

MAYER CITY COUNCIL MEETING MINUTES ó AUGUST 24, 2015

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

PRESENT: Mayor Thomas, Council Members Osborn, McNeilly and Stieve-McPadden

ABSENT: Council Member Boder

STAFF: City Administrator Ruch-Hammond, City Engineer David Martini, Public Works Kuntz, and Clerk Maetzold

ALSO PRESENT: Ivan Raconteur, Don Wachholz and John Carrier.

The meeting was opened with the Pledge of Allegiance.

APPROVE AGENDA

A MOTION was made by Council Member Stieve-McPadden with a second by Council Member McNeilly to approve the agenda with the addition of a request by the resident at 1755 Hidden Trail. Motion Carried 4/0

PUBLIC COMMENT

None

APPROVE CONSENT AGENDA

A MOTION was made by Council Member Stieve-McPadden with a second by Council Member Osborn to approve the Consent Agenda. Motion Carried 4/0.

1. Approve the Minutes of the August 20, 2015 Regular Council Meeting.
2. Approve the Minutes of the August 17, 2015 Work Session Meeting.
3. Approve the Minutes of the July 14 2015 Park Board Meeting.
4. Approve the Additional Claims for the Month of August 2015.

STAFF REPORTS

1. **Public Works** ó The Council reviewed a report from Kyle Kuntz of Public Works activities from July 24 ó August 18, 2015.
2. **City Engineer** ó The Council reviewed David Martini's summary of the projects Bolton & Menk have been working on during the billing period June 20 ó July 17, 2015. Martini also reported on the Roundabout, answering the Council's questions. He anticipates work on the Master punch list to be completed soon
3. **Sheriff's Department** ó No Report
4. **City Administration** – The Council reviewed a report from July 27 ó August 21, 2015 outlining activities by the City Administrator. Ruch-Hammond reported that an audit has been done back to 2009 and shows that the Storm Water levy from past years which was put into Fund 435 Capital Outlay may pay for a good portion of the project. She was directed to go back a couple more years for a better number.

CITY ADMINISTRATOR

1. **Request to Opt out of Garbage Service** ó John Carrier of 1755 Hidden Trail came before the Council to request to opt out of City garbage service. He moved in last year and never signed up with Waste Management. His wife currently takes their garbage to her sister's where she keeps her business. The

Council reminded him that it is a City Ordinance that all properties must have weekly collection or disposal of garbage or other refuse. Mr. Carrier stated that he is not looking to change the ordinance, he would just like to opt out of the service because he has no need and it is an inconvenience to have carts in his garage that are not used. He was told that Elite does have a suspended service for winter snowbirds that may be used for part of the year.

2. **Approval of Resolution 8-24-2015-27 Part Time Mowing Staff** – The current part time seasonal staff's last day with the City of Mayer will be Friday, August 28, 2015. With the repair of the water tower regular Public Works staff will not have the time to mow and do other park duties. The Personnel Committee is recommending that the City hire a replacement for the seasonal staff that is leaving. The Personnel committee is recommending that the City hire Gerry Weinzierl at the same rate of pay (\$11.36 per hr) and hours (30 hrs per week) as the current part time seasonal person with a start date of Monday, August 31, 2015. A MOTION was made by Council Member Stieve-McPadden and seconded by Council Member McNeilly approving Resolution #8-24-2015-27 Part time Seasonal Staff for Public Works. Motion Carried 4/0

3. **Approval of Extension of Snow Removal Contract** – The City had a one year snow removal contract with Widmer construction of Maple Plain for the time period of November 1, 2015 – April 30, 2015. Widmer is willing to extend the contract for one year at the same rate as the 2014-2015 snow removal contract. A MOTION was made by Council Member Stieve-McPadden and seconded by Council Member Osborn approving the extension of the snow removal contract for the 2015-2016 snow removal season with Widmer Construction of Maple Plain for the period of November 1, 2015 – April 30, 2016 at the same rate as the 2014-2015 snow removal contract. Motion Carried 4/0

