



**CITY OF MAYER
REGULAR CITY COUNCIL MEETING
CITY COUNCIL CHAMBERS
MONDAY, AUGUST 26, 2019
6:30 PM**

AGENDA

- 1. Call Meeting to Order**
- 2. Pledge of Allegiance**
- 3. Approval of Agenda**
- 4. Public Comment (Please limit comments to 5 minutes)**
- 5. Consent Agenda**
 - A. Minutes
 1. August 12, 2019 City Council Meeting Minutes
 - B. Claims
 - C. Resignation from Park Commission – Alisa Johnson
 - D. Resignation from Fire Department – Nate Hoese
 - E. Resignation from Fire Department – Todd Johnson
 - F. City Reports
 1. Public Works Report
 2. Administrators Report
 3. Engineers Report
 4. Fire Department Report
 5. Sheriff Department Report
- 6. Reports and Recommendations of City Departments, Consultants, Commissions and Committees**
 1. Administrative
 - a. Veteran’s Memorial Dedication Event
 - b. 2020 Census
 2. Fire Department
 - a. Fire Department Volunteer Retirement Plan – PERA – Resolution 8.26.19.30
 3. Public Works
 - a. Community Center/City Hall Reroof Project

- 4. Engineering
 - a. Pond Maintenance Plan
 - b. 2020 Street Project
 - c. Water Treatment Plant Filter and Water Tower

7. City Council Reports

8. Other Business

9. Upcoming Meetings & Events

- August 27, 2019 EDA Meeting
- September 3, 2019 Planning Commission Meeting
- September 4, 2019 Special City Council Workshop Meeting
- September 9, 2019 City Council Meeting
- September 10, 2019 Park Commission Meeting
- September 23, 2019 City Council Meeting

10. For Your Information

- August 12, 2019 Personnel Committee Meeting Minutes
- August 13, 2019 Park Commission Meeting Minutes

11. Adjournment

MAYER CITY COUNCIL MEETING MINUTES – AUGUST 12, 2019

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

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

ABSENT:

STAFF: City Administrator McCallum, City Attorney Sullivan, Fire Chief Rod Maetzold, Fire Chief Andy Maetzold and Deputy Clerk Gildemeister

ALSO PRESENT: Don Wachholz, Jen Garrison, Brian Garrison, Chad Heldt, Corey Brunton, Garlen Mikolichek, Paul Malberg

The meeting was opened with the Pledge of Allegiance.

APPROVE AGENDA

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

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 with date and spelling corrections to Resolution 8-12-19-28. Motion Carried 5/0.

1. Approve Minutes of the July 22, 2019 Regular Council Meeting.
2. Approve Minutes of the July 22, 2019 Council Workshop Meeting.
3. Approve Claims for the Month of August 2019. Check numbers 22425 to 22460. E-check numbers 5350E to 5370E. Check numbers 50090 to 50091.
4. Approve Resolution 8-12-19-29 Fire Department Hiring of Firefighter Erik Strand.
5. Approve Temporary Liquor License for Mayer Lutheran High School Event.
6. Acknowledge Quarter 2, 2019 Building Permit Report.
7. Accept Snow Removal Contract for 2019-2020 with Widmer Construction.
8. Acknowledge Quarter 2, 2019 Financial Report from Abdo, Eick, and Meyers.

PUBLIC HEARING: 6:33 pm

Hearing to discuss the Mayer Fire Department Building Project, including the economic and environmental impacts, service area, alternatives to the project, potential funding sources, and USDA Rural Loan application.

City Administrator McCallum opened the hearing with a PowerPoint presentation on the history of the Mayer Fire Station followed by a discussion on funding sources. The City enlisted the guidance of its financial advisor to review loan bond options available to the City. Bond loans (by Minnesota Law) are limited to 30-year loan periods and typically have higher interest rates. The Fire Department recommends the USDA loan option which offers a 40-year loan term with a fixed interest rate of 3.5%.

Corey Brunton and Todd Myerhoff of Brunton Architects spoke at length on the details of the project, the need for the new facility, the building site, and cost estimates. Corey Brunton stated to Council that he has experience working with the USDA and explained the USDA loan process.

If Council agrees to apply for a USDA loan, according to Brunton Architects, the amount to be financed is \$3,058,050.00. The projected timeline for the project is to begin construction in 2020. Loan repayment would

start in 2021. The City would owe approximately \$56,000.00 in construction interest in 2020. The City would then levy and pay an estimated payment of \$143,209.00 per year for the terms of the loan.

City Administrator McCallum informed the audience that Council and Commissions have been holding visioning sessions to identify key City projects in the upcoming years. A few of these include focusing on street maintenance projects, park and recreation projects, building upgrades and maintenance, and vehicle and equipment replacement. The City has been working with a financial consultant to financially forecast out the impact of these projects through a Capital Improvement Project and Budget Report.

Mayor Dodge asked for comments from the audience. No one from the audience came forward with comments. Staff stated there were no emailed comments received.

Fire Chief Rod Maetzold spoke to the problems with the current Fire Station, located at 111 4th Street NE. Reaffirming that space is the biggest problem along with the lack of a ventilation system for the removal of carcinogens which are all over the station. He stated he worries about the safety of the firefighters.

Mayor Dodge closed the Public Hearing to resume Regular Council Meeting at 7:10 pm and called for a motion.

A MOTION to submit a USDA loan application to qualify for funding for Mayer Fire Department building project was made by Council Member Stieve-McPadden and seconded by Council Member McNeilly. Motion carried 5/0.

Council Member Butterfield asked Staff if the City has applied for grants. Staff informed Council that the City does not qualify for grants based on the medium household income being too high.

Council Member Stieve-McPadden stated to be clear, if the City qualifies for the USDA loan, the City is not approving the new Mayer Fire Department building project.

Council Member Boder asked Fire Chief Maetzold if he acquired cost estimates to make the current Fire Station work and if he has exhausted all other avenues. Fire Chief Maetzold stated that the physical space and square footage of the current station does not work. The current building structure does not allow for a second story and there is not enough apron space to safely back the trucks out of the stalls.

Corey Brunton summarized deficiencies of the current Fire Station for Council.

Mayor Dodge stated he is concerned about the timeline for the loan. He asked if there was an application fee. Staff answered no.

Council Member McNeilly asked if there is a time limit on when the project needs to be started. Corey Brunton stated that there is an "ideal" time limit of January 2019 to get the best contractor bids for construction in 2020.

CITY ADMINISTRATOR

1. **Discussion on Mosquito Control** – The City of Mayer is part of the seven-county metro area which is serviced by Metropolitan Mosquito Control District (MMCD) for mosquito, gnat, and tick control. Staff indicated that she has received complaints about mosquitos and asked Council to discuss the City taking on mosquito control. Council stated that Carver County residents already pay for mosquito control with MMCD and cannot justify increasing taxes to add mosquito control to the budget. Council agreed they need more information for further discussion.
2. **Code Enforcement at 413 4th Street NE** – Garlen Mikolichek, 413 4th Street NE, addressed Council about a code violation letter he received. Mr. Mikolichek expressed concern regarding his recent violation on his

property and coming into compliance. He stated that he has been parking on the grass since 1978 and wanted to know if he was being singled out. City Administrator McCallum stated that she makes routine sweeps of the City and has sent out over one hundred code violation letters. Council and Staff affirmed that Garlen Mikolichcek was not being singled out. Mr. Mikolichcek asked when the code was passed. Council stated the code was enacted July 9th, 2001. Mr. Mikolichcek wanted to know why rock could not be used as a parking surface. Mayor Dodge informed Mr. Mikolichcek that the Planning Commission discussed parking pad materials at length, however, did not approve the use of rock as a parking material. After listening, Council empathized, however, restated that Mr. Mikolichcek was still in violation of City Code and recommended working with the City Administrator to resolve the issue.

3. **Special Event Discussion with Resident** – Brian Garrison, 108 Bluejay Avenue, addressed Council regarding concerns about the recent special event held at Knuckheads on July 27, 2019. He stated how he was offended by the language and the loud music coming from Knuckleheads. Mr. Garrison informed Council that a flyer was left at his property a couple days before the event but did not list any contact information. He stated he would have liked to be notified well in advance of the event as he and his wife were not able to make other arrangement in time and had to cancel an engagement on the following Sunday morning. Mr. Garrison wanted to know what the Council will do, in regard to, future events. After listening to Mr. Garrison's concerns, Council acknowledged that the City could have done a better job in monitoring the whole process. Council agreed Knuckleheads did not communicate the event to its neighbors as specified at a previous Workshop Meeting. Council agreed the City could improve on its procedures and needs to put a policy in place. Council directed Staff to work on drafting a policy.
4. **Approve Watertown-Mayer School District Special Election** – A MOTION to Approve Watertown-Mayer School District Special Election and Administrative Service Agreement was made by Council Member Stieve-McPadden and seconded by Council Member Butterfield. Motion carried 5/0.

ENGINEERING

1. **Approve West Ridge Park Parking Lot Bid** – A MOTION to Approve the bid with Valley Paving in the amount of \$68,090.50 for the West Ridge Park Parking Lot project was made by Council Member Butterfield and seconded by Council Member McNeilly. Motion carried 5/0.

COUNCIL REPORTS

- Mayor Dodge stated he attended a personnel meeting to discuss the Fire Department Personnel Policy.

CLOSED SESSION-Minn. Stat. §13D.03

Council Member Stieve-McPadden made to following Motion at 8:15 p.m.:

MOTION TO CLOSE CITY COUNCIL MEETING

1. The meeting is closed to consider strategy for labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals, pursuant to Minn. Stat. § 13D.03, subd. 1(b);
2. The specific subjects to be discussed, pursuant to Minn. Stat. § 13.01, subd. 3, may include the status of labor negotiations and negotiation strategies.

The motion for the adoption of the foregoing Motion was duly seconded by Council Member McNeilly and upon a vote being taken thereon, the following voted in favor thereof: Mayor Dodge, Council Members Boder, Butterfield, McNeilly and Stieve-McPadden.
and the following voted against the same:

A MOTION to close Closed Session and reopen Regular Council Meeting at 9:08 p.m. was made by Council Member McNeilly and seconded by Council Member Stieve-McPadden. Motion carried 5/0.

ADJOURN

There being no further business, a MOTION was made by Council Member Butterfield and seconded by Council Member McNeilly to adjourn the meeting at 9:10 p.m. Motion Carried 5/0

Mike Dodge, Mayor

Attest: _____
Janell Gildemeister, Deputy City Clerk

DRAFT

ACCOUNTS PAYABLE LIST

AUGUST 26, 2019

Checks: 22461 -22483 , 5371E - 5392E, 50092-50094

22461	Homeland Builders	Escrow Reimbursement	\$2,500.00
22462	United Farmers Coop	Lawn Fertilizer	\$49.99
22463	MCFOA	Application Fee - Janell - Clerks Certificate	\$40.00
22464	MCFOA	Plaque Fee - Janell - Clerks Certificate	\$30.00
22465	AEM Workforce Solutions	Payroll - August	\$440.00
22466	American Test Center	Fire Department Testing - Equipment	\$672.00
22467	Ancom Communications	FD Batteries	\$142.00
22468	Aquafix	WWTP Chemiclas	\$386.21
22469	Carverlink	Internet - City Buildings	\$160.00
22470	Culligan	FD Water	\$72.62
22471	Delano Rental Inc	Concrete Mixer - Skating Rink Lights	\$442.54
22472	Emergency Medical Products	FD Battery for Heart Start	\$169.00
22473	Fremont Industries	Coagulant	\$972.00
22474	Hacksel Machine Inc	WWTP Effluent Street Plate	\$155.00
22475	Jefferson Fire and Safety	FD Patch for New Firefighter	\$67.00
22476	Kliver Consulting	WWTP Contractor Contract - August - 2nd Half	\$900.00
22477	Lincoln Financial - Life Insurance	Employee Benefits	\$202.80
22478	MN Dept of Health	Water Service Connection Fee Payment	\$1,330.00
22479	Municipal Development Group	Comp Plan, Misc Planning Services	\$12,325.00
22480	Greater MN Communication	Utlity Billing - July	\$519.58
22481	Ratwik, Roszak and Maloney	Attorney Services General and Union	\$3,756.86
22482	Tom Goepfert	On Call Pay - PW	\$100.00
22483	Utility Consultants	WWTP/WTP Samples	\$1,779.10
5371E	Security Bank	Batch Fee - ACH	\$5.00
5372E	Security Bank	ACH Processing Fee	\$10.00
5373E	Security Bank	ACH Processing Fee	\$19.90
5374E	PERA	PERA Employee Benefits	\$1,276.95
5375E	Security Bank	NSF Fee - Returned Utility Payment	\$1,525.24
5376E	Security Bank	NSF Fee - Bank Fee for Returned Payment	\$4.00
5377E	ADP LLC	Employee Wages	\$6,523.05
5378E	ADP LLC	Employee Taxes - Payroll	\$2,795.49

5379E	PERA	PERA Employee Benefits	\$1,262.71
5380E	VOID	VOID	VOID
5381E	Centerpoint Energy	PW Building - Gas Utility	\$15.00
5382E	Centerpoint Energy	WWTP - Gas Utility	\$62.92
5383E	Centerpoint Energy	City Hall	\$49.42
5384E	Centerpoint Energy	Fire Department - Gas Utility	\$22.99
5385E	Centerpoint Energy	WTP - Gas Utility	\$24.51
5386E	McLeod Coop Power	City Sign - Electric Utility	\$36.89
5387E	McLeod Coop Power	Street Lights	\$695.99
5388E	Xcel Energy	Street Lights	\$1,766.26
5389E	Frontier	PW Land Line	\$114.29
5390E	VOID	VOID	VOID
5391E	ADP LLC	Employee Wages	\$6,417.10
5392E	ADP LLC	Employee Taxes - Payroll	\$2,797.63
50092	ADP LLC	PR - Edholm	\$127.48
50093	ADP LLC	PR - Stifter	\$241.31
50094	ADP LLC	PR - Edholm	\$63.74
			<hr/>
			\$43,422.31



Memorandum

Item: Park Commission Resignation – Alisa Johnson

Meeting Date: August 26, 2019

Presented By: Margaret McCallum, City Administrator

Details:

Alisa Johnson has submitted her resignation from the Mayer Park Commission.

