



**CITY OF MAYER
REGULAR CITY COUNCIL MEETING
CITY COUNCIL CHAMBERS
MONDAY, JANUARY 8, 2017
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. November 14, 2017 Park Commission Minutes
 2. December 5, 2017 Planning Commission Minutes
 3. December 11, 2017 City Council Minutes
 4. December 11, 2017 City Council Workshop Minutes
 - B. Claims
 1. December – End of year
 2. January
 - C. Check Summary
 1. October
 2. November
 - D. Resolution 1-8-18-1 Gambling Exemption for Watertown Rod and Gun Club
 - E. Resolution 1-8-18-2 Hidden Creek Development – Accepting Public Improvements
 - F. 2018 Liquor Licenses
 - G. Reports
 1. Fire Department Monthly Report – December 2017
 2. Carver County Sheriff’s Department – November 2017
- 6. Reports and Recommendations of City Departments, Consultants, Commissions and Committees**
 - A. Administrative
 1. Solar Garden Presentation
 2. Utility Rates Information and Discussion
 3. Compensation Study – David Drown Associates

4. 2018 Fee Schedule – Ordinance 217
5. 2018 Recycling/Composting Grant
6. Resolution 1-8-18-3 - 2018 City Annual Appointments

7. City Council Reports

8. Other Business

9. Upcoming Meetings & Events

Park Commission Meeting – January 9, 2018 @ 6:30 p.m. at the Community Center

Martin Luther King Day – January 15, 2018 – Offices Closed

City Council Meeting – January 22, 2018 @ 6:30 p.m. at the Community Center

EDA Meeting – January 23, 2018 @ 6:30 p.m. at the Community Center

Planning Commission Meeting – February 6, 2018 @ 6:30 p.m.

10. For Your Information

11. Adjournment

**CITY OF MAYER
REGULAR MEETING – PARKS AND RECREATION COMMISSION
TUESDAY, NOVEMBER 14, 2017 @ 6:30 P.M.
CITY HALL COUNCIL CHAMBERS**

AGENDA

1. Call to Order

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

Those present were Park Commissioners, Alisa Johnson, Troy Congdon, Mike Wegner, and Elizabeth Butterfield. Also present was public works Kyle Kuntz, and City Administrator, Margaret McCallum.

Also present: None.

2. Approve Agenda

Butterfield asked to add “Christmas Tree” to the agenda.

Wegner asked that the Lions Club be a part of the Christmas Tree discussion.

Wegner moved to adopt the agenda as amended. Congdon seconded. Motion passed 4-0.

3. Minutes

A. September 12, 2017 Minutes

B. October 10, 2017 Minutes

Congdon moved to approve the September 12, 2017 and the October 10, 2017 meeting minutes. Butterfield seconded. Motion passed 4-0.

4. Business

A. Park Commission Position Update

McCallum informed that at the last meeting, the Park Commission asked that staff post for the Park Commission position. She said that it was posted on Social Media and the website and the City did not receive any applications.

She mentioned that there was an applicant a few months ago that applied and that she could reach out to them to see if they are still interested.

Butterfield suggested that it come to the Park Commission in December with interview questions. Johnson asked that staff make sure that there is not a conflict of interest with the interested applicant's current position.

B. Ice Rink Update

Kuntz informed that the ice rink could not be completed this year in the location that the Commission wants it in Old School House Park. He said that some grading needs to be completed in order for it to work. He stated that the Public Works Department would be able to do the grading and drain tile install work next year and that the rink could then be done next year. Kuntz said that grass would then be planted and the water could then be flooded in that designated space. He suggested waiting for rink boards for future years. He said that they could start working on it in January or February. He said he could put costs together and present it to the Council.

C. Christmas Tree

Butterfield informed that residents would like to see a Christmas Tree in one of the parks. She mentioned other surrounding cities that do a tree in their parks. She suggested Old School House Park. She said that it would be a nice community event.

Wegner said that the Lions want to help out with the Christmas Tree and a ceremony. He said that they would like to provide lights or something else that would support the event.

Butterfield suggested that Public Works research a good tree to plant in the park for the Christmas Tree.

5. Staff Reports/Comments

McCallum informed that the gaga pit was delivered to City Hall. Kuntz said that he still needs to purchase the boards.

McCallum said that she would be meeting with the Athletic Director from the High School to see what the City could do to support the school's sports and keep things local.

6. Commissioner Reports/Comments

Butterfield asked the Commission about when they should host the Christmas Movie and what movie to show.

Butterfield moved to have the movie on Sunday, December 17, 2017 at 3:00 p.m. showing the Muppet's Christmas Carol. Congdon seconded. Motion passed 4-0.

Wegner said that he would check to see if the Lions would provide beverages or snacks.

Johnson asked about rescheduling the trail cleanup as it needs to be done twice a year. McCallum said that staff would go to the site to check and see how much work needs to be done. She said she would report back.

7. Adjournment

Butterfield moved to adjourn the meeting at 7:35 p.m. Wegner seconded. Motion passed 4-0.

City of Mayer
Planning Commission
Meeting Minutes
Tuesday, December 5, 2017

Commission Members Present: Chairperson Tom Stifter, and Commissioners Les Hahn, Barney Johnson, Rod Maetzold and Don Wachholz. Commissioner Patty Lanting arrived at 6:40 PM.

Commission Members Absent: Council Liaison Erick Boder.

Others Present: None.

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

CALL MEETING TO ORDER.

Meeting called to order at 6:32 PM by Chairperson Stifter.

ADOPT AGENDA.

A motion to approve the agenda was made by Commissioner Wachholz and seconded by Commissioner Maetzold. Motion carried 5/0.

APPROVAL OF MINUTES.

A motion to approve the November 7, 2017 Planning Commission minutes was made by Commissioner Maetzold and seconded by Commissioner Wachholz. Motion carried 5/0.

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

At 6:34 PM Chairperson Stifter continued the public hearing.

Planning Consultant Anderson presented the text amendment and went through the draft text. Planning Consultant Anderson stated that the text amendment was regarding the parking of recreational vehicles on yard space and definitions and new text were being added to the zoning ordinance in regards to this.

Commissioner Hahn asked about definitions for pervious surface and semi-pervious surfaces.

Planning Consultant Anderson stated that those definitions could be added but that they are different definitions than the new definitions regarding improved surface, semi-improved surface and unimproved surfaces.

Commissioner Hahn brought up the question of whether or not someone could park a motor vehicle that is for sale on the front yard.

Planning Consultant Anderson stated that the proposed text in front of the Planning Commission would not allow for a motor vehicle or recreational vehicle and equipment to be parked on grass. Planning Consultant Anderson stated that if the Planning Commission would like they could make a recommendation to allow for parking of one vehicle on the front yard and allow for parking of vehicles on grass in the rear yard and a semi-improved surface on the side yard.

Planning Consultant Anderson stated that semi-improved surfaces would include gravel and class 5.

Further discussion on the proposed text ensued.

At 7:39 Chairperson Stifter closed the public hearing.

Planning Consultant Anderson stated if the Planning Commission would like they could table the text amendment until the January meeting and have staff prepare changes to the proposed text for review at that meeting. Planning Consultant Anderson stated he would amend the text to allow for the parking of one vehicle on the front yard landscaped area, for two motor vehicles and recreational vehicles and equipment on landscaped areas in the rear yard and for the parking of motor vehicles and recreational vehicles and equipment on a area in size as defined in the proposed text for the side yard.

A motion to table the text amendment to the January 2, 2017 meeting was made by Commissioner Hahn and seconded by Commissioner Johnson. Motion carried 6/0.

DISCUSSION ON THE PERMITTED, CONDITIONAL AND INTERIM USES IN THE C-1 GENERAL COMMERCE DISTRICT AND C/I COMMERCIAL/INDUSTRIAL DISTRICT.

At 7:48 PM Planning Consultant Anderson presented the information and stated that the planning memo includes the permitted, conditional and interim uses in the C-1 General Commerce District and the C/I Commercial/Industrial District and that examples of these uses are also included from some neighboring communities to Mayer. Planning Consultant Anderson stated if the Planning Commission had any questions they could ask them but that the planning memo was more informational in nature. Planning Consultant Anderson stated that he would prepare a public hearing notice to amend the uses within the C-1 General Commerce and the C/I Commercial/Industrial districts and prepare the draft text to be reviewed at a public hearing at the January 2, 2018 Planning Commission meeting.

UPDATE ON THE 2018 COMPREHENSIVE PLAN UPDATE.

At 7:56 PM Planning Consultant Anderson stated that the final versions of the park maps were included for review and that any further review of the chapters would take place in January.

NEXT MEETING.

Next scheduled meeting is Tuesday, January 2, 2018.

COMMISSIONERS REPORT.

None.

ADJOURNMENT.

A motion was made by Commissioner Johnson and seconded by Commissioner Hahn to adjourn the meeting at 7:58 PM. Motion carried 6/0.

MAYER CITY COUNCIL MEETING MINUTES – DECEMBER 11, 2017

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

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

ABSENT: None

STAFF: City Administrator McCallum, Public Works Kuntz, City Engineer Dave Martini, Deputy Clerk Gildemeister, and Waste Water Treatment Facility Contractor Greg Kluver

ALSO PRESENT: Ivan Raconteur

The meeting was opened with the Pledge of Allegiance.

APPROVE AGENDA

A MOTION was made by Council Member Stieve-McPadden with a second by Council Member Butterfield to approve the agenda with the addition of Bio Solids contract with Lester Prairie. Motion Carried 5/0

PUBLIC COMMENT

None

APPROVE CONSENT AGENDA

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

1. Approve the Minutes of the November 27, 2017 Personnel Committee Meeting.
2. Approve the Minutes of the November 27, 2017 Regular Council Meeting.
3. Approve the Minutes of the November 27, 2017 Council Workshop Meeting.
4. Approve the Minutes of the November 28, 2017 City Council Budget Workshop Meeting.
5. Approve the Minutes of the December 4, 2017 Personnel Committee Meeting.
6. Approve Additional Claims for the month ending November 2017.
7. Approve Claims for the Month of December 2017.
8. Acknowledge Fire Department Report for month ending November, 2017.
9. Acknowledge City Administrator Report for December 1 to 11, 2017.
10. Acknowledge City Engineer Report of activities from October 20 to December 11, 2017.
11. Approve Request to Reduce Letter of Credit for Hidden Creek 7th Addition.

PUBLIC HEARING 6:44 pm

1. **Public Hearing for Truth in Taxation** – A MOTION to open the Public Hearing at 6:44 pm was made by Council Member Butterfield and seconded by Council Member McNeilly. Motion carried 5/0. There was no one in attendance for the Public Hearing. The Public Hearing was closed at 6:45 pm. A MOTION to close the Public Hearing and reconvene the Regular Council Meeting was made by Council Member Stieve-McPadden and seconded by Council Member McNeilly. Motion carried 5/0. City Administrator McCallum gave an overview presentation highlighting the 2018 budget and tax levy. The City originally certified to the County \$1,016,226.00 as the preliminary levy carrying a tax rate of 52.0%. The levy has been updated and \$985,873.00 was certified to the County for a tax rate of 50.5%. The difference in City tax rates will result in a 1.5% tax rate reduction from last year.

CITY ADMINISTRATOR

1. **Approve Resolution 12-11-17-39 General Fund Budget for 2018** - A MOTION to Approve Resolution 12-11-17-39 General Fund Budget for 2018 was made by Council Member Boder and seconded by Council Member Butterfield. Council affirmed that the 2018 General Fund Budget shows a \$30,000 decrease from the preliminary budget. Motion Carried 5/0.
2. **Approve Resolution 12-11-17-40 Final Levy for 2018** – A MOTION was made by Council Member Boder and seconded by Council Member Butterfield to Approve Resolution 12-11-17-40 Final Levy for 2018. Motion Carried 5/0
3. **Approve Enterprise Budget** – A MOTION to Approve Enterprise Budget was made by Council Member McNeilly and seconded by Council Member Stieve-McPadden. Motion carried 5/0.
4. **Approve Resolution 12-11-17-41 Water and Sewer Rates for 2018** – A MOTION to Approve Resolution 12-11-17-41 Water and Sewer Rates for 2018 was made by Council Member McNeilly and seconded by Council Member Stieve-McPadden. Motion carried 5/0.
A second MOTION to Approve proposed rate increases in water and sewer rates for 2018 was made by Council Member McNeilly and seconded by Council Member Boder. After discussion and review of current rate study, Council agreed to keep water and sewer rates the same with no increase at this time. Motion failed 5/0.
5. **Approve RFP for City Attorney** – A MOTION to Approve RFP for City Attorney with changes to language was made by Council Member Butterfield and seconded by Council Member Boder. Motion Carried 5/0
6. **Approve Proposal for Investments** – Ehlers requests approval of Investment Advisory Agreement. A MOTION to Approve Proposal for Investment was made by Council Member Stieve-McPadden and seconded by Council Member Butterfield. Mayer Dodge asked Staff to clarify if payment to Ehlers would come out of City accounts or out of investment fund. Motion carried 5/0.
7. **Approve Auditor Fees for 2017 Audit with Abdo, Eick, and Meyer** – A MOTION to Approve Auditor Fees for 2017 Audit with Abdo, Eick, and Meyer was made by Council Member McNeilly and seconded by Council Member Boder. Council Member Butterfield asks Staff to clarify that Abdo, Eick, and Meyer does not charge for long term investments. Motion carried 5/0.
8. **Approve Resolution 12-11-17-42 Election Polling Location Designation** – A MOTION to Approve City of Mayer Community Center as the designated polling location for 2018 was made by Council Member Stieve-McPadden and seconded by Council Member Butterfield. Motion carried 5/0.
9. **Approve Contract for Planning Services for 2018** – A MOTION to Approve Contract with Municipal Development Group for Planning Services for 2018 with a rate increase from \$85.00 per hour to \$90.00 per hour was made by Council Member McNeilly and seconded by Council Member Stieve-McPadden. Council Member Stieve-McPadden asked Staff to contact Municipal Development Group and ask if an associate planner is available to review smaller projects and permits at a lower fee rate. Motion carried 5/0.