4. **LMCIT Loss Control Visit Recommendation** – The City of Mayer had an inspection from the LMC Loss Control Consultant, Tara Bursey on July 22, 2015. Upon inspection, Ms. Bursey found that Public Works maintains and practices good overall housekeeping in the limited space that is allocated for public works. She made the following recommendations for Council consideration:
 - Add a ladder inspection program.
 - Add a footwear Policy.
 - Add a tailgate lift to the truck.The Council reviewed a sample ladder inspection form and a sample footwear policy. The Council also discussed the tailgate lift for the truck. The cost for a lift gate would be \$3,947.00 of which 50% is eligible for a matching grant from MN OSHA Safety Grant Program. The City has 60 days to respond to the LMCIT recommendations that were made. A MOTION was made by Council Osborn and seconded by Council Member McNeilly approving the Footwear Policy as presented with the addition of anti slip grippers. The Motion was amended by both Council Members to add that the City will purchase up to one pair of work boots per year. Motion Carried 4/0

A MOTION was made by Council Member Stieve-McPadden and seconded by Council Member Osborn to approve the Ladder Inspection Checklist. Motion Carried 4/0. Public Works will check with the Fire Department to see if the City ladders could be tested with theirs. The Council directed Staff to proceed with applying for an OSHA Grant for the purchase of a tailgate lift for the truck. Public Works will make sure that the truck can be retrofitted without hindering the performance of the dump box and sander and report back to the Council. The plan would be to purchase the tailgate lift with 2015 budget funds.

5. **Approval of Boulevard Tree Policy** – The Council reviewed the Boulevard Tree Policy for Fieldstone Additions I & II. After discussion, a MOTION was made by Council Member and seconded by Council Member to approve the Boulevard Tree Policy for Fieldstone I & II with the correction of not allowing a tree to be replanted in the boulevard if it dies. Motion Carried 4/0.

6. **Approval of Ordinance #201 Solar Energy and Resolution 8-24-2015-26 Summary Publication of Ordinance #201** – A MOTION was made by Council Member Osborn and seconded by Council Member Stieve-McPadden approving Ordinance #201 Alternative Energy Systems which repeals Ordinance #192. Motion Carried 4/0
A MOTION was made by Council Member Osborn and seconded by Council Member Stieve-McPadden approving Resolution 8-24-2015-26 authorizing the publication of a summary publication of Ordinance #201 Alternative Energy Systems.. Motion Carried 4/0
7. **Authorize City Engineer to Compile a Fee Estimate and Scope of Work for a Hockey Rink** – The Park Board met on Tuesday, August 11, 2015 to discuss the construction of a hockey rink. They would like to construct an 85øX 200øhockey rink in Old Schoolhouse Park. The area will require grading. Before the Park Board moves further to have the project bid, they would like the City Engineer to provide a scope of work and an estimated engineering fee to compile specifications for the hockey rink construction. After some discussion, a MOTION was made by Council Member Stieve-McPadden and seconded by Council Member Osborn Authorizing the City Engineer to compile a fee estimate and scope of work for the construction of a hockey rink in Old Schoolhouse Park. Motion Carried 4/0
8. **Approval of Rental Agreement for the Concession Stand in Old Schoolhouse Park** – The Council reviewed the Park Board's changes to the Concession Stand Rental Agreement for Old Schoolhouse Park. A MOTION was made by Council Member Osborn and seconded by Council Member McNeilly approving the changes to the Old Schoolhouse Concession Stand Rental agreement as presented. Motion Carried 4/0. Staff will find ways to let the residents know that the building is available for use.
9. **Approval of Ordinance #202 Bees** – The Council reviewed the changes to the Bee Ordinance that resulted from the Work Session held Monday August 17th. It was determined that the Council did not want to allow bees in any residential area (R-1, R-2 R-3 and PRD) and will be removed from the Ordinance. A MOTION was made by Council Member Stieve-McPadden and seconded by Council Member Osborn approving Ordinance #202 Bees as corrected. Motion Carried 3/1 (McNeilly)
10. **Approval of School Zone Speed Limit for 62nd Street** – The City has received a request from Mayer Lutheran High School for the City to consider placing signage that could help reduce speeds and raise awareness of the presence of students along the portion of the newly paved roadway of 62nd street between the Roundabout and Fieldstone Parkway. The Council reviewed options. A MOTION was made by Council Member Osborn and seconded by Council Member McNeilly to establish a school zone of which the City can lower the speed limit by 30 mph below the current speed limit of the road (55 mph) bringing the new speed limit for the school zone at 25 mph. In order for the City to establish a school zone, a traffic and engineering investigation must be completed after which the City will post the new school zone speed limit signs. Until then, the Deputy will be asked to monitor speed on that section of road for a few weeks. The traffic and engineering investigation will be done by Bolton & Menk and will become part of the Roundabout project. Motion Carried 4/0
11. **Mayer Lutheran High School's Request for Use of Irrigation of Football Field** – The City has received a request from MLHS to allow them to water the football field during the watering ban in September. They are citing safety issues for the football players if the field becomes too hard because of lack of watering. They propose to water partial zones Tuesday, Thursday and Sunday from 9 am to 2 pm. Public Works reviewed the Water Treatment Facility operations during this tower shut down with the Council. He will have to manually operate the system during the repairs. He does have the ability to boost water for fire protection. A MOTION was made by Council Member Osborn and seconded by Council Member McNeilly to allow MLHS to water Monday, Tuesday and Thursday from 9 am to 2 pm for one week, with

