



**CITY OF MAYER  
REGULAR CITY COUNCIL MEETING  
CITY COUNCIL CHAMBERS  
MONDAY, JUNE 25, 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. June 11, 2018 City Council Meeting Minutes
    2. June 11, 2018 City Council Workshop Meeting Minutes
  - B. Claims
  - C. Reports
    1. City Administrator
    2. Fire Department
    3. Sheriff's Department
    4. Public Works
    5. City Engineer
  - D. Resolution No. 6-25-18-18 – Summary of Ordinance 221
- 6. Reports and Recommendations of City Departments, Consultants, Commissions and Committees.**
  - A. Administrative
    1. Cleaning Services – City Hall/Community Center – Resolution 6-25-18-17
    2. Lions Signs
  - B. Park and Recreation
    1. Ice Rink and Archery Range Locations – Old School House Park
    2. West Ridge Park – Playground Equipment
- 7. City Council Reports**
- 8. Other Business**
- 9. Upcoming Meetings & Events**

June 27, 2018 – MNDOT Open House – 2020 Highway 25 Project

July 9, 2018 – City Council Meeting

July 10, 2018 – Park Commission Meeting

July 14, 2018 – Mayer Rising Community Festival

**10. For Your Information**

June 7, 2018 Personnel Committee Meeting Minutes

June 12, 2018 Park Commission Meeting Minutes

**11. Adjournment**

MAYER CITY COUNCIL MEETING MINUTES – JUNE 11, 2018

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

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

ABSENT: Council Member Boder

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

ALSO PRESENT: Don Wachholz, Ivan Raconteur, Zach Stifter

The meeting was opened with the Pledge of Allegiance.

APPROVE AGENDA

A MOTION was made by Council Member Butterfield with a second by Council Member Stieve-McPadden to approve the agenda as presented. Motion Carried 4/0

PUBLIC COMMENT

None

*Mayor Dodge introduced Tim Sullivan as the City of Mayer's new City Attorney.*

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 4/0.

1. Approve the Minutes of the May 29, 2018 Regular Council Meeting.
2. Approve the Minutes of the May 29, 2018 Council Workshop Meeting.
3. Approve Claims for the Month of May 2018. Check numbers 21590 to 21610
4. Approve Resolution 6-11-18-13 Road Closure Permit for Mayer Rising Community Festival.
5. Approve Resolution 6-11-18-14 Road Closure Permit for Mayer Car Show.
6. Approve Resolution 6-11-18-15 Alley Closure Permit for 309 Ash Avenue.
7. Accept Resignation of Brent Mickolichuk, Public Works.

CITY ADMINISTRATOR

1. **Approve Administrative Study-Job Descriptions and Market Analysis** –City Administrator McCallum in collaboration with DDA Human Resources, presented the final Job Descriptions for City Administrator/Treasurer, Deputy Clerk, Public Works Director, Public Works Worker I, and Public Works Worker II (Benchmark Positions) to Council for approval. Taking into consideration the resignation of Brent Mickolichuk, Council discussed the need to have additional classifications for Public Works Staff. Mayor Dodge affirmed the Personnel Committee's decision to elevate Public Works Kuntz to Public Works Worker I, and add in a Public Workers II position as part of the Benchmark Positions. Council reviewed the updated list of market comparable communities and was pleased with the sample size to gather wage and benefit information. A MOTION to Approve DDS Benchmark Study, Job Descriptions, Market Analysis, and the change of Public Works Worker I Kuntz to a Supervisory Position, over Public Works Worker II was made by Council Member McNeilly and seconded by Council Member Stieve-McPadden. Motion carried 4/0
2. **Approve Ordinance 221-Text Amendment Regarding Vehicle Parking Requirements** –The City of Mayer has initiated a review of language in relation to the parking of vehicles, on grass within the yard areas. Sections of the zoning ordinance proposed to be amended include Title XV: Land Usage, Chapter

152: Zoning, Section 152.003 Definitions and Section 152.026 Driveway Parking Area, and Hard Surface Improvements. On April 3, 2018, the Planning Commission voted 5-1 to recommend approval of the text amendment with five changes. Two of the changes included taking out the length and width requirements for parking pads in the side and front yards. Another change was allowing recreational vehicles to be thirty-six feet instead of thirty feet. A typo to be adjusted. The final change was taking out the forty-eight hour parking requirement in the front yard. Council conducted a line by line review of Ordinance 221. City Attorney Sullivan and City Engineer Martini offered their guidance and clarification of language during the discussion. Council welcomed audience discussion and comments. After a lengthy discussion, a MOTION to Approve Ordinance 221-Text Amendment Regarding Vehicle Parking Requirements with the Planning Commissions recommended five changes and two additional changes; A typo correction Section 152.026 subd D (1d) “front” to “from” and a language change Section 152.026 subd D (4b) change “front yard parking pad” to “vehicle parking area”. Motion Carried 4/0.

3. **Approve Ordinance 222 Establishing the Salaries of Council** –A MOTION to Approve the Salary of the Mayor of the City of Mayer to be \$3,000.00 per calendar year and the Salary of the Council Member of the City of Mayer to be \$2,400.00 per calendar year, effective the first business day of January, 2019, was made by Council Member McNeilly and seconded by Council Mayor. Motion Carried 4/0  
Payment for every official meeting attended as the role of Mayor or Council Member will remain \$30.00 per meeting per current approved fee schedule.
4. **Approve Resolution 6-11-18-16 Summer Hours for City Hall and Public Works** – A MOTION to Approve Summer Hours for City Hall and Public Works effective Monday, June 18, 2018 through Friday, September 30, 2018 was made by Council Member Butterfield and seconded by Council Member Stieve-McPadden. Motion carried 4/0
5. **Approve Request to Post for Public Works Worker II** –A MOTION to Approve Request to Post for Public Works Worker II, with a wage range of \$20.00 to \$24.00 per hour, was made by Council Member Butterfield and seconded by Council Member McNeilly. Motion Carried 4/0  
Council recommended posting position for 2 weeks and outsourcing mowing duties.

#### COUNCIL REPORTS

- Council Member Stieve-McPadden informed the Council that the EDA Committee is working on a Community Video with local videographers.
- Council Member McNeilly asked Staff to work on a New Business Certificate for Krazi Coffee.
- Council Member Butterfield informed Council that the Park Board will be assisting MLHS with their 2<sup>nd</sup> annual Fun Run 5K to be held June 23, 2018.
- Mayor Dodge stated that the Personnel Committee discussed the resignation of Brent Micholichek, Public Works and the transition of Kyle Kuntz to Public Work Worker II.

#### ADJOURN

There being no further business, a MOTION was made by Council Member Stieve-McPadden and seconded by Council Member Butterfield to adjourn the meeting at 7:55 p.m. Motion Carried 4/0

---

Mike Dodge, Mayor

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

MAYER CITY COUNCIL WORK SESSION MINUTES – JUNE 11, 2018

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

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

ABSENT: Council Member Boder

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

ALSO PRESENT: None

1. **Discussion on Tower Lease at 413 Bluejay Avenue:** The City entered in to a Site Lease Agreement in July of 2000 with Verizon. Pursuant to the terms of the Lease, a communications antenna facility (Verizon) was constructed on 413 Bluejay Avenue, property owned by the City. The original term of the Lease was 10 years, with two additional 5-year renewal periods (total of 20 years). An Amended Site Lease Agreement was entered into in August of 2008. The Amended Lease extended the term of the tenancy by five successive 5-year terms (total of 25 years). The Amended Lease remains in effect though the end of 2034. The City currently receives approximately \$35,000 per year in total rent. The tenant proposed to extend the term of the Amended Lease by six additional 5-year terms (total of 30 years). This would result in extending the Lease through 2064-over 46 years from now. In exchange for this lease extension, the City would receive a one-time signing bonus of \$20,000. The current offer would bind the City for another 30 years beyond the current lease year of 2034. Staff calculated that the City would receive approximately \$55.00 per month with this new 20-year lease extension. City Attorney affirmed that he doesn't see it as a benefit to the City because the tenant has over 16 years left on the current lease and in his opinion it is not enough of an incentive to sign. Council agreed with the City Attorney and is not interested in their offer.
1. **Discussion on Volunteer at City Hall:** The City Administrator received a letter from a Council Member offering to volunteer their time at City Hall. The City Administrator asked Council for their input and direction. Before there could be much discussion, the City Attorney stepped in to express some obvious concerns. He stated that there would be a clear chain of command issue. He also stated the potential Workers Comp issues, and Staff/Council relationship issues. He suggested the City look into what volunteer work is needed and whether the City really needs to hire additional employees. Majority of the Council agreed to do nothing with City Hall volunteers at this time.
2. **Engineer Updates:**
  - a. **Pond Maintenance Plan:** City Engineer Martini updated Council on the status of City ponds. He stated a number of ponds are nearing 20 years old and will need major maintenance. He stated that currently the City does not have a long term plan for maintenance of the City ponds. He recommended in the future the City create out lots around any new ponds.

After discussion, Council directed City Administrator, Public Works, and City Engineer to get together and formulate a plan to include how City will access City ponds and the costs involved.
  - b. **Residential Development-Topsoil and Grass Installation:** City Engineer Martini informed Council that he visited a property where the sod has died. He stated that a property owner

complained about the lack of topsoil under the sod. He corresponded with the builder and the builder made clear that six inches of organic material was spread on the property per code. After discussion on types of soil, organic material, grading, and condition of sod on adjacent properties. Council asked City Administrator to reach out to surrounding communities for information on their code requirements.

3. **Discussion on Adding a Light Pole at City Hall/Community Center Parking Lot:** Council reviewed a bid from AME Electric in the amount of \$4,740.00 for a light pole installation in the parking lot of City Hall/Community Center. After some discussion on the placement of the light pole and cost, Council asked City Administrator to acquire additional quotes and bring back for future discussion.

Council asked Public Works about the pot holes on Bluejay Avenue and Public Works stated that the pot hole were on the list of items to be repaired.

MEETING ADJOURNED

There being no further business, the work session was adjourned at 8:53 p.m.

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

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

**\*Claim Register©**

6/25/18PAY

June 2018

**Claim Type Direct**

Claim# 12061 *AEM FINANCIAL SOLUTIONS LLC*

Cash Payment E 100-41000-301 Auditing and Acct g Servic ACCOUNTING SERVICES & QTR 1 REPORT \$1,500.00  
Invoice 401789

Transaction Date 6/18/2018 Security Bank 10100 Total \$1,500.00

**Claim Type Direct**

Claim# 12063 *BOLTON MENK INC*

Cash Payment E 620-49410-500 Capital Outlay (GENERAL) WATER SYSTEM CIP STUDY \$2,822.50  
Invoice 0217804

Cash Payment E 100-41910-300 Professional Srvs 2018 COMPREHENSIVE PLAN STUDY \$15,345.50  
Invoice 0218062

Cash Payment E 100-41000-303 Engineering Fees 2018 DEVELOPMENT REVIEW \$328.00  
Invoice 0218064

Cash Payment E 100-41000-303 Engineering Fees MISC DRAINAGE \$1,045.00  
Invoice 0218065

Cash Payment E 100-41000-303 Engineering Fees MISC ENGINEERING \$447.00  
Invoice 0218066

Cash Payment E 100-41000-303 Engineering Fees 2018 STREET PLANNING \$82.00  
Invoice 0218067

Cash Payment G 800-20201 Coldwater Crossing COLDWATER CROSSING 7 \$390.00  
Invoice 0218068

Cash Payment G 800-20202 Hidden Creek HIDDEN CREEK 7 \$810.00  
Invoice 0218069

Transaction Date 6/18/2018 Security Bank 10100 Total \$21,270.00

**Claim Type Direct**

Claim# 12075 *CENTURY FENCE COMPANY*

Cash Payment E 100-49505-400 Repairs & Maint Cont COMPOST SITE \$1,190.00  
Invoice 188591701

Cash Payment E 640-49480-500 Capital Outlay (GENERAL) WWTF \$13,350.00  
Invoice 188591701

Transaction Date 6/18/2018 Security Bank 10100 Total \$14,540.00

**Claim Type Direct**

Claim# 12070 *CITY OF WATERTOWN*

Cash Payment E 620-49440-400 Repairs & Maint Cont TRIMBLE GPS-CITY PORTION \$693.59  
Invoice 201806M

Cash Payment E 640-49490-360 Insurance (GENERAL) TRIMBLE GPS-CITY PORTION \$693.59  
Invoice 201806M

Transaction Date 6/18/2018 Security Bank 10100 Total \$1,387.18

**Claim Type Direct**

Claim# 12077 *CULLIGAN - METRO*

Cash Payment E 100-42280-400 Repairs & Maint Cont FD WATER SOFTNER \$70.50  
Invoice

Transaction Date 6/18/2018 Security Bank 10100 Total \$70.50

**Claim Type Direct**

Claim# 12060 *EHLERS & ASSOCIATES INC*

Cash Payment E 100-41000-301 Auditing and Acct g Servic CONTINUING DISCLOSURE REPORTING \$3,175.00  
Invoice 76986