The City appreciates the time that Johnson spent on and commitment to the Commission.

Staff is requesting acceptance of the resignation.

Due to a recent resignation from another Commissioner in June, applications to serve on the Park Commission were solicited and there are applicants for the two vacancies.

Attachments:

None.



Memorandum

Item: Fire Department Resignation – Nate Hoese

Meeting Date: August 26, 2019

Presented By: Margaret McCallum, City Administrator

Details:

Nate Hoese has put in his resignation from the Mayer Fire Department.

The Fire Department thanks Nate Hoese for his service on the Department.

Attachments:

None.



Memorandum

Item: Fire Department Resignation – Todd Johnson

Meeting Date: August 26, 2019

Presented By: Margaret McCallum, City Administrator

Details:

Todd Johnson has put in his resignation from the Mayer Fire Department.

The Fire Department thanks Todd Johnson for his service on the Department.

Attachments:

None.



To: Mayor and Council Members

From: Kyle Kuntz

Re: Public Works Activities from July 20th (2019) to August 22nd (2019)

Roads

- Started putting together a list of 2019 road repairs
- Started spraying curb lines
- Met with city engineer to discuss 2020 road project
- Chopped road sides and meadow areas

Parks

- Mowed and weed whipped all parks as needed
- Skating rink project
 - Installed footings for ice skating rink lights
 - Moved warming house to the south west side of the ice skating rink
 - Contractor came to trench in conduit and run wire
- Contractor came to install outfield fencing in Old Schoolhouse Park
- Met with city engineer about West Ridge park parking lot project
- Received additional quotes on replacing trail through Old Schoolhouse Park
- Removed brush from Meadow park
- Started spraying fence lines and other miscellaneous areas in all city parks

Water Treatment Facility

- Troubleshoot more issues with backwash pump VFD
 - Had to manually backwash filters
 - InControl came to replace the VFD
- Took water samples for Minnesota Department of Health
- Flush hydrants at dead ends due to stagnate water

Wastewater Treatment Facility

- Fixed mixed liquor pump
- Met with Fremont industries about adding additional alum tank to cut costs
- Troubleshoot EQ pump high temp alarm

Lift Stations & Collection System

- Started looking at 2020 collection system projects

Miscellaneous

- Located all water, sewer, and storm water utilities where Jaguar Communications is installing the new fiber optic line
- Cleaned and organized public works building
- Installed bollards around new backup generator at City Hall
- Collected prices on 1109 Apple Circle drainage project
- Installed footing for community center parking lot light
 - Contractor came to trench in conduit and run wire
- Attended council meeting on 7/22/19

Equipment

- Mounted new sprayer on the back of UTV
- Received new F-350 Truck
 - Mounted city logo, tool box, and headache rack

Administrators Report

Fire Department Mock Crash – August 19 ,2019 –

The Fire Department did a mass casualty incident mock crash on August 19, 2019 on Shimmcor Street. They had many volunteers for the event. They were assisted by the New Germany and Watertown Departments. Other local first responders also participated in the event.

National Night Out – Residents and the Lions Club organized a National Night Out event on August 6, 2019 from 6-8 at Old School House Park. It was a very successful event. There was food, kids activities, public safety representation, ponies, etc.

Light Pole Installation – Old School House Park - The concrete bases and poles for the light poles for the skating rink were installed by the Public Works Department. The boring and installation of the electric cables and poles were performed by AME.

Western Area Fire Training Academy (WAFTA) Meeting – During the first week of August, I attended the annual WAFTA meeting. The WAFTA site has decades of history and used to be a training site that is currently owned by the 11 western communities in a joint agreement. The discussion was centered on the history of the site and how to get the site cleaned up in the future as it has a lot of contamination.

Watertown – Mayer School District Special Election – I had a meeting on Monday to go over (with Watertown) the needs for the Special Election. The election will be on November 5, 2019.

U.S. Census – I met with some representatives of the U.S. Census coming up next year. They want to work together to make sure they get maximum participation from all communities, including the City of Mayer. They are looking to see if the City would be willing to set up a Census Committee to promote participation.

2020 Budget – City staff have already been working on the 2020 budget and long-term capital plan for the next 5 years. A preliminary budget will be and needs to be established by September 30, 2019. The final budget needs to be completed by December 31, 2019. The Truth in Taxation meeting for the 2020 budget will be on November 25, 2019. There will be several discussion in the next several months and regular and special meetings on the 2020 budget.

Let me know if you have any questions.

**Sincerely,
Maggie McCallum**



MEMORANDUM

Date: August 20, 2019
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 meetings on June 24th and July 8th
- Reviewing lot surveys for Hidden Creek and Coldwater Crossing
- Reviewing a request for a parking pad at 413 4th Street
- Reviewing backyard drainage issues in Hidden Creek
- Developing a scope for a storm water pond maintenance plan
- Map updates
- Responding to a phosphorus limit letter from the MPCA
- Completing the WINS survey for Met Council

12 hours of time was provided at the City's reduced hourly rate and Council meetings were attended at **no charge**, which resulted in a savings to the City of **\$1,674**.

Comprehensive Plan Support

During the billing period, time was spent on revisions to the Storm Water Management, Transportation, and Land Use sections of the plan based on Carver County and Met Council comments.

Sanitary Sewer Improvements

During the billing period, time was spent reviewing and submitting Pay Request No. 1 for the project.

Street Improvements

During the billing period, time was spent developing a scope for the 2020 Mill and Overlay Project.

Cold Water Crossing 7th Addition

During the billing period, time was spent reviewing the condition of the site and the status of punch list items.

West Ridge Park

During the billing period, time was spent preparing final plans for the project.

Date: August 6, 2019

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

SUBJECT: FIRE REPORT FOR MONTH ENDING – 07/31/19

TOWNSHIP CALLS:

<u>DATE</u>	<u>TIME</u>	<u>TWP</u>	<u>DESCRIPTION/ADDRESS</u>	<u>MAN HOURS</u>
07/31/19	1023	Watertown	Car Crash, Hwy 7 east of Hwy 25	8

CITY OF MAYER CALLS:

<u>DATE</u>	<u>TIME</u>	<u>DESCRIPTION/ADDRESS</u>	<u>MAN HOURS</u>
07/04/19	1834	City of Waconia, House Fire, 429 Main St E	23
07/06/19	1147	Lift Assist, 11850 Hidden Creek Blvd	6
07/10/19	1146	Assist Sheriff's Dept, 1611 Walnut Ct	10
07/12/19	1927	Medical, 419 Bluejay Ave	12
07/15/19	1212	Medical, 104 5 th St NE	8
07/28/19	1541	Weather Watch – MFD Station	12
07/30/19	1813	Medical, 421 Ash Ave N	14
07/30/19	2154	City of Watertown, Standby – 401 Carter St NE	30

FIRE DEPARTMENT TRAININGS/ACTIVITIES FOR MONTH ENDING 07/31/19

07/01/19	Regular Meeting
07/08/19	Group Training- boat rescue
07/15/19	Regular Training – Bus Crash
07/18/19	Carver County Mutual Aid Meeting - Hamburg
07/22/19	Officers Meeting
07/26/19	Meeting for MCI Training



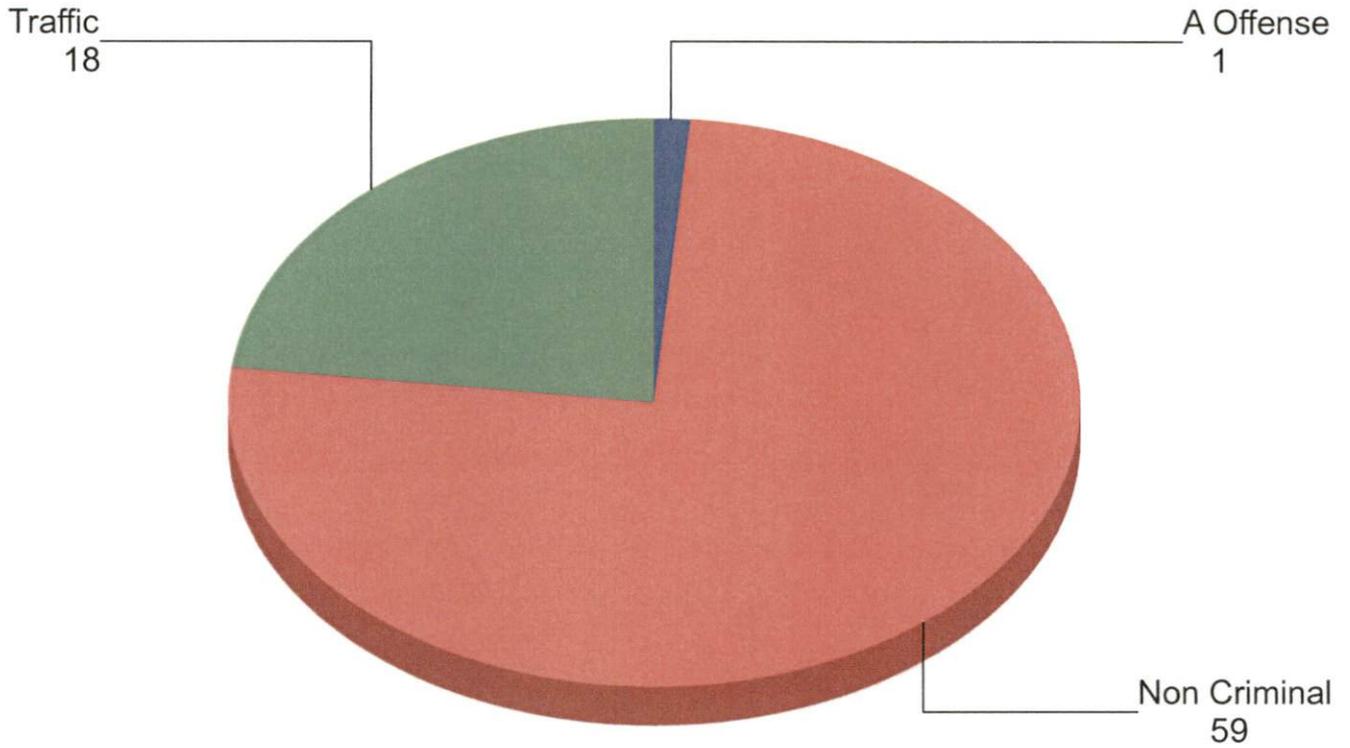
City of Mayer

July 2019



**Carver County Sheriff's Office
Monthly Calls for Service
From: 7/1/2019 To: 7/31/2019**

Mayer City



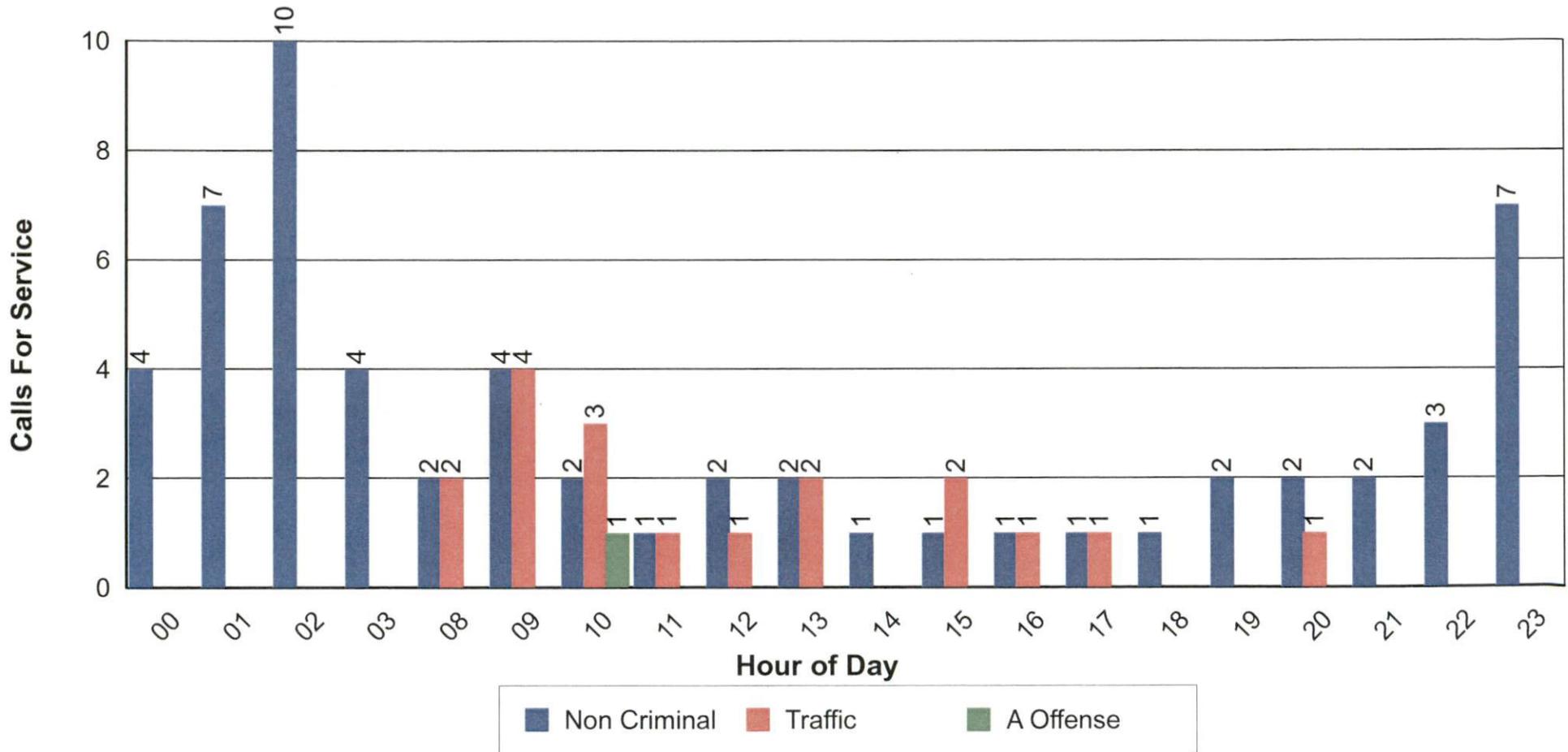
Total A Offense:	1
Total Non Criminal:	59
Total Traffic:	18

