



**CITY OF MAYER
REGULAR CITY COUNCIL MEETING
CITY COUNCIL CHAMBERS
MONDAY, APRIL 9, 2018
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. March 26, 2018 City Council Meeting Minutes
 2. March 26, 2018 City Council Workshop Meeting Minutes
 3. February 6, 2018 Planning Commission Meeting Minutes
 - B. Claims
- 6. Reports and Recommendations of City Departments, Consultants, Commissions and Committees**
 - A. Administrative
 1. Jaguar Communications
 2. City Attorney – RFP
 - B. Engineer
 1. Water Treatment Plant – CIP
 2. Pavement Management Plan
 - C. Public Works
 1. Jetting and Televising
 2. Proposal for Aeration Basin Diffusers
- 7. City Council Reports**
- 8. Other Business**
- 9. Upcoming Meetings & Events**

April 10, 2018 Park and Recreation Commission @ 6:30 p.m.
April 23, 2018 Council Meeting @ 6:30 p.m.
April 24, 2018 EDA Meeting @6:30 p.m.

10. For Your Information

April 5, 2018 Public Works Meeting Minutes

11. Adjournment

MAYER CITY COUNCIL MEETING MINUTES – MARCH 26, 2018

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

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

ABSENT: Council Members Boder and McNeilly

STAFF: City Administrator McCallum, Public Works Kuntz, Planning and Zoning Official John Anderson, and Deputy Clerk Gildemeister

ALSO PRESENT: Evan Carlson, Don Wachholz, Ivan Raconteur, Kaye Timmers, Dalton Ward, Mike Wegner, Peggy Wegner, Todd Johnson, Matt Johnson, Maddalin Zimmermann-Stevens, Ron Zimmermann, Carrie Zimmermann, Jon Maetzold, Jenny Maetzold, Mary Jaworsky, Jack Hoese, and Robert Carlson

The meeting was opened with the Pledge of Allegiance.

APPROVE AGENDA

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

PUBLIC COMMENT

Ron Zimmermann of 1605 Pinecone Lane requested an update on ordinance 92.02 subsE.1. Council informed resident that he would be contacted when item is on agenda.

APPROVE CONSENT AGENDA

A MOTION was made by Council Member Butterfield with a second by Council Member Stieve-McPadden to approve the Consent Agenda. Motion Carried 3/0.

1. Approve the Minutes of the March 12, 2018 Regular Council Meeting.
2. Approve Claims for Month of March 2018.
3. Acknowledge Public Works Report of activities from February 23 to March 19, 2018.
4. Acknowledge City Administrator Report of activities for the month of March 2018.
5. Acknowledge City Engineer Report for the period January 27 to February 23, 2018.
6. Acknowledge Sheriff's Department Report for the month of February 2018.
7. Acknowledge Fire Department Report for the month of February 2018.

FIRE DEPARTMENT

1. **Approve Resolution 3-26-18-11 Joint Powers Agreement** – A MOTION to Approve Resolution 3-26-18-11 Joint Powers Agreement was made by Council Member Stieve-McPadden and seconded by Council Member Butterfield. Motion carried 3/0.
2. **Approve Contract for Firefighting Turnout Gear** – A MOTION to Approve Contract with Morning Pride for 34 PBI Max Gold Turnout Gear in the amount of \$72,810.32 was made by Council Member Stieve-McPadden and seconded by Council Member Butterfield. Motion carried 3/0.
3. **Approve Contract for Turnout Gear Cleaning, Inspection, and Repair Services** – A Motion to Approve Contract with Morning Pride for 34 PBI Max Gold Turnout Gear Cleaning, Inspection, and Repair Services in the amount of \$2,087.60 was made by Council Member Butterfield and seconded by Council Member Stieve-McPadden. Motion carried 3/0.

CITY ADMINISTRATOR

1. **Discussion on Solar Farm with IPS Solar** – Mayor Dodge opened the floor at 6:40 p.m. Evan Carlson, IPS Solar, answered questions from local property owners and residents of Mayer pertaining to a proposal his company submitted to the City of Mayer for the installation of a solar farm located north of Mayer along both the east and west side of TH 25. The solar garden is proposed to be located on property on the east side of TH 25 with an address of 5655 Highway 25 (PID 100310100) and/or property directly west of this property on the west side of TH 25 (PID 100310200). Both of these properties are located within the Watertown Township, however, the City of Mayer has zoning control over the property on the west side of TH 25. The zoning of the property on the east side is A Agriculture and is guided for Planned Unit Residential Development (PURD) with a commercial component on the future land use map in the City of Mayer. The property on the west side is not under City zoning control but is guided for medium density residential on the future land use map in the comprehensive plan for Mayer. After a lengthy discussion, the general consensus was that these properties are not the correct locations for a solar garden and that solar gardens needed to be placed in areas that are guided for this type of development. Mayor Dodge stated that Council is not ready to make a motion and recommended adding further discussion on the first Council Meeting in April. Council asked Staff to contact Carver County Commissioner to attend Council Meeting. *Mayor Dodge thanked everyone for their questions and thanked everyone for coming.*
2. **Approve Court Date Services Subscriber Amendment to CJDN Subscriber Agreement** – After some discussion, Council requested Staff to contact Carver County to find out if this agreement is necessary and bring back for further discussion at a future Work Session.