Transaction Date 6/18/2018 Security Bank 10100 Total \$3,175.00

**MAYER, MN**

06/19/18 7:40 AM

Page 2

**\*Claim Register©**

6/25/18PAY

June 2018

<b>Claim Type Direct</b>					
Claim#	12076	FREMONT INDUSTRIES, INC			
Cash Payment	E 640-49480-216	Chemicals and Chem Prod	COAGULANT WWTF		\$972.00
	Invoice 2018-24615-00				
Transaction Date	6/18/2018	Security Bank	10100	<b>Total</b>	\$972.00
<b>Claim Type Direct</b>					
Claim#	12067	GRAINGER			
Cash Payment	E 620-49410-400	Repairs & Maint Cont	SOLENOID VALVE		\$526.44
	Invoice 9814877719				
Transaction Date	6/18/2018	Security Bank	10100	<b>Total</b>	\$526.44
<b>Claim Type Direct</b>					
Claim#	12078	GREATER MN COMMUNICATIONS			
Cash Payment	E 100-41940-400	Repairs & Maint Cont	MAX OCCUPANCY SIGN COMM CTR		\$24.00
	Invoice 16018				
Transaction Date	6/18/2018	Security Bank	10100	<b>Total</b>	\$24.00
<b>Claim Type Direct</b>					
Claim#	12066	KJOLHAUG ENVIRON.SERVICES			
Cash Payment	E 650-49500-303	Engineering Fees	MAYER WETLAND-INFORMATION GATHERING & FIELDWORK PREP		\$651.45
	Invoice 105188				
Transaction Date	6/18/2018	Security Bank	10100	<b>Total</b>	\$651.45
<b>Claim Type Direct</b>					
Claim#	12073	LANO EQUIPMENT			
Cash Payment	E 100-43100-500	Capital Outlay (GENERAL)	NEW SKID STEER		\$15,100.00
	Invoice 20366				
Transaction Date	6/18/2018	Security Bank	10100	<b>Total</b>	\$15,100.00
<b>Claim Type Direct</b>					
Claim#	12065	MAETZOLD HOMES INC			
Cash Payment	G 800-20211	Landscape Escrow	LANDSCAPE ESCROW REFUND 145 MORNING DRIVE		\$2,500.00
	Invoice B2017-144				
Cash Payment	G 800-20211	Landscape Escrow	LANDSCAPE ESCROW REFUND 135 MORNING DRIVE		\$2,500.00
	Invoice B2018-145				
Transaction Date	6/18/2018	Security Bank	10100	<b>Total</b>	\$5,000.00
<b>Claim Type Direct</b>					
Claim#	12079	MOBIL - EXXON/MOBIL			
Cash Payment	E 100-45000-212	Motor Fuels	PARKS		\$18.53
	Invoice 58770				
Cash Payment	E 100-45000-212	Motor Fuels	PARKS		\$25.39
	Invoice				
Cash Payment	E 100-42260-212	Motor Fuels	FD		\$18.19
	Invoice 66505				
Cash Payment	E 100-45000-212	Motor Fuels	PARKS		\$26.80
	Invoice 67271				
Cash Payment	E 100-43100-212	Motor Fuels	P/W		\$94.17
	Invoice 69795				
Cash Payment	E 100-45000-212	Motor Fuels	PARKS		\$21.21
	Invoice 73875				

**MAYER, MN**

06/19/18 7:40 AM

Page 3

**\*Claim Register©**

6/25/18PAY

June 2018

Cash Payment	E 100-43100-212 Motor Fuels	P/W	\$39.33
	Invoice 75389		
Cash Payment	E 100-43100-212 Motor Fuels	P/W	\$19.83
	Invoice 76709		
Cash Payment	E 100-45000-212 Motor Fuels	PARKS	\$16.32
	Invoice 78006		
Cash Payment	E 100-43100-212 Motor Fuels	P/W	\$46.28
	Invoice 78357		
Cash Payment	E 100-45000-212 Motor Fuels	PARKS	\$31.14
	Invoice 84998		
Cash Payment	E 100-45000-212 Motor Fuels	PARKS	\$15.72
	Invoice 88889		
Cash Payment	E 100-42260-212 Motor Fuels	FD	\$35.07
	Invoice 89612		
Cash Payment	E 100-45000-212 Motor Fuels	PARKS	\$26.24
	Invoice 92787		
Cash Payment	E 100-42260-212 Motor Fuels	FD	\$44.13
	Invoice 93344		
Cash Payment	E 100-43100-212 Motor Fuels	P/W	\$57.11
	Invoice		
Cash Payment	E 100-43100-212 Motor Fuels	P/W	\$18.46
	Invoice 93978		
Cash Payment	E 100-45000-212 Motor Fuels	PARKS	\$27.76
	Invoice		
Cash Payment	E 100-43100-212 Motor Fuels	P/W	\$89.55
	Invoice 96557		
Cash Payment	E 100-43100-212 Motor Fuels	PARKS	\$16.70
	Invoice 96730		
Cash Payment	E 100-43100-212 Motor Fuels	PARKS	\$19.61
	Invoice 96802		
Cash Payment	E 100-42260-212 Motor Fuels	FD	\$8.56
	Invoice 66514		
Cash Payment	E 100-42260-212 Motor Fuels	FD	\$9.46
	Invoice 74520		

Transaction Date	6/18/2018	Security Bank	10100	<b>Total</b>	\$725.56
------------------	-----------	---------------	-------	--------------	----------

**Claim Type Direct**

Claim# 12062 *MUNICIPAL DEVELOPMENT GROU*

Cash Payment	E 100-41910-300 Professional Svcs	PLANNING & ZONING SERVICES	\$315.00
	Invoice MAY061018		

Transaction Date	6/18/2018	Security Bank	10100	<b>Total</b>	\$315.00
------------------	-----------	---------------	-------	--------------	----------

**Claim Type Direct**

Claim# 12064 *RATWIK, ROSZAK & MALONEY PA*

Cash Payment	E 100-41000-304 Legal Fees	PROFESSIONAL SERVICES	\$1,653.00
	Invoice 62471		

Transaction Date	6/18/2018	Security Bank	10100	<b>Total</b>	\$1,653.00
------------------	-----------	---------------	-------	--------------	------------

**Claim Type Direct**

Claim# 12069 *TRUGREEN COMMERCIAL*

Cash Payment	E 100-45000-300 Professional Svcs	WEST RIDGE PARK	\$637.00
	Invoice 84046135		

Cash Payment	E 100-45000-300 Professional Svcs	OSH PARK	\$997.00
	Invoice 84046135		

\*Claim Register©

6/25/18PAY

June 2018

Cash Payment	E 100-41940-400 Repairs & Maint Cont	COMMUNITY CTR		\$67.00
	Invoice 84046135			
Cash Payment	E 100-45000-300 Professional Svcs	DISCOVERY PARK		\$272.00
	Invoice 84046135			
Cash Payment	E 100-45000-300 Professional Svcs	WTP PARK		\$43.50
	Invoice 84046135			
Cash Payment	E 620-49410-400 Repairs & Maint Cont	WTP		\$43.50
	Invoice 84046135			
Cash Payment	E 640-49480-404 Repairs/Maint Machinery/E WWTF			\$400.00
	Invoice 84046135			
Cash Payment	E 100-45000-300 Professional Svcs	MEADOW PARK		\$435.00
	Invoice 84046135			

Transaction Date	6/18/2018	Security Bank	10100	<b>Total</b>	\$2,895.00
------------------	-----------	---------------	-------	--------------	------------

Claim Type Direct

Claim# 12072 UFC FARM SUPPLY

Cash Payment	E 100-43700-580 New Equipment	PUBLIC WORKS SUPPLIES		\$532.88
	Invoice 977637			

Transaction Date	6/18/2018	Security Bank	10100	<b>Total</b>	\$532.88
------------------	-----------	---------------	-------	--------------	----------

Claim Type Direct

Claim# 12074 UTILITY CONSULTANTS, INC.

Cash Payment	E 620-49440-215 Samples	SAMPLES		\$40.00
	Invoice 98609			

Cash Payment	E 640-49480-385 Testing and Lab Services	WWTF SAMPLES		\$1,232.00
	Invoice 98608			

Transaction Date	6/18/2018	Security Bank	10100	<b>Total</b>	\$1,272.00
------------------	-----------	---------------	-------	--------------	------------

Claim Type Direct

Claim# 12071 VESSCO INC

Cash Payment	E 620-49410-400 Repairs & Maint Cont	WWTF REPAIRS		\$337.17
	Invoice 73276			

Transaction Date	6/18/2018	Security Bank	10100	<b>Total</b>	\$337.17
------------------	-----------	---------------	-------	--------------	----------

Claim Type Direct

Claim# 12068 WATERTOWN TOWNSHIP

Cash Payment	E 100-43100-400 Repairs & Maint Cont	2017-2018 SNOW PLOWING ON 62ND ST		\$6,338.92
	Invoice			

Transaction Date	6/18/2018	Security Bank	10100	<b>Total</b>	\$6,338.92
------------------	-----------	---------------	-------	--------------	------------

Pre-Written Checks	\$0.00
Checks to be Generated by the Compute	\$78,286.10
<b>Total</b>	<b>\$78,286.10</b>

COUNCIL APPROVAL - SIGNATURES/INITIALS \_\_\_\_\_

## **ADMINISTRATIVE REPORT**

Mayor Dodge and Council,

**Public Works Position** – We have received some applications already for the position, which is a good sign! It is open until July 2, 2018.

**Crosswalk – Update** - I am still currently working on this item with MnDOT. I am hoping to have something for you all in July now.

**League of Minnesota Annual Conference - Reminder**– I will be attending the Annual LMC Conference in St. Cloud. It goes from June 20 – June 22, 2018. It looks like there are some good topics for small cities that I am looking forward to.

**MNDOT – HIGHWAY 25 – 2020 PROJECT – OPEN HOUSE** – There will be an open house on the Highway 25 2020 project on Wednesday, June 27, 2018 at 6:30 -8:00 p.m. MnDOT will be presenting the project details.

**County – Seal Coating Project – REMINDER** - The County will be sealcoating County Road 23 (Bluejay Avenue) June 25 – June 29<sup>th</sup>. They said that anything that is not completed will be finished the week of July 9<sup>th</sup>. All sealcoating operations will be done under one lane work zone situations. Attached is a map!

**Park Audits** – Kyle and I decided to hire Flagship to perform a safety audit of all of our parks. They will be making sure that the parks are safe and up to safety standards. This is something we decided to hire out because of our shortage in staff at the moment.

**Budgeting** – I am starting to get budget information from the County Assessor, Sheriff's Office, and County Attorney. It is starting to be that time of year again when we start to think about budgeting for next year. I am starting to analyze some areas of the budget.

**Cleaning Services** – We are waiting for one more bid. This will come to the Council at the June 25, 2018 meeting. Staff has been working together to keep the facility clean at this time.

**Elections** – As election season moves closer, staff is starting to make preparations for elections and will be doing some training in June.

**Sincerely, Maggie McCallum**

Date: June 6, 2018

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

SUBJECT: FIRE REPORT FOR MONTH ENDING – 05/31/18

**TOWNSHIP CALLS:**

<u>DATE</u>	<u>TIME</u>	<u>TWP</u>	<u>DESCRIPTION/ADDRESS</u>	<u>MAN HOURS</u>
05/13/18	1815	Hollywood	Medical, 5050 Co Rd 123	13
05/25/18	1850	Camden	Medical, 7385 Stewart Ave	15
05/26/18	0659	Watertown	Medical, Hwy #7 & #25	15

**CITY OF MAYER CALLS:**

<u>DATE</u>	<u>TIME</u>	<u>DESCRIPTION/ADDRESS</u>	<u>MAN HOURS</u>
05/02/18	1409	City of Watertown Mutual Aid, 201 Lewis Ave S	26
05/02/18	1634	Medical, 209 Bluejay Ave	17
05/04/18	1428	City of Waconia Mutual Aid, 301 Elm St S	9
05/06/18	1612	Medical, 419 Bluejay Ave #107	15
05/13/18	0321	Fire Alarm, 516 Rustic Rd	17
05/19/18	0313	CO Alarm, 1223 Hidden Creek Blvd	8
05/19/18	1456	City of Waconia Mutual Aid, 1470 Fireside Dr	24
05/20/18	1230	Medical, 419 Bluejay Ave	11
05/26/18	1259	Medical, 255 Ash Ave N	8

**FIRE DEPARTMENT TRAININGS/ACTIVITIES FOR MONTH ENDING 05/31/18**

05/07/18	Regular Meeting
05/15/18	Training – Grass Fire
05/21/18	Group Training - Trucks

NIBRS - Activity Codes

Activity Code	Descriptor	
<b>GROUP A</b>		
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**

<b>NON CRIMINAL</b>		
<b>Code</b>	<b>Description</b>	
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

<b>TRAFFIC RELATED</b>		
<b>Code</b>	<b>Description</b>	
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**

<b>Code</b>	<b>Description</b>	
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