Total Mayer City: 78



**Carver County Sheriff's Office
 Hour of Day Analysis of Calls for Service
 Patrol Activity
 From: 7/1/2019 To: 7/31/2019**

Mayer City

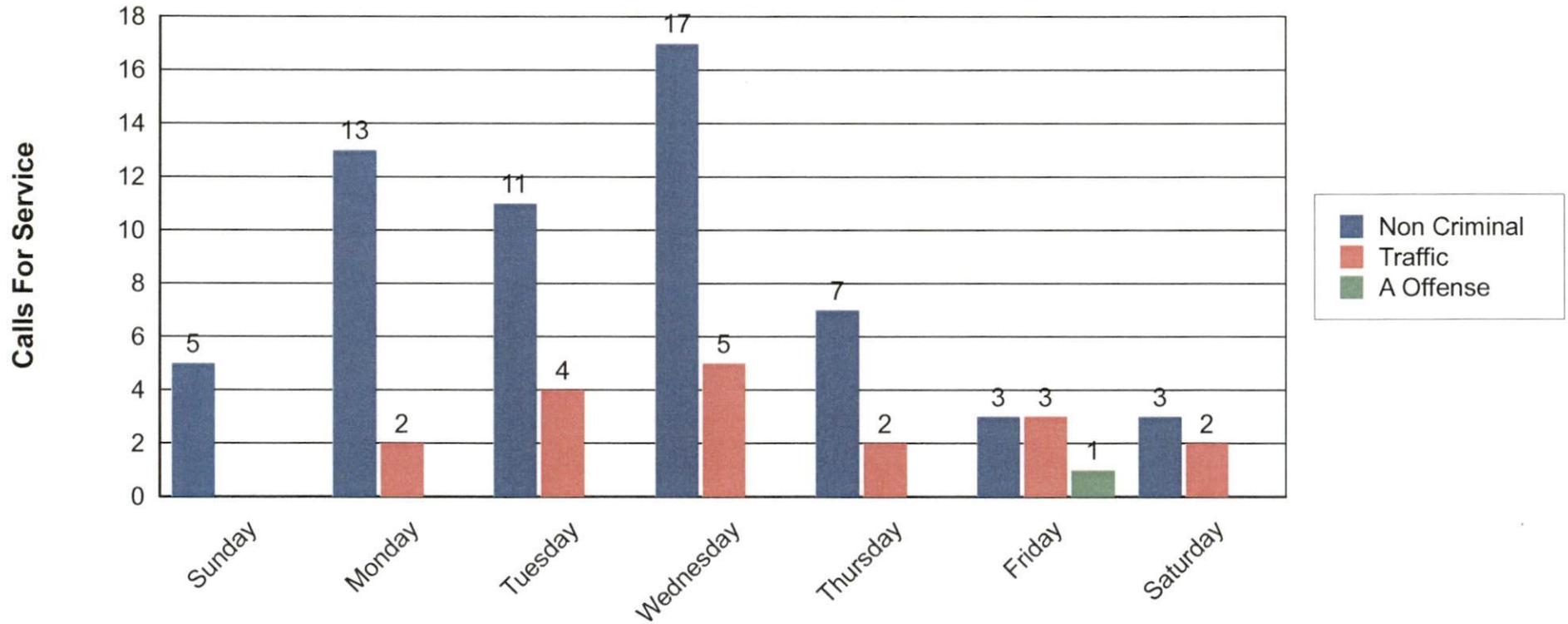


Total Mayer City: 78



Carver County Sheriff's Office
Day of Week Analysis of Calls for Service
Patrol Activity
From: 7/1/2019 To: 7/31/2019

Mayer City



Total Mayer City: 78



Carver County Sheriff's Office
Monthly Calls for Service
From: 7/1/2019 To: 7/31/2019

Mayer City

Patrol

A Offense

Property Damage 1

Total A Offense: 1

Non Criminal

Misc Non-criminal 4

Alarm 7

Abuse/Neglect (Info Only) 4

Animal 1

Medical 5

Assist Other Agency 1

Fire Call 1

Suspicious Activity 4

Open Door 26

Disturbance (Info Only) 5

Child Custody Dispute 1

Total Non Criminal: 59

Traffic

Traffic - Misc 2

Traffic Stop 16

Total Traffic: 18

Total Patrol: 78

Total Mayer City: 78



**Carver County Sheriff's Office
Verbal Warnings
From: 7/1/2019 to 7/31/2019**

Mayer City

Traffic Stop:	15
Grand Total Verbal Warnings:	15



Request for Council Action Memorandum

Item: Carver County Veterans Memorial Dedication Event

Meeting Date: August 26, 2019

Presented By: Margaret McCallum, City Administrator

Details:

The Carver County Veterans Memorial and Registry Project located on the corner of State Highway 25 and County Road 30 is get near full completion.



There will be a Dedication Ceremony on September 7, 2019 at 2:00 p.m.

There will be a full program including a featured speaker, the honoring of current service members and a light lunch. The public is welcome to the event.

In case of rain, the event will be held at the Mayer Community Center.

Stan Heldt will be at the meeting to address the Council and invite them to the event.

Attachments:

None.



Request for Council Action Memorandum

Item: 2020 Census

Meeting Date: August 26, 2019

Presented By: Margaret McCallum, City Administrator

Recommendations/Council Action/Motion Requested:

To hear a presentation from Michael Gold- Biss from the U.S. Census Bureau discussing the upcoming 2020 Census and ways in which the City can get involved.

Details:

Every 10 years, the United States performs a census. The last census was conducted in 2010.

Preparation for the 2020 census is underway.

To make the census successful, the U.S. Census Bureau is looking for local government entities to get involved. One suggested way to get involved is by forming a Complete County Committee (CCC).

A CCC can be formed at the county, municipal or community level. It would be formed through a local resolution. The members of the committee would be volunteers and would organize local outreach efforts.

The purpose of the CCC would be to assist the Census Bureau to meet the goal of a timely, accurate and cost-effective census count by serving as "Census Ambassadors".

The objectives would be to monitor participation, target outreach efforts in low response rate areas, Marshall resources to support Complete County goals, and to collaborate with the Regional Director and Partnership Specialists for training and support.

Topics that the CCC would likely focus on are how to reach different audiences, how to help recruit for Census Jobs, how to use and engage with Media and Social Media, and how to share, reinforce and localize the Census message.

Phases include:

- Gear Up Phase Now – Fall 2019
- Engage Phase Nov – Dec 2019
- Educate Phase Feb 2020
- Encourage Phase Mar – May 2020

- Remind Phase May – Jul 2020
- Thank You Phase Start Jul 2020

A CCC commitment letter can indicate the general willingness to work with the US Census Bureau to ensure an accurate count on Census Day, April 1, 2020 where everyone is counted once, only once and in the right place. Specifics such as use of social media or bulletin boards, newsletters are welcome. The important part of the letter is to indicate a commitment to work with the Census, details to be determined as the process moves along.

According to the Bureau, the Census means a lot more to Minnesota than a simple count – it is the basis for many of the funding and policy decisions that are made at all levels of government. We have learned from previous censuses that the involvement of state and local officials as well as local partners in the process is essential to the overall success of the Census and does make a difference in the results.

Attachments:

2020 Census Informational Powerpoint

2020 Census

Community Partnership and Engagement Program (CPEP)

Chicago Region

Michael Gold-Biss, Partnership Specialist
Chicago Region
U.S. Census Bureau
M: [651-261-0876](tel:651-261-0876)
michael.gold.biss@2020Census.gov
[census.gov](https://www.census.gov) | [@uscensusbureau](https://www.twitter.com/uscensusbureau)



A Message from the Director

The Chicago Region is pleased to share its plans for the upcoming census.

We look forward to this opportunity to meet and engage partners in support of our 2020 Census mission: to conduct a census of population and housing and disseminate the results to the President, the states and the American people. **Our goal is to count everyone once, only once, and in the right place!**

We want to share the many opportunities available to be engaged and partner with the Chicago region. With your assistance and support, we will take every opportunity to work in concert with the eight states in the region: Arkansas, Illinois, Indiana, Iowa, Michigan, Minnesota, Missouri and Wisconsin.



Marilyn A. Sanders
Chicago Regional Director

A Message from the Director

Thank you for attending and hosting this crucial meeting with the Chicago Region's 2020 Census Partnership team. I am certain you will find the information shared informative and staff from the Chicago Region responsive to your questions. We are available as a resource and engaged at every level to achieve a complete count of the population in this region.

Feel free to email me, contact me by telephone or schedule a meeting if you desire. I can be reached at marilyn.a.sanders@census.gov or 630-288-9301.

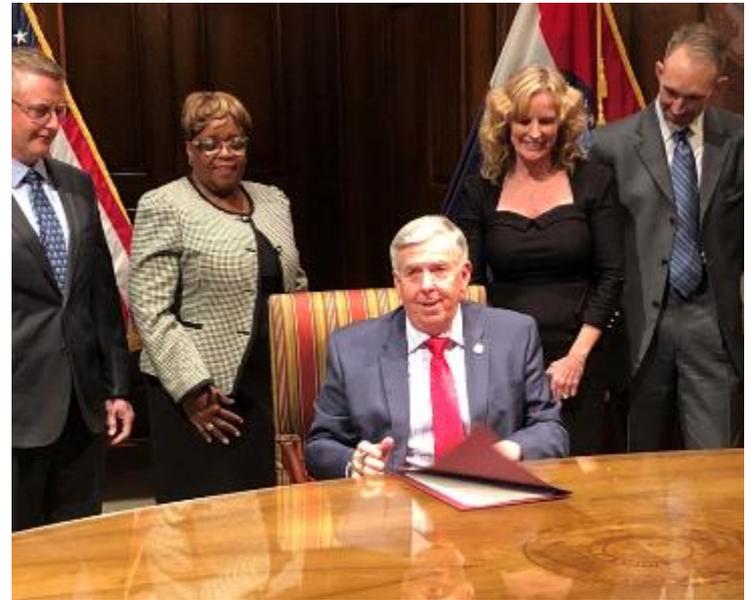
I look forward to the 2020 Census Experience!



2020 Census

Gov Parsons Signs Executive Order 18-12 to Officially Launch Missouri's SCCC

Regional Director, Marilyn A. Sanders, and Chicago Region ARCM Ellisa Johnson, traveled to Jefferson City, MO to join Governor Mike Parsons as he signed Executive Order 18-12, **officially launching the Missouri State Complete Count Committee.** They were joined by partners from around the State of Missouri, including Matt Hesser, Missouri State Data Center; Sarah Steelman, Commissioner of the Office of Administration; and Thomas McAulliffe, Director of Health Policy for the Missouri Foundation for Health.



A Constitutional Mandate

The **U.S. Constitution** (Article 1, Section 2) requires a headcount every 10 years, of everyone residing in the United States.

- All 50 states, Puerto Rico, Washington DC, and Island areas
- People of all ages, races, ethnic groups, citizens, and noncitizens

The Next Census Occurs in 2020!



Democracy & Funding

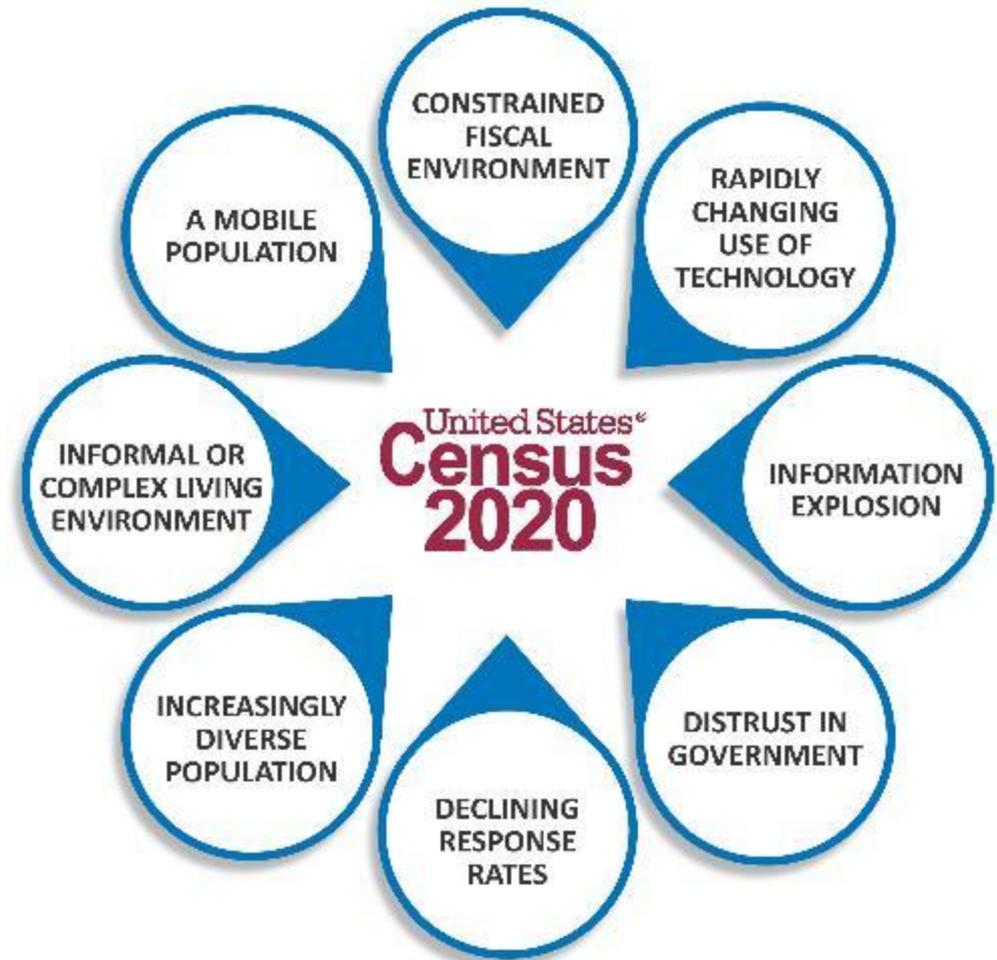
Legislative Representation
is redetermined through
Apportionment

\$675 Billion will be
distributed annually based
on Census information



Environment

The 2020 Census is being conducted in a rapidly changing environment, requiring a **flexible design** that takes advantages of new technologies and data sources while minimizing risk to ensure a high quality population count.