10. **Approve Agreement to Accept Bio-Solids** – A MOTION to Approve Agreement with Lester Prairie to Accept Bio-Solids with a 2 cent per gallon increase for hauling to digester was made by Council Member Butterfield and seconded by Council Member McNeilly. Motion carried 5/0.

FIRE DEPARTMENT

1. **Appointment Process Update** – Mayor Dodge informed the Council of the Personnel Committee’s motion to continue with the previous process of appointing a Fire Chief and Assistant Fire Chief. A MOTION was made by Council Member Boder and seconded by Council Member McNeilly to Accept the Personnel Committee Motion to continue with Fire Department Chief and Assistant Chief Appointment process. Motion carried 5/0.
2. **Approve Officer Appointments for 2018** – A MOTION to Approve Officer Appointments with the Addition of Chief 2 was made by Council Member Stieve-McPadden and seconded by Council Member Butterfield. Motion carried 5/0.
3. **Approve Resolution 12-11-17-43 Appointment of Daniel Lee to the Mayer Fire Department** – A MOTION was made by Council Member Stieve-McPadden to Approve Resolution 12-11-17-43 Appointment of Daniel Lee to the Mayer Fire Department and seconded by Council Member Butterfield. Motion carried 5/0.

PUBLIC WORKS

1. **Approve Bid for Make Up Air Replacement for Clarifier Building at WWTF** – Greg Kluver, WWTF Contractor, presented two bids received for replacing Make Up Air unit in the Clarifier building. Staff recommended acceptance of the bid from Owens Air Conditioning & Heating in the amount of \$14,100 for the removal and disposal of existing unit and installation of a new *CaptiveAire* indirect fired furnace and duct connections. A MOTION to Approve Bid from Owens Air Conditioning & Heating in the amount of \$14,100 for Make Up Air Replacement for WWTF Clarifying Building was made by Council Member Butterfield and seconded by Council member McNeilly. Motion carried 5/0.

PERSONNEL COMMITTEE

- Mayor Dodge informed the Council that there was discussion on implementing Sexual Harassment Training for Staff.

COUNCIL REPORTS

- Council Member Boder informed the Council that he has been contacted by residents requesting more options for internet communications. He asked Staff to follow up with Jaguar Communication on services to the City of Mayer and to bring back for discussion at a future Work Session.
- Council Member Butterfield mentioned that Park Board is hosting a free movie at the Community Center on Sunday, December 17, 2017 at 2:00 pm. City Administrator McCallum will be overseeing the event.

OTHER BUSINESS

- None

ADJOURN

There being no further business, a MOTION was made by Council Member Stieve-McPadden and seconded by Council Member McNeilly to adjourn the meeting at 7:47 p.m. Motion Carried 5/0

Mike Dodge, Mayor

Attest: _____
Janell Gildemeister, Deputy City Clerk

DRAFT

MAYER CITY COUNCIL WORK SESSION MINUTES – DECEMBER 11, 2017

Call Work Session to order at 7:49 p.m. by Mayor Dodge.

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

ABSENT:

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

ALSO PRESENT: None

1. **Discussion on 2020 Highway 25 Project:** Council discussed what steps the City needs to take in preparing for the 2020 Highway 25 MNDot Project. As part of the early planning MNDot requests the City set up a schedule to get property owners involvement. Other considerations to discuss, are potential traffic calming options such as bump outs, bike lane, and curb and gutter from 5th Street north to the roundabout. The Council also discussed the need for the completion of the Casey’s crosswalk project. Council recommended the details be brought to the Planning Commission for discussion.

2. **Discussion on 5145 Sundance Run Water Bill:** – Nick Matheson, 5145 Sundance Run, contacted the City regarding the amount of water usage on his utility bill. After discovering that his water softener was the problem, Mr. Matheson is requesting an adjustment to his utility bill. The Council stated that the property owner is responsible for paying the utility bill but would be willing to waive late fees, and set up a payment plan if necessary.

MEETING ADJOURNED

There being no further business, the work session was adjourned at 8:20 p.m.

Mike Dodge, Mayor

Attest: _____
Janell Gildemeister, Deputy City Clerk

Payments

Current Period: December 2017

Batch Name	EOM1217 Payments	User Dollar Amt	\$39,562.29		
		Computer Dollar Amt	\$39,562.29		
			\$0.00	In Balance	
Refer	11810 TECHSTAR IT SOLUTIONS	Ck#	021210	12/4/2017	
Cash Payment	E 100-41920-312 Software Support		OFFICE 365 MIGRATION & SET UP, CARVER		\$1,085.00
			LINK FIBER CONNECT TO WWTF		
Invoice	7290		11/1/2017		
Transaction Date	12/4/2017	Security Bank	10100	Total	\$1,085.00
Refer	11811 TECHSTAR IT SOLUTIONS	Ck#	021211	12/4/2017	
Cash Payment	E 100-41920-312 Software Support		MONTHLY PHONE PYMT, SOFTWARE		\$262.00
			SUPPORT		
Invoice	7252		10/3/2017		
Transaction Date	12/4/2017	Security Bank	10100	Total	\$262.00
Refer	11835 TECHSTAR IT SOLUTIONS	Ck#	021212	12/6/2017	
Cash Payment	E 100-41920-312 Software Support		EMAIL SUPPORT		\$37.50
Invoice	7208		9/26/2017		
Transaction Date	12/6/2017	Security Bank	10100	Total	\$37.50
Refer	11837 JANELL GILDEMEISTER	Ck#	021213	12/8/2017	
Cash Payment	E 100-41400-331 Travel Expenses		TRAVEL REIMBURSEMENT FOR SEPT TO		\$80.00
			DEC 2017		
Invoice			12/8/2017		
Transaction Date	12/7/2017	Security Bank	10100	Total	\$80.00
Refer	11841 KLM ENGINEERING INC	Ck#	021240	12/12/2017	
Cash Payment	E 620-49430-400 Repairs & Maint Cont		WARRANTY ROV INSPECTION		\$2,600.00
Invoice	6490		8/23/2017		
Transaction Date	12/12/2017	Security Bank	10100	Total	\$2,600.00
Refer	11842 OWENS COMPANIES, INC.	Ck#	021241	12/13/2017	
Cash Payment	E 640-49480-500 Capital Outlay (GENERA		25% DOWN PYMT		\$3,525.00
Invoice	75895		12/11/2017		
Transaction Date	12/12/2017	Security Bank	10100	Total	\$3,525.00
Refer	11843 TECHSTAR IT SOLUTIONS	Ck#	021242	12/13/2017	
Cash Payment	E 100-41000-300 Professional Srvs		IT FOR ELECTRONIC SIGN		\$122.70
Invoice	7460		12/1/2017		
Transaction Date	12/12/2017	Security Bank	10100	Total	\$122.70
Refer	11844 IN CONTROL INC	Ck#	021243	12/13/2017	
Cash Payment	E 620-49410-400 Repairs & Maint Cont		ENGINEERING SERVICES FOR SETH HAYES		\$303.75
Invoice	17068MB01		11/6/2017		
Cash Payment	E 640-49480-404 Repairs/Maint Machinery		ENGINEERING SERVICES FOR SETH HAYES		\$303.75
Invoice	17068MB01		11/6/2017		
Transaction Date	12/12/2017	Security Bank	10100	Total	\$607.50
Refer	11845 MCLEOD COOP POWER ASSN	Ck#	004738E	12/28/2017	
Cash Payment	E 100-43160-381 Electric Utilities		CITY SIGN		\$34.87
Invoice			12/8/2017		
Transaction Date	12/12/2017	Security Bank	10100	Total	\$34.87
Refer	11846 MCLEOD COOP POWER ASSN	Ck#	004739E	12/28/2017	

Payments

Current Period: December 2017

Cash Payment	E 100-43160-381 Electric Utilities	STREET LIGHTS		\$673.75
Invoice	12/8/2017			
Transaction Date	12/12/2017	Security Bank	10100	Total \$673.75
Refer	11847 CULLIGAN - METRO	Ck# 021244	12/13/2017	
Cash Payment	E 100-42280-400 Repairs & Maint Cont	NOV-DEC PAYMENT		\$69.10
Invoice	11/30/2017			
Transaction Date	12/12/2017	Security Bank	10100	Total \$69.10
Refer	11848 ANCOM COMMUNICATIONS, INC	Ck# 021245	12/13/2017	
Cash Payment	E 100-42260-400 Repairs & Maint Cont	FD BATTERY		\$85.00
Invoice 74941	12/5/2017			
Transaction Date	12/12/2017	Security Bank	10100	Total \$85.00
Refer	11849 UFC FARM SUPPLY	Ck# 021246	12/13/2017	
Cash Payment	E 640-49480-404 Repairs/Maint Machinery	BALANCE FORWARD		\$1.59
Invoice	11/30/2017			
Transaction Date	12/12/2017	Security Bank	10100	Total \$1.59
Refer	11850 BOLTON MENK INC	Ck# 021247	12/13/2017	
Cash Payment	E 100-41000-303 Engineering Fees	2017 DEVELOPMENT REVIEW		\$780.00
Invoice 0211242	11/30/2017			
Cash Payment	E 100-41000-303 Engineering Fees	MISC ENGINEERING		\$1,138.50
Invoice 0211243	11/30/2017			
Cash Payment	G 800-20201 Coldwater Crossing	COLDWATER CROSSING 7TH ADD		\$1,754.00
Invoice 0211244	11/30/2017			
Cash Payment	G 800-20202 Hidden Creek	HIDDEN CREEK 7TH ADD		\$510.00
Invoice 0211245	11/30/2017			
Cash Payment	E 100-41000-303 Engineering Fees	SPRINT UPGRADE		\$352.00
Invoice 0211246	11/30/2017			
Transaction Date	12/12/2017	Security Bank	10100	Total \$4,534.50
Refer	11851 MAETZOLD HOMES INC	Ck# 021248	12/13/2017	
Cash Payment	G 800-20211 Landscape Escrow	355 MORNING DR		\$2,500.00
Invoice B2017-86	12/11/2017			
Cash Payment	G 800-20211 Landscape Escrow	365 MORNING DR		\$2,500.00
Invoice B2017-87	12/11/2017			
Transaction Date	12/12/2017	Security Bank	10100	Total \$5,000.00
Refer	11852 KLUVER CONSULTING LLC	Ck# 021249	12/13/2017	
Cash Payment	E 640-49480-300 Professional Srvs	SERVICE CONTRACT FOR WWTF 12/1-15/17		\$900.00
Invoice 23-17	12/13/2017			
Transaction Date	12/13/2017	Security Bank	10100	Total \$900.00
Refer	11853 CARVERLINK	Ck# 021250	12/13/2017	
Cash Payment	E 100-41000-321 Telephone	CITY HALL		\$50.00
Invoice 1895	12/12/2017			
Cash Payment	E 100-42280-321 Telephone	FD		\$50.00
Invoice 1895	12/12/2017			
Cash Payment	E 640-49480-321 Telephone	WWTF		\$50.00
Invoice 1895	12/12/2017			
Cash Payment	E 620-49410-321 Telephone	WTP		\$50.00
Invoice 1895	12/12/2017			

Payments

Current Period: December 2017

Transaction Date	12/13/2017	Security Bank	10100	Total	\$200.00
Refer	11854 TOM GOEPFERT	Ck# 021251	12/13/2017		
Cash Payment	E 620-49440-300 Professional Srvs	ON CALL HOURS			\$50.00
Invoice	12/9/2017				
Cash Payment	E 640-49480-300 Professional Srvs	ON CALL HOURS			\$50.00
Invoice	12/10/2017				
Transaction Date	12/13/2017	Security Bank	10100	Total	\$100.00
Refer	11855 MOCHINSKI, JOAN & BOB	Ck# 021252	12/15/2017		
Cash Payment	R 620-49440-37110 Water Use Charge	5161 PRAIRIE PT			\$28.35
Invoice	12/15/2017				
Cash Payment	R 640-49490-37210 Sewer Use Charge	5161 PRAIRIE PT			\$56.70
Invoice	12/15/2017				
Transaction Date	12/15/2017	Security Bank	10100	Total	\$85.05
Refer	11856 MOBIL - EXXON/MOBIL	Ck# 021253	12/15/2017		
Cash Payment	E 100-45000-212 Motor Fuels	PARKS			\$22.86
Invoice	828260 11/14/2017				
Cash Payment	E 100-43100-212 Motor Fuels	P/W			\$24.21
Invoice					
Cash Payment	E 100-42260-212 Motor Fuels	FD			\$20.41
Invoice	828449 11/14/2017				
Cash Payment	E 100-43100-212 Motor Fuels	P/W			\$16.24
Invoice	829422 11/15/2017				
Cash Payment	E 100-42260-212 Motor Fuels	FD			\$75.60
Invoice	830827 11/16/2017				
Cash Payment	E 100-42260-212 Motor Fuels	FD			\$105.53
Invoice	838096 11/21/2017				
Cash Payment	E 100-45000-212 Motor Fuels	PARKS			\$15.35
Invoice	846997 11/28/2017				
Cash Payment	E 100-43100-212 Motor Fuels	P/W			\$76.88
Invoice	847834 11/29/2017				
Cash Payment	E 100-43100-212 Motor Fuels	P/W			\$43.52
Invoice	855585 12/5/2017				
Cash Payment	E 100-43100-212 Motor Fuels	P/W			\$73.82
Invoice	855912 12/5/2017				
Cash Payment	E 100-43100-212 Motor Fuels	P/W			\$48.40
Invoice					
Transaction Date	12/15/2017	Security Bank	10100	Total	\$522.82
Refer	11857 CAMDEN TOWNSHIP	Ck# 021262	12/26/2017		
Cash Payment	E 100-43100-400 Repairs & Maint Cont	MOWING AUG TO NOV 8 2017			\$240.00
Invoice	12/11/2017				
Transaction Date	12/15/2017	Security Bank	10100	Total	\$240.00
Refer	11858 GREATER MN COMMUNICATIONS	Ck# 021260	12/26/2017		
Cash Payment	E 100-41000-350 Print/Binding	DEC 2017 UTILITY BILLING & NEWSLETTER			\$144.00
Invoice	14675 12/15/2017				
Cash Payment	E 620-49440-350 Print/Binding	DEC 2017 UTILITY BILLING & NEWSLETTER			\$92.00
Invoice	14675 12/15/2017				
Cash Payment	E 620-49440-322 Postage	DEC 2017 UTILITY BILLING & NEWSLETTER			\$149.45
Invoice	14675 12/15/2017				