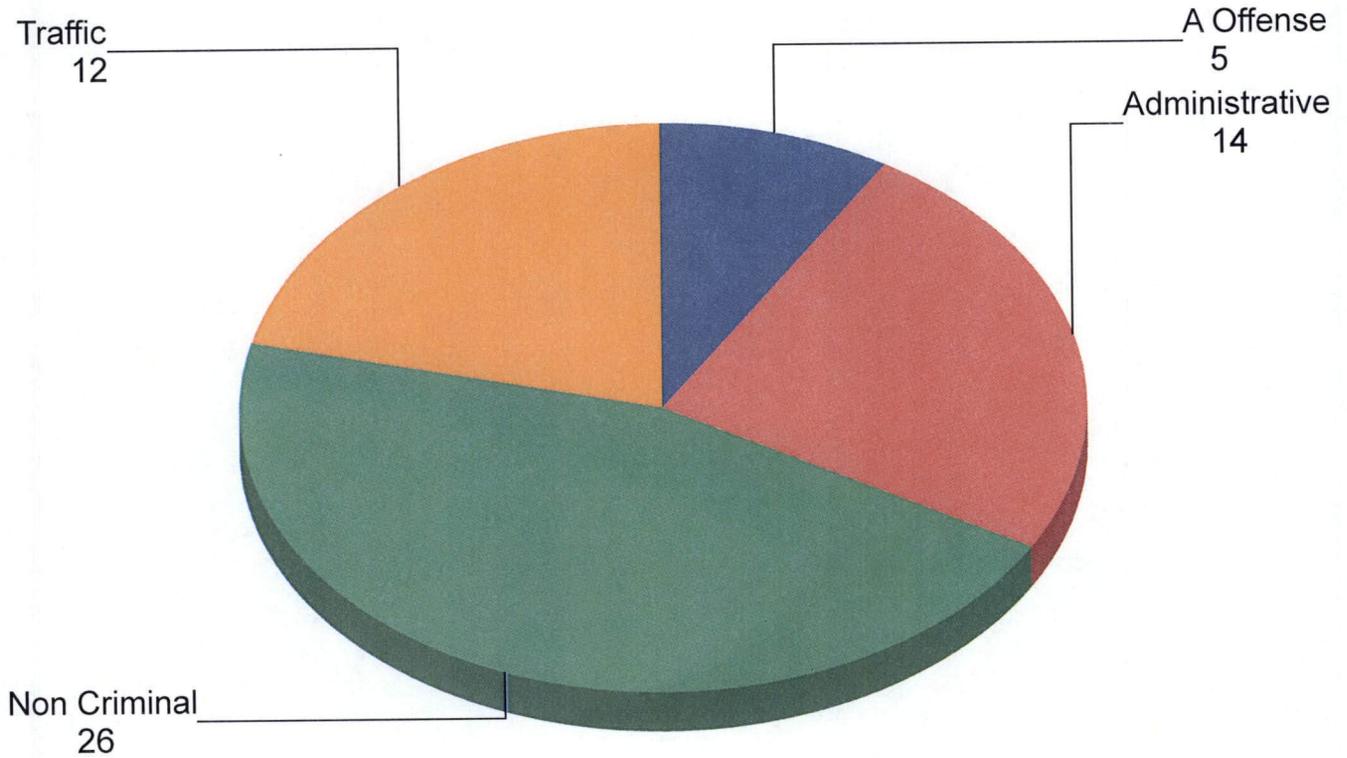
**City of Mayer**

**May - 2017**



**Carver County Sheriff's Office**  
**Monthly Calls for Service**  
**From: 05/01/2017 To: 05/31/2017**

# Mayer City



Total A Offense:	5
Total Non Criminal:	26
Total Traffic:	12
Total Administrative:	14

**Total Mayer City: 57**

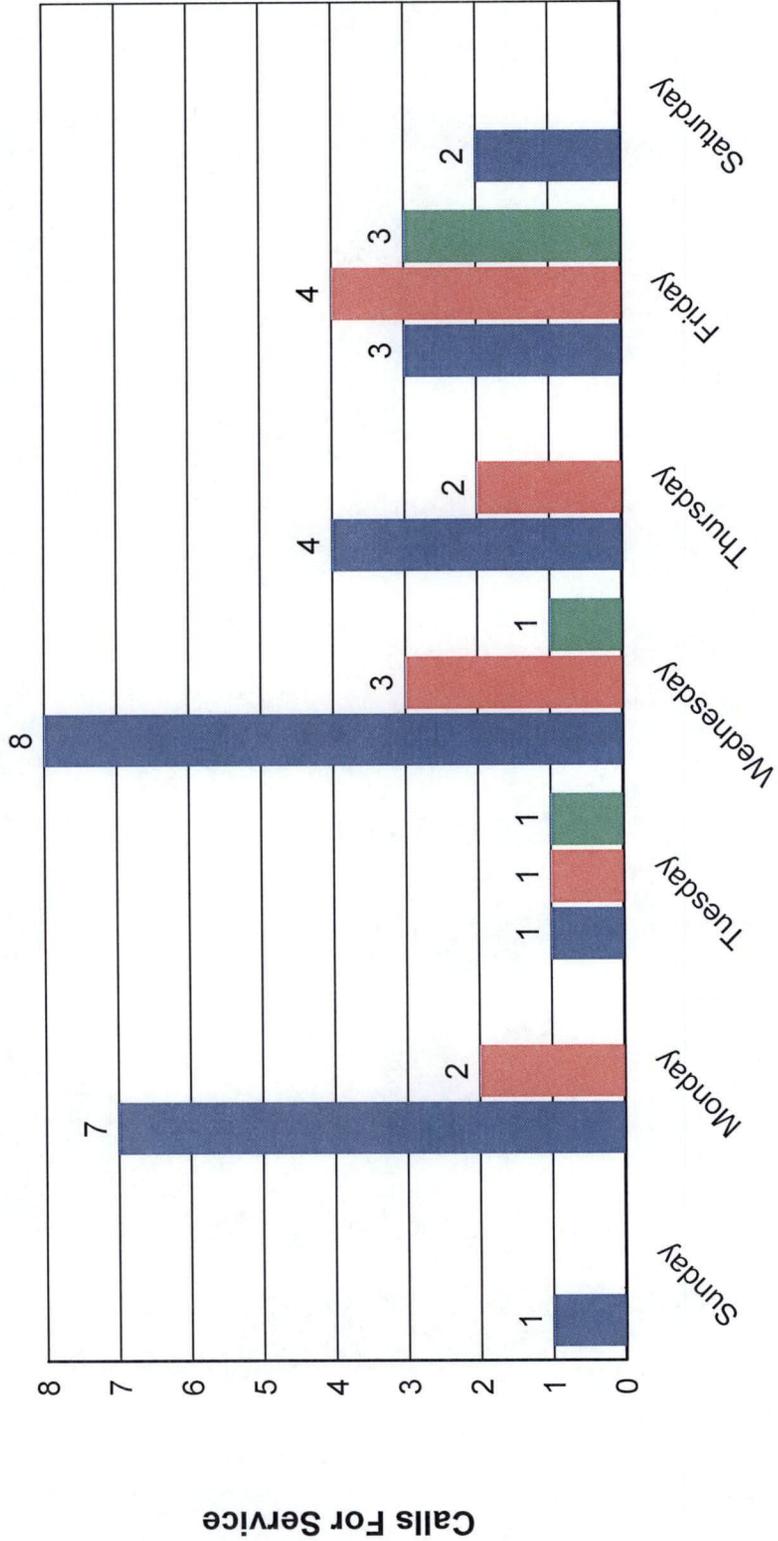


Carver County Sheriff's Office  
Day of Week Analysis of Calls for Service

Patrol Activity

From: 05/01/2017 To: 05/31/2017

# Mayer City

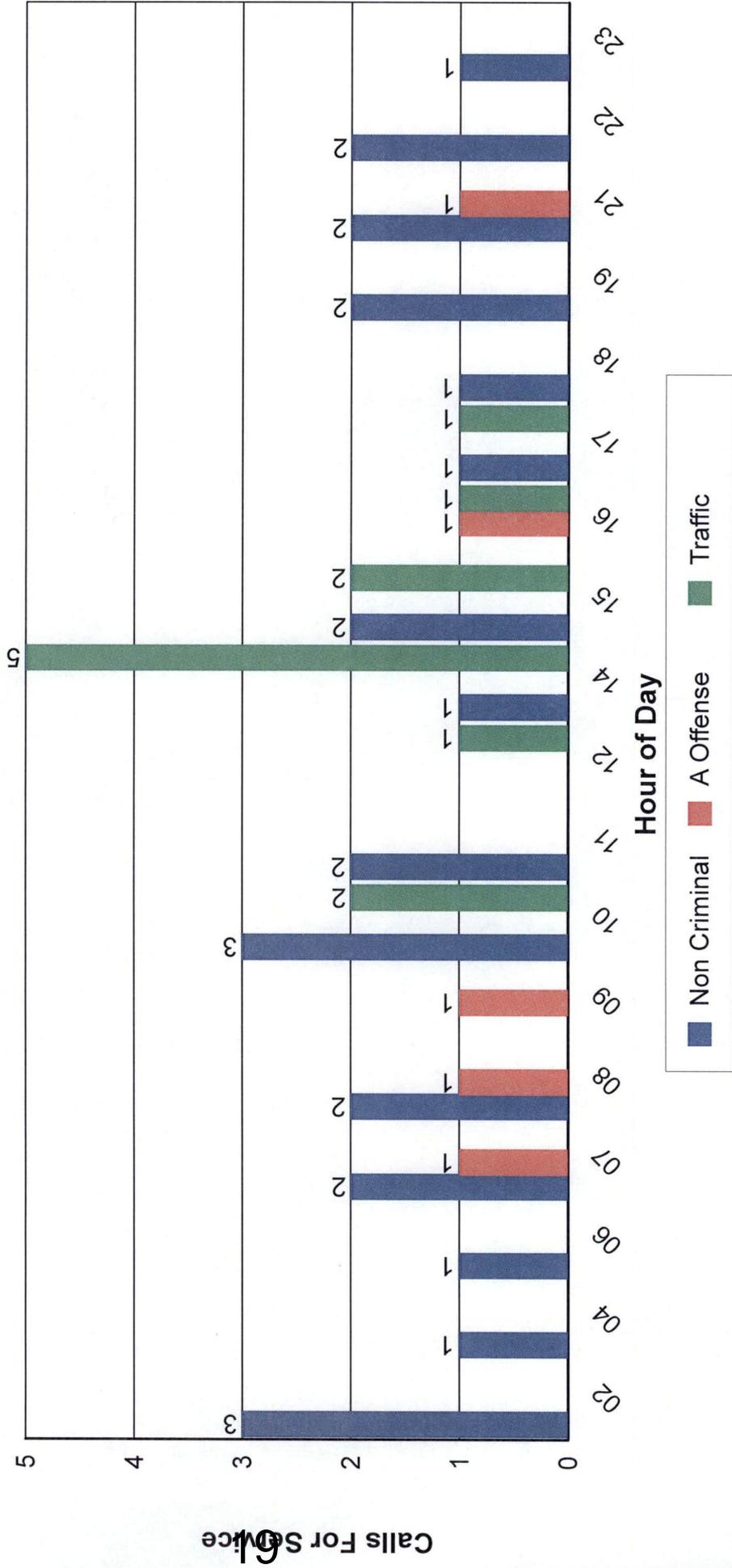


Total Mayer City: 43



**Carver County Sheriff's Office**  
**Hour of Day Analysis of Calls for Service**  
**Patrol Activity**  
**From: 05/01/2017 To: 05/31/2017**

# Mayer City



**Total Mayer City: 43**



**Carver County Sheriff's Office  
Monthly Calls for Service  
From: 05/01/2017 To: 05/31/2017**

## Mayer City

### Patrol

#### A Offense

Agg. Assault	1
Burglary	1
Theft	2
Fraud	1
<b>Total A Offense:</b>	<b>5</b>

#### Non Criminal

Misc Non-criminal	4
Alarm	2
Animal	5
Medical	6
Assist Other Agency	1
Mental Health	2
Suspicious Activity	3
Open Door	1
Disturbance (Info Only)	2
<b>Total Non Criminal:</b>	<b>26</b>

#### Traffic

Traffic Stop	11
Pd Accident	1
<b>Total Traffic:</b>	<b>12</b>

**Total Patrol: 43**

### Administrative

#### Administrative

GunPermit-Acquire	5
GunPermit-CarryNew	6
GunPermit-CarryRenew	2
Lic - Liquor	1
<b>Total Administrative:</b>	<b>14</b>