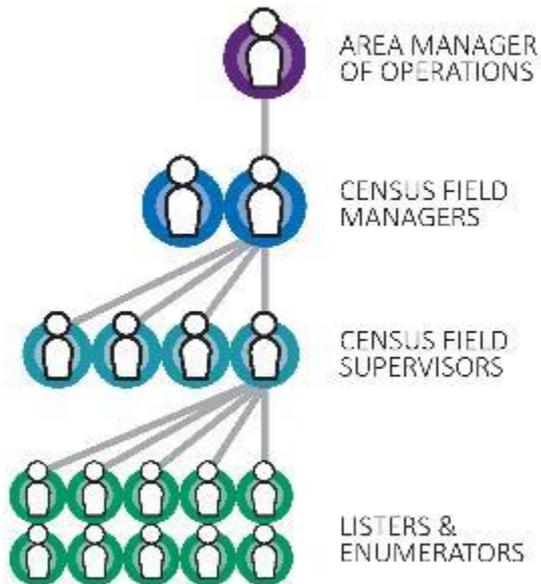
Redesign



Re-Engineering Field Operations

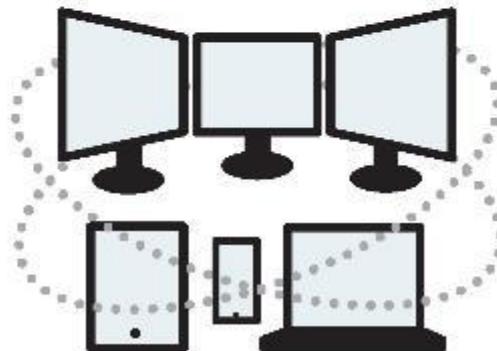
Using Technology To Efficiently and Effectively Manage 2020 Census Field Work

STREAMLINED OFFICE AND STAFFING STRUCTURE



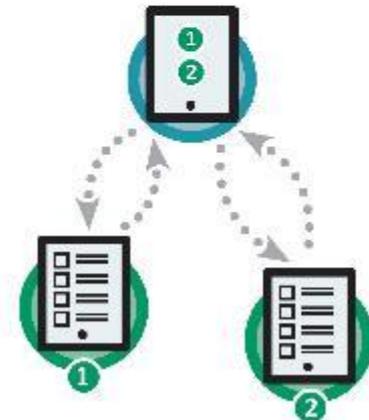
INCREASED USE OF TECHNOLOGY

- Automated and optimized work assignments
- Automated recruiting, training, payroll, and expense reporting
- Reduced paper and manual processing



INCREASED MANAGEMENT AND STAFF PRODUCTIVITY

- Increased visibility into case status for improved workforce management
- Redesigned quality assurance operations
- Improved communications



Cybersecurity Risk Mitigation Strategy

- **Federal Partnerships** to assist with threat detection and recovery
- **Communication Plan** to inform respondents about personal proactive cybersecurity steps
- **Industry Solutions** to provide services that protect, detect and resolve threats
- **Incident Response Plan** to contain and manage security breaches



Recruiting & Job Opportunities

Chicago Regional Census Center (RCC)

- Management
- Clerical
- Recruiting
- Information Tech
- Space / Leasing
- Administrative
- Partnership

For current job openings, visit 2020census.gov/jobs
or call **855-JOB-2020** or if you have any questions,
email us at chicago.rcc.recruiting@census.gov.



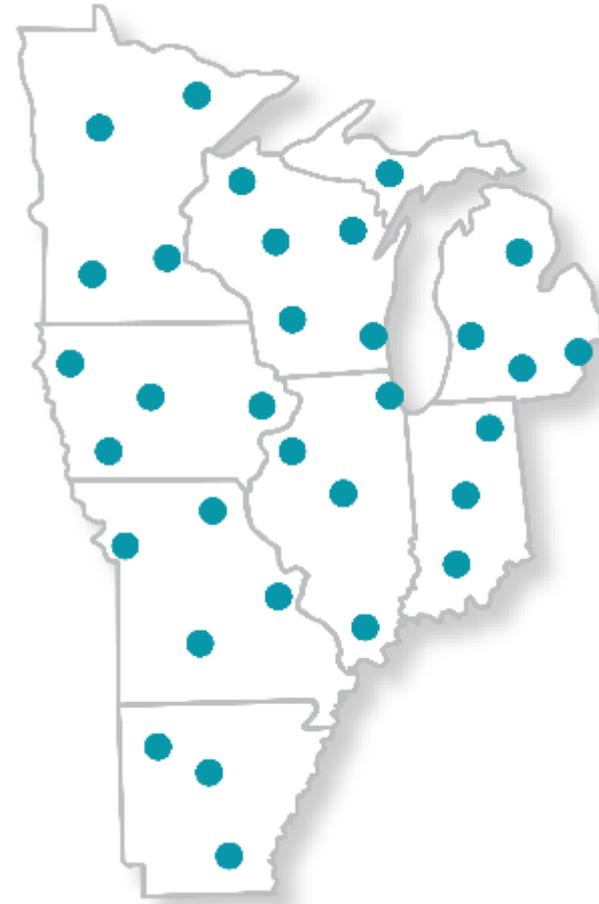
Recruiting & Job Opportunities

32 Area Census Offices (ACOs)

AR, IA, IL, IN, MI, MN, MO, WI

- Recruiting Assistants
- Office Operations Supervisors
- Office Clerks
- Census Field Supervisors
- Address Listers
- Census Enumerators / Takers

For current job openings, visit 2020census.gov/jobs
or call **855-JOB-2020** or if you have any questions,
email us at chicago.rcc.recruiting@census.gov.



Recruiting and Assessment Changes

New for 2020, online job application and online assessments now utilize:

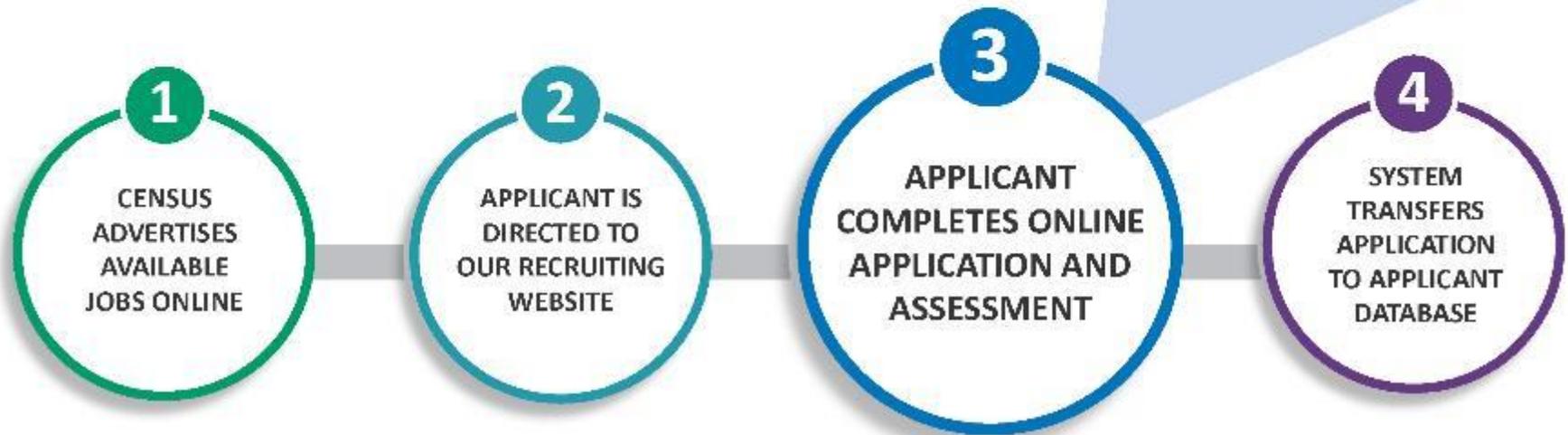
- **Situational Judgement Questions**
- **Biodata Questions**

(Questions about life and work experiences, as well opinions, values, beliefs, and attitudes that reflect a historical perspective. – Wikipedia)

Sample Question:

How quickly do you adapt to new things?

- I adapt almost instantly.
- I adapt, but it takes a little time.
- I take my time to adapt.



Operational Schedule / Key Milestones

2018	<i>September</i>	Begin Recruiting for Census Jobs
2019	<i>January</i>	Area Census Offices Begin Opening Complete Count Committees Begin Activities
	<i>August</i>	In-Field Address Canvassing Starts
2020	<i>February</i>	Begin Group Quarters Operations
	<i>End of March</i>	Self-Response Period Begins
	<i>End of March-July</i>	Begin Field Enumeration (in Selected Areas)
	April 1	2020 Census Day!
	<i>Late April - August</i> <i>December 31</i>	Conduct Nonresponse Follow-Up (NRFU) Deliver Apportionment Counts to President
2021	<i>April 1</i>	Deliver Redistricting Counts to States

Goal of the Partnership Program

Work with local partners to **Engage, Educate and Encourage** participation in the 2020 Census by those who are less likely to self respond and who are known to be hard to count.

The 2020 Census succeeds through partnerships with:

- Tribal Governments
- State Governments
- County and Municipal Governments
- Community Organizations
- Faith-based Institutions
- Schools/Colleges
- Businesses
- Local Media
- Philanthropy



State Complete Count Commissions

New for 2020!

- **Organized** by governor's office or State Data Center
- Formed by **executive order** or by legislation
- Governor **appoints members** of the commission
- Commission organizes outreach efforts for **entire state**, provides guidance, resources and support for census implementation.



Complete Count Committees (CCCs)

- Organized at the **county, municipal, or community** level
- Formed by local, official **proclamation** or passage of **ordinance**
- Members appointed by the **Highest Elected Official** (HEO)
- Committee organizes **local outreach efforts**
- Provides **leadership/support** for participation



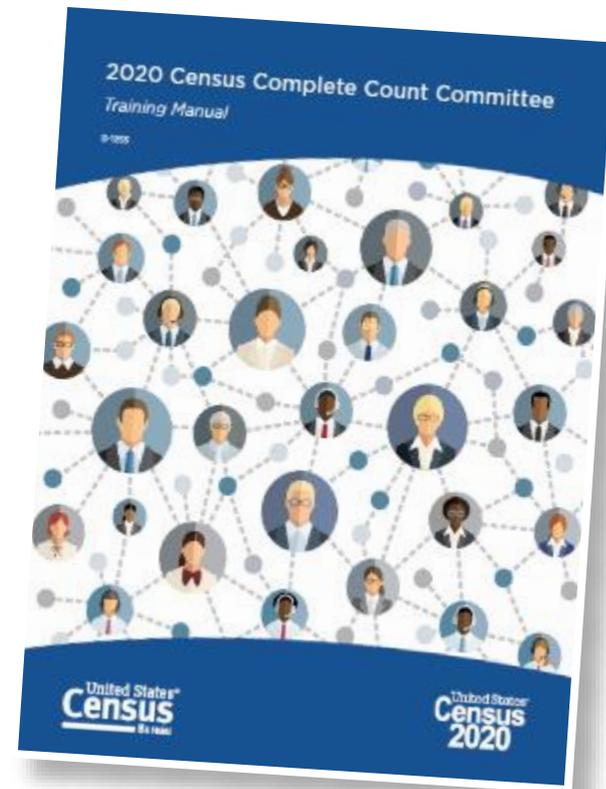
CCCs Purpose

- Assist Census Bureau to meet the goal of a **timely, accurate and cost-effective** census count.
- Act as 2020 Census **Champions**
- Provide **“trusted voices”** as Census Ambassadors.

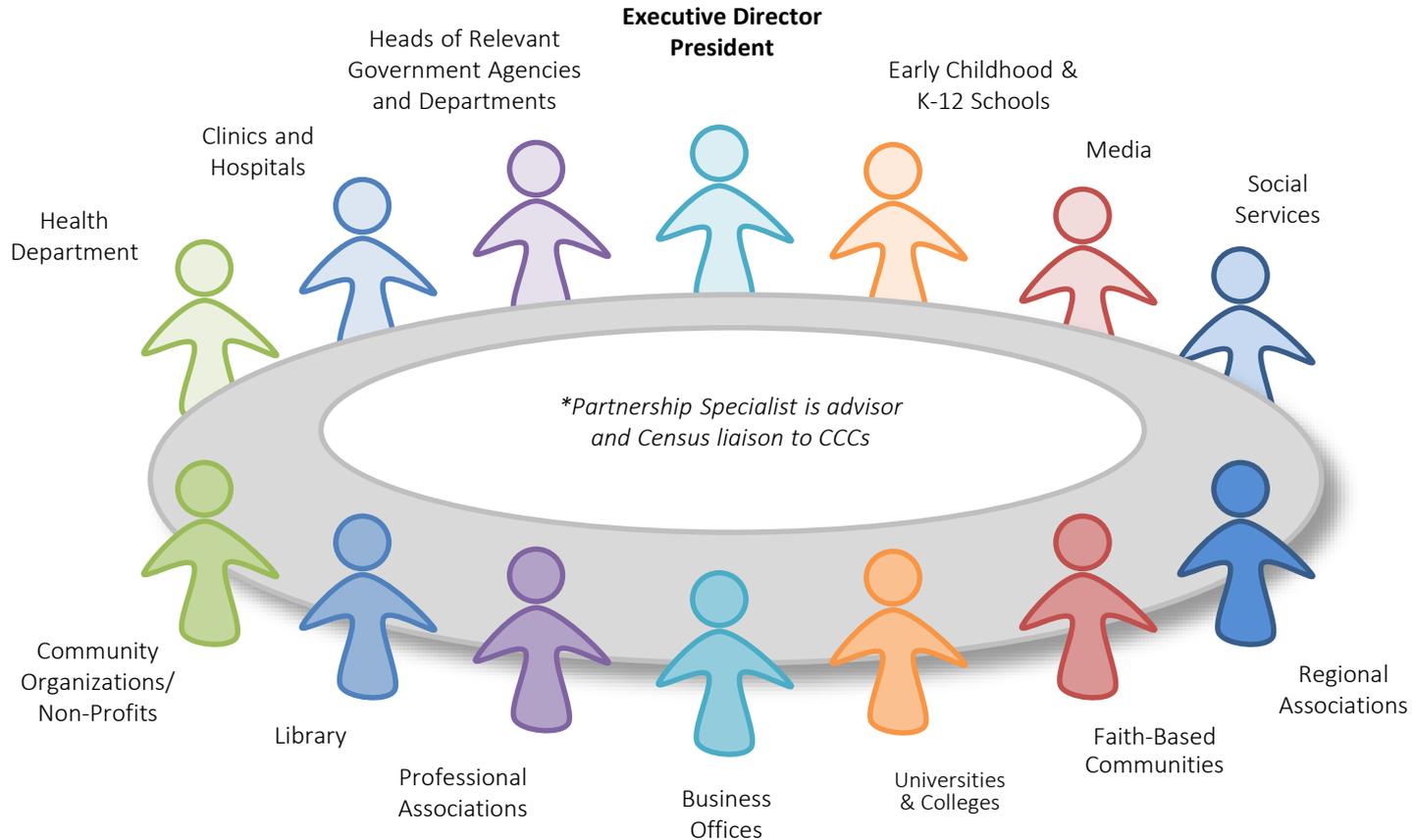


CCCs Objectives

- **Monitor** census participation
- Target **outreach efforts** in low response rate areas
- Marshall **resources** to support Complete Count goals
- Collaborate with Regional Director and Partnership Specialists for **training and support**



Who Should be Included on a CCC



Sample Topics for the CCCs

- How to reach **specific audiences**, such as Millennials, students, Seniors, businesses, and faith-based communities
- How to help **recruit** for Census Jobs
- How to use and engage with **Media & Social Media**
- How to **share, reinforce, and localize** the Census message



Community Outreach

Community/Immigrant Based Organizations, Cultural programs and Centers, Embassies, Consulates General and Faith-Based Institutions will be **heavily utilized** to assist with recruiting, language support, translation services and raising awareness within the linguistically isolated areas as well. Key partners like the Polish American Association, Chinese American Service League, MALDEF and the Arab American Association will be heavily utilized for translation and education services.