Payments

Current Period: December 2017

Cash Payment	E 640-49490-350 Print/Binding	DEC 2017 UTILITY BILLING & NEWSLETTER		\$92.00
Invoice	14675	12/15/2017		
Cash Payment	E 640-49490-322 Postage	DEC 2017 UTILITY BILLING & NEWSLETTER		\$149.45
Invoice	14675	12/15/2017		
Transaction Date	12/19/2017	Security Bank	10100	Total \$626.90
Refer	11859	JERRYS TRANSMISSION SERVICE	Ck# 021254 12/19/2017	
Cash Payment	E 100-42260-400 Repairs & Maint Cont	2017 SPAR MET STAR SERVICE		\$370.65
Invoice	29665	12/8/2017		
Transaction Date	12/19/2017	Security Bank	10100	Total \$370.65
Refer	11860	GRAINGER	Ck# 021263 12/26/2017	
Cash Payment	E 640-49490-404 Repairs/Maint Machinery	STAINLESS STEEL COUPLING,HEX BUSHING		\$300.48
Invoice	9643397129	12/13/2017		
Transaction Date	12/19/2017	Security Bank	10100	Total \$300.48
Refer	11861	CARVER COUNTY	Ck# 021255 12/19/2017	
Cash Payment	E 100-41000-301 Auditing and Acct g Servi	TRUTH IN TAXATION BILLINGS		\$744.08
Invoice	2029	12/15/2017		
Transaction Date	12/19/2017	Security Bank	10100	Total \$744.08
Refer	11862	FLOW MEASUREMENT & CONTRO	Ck# 021256 12/19/2017	
Cash Payment	E 640-49480-404 Repairs/Maint Machinery	BI-ANNUAL CALIBRATION OF FLOW METERS		\$710.00
Invoice	8207	12/7/2017		
Transaction Date	12/19/2017	Security Bank	10100	Total \$710.00
Refer	11863	MELCHERT HUBERT SJODIN, PLL	Ck# 021257 12/19/2017	
Cash Payment	E 100-41000-304 Legal Fees	EMPLOYMENT LAW MATTER-KONNOR BLETH		\$2,411.10
Invoice	135584	11/30/2017		
Transaction Date	12/19/2017	Security Bank	10100	Total \$2,411.10
Refer	11868	MN DEPARTMENT OF HEALTH	Ck# 021258 12/22/2017	
Cash Payment	E 100-45000-430 Miscellaneous (GENERA	2018 LICENSE RENEWAL OSH CONCESSION STAND		\$290.00
Invoice		12/22/2017		
Transaction Date	12/22/2017	Security Bank	10100	Total \$290.00
Refer	11869	MN DEPT OF HEALTH	Ck# 021259 12/22/2017	
Cash Payment	E 620-49420-430 Miscellaneous (GENERA	4TH QTR COMMUNITY WATER SUPPLY CONNECTION FEE		\$1,343.00
Invoice				
Transaction Date	12/22/2017	Security Bank	10100	Total \$1,343.00
Refer	11871	MN LIFE INSURANCE CO	Ck# 021261 12/26/2017	
Cash Payment	G 100-21708 Life/Disability	EMPLOYEE BENEFITS		\$32.00
Invoice	73480044	12/14/2017		
Transaction Date	12/26/2017	Security Bank	10100	Total \$32.00
Refer	11872	VISA	Ck# 021265 12/31/2017	
Cash Payment	E 100-41000-433 Dues and Subscriptions	WEBNET MONTHLY FEE		\$6.99
Invoice		11/22/2017		
Cash Payment	E 100-45000-430 Miscellaneous (GENERA	SWANK MUPPET CHRISTMAS CAROL MOVIE LICENSE		\$185.00
Invoice		12/1/2017		

Payments

Current Period: December 2017

Cash Payment	E 640-49480-404 Repairs/Maint Machinery	DECEMBER STMT 2017		\$287.84
Invoice				
Transaction Date	12/26/2017	Security Bank	10100	Total \$479.83
Refer	11873 MCCALLUM, MARGARET	Ck# 021264	12/26/2017	
Cash Payment	E 100-41000-810 Refunds/Reimbursement	REIMBURSEMENT FOR J.VOLLMER		\$69.18
Invoice		FUNERAL FLOWERS		
Invoice	12/26/2017			
Transaction Date	12/26/2017	Security Bank	10100	Total \$69.18
Refer	11874 PREFERRED ONE INS CO	Ck# 021296	1/3/2018	
Cash Payment	G 100-21706 Hospitalization/Medical Ins	EMPLOYEE BENEFITS		\$5,849.80
Invoice	173530000058	12/19/2017		
Transaction Date	1/3/2018	Security Bank	10100	Total \$5,849.80
Refer	11875 GREATER MN COMMUNICATIONS	Ck# 021297	1/3/2018	
Cash Payment	E 620-49440-322 Postage	NOV UTILITY BILLING		\$44.27
Invoice	14431	11/16/2017		
Cash Payment	E 640-49490-322 Postage	NOV UTILITY BILLING		\$44.27
Invoice	14431	11/16/2017		
Cash Payment	E 620-49440-350 Print/Binding	NOV UTILITY BILLING		\$200.00
Invoice	14431	11/16/2017		
Cash Payment	E 640-49490-350 Print/Binding	NOV UTILITY BILLING		\$200.00
Invoice	14431	11/16/2017		
Transaction Date	1/3/2018	Security Bank	10100	Total \$488.54
Refer	11876 GOPHER STATE ONE-CALL INC	Ck# 021298	1/3/2018	
Cash Payment	E 620-49440-355 Gopher State Locates	LOCATES X 12		\$8.10
Invoice	7120558	12/31/2017		
Cash Payment	E 640-49490-355 Gopher State Locates	LOCATES X 12		\$8.10
Invoice	7120558	12/31/2017		
Transaction Date	1/3/2018	Security Bank	10100	Total \$16.20
Refer	11877 KLUVER CONSULTING LLC	Ck# 021299	1/3/2018	
Cash Payment	E 640-49480-300 Professional Srvs	SERVICE CONTRACT WWTF 12/16-31/17		\$900.00
Invoice	24-17	12/27/2017		
Transaction Date	1/3/2018	Security Bank	10100	Total \$900.00
Refer	11878 DAWN CLEMENSEN	Ck# 021300	1/3/2018	
Cash Payment	E 100-41940-300 Professional Srvs	CUSTODIAL SERVICES FOR DEC 2017		\$375.00
Invoice	1-1-2018	1/3/2018		
Transaction Date	1/3/2018	Security Bank	10100	Total \$375.00
Refer	11879 METRO WEST INSPECTION SERVI	Ck# 021301	1/3/2018	
Cash Payment	E 100-42400-300 Professional Srvs	FINALED PERMITS FOR NOV 2017		\$1,434.35
Invoice	1338	12/27/2017		
Transaction Date	1/3/2018	Security Bank	10100	Total \$1,434.35
Refer	11880 CUSTOMIZED FIRE RESCUE TRAI	Ck# 021302	1/3/2018	
Cash Payment	E 100-42200-208 Training and Instruction	NFPA COURSE		\$1,057.80
Invoice	1185	12/27/2017		
Transaction Date	1/3/2018	Security Bank	10100	Total \$1,057.80
Refer	11881 TECHSTAR IT SOLUTIONS	Ck# 021303	1/3/2018	

Payments

Current Period: December 2017

Cash Payment	E 100-41940-400 Repairs & Maint Cont	OFFICE 365			\$60.00
Invoice	7434	12/1/2017			
Cash Payment	E 100-41920-312 Software Support	3CX PHONE			\$262.00
Invoice	7421	12/1/2017			
Transaction Date	1/3/2018	Security Bank	10100	Total	\$322.00
Refer	11882 OWENS COMPANIES, INC.	Ck# 021304	1/3/2018		
Cash Payment	E 640-49480-404 Repairs/Maint Machinery	FALL INSPECTION			\$300.00
Invoice	75696	12/8/2017			
Transaction Date	1/3/2018	Security Bank	10100	Total	\$300.00
Refer	11883 LEAGUE OF MINNESOTA CITIES	Ck# 021305	1/3/2018		
Cash Payment	E 640-49490-208 Training and Instruction	LMCIT/MMUA REGIONAL SAFETY GROUP TRAINING			\$168.75
Invoice	266697	12/22/2017			
Cash Payment	E 620-49440-208 Training and Instruction	LMCIT/MMUA REGIONAL SAFETY GROUP TRAINING			\$168.75
Invoice	266697	12/22/2017			
Cash Payment	E 100-43100-208 Training and Instruction	LMCIT/MMUA REGIONAL SAFETY GROUP TRAINING			\$337.50
Invoice	266697	12/22/2017			
Transaction Date	1/3/2018	Security Bank	10100	Total	\$675.00

Fund Summary

	10100 Security Bank	
100 GENERAL FUND		\$19,212.69
620 WATER FUND		\$5,037.67
640 SEWER FUND		\$8,047.93
800 ESCROW FUND		\$7,264.00
		<u>\$39,562.29</u>

Pre-Written Checks	\$39,562.29
Checks to be Generated by the Computer	\$0.00
Total	<u>\$39,562.29</u>

***Check Reconciliation©**

Security Bank

10100 CASH

October 2017

Account Summary

Beginning Balance on 10/1/2017	\$1,227,554.38	Cleared	\$1,241,675.94
+ Receipts/Deposits	\$180,336.04	Statement	\$1,241,675.94
- Payments (Checks and Withdrawals)	\$166,214.48	Difference	\$0.00
Ending Balance as of 10/31/2017	\$1,241,675.94		

Check Book Balance

Active	G 100-10100	GENERAL FUND	\$601,915.58
Active	G 210-10100	FIRE TRUCK FUND	\$150,097.59
Active	G 212-10100	FIRE DEPT GRANTS&CON	\$27,246.31
Active	G 215-10100	FIR DEPT FEMA GRANT	-\$9,845.24
Active	G 220-10100	PARK IMPROVEMENT FUN	\$309,655.80
Active	G 222-10100	OLD SCHOOLHOUSE PAR	\$5,420.89
Active	G 225-10100	EDA	\$19,643.87
Active	G 230-10100	CITY CELEBRATION	\$0.46
Active	G 231-10100	RISING ARTISTS FESTIVA	\$0.25
Active	G 301-10100	GO W/S 2001 REVENUE B	\$0.00
Active	G 302-10100	GO W/S 2003 REVENUE B	\$0.00
Active	G 303-10100	GO IMPROVEMENT BOND	\$0.00
Active	G 304-10100	GO WATER/SEWER BOND	\$0.00
Active	G 325-10100	HWY 25/2007 ST BOND	\$337,503.18
Active	G 330-10100	DEBT SERVICE FOR 2007	\$0.00
Active	G 350-10100	2015 FIRE TRUCK BOND	\$10,932.58
Active	G 360-10100	SPECIAL ASSESSMENTS	\$0.06
Active	G 361-10100	2007A REFUNDING	\$0.00
Active	G 400-10100	70TH STREET IMPROV FU	\$42,733.79
Active	G 405-10100	STREET IMPROVEMENT F	\$68,101.67
Active	G 410-10100	COMM CTR CAPITOL OUT	\$24,089.59
Active	G 425-10100	HWY 25 PROJECT 2006	\$0.16
Active	G 430-10100	2007 STREET CONST PRO	\$0.38
Active	G 435-10100	CAPITAL PROJECTS	\$813,439.72
Active	G 440-10100	ROUNDAABOUT PROJECT	\$4.00
Active	G 460-10100	W RIDGE RD/7TH ST CAP I	\$0.00
Active	G 620-10100	WATER FUND	\$1,125,026.86
Active	G 640-10100	SEWER FUND	\$1,797,233.07
Active	G 650-10100	STORM WATER FUND	\$46,144.61
Active	G 700-10100	INVESTMENT FUND	-\$4,118,245.86
Active	G 800-10100	ESCROW FUND	-\$20,329.10
		Cash Balance	\$1,230,770.22

***Check Reconciliation©**

Security Bank

10100 CASH

November 2017

Account Summary

Beginning Balance on 11/1/2017	\$1,241,675.94	Cleared	\$798,855.69
+ Receipts/Deposits	\$142,667.14	Statement	\$798,855.69
- Payments (Checks and Withdrawals)	\$585,487.39	Difference	\$0.00
Ending Balance as of 11/30/2017	\$798,855.69		

Check Book Balance

Active	G 100-10100	GENERAL FUND	\$502,073.63
Active	G 210-10100	FIRE TRUCK FUND	\$150,097.59
Active	G 212-10100	FIRE DEPT GRANTS&CON	\$27,246.31
Active	G 215-10100	FIR DEPT FEMA GRANT	-\$9,845.24
Active	G 220-10100	PARK IMPROVEMENT FUN	\$309,655.80
Active	G 222-10100	OLD SCHOOLHOUSE PAR	\$5,420.89
Active	G 225-10100	EDA	\$19,643.87
Active	G 230-10100	CITY CELEBRATION	\$0.46
Active	G 231-10100	RISING ARTISTS FESTIVA	\$0.25
Active	G 301-10100	GO W/S 2001 REVENUE B	\$0.00
Active	G 302-10100	GO W/S 2003 REVENUE B	\$0.00
Active	G 303-10100	GO IMPROVEMENT BOND	\$0.00
Active	G 304-10100	GO WATER/SEWER BOND	\$0.00
Active	G 325-10100	HWY 25/2007 ST BOND	\$337,503.18
Active	G 330-10100	DEBT SERVICE FOR 2007	\$0.00
Active	G 350-10100	2015 FIRE TRUCK BOND	\$10,932.58
Active	G 360-10100	SPECIAL ASSESSMENTS	\$0.06
Active	G 361-10100	2007A REFUNDING	\$0.00
Active	G 400-10100	70TH STREET IMPROV FU	\$42,733.79
Active	G 405-10100	STREET IMPROVEMENT F	\$68,101.67
Active	G 410-10100	COMM CTR CAPITOL OUT	\$24,089.59
Active	G 425-10100	HWY 25 PROJECT 2006	\$0.16
Active	G 430-10100	2007 STREET CONST PRO	\$0.38
Active	G 435-10100	CAPITAL PROJECTS	\$813,439.72
Active	G 440-10100	ROUNABOUT PROJECT	\$4.00
Active	G 460-10100	W RIDGE RD/7TH ST CAP I	\$0.00
Active	G 620-10100	WATER FUND	\$1,030,960.90
Active	G 640-10100	SEWER FUND	\$1,502,890.44
Active	G 650-10100	STORM WATER FUND	\$37,456.05
Active	G 700-10100	INVESTMENT FUND	-\$4,118,245.86
Active	G 800-10100	ESCROW FUND	-\$27,709.10
		Cash Balance	\$726,451.12



CITY OF MAYER
RESOLUTION 1-8-18-1
APPROVING LAWFUL GAMBLING EXEMPTION

WHEREAS, the Watertown Rod and Gun Club has applied to the Minnesota gambling control board for a lawful gambling exemption (raffle) on, at the Mayer Community Center; and

WHEREAS, the Mayer City Council has received copies of said exemption applications to the Minnesota gambling control board and has 30 days in which to present a resolution to said Minnesota gambling control board objecting to the exemption applications; and

WHEREAS, the city council approves of the exemption applications and wishes to waive the 30 day waiting period.