PUBLIC WORKS

1. **Approve Replacement of Pump and Motor for Well #2** – A MOTION to Approve Replacement of Grundfos Pump and Hitachi Motor for Well #2 from Their Well in the amount of \$14,058.00 was made by Council Member Stieve-McPadden and seconded by Council Member Butterfield. Motion carried 3/0.
2. **Approve Inspection of Well #1**– A MOTION to Approve Inspection of Well #1 from Their Well in the amount of \$5,500.00 was made by Council Member Butterfield and seconded by Council Member Stieve-McPadden. Motion carried 3/0.

COUNCIL REPORTS

- Mayor Dodge reported that he attended a very informative seminar at Mayer Lutheran High School on Human Trafficking.
- Mayor Dodge congratulated the Mayer Lutheran High School Boys Basketball Team on making it to the quarterfinals of the 2018 MSHSL Boys State Basketball Championship.

OTHER BUSINESS

- None

ADJOURN

There being no further business, a MOTION was made by Council Member Butterfield and seconded by Council Member Stieve-McPadden to adjourn the meeting at 7:55 p.m. Motion Carried 3/0.

Attest: _____
Janell Gildemeister, Deputy City Clerk

DRAFT

MAYER CITY COUNCIL WORK SESSION MINUTES – MARCH 26, 2018

Call Work Session to order at 7:56 p.m. by Mayor Dodge.

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

ABSENT:

STAFF: City Administrator McCallum and Deputy Clerk Gildemeister

ALSO PRESENT: None

1. **Discussion on Council Chamber:** City Administrator McCallum asked Council for clarification on the use of the Council Chamber. In the past the Council Chamber was used for various classes and meetings. City Administrator stated that on many occasions City Staff needed to use the room and it was not available do to allowing various classes to be held in the Chamber. Council agreed to allow use of the Council Chamber for meetings, on a limited schedule. Council asked City Administrator to look at options for scheduling City Staff meetings and community meetings.
2. **Discussion on Code Enforcement:** The Council discussed enforcing City Ordinances and asked City Administrator McCallum to gather a list of top violation. Kaye Timmers, 2238 Coldwater Crossing address the Council with concerns about a vehicle parked on the grass between her property and her neighbor’s property. Council asked Staff to investigate the complaint and follow up with Ms. Timmers. Staff will also coordinate with Deputy Sheriff Stahlke and Public Works on enforcement measures and educating the residents on common code violations.

MEETING ADJOURNED

There being no further business, the work session was adjourned at 8:15 p.m.

Attest: _____
Janell Gildemeister, Deputy City Clerk

Mike Dodge, Mayor

City of Mayer
Planning Commission
Meeting Minutes
Tuesday, February 6, 2018

Commission Members Present: Chairperson Tom Stifter, and Commissioners Les Hahn, Barney Johnson, Patty Lanting, Rod Maetzold, Don Wachholz and Council Liaison Erick Boder.

Commission Members Absent: None.

Others Present: None.

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

CALL MEETING TO ORDER.

Meeting called to order at 6:30 PM by Chairperson Stifter.

ADOPT AGENDA.

A motion to approve the agenda was made by Commissioner Lanting and seconded by Commissioner Wachholz. Motion carried 7/0.

APPROVAL OF MINUTES.

A motion to approve the January 2, 2018 Planning Commission minutes was made by Commissioner Lanting and seconded by Commissioner Maetzold. Motion carried 7/0.

CONTINUED PUBLIC HEARING FOR A TEXT AMENDMENT TO TITLE XV: LAND USAGE, CHAPTER 152: ZONING, SECTION 152.058 GENERAL COMMERCE DISTRICT AND SECTION 152.060 COMMERCIAL/INDUSTRIAL DISTRICT.

At 6:32 PM Chairperson Stifter continued the public hearing.

Planning Consultant Anderson presented the draft text and discussion followed regarding the curb requirement and landscaping requirements under drive through business conditional uses in the C-1 and C/I districts.

Chairperson Stifter closed the public hearing at 6:45 pm

Commissioner Maetzold excused himself from the meeting at 6:52 pm.

A motion to recommend approval of the text amendment with a change by taking out the curb requirement and landscaping requirements under drive through business conditional uses in the C-1 and C/I districts was made by Chairperson Stifter and seconded by Commissioner Johnson. Motion carried 6/0.