Non-Profit Partners



Kansas City Census
Fundors' Collaborative



CCC Launch Calendar

Indianapolis CCC

February 2019

Detroit CCC

February 2019

St. Louis CCC

March 2019

Minneapolis CCC

March 2019

Aurora CCC

April 2019

Chicago CCC

April 2019



Hard-To-Count (HTC) Demographics

- Children (under 5yrs)
- College Students
- Farm Workers
- Homeless
- Immigrants
- Language Constrained
- Millennials
- Minorities
- People Living in Poverty
- People with Disabilities
- Refugees
- Renters
- Snowbirds
- Senior Citizens
- Veterans
- Young Adults (18-24yrs)



New Construction

Once a decade, a voluntary opportunity for governments to submit addresses with city style mailing addresses for units constructed after **LUCA** that will be closed to the elements (i.e., basic construction completed) by census day.

This only applies to governments that will receive decennial census questionnaires by mail.



CCC Key Communication Phases

Local governments and community leaders participate in activities highlighting that the 2020 Census is **fast approaching** and it is easy, important and safe.

Gear Up Phase	Now – Fall 2019
Engage Phase	Nov – Dec 2019
Educate Phase	Feb 2020
Encourage Phase	Mar – May 2020
Remind Phase	May – Jul 2020
Thank You Phase	Start Jul 2020



Census Data Tools

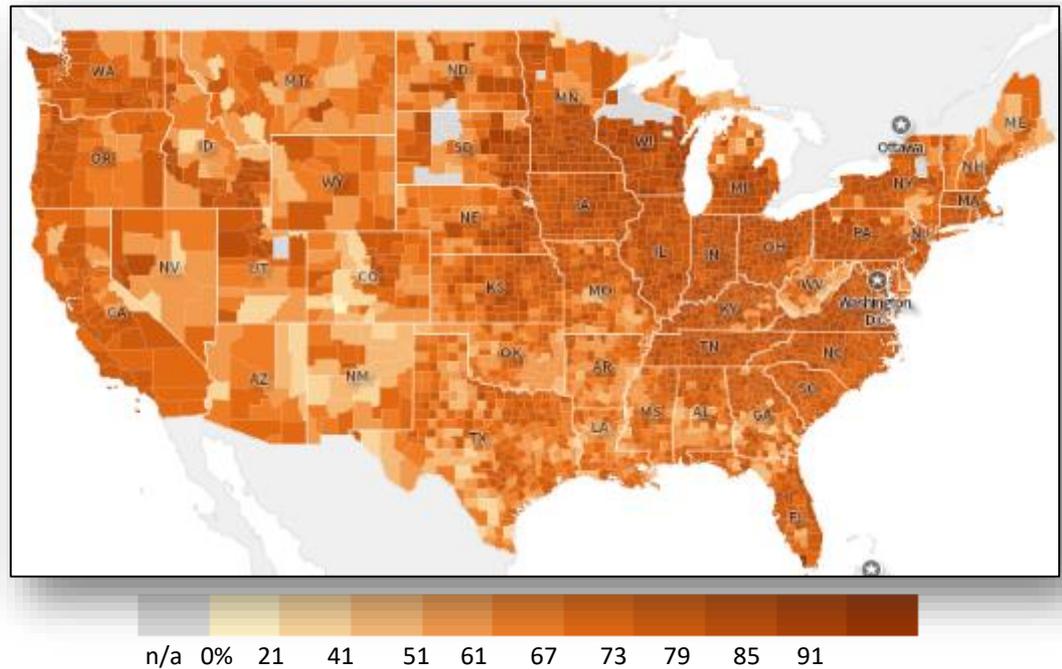
- 2010 Mail Participation Rate Map (MPR)
- **Low Response Score Map (ROAM)**
- Data Access Tools
*American Community Survey (ACS),
QuickFacts, Business Builder*
- Census Data Access Workshops
- Regional Data Specialists



2010 Mail Participation Rate Map (MPR)

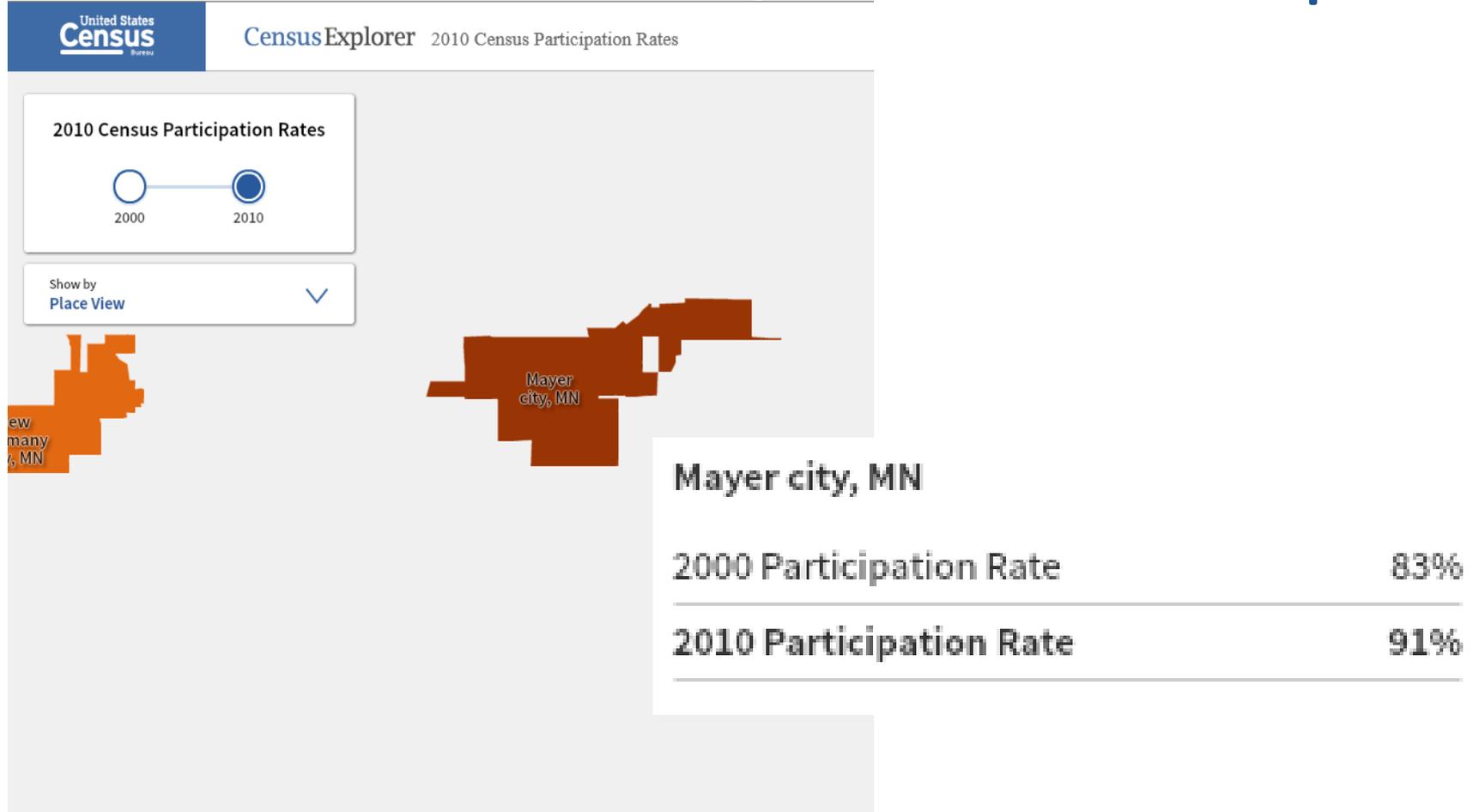
2010 Census Participation Rates

State	Rate	Rank
Arkansas	69%	38
Illinois	76%	11
Indiana	79%	3
Iowa	79%	3
Michigan	78%	5
Minnesota	81%	2
Missouri	74%	24
Wisconsin	82%	1
United States	74%	NA



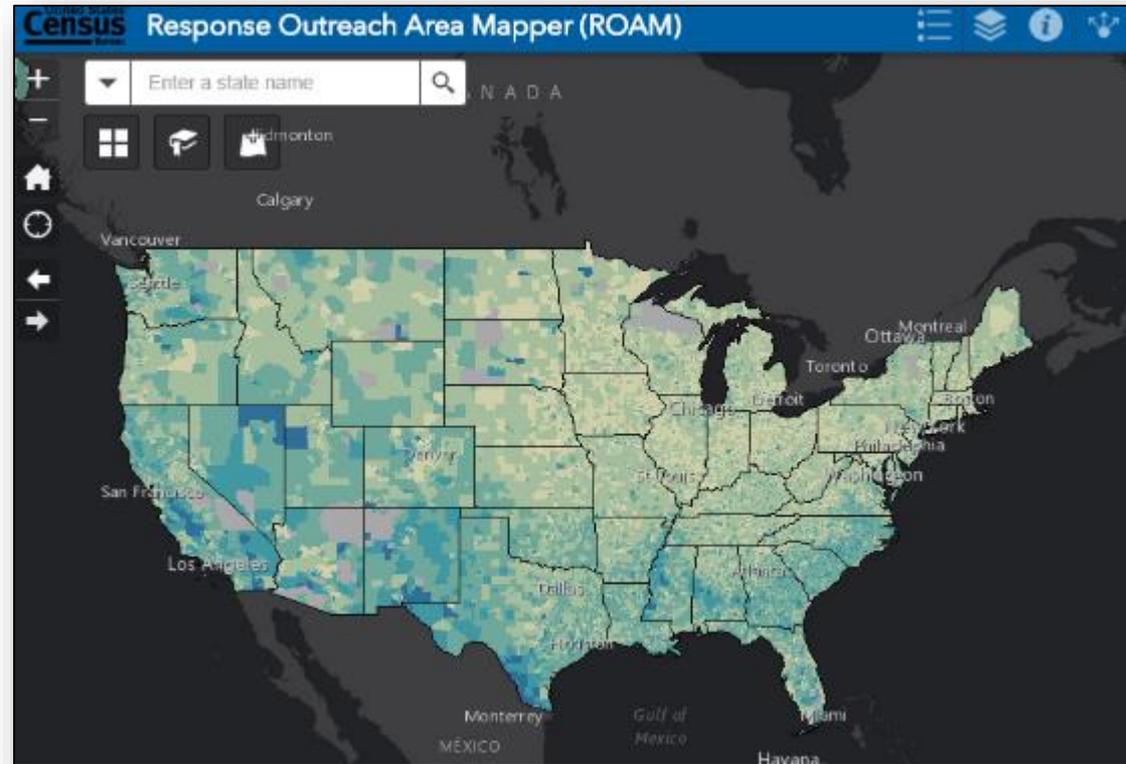
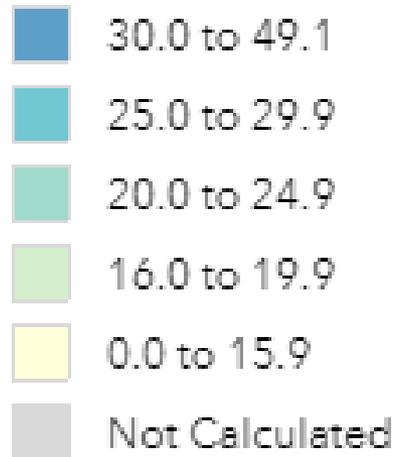
census.gov/censusexplorer/2010ratemap.html