**Total Administrative: 14**

**Total Mayer City: 57**



**Carver County Sheriff's Office  
Verbal Warnings  
From: 05/01/2017 to 05/31/2017**

**Mayer City**

Traffic Stop:	11
Grand Total Verbal Warnings:	11



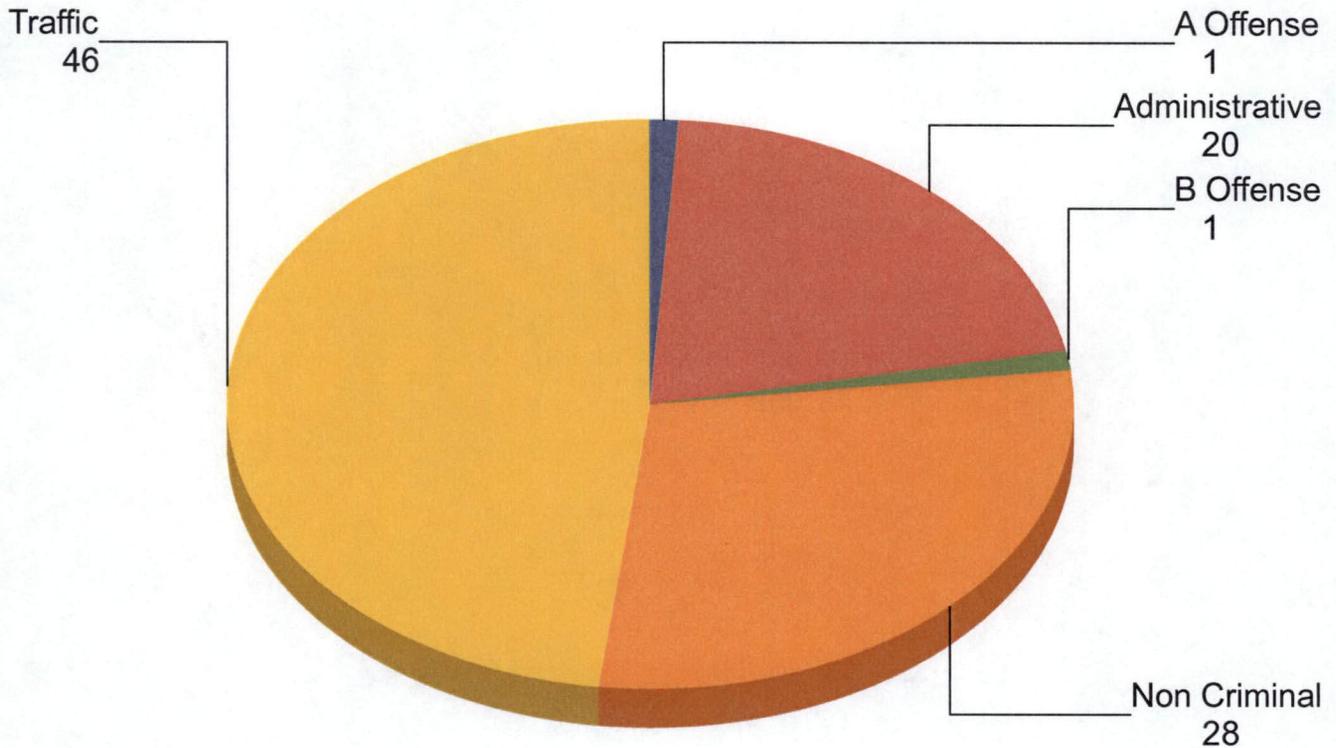
**City of Mayer**

**May - 2018**



**Carver County Sheriff's Office  
Monthly Calls for Service  
From: 5/1/2018 To: 5/31/2018**

**Mayer City**



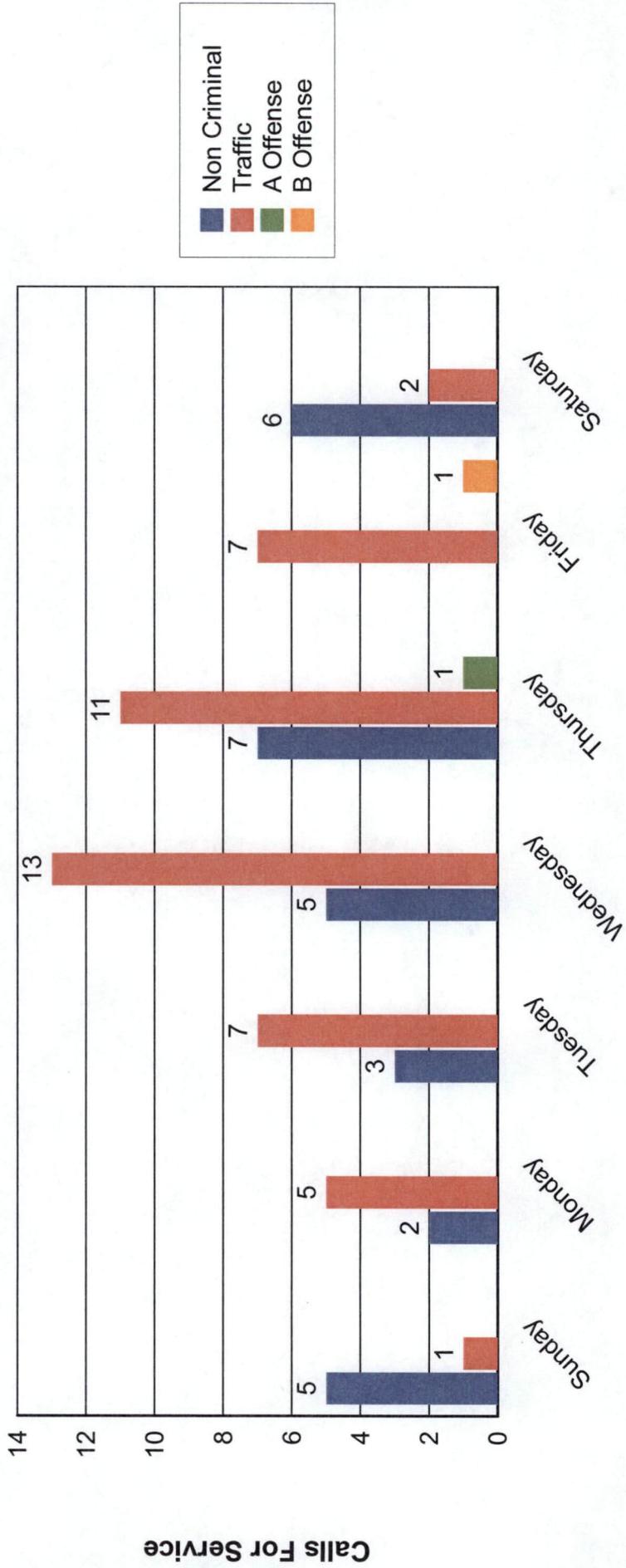
Total A Offense:	1
Total B Offense:	1
Total Non Criminal:	28
Total Traffic:	46
Total Administrative:	20

**Total Mayer City: 96**



**Carver County Sheriff's Office**  
**Day of Week Analysis of Calls for Service**  
**Patrol Activity**  
**From: 5/1/2018 To: 5/31/2018**

# Mayer City



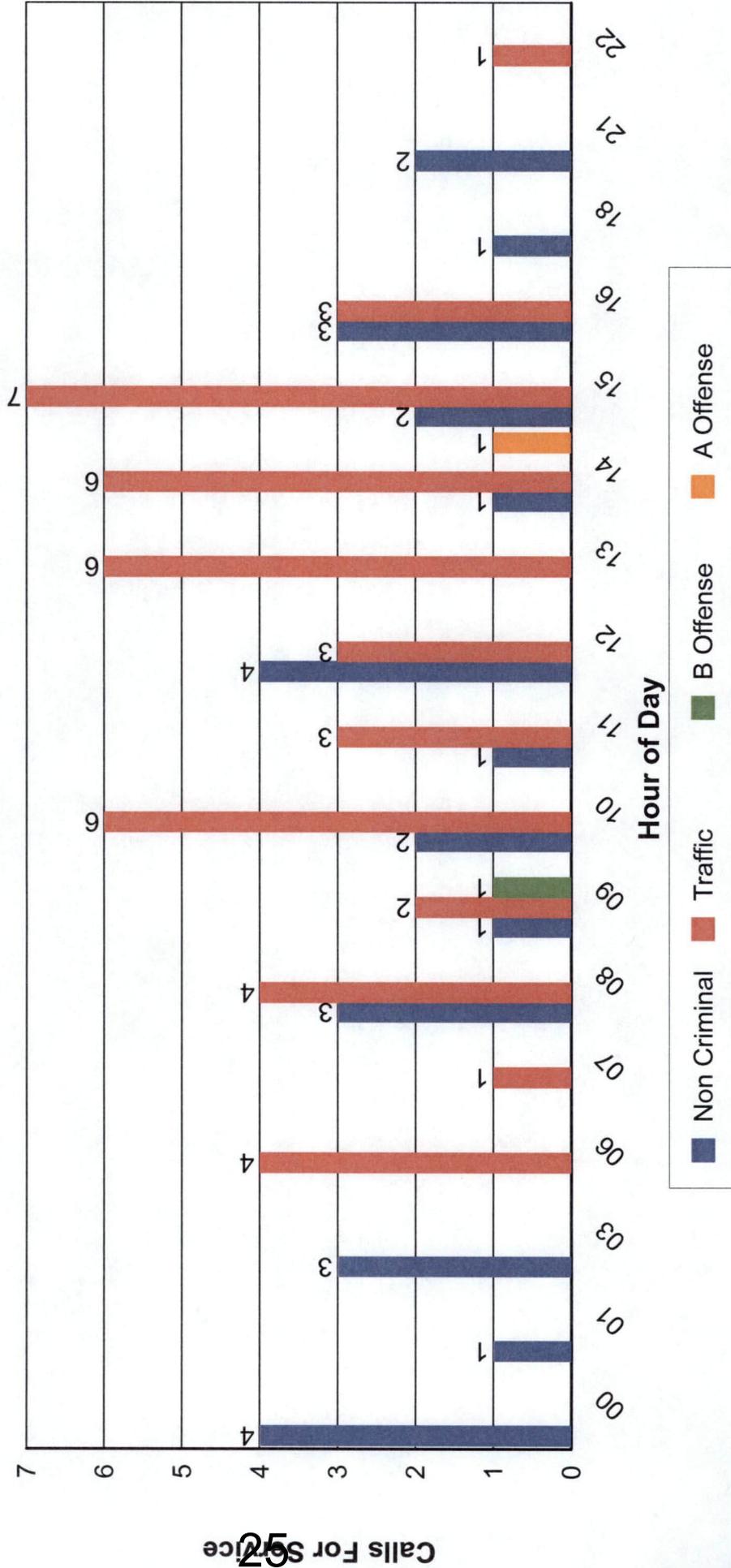
**Total Mayer City: 76**

Calls For Service



Carver County Sheriff's Office  
 Hour of Day Analysis of Calls for Service  
 Patrol Activity  
 From: 5/1/2018 To: 5/31/2018

# Mayer City



Total Mayer City: 76



**Carver County Sheriff's Office**  
**Monthly Calls for Service**  
**From: 5/1/2018 To: 5/31/2018**

## Mayer City

### Patrol

#### A Offense

Theft 1

**Total A Offense: 1**

#### B Offense

Disorderly Conduct 1

**Total B Offense: 1**

#### Non Criminal

Misc Non-criminal 6

Alarm 1

Abuse/Neglect (Info Only) 1

Medical 9

Assist Other Agency 1

Fire Call 2

Suspicious Activity 3

Open Door 3

Disturbance (Info Only) 2

**Total Non Criminal: 28**

#### Traffic

Traffic - Misc 1

Traffic Stop 44

Driving Complaint 1

**Total Traffic: 46**

**Total Patrol: 76**

### Administrative

#### Administrative

GunPermit-Acquire 3

GunPermit-CarryNew 2

Lic - Liquor 1

Lic - Peddler 14

**Total Administrative: 20**

**Total Administrative: 20**

**Total Mayer City: 96**



# Carver County Sherff's Office

## Traffic Citation Summary

From: 5/1/2018 To: 5/31/2018

### Mayer City

Seatbelt Violation:	1
Speed:	1
Total Mayer City:	2



**Carver County Sheriff's Office  
Verbal Warnings  
From: 5/1/2018 to 5/31/2018**

**Mayer City**

Traffic Stop:	40
Grand Total Verbal Warnings:	40



**To:** Mayor and Council Members

**From:** Kyle Kuntz

**Re:** Public Works Activities from May 25<sup>th</sup> to June 19<sup>th</sup> (2018)

#### **Roads**

- Started a list of 2018 road repairs
- Finished installing road signs for Coldwater 6<sup>th</sup> addition
- Contacted Henning Excavating about collapsed manhole on Bluejay Ave (fixed)
  - Same contractor will be coming back to replace another collapsed storm water manhole on Bluejay Ave

#### **Parks**

- Mowed and weed whipped parks as needed
- Graded ball fields as needed
- Set up GaGa pit in Old Schoolhouse Park
- Attended park board meeting on 6/12/18

#### **Water Treatment Facility**

- Took water samples for Minnesota Department of Health
  - Took all MDH water samples to UPS store in Waconia to be shipped
- Flushed hydrants
- Replaced filter number one valve solenoid
- Generator thermostat failed to open during power outage (ordered parts to be replaced)
- Troubleshoot overload issue with Quincy air compressor
  - Ordered parts

#### **Wastewater Treatment Facility**

- Calibrated influent and effluent pH probes and adjusted influent pH probe output signal
- Rebuilt whipping system for bank one U.V. module (More work needed)
- Contacted Xcel on 5/28/18 after power failed to come back on at WWTP
- Ran TSS and Settlebility tests on a weekly basis
- Started removing old fencing
- Troubleshoot issues with flow readings

#### **Lift Stations & Collection System**

- Put together maps for jetting and televising
- Overline and Son, Inc started jetting and televising
- Quality Flow came to finish pump inspections
  - Assisted with the replacement of float support cable at WWTP lift station

#### **Miscellaneous**

- Worked on cleaning/organizing public works building in between other public works tasks
- Pushed up compost and brush piles at compost site
- Attended safety training in Waconia
- Landscape escrow inspections
- Mowed weeds at creamery building
- Unplugged overflow structure (daily) in Coldwater Crossing development
- Attended Personal Committee meeting on 6/7/18
- Attended City Council meeting on 6/11/18

#### **Equipment**

- Worked on spraying equipment
- Sent new skid loader in for warranty work
- Started installing/setting up new transfer fuel tank in the back of the F-150
- Brought mower to Bob's Repair for deck work
  - Troubleshoot issue with mowing quality



**BOLTON  
& MENK**

Real People. Real Solutions.

2638 Shadow Lane  
Suite 200  
Chaska, MN 55318-1172

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

## MEMORANDUM

**Date:** June 18, 2018  
**To:** Mayer City Council  
**From:** David Martini  
**Subject:** Projects in Progress

For your convenience, the following is a summary of the projects Bolton & Menk has worked on during the billing period from April 7<sup>th</sup> and May 18<sup>th</sup>, 2018:

### **Miscellaneous Engineering**

Miscellaneous engineering included attendance at the City Council Meetings on April 9<sup>th</sup> and May 14<sup>th</sup> along with the following:

- Reviewing drainage issues in Hidden Creek and Coldwater Crossing including 2552 Coldwater Crossing, 1366 Birch Drive, and 2456 Deerwood Court.
- Reviewing floodplain questions for Coldwater Crossing.
- Veterans Memorial Coordination.
- Conservation Easement Documents for the Wetland Restoration Project.
- Reviewing the American Tower/Verizon Lease agreement.

6 hours of time was provided at the City's reduced hourly rate and Council Meetings were attended at **No Charge**, which resulted in a savings to the City of **\$919**.

### **Comprehensive Plan Support**

During the billing period, work continued on preparation of the draft plans for Storm Water Management, Sanitary Sewer, Water Supply, and Transportation.

### **2018 Street Planning**

During the billing period, preliminary review of the City Streets began.

### **Cold Water Crossing 7<sup>th</sup> Addition (Pass Thru)**

During the billing period, time was spent on punch list coordination and map updates. Damaged curb has been marked for removal and replacement and correspondence regarding sewer televising has taken place.