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

At 7:00 PM Planning Consultant Anderson presented the text amendment language. Planning Consultant Anderson highlighted the changes to the text that were made after the November Planning Commission meeting based on the Planning Commission's recommendations.

Council Liaison Boder stated that he would prefer to see no parking in the front yards other than on a driveway.

Planning Consultant Anderson stated that it sounded like the main issues with the text amendment was whether to allow parking in the front and rear yards and if parking in the rear yards was allowed should motor vehicles be allowed to be parked on unimproved surfaces like grass or does the parking area need to be improved surfaces like concrete or bituminous.

It was the consensus of the Planning Commission to get feedback from the City Council prior to making a recommendation on the text amendment.

A motion to table the text amendment was made by Commissioner Johnson and seconded by Commissioner Lanting. Motion carried 6/0.

UPDATE ON THE 2018 COMPREHENSIVE PLAN UPDATE.

At 7:51 PM Planning Consultant Anderson stated that staff had meet in January and that the City Engineer is now working on water, sanitary sewer, stormwater management and transportation elements of the comprehensive plan. Planning Consultant Anderson also stated that City staff is meeting with the Carver County transportation department next week in regards to the county road alignments and Trunk Highway 25 bypass through Mayer.

NEXT MEETING.

Next scheduled meeting is Tuesday, March 6, 2018.

COMMISSIONERS REPORT.

Planning Consultant Anderson stated that he drafted a memo for the City Council in regards to a potential solar garden project along Trunk Highway 25 north of the City.

ADJOURNMENT.

A motion was made by Commissioner Johnson and seconded by Commissioner Lanting to adjourn the meeting at 8:12 PM. Motion carried 6/0.

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Payments

Current Period: April 2018

Batch Name	4/9/18PAY	User Dollar Amt	\$33,482.12		
Payments		Computer Dollar Amt	\$33,482.12		
				\$0.00	In Balance
Refer	12151	TECHSTAR IT SOLUTIONS	-		
Cash Payment	E 100-41920-400	Repairs & Maint Cont	IT SERVICES		\$300.00
Invoice	7751	3/26/2018			
Cash Payment	E 100-41920-312	Software Support	SOFTWARE SUPPORT		\$322.00
Invoice	7808	4/4/2018			
Transaction Date	3/27/2018	Security Bank	10100	Total	\$622.00
Refer	12152	DPC INDUSTRIES INC	-		
Cash Payment	E 620-49410-216	Chemicals and Chem Pr	WTP CHEMICALS		\$932.53
Invoice	827000387-18	3/20/2018			
Cash Payment	E 620-49410-216	Chemicals and Chem Pr	WTP CHEMICALS		\$1,008.30
Invoice	827000386-18	3/20/2018			
Transaction Date	3/27/2018	Security Bank	10100	Total	\$1,940.83
Refer	12153	WIDMER CONSTRUCTION LLC	-		
Cash Payment	E 100-43125-300	Professional Svcs	SNOW REMOVAL HWY 25 3/6/18		\$4,082.50
Invoice	4431	3/15/2018			
Transaction Date	3/27/2018	Security Bank	10100	Total	\$4,082.50
Refer	12154	GREATER MN COMMUNICATIONS	-		
Cash Payment	E 620-49440-350	Print/Binding	MARCH UTILITY BILLING		\$92.46
Invoice	15303	3/20/2018			
Cash Payment	E 640-49490-350	Print/Binding	MARCH UTILITY BILLING		\$92.46
Invoice	15303	3/20/2018			
Cash Payment	E 620-49440-322	Postage	MARCH UTILITY BILLING		\$152.02
Invoice	15303	3/20/2018			
Cash Payment	E 640-49490-322	Postage	MARCH UTILITY BILLING		\$152.02
Invoice	15303	3/20/2018			
Cash Payment	E 100-42280-210	Operating Supplies	FD NAME TAGS,LOCKER TAG		\$194.20
Invoice	15352	3/28/2018			
Transaction Date	3/27/2018	Security Bank	10100	Total	\$683.16
Refer	12155	MICHOLICHEK, BRENT	-		
Cash Payment	E 100-43100-331	Travel Expenses	342 MILES		\$186.39
Invoice		3/21/2018			
Transaction Date	3/27/2018	Security Bank	10100	Total	\$186.39
Refer	12156	GREATAMERICA FINANCIAL SERV	-		
Cash Payment	E 100-41000-200	Office Supplies	COPIER LEASE		\$177.00
Invoice	22329281	3/16/2018			
Transaction Date	3/27/2018	Security Bank	10100	Total	\$177.00
Refer	12157	MN POLLUTION CONTROL AG	-		
Cash Payment	E 640-49480-404	Repairs/Maint Machinery	WWTF ANNUAL PERMIT FEE		\$1,450.00
Invoice	10000052849	3/21/2018			
Transaction Date	3/27/2018	Security Bank	10100	Total	\$1,450.00
Refer	12158	ANCOM COMMUNICATIONS, INC	-		
Cash Payment	E 100-42260-406	800 Mgz Radios	FD RADIO REPAIRS		\$1,174.00
Invoice	77396	3/19/2018			

