES

NEXTSTAGE shall manage the eligibility determination, agreement, and distribution of the CITY's Funds according to the Program Guidelines. The CITY's Funds shall remain the property of the CITY and any unused, returned or recovered funds shall be returned in full to the CITY at the conclusion of the program, but no later than November 1, 2020. To the extent the CITY's Funds include funds in addition to CARES funds, the CARES funds shall be deemed distributed first (first out) and the CITY's other funds shall be deemed distributed last (last out).

After selecting awardees for CDA funds in the Initiative, NEXTSTAGE shall segregate all remaining program applications that meet the CITY's eligibility criteria and conduct an additional selection round to award the CITY's Funds. Once selected, NEXTSTAGE will review, process and administer grants of the CITY's Funds in the same manner as CDA awards, as defined in the Program Guidelines.

NEXTSTAGE shall provide all employees performing services under this agreement with appropriate training regarding administrative, distribution and compliance requirements under the CARES Act and other applicable laws and regulations.

NEXTSTAGE shall exercise appropriate due diligence in determination of program participant's eligibility for funding based on the Program Guidelines, but assumes no risk on behalf of the CITY or program participants; NEXTSTAGE shall not be financially liable to the CITY for any CITY Funds issued pursuant to Program Guidelines to a business later deemed to be ineligible. Notwithstanding anything herein to the contrary, NEXTSTAGE shall remain liable to the CITY for any damage or harm arising from: i) distribution of the CITY's Funds, or any portion thereof, without the required due diligence; or ii) NEXTSTAGE's negligence or willful misconduct. NEXTSTAGE agrees to defend, protect, indemnify and hold harmless the CITY, its elected officials, employees and agents from and against all liabilities, losses, damages, costs, and expenses, whether personal, property, or contractual, including reasonable attorney's fees, arising out of, or related to, the administration and operation of the Initiative and the distribution of the CITY's Funds and from any act of negligence or willful misconduct of NEXTSTAGE, its officers, employees, servants, agents, or contractors. To the full extent permitted by law, actions by CDA and the CITY pursuant to this agreement are intended to be and shall be construed as a "cooperative activity" and it is the intent of the parties that they shall be deemed a "single governmental unit" for the purposes of liability, all as set forth in §471.59; provided further that for purposes of that statute, each party to this agreement expressly declines responsibility for the acts or omissions of the other party. The provisions of this paragraph shall survive the expiration or earlier termination of this agreement.

NEXTSTAGE shall not exclude any person from participation in the Initiative on the grounds of race, color, religion, age, sex, sexual orientation, disability, marital status,

public assistance status, criminal record, creed or national origin, or for any other reason prohibited by federal or state law.

NEXTSTAGE shall perform all services provided by NEXTSTAGE in strict conformance with federal, state and local laws and regulations.

COMPENSATION

The CITY shall provide NEXTSTAGE a Program Administration Fee in the amount, and on the schedule detailed below:

	CITY Funds
Fund	\$ 60,000
Avg Grant	\$ 10,000

Task Description	Task Rate	Grant Count	Payable
		6	
Application Management		\$ -	On Execution of Contract
Eligibility Review & Documentation	\$200/Grant	\$ 1,200	Per Grant activities to be billed for reimbursement as completed
Grant Agreement Generation & Closing	\$75/Grant	\$ 450	
Grant Eligible Use Audit	\$25/Grant	\$ 250	
Check/ACH Processing	\$10/Grant	\$ 60	
Final Report		\$ -	Due upon Delivery
Overhead/admin	10%	\$ 196	Added to Each Invoice
<hr/>			
Total Proposed Fee		\$ 2,156	
Percent of Program@\$10,000/grant		3.59%	

CITY REPORTING

Within 30 days of completion of the Scope of Services, NEXTSTAGE shall submit to the CITY a report detailing the following:

- A Funding Report detailing the Business Name and Location of each Grant Recipient.
- An Ineligibility Report identifying the number Denied Applications and identified reason for ineligibility.
- An Audit Report summarizing the finding of the Audits of Eligible Grant Expenses.

In addition to the above, NEXTSTAGE shall promptly provide any information the CITY and/or its auditor requests regarding the preparation of any audit associated with CARES Act funding.

Pursuant to Minnesota Statutes §16C.05, Subd. 5, NEXTSTAGE agrees that the City and the Minnesota State Auditor, and any of their duly authorized representatives shall have the right to examine all books, records, documents, accounting procedures and practices of NEXTSTAGE (collectively, the “Records”) relating to this agreement and the services and materials provided hereunder at any time during normal business hours and as often as they deem reasonably necessary. NEXTSTAGE agrees to maintain all Records for a period of six (6) years from the date of termination of this agreement.

NOTICES

A notice, demand, or other communication under the agreement by any party to the others shall be sufficiently given or delivered if it is dispatched by mail, postage prepaid, return receipt requested, or delivered personally as defined in the Master Agreement in regard to CDA and NEXTSTAGE and, in regard to the CITY, is addressed or delivered personally to:

Margaret McCallum
City Administrator
413 Bluejay Avenue
Mayer, MN 55360

GOVERNMENT DATA PRACTICES ACT

All data received, maintained, or disseminated in any form and for any purpose by NEXTSTAGE pursuant to this agreement is governed by the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as amended, and the Minnesota Rules implementing such Act, as amended (collectively, the “Act”). NEXTSTAGE agrees at all times to comply with the Act and further agrees that if it receives a request from anyone to access the data maintained by NEXTSTAGE pursuant to this Agreement, it will immediately inform the CITY of such request and thereafter withhold or release the data as directed by the CITY.

MISCELLANEOUS

This Agreement shall be governed by the laws of the State of Minnesota and construed in conformance with such law, exclusive of choice of law principals. The recitals at the beginning of this agreement and the Program Guidelines are incorporated as terms of this agreement. This agreement contains all prior negotiations and agreements of the parties. If a party fails to enforce any provision of this agreement, that failure does not waive the provision or the party’s right to subsequently enforce it. Nothing in this agreement creates any obligations to any person or entity that is not a party to this agreement. Time is of the essence.

[Signature page follows.]

IN WITNESS WHEREOF, the parties hereto have executed this agreement on the day and year first written above.

City of Mayer

Carver County CDA

By: _____
Margaret McCallum, Its City Administrator

By: _____
Julie Frick, Its Executive Director

NextStage

By: _____
Lee Hall, Its Chief Executive Officer

**Contract for Services
Between the Carver County CDA and NextStage
for the
Carver County CDA COVID Small Business Recovery Fund**

THIS AGREEMENT, is made and entered into as of the 4th day of August, 2020, between **The Carver County Community Development Agency** (herein called “CDA”) and **NextStage**, (herein called “NEXTSTAGE”).

WHEREAS, CDA wishes to retain an entity with the capacity to administer **The Carver County Small Business Emergency Assistance Fund** (the “Initiative”), a Grant program for the purpose of assisting businesses in the geographic boundaries of Carver County as they recover from challenges related to the COVID19 emergency, and Governor’s Executive Orders 20-04 and 20-08; and that the CDA wishes to place \$700,000 in said fund to be distributed and managed according to the terms of the program (Exhibit A- the Carver County Business Assistance Program).

WHEREAS, NEXTSTAGE has represented itself as competent to provide the services required to administer and carry out the Initiative; and

WHEREAS, CDA wishes to engage NEXTSTAGE to provide said services necessary to carry out the Initiative;

NOW THEREFORE, it is agreed between the parties hereto that;

TIME OF PERFORMANCE

The service to be provided by NEXTSTAGE shall commence upon the fifth day of August, 2020, and shall terminate on November 30, 2020, or upon completion of the Scope of Service- should that occur sooner.

All services, documents, and information to be furnished or performed by NEXTSTAGE in order to carry out the Initiative shall be furnished or performed as promptly as possible, and with the fullest due diligence.

SCOPE OF SERVICES

On Behalf of the CDA, NEXTSTAGE will launch and administer **The Carver County CDA Small Business Emergency Assistance Fund** in accordance with the program guidelines in **Exhibit A**. As administrator NEXTSTAGE shall be responsible for managing all aspects of the Initiative, including -but not limited to;

- Development of a standard program application for publication,
- Managing an impartial selection process to determine awardees,

- Gather and review relevant documents from selected applicants to reasonably determine eligibility,
- Generate and Execute Grant Agreements on behalf of the CDA for selected awardees
- Disburse program awards to approved recipients
- Conduct audits of a portion of grant recipients to document eligible use of grant proceeds.
- Provide program reporting to CDA on applicant pool make-up, awardees, denied applications, and expense audit results.

NEXTSTAGE shall exercise appropriate Due Diligence in the determination of program participant’s eligibility for funding based on the guidelines provided by the CDA, but assumes no risk on behalf of the CDA or program participants; NEXTSTAGE shall not be financial liable to the CDA for any program funds issued under program guidelines to a business later deemed to be ineligible.

The SCOPE OF SERVICE and COMPENSATION defined in this agreement are explicit to a Program Fund equal to \$700,000. By addendum to this contract signed by both parties, the CDA- or another city or municipal authority within the County- may provide additional Program Funds to be managed under substantially similar program guidelines; in the event the program fund size is increased, the Administration Fee payable to NEXTSTAGE shall increase proportionately by an amount equal to 6% of the added Program Funds.

COMPENSATION

CDA shall compensate NEXTSTAGE to manage the Initiative based on the Fee schedule below (the Administration Fee).

Task Description	Task Rate	Grant Count	Payable
		70	
Application Management	\$10,000	\$ 10,000.00	On Execution of Contract
Eligibility Review & Documentation	\$200/Grant	\$ 14,000.00	Per Grant activities to be billed for reimbursement- as completed
Grant Agreement Generation & Closing	\$75/Grant	\$ 5,250.00	
Grant Eligible Use Audit	\$250/Grant	\$ 1,750.00	
Check/ACH Processing	\$10/Grant	\$ 700.00	
Final Report	\$3,000	\$ 3,000.00	Due upon Delivery
Overhead/admin	10%	\$ 3,470.00	Added to Each Invoice
Total Proposed Fee		\$ 38,170.00	
Percent of Program@\$10,000/grant		5.45%	

REPORTING

NEXTSTAGE shall submit to the CDA Final Program reports which shall include at least the following:

- An Application Report detailing total number of Program applicants, and a summary of non-identifying data points captured in the application process (such as business city, and number of employees).
- A Funding Report detailing the Business Name and Location of each Grant Recipient.
- An Ineligibility Report identifying the number Denied Applications and identified reason for ineligibility.
- An Audit Report summarizing the finding of the Audits of Eligible Grant Expenses.

PERSONNEL

NEXTSTAGE represents that it has, or will secure, at its own expense, all personnel required in performing the services to carry out the Initiative. Such personnel shall not be employees of or have any contractual relationship with the Carver County CDA. No tenure or any other rights or benefits, including worker's compensation, unemployment insurance, medical care, sick leave, vacation pay, severance pay, or any other benefits available to Carver County CDA employees shall accrue to NEXTSTAGE or employees of NEXTSTAGE performing services under this agreement. NEXTSTAGE is an independent contractor.

All of the services required to carry out the Initiative will be performed by NEXTSTAGE, and all personnel engaged in the work shall be fully qualified and shall be authorized or permitted under State and local law to perform such work.

INTEREST OF MEMBERS OF THE COUNTY, CITIES, AND OTHERS

No officer, member, or employee of the Carver County CDA, and no member of its governing body, and no other public official or governing body of the locality in which the Initiative is situated or being carried out, who exercises any functions or responsibilities in the review or approval of the undertaking or carrying out of the Initiative, shall participate in the decision relating to this Agreement which affects his/her personal interest or the interest of any corporation, partnership, or association in which he/she is, directly or indirectly, interested or has any personal or pecuniary interest, direct or indirect, in this Agreement or proceeds thereof.

ASSIGNABILITY

NEXTSTAGE shall not assign any interest in this Agreement, and shall not transfer any interest in the same without the prior written approval of the CDA thereto.

COMPLIANCE WITH LOCAL LAWS

NEXTSTAGE agrees to comply with all federal laws, statutes and applicable regulations of the State of Minnesota and the ordinances of Carver County.

INSURANCE

NEXTSTAGE agrees to provide proof of workers’ compensation and comprehensive general liability insurance. Comprehensive general liability insurance shall be in the minimum amount of \$1,000,000.

HOLD HARMLESS

NEXTSTAGE agrees to defend, protect, indemnify and hold harmless the Carver County CDA, its agents, officers and employees harmless from and against all liabilities, losses, damages, costs, and expenses, whether personal, property, or contractual, including reasonable attorney’s fees, arising out of, or related to the administration and operation of the Initiative, and from any act of negligence of NEXTSTAGE, its officers, employees, servants, agents, or contractors.

CDA agrees to defend, protect, indemnify and hold harmless the NEXTSTAGE, its agents, officers and employees harmless from and against all liabilities, losses, damages, costs, and expenses, whether personal, property, or contractual, including reasonable attorney’s fees, arising out of, or related to the administration and operation of the Initiative, and from any act of negligence of CDA, its officers, employees, servants, agents, or contractors.

NOTICES

A notice, demand, or other communication under the Agreement by either party to the other shall be sufficiently given or delivered if it is dispatched by mail, postage prepaid, return receipt requested, or delivered personally; and

- (a) In the case of NEXTSTAGE, is addressed or delivered personally to:

Lee Hall, CEO
NextStage
4040 Columbus Ave
Minneapolis, MN 55407

(b) In the case of Carver County CDA:

Elise Durbin, Director of Community and Economic Development
Carver County CDA
705 N Walnut Street
Chaska, MN 55318

or at such other address with respect to any party as that party may designate in writing and forward to the other as provide in the Section.

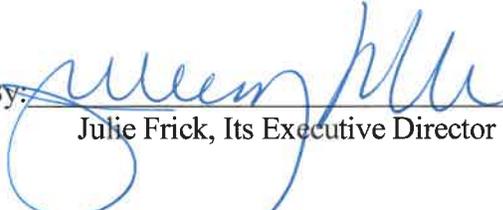
MODIFICATION

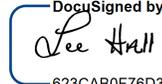
This Agreement may not be modified, changed, or amended in any manner whatsoever without the prior written approval of all the parties hereto.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day and year first written above.