Localized Mail Participation Rate Map



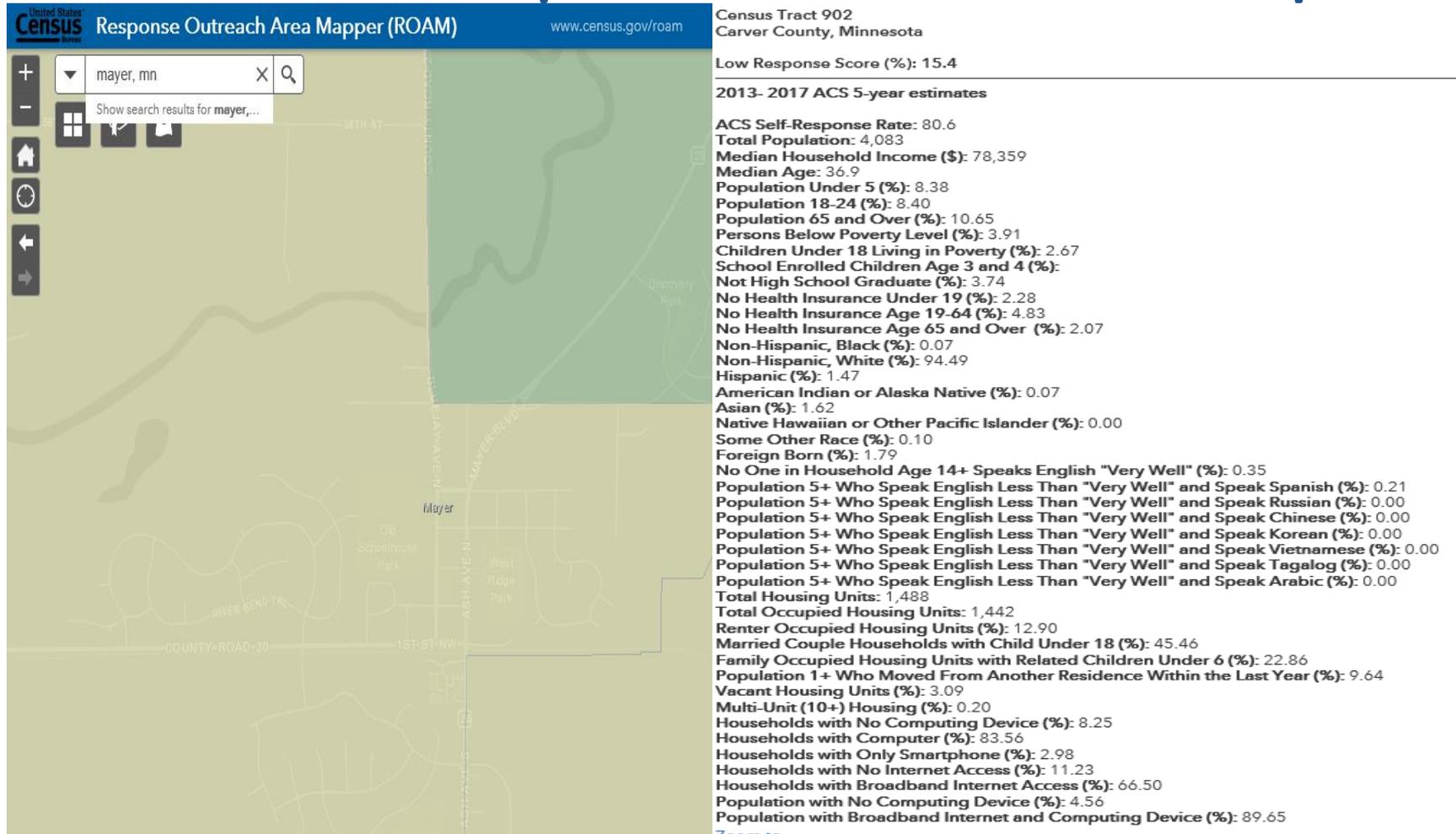
Response Outreach Area Mapper (ROAM)

Low Response Score



census.gov/roam

ROAM Low Response Score Area Map



Census Data Maps Compared

	MPR Map 	ROAM Map 
<i>Data Collection</i>	Prior 2 Decennial Censuses 2000 & 2010	American Community Survey (ACS) 2012 - 2016 / 5 year estimate
<i>Objective</i>	Demonstrate the mailed-in responses & participation rate of the previous Decennial Censuses	Identify hard-to-survey areas and provide a socioeconomic & demographic profile of those Census Tracts
<i>Timeframe</i>	Past History	Most Current & Future Trends
<i>Color Coding</i>	Darker / Deeper the color, the higher the Census Mail Participation Rate (Light Orange to Dark Red)	Darker / Deeper the color, the higher the Low Response Score (Light Beige to Green to Dark Blue)
	census.gov/censusexplorer/2010ratemap.html	Census.gov/roam

CCC Training

- Winter 2018/2019
- In-person and via webinar
- Materials provided by the Chicago RCC
- **Partners can assist by providing training space**



Critical Next Steps

- Determine ways you can Partner for the 2020 Census
- Appoint a Census Liaison
- **Help with Recruiting for Census Jobs**
- **Establish a CCC**
- Formalize with Letter to Regional Director
- Determine CCC Membership
- Request CCC Training



Working Together: 2020 Census Mission

“We understand that a plan is only as good as those who are put in the game to mobilize the plan.

Just like a football team, where everyone has to know their role, these plans will help us truly function as a **TEAM** — with the ultimate goal to count everyone once – and only once — and in the right place for the entire eight-state region.”

Marilyn A. Sanders

Regional Director, Chicago

Connect With Us

2020 Census Homepage

census.gov/2020Census

Census Alerts

public.govdelivery.com/accounts/USCENSUS/subscriber/new

2020 Census
Memorandum Series

census.gov/programs-surveys/decennial-census/2020-census/planning-management/memo-series.html

American Community Survey

census.gov/programs-surveys/acs/

Census Jobs

2020census.gov/jobs

census.gov/about/regions/chicago/jobs/all.html

uscensusbureau



Thank You for Your Partnership!

If you have any questions during the 2020 Census, **our Partnership Specialists are here to help.**

United States®
Census
2020



Request for Council Action Memorandum

Item: Request to discuss an increase in Volunteer Firefighter PERA retirement plan.

Meeting Date: August 26, 2019

Presented By: Margaret McCallum, City Administrator

Recommendations/Council Action/Motion Requested:

To review and discuss resolution 8.26.19.30 authorizing an increase in benefit for the PERA retirement plan.

Details:

Currently, the Mayer Fire Department Pension plan is through Public Employees Retirement Association of Minnesota (PERA). It is called the Statewide Volunteer Firefighter Retirement Plan. It provides a plan for volunteer firefighters who provide service to a municipal fire department or an independent firefighting corporation. (see additional information pamphlet).

The current benefit level is at \$2,500 per year. The Plan provides for the payment of retirement benefits based on a specific dollar value paid for each year of credited services.

The City Council passed resolution 9-24-28-31 increasing the plan from \$2,200 to \$2,500 in September 2018.

The lump sum benefits payable from the Plan are funded by existing fire state aid allocated to the municipality and additional municipal contributions as applicable.

Referencing the attachment:

At the \$2,600 benefit level – all benefits are funded by the existing fire state aid.

If the City chooses to go to the \$2,700 benefit level, the City would budget for and contribute \$5,261.00

If the City chooses to go to the \$2,800 benefit level, the City would budget for and contribute \$10,966.00

Once the benefit is increased, it cannot be decreased.

Other Fire Department Benefit Levels

NEW GERMANY \$1,600 - not with PERA

MAYER \$2500 – with PERA

WATERTOWN \$2,600 – with PERA

NYA \$2,700 - with PERA (looking to do an increase this year)
VICTORIA \$3,500 - with PERA
WACONIA \$3,500 with PERA looking to go to \$4500 TO \$4700
ST BONI \$4,000 - not with PERA (looking to go to \$4,200)

Attachments:

Resolution 8.26.19.30
Letter from PERA
SVFRP Pamphlet

Statewide Volunteer Firefighter Retirement Plan

**CITY OF MAYER
RESOLUTION No. 9.26.19.30**

**A RESOLUTION OPTING TO INCREASE THE BENEFIT LEVEL FOR
FIREFIGHTERS WHO ARE VESTED IN THE VOLUNTARY STATEWIDE
VOLUNTEER FIREFIGHTER (SVF) RETIREMENT PLAN**

The City Council of the City of Mayer, Minnesota, does ordain:

WHEREAS: The City previously authorized the fire department to join the Voluntary Statewide Volunteer Firefighter Retirement Plan administered by the Public Employees Retirement Association (PERA); and

WHEREAS: The City requested and obtained a cost analysis of increasing the benefit level for firefighters who are vested in the Voluntary Statewide Volunteer Firefighter Retirement Plan from PERA not more than 120 days ago; and

WHEREAS: The City understands that Minnesota statute allows an increase in benefit levels if the plan is fully funded, but does not have provisions for a decrease in benefit levels; and

WHEREAS: The City highly values the contributions of City Fire Department members to the safety and well being of our community and wishes to safeguard their pension investments in a prudent manner.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MAYER, MINNESOTA:

- 1) The City hereby approves an increase in the benefit level for firefighters who have completed at least 5 years of good time service credit as a member of the Voluntary Statewide Volunteer Firefighter Retirement Plan administered by PERA at the \$ _____ benefit level per year of service, effective January 1, 2020; and
- 2) The City Clerk/Administrator and Mayor are hereby authorized to execute all documents necessary to effectuate the intent of this resolution.

The motion for the adoption of the foregoing resolution was proposed by Councilmember _____ and was duly seconded by Councilmember _____ and upon vote being taken thereon, the following voted in favor:

And the following voted against the same:

Whereupon said resolution was declared duly passed and adopted by the City Council of the City of Mayer, on August 26, 2019.

BY:

ATTEST:

Mike Dodge, Mayor

Margaret McCallum, City Administrator

Public Employees Retirement Association of Minnesota

60 Empire Drive, Suite 200
 St. Paul, MN 55103-2088
 Phone: 651-296-7460 or 1-800-652-9026
 Website: www.mnpera.org



6% Annual; 6 mos

PERA ID

6168-00

August 12, 2019

Janell Gildemeister
 City of Mayer
 413 Bluejay Ave
 Mayer, MN 55360

janell.GILDEMEISTER@cityofmayer.com

We received your request for a cost analysis to estimate the cost of increasing the benefit level in the statewide volunteer firefighter retirement plan administered by PERA. Based on current information, we have developed this spreadsheet and a cost analysis for the benefit levels you requested. The results are shown below.

	\$ 2,600	\$ 2,700	\$ 2,800
A. Benefit Level (per year of service):			
B. Projected Present Assets 12/31/2019 [Attached]	862,742	862,742	862,742
C. Accrued Liability 12/31/2019[Attached]	898,883	944,909	978,310
D. Surplus/ (Deficit) [B-C]	(36,140)	(82,166)	(115,568)
E. Funding Ratio at 12/31/2019 [B/C]	96%	91%	88%
F. Accrued Liability 12/31/2020 [Attached]	960,435	1,008,934	1,044,721
G. Financial Requirement: Increase in Liability [F -C]	61,553	64,026	66,411
H. Financial Requirement: PERA Fees [\$30/member]	960	960	960
I. Financial Requirement: 1/10th of Deficit/(Surplus, if 3rd yr) [D/10]	3,614	8,217	11,557
J. Financial Requirement: Total [G+H+I]	66,127	73,202	78,928
K. Reductions to Financial Requirement:			
Projected Fire State Aid [2019 Amount @1.035]	16,177	16,177	16,177
Investment Earnings [6% on Present Assets]	51,765	51,765	51,765
L. Estimated Required Contribution [J-K]	None	\$ 5,261	\$ 10,986

Please note that these are estimates only. The figures shown above on Line L are estimates of required contributions that would be due on December 31, 2020 and beyond at the given benefit levels.

The estimate calculations were based on member information that was available at the time of preparing the analysis. Please review the membership data and make any corrections to that data. If you return that to me, I will prepare an updated cost estimate for you to review.

If you have any questions, please do not hesitate to contact me by phone (651-201-2666) or by email at sharyn.north@mnpera.org.

Sincerely,

Sharyn North
 Principal Accounting Officer, PERA

cc: Fire Chief
mayerfd@frontiernet.net

Statewide Volunteer Firefighter Retirement Plan

INTRODUCTION

Created in 2009, the Statewide Volunteer Firefighter Retirement Plan (SVFRP) is specifically designed for volunteer firefighters who provide service to a municipal fire department or an independent nonprofit firefighting corporation. It is voluntary and open to fire departments as a replacement of their existing volunteer firefighter retirement plan. It is also open to municipalities that do not currently have a retirement plan for their firefighters. The tax-qualified status of the plan was approved by the IRS in August 2012.

Benefits

The Plan provides for lump-sum benefits payable to retiring volunteer firefighters. This benefit is based on years of credited service earned by the firefighter and the benefit level chosen by the volunteer fire department's sponsor. Benefit levels range from \$500 to \$7,500 in \$100 increments for each full year of "good-time" service credit for firefighters who have 20 or more years of service. Prorated benefits are paid to retiring firefighters with between five and 20 years of service.

To be eligible for a benefit, a firefighter must:

- be at least 50 years old;
- be vested, which means having acquired a minimum of 5 years of "good-time" service credit in the plan; and,
- have severed his or her employment relationship with the fire department for a minimum of 30 days.

Funding

Each participating department in the plan will have a separate account in which the assets necessary to fund the benefits are maintained. The State Board of Investment is responsible for the investment of these assets. Funding for the plan is through the current Fire State Aid that is issued to municipalities. If state funding is not sufficient to cover the cost of the benefits chosen by the municipality, additional municipal contributions will be required.

Getting Started

The decision to participate in the SVFRP is made jointly by the entity operating a fire department and the volunteer firefighter relief association (if one exists). Individual firefighters can not join the plan on their own.

Municipalities who wish to participate in the SVFRP can contact PERA for a cost analysis for the benefit level(s) requested. The governing body of the municipality must then approve coverage and PERA will begin administering the plan the following January.

Here is a brief outline of the process:

1. The volunteer firefighters and department sponsor(s) jointly submit a request for a cost analysis from PERA.
2. PERA prepares estimated costs for the benefit level(s) requested.
3. The State Board of Investment (SBI) reviews the investment portfolio of the existing relief association (if one exists) and determines which assets could be transferred to SBI and which must be sold before December 31st should the entity elect to join the plan.
4. Upon receipt of the cost analysis, the governing body of the municipality(ies) associat-

ed with the fire department has 120 days to approve coverage in the SVFRP and notify PERA of acceptance. If the retirement coverage change is not acted upon within 120 days, it is deemed to be disapproved. If coverage is approved, PERA begins administering the plan for the entity the following January 1 and issues all future benefit payments.

5. On the day immediately prior to the effective date of the coverage change (December 31), the special fund of the applicable volunteer firefighters' relief association ceases to exist as a pension fund of the relief association and legal title to the assets of the special fund transfers to the State Board of Investment. With some modifications, the relief association may continue as a non-profit organization and maintain its general fund.

More on benefits

As noted earlier, the fire department sponsor chooses a benefits level ranging from \$500 to \$7,500 per year of "good-time" service. This is for a firefighter with a minimum of 20 years of service (fully vested).