NOW, THEREFORE, BE IT RESOLVED, that the Mayer City Council hereby approves of the Minnesota gambling control board issuing a lawful gambling exemption to the Watertown Rod and Gun Club (raffle) on March 3, 2018 at the Mayer Community Center and does hereby waive the 30 day waiting period which it has to object to the issuance of said exemptions.

RESOLVED FURTHER, that the city clerk is hereby authorized and directed to send a copy of this resolution to the Minnesota gambling control board immediately after its passage.

Adopted by the City Council of the City of Mayer, Carver County, Minnesota, this 8th day of January 2018.

Mike Dodge, Mayor

ATTEST:

Janell Gildemeister, Deputy Clerk

MINNESOTA LAWFUL GAMBLING
LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

Application Fee (non-refundable)

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

ORGANIZATION INFORMATION

Organization Name: Watertown Rod and Gun Club Previous Gambling Permit Number: X-05174-17-009

Minnesota Tax ID Number, if any: _____ Federal Employer ID Number (FEIN), if any: _____

Mailing Address: 13380 Co. Rd. 122 Box 92

City: Watertown State: MN Zip: 55388 County: CARVER

Name of Chief Executive Officer (CEO): GAIL D. SCHUETTE

CEO Daytime Phone: 612-616-2616 CEO Email: GAIL @ GDS DESIGNBUILD.COM
(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): _____

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

Fraternal Religious Veterans Other Nonprofit Organization

Attach a copy of one of the following showing proof of nonprofit status:

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

A current calendar year Certificate of Good Standing
 Don't have a copy? Obtain this certificate from:
 MN Secretary of State, Business Services Division
 60 Empire Drive, Suite 100
 St. Paul, MN 55103
 Secretary of State website, phone numbers:
www.sos.state.mn.us
 651-296-2803, or toll free 1-877-551-6767

IRS income tax exemption (501(c)) letter in your organization's name
 Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.

IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)
 If your organization falls under a parent organization, attach copies of both of the following:
 1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
 2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Mayer Community Center

Physical Address (do not use P.O. box): 413 Blue Jay Ave.

Check one:
 City: Mayer Zip: 55360 County: CARVER
 Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): March 3, 2018

Check each type of gambling activity that your organization will conduct:

Bingo Paddlewheels Pull-Tabs Tipboards

Raffle (total value of raffle prizes awarded for the calendar year, including this raffle: \$ 2,700⁰⁰/100)

Gambling equipment for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to www.mn.gov/gcb and click on **Distributors** under the **List of Licensees** tab, or call 651-539-1900.

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)

**CITY APPROVAL
for a gambling premises
located within city limits**

The application is acknowledged with no waiting period.

The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).

The application is denied.

Print City Name: _____

Signature of City Personnel: _____

Title: _____ Date: _____

The city or county must sign before submitting application to the Gambling Control Board.

**COUNTY APPROVAL
for a gambling premises
located in a township**

The application is acknowledged with no waiting period.

The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.

The application is denied.

Print County Name: _____

Signature of County Personnel: _____

Title: _____ Date: _____

TOWNSHIP (if required by the county)
On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)

Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature: *Gail D. Schuette* Date: 1

(Signature must be CEO's signature; designee may not sign)

Print Name: GAIL SCHUETTE

REQUIREMENTS

Complete a separate application for:

- all gambling conducted on two or more consecutive days; or
- all gambling conducted on one day.

Only one application is required if one or more raffle drawings are conducted on the same day.

Financial report to be completed within 30 days after the gambling activity is done:
A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

MAIL APPLICATION AND ATTACHMENTS

Mail application with:

___ a copy of your proof of nonprofit status; and

___ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**. Make check payable to **State of Minnesota**.

To: Minnesota Gambling Control Board
1711 West County Road B, Suite 300 South
Roseville, MN 55113

Questions?
Call the Licensing Section of the Gambling Control Board at 651-539-1900.

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

This form will be made available in alternative format (i.e. large print, braille) upon request.



**RESOLUTION ACCEPTING PUBLIC IMPROVEMENTS IN HIDDEN CREEK SEVENTH (7TH) ADDITION
RESOLUTION 1-8-18-2**

WHEREAS, HC1, LLC has entered into an agreement with its contractor and various subcontractors, to install public infrastructure in Hidden Creek Seventh Addition, including but not limited to water, sanitary sewer, storm sewer, curb and gutter, streets and sidewalks; and

WHEREAS, the development agreement for Hidden Creek Seventh Addition provides a guarantee of the workmanship and materials for a period of two years following acceptance by council resolution of all improvements except for the bituminous wear course; and,

WHEREAS, All improvements with the exception of the bituminous wear and various punch list items have been substantially completed; and,

WHEREAS the City Administrator and the City Engineer, Bolton and Menk, have inspected the completed improvements and recommend that the acceptance of said public improvements by the City Council of the City of Mayer for perpetual maintenance; and,

WHEREAS, the two year guarantee on the wear course shall commence upon its installation by the Developer and the acceptance by the City.

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MAYER THAT, the work completed under said contract is hereby accepted and approved.

BE IT FURTHER RESOLVED THAT: The City hereby accepts the public improvements within Hidden Creek Seventh subject to the following requirement:

Developer's proof of two year warranty and surety bonds and required by the development agreement.

Adopted by the City Council of the City of Mayer, Carver County, Minnesota, this 8th day of January, 2018.

ATTEST:

Janell Gildemeister, Deputy City Clerk

Mike Dodge, Mayor



Request for Council Action Memorandum

Item: 2018 Liquor Licenses

Meeting Date: January 8, 2018

Presented By: Margaret McCallum, City Administrator

Recommendations/Council Action/Motion Requested:

A motion to approve the liquor licenses for 2018 for the time period of March 1, 2018 – February 28, 2019.

Details:

Heldt's Bar – Off Sale, On Sale and Sunday

Mayer Wine and Spirits – Off Sale

Knuckleheads – Off Sale, On Sale and Sunday

Mayer Baseball Club – 3.2 Beer

Casey's General Store – 3.2 Beer

Liquor licenses will be issued upon approval by the State of Minnesota, Alcohol and Gambling Division and upon all conditions of licensing being met in accordance with the City of Mayer ordinances. This includes appropriate fee for each establishment will be paid, certificate of insurance and background checks will be completed by Carver County Sheriff's Department.

Staff is recommending the approval of the 2018 liquor licenses which includes a 3.2 Liquor License for Mayer Baseball Club.

Attachments:

None.

Date: January 4, 2018

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

SUBJECT: FIRE REPORT FOR MONTH ENDING – 12/31/17

TOWNSHIP CALLS:

<u>DATE</u>	<u>TIME</u>	<u>TWP</u>	<u>DESCRIPTION/ADDRESS</u>	<u>MAN HOURS</u>
12/11/17	0635	Hollywood	Medical, 14415 58 th St	10

CITY OF MAYER CALLS:

<u>DATE</u>	<u>TIME</u>	<u>DESCRIPTION/ADDRESS</u>	<u>MAN HOURS</u>
12/06/17	1904	Car Hit Gas Meter, 515 Ash Ave S	29
12/10/17	2025	Standby, 1798 Sunrise Circle	22
12/19/17	0358	Medical, 1323 Evergreen Place	40
12/26/17	2213	CO Alarm, 2060 Riverbend Trail	18
12/28/17	2357	Medical, 1319 Evergreen Place	16
12/30/17	1534	Smell of Smoke, 1162 Hidden Creek Blvd	11
12/30/17	2133	Gas Leak, 5170 Harvest Curve	32

FIRE DEPARTMENT TRAININGS/ACTIVITIES FOR MONTH ENDING 12/31/17

12/04/17	1900	Regular Meeting
12/05/17	0800	Meeting with Mayor, Administrator and Chief
11/13/17	1900	Group Training – Ropes & Radio
12/18/17	1900	Training – EMR Training, Lifting Patients
12/19/17	1900	Debriefing Meeting
12/20/17	1200-1700	Meeting with State to Plan Funeral – Chief only
12/21/17	1100-1700	Interviews with Press
12/21/17	1900	Carver County Chiefs’ Meeting at Victoria
12/21/17	1900	Fire Department Training for Honor Guard
12/22/17	1300-2100	Setting up for Wake – Wake for Captain 4 Jeffrey Vollmer
12/23/17	0700-1500	Funeral for Captain 4 Jeffrey Vollmer