Carver County CDA

NextStage

By: 
Julie Frick, Its Executive Director

By: 
623CAB0F76D3458...
Lee Hall, Its Chief Executive Officer



Small Business Emergency Assistance Program

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

Terms: Up to \$10,000

Use of funds: payroll, rent, mortgage, utilities, payments to suppliers, PPE, and other critical non-payroll business expenses

*Proceeds must be used for business purposes, and must not overlap for costs already paid for by other emergency assistance such as PPP or EIDL.

Eligible businesses:

- Locally owned and operated for-profit (including farming operations)
- Physical establishment in Carver County
- 40 or less employees
- \$2M or less in annual revenue
- Operating on or before January 1, 2020
- Be licensed, in good regulatory standing, and compliant with city regulations
- Demonstrated a loss of revenue of at least 10 percent since March 2020

Applications process:

- Applications will be accepted (online only) from August 17-September 4
- Beneficiary payments will be awarded via a randomized selection process in mid-September
- Businesses will be notified by mid to late September if selected
- Upon award, applicants must submit required documentation and enter into an agreement before receiving the funding

More information and complete program guidelines can be found at:

www.carvercda.org



Questions?
Contact Elise Durbin
952-556-2778
elised@carvercda.org



Memorandum

Item: Park Commission – Resignation and Approval to Advertise for Vacancy

Meeting Date: August 24, 2020

Presented By: Margaret McCallum, City Administrator

Recommendation:

To approve the resignation of Brian Schaeppi from the Park Commission and to approve the advertisement of the vacancy.

Details:

The Park Commission consists of 5 Commissioners. One of those seats is a Council liaison.

The Park Commission had a resignation of one of its members and there is now a vacancy.

The appointment terms are generally staggered for three year terms. The terms end on January 31 and start the new term on February 1st.

This term would start upon approval by Council and end on February 1, 2022.

Attachments:

Advertisement for vacancy.

CITY OF MAYER PARK COMMISSION MEMBER NEEDED

The City of Mayer is a community that is grown through careful planning and visioning. If you are interested in making an impact in your community, please consider applying for the Park Commission.

Applications will be accepted until September 14, 2020. Interviews will be scheduled the week of September 21 and the position would start on October 13, 2020. A member is needed for the following:

Park Commission: Start date: Upon approval. End date: February 1, 2022. Meets the 1st Tuesday of each month at 6:30 p.m. (One opening).

Applications are available on the City Website – www.cityofmayer.com or can be received by email by contacting Margaret McCallum at 952-657-1502 or Margaret.mccallum@cityofmayer.com. Applications are also available at City Hall.



REQUEST FOR CITY COUNCIL ACTION

Meeting Date: August 24, 2020
Item Name: WWTP Pressure Washer Purchase
Originating Department: Public Works
Presented by: Kyle Kuntz

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

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

A motion approving the purchase of a steam pressure washer for the wastewater treatment plant.

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

Staff is proposing the purchase of a steam pressure washer for the wastewater treatment plant from All America Pressure Washers in the amount of \$6,740. Due to Covid-19 and other germs and diseases being found in wastewater proper cleaning and PPE at the wastewater treatment plant is more important now than ever.

The steam washer will be used to clean and disinfect walls, floors, tanks, diffusers, aerators, etc. This piece of equipment will be used routinely and be very valuable to staff overall.

<https://www.cdc.gov/coronavirus/2019-ncov/cases-updates/wastewater-surveillance.html#:~:text=Wastewater%20can%20be%20tested%20for,to%20treated%20or%20untreated%20was tewater.>

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

SHOP LOCATION:
Nichols & N. 3rd St.
St. Peter, MN 56082

PHONE:
507-931-6209
allamericapressurewashers@gmail.com

BILLING INFO:
P.O. Box 36
St. Peter, MN 56082

Attn: Kyle

7/28/20



3000PSI @ 4GPM N.G. Fired Pressure Washer
8HP 1750RPM Single Baldor Motor
Udor BC 18/20S Pump
Electronic Ignition
36" Trigger Gun / Wand
Downstream Chemical Injector
3 Different Washing Nozzles
50 Foot Pressure Hose

\$5,700.00
Standard
Standard
Standard
Standard
Standard
Standard
Standard

Options:

Dual Gun/Wand (Chemical Wand)
24Volt Clutch Kit
10" Draft Diverter
10" Slide Gate
100' Legacy Hose Reel W/ 100' Hose

\$115.00
\$500.00
\$100.00
\$75.00
\$250.00

SALE PRICE: \$5,700.00
Tax: \$0.00
TOTAL: ~~\$5,700.00~~

\$ 6,740

Chuck Trimbo
Tyler Trimbo





REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	August 24, 2020
Item Name:	Trail and Road Repairs
Originating Department:	Public Works
Presented by:	Kyle Kuntz

Previous Council Action (if any):

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

A motion approving the trail and road repairs needed for 2020.

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

Throughout the summer City Staff has compiled a list of streets and trails that are in need of repair. The parks that need a majority of the repairs are Old School House park and Discovery Park. In Old Schoolhouse Park staff is proposing to remove and replace about 400' of trail at the west end of the park and in Discovery Park staff is proposing to remove and replace about 136' of trail in various sections throughout the park. Public works staff will remove the old pavement and prep the area for new pavement.

<i>WM Mueller and Sons</i>	<i>Southwest Paving, INC.</i>
Old Schoolhouse Park-\$9,775.00	Old Schoolhouse Park-
Discovery Park-\$3,400.00	Discovery Park-
Hidden Crossing-\$875.00	Hidden Crossing-
Total Price \$13,175	Total Price: \$19,998

Staff is also proposing that the City pave the alleyway by the church between 2nd St NW and County RD 30. This is the City's last alleyway that needs to be paved. Currently, the south end of the alley is paved but it is in very rough shape overall. Also, Birch Ave (alleyway along West Ridge Park) needs some repair work around the manholes.

<i>WM Mueller and Sons</i>	
Birch Ave-\$1,320	Birch Ave-\$1,335
Alleyway by Church-\$10,545.00	Alleyway by Church-\$15,000
Total Price \$11,865	Total Price: \$16,335

Staff is proposing to have WM Mueller and Sons complete the work in the amount of \$25,915.

FINANCIAL IMPLICATIONS: Funding Sources & Uses: Street Improvement Fund	ADVISORY BOARD RECOMMENDATIONS:
--	--

8/24/2020



Budget Information:			
_____	Budgeted		
_____	Non Budgeted		
_____	Amendment Required	Other	
Approved	Denied	Tabled	Other
Resolution No. _____	_____	Ordinance No. _____	_____

ROAD CONTRACTORS
AGGREGATES
BITUMINOUS PAVING
BITUMINOUS MATERIALS



831 PARK AVE P.O. BOX 247
HAMBURG, MN 55339
PHONE 952-467-2720
FAX 952-467-3894
EMAIL INFO@WMMUELLER.COM

H A M B U R G , M N
PROPOSAL AND ACCEPTANCE

PROPOSAL SUBMITTED TO:	City of Mayer	DATE:	8/10/2020	PHONE:	952-657-1502
STREET:	413 Bluejay Ave.	JOB NAME:	Trails		
CITY, STATE, ZIP:	Mayer, MN 55360	JOB LOCATION:	City of Mayer		
CONTACT:	Kyle	VIA:	kyle.kuntz@cityofmayer.com		

WE HEREBY SUBMIT SPECIFICATIONS AND ESTIMATES FOR:

Old Schoolhouse Park

* Furnish and place 2" of bituminous base and 2" of bituminous wear, compacted thickness in the 356 sy trail area.
Tamp bituminous edges. \$9,775.00

Alleyway

* Furnish and place 2" of bituminous base and 2" of bituminous wear, compacted thickness in the 462 sy Alley area. \$10,545.00

~~School Sidewalk~~

~~* Furnish and place 1.5" of bituminous base and 1.5" of bituminous wear compacted thickness in the 88 sy sidewalk area.~~ ~~\$3,050.00~~

Discovery Park Trails

* Furnish and place 1.5" of bituminous base and 1.5" of bituminous wear compacted thickness in the 136 sy trail area. \$3,400.00

West Ridge Park

* Mill the edges in the 51 sy area around 2 manholes and level with bituminous wear, compacted.
* Widen the 3 sy trail area by the playground with 3" of bituminous wear, compacted thickness. \$1,320.00

Trail Repair Birch Dr. Hidden Crossing

* Furnish and place 1.5" of bituminous base and 1.5" of bituminous wear compacted thickness in the 7 sy trail area. \$875.00

NOTES: **All Excavation, gravel base and shaping to be done by the City.**

WE PROPOSE TO FURNISH MATERIAL AND LABOR - COMPLETE
IN ACCORDANCE WITH THE ABOVE SPECIFICATIONS
FOR THE SUM OF: **\$27,965.00**

*** PAYMENT TO BE MADE UPON COMPLETION ***
NOTE: THIS PROPOSAL MAY BE WITHDRAWN BY US
IF NOT ACCEPTED WITHIN **30** DAYS.

All material is guaranteed to be as specified. All work to be completed in a workman-like manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, storm, and other necessary insurance. Our workers are fully covered by workmen's compensation insurance.

AUTHORIZED SIGNATURE: Timothy Mueller
TITLE: Secretary/Treasurer

ACCEPTANCE OF PROPOSAL - The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. **Payment is due upon receipt of invoice.** Owner agrees that Wm. Mueller and Sons, Inc. may charge interest at the rate of eighteen percent (18%) on any sum due under this contract which is not paid within 30 days of invoice date. If payments are not made when due, interest, cost incidental to collection, and attorney's fees (if an attorney is retained for collection) shall be added to the unpaid balance. Owner hereby releases Wm. Mueller and Sons, Inc. of notice requirements for lien rights in the event payments are not made as outlined above.

PLEASE SIGN AND RETURN ONE COPY

SIGNATURE: _____
DATE OF ACCEPTANCE: _____

85 \$25,915



700 Rail Road Street West
 Norwood Young America, MN 55368
 Ph. 952-467-9002
 Fax 952-467-9003

PROPOSAL & AGREEMENT

BILLING ADDRESS:	JOB ADDRESS:
Date: 8/6/2020	Date: 8/6/2020
Name: City Of Mayer	Name: Multiple Locations
Location: 413 Bluejay Ave	Location: _____
Mayer MN 55360	Mayer, MN
Kylekuntz@cityofmayer.com	952-657-1502

Install Asphalt Pavement - Multiple Locations

West Ridge Park - 13' x 46' OL, 8 x12 patch to handicap, 13 x 20- mill patch
 Discovery Park - 153', 9' wide 3" thick one lift
 Alley behind Church - 320' x 13' 4" thick two lifts, 6 x 90 & 14' x 14' @ sidewalks 3" thick
 Old Schoolhouse Park 400 x 9, 4" thick 2 lifts
 Misc.: 10 x 6 path patch

All removals, basing and site prep by others, asphalt paving only
Hand tamp second lifts of 4" paving and all 3" paving where feasible
Pricing based on one mobilization - Additional mobilizations \$1500 each

Total Project Cost: \$36,333.00

Misc. Cost Break down: Alley Behind Church \$15,000.00 (sidewalk patching additional) . Mill patch 13' x 46' \$1335.00

We Propose hereby to furnish material and labor -
 complete in accordance with above specifications, for the sum of:
 Payment is due upon completion. This Proposal is void 30 days from date.

TOTAL DOLLARS	\$ 36,333.00
DOWN PAYMENT \$	
BALANCE DUE	\$ 36,333.00

NOTICE OF LIEN:

"ANY PERSON OR COMPANY SUPPLYING LABOR OR MATERIALS FOR THIS IMPROVEMENT TO YOUR PROPERTY MAY FILE A LIEN AGAINST YOUR PROPERTY IF THAT PERSON OR COMPANY IS NOT PAID FOR THE CONTRIBUTIONS. UNDER MINNESOTA LAW, YOU HAVE THE RIGHT TO PAY PERSONS WHO SUPPLIED LABOR OR MATERIALS FOR THIS IMPROVEMENT DIRECTLY AND DEDUCT THIS AMOUNT FROM OUR CONTRACT PRICE, OR WITHHOLD THE AMOUNTS DUE THEM FROM US UNTIL ONE HUNDRED TWENTY (120) DAYS AFTER COMPLETION OF THE IMPROVEMENT UNLESS WE GIVE YOU A LIEN WAIVER SIGNED BY PERSONS WHO SUPPLIED ANY LABOR OR MATERIAL FOR THE IMPROVEMENT AND WHO GAVE YOU TIMELY NOTICE."

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

TERMS OF SALE:

Total amount is due upon completion, finance charges of 1.5% per month (18% per Annum) are added to past due balances. Customer further agrees that in the event it is necessary to commence legal actions to enforce payment, the customer will pay in addition to the principal and interest herein, the amount for collection costs including attorney's fees.
 Guarantee for materials, equipment and labor will not include: Tire marks, holes made by sharp or pressure objects, gasoline or oil damage, settling along the back fill area.

SOUTHWEST PAVING, INC.