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Payments

Current Period: April 2018

Cash Payment	E 100-42260-406 800 Mgz Radios	SUPPLIES, REPAIRS		\$132.00
Invoice	77794	4/2/2018		
Transaction Date	3/27/2018	Security Bank	10100	Total \$1,306.00
Refer	12159	BOOTE, ANNA	-	
Cash Payment	E 100-42200-230 Fire Department Explorer	REIMBURSEMENT FOR FD TRAINING		\$409.95
Invoice				
Transaction Date	3/27/2018	Security Bank	10100	Total \$409.95
Refer	12160	MSFCA	-	
Cash Payment	E 100-42200-230 Fire Department Explorer	2018 DFOS REG FOR ANNA BOOTE		\$235.00
Invoice	200002744	2/19/2018		
Transaction Date	3/27/2018	Security Bank	10100	Total \$235.00
Refer	12162	JANELL GILDEMEISTER	-	
Cash Payment	E 100-41400-331 Travel Expenses	MARCH 21-23		\$49.05
Invoice		3/30/2018		
Cash Payment	E 100-41000-500 Capital Outlay (GENERA	C BATTERIES 4PK FOR WIRELESS DOORBELL		\$10.73
Invoice		3/30/2018		
Cash Payment	E 100-41000-500 Capital Outlay (GENERA	WIRELESS DOORBELL		\$9.09
Invoice		3/30/2018		
Transaction Date	3/30/2018	Security Bank	10100	Total \$68.87
Refer	12163	METRO WEST INSPECTION SERVI	-	
Cash Payment	E 100-42400-300 Professional Svcs	FINALED PERMITS FEBRUARY 2018		\$4,322.44
Invoice	1458	3/29/2018		
Transaction Date	3/30/2018	Security Bank	10100	Total \$4,322.44
Refer	12189	USA BLUE BOOK-HD SUPPLY MAI	-	
Cash Payment	E 640-49490-404 Repairs/Maint Machinery	TIDE FLEX TFA,MIXING NOZZLE		\$336.18
Invoice	520103	3/16/2018		
Transaction Date	4/3/2018	Security Bank	10100	Total \$336.18
Refer	12190	PEAK HEATING AND COOLING	-	
Cash Payment	E 100-41940-400 Repairs & Maint Cont	MID SEASON SERVICE 2018		\$132.50
Invoice	16760	3/28/2018		
Transaction Date	4/3/2018	Security Bank	10100	Total \$132.50
Refer	12191	CARVER COUNTY ATTORNEYS OF	-	
Cash Payment	E 100-41000-304 Legal Fees	1ST QTR FINE FEES 2018		\$540.24
Invoice		4/2/2018		
Transaction Date	4/4/2018	Security Bank	10100	Total \$540.24
Refer	12192	BOLTON MENK INC	-	
Cash Payment	E 100-41000-303 Engineering Fees	STORM WATER, SANITARY SEWER, WATER SUPPLY, MISC		\$1,924.50
Invoice	215702	3/31/2018		
Cash Payment	E 100-41000-303 Engineering Fees	2018 DEVELP REVIEW		\$410.00
Invoice	215703	3/31/2018		
Cash Payment	E 100-41000-303 Engineering Fees	MISC REVIEW		\$867.00
Invoice	215704	3/31/2018		
Cash Payment	E 100-41000-303 Engineering Fees	REDUCED RATE MISC REVIEW		\$455.00
Invoice	215704	3/31/2018		