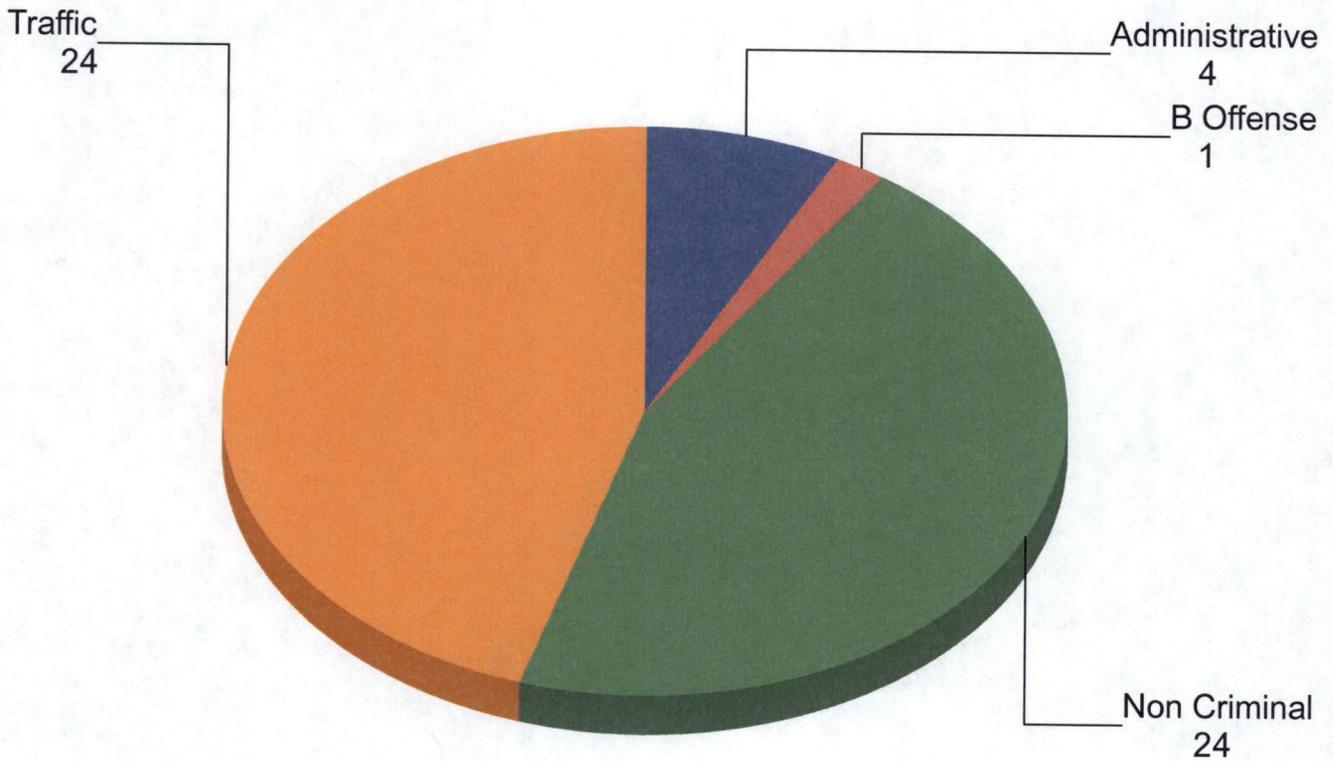
City of Mayer

November 2017



**Carver County Sheriff's Office
Monthly Calls for Service
From: 11/01/2017 To: 11/30/2017**

Mayer City



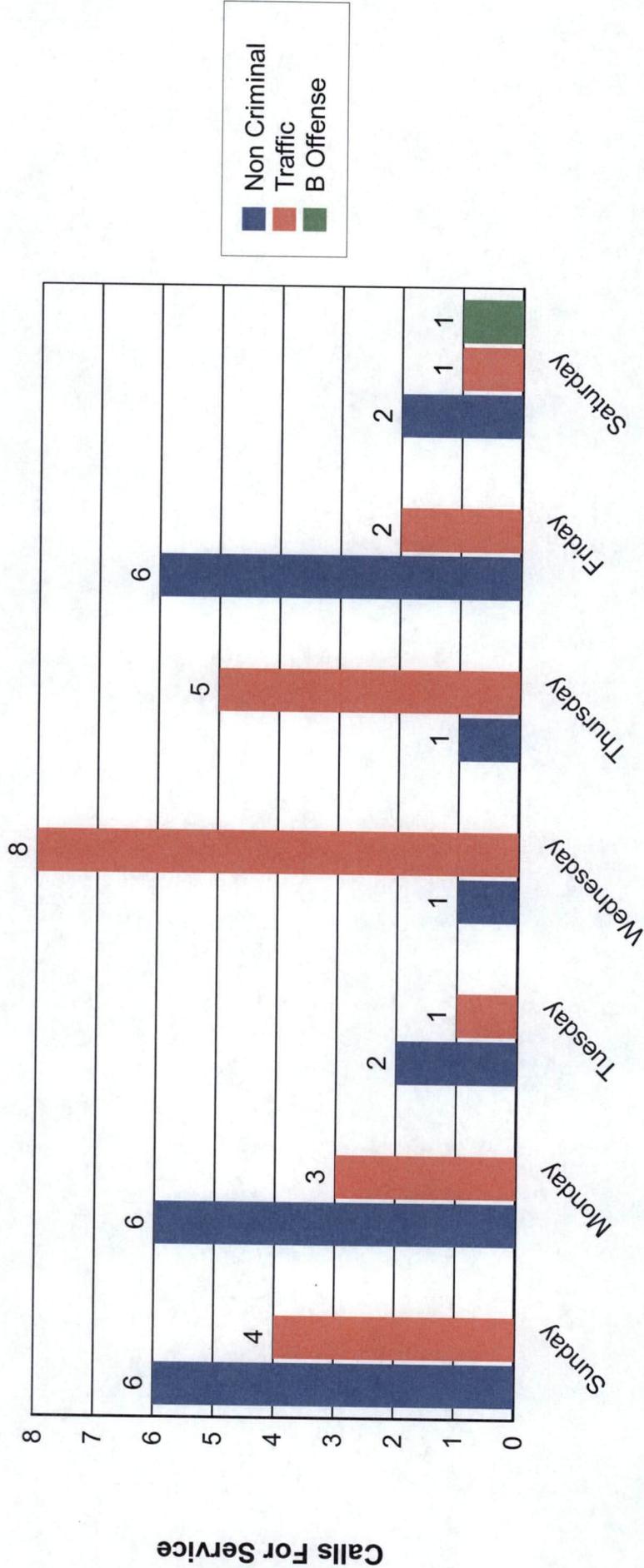
Total B Offense:	1
Total Non Criminal:	24
Total Traffic:	24
Total Administrative:	4

Total Mayer City: 53



Carver County Sheriff's Office
Day of Week Analysis of Calls for Service
Patrol Activity
From: 11/01/2017 To: 11/30/2017

Mayer City



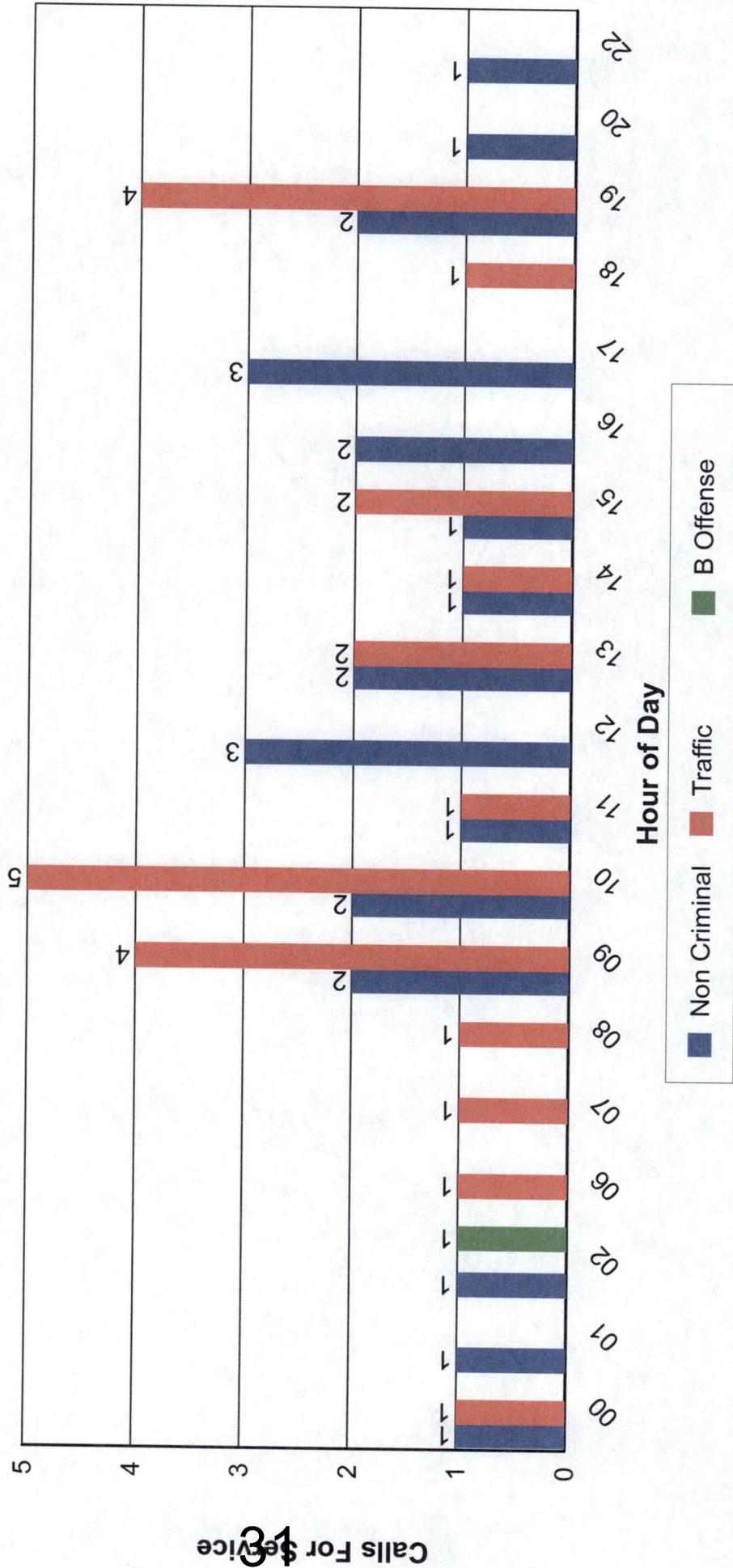
Total Mayer City: 49

Calls For Service



Carver County Sheriff's Office
 Hour of Day Analysis of Calls for Service
 Patrol Activity
 From: 11/01/2017 To: 11/30/2017

Mayer City



Total Mayer City: 49



Carver County Sheriff's Office
Monthly Calls for Service
From: 11/01/2017 To: 11/30/2017

Mayer City

Patrol

B Offense

Traffic - alcohol Rel 1

Total B Offense: 1

Non Criminal

Misc Non-criminal 8

Alarm 4

Animal 1

Medical 3

Assist Other Agency 2

Fire Call 1

Warrant Service 1

Suspicious Activity 1

Open Door 1

Disturbance (Info Only) 2

Total Non Criminal: 24

Traffic

Traffic - Misc 2

Traffic Stop 17

Pd Accident 2

Driving Complaint 3

Total Traffic: 24

Total Patrol: 49

Administrative

Administrative

GunPermit-Acquire 3

GunPermit-CarryNew 1

Total Administrative: 4

Total Administrative: 4

Total Mayer City: 53



Carver County Sherff's Office Arrest Summary From: 11/01/2017 To: 11/30/2017

Mayer City

90D - Driving Under the Influence	2
<hr/>	
Total Number of Charges Involving All Arrests:	2
Total Number Individuals Arrested:	1
Total Incident With Arrests:	1



**Carver County Sherff's Office
Traffic Citation Summary
From: 11/01/2017 To: 11/30/2017**

Mayer City

Expired Tabs:	1
Speed:	1
Total Mayer City:	2



**Carver County Sheriff's Office
Verbal Warnings
From: 11/01/2017 to 11/30/2017**

Mayer City

Traffic Stop:	16
Grand Total Verbal Warnings:	16

NIBRS - Activity Codes

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

GROUP B

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

Activity Codes
Non-criminal, Traffic and Administrative

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

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

ADMINISTRATIVE

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



DDA

Human Resources, Inc.

a David Drown Associates Company

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Wayzata, MN 55391
(612)920-3320 xtn 103 | fax (612) 605-2375
www.daviddrown.com

December 6, 2017

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

RE: Proposal—Compensation Study 2018

Dear Ms. McCallum,

Thank you for the opportunity to submit a proposal to conduct a comprehensive classification and compensation study for your four (4) positions. We are excited for the opportunity to work with Mayer.

Our team will be led by Liza Donabauer and myself. Together, we have over 20 years of experience in local government and classification and compensation studies. Our team has worked together on several city and county jobs on all aspects of compensation and classification. The qualifications of our firm are discussed in the proposal, and we will provide work specified in the request for proposal in accordance with objectives, requirements, terms and conditions.

David Drown Associates brings to this assignment over 19 years of experience providing consulting services to local government agencies. Serving customers throughout Minnesota, we promise to provide customized services to small-to-mid-sized organizations. It is our desire to build strong relationships with our clients.

Our firm's goal is to be known as the best human resource provider in Minnesota. There is only one way to get there—by delivering exceptional service. We will do our very best to earn your trust. As practitioners, we understand the jobs and roles of the City Council, staff and management.

We look forward to working with the City of Mayer and its employees on this important project.

Sincerely,

Tessia Melvin, Management Consultant
DDA Human Resources, Inc.

tessia@daviddrown.com

DDA HUMAN RESOURCES, INC.

Mayer
A Rising Community!

PROPOSAL FOR THE CITY OF MAYER CLASSIFICATION & COMPENSATION STUDY

DECEMBER 6, 2017



TABLE OF CONTENTS

I. Description of the Firm	4
II. Approach to the Process	4
III. Service Team	5
IV. Statement of Qualifications and Specifics & Deliverables	6
V. Scope of Services	7
VI. Job Evaluation Tool (JET)	8
VII. References	9
VIII. Proposed Fees & Timeline	10

MISSION STATEMENT

Quality advice -- with a simple focus on you.

DESCRIPTION OF THE FIRM

David Drown Associates (DDA) is a full-service consulting firm with nearly 20 years working with local governments providing a full range of fiscal and economic development services to over 400 government clients throughout Minnesota. Over these years we have gotten to know government well, and we have worked hard to keep our services up-to-date to meet the ever-changing needs of our clients. In 2014, we expanded our services to provide human resources support — we started with executive recruitment and organizational studies and more recently added classification and compensation studies. Currently, the firm employs 10 individuals serving cities, counties and special districts throughout Minnesota.



APPROACH TO THE PROCESS

The City of Mayer is seeking proposals to conduct a Classification and Compensation Study of four positions in the City. The proposed study would represent a comprehensive review of all components that affect an organization's pay program: current compensation plan, pay philosophy, regional market competitiveness of salaries, internal pay equity as required by the State of MN, fringe benefits and ongoing administration of maintenance and administration of the organization's Compensation Plan.

A classification and compensation system provides framework for how employees will be paid and how to meet internal and external pay equity. Classification and Compensation studies are generally conducted every five to seven years. A frequent study of compensation results in data analysis of market salary data, benefits data, updated job descriptions and job evaluations. End results of a study generally include a revised salary schedule.

In today's marketplace, employees are the greatest asset. A well-designed compensation system aligns with an organization's goals and is in tune with current standards. An effective compensation system will help organizations attract and retain talented employees. A classification and compensation system provides the framework for determining how employees will be paid. If compensation levels fall below those in the regional marketplace, the organization could face:

- An increase in employee turnover as employees seek jobs with other organizations that will pay market rates for their skills and abilities.
- Difficulty hiring new talent.

Turnover is to be expected, but excessive turnover can impact an organization's overall effectiveness. The cost of advertising for an open job can be expensive and is a direct result of turnover. Training new employees is also expensive. Recruitment for new positions is an area of concern for most public-sector entities.

We applaud your efforts as you understand the importance of compensation to your organization's success.

SERVICE TEAM

Our firm was created to provide common sense services to government entities throughout Minnesota. We maintain a staff of professionals with direct experience working within governments. We believe this sets us apart from our competitors. With experience in local governments, we have a first-hand understanding of you, your business and your challenges. Our immediate Classification and Compensation Team of Tessia Melvin and Liza Donabauer provides you with over 20 years of combined experience in local governments and Classification and Compensation. Together they will provide innovative, effective and efficient results.

Tessia Melvin

Tessia heads the compensation and classification (C&C) services area of DDA HR. Over the past year, Tessia has served as lead analysis on 17 separate C&C engagements with Minnesota communities. She brings to the position nearly 13 years of diverse service to city and county government in Minnesota. As a City Administrator in Maple Plain, Tessia drafted five-year budgets, capital improvement plans, infrastructure improvement plans, and led strategic planning program. She was directly responsible for human resources and internal and external communications. Working in Dakota County, Tessia provided leadership training, managed their performance management system and worked with compensation and benefits. Dedicated to local governments and continued learning, Tessia earned her doctorate in Public Administration at Hamline University with an emphasis on city development and planning. Tessia will be the lead on this project.

Liza Donabauer

Liza is a Management Consultant. Like all DDA HR consultants, she has a background in public administration at both the city and county level, most recently in Kansas and Minnesota. Liza worked in Wright County providing administrative support to the Commissioners, Coordinator, and Human Resources Dept. This path lead her into city management for Clearwater, Kansas, and Arlington, Minnesota. During her four years as City Administrator in Arlington, she completed a reorganization of the administration department, developed an orientation and capital planning process for two new Councils, conducted compensation studies for several departments, and engaged in a strategic planning session. She received her MBA with an emphasis in public administration from St. Scholastica. She will assist in research and analysis on this project.

David Drown

David started DDA in 1997 with a conscious effort to provide “big city service” to communities throughout Minnesota in a professional yet comfortable manner. His background in civil engineering, public finance and Tax Increment Finance has helped cities and counties throughout the State complete projects that help their communities grow and thrive.

Our Human Resources Division was a creation of our clients asking David to expand our services to meet their needs.

STATEMENT OF QUALIFICATIONS

DDA is a full-service consulting firm with nearly 20 years working with local governments. With a combined experience of more than 50 years of working with classification and compensation, our consultants are skilled in successfully implementing the findings of this study. The key to our success, is we bill only on our services, not travel or limiting the number of meetings. Instead, we work with our clients to discuss and make changes that fit the organization and its culture. We will meet with you as needed and not bill you for additional items needed to complete a project.