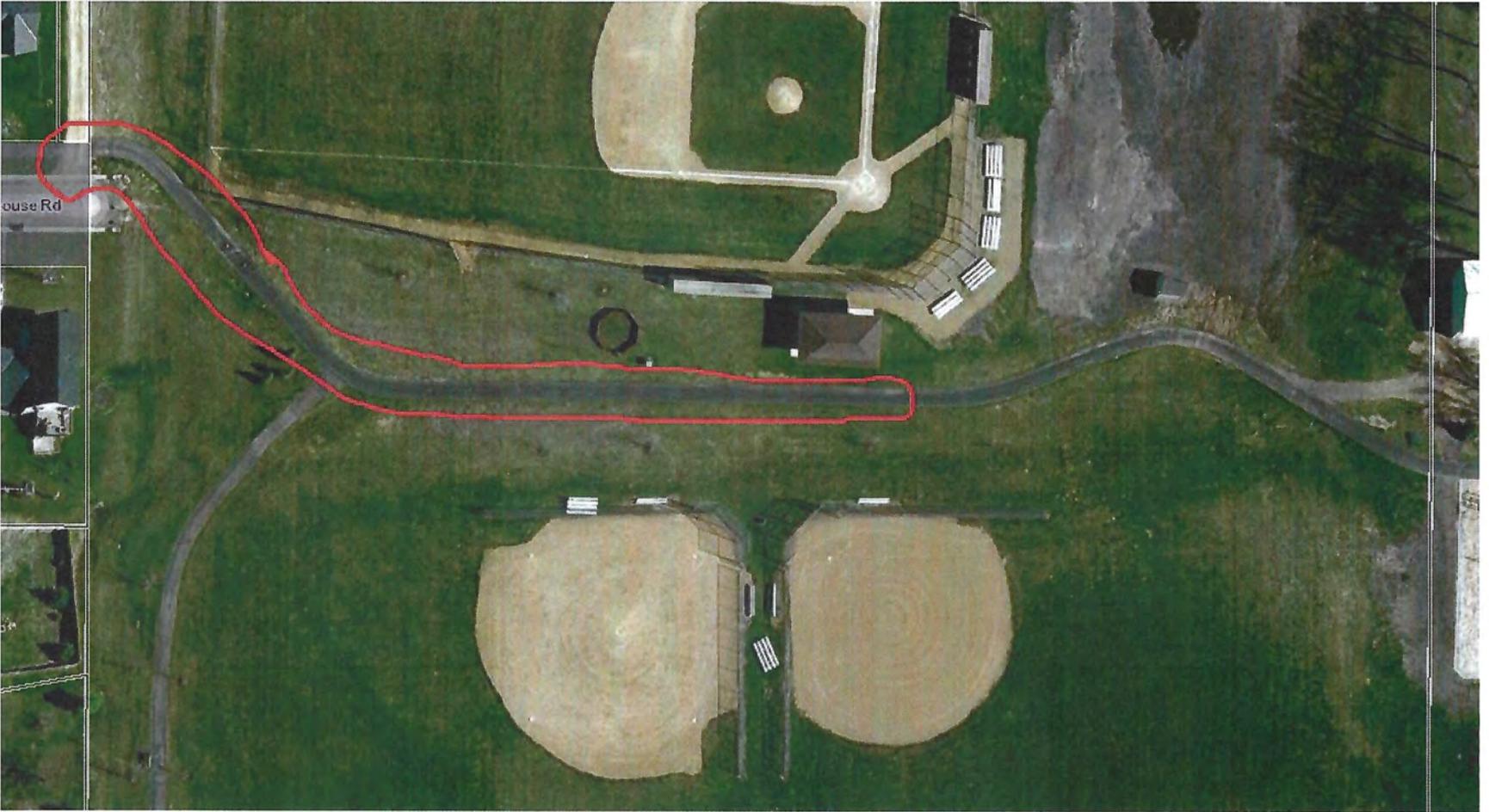
By: _____
 AUTHORIZED SIGNATURE

ACCEPTANCE OF AGREEMENT

The above prices, specifications, and the terms and conditions of this agreement are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

By: _____
 AUTHORIZED SIGNATURE

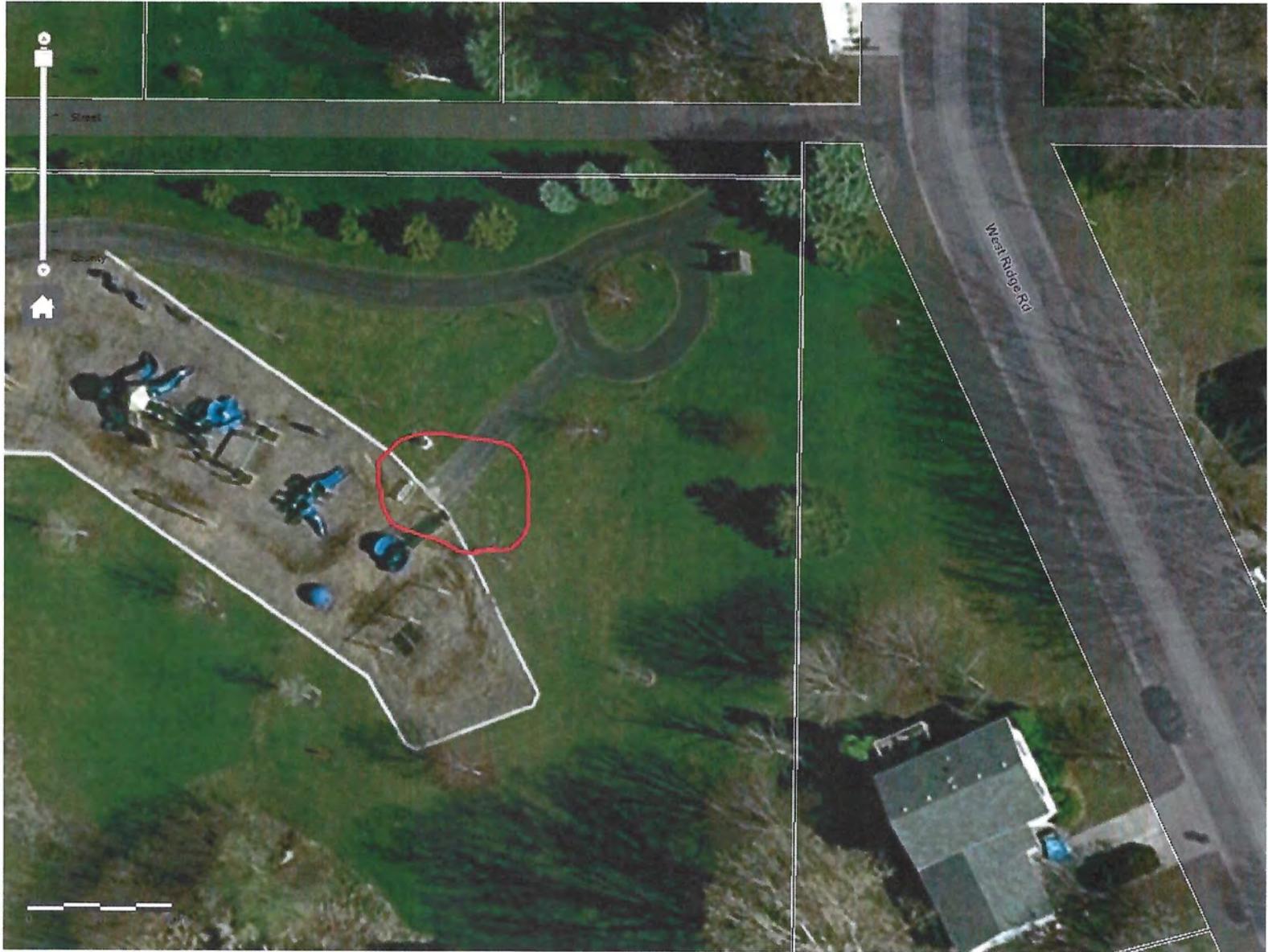
Date of Acceptance: _____













Request for Council Action Memorandum

Item: Fire Station Site Design – Proposed Fire Station

Meeting Date: August 24, 2020

Presented By: Margaret McCallum, City Administrator

Recommendations/Council Action/Motion Requested:

To review and discuss whether to approve the City Engineer, Bolton and menk to move forward with the Site Design Work for the Proposed Fire Station.

Details:

Brunton Architects, the architect working on the proposed Fire Station, has been working on design work for the proposed fire station.

There are 5 phases in the project:

Schematic Design	25% of Fee
Design Development	20% of Fee
Construction Documents	45% of Fee
Bidding	5% of Fee
Construction Administration Bidding	5% of Fee

We are currently in Phase 3, Construction Documents.

This phase included the following:

- Preparation and coordination of detailed architectural, interior finish, structural, mechanical and electrical plan documents in preparation for permit review and City approval.
- Meeting with the Building Committee to review plans at the 90% stage prior to design completion.
- Final review of the International Building Code and Minnesota State Building Code and (ADA) accessibility code compliance.
- Prepare applicable architectural drawings, details and specifications in preparation for the building permit application.

Part of this phase includes the need for Civil Engineering services that are needed for the design of the site elements. That includes preparing plans and specifications for:

- Grading and drainage
- Stormwater Pollution Prevention Plan
- Driveways and street Aprons
- Drive lanes and parking areas
- Sidewalks
- Water, sanitary sewer, and storm sewer connections
- Restoration

Staff is recommending that Bolton and Menk do this work instead of having Brunton Architect hire a civil engineer.

Bolton and Menk is estimating that the work fee will be \$10,000.00.

Brunton Architects will deduct the \$10,000.00 from their already budgeted project cost for Bolton and Menk to take on the work.

In addition, with any project, there will be oversight and management from the City Engineer. It is anticipated that another \$5,000 (billed on an hourly basis) will be a part of oversight work.

Attachments.

Letter from Bolton and 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 20, 2020

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

RE: Fire Station Site Design

Dear Maggie:

We have been having discussions with Brunton Architects regarding the civil engineering services that will be needed for the design of the site elements for the proposed fire station. Based on our familiarity of the site and the public infrastructure that will serve the proposed facility, we believe that it is appropriate for Bolton and Menk to be responsible for the civil engineering services required for the project.

Our proposed scope of services will include preparing plans for the following elements of the project:

- Site Utility and Layout Plan
- Site Grading Plan
- Storm Water Management Plan

We understand the cost sensitive nature of this project and are committed to providing our services in the most cost-effective manner possible. It is our understanding that Brunton has included \$10,000 in the project budget for civil engineering. Therefore, we propose to complete the scope of services above for a lump sum amount of \$10,000. Additional services that may be required including permit applications, detailed specifications not included on the plan sheets, and plan revisions will be billed on an hourly basis.

In addition, we anticipate that we will have oversight and management responsibilities associated with our role as City Engineer. We estimate that the associated fees for this work will be approximately \$5,000, which will be billed on an hourly basis.

We will continue to work with Burton Architects to understand the civil engineering needs for the project and we will keep the City informed about the status and scope of our services.

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

Sincerely,
Bolton & Menk, Inc.

David P. Martini, P.E.



Request for Council Action Memorandum

Item: Water Tower Painting – Financing – Resolution 8.24.20.35

Meeting Date: August 24, 2020

Presented By: Margaret McCallum, City Administrator

Recommendations/Council Action/Motion Requested:

To review and discuss whether to approve Resolution 8.24.20.35 that would finance the painting of the water tower with the Fire Department Tanker G.O. Bond.

Details:

Bidding

In October, 2019, the City authorized Bolton and Menk to prepare plans and specifications for a Tower Rehabilitation project that includes sandblasting, surface repairs and painting of the exterior.

At the April 27, 2020 City Council meeting,. the plans were completed and the City Council authorized to advertise and bid the project.

At the June 5, 2020 meeting, bids for the project were presented to the Council. The project was approved and awarded to M.K. Painting in the amount of \$271,550.00.

Financing

The project cost was projected to come in around \$410,000.00.

Costs came it at \$327,550.00

Current and Projected Costs:

M.K. Painting - Contractor -	\$271,550.00
Tower Design and bidding – Engineer	\$25,000.00
Project Management/Closeout – Engineer	\$31,000.00
Current Estimated Total -	\$327,550.00

This project has been and continues to be part of the most recent Capital Improvement Plan. With that, the City Administrator and Financial Consultant have reviewed financial options for this project.

The City currently has the ability to pay cash for this project with money in the Capital Reserve in the Water Fund and still maintain a healthy balance. The balance is currently at about \$1,130,000.00.

Nonetheless, after further discussion with the Financial Advisor, it was suggested that that City Council at least consider bonding for the painting portion of the project at \$271,550.00.

Since the City of Mayer currently approved the bond for the Fire Department Tanker and hasn't reached out to local banks yet for proposals. Staff and the financial advisor are recommending consolidating both projects into one 5 year G.O. Bond.

Attachments.

Ehlers – Modified Pre-Sale Report - \$393,000 G.O. Bond – Tanker and Water Tower Painting
Resolution 8.24.20.35

August 24, 2020
Modified Pre-Sale Report for

City of Mayer, Minnesota

\$393,000 General Obligation Bonds, Series
2020A



Prepared by:

Ehlers
3060 Centre Pointe Drive
Roseville, MN 55113

Advisors:

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

BUILDING COMMUNITIES. IT'S WHAT WE DO.

EXECUTIVE SUMMARY OF PROPOSED DEBT

Proposed Issue:

\$393,000 General Obligation Bonds, Series 2020A

Purposes:

The proposed issue includes financing for the following purposes:

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

- **Equipment Portion** (MS 412). Debt service will be paid from ad valorem property taxes.
- **Water Tower Painting Portion** (MS 444). Debt service will be paid from water utility revenues.

Authority:

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

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

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

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

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

Term/Call Feature:

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

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

Bank Qualification:

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

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

Rating:

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

Basis for Recommendation:

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

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

Method of Sale/Placement:

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

Review of Existing Debt:

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

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

Continuing Disclosure:

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

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

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

Arbitrage Monitoring:

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

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

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

Investment of Bond Proceeds:

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

Risk Factors:

Utility Revenue: The City expects to pay a portion of the Bond debt service with utility funds. If utility revenue is inadequate, the City may have to levy taxes to pay debt service on the Bonds.

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

Other Service Providers:

This debt issuance will require the engagement of other public finance service providers. This section identifies those other service providers, so Ehlers can coordinate their engagement on your behalf. Where you have previously used a firm to provide a service, we have assumed that you will continue that relationship. For services you have not

previously required, we have identified a service provider. Fees charged by these service providers will be paid from proceeds of the obligation, unless you notify us that you wish to pay them from other sources. Our pre-sale bond sizing includes a good faith estimate of these fees, but the final fees may vary. If you have any questions pertaining to the identified service providers or their role, or if you would like to use a different service provider for any of the listed services please contact us.

Bond Counsel: Taft Stettinius & Hollister

Paying Agent: Issuer

Rating Agency: This issue will not be rated.