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Payments

Current Period: April 2018

Cash Payment	E 100-41000-303 Engineering Fees	TH 25 COORDINATION			\$246.00
Invoice 215705	3/31/2018				
Transaction Date	4/5/2018	Security Bank	10100	Total	\$3,902.50
Refer	12193	EMERGENCY RESPONSE SOLUTI	-		
Cash Payment	E 100-42260-517 PPE Purchase	TURNOUT GEAR			\$8,700.00
Invoice 10771	3/30/2018				
Transaction Date	4/5/2018	Security Bank	10100	Total	\$8,700.00
Refer	12194	MAYER LUMBER CO INC	-		
Cash Payment	E 100-43100-400 Repairs & Maint Cont	SCREWS, WASHERS, NUTS			\$31.26
Invoice 154753	3/13/2018				
Cash Payment	E 620-49410-400 Repairs & Maint Cont	RESPIRATORS			\$60.97
Invoice 154812	3/14/2018				
Cash Payment	E 620-49410-400 Repairs & Maint Cont	BUSHINGS			\$2.28
Invoice 154846	3/15/2018				
Cash Payment	E 100-43100-400 Repairs & Maint Cont				\$36.55
Invoice 155414	3/27/2018				
Cash Payment	E 100-43100-400 Repairs & Maint Cont				\$21.77
Invoice 155319	3/30/2018				
Transaction Date	4/5/2018	Security Bank	10100	Total	\$152.83
Refer	12195	ECM PUBLISHERS, INC	-		
Cash Payment	E 100-41000-340 Advertising	WATERTOWN MAYER GUIDE			\$265.00
Invoice 583991	3/25/2018				
Transaction Date	4/5/2018	Security Bank	10100	Total	\$265.00
Refer	12196	HERALD JOURNAL PUBLISHING IN	-		
Cash Payment	E 100-41000-340 Advertising	BIDS FOR OSH PARK SHELTER			\$257.76
Invoice	3/9/2018				
Cash Payment	E 100-41000-351 Legal Notices Publishing	FINANCIAL REPORT			\$1,224.36
Invoice	3/9/2018				
Cash Payment	E 100-41000-351 Legal Notices Publishing	ORDINANCE 218			\$1,546.56
Invoice	3/23/2018				
Transaction Date	4/5/2018	Security Bank	10100	Total	\$3,028.68
Refer	12198	FREMONT INDUSTRIES, INC	-		
Cash Payment	E 640-49480-216 Chemicals and Chem Pr	COAGULANT			\$810.00
Invoice 2018-19076-00	3/30/2018				
Transaction Date	4/5/2018	Security Bank	10100	Total	\$810.00
Refer	12199	OWENS COMPANIES, INC.	-		
Cash Payment	E 640-49480-404 Repairs/Maint Machinery	SITE INSPECTION & REPAIRS			\$130.05
Invoice 77313	3/26/2018				
Transaction Date	4/5/2018	Security Bank	10100	Total	\$130.05

MAYER, MN
Payments

Current Period: April 2018

Fund Summary

	10100 Security Bank	
100 GENERAL FUND		\$28,262.85
620 WATER FUND		\$2,248.56
640 SEWER FUND		\$2,970.71
		<hr/>
		\$33,482.12

Pre-Written Checks	\$0.00
Checks to be Generated by the Computer	\$33,482.12
Total	<hr/>
	\$33,482.12



Request for Council Action Memorandum

Item: City Attorney RFP

Meeting Date: April 6, 2018

Presented By: Margaret McCallum, City Administrator

Recommendations/Council Action/Motion Requested:

A motion to select a firm for appointment as the City Attorney.

Details:

The City of Mayer went out for Request for Proposal (RFP) for City Attorney in December 2017. Proposals were due by January 10, 2018.

The City received 6 proposals from firms throughout the metropolitan region.

At a special workshop meeting on February 21, 2018, the Council reviewed the RFP documents and based on references, cost, and overall information provided in their RFP document, the Council narrowed the selection to two firms:

1. Kennedy and Graven, Chartered
2. Ratwik, Roswak and Maloney

On March 22, 2018, a meet and greet with the Council was held to ask additional questions and to get to know the representatives of the firm better.

Kennedy and Graven, Chartered –

Located in Minneapolis, Saint Paul and St. Cloud, Kennedy and Graven Chartered practice is almost exclusively in local government. The proposed attorney is Scott Riggs.

Ratwik, Roszak and Maloney –

Located in Minneapolis, this firm also focuses primarily exclusively in local government. The proposed attorney is Tim Sullivan.

Attachments:

None.



Real People. Real Solutions.

2638 Shadow Lane
Suite 200
Chaska, MN 55318-1172

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

March 6, 2018

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

RE: Water System Capital Improvements Study

Dear Maggie:

As requested, we have developed a proposal for conducting a Water System Capital Improvements Study for the City of Mayer. Based on our understanding of the project, we anticipate the following scope of work.

Scope of Work

Task 1 – Data Collection, Review and Project Management

- Bolton & Menk will meet with key City staff. We will discuss the project schedule and review goals and objectives of the project. We will also request information from the City. A summary of this information is listed below.
 - Water quality data (testing results) including both raw and finished water quality.
 - Current and future budget information including debt service for the water system and maintenance costs.

Task 2 – Water Treatment Facilities Site Visit

- A one day site visit will be scheduled to visit the water treatment facilities.
- The appropriate City staff should be available for part of this site visit so we can determine future needs and maintenance concerns.
- Develop list of needs.