### **Hidden Creek 7<sup>th</sup> Addition (Pass Thru)**

During the billing period, time was spent on punch list coordination. Curb removal and replacement has been completed along with the final lift of pavement.

**CITY OF MAYER  
RESOLUTION NO. 6-25-18-18**

**RESOLUTION APPROVING SUMMARY OF ORDINANCE NO. 221 FOR  
PUBLICATION**

**WHEREAS**, Ordinance No. 221 was adopted by the City Council of the City of Mayer, Minnesota on June 11, 2018; and

**WHEREAS**, Ordinance No. 221 becomes effective upon publication; and

**WHEREAS**, publication of the entirety of Ordinance No.221 is not feasible due to its length.

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

1. The City Council hereby determines that publication of the title and a summary of Ordinance No. 221 would clearly inform the public of the intent and effect of the ordinance.
2. The City Council hereby approves for publication the Summary of Ordinance No. 221, attached hereto as Exhibit 1.
4. The City Council further resolves and directs that:
  - a. Only this Summary of Ordinance 221 shall be published.
  - b. A copy the entire text of Ordinance 221 shall be made available for inspection during regular business hours at the office of the City Clerk of the City of Mayer, 413 Bluejay Avenue, Mayer, MN 55360.

Adopted by the City Council of the City of Mayer on this 25<sup>th</sup> day of June, 2018.

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

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

**CITY OF MAYER  
CARVER, COUNTY, MINNESOTA**

**SUMMARY OF ORDINANCE NO. 221**

The following is a summary of Ordinance No. 221, which was duly adopted by the City Council of the City of Mayer on June 11, 2018.

**1. Title**

The title of Ordinance No. 221 is “AN ORDINANCE AMENDING TITLE XV: LAND USAGE, CHAPTER 152: ZONING, SECTION 152.003 DEFINITIONS AND SECTION 152.026 DRIVEWAY, PARKING AREA, AND HARD SURFACE IMPROVEMENTS.”

**2. Summary**

- a. Chapter 152, Section 152.003 of the Mayer City Code is amended to include additional definitions, including, but not limited to, definitions of impervious surface, parking lot, parking pad, recreational vehicle and equipment, improved surface, semi-improved surface, and unimproved surface. Certain existing definitions are also amended.
- b. Chapter 152, Section 152.026 of the Mayer City Code is amended to include to clarify existing zoning regulations and to include additional zoning regulations for driveways, parking areas, and hard surface improvements, including:
  - i. Clarifying that driveways, parking areas, and hard surface improvements must be constructed with improved surfaces.
  - ii. Adopting new zoning regulations related to parking pads, including regulations on the size, location, and surface materials for parking pads, and the maximum number of vehicles and/or recreational vehicles and equipment permitted on parking pads.

**3. Notice**

This summary of Ordinance No. 221 has been published to clearly inform the public of the intent and effect of the Mayer City Code. A copy the entire text of Ordinance 221 is available for inspection during regular business hours at the office of the City Clerk of the City of Mayer, 413 Bluejay Avenue, Mayer, MN 55360.



Request for Council Action Memorandum

Item: City Hall/Community Center Cleaning Services

Meeting Date: June 25, 2018

Presented By: Margaret McCallum, City Administrator

Recommendations/Council Action/Motion Requested:

A review, discuss and discuss hiring for cleaning services at City Hall/Community Center.

Details:

The City had been notified by its cleaning contractor that they would be done with services on May 31, 2018. Staff solicited proposals from other cleaning contractors using our current level of service schedule. All common areas, hallways, restrooms would be cleaner 2 days per week. During the summer, additional spot cleaning would be cleaned 5 days per week. The contractor would also clean after scheduled community center events. All contractors would provide their own cleaning supplies and equipment, with the option to use the City's floor scrubber. The City would continue to supply consumables such as toilet paper, hand towels, etc.

Summary of Quotes Billed Monthly:

MN Services –	General Cleaning (2 days/week) - \$561.17
	Summer Cleaning (5 days/week) - \$673.40
Tegrete -	General Cleaning (2 days/week) - \$655.00
	Summer Cleaning (5 days/week) - \$1,304.00

Staff is recommending approval of the proposal submitted by MN Services.

Attachments:

Resolution 6-25-18-17

Tegrete Proposal

MN Services Proposal



**CITY OF MAYER  
RESOLUTION 6-25-18-17**

**RESOLUTION APPROVING CUSTODIAL SERVICES PROPOSAL FOR CITY HALL**

**WHEREAS**, the City of Mayer (the “City”) owns and maintains facilities for the use of the public and housing of staff; and

**WHEREAS**, the City has determined that a well maintained and cleaned city hall and community center to be of benefit of the community; and

**WHEREAS**, the City has solicited proposals for professional commercial cleaning and custodial services; and

**NOW, BE IT FURTHER RESOLVE**, that the City Council of the City of Mayer, Minnesota, hereby approves the proposal from MN Services Proposal and authorizes the City Administrator to execute any necessary documents and contracts.

Adopted by the City Council of the City of Mayer this 25<sup>th</sup> day of June, 2018.

---

Mayor, Mike Dodge

ATTEST:

---

City Administrator, Margaret McCallum



MN Services, Inc.  
11301 West 47<sup>th</sup> Street  
Minnetonka, MN 55343  
Office: 952-988-8567  
Cell: 952-217-9360

**The following is a proposal presented**

**to:**

**MAYER**  
*Minnesota*

**City of Mayer, MN**





## FACTS

- Over 49 years of cleaning experience, serving the Twin Cities Area since 1969
- Over 11 million square feet cleaned daily
- Top 10 ranking in customer service among all cleaning companies
- Better Business Bureau | A+ Rating
- Building Service Contractors Association International
- Minnesota Multi Housing Association
- Minnesota Association of Church Facility Managers
- St. Paul Area Chamber of Commerce
- Greater St. Paul Building Owners and Managers Association
- International Facility Management Association





## ADVANTAGES

- Large Enough – MN Services is large enough to tackle any janitorial issue
- Small Enough – We provide individual attention that caters to your specific needs
- Pricing Transparency – Our clients take part in the pricing process so there are no surprises
- Worker Selection & Training
  - ✓ We recruit workers in the area near your facility.
  - ✓ New facilities cleaned with management personnel for up to two weeks
  - ✓ A manager checks each new employee's work until they are well-trained
  - ✓ Facilities are inspected at a minimum of two times per week
- Adhere to a plan that offers the least disruption to your business & its operations



## QUALITY CONTROL

Our management philosophy is based on the conviction that **it's our job to manage the quality of your facilities cleaning, not yours.** Most companies take a passive approach to managing, and assume that if they don't hear from you everything is fine. By contrast, we do weekly inspections while crews are onsite to make sure that any problems are taken care of immediately. In addition, we will provide you with inspection reports upon request.

Upon request we will arrange for joint tours of your facility with you or a designated representative on a scheduled basis.

MN Services will design a supervisory program detailed to your building maintenance requirements.

Each building will have one person responsible for daily communications with the customer's representative. They will handle any minor issues that arise and provide oversight of day-to-day cleaning needs and arrangements.



## GENERAL PROVISIONS

**Frequency:** Maintenance will be performed **2 times per week**. The exact hours are to be set by MN Services and the client as dictated by the needs of the contract. Cleaning will be performed after normal business hours.

**Security:** Your security procedures will be strictly adhered to by MN Services and its management. All employees will be required to have identification badges and wear our company-issued shirt if the contract requires it.

**Supplies:** All supplies such as plastic bags, liners, toilet tissue, hand towels, hand soap, sanitary napkins, etc. are to be supplied by the customer. All cleaning supplies such as disinfectants, window cleaners, etc. will be supplied at their point of use by MN Services.



## GENERAL PROVISIONS (Continued)

**Insurance:** MN Services has in force the following policies: Public Liability, Property Damage, Workers Compensation and Blanket Fidelity Bond. Certificates will be mailed to you upon request directly from our insurance provider.

**Adjustments:** The price set forth in this proposal is based on the necessary labor, supplies, equipment and supervision necessary to maintain your facility properly as set forth by the areas serviced and the frequency of the work. In the event of any major changes in such conditions, the contract may be either increased or decreased accordingly with thirty (30) days written notification. These adjustments shall be by mutual agreement.

**Terms:** Should this proposal be accepted, it will form the basis of the agreement and will continue in effect from year to year, except that it may be modified from time to time as set forth above. The contract may be terminated in its entirety by either party at any time by giving notice in writing of their desire to do so at least thirty (30) days prior to the selected date of termination. A longer period may be effected should you require this.



## PERSONNEL

**SELECTION:** Aside from proper management we feel the single most important part in any building maintenance program is the personnel who are actually doing the cleaning. We hire those who are not only visually presentable, but also capable of being responsible for their actions within a client's building. All persons who we consider for employment must have both business and personal references that we can check.

**TRAINING:** A person's training always begins by working with an experienced worker or manager. For instance, in a new facility we clean the building exclusively with management personnel for a period of up to two weeks, depending on the individual circumstances. The manager will then continue to check the employee's work until the time the manager feels comfortable that the employee is well trained. After this time, we will continue regular, periodic inspections.



## SCHEDULE OF MAINTENANCE

### Two Times Per Week

#### **Entrance and Reception Area**

- Spot clean both sides of entrance door glass & adjoining interior glass
- Sweep or dust mop hard surfaced floors
- Wet mop hard surfaced floors
- Vacuum carpeted areas and entry runners
- Weekly dust horizontal surfaces, including reception desk and window ledges
- Empty trash & recycling receptacles and replace liners as needed
- Spot clean switch plates, walls & doors area as needed

#### **Offices, Conference Rooms, Council Chambers, Multi-Use Rooms & Hallways**

- Vacuum carpeted areas and runners
- Sweep or dust mop hard surfaced floors
- Wet or damp mop hard surfaced floors
- Weekly dust reachable horizontal surfaces. We will feather dust around papers and personal items on desks and ledges
- Wipe down conference room tables and arrange furniture neatly
- Empty trash & recycling receptacles and replace liners as needed. Clean receptacles and adjacent wall area as needed
- Spot clean reachable interior window glass as needed
- Spot clean switch plates, walls & doors area as needed
- Clean and disinfect drinking fountains

#### **Gymnasium & Kitchen**

- Empty trash & recycling receptacles and replace liners as needed
- Dust mop gym floor each day (wet or damp mop as needed)
- Sweep & wet mop kitchen floor



## SCHEDULE OF MAINTENANCE

### Two Times Per Week

#### **Break Room/Coffee Service Area**

- Empty trash & recycling receptacles and replace liners. Wipe down trash receptacles and adjacent wall area as needed
- Clean and disinfect sinks, chrome fittings, tables and counter tops
- Weekly dust horizontal surfaces
- Vacuum carpeted areas
- Sweep and wet mop hard surfaced floors with detergent
- Clean microwaves inside and out
- Wipe down backsplash, cabinet facings and handles as needed
- Clean interior of fridge the last Friday of each month

#### **Lavatory Maintenance**

- Empty trash receptacles and replace liners
- Clean & disinfect waste receptacles as needed
- Clean & disinfect counter tops, sinks and chrome fittings
- Clean & disinfect door handles, push plates and switch plates
- Clean and disinfect all toilets, seats and urinals
- Clean walls & partitions around sinks, towel cabinets, partitions, bowls and urinals
- Clean & polish mirrors and frames
- Clean and refill all non-vending dispensers
- Sweep & wet mop all lavatory floors with detergent and disinfectant
- Clean and sanitize drinking fountains, and wipe down adjacent wall area as needed
- Weekly pour water down floor drains to keep traps from drying out



## SCHEDULE OF MAINTENANCE

### SUMMER DAY CARE – 3 Days Per Week (3 to 3.5 Months)

- Clean 2 restrooms
- Sweep & Wet Mop Kitchen floor and empty trash
- Sweep & Wet Mop Day Care Area floors and empty trash
- Walk through hallways to pick up or spot clean as needed

### Monthly

- Dust reachable high ledges, vents, base boards, moldings, picture frames and corners to keep from dust and cobwebs
- Edge vacuum all carpeted areas

### Optional Services Provided At Your Request

- Carpet Shampooing - \$0.20 per square foot
- Stripping and waxing of tile floors - \$0.60 per square foot
- Window Washing bid per job
- Extra cleaning upon request, such as disinfecting phones, cleaning interior glass from top to bottom, dusting window blinds, etc. will be billed at the hourly rate of \$24.90



## BUILDING SERVICE AGREEMENT

MN Services hereby agrees to perform the contract cleaning services as set forth in a good and workmanlike manner.

MN Services further agrees to furnish all labor and materials necessary to perform the services set forth in the specifications, except the furnishing of lavatory supplies such as hand soap, towels, toilet tissue, sanitary napkins or deodorants, unless items of this type are specifically included in the aforementioned specifications.

MN Services represents that its employees are covered by public liability insurance, property damage insurance, workers compensation insurance and a fidelity bond. Insurance certificates will be provided upon request.

The terms of this agreement shall remain in force and effect subject to the right of termination by either party with a thirty (30) day written notice from the first of any month. The 30-day period shall run from the time the terminating party mails a termination notice to coincide from the last day of any given month.

MN Services agrees to the services set forth in the specifications, at the times and for the consideration as set forth below.

The Customer agrees not to hire any of MN Services, Inc. personnel to work for them in any capacity for a period of one year after termination of this contract, unless written approval is given by MN Services.

Services to be performed as specified in the Schedule of Maintenance that accompanies this agreement. Services to commence at Client's request.

General Cleaning (2 days/week): **\$561.17 Per Month**

Summer Day Care (5 days/week): **\$673.40 Per Month**

Dated this **18<sup>th</sup> day of May 2018**

MN Services, Inc.  
11301 West 47<sup>th</sup> Street  
Minnetonka, MN 55343  
952-988-8567  
952-217-9360

By: \_\_\_\_\_  
MN Services, Inc.