Summary:

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

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

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

PROPOSED DEBT ISSUANCE SCHEDULE

Pre-Sale Review by City Council:	August 24, 2020
Distribute Offering Document:	Week of August 31 and September 7
City Council Meeting to Award Sale of the Bonds:	September 14, 2020
Estimated Closing Date:	October 1, 2020

Attachments

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

EHLERS' CONTACTS

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

City of Mayer, Minnesota

\$393,000 General Obligation Bonds, Series 2020A

Issue Summary - Local Bank Solicitation

Assumes Current Market BQ Non-Rated Rates plus 25bps

Total Issue Sources And Uses

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

	Equipment Certificate	Water Tower (444)	Issue Summary
Sources Of Funds			
Par Amount of Bonds	\$108,000.00	\$285,000.00	\$393,000.00
Camden Township Cash	8,710.33	-	8,710.33
Fire Department Capital Cash	125,000.00	-	125,000.00
Hollywood Township Cash	8,599.55	-	8,599.55
Waconia Cash	9,070.37	-	9,070.37
Watertown Cash	9,070.37	-	9,070.37
Total Sources	\$268,450.62	\$285,000.00	\$553,450.62
Uses Of Funds			
Costs of Issuance	4,946.57	13,053.43	18,000.00
Deposit to Project Construction Fund	263,479.00	271,550.00	535,029.00
Rounding Amount	25.05	396.57	421.62
Total Uses	\$268,450.62	\$285,000.00	\$553,450.62

City of Mayer, Minnesota

\$393,000 General Obligation Bonds, Series 2020A

Issue Summary - Local Bank Solicitation

Assumes Current Market BQ Non-Rated Rates plus 25bps

Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	Fiscal Total
10/01/2020	-	-	-	-	-
08/01/2021	-	-	6,058.75	6,058.75	-
02/01/2022	74,000.00	1.850%	3,635.25	77,635.25	83,694.00
08/01/2022	-	-	2,950.75	2,950.75	-
02/01/2023	77,000.00	1.850%	2,950.75	79,950.75	82,901.50
08/01/2023	-	-	2,238.50	2,238.50	-
02/01/2024	79,000.00	1.850%	2,238.50	81,238.50	83,477.00
08/01/2024	-	-	1,507.75	1,507.75	-
02/01/2025	80,000.00	1.850%	1,507.75	81,507.75	83,015.50
08/01/2025	-	-	767.75	767.75	-
02/01/2026	83,000.00	1.850%	767.75	83,767.75	84,535.50
Total	\$393,000.00	-	\$24,623.50	\$417,623.50	-

Yield Statistics

Bond Year Dollars	\$1,331.00
Average Life	3.387 Years
Average Coupon	1.8500000%
Net Interest Cost (NIC)	1.8500000%
True Interest Cost (TIC)	1.8485627%
Bond Yield for Arbitrage Purposes	1.8485627%
All Inclusive Cost (AIC)	3.3011448%

IRS Form 8038

Net Interest Cost	1.8500000%
Weighted Average Maturity	3.387 Years

City of Mayer, Minnesota

\$108,000 General Obligation Bonds
 Assumes Current Market BQ Non-Rated Rates plus 25bps

Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	Fiscal Total
10/01/2020	-	-	-	-	-
08/01/2021	-	-	1,665.00	1,665.00	-
02/01/2022	20,000.00	1.850%	999.00	20,999.00	22,664.00
08/01/2022	-	-	814.00	814.00	-
02/01/2023	21,000.00	1.850%	814.00	21,814.00	22,628.00
08/01/2023	-	-	619.75	619.75	-
02/01/2024	22,000.00	1.850%	619.75	22,619.75	23,239.50
08/01/2024	-	-	416.25	416.25	-
02/01/2025	22,000.00	1.850%	416.25	22,416.25	22,832.50
08/01/2025	-	-	212.75	212.75	-
02/01/2026	23,000.00	1.850%	212.75	23,212.75	23,425.50
Total	\$108,000.00	-	\$6,789.50	\$114,789.50	-

Yield Statistics

Bond Year Dollars	\$367.00
Average Life	3.398 Years
Average Coupon	1.8500000%
Net Interest Cost (NIC)	1.8500000%
True Interest Cost (TIC)	1.8485675%
Bond Yield for Arbitrage Purposes	1.8485627%
All Inclusive Cost (AIC)	3.2963058%

IRS Form 8038

Net Interest Cost	1.8500000%
Weighted Average Maturity	3.398 Years

City of Mayer, Minnesota

\$285,000 General Obligation Bonds, Series 2020A

Water Tower (444)

Assumes Current Market BQ Non-Rated Rates plus 25bps

Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	Fiscal Total
10/01/2020	-	-	-	-	-
08/01/2021	-	-	4,393.75	4,393.75	-
02/01/2022	54,000.00	1.850%	2,636.25	56,636.25	61,030.00
08/01/2022	-	-	2,136.75	2,136.75	-
02/01/2023	56,000.00	1.850%	2,136.75	58,136.75	60,273.50
08/01/2023	-	-	1,618.75	1,618.75	-
02/01/2024	57,000.00	1.850%	1,618.75	58,618.75	60,237.50
08/01/2024	-	-	1,091.50	1,091.50	-
02/01/2025	58,000.00	1.850%	1,091.50	59,091.50	60,183.00
08/01/2025	-	-	555.00	555.00	-
02/01/2026	60,000.00	1.850%	555.00	60,555.00	61,110.00
Total	\$285,000.00	-	\$17,834.00	\$302,834.00	-

Yield Statistics

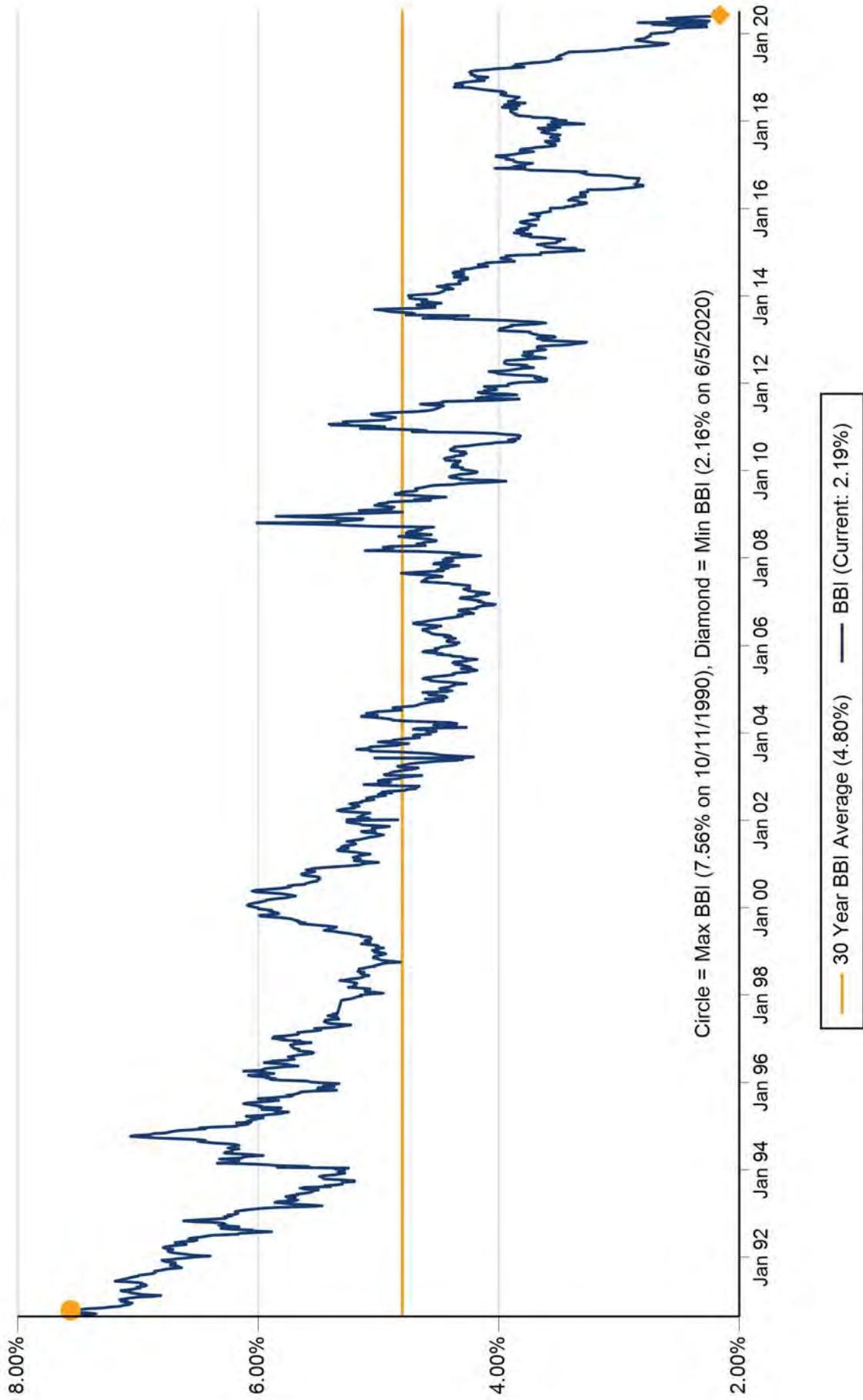
Bond Year Dollars	\$964.00
Average Life	3.382 Years
Average Coupon	1.8500000%
Net Interest Cost (NIC)	1.8500000%
True Interest Cost (TIC)	1.8485610%
Bond Yield for Arbitrage Purposes	1.8485627%
All Inclusive Cost (AIC)	3.3029868%

IRS Form 8038

Net Interest Cost	1.8500000%
Weighted Average Maturity	3.382 Years

30 YEAR TREND IN MUNICIPAL BOND INDICES

Weekly Rates August, 1990 - August, 2020



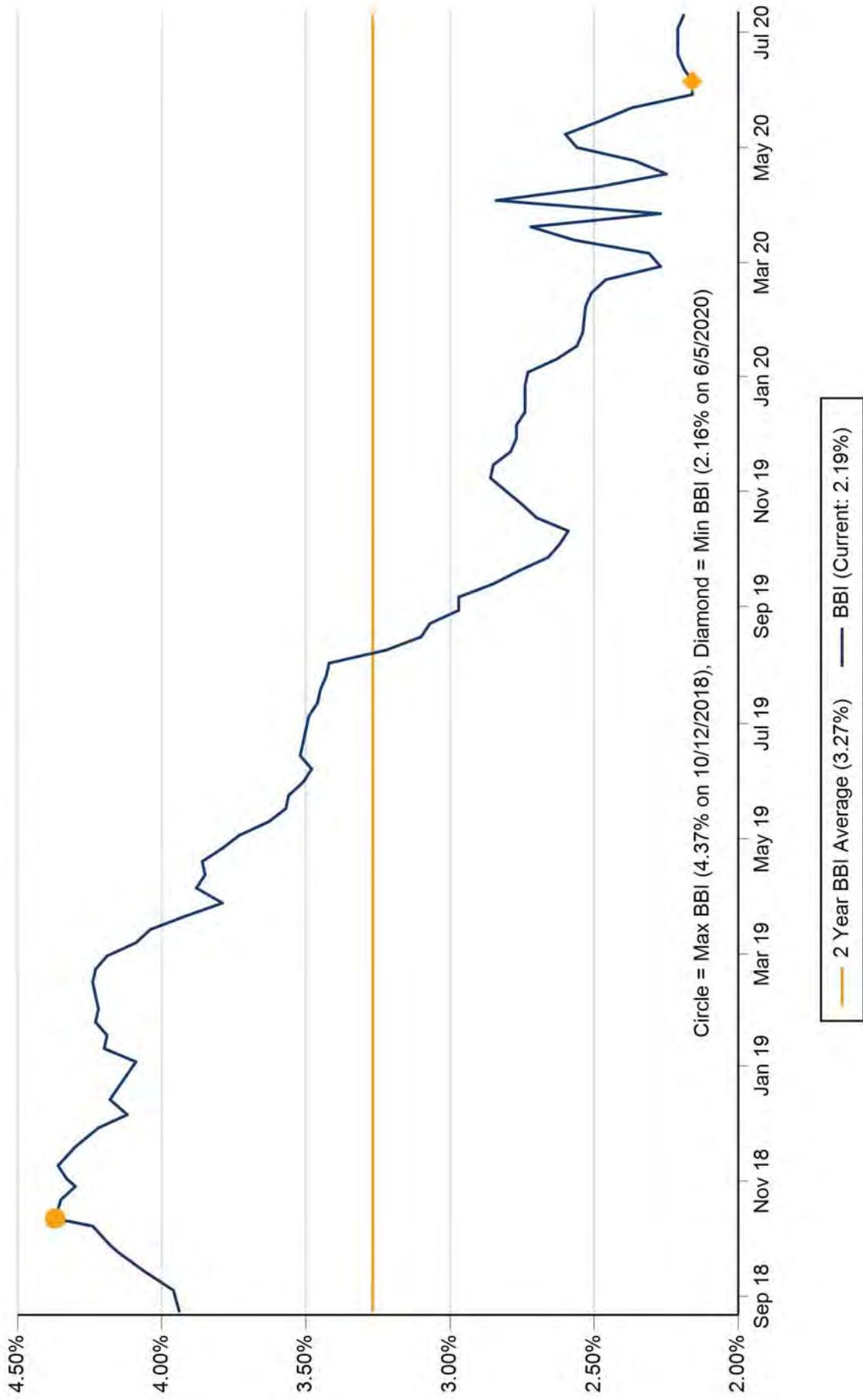
The Bond Buyer "20 Bond Index" (BBI) shows average yields on a group of municipal bonds that mature in 20 years and have an average rating equivalent to Moody's Aa2 and S&P's AA.

Source: The Bond Buyer



2 YEAR TREND IN MUNICIPAL BOND INDICES

Weekly Rates August, 2018 - August, 2020



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

Source: The Bond Buyer



Resolution No. _____

Member _____ introduced the following resolution and moved its adoption:

**Resolution Providing for the Sale of
\$393,000 General Obligation Bonds, Series 2020A**

- A. WHEREAS, the City Council of the City of Mayer, Minnesota has heretofore determined that it is necessary and expedient to issue the City's \$393,000 General Obligation Bonds, Series 2020A (the "Bonds"), to finance with other available funds, the acquisition of a tanker truck for the fire department and the painting of a water tower in the City; and
- B. WHEREAS, the City has retained Ehlers & Associates, Inc., in Roseville, Minnesota ("Ehlers"), as its independent municipal advisor for the Bonds in accordance with Minnesota Statutes, Section 475.60, Subdivision 2(9);

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

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

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

and the following voted against the same:

Whereupon said resolution was declared duly passed and adopted.

Dated this 24th day of August, 2020.

City Administrator

Resolution No. 8.24.20.35
City of Mayer

Member _____ introduced the following resolution and moved its adoption:

Resolution Providing for the Sale of
\$393,000 General Obligation Bonds, Series 2020A

- A. WHEREAS, the City Council of the City of Mayer, Minnesota has heretofore determined that it is necessary and expedient to issue the City's \$393,000 General Obligation Bonds, Series 2020A (the "Bonds"), to finance with other available funds, the acquisition of a tanker truck for the fire department and the painting of a water tower in the City; and
- B. WHEREAS, the City has retained Ehlers & Associates, Inc., in Roseville, Minnesota ("Ehlers"), as its independent municipal advisor for the Bonds in accordance with Minnesota Statutes, Section 475.60, Subdivision 2(9);

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

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

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

and the following voted against the same:

Whereupon said resolution was declared duly passed and adopted.