A benefit is payable after only five years of service, but this payment is a prorated amount of the full benefit. (Survivor benefits are identical should the firefighter not collect his or her benefit.)

In addition to the benefit payable from the SVFRP, retiring firefighters also receive a supplemental benefit of 10 percent of the lump-sum benefit, up to a maximum of \$1,000 (20 percent, up to \$2,000, for survivors).

Benefits may be rolled over to an IRA or 401(k) with no tax withholding. If the benefit

(Continued on reverse side)

payment is not rolled over, it is subject to 20 percent federal withholding at the time of distribution.

The table below lists prorated benefits based on a full, unreduced pension after 20 years:

Completed full years of good-time service credit	Nonforfeitable Percentage of the full service pension
5	40%
6	44%
7	48%
8	52%
9	56%
10	60%
11	64%
12	68%
13	72%
14	76%
15	80%
16	84%
17	88%
18	92%
19	96%
20 or more	100%

Transition Period

Because the Statewide Volunteer Firefighter Retirement Plan requires participants to have a minimum of five years of good-time service to be vested in the plan, special rules apply to firefighters who have at least five years of service with their department but are not yet vested in the statewide plan. Until an individual has five years under the SVFRP, any benefit due is based on the qualification rules and benefit level of the relief association at the time it joined the statewide plan. The same is true for firefighters who have already retired but have not yet collected a pension. Once a firefighter has earned five years of good-time service under the SVFRP, all future benefits are based on the level chosen by the participating department.

Advantages for Volunteer Departments

- Your department is relieved of its annual reporting and auditing requirements
- You transfer your plans administration headaches to PERA
- You use the investment expertise of the State Board of Investment (6 percent assumed earnings vs. your current 5 percent)
- The SVFRP offers comparable or higher benefits to your firefighters at the same cost to your municipality
- Benefits are portable between all plans covered by the SVFRP
- Your department can concentrate on its first duty, protecting lives and property in your community

Questions:

Visit our website at www.mnpera.org or call 1-800-652-9026.

PERA
60 Empire Drive, Suite 200
St. Paul, MN 55103

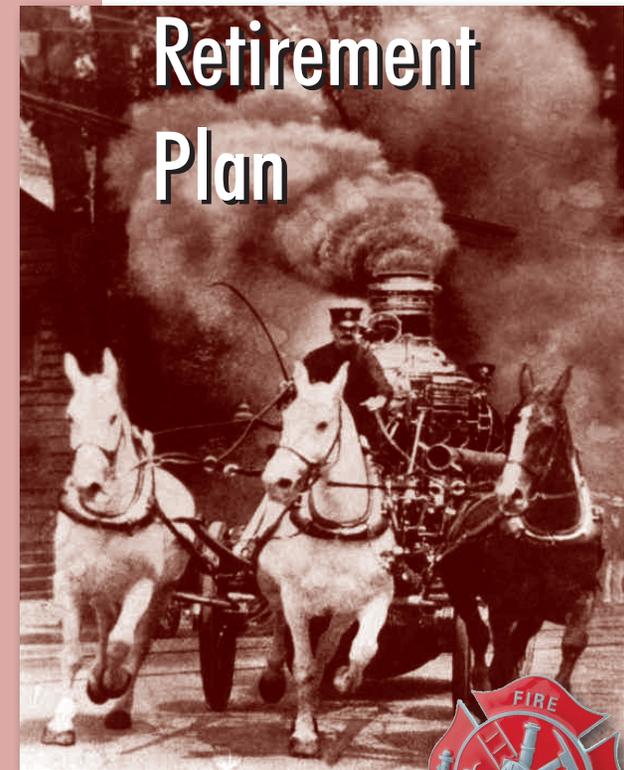
This document is available in alternative formats to individuals with disabilities by calling 1 800 652-9026 or through the Minnesota Relay Service at 1-800-627-3529.

This pamphlet is meant to explain the Public Employees Retirement Association law as simply and accurately as possible. If there is any discrepancy between this publication and the actual law, the provisions of the law will govern.

5.2.2017



Statewide Volunteer Firefighter Retirement Plan



Public Employees Retirement Association of Minnesota



City Council Meeting Memorandum

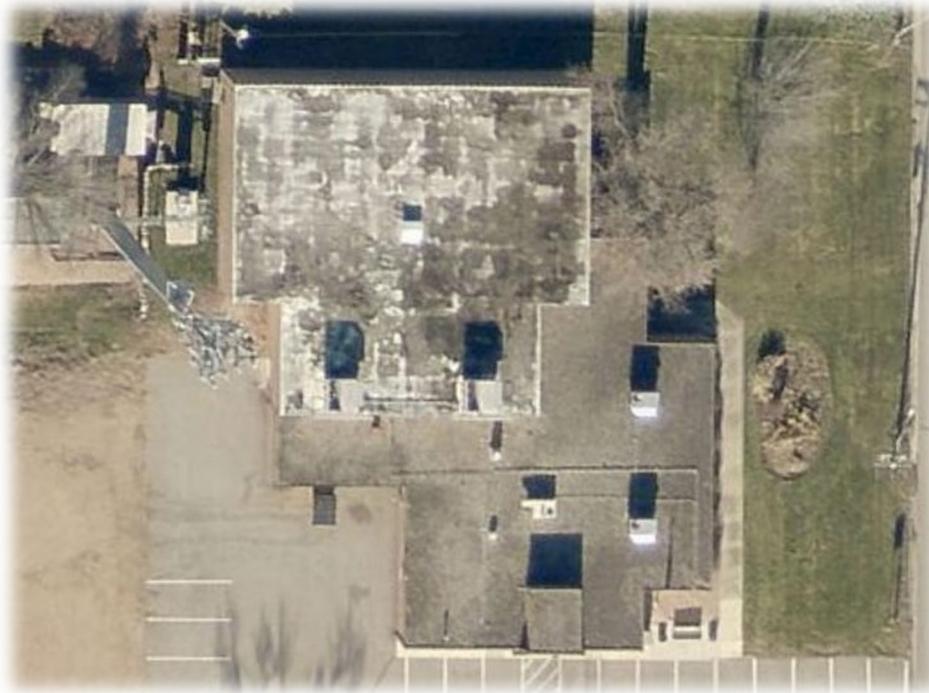
Item: Community Center/City Hall Reroof Project

Meeting Date: August 26, 2019

Presented By: Margaret McCallum, City Administrator

Details:

The entire Community Center/City Hall roof system needs to be replaced this year. Currently, the building doesn't have the appropriate slope, so water sits on the roof rather than running off the roof. This has resulted in miscellaneous leaks around the building.



The lower quoted cost is from Pinnacle Roofing Systems in the amount of \$101,969.00. Pinnacle Roofing Systems will be ripping off the old roofing and will be adding insulation to improve the slope of the roof so water will drain properly. They will also be replacing the shingles (entrance), flashing, rubber membrane, rock, and down spouts on the entire building.

Pinnacle Roofing systems offers a 20 year manufacturer's warranty on material and workmanship.

Staff is proposing that it be paid for through the following funds:

\$30,000 Tower Lease Agreement Funds

\$24,000 Community Center Fund – 410 Fund

\$48,000 General Capital Fund – 435 Fund

\$102,000 Total

Staff thinks that this is a priority project.





Attachments:

Pinnacle Roofing Systems Quote.

B&B Sheet Metal & Roofing Inc. Quote.



Cost of the Project Section 1 and 2: \$ 45,991.00

Owner chooses Section 1 and 2: YES _____ NO _____

Cost of the Project Section 3: \$ 59,802.00

Owner chooses Section 3: YES _____ NO _____

Cost of the Project for Shingled Section: \$ 2,730.00

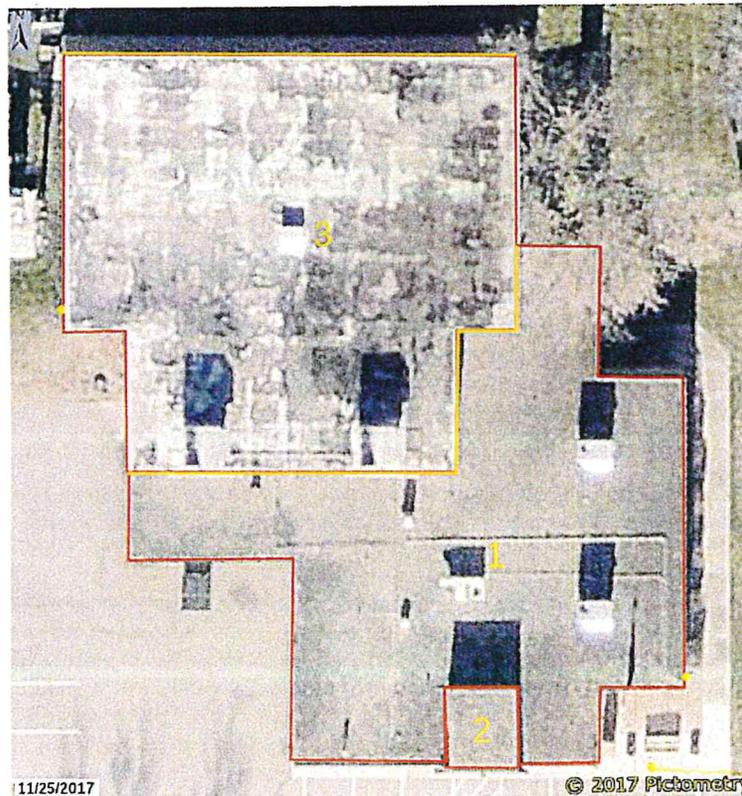
Owner chooses Shingle Section: YES _____ NO _____

Cost of Project if all roofs are done at the same time: \$ 101,969.00
(Total discount due to volume: \$ 6,554.00)

Owner chooses to roof all sections at the same time: YES _____ NO _____

TERMS:

Fifty percent down upon receipt of material, balance due upon completion.



This exclusive proposal was prepared by: Joel Nystrom



Lower Section:

- 2 layers of ½" Fiberboard
- 3" of Expanded Polystyrene Insulation
- 2" Isocyanurate Insulation
- Ballasted EPDM Rubber Membrane

(Appears to be dry)

PINNACLE

Roofing Systems

Commercial Roofing Specialists



Upper Section:

- ½" Extruded Polystyrene Insulation
- ½" Fiberboard
- Graveled Built-Up Asphalt Roof
- 2.5" Spray Foam Roof System

(Appears to have moisture within the system)



210 Centennial Drive
Buffalo, MN 55313

(763) 682-4233
Fax (763) 682-5620

June 27, 2019

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

Re: Reroof

B&B Sheet Metal & Roofing, Inc. proposes to furnish all labor and material to install a Carlisle 60 mil Ballasted roof system as follows:

Reroof as follows:

1. Remove the existing sprayed foam and ballasted EPDM roofing down to the existing metal deck.
2. Over the existing deck install a tapered Isocyanurate roof insulation for a total "R" value of 30. (state code minimum)..
3. Over the new roof insulation, install a Carlisle 60 mil ballasted single ply roof system per the manufacturer's instructions
4. Install new sanitary stack flashings and new roof curb flashings.
5. Fabricate and install new 24 ga. Pre-finished metal counter flashing and cap flashing at the roof edge perimeter. Install new pre-finished metal scuppers and downspouts. Color to be selected by owner.
6. Remove all roof debris on a daily basis and haul to an authorized landfill.
7. Furnish all required permits.
8. Upon completion, furnish the owner with the manufacturers (15) Fifteen year warranty on the Carlisle roof system. This is a "No Dollar Limit" warranty which includes both labor and material coverage as outlined in the warranty document.

Low roof :

**FURNISHED AND INSTALLED TAX INCLUDED.....\$ 97,700.00.
NINETY SEVEN THOUSAND SEVEN HUNDRED DOLLARS.**

High roof.....\$102,260.00.

50% due upon contract agreement, balance due at completion.

If you have any questions please feel free to contact me.



**BOLTON
& MENK**

Real People. Real Solutions.

2638 Shadow Lane
Suite 200
Chaska, MN 55318-1172

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

August 23, 2019

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

RE: Mayer Stormwater Ponds Assessment

Dear Maggie:

As requested, we have prepared a scope of services and fee estimate for completing the initial phase of assessing the City's stormwater ponds. Based on our understanding of the project, we propose the following scope of work:

Stormwater Ponds Assessment

- Coordinate and meet with City as necessary to review and discuss pond assessment procedures and results.
- Identify all stormwater ponds within the City and determine design bathymetries through review of City maps, record drawings, and visual inspection. Based on current County aerial mapping and for the purpose of this scope, it is estimated that thirty-one stormwater ponds are located within the City boundary.
- Perform inspection of stormwater ponds identified, including inlets, outlet control structures, slope integrity, and vegetation.
- Evaluate stormwater pond easements and identify appropriate access and potential obstructions.
- Generate GIS figure depicting the City's Stormwater Pond inventory.
- Generate GIS figures for each pond identified in the inventory, depicting design bathymetry, storm sewer, easements and access, and potential obstructions.

Assumptions

- Pond characteristics review, including as-built construction bathymetry, current bathymetry, outlet design, normal water level, and high-water level are not part of this estimate.
- Topographic or bathymetric surveys of ponds are not part of this estimate.
- Wetland delineation services will not be required.

Based on the scope of services described above, we estimate a fee of **\$12,500** to be billed at our normal hourly rates. If the City desires to proceed with the next stages of their stormwater pond assessment and potential maintenance after completion of this initial phase, Bolton & Menk would be pleased to provide a fee estimate for the following services for City consideration. Recommended steps for completing the assessment and potential maintenance include the following:

1. Survey ponds to establish as-built bathymetry, current bathymetry, and normal water levels.
2. Identify ponds requiring maintenance.
3. Complete sediment sampling for each pond to analyze for Polycyclic Aromatic Hydrocarbons (PAH's), copper, and arsenic.
4. Coordinate any necessary permitting with the CCWMO.
5. Complete Final Design documents.
6. Advertise and bid project.
7. Excavate sediment and dispose properly.
8. Complete site restoration.
9. Record survey.

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

Sincerely,

Bolton & Menk, Inc.



