

## MAYER CITY COUNCIL MEETING MINUTES – JUNE 27, 2016

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

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

ABSENT: Mayor Thomas

STAFF: City Administrator Ruch-Hammond, Public Works Kuntz, Fire Chief Maetzold, and Deputy Clerk Gildemeister

ALSO PRESENT: Don Wachholz, Mike Dodge, Ivan Raconteur, and Jonathan Rodd

The meeting was opened with the Pledge of Allegiance.

### APPROVE AGENDA

A MOTION was made by, Council Member McNeilly with a second by Council Member Stieve-McPadden to approve the agenda with one addition. Fire Chief request for funds from the 212 Grants and Donation, for Call Uniforms. Motion Carried 4/0

### PUBLIC COMMENT

None

### APPROVE CONSENT AGENDA

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

1. Approve the Minutes of the June 13, 2016 Regular Council Meeting.
2. Approve the Minutes of the May 10, 2016 Park Board Meeting.
3. Approve the Additional Claims for the Month of June 2016,
4. Approve the Sheriff's Department Report for the month of May 2016.

### STAFF REPORTS

1. **Public Works** – The Council reviewed a report from Kyle Kuntz of Public Works activities from May 18 to June 23, 2016. Council Member McNeilly wanted to know when the volleyball courts would be opened. The volleyball courts are scheduled to be open July 1, 2016.
2. **City Engineer** – Acknowledge report of City Engineer report for the period April 9 to May 30, 2016
3. **Sheriff's Department** – No Report
4. **City Administration** – The Council reviewed the City Administrator's report for the period May 23 to June 24, 2016, as well as the Fund Balances for the period ending May 30, 2016

### CITY ADMINISTRATOR

#### 1. **Approval of Purchase of Fire Station Garage Doors** –

The Fire Chief is requesting to install two more garage doors on the Fire Station. The cost for the doors and installation is \$2,016. A MOTION was made by, Council Member Stieve-McPadden and second by Council Member McNeilly to approve the purchase and installation of the doors.

Motion carried 4/0

2. **Snow Removal Contract for 2016-2017 –**

Discussion on extending the Snow Removal Contract with Widmer Construction for 2016-2017. Public Works recommended extending the current contract for the period November 1, 2016 to April 30, 2017. A MOTION was made by, Council Member Osborn and second by Stieve-McPadden to approve the snow removal contract extension. Motion carried 4/0

3. **Approval of Park Board Recommendation to Construct a Park Shelter in West Ridge Park**

The Park Board is recommending to the City Council to construct a picnic shelter in West Ridge Park. The total cost for the purchase and installation of the park shelter is \$28,285.00. With the funds coming from the 2016 budget and 220 Park Fund. The Park Board would like to construct a 24’ x 28’ shelter with a hip roof, 24 gauge steel roof panels. Thomas Clemenson Concrete and Masonry will be hired for the concrete work and Dalchow Excavating for the site work.

Below is the cost breakdown for the project.

	<b>Flagship</b>	<b>Clearwater Recreation</b>	<b>St. Croix Recreation</b>
24' x 28' Shelter	\$21,513.08	\$20,256.00	\$13,580.00
Installation	\$8,160.00	\$10,000.00	\$7,780.00
Eng Drawings	\$656.25	\$800.00	\$1,150.00
Concrete Slab	\$4,025.00	\$4,025.00	\$4,025.00
Site Grading	\$1,750.00	\$1,750.00	\$1,750.00
	<b>\$36,104.33</b>	<b>\$36,831.00</b>	<b>\$28,285.00</b>

They are also recommending that 2 trash cans and 4 picnic tables be purchased for the shelter. The cost for the trash cans and picnic tables is \$4,672.00

<b>Item</b>	<b>Number</b>	<b>Cost</b>	<b>Totals</b>
Trash Receptacles	2	\$542.00	\$1,084.00
1ADA Picnic Table	1	\$945.00	\$945.00
Picnic Table	3	\$881.00	\$2,643.00
			\$4,672.00

The funds for the picnic shelter and the trash receptacles and picnic tables, would come from the 2016 budget and the 220 Park Fund.

A MOTION was made by, Acting Mayor Boder to award the contract to St. Croix Recreation and second by Council Member Osborn. Motion carried 4/0

4. **Discussion on Office Staffing –**

City Administrator is requesting direction from the City Council on staffing of the office. The current City Clerk is transitioning to retirement. The plan was once the Deputy Clerk was hired, the City Clerk would work 3 days a week the first month and two days a week the second month and then transition down to one day a week for the last month. The City Council gave the City Administrator their approval to work with the City Clerk on an exit plan. A MOTION was made by, Council Member Osborn and second by Council Member McNeilly to have the City Clerk work 2 days a week after July 4<sup>th</sup>, 2016. Motion carried 4/0

**5. Approval of Concept for Watertown/Mayer School District to Rent Space –**

Watertown Mayer Schools has decided to forgo the survey process of the community and move right into the rental of the City Hall space. They are requesting an August 1, 2016 start date. The total amount of revenue proposed for the City would be \$2,610 a month and possibly 12 months for a total of \$31,320.00. The additional costs the City will have will be the paper products for the bathroom, janitor time and some utilities. The Janitor is requesting an additional \$42.50 a day plus two more days a week, for a total of \$340.00 a month.

City Attorney has reviewed the lease agreement and Council was presented a draft agreement. Staff is requesting that Council approve the concept of the rental with a final lease agreement to be presented at a future Council Meeting. Staff to contract Watertown/Mayer Schools to request additional funds from Watertown/Mayer for Janitor.

Staff is requesting approval of the concept of rental of the Community Center to Watertown Mayer School District with a start date of August 1, 2016. A MOTION was made by, Council Member Osborn and second by Council Member McNeilly to approve the concept of leasing space to Watertown/Mayer Schools. Motion carried 4/0

COUNCIL REPORTS

- None

OTHER BUSINESS

- None

ADJOURN

There being no further business, a MOTION was made by Council Member McNeilly and seconded by Council Member Osborn to adjourn the meeting at 7:12 p.m. Motion Carried 4/0

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Acting Mayor Eric Boder

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