Task 3 – Capital Improvement Plan

- Develop a 20-year plan for future capital improvements that will include the water treatment facilities, wells, and the water tower. Items will include cost opinions for future rate planning. The plan will include major equipment items but not future expansions beyond the existing facilities footprint.

Task 4 – Report Preparation and Submittal

- Provide analysis of wells, treatment, and storage for current conditions and future maintenance/replacement needs.
- Recommend capital improvement project phasing based on City input, including a list of likely improvements over the next 20 years.
- Present Water System Capital Improvements Study report, including recommendations to the City and attend Council Workshop.

Documents to be Provided by the City

Below is a list of the information that we understand will be provided by the City to assist in our completion of this project:

- Water use data for the past 5 years.
- Water quality data (testing results) including both raw and finished water quality.
- Existing well information.
- Programmed improvements to water system and existing maintenance costs.

Estimate of Fees

The proposed fee to complete the Water System Capital Improvements Study, based on the tasks outlined above, is **\$10,900**.

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

Sincerely,

Bolton & Menk, Inc.



David P. Martini, P.E.
Principal Engineer



Real People. Real Solutions.

2638 Shadow Lane
Suite 200
Chaska, MN 55318-1172

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

April 4, 2018

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

RE: Pavement Management Plan

Dear Maggie:

As requested, we have prepared a scope of services and fee estimate to prepare a Pavement Management Plan for the City.

Proposed Scope of Engineering Services

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

Condition Survey – All city roads will be reviewed to determine the existing condition of the roads. Each road will be reviewed in the field and a map will be produced to provide a color coded representation of the condition of the City's roads.

10-Year Road Improvement Plan – To assist the City with budgeting for future road improvements, a proposed 10-year improvement plan will be developed. The plan will consider the existing condition of the roads, the age of the roads, and budgeting constraints. The intent of the plan is to identify the timing and scope of future improvements to all road segments in the next 10-years.

Report – A written report will be prepared to summarize the methodology used for the update along with our findings and recommendations. The report will also combine all of the information collected for the update including the condition evaluations, maps and figures, and the 10-year improvement plan.

Fee Estimate

Based on the scope of services described above, we propose a not-to-exceed fee of **\$7,500** to be billed on an hourly basis.

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

Sincerely,

Bolton & Menk, Inc.

David P. Martini, P.E.
Principal Engineer



REQUEST FOR CITY COUNCIL ACTION

Meeting Date: April 9th, 2018
Item Name: Sewer Jetting And Televising
Originating Department: Public Works
Presented by: Kyle Kuntz

Previous Council Action (if any):

Item Type (X only one): Consent Regular Session Discussion Session

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

A motion approving the scheduling of the yearly sewer jetting and televising.

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

Staff is proposing to have about 15,400 linear feet of sanitary sewer line be jetted and televised by Overline and Son in the amount of \$11,858. The areas scheduled for the maintenance this year include: Fieldstone, 7th St NW, Bluejay Ave N, and Morning Drive. This is routine maintenance that the city is required to do on a yearly basis.

Attached are the bids city staff collected from two different contractors.

<i>FINANCIAL IMPLICATIONS:</i>		<i>ADVISORY BOARD RECOMMENDATIONS:</i>	
Funding Sources & Uses: Repairs and Maintenance \$25,000		Other _____	
Budget Information:			
_____ Budgeted	_____ Non Budgeted		
_____ Amendment Required			
Approved _____	Denied _____	Tabled _____	Other _____
Resolution No. _____		Ordinance No. _____	

Overline & Son, Inc

19370 County Road 40
 Belle Plaine, MN 56011

Phon... 952-873-4330

Fax # 952-873-4330

overlineandson@yahoo.com

Estimate

Date	Estimate #
4/5/2018	92

Name / Address
City of Mayer 413 Bluejay Avenue Mayer, MN 55360

Description	Qty	Rate	Total
Estimate for Vactor and Televising Services for City of Mayer			
Vactor services to jet clean and vacuum approximately 15,400/lf of sanitary sewer lines	15,400	0.39	6,006.00
Televis and report of approximately 15,400/lf of sanitary sewer lines	15,400	0.38	5,852.00
<ul style="list-style-type: none"> •CITY to provide legal and physical access for equipment to manholes in the sewers to be cleaned and to exposure to buried manholes. •CITY to provide access to water at nearby hydrants at no additional charge to CONTRACTOR. •CITY to provide 4 copies of maps with manhole numbering system and distance between manholes. •CONTRACTOR to dispose of vacuumed material at CITY designated dumpsite. •CONTRACTOR to provide TV Inspection, 1 printed copy of report, significant findings of troubled segments, and one DVD (data & video). 			
Thank you for considering our firm for this project.		Total	\$11,858.00



16281 Baseline Ave. Shakopee, MN 55379
Phone: 952.445.3173 Fax: 952.496.9117
Website: www.pipe-services.com

QUOTATION

April 2, 2018

Kyle Kuntz
City of Mayer Public Works
413 Bluejay Ave.
Mayer, MN 55360

Dear Kyle;

As requested, we have prepared a quote for **cleaning and televising of 15,400 linear feet of 8" - 12" sanitary sewer** for the City of Mayer.