Dated this 24th day of August, 2020.

Mike Dodge, Mayor

Margaret McCallum, City Administrator



Council Memorandum

Item: Audio/Visual Upgrades – City Council Chambers

Meeting Date: August 24, 2020

Presented By: Margaret McCallum, City Administrator

Recommendations/Council Action/Motion Requested:

To discuss and consider approving the spending \$7,069.48 of CARES ACT Funds for audio/visual upgrades in the Council Chambers.

Details

The City received \$172,906.00 in CARES Act funds. At the August 10, 2020 meeting, the City Council discussed COVID-19 related items the funds could be used for. Funds can be used on unbudgeted items for 2020 that will help navigate through COVID-19.

The City reached out the Tierney for proposal information on what it would cost to allow for video and live conferencing capabilities of meetings, and the ability to download videos directly to the youtube channel via the hardware installation.

This would allow for residents to attend meetings remotely as there is limited space to attend meetings in person and also some residents may prefer to attend virtually.

The updates listed in the quoted upgrades would allow for video conferencing (outside residents can get into the meeting). It would involve sending a meeting invite out to whoever we would like to have join the meeting. We would be able to stream the meeting to YouTube and other platforms where someone could watch if they do not need or want to participate directly.

Downloading on the jump drive would still be an option or a computer addition would allow for the to connection to the City Youtube site and to download directly.

Attachments:

Tierney proposal.



PROPOSAL

Design & Integration by Tierney



| **THANK YOU**
FOR CONSIDERING US!

Tierney has been in the business of helping our partners improve their communication and tell their unique stories for over forty years. The only way to accomplish this is to listen to our customers needs, provide consultation based on our experience, and deliver on our promise. We strive to be a valued and trusted partner to your organization, not simply a supplier.

On behalf of our entire team at Tierney, we truly appreciate the opportunity to work with you on delivering your vision and supporting you each step of the way. Our success is dependent on your success.

Robert T. Gag
CEO



Thursday, August 06, 2020

Margaret McCallum
City of Mayer

Proposal for Audio-Visual Service

RE: City of Mayer - Web Conferencing Addition

Opportunity Number: 26806

Scope of Integration Services

Summary of Work to be completed by Tierney at **413 Bluejay Ave N. Mayer, MN 55360.**

(Please initial if address is correct or provide correct address. _____)

Executive Summary:

System Objective and Overview

Tierney is pleased to present The City of Mayer (the Client) with the following scope of work for upgrading their current AV Capabilities by including the ability to present via web conferencing. One (1) quote will be presented for this Scope of Work.

This quote will include:

- One (1) new Vaddio EasyIP Mixer, which will allow for the ability to send the same video being recorded over a web meeting, along with providing the ability in the future to switch between multiple cameras, and provide Picture-In-Picture.
- Labor for installation and configuration of the Vaddio and configuration of the existing Extron SMP 111 for simultaneous streaming and recording to USB.

Quote: (A – Counsel Chambers)

Where You See It

Video Display Solution

The existing projection system will be reused, with few to no changes.

What You Will See

Video Source Solution

Video inputs to the system should be remaining the same, although a Tierney representative will need to make a trip to map the video system. Tierney has documentation of the Audio system that was provided in a previous job, but the Video system and video flow does not appear to be documented.

A new Small form-factor PC will be provided by the Client, and installed in the rack by Tierney. This will provide the base for web conferencing, and will provide the ability to be platform agnostic as much as possible.

The existing Lumens camera will be reused, and will be processed, by a Vaddio video mixer, which will allow camera video to pass into the web conferencing PC via USB. The same camera image will then be presented out to the Extron SMP device in order to allow for recording and web streaming of the camera image and conferencing audio.

What You Will Hear

Audio Source Equipment

Audio will be heard through the existing speakers, which provide program audio, and will also provide audio return from the far-end during calls.

Microphones will not be present in the overhead speakers, but will be sent to both the recording system and the web conferencing PC.

How You Will Use the System

Control Solution

Previous system control will not be touched, and should remain as is.

New system usage being added will be as follows:

- Client will use wireless mouse and keyboard in order to control the conferencing PC.
- Extron SMP 111 will be reprogrammed in order to allow streaming to YouTube Live, or Facebook – currently the SMP 111 does not provide the ability to stream to multiple locations, but does allow for streaming + recording to a flash drive/network drive simultaneously. Client to verify recording location and streaming provider.
- When the client starts their web conferencing application, they will choose the Biamp unit as the audio system, and the Vaddio Mixer as their video source. This will allow them to provide mounted camera and microphone audio to the far end of a conference.

Where Is It Being Put

Furniture/Rack Solution

Shure wireless microphone chargers will be removed and placed on a 20"x18"x5" wall-mount shelf. Network cabling will be re-organized. New room PC will be mounted to existing rack mount shelf. Vaddio mixer will be placed on rack shelf next to Extron SMP 111. Room PC will be integrated into the existing video scheme via a single HDMI output (no extended desktop as only a single projector).

Remaining existing equipment will remain as-is.

What You Need to Provide

Client Responsibilities

The following responsibilities and items requested below are a requirement as per the project scope to be completed by the Client. If any of the below items cannot be completed prior to the dates coordinated with Tierney project management staff additional charges or project delays may occur.

- Verify a minimum of a Duplex electrical receptacle, on a separate circuit for AV, mounted at each display location, table core hole, and lectern.
- Verify a minimum of a Quadplex electrical receptacle, on a separate circuit for AV, mounted at the Rack location.
- Provide accessible cable pathway, or a conduit of 1", with pull string and no more than 30% current fill. A 1" conduit should suffice from the rack wall to the accessible ceiling, each display to an accessible ceiling, from each table floor core to the accessible ceiling, and from each wall plate and touch screen to an accessible ceiling.

- Provide at least four (4) Client network drops at the rack for VOIP, room PC, and two (2) for any future added OFE equipment that might need to utilize the network. Exact location to be coordinated with Tierney project management prior to installation.
- Other trades to Install electrical items including hardwired whip of table box, cubby systems, conduit, lighting, and any physical non-low voltage cabling, if needed.
- Verify table or wall cut locations, if required, with Tierney project management, other trades to perform cuts based on information provided by Tierney.
- All furniture cuts will the responsibility of the client and/or other trades, with coordination, placement, and schematics to be provided by Tierney.
- Working with Tierney project management, determine network requirements and certification for the devices that will reside on Client network, as well as network constraints, or VLAN information that will be required.
- Working with Tierney Project management, fill out any required networking coordination worksheets for VOIP switch config, or other items.
- VOIP/SIP has been removed from Tierney's scope of work.
- Verifying configuration of the network connection prior to Tierney installation date.
- Verify Firmware on reuse equipment is most up-to-date in order to function with control equipment.
- Verify with Tierney project management requirements for output on PC/laptop.
- Client will need to set up and configure any computing resources. This includes: installing any Client software, UC or web conferencing software, hardware configurations internal to the computer, firmware and operating system updates, etc. Tierney will take computing resources and install them within the AV system, and will verify functionality of AV components.
- Provide a clear, clean, and accessible room for the installation.
- Coordination of parking and building access.
- Verify all existing equipment that will be reused is functional prior to install technicians on site, this includes Cable TV boxes.

Customer Expectations:

If multiple rooms were quoted, installation pricing for this proposal assumes that all quotes will be signed off on and installed at the same time. If one or more of the quotes in this proposal are not approved, existing quotes will need to be revised to reflect those changes and additional charges may apply.

Equipment locations such as closets, or cabinetry may require additional venting, or in some cases dedicated cooling units to keep equipment operating at standard temperatures.

We appreciate the opportunity to present this proposal. If you have any questions, please do not hesitate to contact us at your convenience at 612-331-5500. Our fax number is 612-331-3424.

Proposal Prepared By:
 Sales Representative - Mike Chapley
 Systems Engineer - Nick Pooler

(Please initial to acknowledge and authorize the Scope of Integration Services presented here. _____)



Quote

#187842

1771 Energy Park Drive, Suite 100, St. Paul, MN 55108
 (612) 331-5500 | (800) 933-7337 | Fax (612) 331-3424
 www.tierney.com

8/6/2020

Bill To
 Accounts Payable
 City of Mayer
 413 Blue Jay Avenue
 Mayer MN 55360

Ship To
 Margaret McCallum
 City of Mayer
 413 Bluejay Ave N
 Mayer MN 55360

Memo:
 Web Conferencing Addition

Expires	Sales Rep	Contract	Terms
11/4/2020	592 Mike Chapley	MNS-CPV 152129	Net 30

Qty	Item	MFG	Price	Ext. Price	Cost	Ext Cost	Markup %	Category
1	City of Mayer - Web Conferencing Addition Video Source Solution Owner Furnished Product - PC 999-60320-000 EasyIP Mixer -Compact A/V switcher supporting four EasyIP Camera video feeds plus an HDMI source -4x4 Dante Audio matrix (10x10 cross-point audio matrix) -Concurrent 1080p/60 USB 3.0 and HDMI output -Flexible control options with serial, telnet, trigger, Vaddio Device Controller, and web control	Vaddio	\$1,775.51	\$1,775.51	\$1,571.25	\$1,571.25	13%	Video Conferencing
1	Audio Solution 60-1542-01 HAE 100 4K HDMI Audio De-Embedder	Extron	\$446.35	\$446.35	\$395.00	\$395.00	13%	Control Systems
1	Control Solution Furniture/Rack Solution 80011181049 3M 1181 3/4 IN x 18 YD Copper tape w/ conductive adhesive	Liberty	\$41.03	\$41.03	\$36.31	\$36.31	13%	Associated Hardware
1	PDT-1015C-NS PDT Series Thin Power Strips	Middle Atlantic	\$47.54	\$47.54	\$42.07	\$42.07	13%	Cabling
8	VT1 VT1 1-Space Vent Panel -1 3/4"	Middle Atlantic	\$10.68	\$85.44	\$9.45	\$75.60	13%	Audio-Visual Furniture
1	Integration Item OR-604044927 Wall Mount Shelf	Legrand	\$87.29	\$87.29	\$77.25	\$77.25	13%	Mounting Hardware
1	998-6000-006 Dual Rack Mount Kit For Vaddio 1/2-Rack Enclosures	Vaddio	\$91.33	\$91.33	\$80.82	\$80.82	13%	Audio-Visual Furniture



187842



Quote

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 www.tierney.com

8/6/2020

Qty	Item	MFG	Price	Ext. Price	Cost	Ext Cost	Markup %	Category
1	535-2000-244W Thin Profile Wall Mount for Vaddio ConferenceSHOT 10 / ConferenceSHOT FX Cameras White System Core and Infrastructure Solution	Vaddio	\$58.32	\$58.32	\$51.61	\$51.61	13%	Audio-Visual Furniture
5	Integration Item CAT6STP-3BLK Cat6 Snagless Shielded Ethernet Cables, Black, 3ft.	Comprehensive	\$4.43	\$22.15	\$3.92	\$19.60	13%	Cabling
4	Integration Item CAT6STP-1BLK Cat6 Snagless Shielded Ethernet Cables, Black, 1ft.	Comprehensive	\$4.07	\$16.28	\$3.60	\$14.40	13%	Cabling
4	Integration Item CAT6STP-5BLK Cat6 Snagless Shielded Ethernet Cables, Black, 5ft.	Comprehensive	\$4.78	\$19.12	\$4.23	\$16.92	13%	Cabling
4	CAT6STP-7BLK Cat6 Snagless Shielded Ethernet Cables, Black, 7ft	Comprehensive	\$5.96	\$23.84	\$5.27	\$21.08	13%	Cabling
2	MHD18G-3PROBLK MicroFlex Pro AV/IT Certified 4K60 18G High Speed HDMI Cable with ProGrip Jet Black 3ft	Comprehensive	\$13.58	\$27.16	\$12.02	\$24.04	13%	Cabling
1	MHD18G-6PROBLK MicroFlex Pro AV/IT Certified 4K60 18G High Speed HDMI Cable with ProGrip Jet Black 6ft	Comprehensive	\$18.81	\$18.81	\$16.65	\$16.65	13%	Cabling
1	USB3-AB-3ST USB 3.0 A Male To B Male Cable 3ft.	Comprehensive	\$7.22	\$7.22	\$6.39	\$6.39	13%	Cabling
1	USB3-AB-6ST USB 3.0 A Male To B Male Cable 6ft.	Comprehensive	\$8.50	\$8.50	\$7.52	\$7.52	13%	Cabling
2	101-005-02 EACH XTP DTP 24 Plug Shielded RJ-45 Plug Kit for Extron XTP DTP 24 Shielded Twisted Pair Cable EACH	Extron	\$2.83	\$5.66	\$2.50	\$5.00	13%	Cabling
150	22-2C-PSH-BLK Black Audio and control 22 AWG 1 pair shielded plenum	Liberty	\$0.11	\$16.50	\$0.10	\$15.00	10%	Cabling
150	24-4P-P-L6SH-BLK Black Category 6 F/UTP EN series 23 AWG 4 pair shielded cable Reel	Liberty	\$0.60	\$90.00	\$0.535	\$80.25	12%	Cabling
3	NC3FXX Neutrik NC3FXX 3 Pin Female XLR Nickel/Silver	Neutrik	\$2.69	\$8.07	\$2.38	\$7.14	13%	Cabling



187842



Quote

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8/6/2020

Qty	Item	MFG	Price	Ext. Price	Cost	Ext Cost	Markup %	Category
1	Minnesota State Contract - Associated Hardware		\$500.00	\$500.00				
3	Minnesota State Contract - Design / Engineering Professional/Technical Design Service; Engineering and Design		\$120.00	\$360.00				
4	Minnesota State Contract - Project Management		\$90.00	\$360.00				
2	Minnesota State Contract - In-House Installation		\$90.00	\$180.00				
7	Minnesota State Contract - On-Site Installation		\$95.00	\$665.00				
8	Minnesota State Contract - Programming and Configuration Professional/Technical Design Service; Programming and Configuration		\$120.00	\$960.00				
1	Minnesota State Contract - Maintenance / Service (Std 1 yr) Maintenance / Service; Standard One Year Installation Warranty		\$599.00	\$599.00				
1	Minnesota State Contract - Maintenance / Service (PRM 1 yr) Maintenance / Service; Upgrade to Premium One Year Installation Warranty including preventative maintenance.		\$249.00	\$249.00				

Subtotal \$6,769.12

Tax (0%) \$0.00

Shipping Cost \$300.36

Total \$7,069.48

To accept this quotation, sign here : _____

Please reference this quote number on your purchase order.