Our philosophy is based on the concept that employees should be paid fairly according to the value of the job to the organization and the comparable market within the financial capabilities of the organization. It is our goal to create implementation strategies that can be flexible, but will be sustainable within your organization.

SPECIFICS & DELIVERABLES

We promise to provide professional services to evaluate and analyze your needs, design and develop and implement a position evaluation and compensation system that includes:

- Evaluation and analysis of City needs and philosophy.
- Provide the City with a Position Analysis Questionnaire (PAQ) to assist City in updating job descriptions.
- Thorough evaluation of each position to determine a job value, by assigning points to the position based on standard factors; or a thorough review of the current position evaluations with recommendations for necessary revisions.
- Objective classification ranking of each position and the provision of internal pay equity. Evaluation of existing job descriptions and the recommendations of revisions to assure compliance with ADA and other State and Federal requirements.
- Provide a wage/labor market survey and the analysis of supporting data for the development of a pay structure while assuring internal and external equity and compliance with State Pay Equity Compensation Standards.
- Provide recommendations and options for a newly designed evaluation and compensation system.
- Provide system testing to assure compliance.
- Preparation of final documents for the plan, including presentation, policy, guidelines and procedures for administration. Any written and computerized data and supporting information will be submitted as appropriate.
- Training on system maintenance and updating; such as position additions and wage structure updates.
- System implementation.
- Timely completion for Pay Equity reporting. Estimated completion date (see proposed fee schedule).
- Future assistance at the request of the City for evaluating positions (see proposed fee schedule).

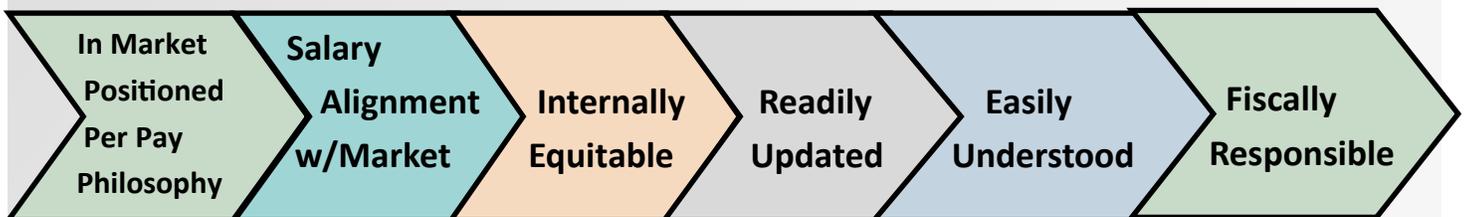
SCOPE OF SERVICES

An organization's success depends upon its greatest asset: its employees! To recruit and retain reliable and productive employees, an organization needs to sufficiently compensate its employees. A successful job classification and compensation system will not only help to recruit and retain employees, but it will optimize organization mission, goals and objectives and meet pay equity standards. Our goal is to help you craft such a system.

When we established our classification and compensation section, we purposely set out to improve and exceed industry standards and expectations. We promise, you will not receive off-the-shelf solutions. Our approach to all of our work is: Listen, Hear and Respond with effective results. First, we begin each project by setting up an initial phone or video conference call with you to listen. Starting with a clear and shared understanding of what you want to achieve, we can design our process to assure we meet your objectives. This is accomplished with clear communication, an agreed timeline, an agreed budget impact and clearly defined goals.

Second, we believe that hearing is more than listening, it is hearing what you need. We will provide progress updates, respond in a timely manner and meet deadlines. Asking for your feedback and making necessary changes to ensure your satisfaction is our promise. Client referrals is our most effective marketing tool.

Finally, we respond with effective results. We work smart and recognize the importance of time. We will use technology like Skype to work quickly, efficiently and focus on helping you get to your end results quickly — yet taking the time when needed to make sure things get done to your satisfaction. When creating your results we take into consideration your budget, your Council and your organization's future. Our implementation plan will show immediate and future impacts to your organization.



Our Goal is to Help Our Clients:

- ⇒ Provide fair and equitable salaries for all workers, including the ability to recognize job performance as a part of the pay plan.
- ⇒ Maintain competitiveness with other comparable agencies and private companies.
- ⇒ Attract and retain qualified workers who will be paid equitable salaries.
- ⇒ Provide a compensation plan that is easy to understand and administer. Ensure that data is complete and available for the MN Pay Equity Plan and all Federal Compliance areas.

JOB EVALUATION TOOL (JET)

With our extensive experience in working with classification and compensation studies and evaluating jobs, we have worked with several tools, but recently updated our tool to align with market changes. We understand that job evaluation is a series of decisions about how a position is valued within an organization. Each factor requires a decision as to how the job under consideration will be rated using levels that are increasingly complex and of great impact, frequency or quantity. We look at the job rather than the employee. Jobs are evaluated as they exist, or as the management plan says that they should exist, to meet the needs of the organization. The ratings produced by our JET are a reflection of the relative value of jobs within your organization.

QUALIFICATIONS	EDUCATION AND EXPERIENCE
DECISION MAKING	NATURE OF DECISION PROCESS Level of Decision Impact on Organization Leadership Establishes Policies Formulates Strategic Direction
PROBLEM SOLVING	NATURE OF PROBLEM SOLVING Technical Interpersonal Managerial Problem Solving
RELATIONSHIPS	NATURE OF RELATIONSHIPS Internal working External working Supervision Management Relationship within teamwork Relationship with customers Affect the morale of
EFFORT	MENTAL AND PHYSICAL EFFORT Muscular Fatigue Mental Fatigue Frequency of Application Tension
CONDITIONS/ HAZARDS	ELEMENTS OF WORK ENVIRONMENT Possibility/ Frequency of illness or injury Physical work environment Amount of travel Exposure to demanding interactions with the public

We will become familiar with your organization's standard and unique positions by meeting with the project team and analyzing all job descriptions. We also gain organizational familiarity by reviewing organization charts, budgets, and reports, and conducting interviews. Our approach ensures that all of our internal and external job comparisons are made on the basis of **actual job content** and not merely job title.

We will review and analyze the current essential tasks, duties and responsibilities, and minimum qualifications of every position through our Job Evaluation Tool (JET). We use interviews as determined appropriate to verify the data is correct and that employees understand terminology and can address any questions or concerns.

REFERENCES

Below are references of small municipalities in the State of Minnesota who have implemented and are currently utilizing the compensation system being proposed our organization:

Project References	Project References
<p>Aurora Heard Murray County Administrator 2500 28th Street Slayton, MN 56172 507-836-6148 Classification and Compensation Study Implementation October 2017</p>	<p>Kristina Handt Lake Elmo City Administrator 3800 Laverne Avenue N. Lake Elmo, MN 55042 651-747-3905 Classification and Compensation Study Implementation January 2017</p>
<p>Dawn Gregoire Big Stone County HR Director 20 Second Street SE Ortonville, MN 56278 320-839-6388 Classification and Compensation Study Implementation January 2018</p>	<p>Crystal Johnson Granite Falls City Manager 320-564-3011 641 Prentice Street Granite Falls, MN 56241 Classification and Compensation Study Implementation October 2016</p>
<p>Nancy Zaworski City of Kasson Finance Director 401 5th Street SE Kasson, MN 55944 Classification and Compensation Study Implementation August 2017</p>	<p>Jill Bondhus, Administrator Rice and Steele County 911 Center 507-363-6464 204 Pearl Street E Owatonna, MN 55060 Classification and Compensation Study Implementation January 2017</p>

David Drown Associates

Serving more than 450 local governments, our firm is experienced in local government. In addition, we are affiliated with the MN Rural Water Association, WI Rural Water Association and the National Joint Powers Alliance.

Melvin has worked with Dakota County, Shoreview and Maple Plain. Some of her current work includes the cities of Granite Falls, Lake Elmo and Kasson. In addition, Melvin has worked with Murray County, Rock County and Big Stone County. Donabauer is currently working with Lake Park, Royalton and St. Paul Park on their compensation and classification studies.

PROPOSED FEES & TIMELINE

Description	Timeline	Professional Fees	Notes
Initial planning meeting, documentation collection, clarifying roles and responsibilities, strategy discussion and timeline approval.	Week 1	\$250	Phone and/or on-site visit.
Job Descriptions to be updated by the City using Consultant's Position Analysis Questionnaire (PAQ).			Re-write job description at City's request (if outdated, incomplete, missing, etc.). This will extend the project timeline two weeks. (\$200/job)
Coordinate, compile and analyze market comparable and competitive data utilizing the City's process.	Weeks 2-5	\$1,500	Utilizing the City's survey results.
Evaluate jobs using our JET system and calibrate outcomes with project team and/or manager.	Weeks 6-8	\$800	
Create Compensation System, create step system with ranges per job grades.	Weeks 9-10	\$500	
Project Team session updates with preparation and presentation to be included as needed by client. Training of new system to management and staff. Discuss implementation costs and strategies.	Weeks 11-12	Included in our work and customized by our client.	
Prepare final report which includes recommendation for transition and implementation; and test system for pay equity and fairness.	Weeks 13-14	\$500	Final Report to Council.
Overall		\$3,550***	
Future ongoing maintenance: evaluating new classifications or rewriting job description at the request of the City.	At request of the City.		\$200/job position.

***Not-to-exceed amount unless client elects to contract for additional services.

Note that the above are proposed fees. If you have more questions or specifics on what is needed for this, please let us know and we can provide more data.



Request for Council Action Memorandum

Item: 2018 Fee Schedule

Meeting Date: January 8, 2018

Presented By: Margaret McCallum, City Administrator

Recommendations/Council Action/Motion Requested:

A motion approving Ordinance 217, the 2018 Fee Schedule

Details:

State statute requires cities to pass a fee schedule by ordinance.

The proposed changes are in bold and italic in the attached fee schedule document. All other fees are to remain the same.

Staff is proposing changes to the Fee Schedule in the mileage reimbursement from \$.575 to \$.545 (IRS Standard).

To match changes that were made in the Community Center Policy, the fee schedule will now match the policy adding a section for Church/Funeral and Birthday Party Rental.

The City Planner Fee will change from \$85 to \$90 per hour as approved by the City Council at a previous meeting.

After review and any discussion or changes to fees, staff is requesting approval of Ordinance 217 2018 Fee Schedule.

Attachments:

Summary.

Fee Schedule.

**ORDINANCE NO. 217
(Fee Schedule)**

**CITY OF MAYER
CARVER COUNTY, MINNESOTA**

January 8, 2018

AN ORDINANCE ESTABLISHING A UNIFORM SYSTEM OF FEES, CHARGES, COSTS AND RATES FOR CITY LICENSES, PERMITS, APPLICATIONS, INFORMATION, SERVICES AND OTHER MATTERS.

THE CITY COUNCIL OF CITY OF MAYER, CARVER COUNTY, MINNESOTA, ORDAINS:

Section 1. Authorization and Establishment of Fees. The City of Mayer is authorized by law and does hereby establish and impose certain fees, charges, costs and rates for licenses, permits, applications, information, services and other matters required or provided by the City.

Section 2. Fee Schedule. The fees, charges, costs and rates for such licenses, permits, applications, information, services and other matters are adopted as set forth on **Schedule A** attached and made part of this ordinance. These fees and charges are deemed appropriate and reasonable. Schedule A and this ordinance may be amended or revised from time to time by subsequent ordinance adopted by the City Council. The Fees and charges shall be collected by City staff as required and collected prior to the issuance of a license or permit or acceptance of an application as the case may be. Fees are not refundable unless otherwise provided by ordinance or council action.

Section 3. Conflict. In the event of any conflict between this ordinance and any other provisions of the Code of Ordinances of the City of Mayer, this ordinance shall control.

Section 4. Non-exclusive. This ordinance shall not limit or preclude any other fees, charges, costs or rates as required by the Code of Ordinances of the City of Mayer or as otherwise established by ordinance or resolution.

Section 5. Summary Approval. Pursuant to Minnesota Statutes Section 412.191, Subd. 4, the council hereby determines that publication of the title and a summary of this ordinance will clearly inform the public of the intent and effect of this ordinance. The text of the summary of this ordinance entitled "Official Summary of Ordinance No. 217, a copy of which is attached

hereto, is hereby approved and the council determines that it clearly informs the public of the intent and effect of this ordinance.

Section 6. Publication, Inspection and Posting. The City Administrator is hereby directed that only the title of this ordinance and the attached summary be published with a notice that a printed copy of this ordinance is available for inspection by any person during regular office hours at the office of City Hall. A copy of the entire text of the ordinance shall also be posted at the Mayer City Hall, 413 Bluejay Avenue, Mayer, Minnesota.

Section 7. Effective Date. This ordinance shall be in full force and effect upon its adoption and publication according to law.

Passed and adopted by the City Council of the City of Mayer this 8th day of January, 2018.

Mike Dodge, Mayor

ATTEST:

Margaret McCallum, City Administrator

Title and Official Summary of Ordinance No. 217 Published in the _____ Newspaper on _____, 2018.