Jet Vac Cleaning of approximately 15,400 LF of 8" - 12" sanitary sewer @ .40 per foot.	\$6,160.00
Color pan and tilt televising of approximately 15,400 LF of sanitary sewer @ .38 per foot	\$5,852.00

Total \$12,012.00

See attached bid form

Our bid is based on the following provisions and understandings:

1. CONTRACTOR to provide 1 typed reports and colored DVD's or portable drive for televised services. Additionally we will provide a data file containing all reports, Video and still photos along with a summary report of all significant incidents. All televising will be done in certified PACP format along with a data file for import into your GIS system.
2. CITY to locate and expose all manholes and to provide access.
3. CONTRACTOR to be allowed to draw water from CITY fire hydrants at no additional charge.
4. CONTRACTOR assumes that all dumping will be at a CITY site.
5. CITY to locate and expose all manholes and to provide access.



REQUEST FOR CITY COUNCIL ACTION

Meeting Date: April 9, 2018

Item Name: Replacement of Aeration Basin No. 1 & 2 Diffusers

Originating Department: Wastewater Consultant

Presented by: Greg Kluver/ Kluver Consulting

Previous Council Action (if any):

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

Motion to accept proposal from Vessco in the amount of \$7,665.00

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

Identified in the 2018 Wastewater Treatment Plant Sewer Fund Budget under Capital Outlay is the replacement of all fine bubble diffusers located in Aeration Basin No 1. And No. 2. The Diffusers disperse air proportionally throughout the Aeration basins to microorganisms living in the basins. The diffusers were last replaced in 2011 and are showing signs of wear. The expected life expectancy is six to seven years. City staff will be doing the installation.

FINANCIAL IMPLICATIONS:

Funding Sources & Uses: 2018 WWTF BUDGET , 640-49480-500
CAPITOL OUTLAY

Budget Information:

\$8,200 Budgeted

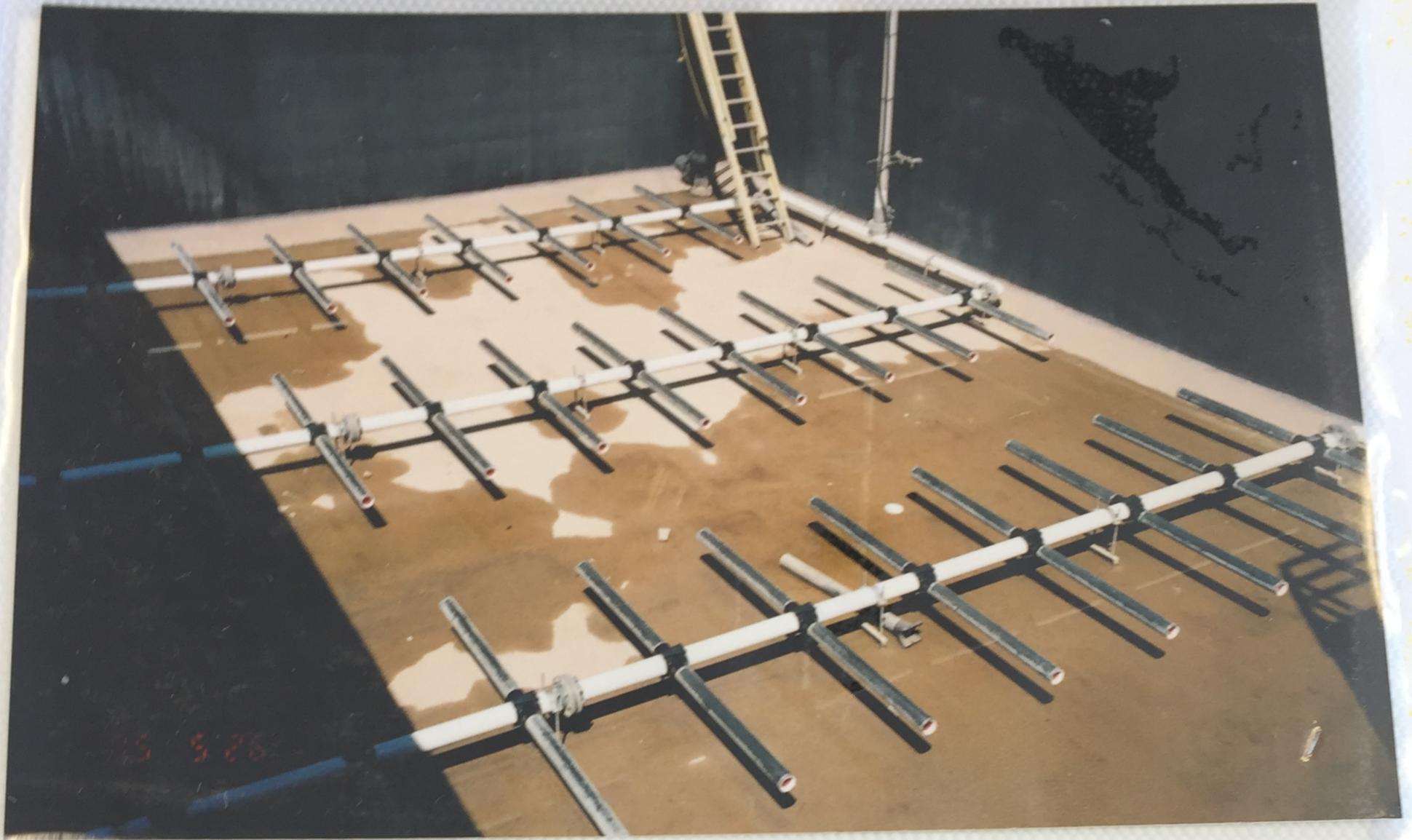
Non Budgeted

Amendment Required

ADVISORY BOARD RECOMMENDATIONS:

Other

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



5 5 25



**CITY OF MAYER
PUBLIC WORKS MEETING
APRIL 5, 2018 @ 10:30 A.M.
CITY HALL COUNCIL CHAMBERS**

AGENDA

1. Open Meeting at 10:32 a.m.

Those present were Public Works, Kyle Kuntz, Mayor Mike Dodge, Consultant Greg Kluver, City Administrator, Maggie McCallum, and City Engineer, Dave Martini.

2. Business

a. NPDES Permit

Kluver informed that the NPDES Permit has to be updated every 5 years for the wastewater treatment facility. He said that initially the City asked the City Engineer's firm, Bolton and Menk to assist in putting together the documentation to renew the permit. Kluver said that upon further review, he felt that he and Kuntz could complete the documentation at a lower cost than the City Engineer. Martini said that he would provide assistance if necessary. Kluver informed that the documentation is to be submitted by August 1, 2018.

b. Pavement Plan Management Proposal

Martini explained that 2018 is a planning year for the City of Mayer and that as part of the budget for 2018, the City allocated funds for a pavement plan management proposal. He said that such a document would provide at least a 10 year outlook and review of the current streets within the city. It would allow the City plan and budget accordingly for street projects from year to year. It would assess the needs of each street and what measures could be taken to extend the lifespan of streets before full replacement is necessary. Martini informed that the cost for the assessment and compilation would be about \$7,500.

c. Water CIP

Martini informed that the City Council and staff previously discussed completing a Water Capital Improvement Plan. He said that the review would look out at least 10 years and plan for yearly projects/maintenance to the water system. It would be a more proactive approach instead of a reactive approach. Martini said that the City recently did a wastewater treatment CIP. Kluver said that the document has been very useful for maintenance and forecasting. McCallum agreed that this would be very beneficial as well for planning and budgeting purposes.

d. WWTP Succession Planning

Kluver informed that his 5 year contract goes to September of 2019 and that public works worker, Kyle Kuntz has the ability to take his Class A license in March 2019. He explained

that if Kuntz passes the test, that he could take over the waste water treatment plant. Kløver said that he could continue to be an as needed consultant. He said that he has already started the process of training Kuntz.

e. Compost Site

McCallum stated that the compost site is very well used and that an assessment should be done to make sure the site is being used to its capacity. She also said that a discussion should be had to ensure that the site is always open when it should be and have enough backup personnel when the main employee is absent. Dodge said that review the hours for the spring and summer. Dodge also suggested that staff look at updating the policy regarding procedures. Everyone agreed that signs needed to be updated.

f. Seasonal Employee

McCallum stated that as part of the succession planning for the wastewater treatment facility, she wanted to make sure that the City would be adequately staffed through the transition. She explained that Kuntz would be taking on more work and that the City would essentially be losing an employee (consultant). She said that the City needs to consider whether more help is needed for the public works department, at least part time, to ensure that the department runs efficiently. As Kuntz takes on more at the wastewater treatment plant, Mickolichuk will take on more elsewhere. She said that the City should for the time being at least look at a seasonal employee in the summer.

g. CIPP Lining

Kuntz stated that CIPP lining for some of the sanitary sewer lines in town were scheduled for last summer (2017) and the company failed to meet that obligation. He said this year, more lining is scheduled on top of last years. He informed that he is going to bid out the project to get it completed (this years and last years).

3. Adjournment at 12:05 p.m.