Please inspect product upon delivery. State of Minnesota Contract Return Policy will apply.

Standard Times for Delivery from Receipt of PO*:

- Stocked Product Equipment Only Sales – Three to Five Business Days
- Non-Stocked Product Equipment Only Sales – Ten to 14 Business Days
- Integration Projects – Two to Eight Weeks

*All days include time in transit and assume product is not on back order with the manufacturer.



187842



1771 Energy Park Dr. #100, St. Paul, MN 55108
800.933.7337 | info@tierney.com | www.tierney.com

**Tierney Premium Warranty Program
Designed for:
City of Mayer**

Terms and Conditions

Tierney offers a Premium Warranty on the installation you have purchased. Tierney will provide all labor needed to correct any defects in the system. All manufacturer warranties will be honored under this warranty and if equipment is out of warranty Tierney will facilitate all repairs through the manufacturer. Also included in the Premium Warranty the customer will receive:

- Unlimited Phone Support
- On-site service
- Preventative Maintenance Check

Preventative Maintenance Check will be completed toward the end of the Premium warranty period or annually for multi-year Premium warranty contracts. The warranty period commences at the end of the original installation warranty.

During the warranty period, Tierney will first work to resolve any problems by troubleshooting over the phone. If Tierney Support Specialists determine that the issue cannot be resolved over the phone, a Technician will be dispatched to your location(s) within 24-48 hours (if necessary) of the original call (Monday through Friday 8:00am – 5:00pm, excluding national holidays). Customers outside of a 100-mile radius of Tierney are subject to mileage and trip charges. If service is required after the Premium warranty period has expired, the customer will be billed at Tierney current labor rates.

Obtaining Warranty Service

To obtain warranty service, please use your custom support portal (support.tierney.com) and contact us via chat, phone, or email:

<https://support.tierney.com/>

Click here for a short video explaining how to log in to your support portal your first time:

<http://content.jwplatform.com/players/TpGSX21s-kaM9q1Ga.html>

If you have any questions, please email support@tierney.com or call us at 800-933-7337. You can also call our advanced support line, 855-612-7762.

Obtaining Your Preventative Maintenance Check

Tierney will send out an email 60 days prior to the completion of each year requesting the customer to contact a Support Specialist at 612-331-5500 or by email at support@tierney.com to schedule a Preventative Maintenance Check. Customer may call to schedule Preventative Maintenance Check prior to the 60 day period if they require it done at an earlier date. Preventative Maintenance Checks are done Monday through Friday 8:00am – 5:00pm. Customer is responsible for providing access for up to 2 hours per room for Preventative Maintenance Check.

Limitations of coverage

The following items are excluded from coverage under the warranty:

- Damage or other equipment failure due to causes beyond our control including, but not limited to, operator negligence, the failure to maintain the equipment according to the owner's manual instructions, abuse, vandalism, theft, fire, flood, wind, freezing, power failure, inadequate power supply, acts of war or acts of God.
- Any utilization of equipment that is inconsistent with either the design of the equipment or the way the manufacturer intended the equipment to be used.
- Premium Warranty covers all hardware related failures. Network or software related failures are not covered under Tierney Premium Warranty.
- Operational or mechanical failure which is not reported prior to expiration of this contract.
- If programming is needed and Tierney doesn't have access to the program then customer will be billed current programming rates.
- Programming changes or updates are not covered under maintenance agreement, all requested changes will be billed at current programming rates.
- Contract does not cover equipment that has been added or altered within the system during the contract period.
- Equipment where the serial plate attached to the equipment is removed, defaced or made illegible.
- Damage resulting from unauthorized repair, software virus, improper electrical wiring and connections.
- Existing Owner Furnished equipment.
- Lift and Scaffolding rental is not included.

This maintenance contract refers to:

**City of Mayer - Web Conferencing Addition
26806**

I have read, understand and agree to the above terms and conditions per the plan elected.

Authorized Signature: _____

Date: _____



1771 Energy Park Dr. #100, St. Paul, MN 55108
800.933.7337 | info@tierney.com | www.tierney.com

City of Mayer
City of Mayer - Web Conferencing Addition
26806

Proposal Summary

Please Check the Quotes Intended for Purchase Order

City of Mayer - Web Conferencing Addition

State Contract Total:	\$	7,069.48
Non Contract Total:	\$	-
Proposal Total:	\$	7,069.48 <input type="checkbox"/>

Tierney Intellectual Property Notice

All information in this proposal; including but not limited to Equipment Lists, Drawings, Scopes of Work; is considered confidential, and the intellectual property of Tierney Inc.

Tierney authorizes the Client notated on this quote to use the information provided for internal use only. This information is not authorized to be shared outside of the Client's organization without written consent from Tierney. The information is considered confidential, and only to be used within the Client's organization.

If the Client would like to share this information outside of their organization, or for the purposes of soliciting additional bids on the work, Tierney reserves the right to refuse that request, and/or charge for the time and materials it has taken to complete the work before authorizing the release of the information.

PROJECT PROPOSAL CONTENTS

SECTION 1 | **BECOMING YOUR PARTNER**

SECTION 2 | **WE DESIGN YOUR WORLD**

SECTION 3 | **SIMPLE FACTS ABOUT US**

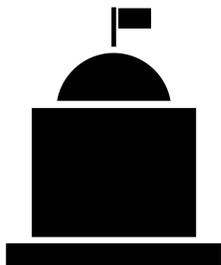
SECTION 4 | **STEP BY STEP**

SECTION 5 | **HELLO WE WOULD LOVE TO MEET**

SECTION 6 | **PROJECTS**

SECTION 7 | **TERMS & CONDITIONS**

SECTION 8 | **ACCEPTANCE OF QUOTE**



OUR

MISSION

Provide our customers with the most suitable, reliable and advanced interactive solutions to inspire collaboration and improve performance.

1 | BECOMING YOUR PARTNER

IT'S WHAT WE ARE HERE FOR

Our years of experience across all vertical markets has developed our insights into trends, best practices, and best in class solutions for your technology initiatives.



**Earn
Your Trust**



**Provide
Solutions**



**Ongoing
Support**

Our goal is to be a trust partner, viewed as an experienced and valuable member of your team.

WHY WORK WITH AN INTEGRATOR

STRATEGY

- Consultation with your team to determine vision
- Establish your organizations design standards
- Create a solution that is scalable and forward thinking

DESIGN

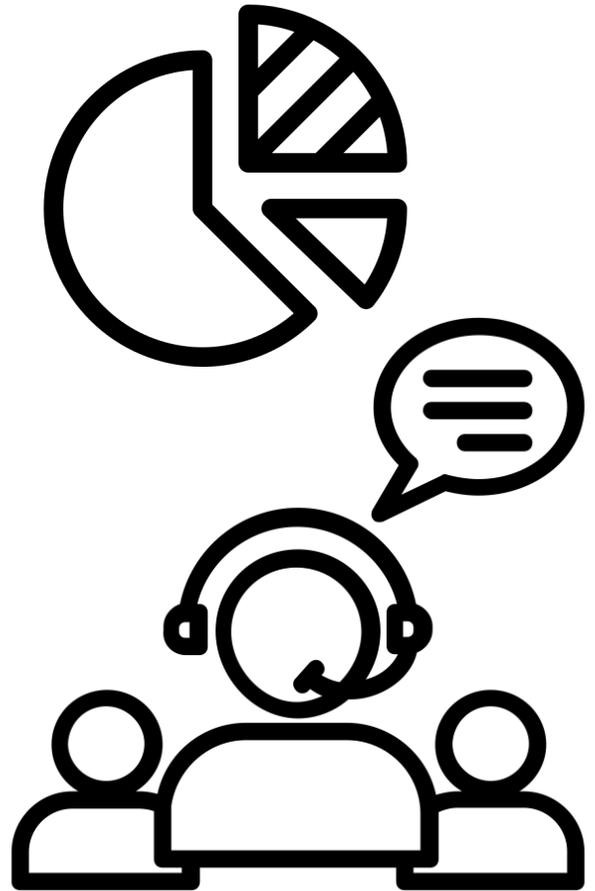
- We employ industry certified design engineers
- The design engineer is part of your team, working with your Account Executive
- A solution based on your desired scope will be created using industry leading manufacturers and practices

INTEGRATION

- Our teams of industry and state certified installers will ensure a professional installation
- A dedicated project manager will be assigned to your project to oversee the implementation from start to finish
- Upon completion of the project you will receive a full set of schematic drawings and any programming source code that was used

TECH SUPPORT

- Tierney provides unrivaled support with our easy to access helpdesk
- We utilize industry leading software to manage our service and support
- Our dedicated service team is the largest in the market and maintains their industry certifications to enable quick resolution to any service needs



We are driven by creating experiences that deliver results for your business, your employees, or your students.

2

WE DESIGN YOUR WORLD

... WITH BEST PRACTICES IN MIND

INTEGRATION IS OUR PLAYGROUND

Tierney's vast years of experience designing technology solutions for every market has shaped our award winning design philosophy. We use industry leading manufacturers and design with the future in mind. We listen to your current needs and design a system that allows for growth to the next logical step in your users technology growth. We also design to keep the user experience consistent from room to room and location to location.

SHORT PRESENTATION OF OUR SERVICES

And we can do more!

As a true collaborative partner to you and your organization, we not only work hard to understand your needs but also to change with you and develop services that can help fill gaps with in your organization.



STRATEGY

We are committed to developing and maintaining long-term partnerships with our customers and suppliers leading to solutions that are responsive to our customers' needs



MANUFACTURERS

Tierney is committed to actively pursuing new products or services to best serve our customers.



SYSTEMS

Tierney offers full systems installation and integration of all the products we offer. We have made it our goal to be the most qualified, full service integration team in the Midwest.



TECH SUPPORT

Service is a core value at Tierney. That's why we do repairs in our service center rather than shipping them to the manufacturer.



AV SOLUTIONS

Tierney offers full system design, installation and integration.



PROFESSIONAL DEVELOPMENT

Ongoing professional development is key to successful tech integration. Our PD team has the resources and experience to support your schools.



We are driven by creating experiences that deliver results for your business, your employees, or your students.

SIMPLE FACTS ABOUT US

WE ARE FULLY CAPABLE OF HANDLING YOUR NEEDS



Whether we are designing a small huddle space in your local office, a classroom or learning environment, or designing your new corporate headquarters somewhere around the country, we have you covered. From sales and design to implementation and ongoing support, our team of 175+ professionals value your partnership and work diligently to maintain your trust.

OUR COMPANY IN NUMBERS



175+ wonderful people working as a team



43 beautiful years of achievements



10,000+ successful projects completed

RECENT AWARDS



AVIXA Certification
AV Provider of Excellence

WINNER / 2017 & 2016
BEST A/V Company
TCB Magazine

WINNER / 2018
FAST 50 AWARD
Twin Cities Business Journal

4 | STEP BY STEP

FROM START TO FINISH, WE TAKE YOUR IDEAS AND TURN THEM INTO REALITY

OUR APPROACH

Nobody knows your business better than you. You have goals and a vision, and our role is to listen, consult, and make that vision come to life.

.....

Tierney has over forty years experience to draw from in the technology space. We pride ourselves on our comprehensive approach to make sure that we have taken all of the "unknowns" into account.

WHAT IS IMPORTANT

- Budget
- Timeline
- How do you currently work vs. how you would like to work
- Reliability and ease of use

NECESSARY STEPS TO PERFECTION

This walk we will do together!

PROJECT DEFINITION



We will sit down with your stakeholders to consult and develop your strategic goals for your investment.

STRATEGY & STRUCTURE



We will listen and develop an appropriate technology plan to meet current needs while allowing for future growth.

DESIGN



Tierney industry certified design engineers will research and build a solution to reliably achieve your project goals.

ONSITE DEVELOPMENT



Tierney project managers will work with you or your contractors to ensure the site is ready for installation and can support your newly integrated technology.

TESTING



Our installation professionals will build and test your system (many times this can be done in our production facility) to ensure a reliable performance.

LAUNCH



When the time is right to launch your new technology to your organization, Tierney will assist in training and providing materials to ease your staff into a more productive workplace.

5

HELLO!

WE WOULD LOVE TO MEET



For those of you that we have had the opportunity of working with in the past, THANK YOU for your partnership and trust in us. Our entire organization is grateful.

For those of you that are new to Tierney and considering us as a technology partner moving forward, we appreciate the opportunity and invite you to come and meet our wonderful team. Our new offices are a working showroom of some of the latest technologies being installed today, from conferencing to digital communications, interactive to collaborative, and much more.

The following page is a snapshot of “your team”, some of the folks that have been engaged on your project thus far.



THE BEST IN THEIR BRANCH

You will be amazed

**MIKE
CHAPLEY**



SALES REP

Industry certified with experience in technology consultation to help you navigate your technology initiative.

**DARRICK
KNUTSON**



ENGINEER

Industry certified with 13 years of audio visual design experience. Providing highly reliable system designs with thoughtful functionality in mind.

*A dedicated engineer will be assigned to your specific project

**JEFF
SORENSEN**



PROJECT MANAGER

Industry certified with years of experience in site preparation, scheduling, communication, and change management.

*A dedicated project manager will be assigned to your specific project

**HOLLY
GUST**



SALES COORDINATOR

Experienced SC providing a single point of contact for client communication in regards to purchase orders, invoices, deliveries, and project schedules.

**SEVILLA
ANDERSON**



TECH SUPPORT

Industry certified with three years of providing our clients ongoing support of any service, warranty, or preventative maintenance support they may need.

**KYLEEN
DONAHUE**



DIGITAL SIGNAGE

Industry certified with 17 years of technology experience relating to hardware, software, content creation, deployment, and consultation as needed for your digital communication.