By: \_\_\_\_\_  
City of Mayer, MN



# Letters of Recommendation

Existing Customers





Concordia  
UNIVERSITY • SAINT PAUL

Good morning Satomi,

I am writing to tell you how much I appreciate the wonderful crew you have here at CSP.

Jose is an outstanding supervisor with an unwavering commitment to good customer service and high quality work. He is responsive to special requests, immediately takes care of spills, and other unexpected needs, and anticipates what needs to be done before it affects anyone on campus. He personally ensures that his crew is able to complete their work with high quality.

Araceli continuously goes above and beyond her responsibilities. She is friendly and professional. She is sensitive to the best time to come in and take care of her duties in our offices, and takes care of her work quickly and completely. She has an unwavering positive attitude and brightens our office each time she comes in.

I believe, Jose and Araceli are great examples of the type of employee that enhance their employer's reputation, and helps to retain loyal and happy customers.

Have a wonderful weekend,

*Kathy Haeg*

*Kathy Haeg*

*Executive Assistant to the Vice President for Academic Affairs*

*Office of Academic Affairs, Meyer Hall 214*

*phone: 651-641-8730*



Concordia  
UNIVERSITY • SAINT PAUL

Responsive. Relevant. Real.



Minnesota | North Dakota | Appleton

**Swagelok Minnesota**  
321 Lake Hazeltine Drive  
Chaska, MN 55318  
Bus: 952-361-3550  
Fax: 952-361-3559

**Swagelok North Dakota**  
2000 #2 University Drive  
Bismarck, ND 58504  
Bus: 701 223-6217  
Fax: 701 223-6223

**Swagelok Appleton**  
3240 E Pershing Street  
Appleton, WI 54911  
Bus: 920 733-6300  
Fax: 920 733-6312

[info@minnesota.swagelok.com](mailto:info@minnesota.swagelok.com)

I would like to recommend MnServices to you for your cleaning needs. Swagelok Minnesota has employed this company during the last year. During that time, MnServices has done an excellent job and can be praised for their:

- Superior cleaning
- Attention to detail
- Consistency
- Excellent Customer Service
- Professionalism
- Dedication to providing quality service

With our previous cleaning company we had to go through our facility every day to determine which areas were not properly cleaned and then clean what was missed. We have never experienced these types of problems with MnServices.

I feel certain you will be as satisfied with their cleaning service as we have been. Please feel free to contact me with any additional questions you may have.

Sincerely,

Burt Johnson  
Service Manager, Swagelok Minnesota.





To Whom it May Concern:

November 9, 2015

On behalf of Luther Seminary I would like to make known my great appreciation and respect for the work of Satomi Glover, MN Clean Services and all of the staff. We have worked with MN Clean Services on a weekly basis since 2012 and have never been disappointed in the product they deliver.

In addition to our weekly expectations I have been able to call on this staff to help us through emergency clean-ups (burst water-pipes, fast apartment turnovers) and specialty cleaning problems (carpet stain removal, high traffic floor finish, water damage.) In all cases they provided partnership and expertise needed to complete the task.

I recommend this company without hesitation. If you have further questions we feel free to contact me at any time.

Ellen Eilhard

A handwritten signature in black ink, appearing to read 'Ellen Eilhard', written over a light blue horizontal line.

Senior Director of Facilities & Auxiliary Services  
Luther Seminary  
651 641-3236  
Eelhard001@luthersem.edu

August 1, 2014

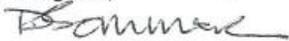
To Whom It May Concern,

I am writing to recommend the services of MN Services. I have been using MN Services for France 98's commercial and residential needs since January 2014, and have been completely satisfied. John McShane, who is our representative for MN Services, communicates with France 98 staff on a regular basis to ensure expectations are being met, and to proactively seek any additional areas of concern.

Mr. McShane also completes our apartment turn services. He is very thorough. His attention to detail is to be appreciated. His staff, which tends to our common areas, does an excellent job as well. We receive positive feedback from District Managers during monthly inspections. Visitors and current residents frequently compliment the cleanliness of each of our buildings and amenities.

I'm happy to recommend the services of MN Services, and welcome being addressed for any further questions.

Best Regards,



Dana Sommer, Community Manager



February 26, 2014

MN Clean Services, Inc.  
Attn: Satomi Glover  
11301 West 47<sup>th</sup> Street  
Minnetonka, MN 55343

Dear Satomi:

PCA Golden Valley had been disappointed with prior cleaning services over many years. Last year, our sister plant in Minneapolis suggested MN Clean Services, Inc. We have been quite happy with the work that your company performs. Mike, the Supervisor, Hector and you address concerns and requests immediately.

As you know, we make boxes for food companies. Because of the usage of our product, PCA Golden Valley is audited each year in order to maintain its AIB Certification. The quality work performed by MN Clean Services helps us to retain our certification through MN Clean Service's attention to thorough cleaning and upkeep.

Thank you. I look forward to many more years working with MN Clean Services.

Sincerely,

*Marguerite Reiner*

Administrative Assistant  
763-520-9018

4300 Hwy 55 Golden Valley, MN 55422 Tel 763-521-3611 Fax 763-529-2858

December 4, 2013

MNServices Inc.  
11301 West 47<sup>th</sup> Street  
Minnetonka, MN 55343

To whom it may concern,

We are new to MNServices, and honestly, I wish we would have switched to them sooner! The management are very polite, and easy to get in contact with. They also pop in once in a while, during office hours, to make sure everything is up to par. This is a greatly appreciated bonus as most nights I leave before the cleaning staff arrive. They continue to be very accommodating and easy to work with.

The cleaning staff are also accommodating to our office hours, and very polite. They go above and beyond the duties that were skipped by our previous service provider, and they are much more affordable. They are trusted with secure access to each level of our office and they are fully trusted. We have never had an issue that was not taken care of with the utmost respect and professionalism.

MNServices have definitely raised the bar in terms of what to expect from a cleaning service, and we are proud to have them here. Thank you for all that you do in keeping our office in beautiful, working order. We will no doubt recommend them to anyone looking for a professional company with high customer satisfaction.

Thank you so much,

  
Adrienne Yancy  
Office and Executive Assistant

Letter of reference for MN Services, Inc.

3/15/2013

To Whom it may concern:

We have been using **MN Services, Inc.** at one of our manufacturing facilities for several years now. This is a 100,000 sq. ft. manufacturing and office facility with approximately 200 employees. It is in operation 24 hrs./day, 7 days per week. Cleanliness is very important to the Bergquist Company and our customers. Often the customer's first impression determines whether they will award us with their business, so keeping the building clean is critical to our success. **MN Services, Inc.** has done an excellent job keeping this facility clean, and visitors often comment on how nice it looks.

Based on their excellent performance, we began using **MN Services, Inc.** to clean our corporate headquarters about a year ago. Satomi and her cleaning crew have done a great job! Immediately after switching to **MN Services Inc.**, I began to receive compliments from our employees, who noticed that the restrooms, floors and carpets were being cleaned to a higher standard than before.

I believe that the reason for their success is that **MN Services, Inc.** places an emphasis on doing a quality job. Satomi maintains good communication between the building owner and her employees. The cleaning crew Supervisor stops in on a regular basis to check the quality of cleaning. The cleaning crew employees are efficient, professional and pleasant. Satomi helped us to schedule the cleaning hours for the best efficiency and least disruption to our operation.

Prior to MN Services, I had used a number of other cleaning service companies. Most of them promised a lot, but delivered little. So it has been great to find a cleaning company that takes pride in its service, and I would highly recommend **MN Services, Inc.**

Regards,



Greg Steinacker, P.E.  
Corporate Facilities Manager  
The Bergquist Company  
18930 West 78<sup>th</sup> St.  
Chanhassen, MN 55317



ph 763-515-5400 • fax 763-515-5425 • 11850 Fountains Way • Maple Grove, MN 55369 • www.kleinbank.com

September 5, 2012

MN Services Inc  
11301 W 47<sup>th</sup> Street  
Minnetonka, MN 55343

To whom it may concern:

We have worked with MN Clean Services for several years now and they have done a great job keeping several of our bank branches clean. Satomi stops in regularly to make sure everything is going well and if there are any issues they are rectified quickly and professionally.

Banking facilities are high traffic areas that serve the public so we need to make sure we are keeping our facilities in top notch condition and MN Clean helps us do just that.

I would recommend MN Clean for their cleaning services and their professional work ethics.

Best Regards,

Barb Robinson  
Branch Manager  
KleinBank



Member FOC



January 25, 2013

Over two hundred children in a building at one time means there are many messes to clean up on a daily basis. Our school invites the public in for events and tours regularly. We need our space looking great every day. Minnesota Services has been keeping the building pristine and looking like new since we began contracting services with them in August of 2011. We couldn't be happier!

The management staff is a pleasure to work with. They are attentive to our needs, and always available. As a Spanish immersion school, they have taken the time to find bilingual staff for us. If we have a question, or change in request, they are readily available to speak with us.

It is without hesitation that I recommend the cleaning services of MN Services, Inc.

Sincerely,

A handwritten signature in black ink, appearing to read 'Karen Terhaar', with a long horizontal flourish extending to the right.

Karen Terhaar  
Executive Director

*Nurturing Leaders for Tomorrow's World*

Phone: (952) 746-6020  
Karen Terhaar, Director

FAX: (952) 746-6023  
E-mail: Office@islapad.org

5959 Shady Oak Road  
Minnetonka, MN 55343

September 26, 2001

Clean America Corporation  
7964 Brooklyn Blvd.  
Brooklyn Park, MN 55445

Dear Satomi and Connie;

Often times during the year MEDTOX is inspected and toured by outside agencies. Cleanliness of the lab areas is of the utmost importance for these visits. We recently had an inspection of our laboratories and I would like to commend the entire staff for making sure that everything was in order. Thanks to the efforts of Mandy, Karen, Ricca and the entire Clean America staff I am happy to say our labs are always clean and tour-ready.

Thanks again for a job well done.

Sincerely,



Robert J. Heitzinger  
Maintenance supervisor



August 28, 2009

Ms. Satomi Glover  
Ms. Connie Arkins  
Minnesota Cleaning Services  
11301 W.47<sup>th</sup> St.  
Minnnetonka, MN 55343

Dear Satomi and Connie,

Please accept my sincerest thanks in providing outstanding cleaning services for our Minnesota facilities. It is indeed a great pleasure doing business with your company and your employees.

Providing a clean and well maintained facility for our customers and employees has been a priority for our company for many years. Thank you so much for helping us achieve this by taking our desires so seriously. The medical manufacturing environment is a competitive marketplace that comes with great competition and very high expectations. Assisting us as you do, helps Intricon promote our commitment to quality and cleanliness in our facilities, in turn, leaving a lasting, positive impression on visitors and employees alike. Our hope is that they notice just how serious we are in our endeavors to be successful competing in the medical manufacturing arena. We see your participation as a strategic partner in that pursuit. Please take the opportunity to pass along to your employees our gratitude for a job well done in maintaining our facilities. Thanks so much.

A handwritten signature in black ink, appearing to read "Bill Hokkanen". The signature is fluid and cursive, with a long horizontal stroke at the end.

Bill Hokkanen,  
Plant Manager, Intricon Vadnais Heights



September 23, 2009

Satomi Glover  
MN Services, Inc.  
11301 W. 47<sup>th</sup> Street  
Minnetonka, MN 55343

Dear Satomi,

I just wanted to write to tell you how happy I am with the cleaning services that your company provides. When I was looking to improve the cleanliness of our building this year, a colleague suggested that I give your company a try. The quote that was provided included more cleaning services at a lower price than I was previously paying. That's value. Pedro does a great job. I have gotten many compliments on how clean our office looks.

Sincerely,

A handwritten signature in black ink that reads "Tony Bangasser".

Tony Bangasser  
Controller  
AppDev Products, LLC



**WAYTEK**

Quality Electrical Wiring Supplies.

[www.waytekwire.com](http://www.waytekwire.com)

September 11, 2008

Dear Todd:

I would like to take this opportunity to thank you and your staff at Minnesota Services for the quality of service you provide us at Waytek. Todd, Satomi and all staff have made it their top priority to satisfy our needs. Shortly after moving into our new building in April 2007 we hired Minnesota Services for our cleaning needs. We have been very satisfied with the level of service and the level of cleanliness. Our building looks as clean as the day we moved in.

Regards,

Peter Larson  
Building Manager



12007 Excelsior Boulevard  
Minnetonka, MN 55343

Ph: 952-935-4481  
Fax: 952-935-6030

January 27, 2010

To Whom It May Concern:

For nearly 3 years, Faith Presbyterian Church has been contracting to Minnesota Service for our church cleaning. In the fall of 2007, Faith Church began leasing space in our building to a start-up charter school. On the recommendation of another Minnesota Services customer, we shifted our daytime building staff to school support, maintenance projects & room set ups, and contracted Minnesota Services to provide all of our evening cleaning.

Minnesota Services provides cleaning for all our classrooms, bathrooms, Sanctuary, gym, kitchen, and all other areas of our 50,000 square foot building. Minnesota Services also supplies other specialized cleaning services on a need basis, including carpet cleaning, hard surface floor deep cleaning, and tile cleaning. Our congregation has noticed a significant improvement in the cleanliness of the facility since Minnesota Services has come on-board.

The cleaning personnel from Minnesota Services have been the same for these 3 years. Our congregation has gotten to know them by name. They are friendly, professional, and willing to assist wherever they are needed. The cleaning of our building is consistent and of excellent quality.

The Minnesota Services management is always available for issues that seldom arise! They are responsive and regularly stop by the church to verify that everything is going well.

Overall, I find Minnesota Services a great cleaning company to work with. Their services are a good value, the cleaning is stellar, and the staff is friendly & helpful.