Type/Subject Matter	Terms & Conditions	Adopted 2017 Fees	Proposed 2018 Fees
ADMINISTRATIVE FEES			
Labor/Staff Time	Min 1 hour - Rates are 1.5 for weekend & overtime	\$60.00	\$60.00
	Skid Steer/ Operator	\$120.00	\$120.00
	Public Notice	Cost+\$30.00 per/hr	Cost+\$30.00 per/hr
	Mailings - Minimum of one hour	Cost + \$30.00 per/hr	Cost + \$30.00 per/hr
	Recording Fees	Cost	Cost
Service Charges	Copy Cost	\$.50 per page	\$.50 per page
	Fax Cost	\$1.00 per page	\$1.00 per page
	City map	Cost	Cost
	Zoning map	\$15.00 per map	\$15.00 per map
	Copy: Comprehensive Plan	\$50.00per document	\$50.00per document
	Copy: Zoning Ordinance	\$50.00 per document	\$50.00 per document
	Copy: City Standard Specs & Plates	\$50.00 per document	\$50.00 per document
	Copy: Subdivision Ordinance	\$50.00 per document	\$50.00 per document
	Copy: Code Of Ordinances	\$75.00 per document	\$75.00 per document
	Copy: Financial Statement/Audit	\$50.00 per document	\$50.00 per document
	Copy: City Budget	\$30.00 per document	\$30.00 per document
	Copy: City Fee Schedule	\$30.00 per document	\$30.00 per document
	Returned check charge	Per Statute	Per Statute
Filing Fees	Office of Mayor or Council	\$15.00	\$15.00
Mileage Reimbursement	IRS Guidlnes	\$0.575	\$0.545
AMUSEMENT DEVICES	Annual renewal January 1st - \$15.00 per location	\$15.00 per location plus \$15.00 per machine	\$15.00 per location plus \$15.00 per machine
ASSESSMENT SEARCH	per parcel	\$20.00	\$20.00
BUILDING PERMITS			
PLANNING & ZONING			
	Water Meter other sizes	COST	COST
	Landscape Escrow Future Developments	\$2,500.00	\$2,500.00
	Coldwater Crossing Area Charges	\$2,084.00	\$2,084.00
BUILDING PERMITS			
PLANNING & ZONING			
	Lot Survey escrow	\$1,000.00	\$1,000.00
	Excavation Permit	Set By Council	Set By Council
	*Comprehensive Plan Amendment	\$400.00	\$400.00

Type/Subject Matter	Terms & Conditions	Adopted 2017 Fees	Proposed 2018 Fees
BUILDING PERMITS	Conditional Use	\$150.00	\$150.00
PLANNING & ZONING	*Variance	\$300.00	\$300.00
	*Rezoning Application	\$400.00	\$400.00
	Interim Use Permit	\$150.00	\$150.00
	*Boundary Adjustment/Lot Split	COST	COST
Subdivision	Minor (1-3 lots)		
	Minor subdiv. 1-3 lots Prelim Plat	\$500.00 & \$50/lot	\$500.00 & \$50/lot
	Minor subdiv. 1-3 lots Final Plat	\$400.00 & \$50/lot	\$400.00 & \$50/lot
	Major (3+ lots)		
	Major subdiv/PUD Prelim Plat	\$500.00 & \$50/lot	\$500.00 & \$50/lot
	Major subdiv/PUD Final Plat	\$400.00 & \$50/lot	\$400.00 & \$50/lot
	*Site Plan Review	\$250.00	\$250.00
	Street Alley Vacation Application Fee	\$200.00	\$200.00
	Annexation Application Fee	\$250.00	\$250.00
	Renewal of Site Plan Application, Interim Use, Variance	\$100.00	\$100.00
	<i>All Fees double for after the fact applications</i>		
	*Plus all staff, legal, engineering, & associated costs		
PLANNING & ZONING			
	Engineering Deposit	\$550.00	\$550.00
	Legal Deposit	\$550.00	\$550.00
	Planning Deposit	\$550.00	\$550.00
	Park Dedication Fee: Residential	Per Ordinance	Per Ordinance
	Park Dedication Fee: Commercial	Per Ordinance	Per Ordinance
	Utility Feasibility Study - Council approval required	Cost	Cost
	Escrow Deposits**		
Utility feasibility study	Council Approval Required	Cost Estimate	Cost Estimate
New Development (minor)	Required as part of preliminary plat application	\$10,000	\$10,000
New Development (major)	Required as part of preliminary plat application	\$10,000	\$10,000
Cell/Antenna Tower	Prior to site plan review/CUP	\$10,000	\$10,000
EAW	Costs accumulated by city	Cost Estimate	Cost Estimate
** Responsible for all additional costs			
	Site Plan Review	\$100.00	\$100.00
	Site Plan Amendment	\$100.00	\$100.00

Type/Subject Matter	Terms & Conditions	Adopted 2017 Fees	Proposed 2018 Fees
COMMUNITY CENTER	Gym, Bar area and Kitchen Weddings	\$350.00	\$350.00
	Reserve Community Center day after rental	\$75.00	\$75.00
	*Gym, Bar area and Kitchen Non Residents	\$350.00	\$350.00
	*Gym, Bar area and Kitchen Residents	\$250.00	\$250.00
	Bar area and Kitchen Only Residents	\$150.00	\$150.00
	Bar area and Kitchen Only Non Residents	\$200.00	\$200.00
	*Residents Reserve Comm Ctr day after Rental Date	\$50.00	\$50.00
	*Non Residents Reserve Comm Ctr day after Rental Date	\$75.00	\$75.00
	Gym only (2 hours minimum)	\$18.50	\$18.50
	Church/Funeral		\$50.00
	Birthdays Party Rental (4 hours) - Resident		\$75.00
	Birthdays Party Rental (4 hours) - Non-Resident		\$100.00
	Rental for Non-Profit Local/Non-Local Organization	One/Half Rental Cost	One/Half Rental Cost
	Damage Deposit	\$150.00	\$150.00
*Events other than weddings the resident/nonresident rates apply			
Concession Stand	Damage Deposit	\$25.00	\$25.00
	Four hour rental	\$25.00	\$25.00
FIRE DEPARTMENT	3000 gallon tanker - load of water	\$50.00 per load (within Fire Dist).	\$50.00 per load (within Fire Dist).
	2000 gallon tanker - load of water	\$35.00 per load (within Fire Dist)	\$35.00 per load (within Fire Dist)
	3000 gallon tanker - load of water	\$100.00 per load (outside Fire Dist).	\$100.00 per load (outside Fire Dist).
	2000 gallon tanker - load of water	\$70.00 per load (outside Fire Dist)	\$70.00 per load (outside Fire Dist)
	Fire/Accident Call Not Covered by Contract	\$450 First Hr. + \$350 Each Addnl Hr.	\$450 First Hr. + \$350 Each Addnl Hr.
	*Structure burning permit	\$1,000 Recmd Donation	\$1,000 Recmd Donation
	* does not include Asbestos Inspection		
Hazmat Fee	\$450 plus \$10 per hour per Fire Fighter	\$450 plus \$10 per hour per Fire Fighter	
LICENSES			
Dog License - Natural	Annual renewal January 1st	\$10.00	\$10.00
Dog License - Neutered	Annual renewal January 1st	\$7.50	\$7.50
	Lifetime Dog License	\$10.00	\$10.00
	duplicate license	\$2.00	\$2.00
	Unlicensed dog fine	double license fee	double license fee
	Animal pick up charge	actual cost	actual cost
	Impound fines	actual cost/per day	actual cost/per day
LICENSES	Running at large/creating nuisance - 1st Offense	Warning	Warning
	Running at large/creating nuisance - 2nd Offense	\$50.00	\$50.00
	Running at large/creating nuisance - 3rd Offense	\$75.00	\$75.00

	-Subsequent Offenses (each)	\$100.00	\$100.00
Type/Subject Matter	Terms & Conditions	Adopted 2017 Fees	Proposed 2018 Fees
Chicken License	Initial Fee	\$50.00	\$50.00
	Annual Renewal	\$25.00	\$25.00
Bee License	Initial Fee	\$50.00	\$50.00
	Annual Renewal	\$25.00	\$25.00
Liquor License	3.2 Beer - On Sale	\$10.00/non profit only/yr	\$10.00/non profit only/yr
	Intoxicating - On Sale (yearly renewal March 1st)	\$1,800.00	\$1,800.00
	Intoxicating - Off Sale (yearly renewal March 1st)	\$100.00	\$100.00
	Intoxicating - Sunday Sale (yearly renewal Mar 1st)	\$200.00	\$200.00
	Non Refundable Investigative Fee New License	\$100.00	\$100.00
	Wine and Beer License	\$200.00	\$200.00
	3.2 Bee Annual License	\$200.00	\$200.00
Misc. Licenses	Peddler License & Background Check Each	\$100.00	\$100.00
	Right-of-Way Permit - Large Utilities	\$250.00	\$250.00
Tobacco	Licensed by Carver County		
MEETINGS	Councilmember per diem for Special Meeting	\$30.00	\$30.00
	Board and Commission Per diem	\$30.00	\$30.00
	Special Council Meeting held before Regular Meeting	\$150.00	\$150.00
	Special Council Mtg other date -requested by residents	\$150.00	\$150.00
	Special Planning Commission Meeting	\$210.00	\$210.00
UTILITIES			
Connection Charges	Water (WAC)	\$4,500.00	\$4,500.00
	Sewer (SAC)	\$4,500.00	\$4,500.00
Main Connection Charge	Water	\$100.00	\$100.00
	Sewer	\$100.00	\$100.00
	Excavation Permit Fee	\$200.00	\$200.00
	Escrow for Excavation	Set By Council	Set By Council
Monthly Use Fees	Water = No Gallon Base	\$11.88	\$11.88
	Water = 0 -6,000 gallons	\$5.25	\$5.25
	6,001-15,000	\$6.08	\$6.08
	15,001-20,000	\$7.15	\$7.15
	20,001 and above	\$9.68	\$9.68
	Sewer = No Gallon Base	\$19.46	\$19.46

	Sewer = per 1000 gallons	\$7.40	\$7.40
	MPFA Replacement fund	\$.10 per 1000	\$.10 per 1000
	Minnesota Water Testing Fee	\$0.53	\$0.53
	Utility penalty	10%	10%
Type/Subject Matter	Terms & Conditions	Adopted 2017 Fees	Proposed 2018 Fees
	Prohibited Stormwater Discharge Surcharge		
Watering Violations	Watering Ban - 1st Violation	50	50
	2nd Violation	\$50.00 /day fine added to UB	\$50.00 /day fine added to UB
	3rd Violation	\$100.00/day fine added to UB	\$100.00/day fine added to UB
	4th violation or more increases by \$50.00 per time		
PUBLIC WORKS	Damage Deposit	\$800.00	\$800.00
Hydrant Meter	1 - 10,000 gallons (minimum)	\$70.00	\$70.00
	10,001- 15,000	\$6.08	\$6.08
	15,001-20,000	\$7.15	\$7.15
	20,001 and above	\$9.68	\$9.68
Weeds	Weed Violation Mowing - per hour charge/2 hr min.	\$120.00	\$120.00
On Call Pay	Hourly rate for public works employees	\$25.00	\$25.00
Vehicles	Abandoned Vehicle Violation-1st offense/plus towing	\$60.00	\$60.00
	Abandoned Vehicle Violation-2nd offense/plus towing	\$150.00	\$150.00
	Abandoned Vehicle Violation-3rd offense/plus towing	\$200.00	\$200.00
	Misc. Labor - per hour	\$60.00	\$60.00
	Water Service Disconnect/Reconnect Charge	\$50.00	\$50.00
Water Meters	(2) 3/4 "Water Meters Horns, and MXU New Houses	\$545.00	\$545.00
	3/4" Water meter, MXU & connections	\$350.00	\$350.00
	5/8" Water meter alone	\$140.00	\$140.00
	1" Water meter, MXU & connections	Cost + 10%	Cost + 10%
	1" Water meter alone	Cost + 10%	Cost + 10%
	2" Water meter, MXU & connections	Cost + 10%	Cost + 10%
	2" Water meter alone	Cost + 10%	Cost + 10%
	MXU	\$175.00	\$175.00
	Curb Box Fee Parts	\$24.00	\$24.00
	Curb Box Repair Fee	\$20.00	\$20.00
	Water Meter other sizes	Cost + 10%	Cost + 10%
	Meter wire (per foot)	\$0.12	\$0.12
	5/8" Meter Horn (#2)	\$80.00	\$80.00
	1" Meter Horn (#3)	Cost + 10%	Cost + 10%
	2" Meter Horn (#4)	Cost + 10%	Cost + 10%
Parking Violations	First Offense	\$25.00 plus towing costs	\$25.00 plus towing costs

	Second Offense	\$50.00 plus towing costs	\$50.00 plus towing costs
	Third Offense	\$75.00 plus towing costs	\$75.00 plus towing costs
	Minimum Tow Fee	COST	COST
	Impound Lot Fee	COST	COST
Type/Subject Matter	Terms & Conditions	Adopted 2017 Fees	Proposed 2018 Fees
Consultant Fees	Attorney	\$200 per hour	\$200 per hour
	Principal Engineer/Land Surveyor		
	Sr. Principal Engineer/Surveyor	\$170- \$240 per hour	\$170- \$240 per hour
	Sr Project Manager-Principal Engineer/Surveyor	\$127-\$180 per hour	\$127-\$180 per hour
	Associate Engineer/Land Surveyor	\$100-\$160 per hour	\$100-\$160 per hour
	City Engineer non project specific day to day items	\$65.00 per hour	\$65.00 per hour
	Senior Transportation/Aviation Planner	\$125-\$175 per hour	\$125-\$175 per hour
	Project Manager (Inc. Landscape Architect)	\$106-\$170 per hour	\$106-\$170 per hour
	Project /Design Engineer/Planner/Landscape Architect	\$52-\$170 per hour	\$52-\$170 per hour
	Licensed Land Surveyor	\$94-\$165 per hour	\$94-\$165 per hour
	Project Surveyor	\$85-\$140 per hour	\$85-\$140 per hour
	Specialist	\$47-\$140 per hour	\$47-\$140 per hour
	Senior Technician	\$72-\$165 per hour	\$72-\$165 per hour
	Technician	\$33- \$140 per hour	\$33- \$140 per hour
	Clerical	\$29-\$110 per hour	\$29-\$110 per hour
	Municipal Design Fee	6%	6%
	Municipal Design Fee State Aid Project	8%	8%
	Council & Planning Commission Meeting Attendance	No Charge	No Charge
	Planning Consultant	\$85.00	\$90.00
Area Charges	Residential Storm Sewer	\$2,650.00	\$2,650.00
	Commercial Storm Sewer	\$2,900.00	\$2,900.00
	Industrial Storm Sewer	\$3,200.00	\$3,200.00
	Water	\$2,350.00	\$2,350.00
	Sewer	\$2,350.00	\$2,350.00
Type/Subject Matter	Terms & Conditions		
Storm Water Fees		REU	REU
Residential	1	\$2.00	\$2.00
Commercial	3.6	\$7.20	\$7.20
Schools & Churches	1.8	\$3.60	\$3.60
Industrial	3.6	\$7.20	\$7.20
Multi Family	2	\$4.00	\$4.00
	Storm water Fees based on a \$2.00 fee per lot		