6

PROJECTS

SOME OF OUR INSPIRED PROJECTS



Factory Motor Parts

WHAT WE DID:

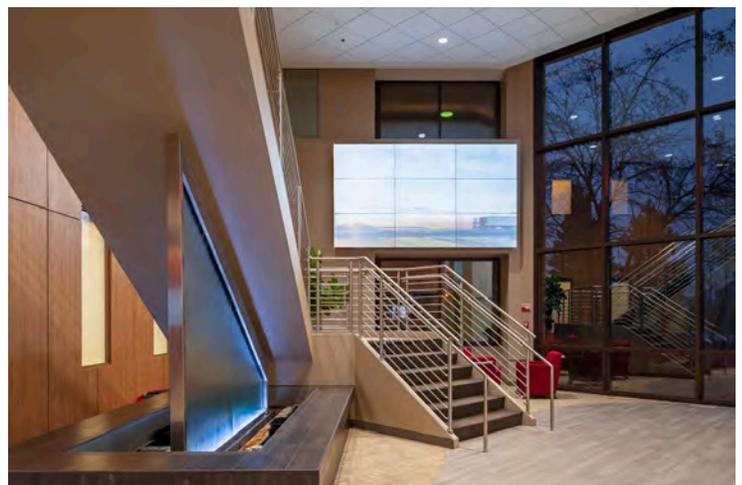
- ✓ Research & Consultation
- ✓ Design
- ✓ Project Management
- ✓ Installation

FMP

The FMP Partners Network is the independent service centers' connection to all the parts, tools and technology you need to take your shop to the next level. This program is designed exclusively for independent shops.

COMMISSIONED 2018

Research | Design | Programming



SOME OF OUR INSPIRED PROJECTS

Take a look at our recent work



McNamara Alumni Center COMPANY INSTALLATION

In continued efforts to maintain its level of bold and beautiful standards the McNamara center partnered with Tierney to install and upgrade the center's digital needs.

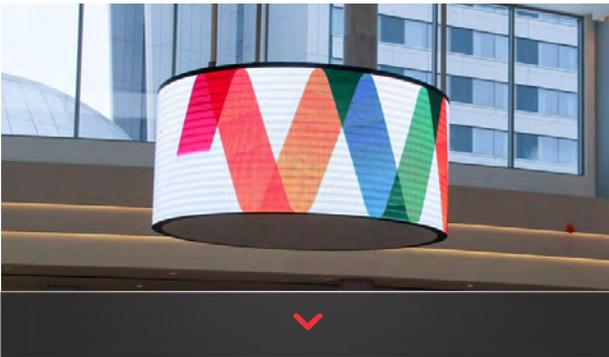
LINK: www.first-project.com



Rihm Kenworth COMPANY INSTALLATION

Tierney partnered with the company to design and implement their Audio Visual systems, as well as a portion of their internal and external signs and graphics for both of their new buildings.

LINK: www.first-project.com



Mall Of America COMPANY INSTALLATION

Tierney helped Mall of America accomplish this goal by providing two NanoLumens NanoWrap hanging "Halo" signage displays in two separate atrium areas within the most recent addition to the space.

LINK: www.first-project.com



Magnet 360 COMPANY INSTALLATION

Working alongside Salesforce for 14 years, Magnet360 has gained deep expertise across all Salesforce products, and uses the knowledge to ensure our customers extract the full potential out of the platform.

LINK: www.first-project.com

MAINTENANCE & SERVICES OPTIONS

In case you want more.

01 Support Contracts

- Customized Support Options
- Access to Support Portal
- Preventative Maintenance Check(s)
- Dedicated Support Specialist
- Next Day Onsite Support
- Manufacturer Repair Assistance
- Meeting Support

02 Onsite Support

- Six Trained Technicians available for onsite support
- Ten Trained Installers
- Standard and Emergency support available
- Meeting Support
- Preventative Maintenance Check(s)
- Loaner Equipment

03 Lifeline and Repair Service

- Unlimited Phone and Email Support
- Six Trained Support Specialists
- In House Warranty Evaluations
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- Programming Assistance

Contact your rep for a quote on added maintenance and service options.



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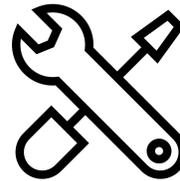
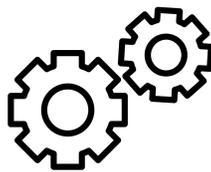
SUPPORT
CONTRACTS



CUSTOMER
SATISFACTION
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Tierney Technology Now is designed to create the highest level of technology flexibility and protection. Our mission is to provide our customers with technology solutions that solve problems and create communication and collaboration environments that enhance productivity and learning. Technology changes fast and Tierney Technology Now ensures that your team is running at peak performance within a monthly operating budget.



GET THE RIGHT TECHNOLOGY SOLUTION NOW

- Smarter Cash Flow with Op-Ex vs. Cap-Ex
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TECHNOLOGY LIFE CYCLE MANGEMENT WITH LESS RISK

- 3 year terms with flexible options (Return/Extend/Refresh)
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- Tierney ensures system reliability and functionality

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TERMS & CONDITIONS

BECAUSE TIME IS MONEY

1. **Entire Agreement.** These Terms and Conditions apply to the Sales Order (the "Order") and shall constitute the entire agreement (the "Agreement" or "Terms and Conditions") of Tierney ("Seller") and Buyer with respect to the subject matter hereof. These Terms and Conditions are controlling and shall supersede any prior or contemporaneous agreements, understandings or representations, oral or written, relating to the subject matter hereof. These Terms and Conditions shall govern in the event of any conflict between these Terms and Conditions and any provision contained in any subsequent Sales Order or Purchase Order or otherwise, the terms of which, whether conflicting, supplemental or otherwise, are expressly rejected.
2. **Shipment, Title and Risk of Loss.** Unless otherwise agreed in writing, or pursuant to a Buy and Hold transaction, title and risk of loss pass from Seller to Buyer upon receipt of shipment from Seller. Seller is responsible for damage that occurs during shipment to the customer (FOB Destination), unless the customer has arranged the shipping contract with their own provider. If the buyer has arranged their own shipping method, the buyer would assume responsibility and ownership of the goods once the shipment is picked up at the Sellers location (FOB Origin). Unless otherwise agreed in writing, the method of shipment will be at Seller's discretion. Any delivery or shipment date is an estimate only.
3. **Payment.** For accounts where credit has been established, terms are net 30 days following the date of invoice. Amounts not paid in full within 30 days of date of invoice will be subject to a service charge of 1% per month on the unpaid balance to be included on each month's statement until paid in full. Payment options are EFT or check.
4. **Taxes and Other Charges.** In addition to any price provided in this Agreement, Buyer shall be liable for any tax, fee or other charge imposed on Seller at any time upon the sale and/or shipment of the products sold hereunder, now imposed by federal, state, municipal or any other governmental authorities or hereafter becoming effective for or during the period hereof.
5. **Cancellation or Default by Buyer.** This Order may not be cancelled in whole or in part by Buyer except with Seller's written consent. If at any time, in Seller's opinion, Buyer's credit is impaired, or if Buyer shall fail to pay to Seller any amount when due, under this or any other agreement, or if at any time Buyer shall indicate an intention to refuse to perform its obligation hereunder, Seller may at its option terminate this Agreement with respect to further shipments and all obligations of Buyer with respect to shipments previously made shall become immediately due and payable. In the event of such termination, Buyer shall remain liable to Seller for any and all loss or damage sustained due to Buyer's default. The Buyer's Liability, at the time of cancellation would be greater than or equal to 10% of the total of the order.
6. **Customized Goods.** In the event that the Order is for customized products or specially manufactured goods, or for products that Buyer customizes after receipt of the products, the Tierney Customized Product Sales Form shall be completed, attached hereto, and incorporated into these Terms and Conditions.
7. **Bill and Hold Transaction.** In the event Buyer has requested that Seller bill and hold the products pursuant to the Order, the Tierney Bill and Hold Agreement shall be completed, attached hereto, and incorporated into these Terms and Conditions.
8. **Force Majeure.** Seller shall not be liable for any loss, damage, delays, changes in shipment schedules or failure to deliver caused by any event beyond its reasonable control, including, without limitation, accident, fire, actual or threatened strike or riot, explosion, mechanical breakdown (including technological or information systems), plant shutdown, unavailability of or interference with necessary transportation, any raw material or power shortage, compliance with any law, regulation or order, acts of God or public enemy, prior orders from others, or limitations on Seller's or its suppliers' products or marketing activities or any other cause or contingency beyond Seller's control.

9. **Limitation on Warranty and Remedies.** Seller warrants those products manufactured by it against defects caused solely by faulty assembly for 30 days after delivery. All other products, and the components and materials utilized in any assembled or customized products, are covered by, and subject to, the terms, conditions and limitations of the manufacturer's standard warranty, which warranty is expressly in lieu of any other warranty, express or implied, of or by Tierney or the manufacturer. Buyer's exclusive remedy, if any, under these warranties is limited, at Tierney's election, to any one of (a) refund of Buyer's purchase price or (b) replacement of any such product. Buyer acknowledges that except as specifically set forth or referenced in this paragraph, THERE ARE NO REPRESENTATIONS OR WARRANTIES OF ANY KIND (INCLUDING, WITHOUT LIMITATION, IN ADVERTISING MATERIALS, BROCHURES, OR OTHER DESCRIPTIVE LITERATURE) BY SELLER OR ANY OTHER PERSON, EXPRESS OR IMPLIED, AS TO THE CONDITION OR PERFORMANCE OF ANY PRODUCTS, THEIR MERCHANTABILITY, OR FITNESS FOR A PARTICULAR PURPOSE, OR OTHERWISE. SELLER ASSUMES NO RESPONSIBILITY OR LIABILITY WHATSOEVER FOR MANUFACTURER'S PRODUCT SPECIFICATIONS OR THE PERFORMANCE OR ADEQUACY OF ANY DESIGN OR SPECIFICATION PROVIDED TO SELLER BY OR ON BEHALF OF BUYER. NO WAIVER, ALTERATION, ADDITION OR MODIFICATION OF THE FOREGOING CONDITIONS SHALL BE VALID UNLESS MADE IN WRITING AND SIGNED BY AN OFFICER OF SELLER. SELLER SHALL UNDER NO CIRCUMSTANCES, WHETHER FOR A FAILURE OF ITS LIMITED REMEDY OR OTHERWISE, BE LIABLE TO BUYER OR OTHERWISE FOR SPECIAL, INCIDENTAL, DIRECT, PUNITIVE, OR CONSEQUENTIAL DAMAGES.

10. **Software License.** Title to any software installed with the products sold to Buyer remains with the applicable licensor(s). All software is subject to the applicable license agreement that is included with the products. Buyer agrees to be bound by the license agreement once the software is opened, the package is opened or its seal is broken. Warranty for any software shall be in accordance with the license agreement. Seller does not warrant any software under this Agreement.

11. **Limitation of Actions.** Products are deemed accepted by Buyer unless Buyer notifies Seller in writing within 10 days after receipt of products, if for quantity, or within 30 days after receipt of products, if for quality, loss of or damage to products, and the products must be held available at Buyer's place of business for Seller's inspection. Any action for breach of this Agreement, other than for non-payment, must be commenced within one year of the date of shipment, or due date of delivery in the event of non-delivery, of the particular shipment upon which such claim is based. No claim may in any event be made after products have in any way been used or processed by the Buyer. Buyer's remedies set forth herein are exclusive and the total liability of Seller for damages with respect to this Agreement, or anything done in connection therewith, shall be limited to the purchase price of the particular shipment with respect to which such damages are claimed.

12. **Returns.** No products may be returned to Seller without Seller's written consent. Products returned without Seller's prior written consent will be refused.

13. **Indemnification.** Buyer shall indemnify and hold Seller harmless from and against any and all claims, actions, suits, proceedings, costs, demands, damages and liabilities of any nature, relating to or in any way arising out of the delivery, rejection, installation, possession, use, operation, control or disposition of the products purchased by Buyer.

14. **Governing Law.** This Agreement shall be exclusively governed by and construed in accordance with the internal laws of the state of Minnesota.

15. **Amendment.** This Agreement shall not be amended except by a writing signed by an officer of the Seller and specifically stating that it is an amendment.

16. **Venue.** Any suit, action or proceeding with respect to this Agreement must be brought exclusively in the courts of the State of Minnesota or in United States courts located in the State of Minnesota, as either party may elect, and Buyer hereby submits to the jurisdiction of such courts for the purpose of any suit, action or proceeding. Buyer irrevocably waives any objections which it may now or hereinafter have to the venue of any suit, action or proceeding arising out of or relating to this Agreement in the courts located in the State of Minnesota and irrevocably waives any claim that any suit, action or proceeding brought in any such court has been brought in an inconvenient forum.

17. **Timeframe for Delivery of Professional Development Services (Training).** Tierney shall deliver any professional development services to the buyer within 12 months after placement of sales order. Tierney shall no longer be liable to provide professional development services after 12 months. Tierney will consider any contract to deliver professional development services fulfilled on the date 12 months after placement of sales order.

THANK YOU
FOR YOUR BUSINESS



1771 Energy Park Dr., Suite 100
St. Paul, MN 55108
800.933.7337
info@tierney.com
www.tierney.com



Request for Council Action Memorandum

Item: Summer Hours – Request to extend to October 30, 2020

Meeting Date: August 24, 2020

Presented By: Margaret McCallum, City Administrator

Recommendations/Council Action/Motion Requested:

To discuss extending and consider approving the extension of summer hours to October 30, 2020.

Details:

Historically, the City of Mayer has at times allowed staff to go to summer hours. Staff is asking to consider summer hours for 2020.

At the March 23, 2020 City Council Meeting, the City Council approved summer hours from Memorial Day (May 25, 2020) to Labor Day (September 7, 2020).

Regular hours for staff:

City Hall – 8:00 am – 4:30 pm – Monday -Friday

Public Works – 7:00 am – 3:30 pm – Monday – Friday

Current summer hours for staff

City Hall – 7:00 am – 4:30 pm – Monday – Thursday

7:00 am – 11:00 am – Friday

Public Works - 6:00 am – 3:30 p.m. – Monday – Thursday

6:00 am – 10:00 am – Friday

Staff has requested that Council consider extending Summer Hours to October 30, 2020 instead of ending on September 7, 2020.

Attachments:

None.



Request for Council Action Memorandum

Item: Discovery Park – Basketball Court/Bluejay Park – Basketball Hoops

Meeting Date: August 24, 2020

Presented By: Margaret McCallum, City Administrator

Recommendations/Council Action/Motion Requested:

To review a recommendation from the Park Commission to spend up to \$45,000 on a full basketball court at Discovery Park.

To review a recommendation from the Park Commission to spend up to \$5,000 on basketball hoops at Bluejay Park.

Details:

At part of the Park Commission’s long term capital improvement plan, the Commission would like to install a basketball court at Discovery Park.