Best regards,

A handwritten signature in black ink, appearing to read "Rick Reed", written over a white background.

Rick Reed  
Church Business Administrator  
Faith Presbyterian Church

Empi, Inc.  
599 Cardigan Road  
St. Paul, Minnesota  
55126-4099 USA  
612-415-9000  
FAX 612-415-7305

October 8, 1997

MN CLEAN AMERICA  
7964 Brooklyn Boulevard  
Brooklyn Park, Minnesota 55445

Dear Satomi and Connie,

Let me take the opportunity to complement your service. We at Empi are very pleased with the cleaning service that your Company provides. Empi has used several cleaning services in the past. No other has provided the quality and consistency that your staff provides. I look forward to continuing our association. "Thank you for a job well done!"

Sincerely,



Jay Reynolds  
Facilities Group Leader

# UNITED BUSINESS MAIL

---

405 35th Avenue NE • Minneapolis, Minnesota 55418 • (612) 782-2044 • FAX (612) 782-2015

Monday, October 24, 2011

MN Clean Services  
Attn: Satomi Glover  
11301 West 47<sup>th</sup> St.  
Minnetonka, MN 55343-8849

---

Dear Satomi,

I wanted to pass onto you and everyone over at MN Clean Services how pleased we have been with your services. I believe we are approaching the three year mark of us doing business together and I wish I would have taken the time earlier to let you and the crew know just how happy we are with your company and staff.

You have made my participation with having a qualified and responsible crew in our building taking care of all the rigors that come with daily cleaning for a workforce of 100 + almost non-existent for me and I love it.

The ability to tell someone let alone a corporation this is what I need and when I need it and no more input is required...Thanks for being my partner. You guys are the best and if anytime down the road you need or want a reference please call me.

Sincerely



Thomas J. Schulte  
Manager  
United Business Mail  
612-782-2044  
[tomschulte@unitedbusinessmail.com](mailto:tomschulte@unitedbusinessmail.com)

I have confirmed the following estimate for your facility:

“Summer Months” for Kids Company 5 times a week cleaning & clean the offices/chamber portion two days a week\*\* June- end of Aug--\$1,304.00 per month.

2 times a week cleaning\*\*September-May --\$655.00 per month.

For the extra clean/event up \$100.00 includes restocking restrooms/cleaning, hallways entrances etc.

Please review and should your team decide to move forward with this we can send over an MSA contract and specifications (scope of work) for your facility.

**Tanya Narum**  
Regional Relationship Manager





## Memorandum

---

Item: Lions Signs

Meeting Date: June 25, 2018

Presented By: Margaret McCallum, City Administrator

**Details:**

The Lions Club has requested to place signs on the City of Mayer population signs that are placed at the entrances of the city.

MnDOT has approved the installation of the signs if the following criteria is met:

1. That the addition of the sign would not exceed 3 extra signs under the population sign.
2. The sign is 30" x 24" or less in size.
3. Placed on the right post.

The Lions Club is asking for City Council approval to place their signs on the population sign.

**Attachments:**

None.

## Memorandum

---

Item: Ice Rink and Archery Range Location – Old School House Park

Meeting Date: June 25, 2018

Presented By: Margaret McCallum, City Administrator

### Details:

The Park Commission has been reviewed and determined locations for the Ice Rink and Archery Range. The Park Commission is recommending to Council that both amenities be located at Old School House Park.

Old School House Park Location of Archery Range:



Old School House Park location of Ice Skating Rink:



The Park Commission has dedicated \$10,000 to each project.

The Park Commission would like to proceed with location determination so that bids can be acquired as to determine what the real cost of the projects will be.

Cost for both projects will include grading both sites. The archery range will also include the creation of a berm at the north of the site.

**Attachments:**

None.



## Memorandum

---

Item: West Ridge Park Amenities

Meeting Date: June 25, 2018

Presented By: Margaret McCallum, City Administrator

**Details:**

The Capital Improvement Budget for 2018 is \$70,000.

Amount spent in Capital Improvement Budget for 2018 to date: \$0.00.

The proposed cost for the West Ridge Play Equipment (with installation) was \$66,351.00, with a discount from Flagship of \$25,598.00 to bring the price to \$40,753.00.

The Park Commission is recommending to Council the purchasing and installation of the following equipment at West Ridge Park (additional information in packet on each item):

1. Cascade Climber and Sensory Wall
2. Sway Fun
3. Cozy dome
4. Hemisphere Climber
5. We-Saw

Due to an upcoming shortage in staff in the Public Works Department, staff is recommending that Flagship do the installation of all the amenities this year.

**Attachments:**

Pricing Sheet.

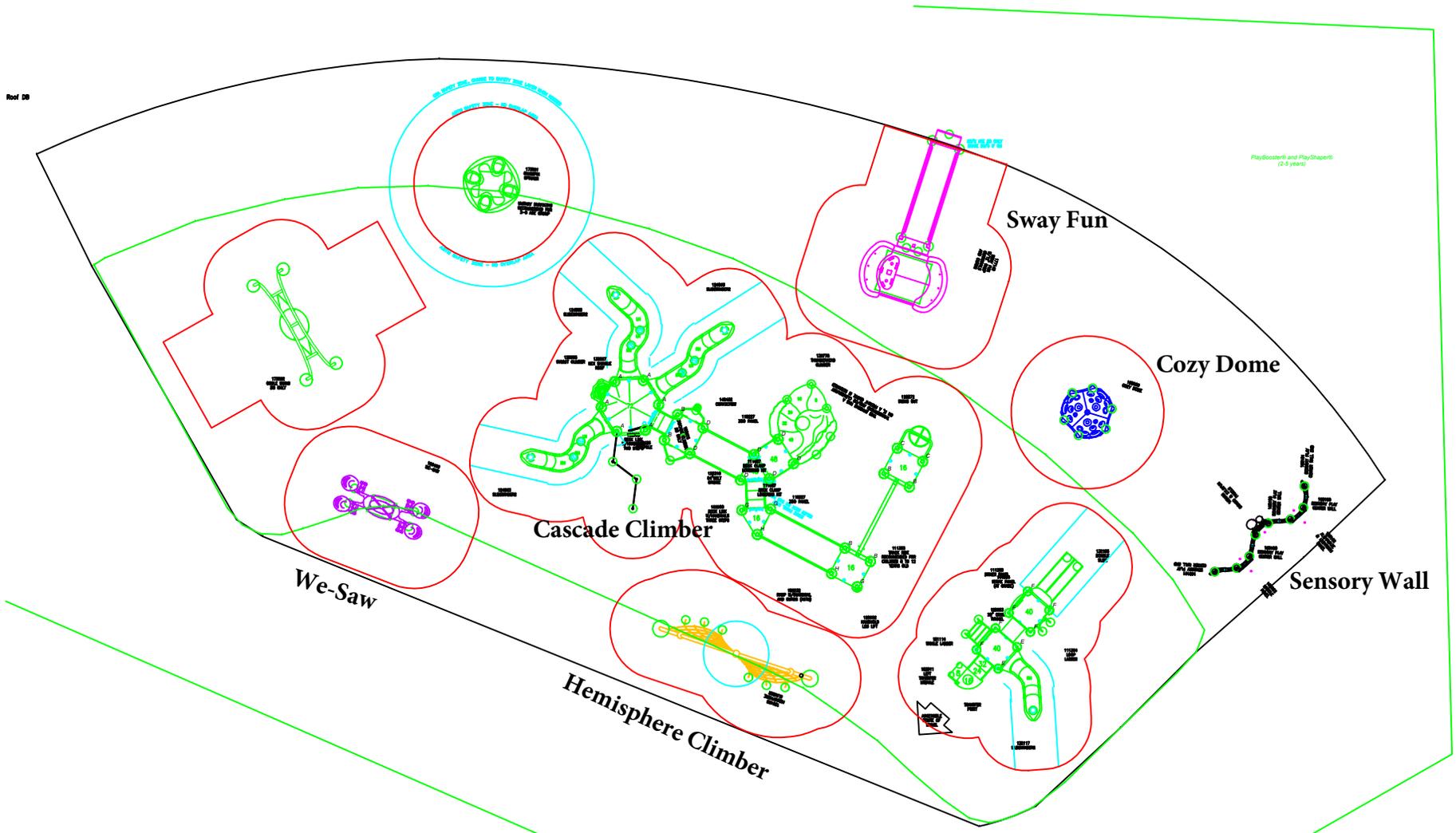
Information Packet on amenities.



City of Mayer  
 413 Bluejay Ave  
 Mayer, MN 55360  
 Margaret McCallum - City Administrator

5/7/2018

THIS IS NOT A FORMAL QUOTE - BUDGET ESTIMATES ONLY	Preliminary Budget	Possible Additions	Reductions	QTY	Notes
Cascade Climber & Sensory Wall	11,813.00			6%	State Contract Discount Applied - State Contract #119795
Installation	1,500.00				Full professional installation by Landscape Structures Certified Installers. Price does not include mobilization
Sway Fun	21,798.00		-21,798.00	6%	State Contract Discount Applied - State Contract #119795
Installation	3,800.00		-3,800.00		Full professional installation by Landscape Structures Certified Installers. Price does not include mobilization
Cozy Dome	3,712.00			6%	State Contract Discount Applied - State Contract #119795
Installation	750.00				Full professional installation by Landscape Structures Certified Installers. Price does not include mobilization
Hemisphere Climber	10,254.00			6%	State Contract Discount Applied - State Contract #119795
Installation	900.00				Full professional installation by Landscape Structures Certified Installers. Price does not include mobilization
We-Saw	8,899.00			6%	State Contract Discount Applied - State Contract #119795
Installation	1,920.00				Full professional installation by Landscape Structures Certified Installers. Price does not include mobilization
Dumpster(s) - 30 Yard	TBD				Dipsoal of packaging material.
Mobilization	500.00				Mobilization is \$500 per contract.
Delivery of Play equipment	505.00				estimated / final quote will be provided
<b>Total</b>	<b>66,351.00</b>	<b>0.00</b>	<b>-25,598.00</b>		<b>40,753.00</b>





# West Ridge Park Proposal

Submitted by: Brett Altergott – (763) 550-7860 or [brett@flagshipplay.com](mailto:brett@flagshipplay.com)



## Developmental Benefits

Playgrounds play an important role in the development of kids of all abilities. They provide multisensory experiences that help to build the brain more quickly. See the specific definitions of each developmental skills area below.

### **SENSORY**

**Visual:** Element that engages/enhances visual skills

**Auditory:** Element that engages/enhances auditory skills

**Proprioception:** Element that engages/enhances muscle skills--this is further defined by the motor skill category

**Tactile:** Element that engages touch

**Vestibular:** Element that engages body movement

**Vestibular+:** Element that includes additional movement in unexpected ways

### **MOTOR SKILLS**

**Fine Motor:** Element that engages the hands and fingers

**Agility:** Element design challenges the user to change body position in space to succeed

**Balance:** Element challenges the user to stay upright and/or keep from falling off equipment to succeed

**Cardiovascular:** Element causes an obvious increase of heart rate during play

**Coordination:** Element challenges the user to use a combination of muscles to succeed

**Eye-hand coordination:** Element specifically encourages the user to look at hand placement to succeed

**Endurance:** Element involves distance and/or long duration of muscle work for a longer than typical time period to succeed

**Motor Planning:** Element challenges the user to move through a series of motor skills to succeed

## **COGNITIVE SKILLS**

**Literacy and Language:** Element encourages early childhood language and brain development

**Problem Solving:** Element encourages user to find solutions to successfully engage in play

**Strategic Planning:** Element encourages users to develop plans to successfully engage in play

## **STRENGTH**

**Upper Body Strength:** Element challenges the user to increase arm and shoulder muscle abilities while playing

**Lower Body Strength:** Element challenges the user to increase leg and hip muscle abilities while playing

**Core Body Strength:** Element challenges the user to increase trunk muscle abilities while playing

## **SOCIAL/EMOTIONAL SKILLS**

**Social Skill Development:** Element encourages users to use verbal and non-verbal methods of sharing thoughts and ideas during play

**Imaginative Play:** Element encourages users to invent scenarios from their imagination that enable them to build life skills

**Cooperation:** Element encourages users to work together to succeed in a play activity

## Alphamaze & Labryinth Panel for Sensory Wall

A sensory wonderland that encourages exploration, interaction and develops fine-motor skills for children of all abilities. Play on one or both sides.

### Features

- 1- or 2-sided tracing panel encourages eye-hand coordination along with tactile fun
- Sensory Play Center Walls (Item #168100) and Ends (Item #168101) must be purchased separately.

### Developmental Benefits

- Sensory:  
Visual, Tactile, Proprioception
- Motor Skills:  
Eye-Hand Coordination, Motor Planning, Fine Motor
- Cognitive Skills:  
Problem Solving, Strategic Thinking
- Social/Emotional Skills:  
Cooperation, Social Skill Development, Imaginative Play



## Bongo & Xylofun Panel for Sensory Wall

The Bongo and Xylofun Panel® adds twice the excitement to your play area. This panel creates deep auditory stimulation for children ages 2 to 5.

### Features

- 8 ProShield®-finished steel keys
- For one or more kids
- Large bongo drum surface for maximum rhythm and sound
- Panel made from durable Permalene® and galvanized steel
- Sensory Play Center Walls (Item #168100) and Ends (Item #168101) must be purchased separately.

### Developmental Benefits

- Sensory:  
Tactile, Auditory, Proprioception
- Motor Skills:  
Eye-Hand Coordination, Motor Planning, Fine Motor
- Cognitive Skills:  
Problem Solving, Strategic Thinking
- Social/Emotional Skills:  
Cooperation, Social Skill Development, Imaginative Play



## Marble Panel for Sensory Wall

The Sensory Development Marble Panel® has great sensory exploration with textures and shapes.