	City Sewer Inspection/Hookup			
Type/Subject Matter				
Permit Fees				
State Surcharge	Terms, Conditions & Fee			
Plan Check Fee				
	\$1,000,000 or less			
	\$1,000,001 to \$2,000,000			
	Greater than \$2,000,001			
Plan Check Fee	Is 65% of the Permit Fee for Residential and Commercial Projects			
Plumbing Permit Fees	\$5.50 per fixture with minimum of \$75.00 plus \$1.00 Surcharge			
		Plumbing Change outs: Water heaters or softeners \$75.00 ea + \$1.00 Surcharge		
		Plumbing Change outs: Water heaters or softeners \$15.00 ea + \$1.00 Surcharge		
Heating, Air Conditioning, & Gas Piping Permit Fee	New Home Construction Only; furnace and A/C			
	For EACH Heating or Air Conditioning unit, including Air Exchange units, Heating and Air Conditioning replacement is considered one unit			
	In-Floor heat systems, gas logs/fireplaces, wood burning and factory fireplaces, etc. plus \$1.00 Surcharge			
	Permit issued for gas line/gas piping only, then minimum fee			
	Masonry Fireplaces requires a regular building permit, submit plans & fee is based on Valuation			
Residential General Fees	Re-Roof:	\$75.00 plus \$1.00 Surcharge		
	Re-Side:	\$75.00 plus \$1.00 Surcharge		
	Re-Window: If replaced with the same size	\$75.00 plus \$1.00 Surcharge		
	Any size change requires a regular building permit			
	Fence:	Over 7" based on value		
	Shed:	> 200 sq ft based on value		
Commercial Project Fees:				
	Demo Permit Fees			
	Re-Roof and Re-Side Projects			
	Plumbing & Mechanical Permit Fees			
	Plumbing Minimum			

	Mechanical Minimum			
	Fire Sprinkler Systems require a regular building permit			

**ORDINANCE NO. 217
(Fee Schedule)**

**CITY OF MAYER
CARVER COUNTY, MINNESOTA**

AN ORDINANCE ESTABLISHING A UNIFORM SYSTEM OF FEES, CHARGES, COSTS AND RATES FOR CITY LICENSES, PERMITS, APPLICATIONS, INFORMATION, SERVICES AND OTHER MATTERS.

OFFICIAL SUMMARY

January 8, 2018

The following is the official summary of Ordinance No. 217 of the City of Mayer adopted on January 8, 2018, pertaining to the establishment of certain fees and charges.

The City of Mayer has adopted a fee schedule that establishes a system of fees, charges, costs and rates for City licenses, permits, applications, information, services and other matters provided by the City.

The fee schedule is attached to and made part of Ordinance No. 217 adopted on January 8, 2018, and sets fees and charges for such categories as the following:

Administrative Fees, Amusement Devices, Assessment Searches, Building Permits, Planning and Zoning, Community Center Rental, Fire Department, Licenses, Meetings, Utilities, Public Works, Consultant Fees, Area Charges and Title Insurance Fee for Development.

The Fees and charges may be changes from time to time by Council action.

A PRINTED COPY OF THIS ENTIRE ORDINANCE IS AVAILABLE FOR INSPECTION AND REVIEW BY ANY PERSON AT THE OFFICE OF CITY HALL OF THE CITY OF MAYER LOCATED AT 413 BLUEJAY AVENUE, MAYER, MINNESOTA 55360.

Margaret McCallum, City Administrator

Published in the _____ on _____, 2018.



Request for Council Action Memorandum

Item: 2018 Recycling/Composting Grant

Meeting Date: January 8, 2018

Presented By: Margaret McCallum, City Administrator

Recommendations/Council Action/Motion Requested:

A motion to notify the County of the City's intent to participate in the 2018 Recycling and Composting Grant.

Details:

The Carver County Board of Commissions is committed to continuing the distribution of funds for the Select Committee on Recycling and the Environment (SCORE) grant, received from the state, to municipalities for assisting with recycling and composting programs.

In 2018, the County budget for the program is \$114,523.00. The City of Mayer has been allocated \$4,151.00 via a population based formula.

The City needs to provide written notification by January 16, 2018 that the City would like to enter into an agreement with Carver County to receive the funding.

The letter must include information on eligible expenses (see attached letter).

Attachments:

Letter from Carver County.



Public Services Division
Carver County Government Center
600 East 4th Street
Chaska, MN 55318-2102

December 27, 2017

**CARVER
COUNTY**

Margaret McCallum
City of Mayer
413 Bluejay Avenue
Mayer, MN 55360

RE: 2018 Recycling/Composting Grant

Dear Margaret McCallum,

The Carver County Board of Commissioners is committed to continuing the distribution of funds from the *Select Committee on Recycling and the Environment (SCORE)* grant, received from the State, to municipalities for assisting with recycling and composting programs.

In 2018, the County budget for this program, which will be offered to the eleven cities and ten townships, is \$114,523.00. The City of Mayer has been allocated \$4,151.00 via a population-based formula.

As a result, I am requesting written notification by January 16, 2018 that the City of Mayer would like to enter into an agreement with Carver County to receive 2018 funding. The request must include a description on how funds will be spent. Eligible expenses include plans to:

- (1) reduce the amount of solid waste generated;
- (2) recycle the maximum amount of solid waste technically feasible;
- (3) create and support markets for recycled products;
- (4) remove problem materials from the solid waste stream and develop proper disposal options for them;
- (5) inform and educate all sectors of the public about proper solid waste management procedures;
- (6) provide technical assistance to public and private entities to ensure proper solid waste management;
- (7) provide educational, technical, and financial assistance for litter prevention;
- (8) process mixed municipal solid waste generated in the county at a resource recovery facility located in Minnesota;

- (9) compost source-separated compostable materials, including the provision of receptacles for residential composting;
- (10) prevent food waste or collect and transport food donated to humans or to be fed to animals

Once the County receives your request, a grant agreement will be drafted. When the grant agreement is fully executed, the City of Mayer may claim reimbursement for expenditures incurred as outlined in the contract.

The County may be adding conditions to the 2018 contract which would require municipalities to adopt best recycling practices including:

- (1) Provide recycling and organics recycling opportunities at all city sponsored events.
- (2) Provide recycling and organics recycling opportunities at all city-owned facilities.
- (3) Comply with MN Stat 115A.471 "Public Entities; Management of Solid Waste".
- (4) Participate in the Minnesota GreenStep Cities program, implementing best management practices to achieve sustainability and quality-of-life goals.

The new conditions are currently being drafted for Board approval. I would be happy to speak with you regarding any questions you may have about the 2018 grant funding requirements.

On a separate note, I would like to remind you that all expenses related to the 2017 grant round must be received by the County by **January 16, 2018** to qualify for reimbursement.

Please contact me at (952) 361-1806 with any questions related to the 2018 grant request or the 2017 grant reimbursement.

Sincerely,



Marcus Zbinden
Environmentalist III

MZ/klk



Request for Council Action Memorandum

Item: 2018 Annual Appointments

Meeting Date: January 8, 2018

Presented By: Margaret McCallum, City Administrator

Recommendations/Council Action/Motion Requested:

A motion approving Resolution 1-8-18-3 - 2018 Annual Appointments

Details:

Annually, the City Council considers an organizational resolution that designates the depository and the official newspaper. The resolution also appoints the Acting Mayor, City Attorney, City Engineer, Financial Consultant, Auditor, Insurance Agent, Building Inspector, Planning Consultant, Weed Inspector and Assessor.

Part of this process also appoints Councilmembers as liaison and citizen members to the commissions and committees that advise the City Council.

Council consideration should be given to the committees that each Councilmember wants to serve on for the next year. Secondly, the reappointments of members of the advisory committees to the City Council are part of this resolution.

Council will first need to decide on liaison positions for the Collaborative Planning Group, Community Education, Planning Commission, Park Commission, EDA (2 positions), Commission for a Lifetime, and Carver County Leaders (2 positions).

Attached as Exhibit A are the committees and the Council vacancies are highlighted in yellow. The committee reappointments are bold and italicized.

Planning Commission reappointments are Don Wachholz and Patty Lanting.

Park Commission reappointments are Troy Condon, Alisa Johnson and Mike Wegner. Park Commission has one vacancy and is recommending appointment of Dan Pohl.

EDA Commissioner Tom Stifter's term expired and is willing to be reappointed.

The City still has two vacancies on the Mayer Commission For a Lifetime.

Staff is requesting approval of resolution 1-8-18-3 2018 Annual Appointments.

Attachments:

Resolution 1-8-18-3.

Exhibit A.

CITY OF MAYER
RESOLUTION 1-8-18-3
2018 ORGANIZATION OF THE CITY OF MAYER

WHEREAS, pursuant to Minnesota Statute Chapter 118, the City Council must designate official depositories for municipal funds;

WHEREAS, pursuant to Minnesota Statute section 412.831, the City Council must designate an official newspaper of the City;

WHEREAS, pursuant to Minnesota Statute section 412.121 Councilmember Boder is appointed acting Mayor and is to perform the duties of Mayor during the absence or disqualification of the Mayor in the case of a vacancy in the office of Mayor;

WHEREAS, the City Council must appoint City Attorney, City Engineer, Financial Consultant, Auditor, Insurance Agent, Building Inspector, Assessor and other professional appointments;

NOW THEREFORE, BE IT RESOLVED, that the Mayer City Council makes the appointments as set out in state statute and other appointments necessary for the City operations as Exhibit A.

Passed and adopted by the City Council of the City of Mayer on this 8th day of January, 2018.

Mike Dodge, Mayor

ATTEST: _____
Margaret McCallum, City Administrator

Appointment	Name	Term
Depository	Security Bank	1/1/2018-12/31/2018
Newspaper	Herald Journal	1/1/2018-12/31/2018
City Attorney	Melchert Hubert, Sjodin	1/1/2018-12/31/2018
Acting Mayor/Vice Mayor	Erick Boder	1/1/2018-12/31/2018
City Financial Services	Ehlers and Associates	1/1/2018-12/31/2018
City Investment Services	4M Fund	1/1/2018-12/31/2018
City Auditor	Abdo, Eick & Meyers	1/1/2018-12/31/2018
City Engineer	Bolton and Menk	1/1/2018-12/31/2018
City Building Inspector	Metro West	1/1/2018-12/31/2018
City Assessor	Carver County	1/1/2018-12/31/2018
City Weed Inspector	Mayor	1/1/2018-12/31/2018
Assistant Weed Inspector	Public Works	1/1/2018-12/31/2018
Insurance Agent	Christopher Biehl	1/1/2018-12/31/2018
Planning Consultants	Municipal Dev. Group	1/1/2018-12/31/2018
Council Meeting Time	6:30 PM	
Council Meeting Dates	2 nd and 4 th Mondays	
Mileage	Per IRS Guidelines	
Collaborative Planning Group		
Representative from City		1/1/2018-12/31/2018
Community Education		
Community Recreation Advisory		1/1/2018-12/31/2018
Planning Commission Members	Beginning Term	Ending Term
Tom Stifter	2/1/2017	2/1/2020
Barney Johnson	2/1/2017	2/1/2020
Les Hahn	2/1/2016	2/1/2019
Rod Maetzold	2/1/2016	2/1/2019
Don Wachholz	2/1/2018	2/1/2021
Patty Lanting	2/1/2018	2/1/2021
	2/1/2018	1/31/2019
Park Commission	Beginning Term	Ending Term
Troy Condon	2/1/2018	2/1/2021
Alisa Johnson	2/1/2018	2/1/2020
Dan Pohl (1.8.18)	2/1/2016	2/1/2019
Mike Wegner	2/1/2018	2/1/2021
	2/1/2018	1/31/2019

Economic Development Authority	Beginning Term	Ending Term
Scott Wakefield	01/01/2017	12/31/2020
Tom Stifter	01/01/2018	12/31/2020
Tim Duckworth	01/01/2016	12/31/2018
	1/1/2018	12/31/2018
	1/1/2018	12/31/2018
Personnel Committee	Beginning Term	Ending Term
Mayor	1/1/2018	12/31/2018
City Administrator	1/1/2018	12/31/2018
City Attorney	1/1/2018	12/31/2018
Commission for a Lifetime		
Kaye Timmers	1/1/2018	12/31/2020
<i>Vacancy</i>	<i>1/1/2016</i>	<i>12/31/2018</i>
<i>Vacancy</i>	<i>1/1/2017</i>	<i>12/31/2019</i>
Susan Ziermann	1/1/2018	12/31/2020
Allan Edholm	1/1/2018	12/31/2020
Judith Edholm	1/1/2016	12/31/2018
	1/1/2018	12/31/2018
Public Works Committee		
Mayor	1/1/2018	12/31/2018
City Engineer	1/1/2018	12/31/2018
Public Works Employee	1/1/2018	12/31/2018
City Administrator	1/1/2018	12/31/2018
CCL		
Erick Boder	1/1/2018	12/31/2018
	1/1/2018	12/31/2018
City Administrator	1/1/2018	12/31/2018
Fire Department		
Mike Dodge	1/1/2018	12/31/2018

CITY OF MAYER
APPLICATION FOR APPOINTMENT

Board or Commission applying for: Park Board

NAME: Dan Pohl

STREET ADDRESS: 1515 Hidden Trail

CITY: Mayer MN ZIP: 55360

TELEPHONE Home 612-710-5551 Work same

Number of years a Mayer Resident 7 Fax NA

Are you presently serving on a City of Mayer Board or Commission? NO

Which One? NA Term _____

Have you served on a City of Mayer Board or Commission in the past? NO

Which One? NA Term _____

Which One? NA Term _____

What do you have to offer to The City of Mayer board or commission? _____

I have a strong sense of family & community. I feel that I can impact our community in a great way by enhancing Mayer Park experience

EXPERIENCE OR EDUCATION THAT WOULD ENHANCE YOUR EFFECTIVENESS AS A BOARD OR COMMISSION MEMBER

8+ years of Park Maintenance, City of Eden Prairie / Carver County Parks

7 years of law enforcement experience, City of Winsted

SIGNATURE [Signature] DATE 7-11-17

Return to the Mayer Community Center 413 Bluejay Avenue, Mayer, MN 55360