This was not originally planned to be a 2020 project. Nonetheless, after further discussion, the Park Commission decided to move this project up to 2020 and use Capital reserves for the project.

At the August 18, 2020 Park Commission meeting, the Commission recommended to council spending up to \$45,000.00 on the installation of a basketball court at Discovery Park (see attachment for specific details).

At the August 18, 2020 Park Commission meeting, the Commission recommended to Council spending up to \$5,000.00 on new hoops for Bluejay Park.

Attachments.

Basketball Court Cost Sheets.

Long Term Capital Plan – Park Commission.

Discovery Park Basketball Court

- Grading and Excavating-\$7,085.00
- Concrete Slab-\$25,200
- Basketball Hoops-\$4,470.50 (not including freight)
- Concrete for installing basketball hoops-\$500

Total Project Costs- About \$37,255.50 -\$40,000



PO Box 660176
 Dallas, Tx 75266-0176
 Phone: 800-527-7510 Fax: 800-899-0149
 Visit us at www.bsnsports.com

Contact Your Rep
Chondra Johnson Email: ctjohnson@bsnsports.com | Phone: 1-800-527-7510 x99031

Sold to
 2866537
 City of Mayer
 413 Bluejay Ave
 MAYER MN 55360
 USA

Ship To
 2866537
 City of Mayer
 413 Bluejay Ave
 MAYER MN 55360
 USA

Payer
 2866537
 City of Mayer
 413 Bluejay Ave
 MAYER MN 55360
 USA

Quote
Quote #: 21208412
Purchase Order #: OutdoorGoals-Kyle
Cart Name:
Quote Date: 06/04/2020
Quote Valid-to: 06/30/2020
Payment Terms: NT30
Ship Via:
Ordered By: Kyle Kuntz

Item Description	Qty	Unit Price	Total
GRIZZLY ADJ. BASKETBALL SYSTEM Item # - 1291247	4 EA	\$ 2,235.25	\$ 8,941.00

Subtotal:	\$8,941.00
Other:	\$0.00
Freight:	\$588.52
Sales Tax:	\$0.00
Order Total:	\$9,529.52
Payment/Credit Applied:	\$0.00
Order Total:	\$9,529.52

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17510 62nd Street
 New Germany MN 55367
 952-353-2119 or 952-353-2180

David Henning
 Jeremy Henning
 Ryan Henning

BID

City of Mayer

*50 x 84 basketball Court-
 FieldStone Development*

Bid Date:

7/28/2020

	Cutting out dirt for 50 x 84 area	\$2,400.00
	1 Ft. class 5 gravel	\$4,685.00
	Total	\$7,085.00

*EXCAVATING*GRADING*LAND CLEARING GRAVEL, DIRT & ROCK HAULING*
 FARM DRAINAGE SYSTEMS*

Fund Balance Start 2020 - \$365,186.22

LEVY \$100,000.00 \$125,000.00 \$125,000.00 \$150,000.00 \$150,000.00

Year to

Replace	Item	Cost	2020	2021	2022	2023	2024
	2020 Skate Park Equipment	\$ 18,000.00	\$18,000.00				
	2021 Archery Range	\$ 10,000.00			\$10,000.00		
	2020 Discovery Park Play Equipment	\$ 81,094.92	\$81,094.92				
	2022 Old School House Bathrooms	\$ 300,000.00		\$300,000.00			
	2021 Gazebo - Meadow Park	\$ 30,000.00			\$30,000.00		
	2021 Splash Park - OSH Park	\$ 215,000.00				\$215,000.00	
	2020 Bluejay Park - Basketball Hoops	\$ 10,000.00	\$5,000.00				
	2022 Gazebo - Discovery Park	\$ 30,000.00		\$30,000.00			
	2020 Discovery Park - Bball Court	\$ 45,000.00	\$45,000.00				
	2022 Dog Park Fencing - Meadow Park	\$ 25,000.00			\$25,000.00		
	2024 Parking Lot - Meadow Park	\$ 75,000.00					\$75,000.00
	2023 Additional Parking - OSH Park	\$ 60,000.00				\$60,000.00	
	2020 Batting Cage	\$ 10,000.00	\$10,000.00				
	2021 Concrete - Skate Park	\$ 15,000.00		\$15,000.00			
	2022 Skate Park - Phase II	\$ 41,000.00		\$41,000.00			
	2023 Skate Park - Phase III	\$ 40,000.00				\$40,000.00	
	2020 GAGA Pit Matting	\$ 3,700.00	\$3,700.00				
	Project Total		\$ 162,794.92	\$ 386,000.00	\$ 65,000.00	\$ 315,000.00	\$ 75,000.00
	After Levy						
	Applied Balance		-\$62,794.92	-\$261,000.00	\$60,000.00	-\$165,000.00	\$75,000.00
	Fund						
	Contribution		\$62,794.92	\$261,000.00	-\$60,000.00	\$165,000.00	-\$75,000.00
	Fund Balance		\$302,391.30	\$41,391.30	\$101,391.30	-\$63,608.70	\$11,391.30

Old School House Trail \$ 50,000.00

Meadow Park Trail	\$	60,000.00
West Ridge Park Trail	\$	70,000.00



Request for Council Action Memorandum

Item: GAGA Pit – Matting

Meeting Date: August 24, 2020

Presented By: Margaret McCallum, City Administrator

Recommendations/Council Action/Motion Requested:

To review a recommendation from the Park Commission to spend up to \$3,700.00 on GAGA Pit matting for Old School House Park and West Ridge Park.

Details:

This was not originally planned to be a cost in 2020. Nonetheless, after further discussion, the Park Commission decided to add this as a purchase for 2020.

The matting would be placed on top of wood chips. This would help prevent the pit from getting too muddy. It would also help for game play.

At the August 18, 2020 Park Commission meeting, the Commission recommended to council spending up to \$3,700.00 on the installation of GAGA Pit matting at both Old School House Park and West Ridge Park.



Attachments.

Matting Quote.

Coach Cliff's Gaga Ball Pits LLC
 PO Box 704
 Libertyville, IL 60048
 847.573.2377
 info@gagaballpits.com



Estimate

ADDRESS

City of Mayer
 Kyle Kuntz
 413 Bluejay Ave
 Mayer, MN 55360
 kyle.kuntz@cityofmayer.com

SHIP TO

City of Mayer
 Kyle Kuntz
 413 Bluejay Ave
 Mayer, MN 55360
 (952) 495-0483

ESTIMATE # 14420

DATE 06/18/2020

SHIP VIA

FedEx Freight

P.O. NUMBER

Kyle K

SALES REP

bp

QTY	SKU	DESCRIPTION	RATE	AMOUNT
2	0330-28 GRS	20'x22'9" area, 28 piece set of 5'x3'x3/4" Rubber MATS (type with holes throughout)- intended for inside only of an octagon. Includes 100 zip ties. 50 pins will be sent if building the Gaga Ball pit on soft ground.	1,503.32	3,006.64T
1		Estimated ship cost may vary +/- and will be finalized once order is placed.	660.00	660.00T

Please send tax exempt forms if applicable

SUBTOTAL	3,666.64
TAX (0%)	0.00
TOTAL	\$3,666.64

Accepted By

Accepted Date

CITY OF MAYER
PUBLIC WORKS MEETING MINUTES
AUGUST 10, 2020 @ 2:00 P.M.
CITY HALL COUNCIL CHAMBERS

Those in attendance: Mayor, Mike Dodge, City Engineer, Dave Martini, City Administrator, Margaret McCallum, Public Works, Kyle Kuntz, and Public Works, Jason Hilgers.

1. Open Meeting

The meeting was started at 2:00 p.m.

2. Business

a. Pond Treatment Plan/Pond Policy and Procedures

The initial conversation centered on the treatment of the ponds in the immediate future. McCallum informed that at the most current City Council meeting, residents expressed concern for the smell of the ponds.

Martini explained that he thought that the smell would more than likely be attributed to organic materials such as grass clippings and compost being placed in or near the ponds. He also stated that another contribution could be dead fish that have been placed in the pond, as well as different fertilizers.

The Public Works Committee agreed to start educating residents on what to do and not to do with regards to pond maintenance.

Kuntz informed that a treatment of the algae wouldn't necessarily cure the problem. A product would have to be sprayed onto the algae or growth to kill it. It would then fall to the bottom of the pond and accumulate there. He stated that it would be \$1,200 for a 5 gallon jug. He also stated that 1 acre of pond takes about 4 gallons of solution. Kuntz said that it would be expensive and take a lot of time to treat all the ponds.

Kuntz and Hilgers stated that they would talk the property edge of the property where residents had the concern of the smell.

The Committee agreed to start educating residents on the ponds and the role of residents and the City making sure the ponds are maintained and functioning.

The next topic centered around the immediate and long term maintenance of the ponds.

Martini suggested a 5 year rotation that breaks the ponds into five geographical sections. Each year would have inlet and outlet maintenance and would check for flow obstruction. The Committee agreed to start working on this plan to break the ponds into sections and rotate maintenance on a 5 year rotation. The Committee discussed focusing on areas that are of higher priority first.

The final discussion on this topic centered on docks, fountains, ice skating, structures and recreational uses within the ponds.

The Committee agreed that all of these things should be in the Policy stating that they are not allowed because they can impact the function of the ponds or can create liability issues.

b. Sealcoating Plan

McCallum presented the 2018 Pavement Management Plan to the Committee for additional review the Street Sealcoating portion of the plan.

The City is already working on financing the Mill and Overlay and Reconstruction portion of the plan. However, the City needs to start planning and budgeting for when Sealcoating projects come up.

Martini said that after Mill and Overlay or new construction projects, Sealcoating happens after 3-5 years.

The Committee reviewed the schedule for sealcoating and agreed to start budgeting about \$50,000 per year in the street maintenance fund.

c. Roundabout Renderings

The Committee reviewed two roundabout renderings for the roundabout on Highway 25. They agreed to low maintenance plantings. Kuntz and Hilgers asked that a grass strip be placed around the edge.

The Committee asked McCallum to get an estimated on the cost of the plantings and a sign.

The Committee agreed to a goal date of spring 2021.

d. Public Works Building Expansion/Old School House Park PW Building

Kuntz provided a concept plan for the Shimmcor Street Public Works Building Expansion. The cost would be about \$400,000 and an addition of 3,000 square feet. The current is 2,500 square feet.

Kuntz explained that it would include the plumbing, insulation and ventilation.

Kuntz and Hilgers explained what they would store in the near and long term future.

The Committee agreed that the building at Old School House Park should be torn down eventually.

There was some discussion on using the old Fire Station for storage along with the current facility. There was concerns about having equipment in two locations and going back and forth between facilities.

McCallum agreed that this plan made sense and should be planned for. She agreed to look at when and how the City could finance the project and that at least the City should start saving.

The Committee agreed.

The meeting was adjourned at 3:20 p.m.

**ACITY OF MAYER
PARKS AND RECREATION COMMISSION
AUGUST 18, 2020 @ 6:30 P.M.
CITY HALL COUNCIL CHAMBERS**

1. Call to Order

The meeting was called to order at 6:35 p.m.

Those present were Park Commissioners, Mike Wegner, and Melissa Gomes and Nikki McNeilly. Margaret McCallum, City Administrator.

Absent: Troy Congdon

Also present: Joe Dvorak (Lions), Paulette Pelletier (Lions via ZOOM).

2. Approve Agenda

McNeilly moved to approve the agenda as presented. Gomes Seconded. Motion passed 3-0.

3. Minutes

July 14, 2020 Park and Recreation Commission Meeting Minutes

Gomes moved to approve the Park and Recreation Commission Minutes for July 14, 2020.

McNeilly seconded. Motion passed 3-0.

4. Busines

A. Lions Club

Dvorak provided information to the Park Commission regarding the Lions Club's interest in assisting in future goal setting and projects for Old School House Park. He stated that the Club is looking to apply for a grant with Lions Club International for an amount between \$5,000 - \$50,000. He stated that it would be a matching grant.

Dvorak asked the Commission on what projects they see coming up for Old School House Park in the near future that the Lions could collaborate on.

Dvorak mentioned that the Club has already applied for a SHIP grant in which they received \$3,000 for playground equipment. Pelletier stated that she has been working with Flagship Recreation on getting quotes on equipment. She informed that she thinks that funds will be spent on an accessible swing, a bouncy (spring based) animal and a picnic table.

Dvorak stated that there has to be a 25% match in monetary funds or labor.

McCallum stated that the Public Works Department would likely be able to do all labor related work to match the grant.

McNeilly asked if the bouncy animal equipment would fit within the current playground pad.

McCallum was certain it would and stated that she would confirm with the Public Works Department.

Wegner suggested that some sort of signage and/or information be sent to the community to recognize the Lions Club for their contribution. The Commission agreed.

Dvorak stated that the Lions Club would like to continue to have discussions with the Park Commission on future projects that could be worked on together.

McCallum said that the two main future projects for Old School House Park would be the park shelter with bathrooms and a splash pad.

Dvorak said that fundraising could be done. In addition, grants could be looked into. He informed that one of their goals is to help improve the community.

The Commission agreed to keep working with the Lions on future planning and projects for Old School House Park.

B. 2020 – 2021 Goals and Long Term Plan Review

The Commission further discussed what projects could still be completed in 2020 and future projects.

The Commission agreed to look into rebidding the Park Shelter for 2021 to see if numbers would come in favorably for the project.

The Commission made some minor changes to the Long Term Capital Plan.

C. Discovery Park – Basketball Court/Bluejay Park – Basketball Court

McCallum presented final estimated costs for the Discovery Park Basketball Court installation project and the Bluejay Park basketball hoop replacement project.

Wegner moved to recommend to Council the purchase of two basketball hoops for Bluejay Park in the amount not to exceed \$5,000 and to approve the installation and purchase of equipment not to exceed \$45,000 for a basketball court at Discovery Park. Gomes Seconded. Motion passed 3-0.

D. Gaga Pit Matting

The Commission reviewed the cost of Gaga Pit matting for Old School House Park and West Ridge Park in the amount of \$3,700.

McNeilly moved to recommend to Council the purchasing of Gaga Pit matting in the amount not to exceed \$3,700.00. Wegner Seconded. Motion Passed 3-0.

5. Staff Updates

A. Skate Park – Update

The skate park equipment has been ordered and should be shipped to the City by the end of August for installation in September by the Public Works Department.

B. Archery Range

McCallum informed that she is working with the City Planner on a cost estimate for parking lot requirements,

a. Adjournment

The meeting adjourned at 7:28 p.m..