### Features

- 2" diameter marbles with colorful "cat-eye" design offers a sensory-rich visual and tactile experience
- Unique tactile experience as children roll and spin marbles with their hands
- Visually stimulating as light shines through marble spheres
- Sensory Play Center Walls (Item #168100) and Ends (Item #168101) must be purchased separately.
- U.S. Patent No. 8,936,502

### Developmental Benefits

- Sensory:  
Visual, Tactile, Auditory, Proprioception
- Motor Skills:  
Eye-Hand Coordination, Motor Planning, Fine Motor
- Cognitive Skills:  
Problem Solving, Strategic Thinking
- Social/Emotional Skills:  
Cooperation, Social Skill Development, Imaginative Play



## Cozy Dome

The Cozy Dome® offers kids a place to escape the hustle and bustle of a busy playground, take time by themselves or socialize together.

### Features

- A quiet space for over-stimulated kids
- Peek holes let kids and supervisors keep an eye on the action
- Various textures on the outer surface create a perfect climbing experience

### Developmental Benefits

- Sensory:  
Vestibular, Proprioception, Tactile
- Motor Skills:  
Balance, Coordination, Core Body Strength, Motor Planning, Upper Body Strength, Lower Body Strength, Flexibility
- Cognitive Skills:  
Problem Solving
- Social/Emotional Skills:  
Cooperation, Social Skill Development

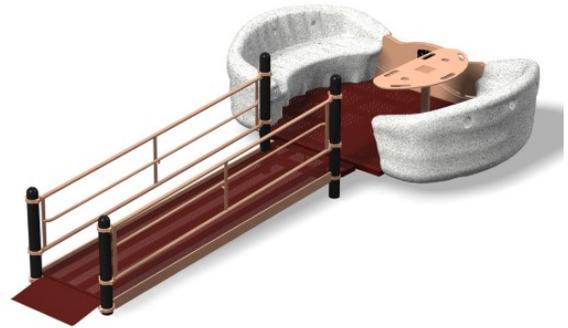


## Sway Fun Glider

The Sway Fun® Glider with Ramp Assembly allows greater accessibility for children of all abilities, especially those with special mobility needs, access to Sway Fun for great peer to peer play. Creates equitable access for children and grown-up companions of all abilities.

### Features

- 12" incline provides access to Sway Fun from ground to deck
- 42" ramp is wheelchair accessible
- Available with guardrails
- Brown TenderTuff™-coated perforated-steel plank



### Developmental Benefits

- Sensory:  
Vestibular+, Proprioception, Tactile
- Motor Skills:  
Balance, Coordination, Motor Planning, Core Body Strength, Lower Body Strength, Agility, Flexibility
- Cognitive Skills:  
Problem Solving
- Social/Emotional Skills:  
Cooperation, Social Skill Development, Imaginative Play

### **Component Colors**

Color is an important decision, and our products are available in many color options. Contact your consultant to find the colors available for this component.

## We-Saw

The We-saw™ is a new take on our traditional seesaw. Its unique design and gentle rocking motion invites kids and families of all ages and abilities to participate in the fun. The We-saw is wheelchair accessible. Like all our seesaws, the We-saw provides opportunities for collaborative play and teamwork.

### Features

- 4 seats with center platform for additional participants
- Center platform made of GripX, a UV stabilized HDPE (high density polyethylene) marine-grade material. Specially designed slip resistant texture enhances traction and appearance. Platform is trimmed with your choice of colorful Permalene®.
- Spring mechanism and in-ground bumpers for controlled motion
- In-ground bumpers protect surfacing from impact and extend the life of the product
- Rubber stops on hand and foot-holds ensure a firm grip
- Walk-in seating ensures easy access or transfer into seat
- Seats made of durable, color fast, vibrant polyethylene

### Developmental Benefits

- Sensory:  
Vestibular+, Proprioception
- Motor Skills:  
Balance, Core Body Strength, Lower Body Strength, Upper Body Strength, Flexibility
- Cognitive Skills:  
Problem Solving
- Social/Emotional Skills:  
Cooperation, Social Skill Development, Imaginative Play



## Cascade Climber

The PlayBooster® Cascade Climbers provide an affordable way to add visual interest to your playground. **Lots of kids can climb** for interactive fun!

### Features

- Accommodates many kids at once
- Affordable choice
- Available in 6-panel and 4-panel models
- Cutout hand- and footholds for an easy grip and clear sightlines
- Two-sided for double the fun

### Developmental Benefits

- Sensory:  
Vestibular+, Proprioception, Tactile
- Motor Skills:  
Balance, Coordination, Motor Planning, Flexibility, Agility, Core Body Strength, Upper Body Strength, Lower Body Strength
- Cognitive Skills:  
Problem Solving
- Social/Emotional Skills:  
Cooperation, Social Skill Development, Imaginative Play



## Hemisphere Climber

The Hemisphere Climber® gives kids opportunities to choose their own routes to climb up, down, over and under. Never the same climbing experience twice!

### Features

- Allows kids to balance and counterbalance as they climb
- Challenges kids with limitless climbing routes and angles
- Made from the highest quality climbing cable
- Attaches to ground with steel chain

### Developmental Benefits

- Sensory:  
Vestibular+, Proprioception, Tactile
- Motor Skills:  
Balance, Coordination, Motor Planning, Core Body Strength, Agility, Upper Body Strength, Lower Body Strength, Flexibility
- Cognitive Skills:  
Problem Solving
- Social/Emotional Skills:  
Cooperation, Social Skill Development, Imaginative Play



**CITY OF MAYER  
PERSONNEL  
THURSDAY, JUNE, 2018 @ 4:00 P.M.  
CITY HALL COUNCIL CHAMBERS**

**AGENDA**

1. Open Meeting

The meeting was opened at 4:00 p.m. Those present were City Administrator, Margaret McCallum and Mayor, Mike Dodge and Vice-Mayor, Erick Boder.

Also present: Public Works, Kyle Kuntz.

2. Minutes

A. May 14, 2018 Personnel Meeting Minutes. Minutes were approved by the committee as presented.

3. Business

A. Public Works Position

McCallum informed that Public Work's Worker II, Brent Mickolichek, recently put in his two week notice and will be leaving on June 15, 2018. The Personnel Committee reviewed the current position. McCallum informed that the two public works positions, for transition planning purposes, would be probably restructured differently next year. This would be due to Public Works Worker I taking over the Waste Water Treatment Facility; currently supervised by a consulting firm. The Personnel Committee discussed restructuring the positions so that Public Works Worker I supervises Public Works Worker II. They discussed changing the title of Public Works Worker I to Director or Superintendent when the Waste Water Treatment Plant is transferred to that position.

The Committee discussed the hardship cities have been having finding qualified applicants for positions. The Committee discussed continuing to review benefits and pay. They recommended that the hourly wage of this position be posted between \$20.00 - \$24.00.

The Committee agreed to recommend to Council posting the position on the League of Minnesota Cities and in the local newspaper. They also discussed how to manage in the interim without a second worker and a seasonal worker at this time. The Committee and Kuntz agreed that some additional contractor work may be needed and that Kuntz may have to work overtime and flex his schedule for the time being.

B. Fire Department Pay – Job Descriptions and Salaries

McCallum provided a structure chart of the Fire Department along with the duties and pay of each position. The Committee reviewed the information and asked that the City Administrator talk with the Chief more about the position duties. The Committee agreed that they want to make sure that they positions are getting compensated fairly.

C. City Council Pay – Ordinance

McCallum presented a draft Ordinance that would increase the salaries for Council. The Personnel Committee had agreed to add language that references the fee schedule for meetings attended outside of the regular council meetings. The Committee agreed to the proposed ordinance with some minor changes. The Committee recommended that it go to Council for approval.

D. Annual Leave Conversion – Update

McCallum informed that she is still working with the City Attorney on the review of this item.

E. Economic Development Certificate – Hamline University – McCallum

McCallum presented some information on an Economic Development Certificate at Hamline University. She said that she was interested in the program, nonetheless that the course is offered once a month for 7 months on Thursday afternoons and Fridays during the day. She informed that she would have to flex her schedule, use PTO, or see if it could be considered time worked as it relates to job training.

McCallum said that the course is \$2,950 and that she would be willing to pay for it.

The Committee agreed that this would be considered job training and that the City should allow the attendance of the program the same as any other job training. The Committee also agreed that the City should pay for the training as it is related to the job and the City would benefit.

The Committee suggested bringing it to Council with more information for approval.

F. Summer Hours

McCallum provided information from other Carver County cities and their current summer hours. She said that some cities do summer hours and some do not. She said that there has been interest from staff to go to summer hours.

The Committee discussed possible summer hours and the benefits.

The Committee recommended the following hours:

City Hall – 7:00 a.m. – 4:30 p.m. Monday – Thursday  
7:00 a.m. – 11:00 a.m. Friday

Public Works - 6:00 a.m. – 3:00 p.m. Monday – Thursday  
6:00 a.m. – 10:00 a.m. Friday

Appointments upon request.

The Committee was curious to see if residents would use the time between 7:00 a.m. and 8:00 a.m. more. The hours would last until labor day.

Adjournment

4. The meeting was adjourned at 5:13 p.m.

**CITY OF MAYER  
REGULAR MEETING – PARKS AND RECREATION COMMISSION  
TUESDAY, JUNE 12, 2018 @ 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, Troy Congdon, Dan Pohl, Alisa Johnson, Mike Wegner, and Elizabeth Butterfield. Also present was City Administrator, Margaret McCallum and Public Works Kyle Kuntz.

Absent: None.

Also present: Susan Parrish, Mayer Lutheran High School.

2. Approve Agenda

**Wegner moved to adopt the agenda. Congdon seconded. Motion passed 5-0.**

3. Minutes

A. May 8, 2018 Meeting Minutes

**Butterfield moved to approve the May 8, 2018 meeting minutes. Congdon seconded. Motion passed 5-0.**

4. Business

A. Voting – Vice Chair

**Butterfield moved to appoint Commissioner Wegner as Vice Chair of the Park Commission. Pohl Seconded. Motion passed 5-0.**

B. MLHS 5K

Susan Parrish with Mayer Lutheran High School informed that the school would be hosting their second annual Block Party on June 23, 2018. She said that as part of the celebration, there would be a 5K Fun Run, same as last year. Parrish said that the Park Commission teamed up to help with the 5K last year and asked if they would be willing to participate again. The Commission agreed to help out where they could: setting up, taking down, barricade/cones,

social media, timing, etc. Parrish and the Commission agreed to coordinate ways in which the Commission and staff could help with the event.

C. Archery Range Information

1. Finalize Location

McCallum informed that staff met to discuss two possible sites for the Archery Range; Old School House Park or Meadow Park. The Commission discussed both locations.

**Butterfield moved to locate the Archery Range at Old School House Park. Johnson Seconded. Motion passed 5-0.**

McCallum provided information on the target costs. Kuntz informed that the Public Works Department could build the target holders. He informed that he would get more information on the cost of constructing the berm at Old School House Park.

The Commission discussed additional screening for the Archery Range including fencing and trees. They also discussed the height and material of the berm.

2. Code Amendment Discussion

McCallum presented the current code that does not allow for the discharge of weapons within city limits. She provided sample language that would go to the Council for a proposed amendment to the code that would allow an exemption for the archery range.

**Butterfield moved to approve and recommend to Council language that would amend the code to allow for the discharging of weapons (bow and arrow) at the Archery Range. Pohl Seconded. Motion passed 5-0.**

D. Concrete Curbing – Old School House Park

McCallum informed that the Public Works Department is looking to complete the concrete curbing edging at the Old School House Park playground this summer. The proposed cost is \$7,000.

**Butterfield moved to recommend to Council the approval of the concrete curbing at the Old School House Park playground for around \$7,000. Congdon Seconded. Motion passed 5-0.**

E. Ice Skating Rink

The Commission discussed the location of the ice skating rink at Old School House Park. Kuntz stated that he would get some more hard costs as to how much it would cost to grade the area. He informed that the budgeted amount for the rink is \$10,000.

**Johnson moved for the location of the ice rink to be at Old School House Park and to get bids for grading. Wegner Seconded. Motion passed 5-0.**

F. West Ridge Park – 2018 Amenities

The Commission reviewed the pricing layout from Flagship for new amenities for West Ridge Park. McCallum informed that their budget is \$50,000 for improvements at the park. She informed that the estimate for 5 new amenities including installation came in at \$40,753.00.

McCallum stated that at the previous meeting, they discussed Public Works doing some of the installation, nonetheless, that they will be short staffed this summer and therefore staff proposed that the company do the installations as well.

**Congdon moved to recommend to Council the approval of the purchasing and installation of the 5 new amenities as West Ridge Park by Flagship Recreation for \$40,753.00. Johnson seconded. Motion passed 5-0.**

G. Anti-Static Slide

McCallum informed that this topic came up at the previous meeting. She stated that she looked into the anti-static slide and was informed that it is for children with cochlear implants. She received a quote from Flagship for an anti-static steel slide. Johnson said that steel slides can get very hot. The Commission agreed to hold off on making a decision.

5. Staff Updates/Comments

A. Gaga Pit

McCallum informed that the Gaga Pit was installed at Old School House Park by the Public Works Department.

B. Community Center Curtains

McCallum stated the Public Works measured the window at the Community Center and will be ordering curtains soon.

C. Addresses for Parks – Update

McCallum said that the addresses for parks are being finalized by staff, however they are having some issues addressing West Ridge Park because its access point is off of an alley. Staff said they would continue to work on this.

D. T-Shirts

The Commission provided t-shirt sizes to McCallum for Commission t-shirts.

6. Commissioner Reports/Comments

None.

7. Adjournment

**The Commission moved to adjourn the meeting at 7:35 p.m. Motion passed 5-0.**

DRAFT