David P. Martini, P.E.
Principal Engineer



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August 21, 2019

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

RE: 2020 Street Improvements

Dear Maggie:

As requested, we have prepared a scope of services and design fee estimate for the proposed 2020 Street Improvements Project. It is our understanding that the project area includes portions of Coldwater Crossing, Riverbend Trail, and Old School House Road (see 2019 Overlay on attached map) and that the scope of the project will include the following:

- Pavement patching
- Spot repairs to curb and gutter
- Drainage structure repairs
- Mill and overlay existing pavement

Proposed Scope of Engineering Services

To assist the City with this improvement project, Bolton & Menk proposes the following scope of services:

Detailed Design and Bidding – Bolton & Menk will work with public works staff to identify the extent of patching and drainage repairs to determine bid items and quantities. Once the final scope of the project is determined, we will prepare detailed plans and specifications for the project. Upon authorization, the project will be advertised for competitive bids. Bolton & Menk will administer the bidding process and will ultimately make recommendations to the City Council about awarding the project.

Fee Estimate

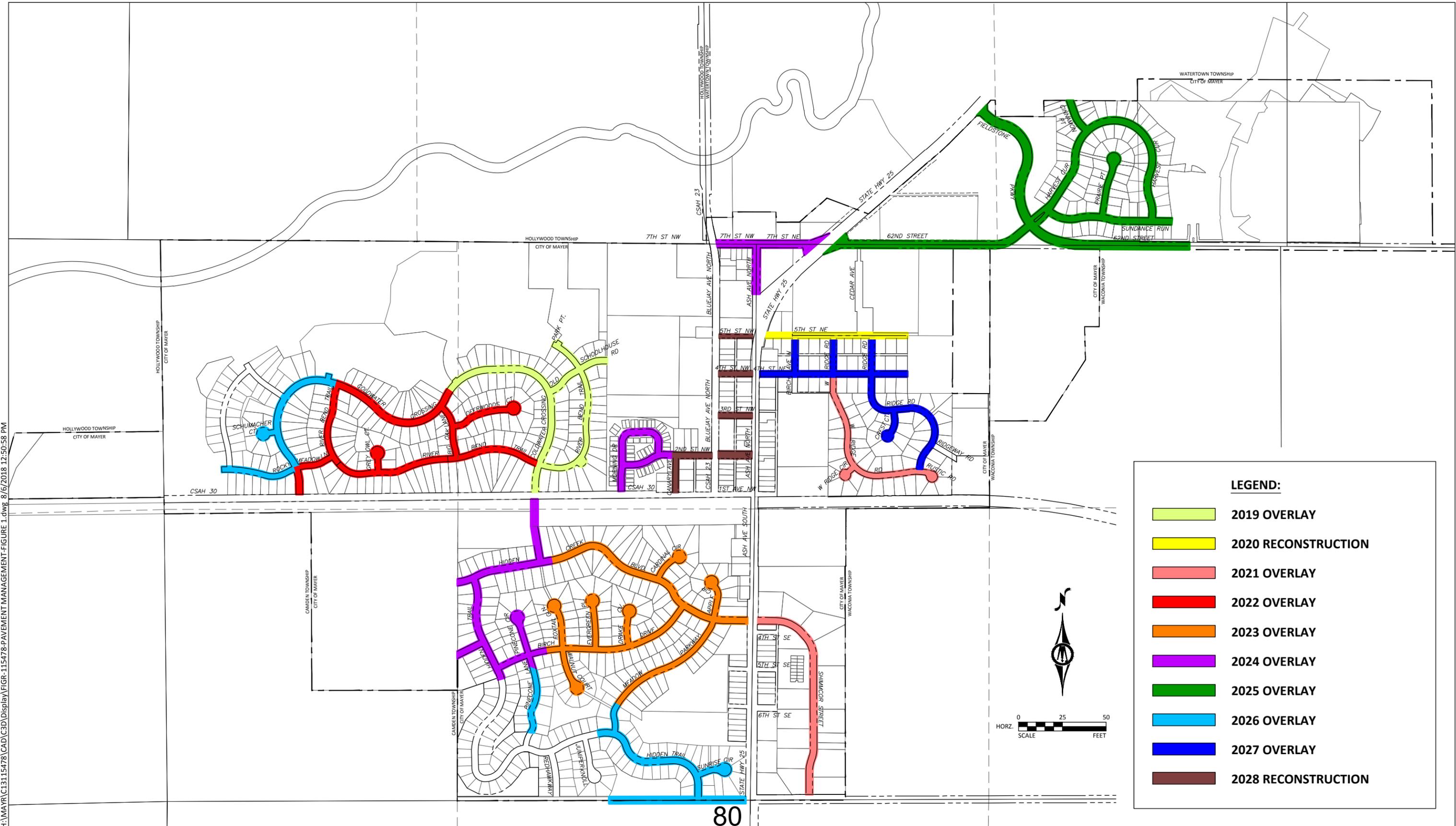
Based on the scope of services described above, we estimate a fee of **\$17,500** to be billed on an hourly basis. Once the Construction Contract is awarded, Bolton & Menk will prepare a separate scope and fee estimate for construction phase services.

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

Sincerely,

Bolton & Menk, Inc.

David P. Martini, P.E.



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Mankato, MN 56001-5900

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August 21, 2019

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

RE: Water Treatment Facility Improvements, New Production Well, and Tower Rehabilitation

Dear Maggie:

As requested, we have prepared a scope of services and design fee estimate for improvements to the Water Treatment Facility, a new production well, and water tower rehabilitation.

We have discussed the need of Water Treatment Facility Improvements and Water System upgrades over the past few years and have submitted for funding of the improvements in preparation of the project need. The Minnesota Drinking Water Revolving Fund Intended Use Plan will be published within the next month and we anticipate Mayer will qualify for this funding source. This provides low interest loans (typically one to two percent) for a 20-year term. It would be our intention to work with the City to design the improvements, so the projects are shovel-ready when funding is available for bidding in early 2020. It is anticipated that it will take approximately one year before the improvements are completed and ready for use.

Proposed Scope of Engineering Services

To assist the City with these improvements, Bolton & Menk proposes the following scope of services:

- PFA funding coordination and application
- Design for new Well No. 3 and raw watermain
- Specifications for rehabilitation of Well No. 1
- Design of third filter cell, high service pump replacement, chlorination system replacement
- Electrical design of new Well No. 3 and Water Treatment Facility improvements
- Specifications for Tower No. 2 exterior painting as a separate project
- Review meetings and modifications with City staff
- Modifications and preparation of final plans and specifications for contract documents
- Bidding services including the bid evaluation provided to council

Schedule

As this project continues to move forward, there are several dates that would be met to get this project ready for funding. The following is a critical path below as a guide to these key dates.

September 2019	<ul style="list-style-type: none"> Authorization of engineering for water treatment facility design, well improvements design, tower specifications, and bidding
September 2019 – January 2020	<ul style="list-style-type: none"> Prepare DWRF application Preliminary and Final Design work
February 2020	<ul style="list-style-type: none"> Review partial design of improvements with City staff
February – April 2020	<ul style="list-style-type: none"> Final design of water treatment facility improvements and tower, and preparation of bidding documents
February 2020	<ul style="list-style-type: none"> Submit plans and specifications to Minnesota Department of Health (MDH)
April 2020	<ul style="list-style-type: none"> MDH approval and comments back to City Council approval of water treatment facility improvements and tower and authorization to bid
April/May 2020	<ul style="list-style-type: none"> Bid water treatment facility and well improvements and tower rehabilitation
May 2020	<ul style="list-style-type: none"> Finalize all funding Award water treatment facility improvements Lock-in PFA interest rate and reimbursement of costs to date
April 2020 – June 2021	<ul style="list-style-type: none"> Construction
Summer 2021	<ul style="list-style-type: none"> Final project closeout

Fee Estimate

Completing both the treatment facility improvements, well improvements, and tower rehabilitation at the same time, will provide some economy of scale with regards to meetings and other similar work. Based on the scope of services shown above, we estimate a fee **131,200** to be billed on an hourly basis. A breakdown of the estimated hours and associated costs for the major engineering work tasks is as follows:

Task 1 – Site Work		\$27,500
	<ul style="list-style-type: none"> Well Siting 	
	<ul style="list-style-type: none"> Survey Work 	
	<ul style="list-style-type: none"> Final Site Layout and Piping Plan 	
	<ul style="list-style-type: none"> Grading and Storm Water Plan 	
Task 2 – DWRF (Both Projects)		\$4,500
	<ul style="list-style-type: none"> PFA Loan Applications and Data Collection 	

Task 3 – Final Design – WTF (Submitted to MDH)		
	• Final Design and Preparation of Contract Documents	\$67,200
	- Filter Cell No. 3	
	- High Service Pump Replacement	
	- Chlorination System Replacement	
	- Electrical Engineering	
	• Review Meeting(s)	
	• Final Contract Documents with Comment Incorporation	
Task 4 – Bidding Services – WTF (Receiving Bids)		\$5,000
	• Bidding Services	
TOTAL WTF / WELL DESIGN FEE		\$104,200
Task 6 – Tower Final Design		\$23,500
	• Final Contract Documents	
	• Submittal to MDH	
Task 7 – Bidding Tower (Bids Received)		\$3,500
TOTAL TOWER DESIGN FEE		\$27,000

Once the construction Contract is awarded, Bolton & Menk will prepare a separate scope and fee estimate for construction phase services.

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

Sincerely,

Bolton & Menk, Inc.



David Martini, P.E.

Principal Engineer

**CITY OF MAYER
PERSONNEL
AUGUST 12, 2019 @ 5:00 P.M.
CITY HALL COUNCIL CHAMBERS**

AGENDA

1. Open Meeting

The meeting was opened at 5:00 p.m. Those present were City Administrator, Margaret McCallum and Mayor, Mike Dodge and Vice-Mayor, Erick Boder.

Also present: Rod Maetzold, Fire Chief and Andy Maetzold, Fire Chief 2.

2. Minutes

A. February 11, 2019 Meeting Minutes were approved.

3. Business

A. Fire Department Policy Manual and Standard Operating Procedures.

The Personnel Committee reviewed the Fire Department Policy Manual and Standard Operating Procedures for the Fire Department and offered recommendations, changes and additions to the document.

McCallum said the goal of reviewing the documents is to bring them current and up to date to reflect the current structure and goals of the department.

One focus that the Committee focused on was the appointment of officers and the process. McCallum said she would look further into writing language that reflected a committee of the Fire Department Liaison, the City Administrator, the Fire Chief and Chief 2.

The Committee talked about have a central location for employee files at City Hall.

The Committee talked about annual reviews for all fire personnel and providing retention and coaching guidance.

B. City Planner Discussion

McCallum provided information on the contract that the City holds with Municipal Development Group for City Planning Services. She informed that the City budget about \$6,500 a year for general planning services.

She explained that the City of Watertown also contracts with an organization for their City Planning services.

The Committee discussed future growth of the City and whether the City would benefit from having the City Planner in the office for designated hours every so often.

McCallum said she would talk with the City Planner about offices hours.

4. The meeting was adjourned at 5:57 p.m.

DRAFT

CITY OF MAYER
REGULAR MEETING – PARKS AND RECREATION COMMISSION
AUGUST 13, 2019 @ 6:30 P.M.
CITY HALL COUNCIL CHAMBERS

1. Call to Order

The meeting was called to order at 6:30 p.m.

Those present were Park Commissioners, Mike Wegner, Troy Congdon, Alisa Johnson, and Nikki McNeilly. Also present was City Administrator, Margaret McCallum.

Absent: None.

Also present: Mayor, Mike Dodge.

2. Approve Agenda

Congdon moved to add “Baseball Batting Cage” to the agenda.

Johnson moved to add “Resignation from the Park Commission” to the agenda.

Johnson moved to approve the agenda as amended with the additions. McNeilly Seconded. Motion passed 3-0.

3. Minutes

July 15, 2019 Park and Recreation Commission – Visioning Session Minutes

McNeilly moved to approve the July 15, 2019 Park and Recreation Commission – Visioning Session Minutes. Congdon Seconded. Motion passed 2-0-1 (Johnson abstained).

Wegner entered the meeting at 6:36 p.m.

4. Business

A. Park Commission Trail Clean Up – Set the Date

The Commission performs a trail clean up of an adopted section of the regional trail twice a year. The Commission decided on September 8, 2019 at 1:00 p.m. for the fall trail clean up event.

B. 5 year Capital Improvement Plan

McCallum informed that she is working on a 5 year plan for all departments of the City including the Park Commission. She presented a current draft copy of the plan. She asked the Commission for input and changes.

The Commission went into great detail on shifting projects around and the prioritization of certain projects.

The Commission discussed do memorial benches at the parks and advertising for them.

McCallum said that she would take into consideration all the comments by the Commission and update the document and present it again at the next meeting for further review.

C. Baseball Batting Cage (added)

Congdon suggested that the Park Commission look into a batting cage either for outside at the baseball fields or inside at the Community Center. He informed that he has had several conversations with residents about the addition. He said it could also help with marketing the fields for use now that the fences are installed.

The Commission agreed to look into this further.

D. Alisa Johnson resignation from the Park Commission (added)

Johnson put in her formal resignation from the Park Commission.

5. Staff Updates

A. Park Commission Vacancy Update

McCallum informed that she put out a notification for a vacancy on the Park Commission. She said she received two applications. She explained that with Johnson's resignation, that there would now be two vacancies.

The Commission decided to host a "meet and greet" and the September Park Commission meeting for the two new commissioners.

B. Ice Rink Lights – Old School House Park

McCallum informed that the Public Works Department installed the concrete bases for the light poles for the ice skating rink at Old School House Park. She stated that the electrical work will be completed in the next week or so.

C. Old School House Park Bathrooms

McCallum informed that she has been working with Oleson Architects on a new more affordable option for the Old School House Park Bathrooms.

D. Park Signs Update – MnDOT

McCallum informed that she was able to get in contract with MnDOT regarding the Park Signs that the Commission would like to install on Highway 25. She said she continues to work on this.

E. West Ridge Parking Lot Update

McCallum stated that at the August 12, 2019 City Council meeting, the Council approved the West Ridge Parking lot bid from Valley Paving in the amount of about \$68,000. The parking lot will be installed this year.

The Commission decided on two handicap parking spaces.

6. Adjournment

McNeilly moved to adjourn the meeting at 7:35 p.m, Johnson seconded. Motion passed 4-0.