Public Works monitoring the usage. Public Works, Administrator and Mayor will meet and determine if watering will be allowed to continue. Motion Carried 4/0

12. **Approval of City Council Computer Use Policy** – A MOTION was made by Council Member Stieve-McPadden and seconded by Council Member McNeilly approving the City Council Computer Use Policy as presented. Motion Carried 4/0
13. **Administrative Intern** – A MOTION was made by Council Member Osborn and seconded by Council Member McNeilly approving the last day of the internship for Meagan Donahue as September 1, 2015. Motion Carried 4/0
14. **Request to Close City Offices Friday, September 4, 2015** – City Staff is requesting to close City Hall on Friday, September 4, 2015. With the Holiday weekend, business at City Hall would be minimal. Staff was asked to use part time staff to cover City Hall hours that day.
15. **Presentation of Communications Plan from Administrative Intern** – Administrative Intern Meagan Donahue has compiled a Communications Plan developed for the City of Mayer. After reviewing plans for other cities, it was found that using several different media outlets would be the most effective way of reaching the various age groups in our community. Also presented were statistics from June ó August 2015 printed from the City of Mayer's Facebook Page, showing an increase in öLikesö and activity on the page. This plan will be used as framework going forward. Additional suggestions to inform residents were given for Facebook and the City Sign.

COUNCIL REPORTS

- Council Member Stieve-McPadden reported on the past Park Board meeting. They are working on finding a site for an ice skating rink this season as the hockey rink will be a project for 2016.
- Council Member Stieve-McPadden reported that the Personnel Committee has directed Staff to get job descriptions together for part time office staff.

OTHER BUSINESS

- Mayor Thomas reported that the Wifi is working much better. The first unit that was installed was defective and has been replaced. It has also been determined what is wrong with the projector and it may need to be replaced.

ADJOURN

There being no further business, a MOTION was made by Council Member McNeilly and seconded by Council Member Stieve-McPadden to adjourn the meeting at 8:35 p.m. Motion Carried 4/0

Gerald W. Thomas, Mayor

Attest: _____
Lois A. Maetzold, City Clerk