



**CITY OF MAYER  
REGULAR CITY COUNCIL MEETING  
CITY COUNCIL CHAMBERS  
MONDAY, JANUARY 14, 2019  
6:30 PM**

**AGENDA**

***OATH OF OFFICE – NEW COUNCIL***

- 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. December 10, 2018 City Council Meeting Minutes
    2. December 27, 2018 City Council Special Meeting Minutes
  - B. Claims
  - C. Reports
    1. Fire Department Monthly Report – November 2018
    2. Carver County Sheriff’s Department Report – November 2018
  - D. Contract for Planning Services for Municipal Development Group
  - E. Fire Department – Hiring of Arich Juberian – Resolution 1-14-19-1
- 6. Reports and Recommendations of City Departments, Consultants, Commissions and Committees**
  - A. Fire Department
    1. Andrew Herd – Retirement – Plaque Presentation
  - B. Administrative
    1. 2019 Fee Schedule – Ordinance 226
      - A. 2019 Fee Schedule Summary – Resolution 1-14-19-2
  - C. Planning
    1. Mayer Lutheran High School Sign Variance Request – Resolution 1-14-19-3
    2. Text Amendment Regarding Parking Pad Requirements – Ordinance 227
- 7. City Council Reports**

**8. Other Business**

**9. Upcoming Meetings & Events**

January 28, 2019 City Council Meeting

January 29, 2019 EDA Meeting

**10. Acknowledgments**

To recognize Paul Tschida's retirement from the Carver County Sheriff's Department and service to the City of Mayer.

To recognize Deputy Gary Stahlke, Carver County Sheriff's Department, for his years of service in the City of Mayer.

To recognize Andrew Herd, Mayer Firefighter, on his retirement and his years of service on the Fire Department.

To recognize Rod Maetzold, Planning Commissioner, for his many years of service on the Commission.

**11. For Your Information**

December 5, 2018 Personnel Committee Meeting Minutes

December 11, 2018 Park Commission Meeting Minutes

January 8, 2019 Park Commission Meeting Minutes

**12. Adjournment**

MAYER CITY COUNCIL MEETING MINUTES – DECEMBER 10, 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, and Deputy Clerk Gildemeister

ALSO PRESENT: Steven Young, Don Wachholz, Brian Simmons

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 as presented. Motion Carried 4/0

PUBLIC COMMENT

None

APPROVE CONSENT AGENDA

A MOTION was made by Council Member McNeilly with a second by Council Member Butterfield to approve the Consent Agenda as presented. Motion Carried 4/0.

1. Approve the Minutes of the November 26, 2018 Regular Council Meeting.
2. Approve the Minutes of the November 26, 2018 Council Workshop Meeting.
3. Approve Claims for the Month of December 2018. E-check numbers 5079 to 5109 and check numbers 21899 to 21972
4. Acknowledge Building Permit Report Third Quarter 2018.
5. Approve Resolution 12-10-18-50 Watertown Rod & Gun Club Lawful Gambling Exemption.

TRUTH IN TAXATION PRESENTATION

City Administrator McCallum presented the 2019 Budget and Tax Levy via a power point. The Truth in Taxation process helps the public understand local government's budget process, how property taxes are determined, and to encourage the public to become involved in local government spending priorities.

CITY ADMINISTRATOR

1. **Approve Resolution 12-10-18-43 2019 Police Contract** – A MOTION to Approve Resolution 12-10-18-43 2019 Police Contract with Carver County Sheriff's Department including one typo correction was made by Council Member Butterfield and seconded by Council Member Stieve-McPadden. Motion carried 4/0

Police Commander Tschida informed the Council that a new town Sheriff will be assigned to the City of Mayer starting January 7<sup>th</sup>, 2019. His name is Joe Bangston. Deputy Gary Stahlke will be assigned to southern Carver County area. Commander Tschida announced that he will be retiring on January 8<sup>th</sup>, 2019 after forty years. Council thanked him for all his years of service and wished him the best.

2. **Approve Resolution 12-10-18-44 Adoption of General Fund Levy** –A MOTION to Approve Resolution 12-10-18-44 Adoption of General Fund Levy was made by Council Member Stieve-McPadden and seconded by Council Member McNeilly. Motion Carried 4/0.

3. **Approve Resolution 12-10-18-45 Adoption of General Fund Budget**– A MOTION to Approve Resolution 12-10-18-45 Adoption of General Fund Budget was made by Council Member McNeilly and seconded by Council Member Butterfield. Motion Carried 4/0

Mayor Dodge thanked Staff for putting this budget together and that it was a big task all while lowering the tax rate.

4. **Approve Resolution 12-10-18-46 Enterprise Fund** – A MOTION to Approve Resolution 12-10-18-46 Enterprise Fund was made by Council Member Butterfield and seconded by Council Member Stieve-McPadden. Motion carried 4/0.
5. **Approve City Clerk Job Description** – A MOTION to Approve City Clerk Job Description was made by Council Member Stieve-McPadden and seconded by Council Member McNeilly. Motion Carried 4/0.
6. **Approval of Resolution 12-10-18-47 2019 Election Poling Place** - A MOTION to Approve Resolution 12-10-18-47 2019 Election Poling Place was made by Council Member Butterfield and seconded by McPadden. Motion carried 4/0.
7. **Approve Resolution 12-10-18-48 Comprehensive Plan Extension Request** – A MOTION to Approve Resolution 12-10-18-48 Comprehensive Plan Extension Request till June 2019 was made by Council Member McNeilly and seconded by Council Member Stieve-McPadden. Motion carried 4/0.

#### PLANNING

1. **Approve Resolution 12-10-18-49 Mayer Lutheran High School Sign Variance Request** – Tabled Council asked City Administrator to contact the City Planner, John Anderson, and arrange for him to be at a future Council Meeting.

#### COUNCIL REPORTS

- Council Member Butterfield spoke about the Tree Lighting Celebration and stated that there were about 100 people who turned out for the event and thanked Public Works for decorating a beautiful tree.
- Council Member McNeilly recognized the Fire Department for doing a wonderful job on decorating the Fire Truck.
- Mayor Dodge thanked the Mayer Fire Department, City Staff, and the Lions Club for all the hard work they put into the Santa Visit and Tree Lighting Celebration. He also thanked Casey's General Store and Knuckleheads for donating the food and refreshments.

#### OTHER BUSINESS

- Council Member Stieve-McPadden asked for an update on Jaguar Communications and Staff reported that they are now working in the Hidden Creek Developments.

#### CLOSED SESSION: 7:37 pm

A MOTION to close Regular Council Meeting and open Closed Session for City Administrator Review was made by Council Member

A MOTION to close Closed Session and re-open Regular Council Meeting at 9:00 pm was made by Council Member Stieve-McPadden and seconded by Council Member Butterfield. Motion carried 4/0.

Council conducted a performance appraisal for City Administrator Margaret McCallum. Council found her to be doing an acceptable job and would like her to work on developing goals. Council stated they look forward to continuing working with her.

ADJOURN

There being no further business, a MOTION was made by Council Member McNeilly and seconded by Council Member Butterfield to adjourn the meeting at 9:02 p.m. Motion Carried 4/0

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

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

DRAFT

MAYER SPECIAL CITY COUNCIL MEETING MINUTES – DECEMBER 27, 2018

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

PRESENT: Mayor Mike Dodge, Council Members Erick Boder, Elizabeth Butterfield, Nikki McNeilly, Tice Stieve-McPadden.

ABSENT: None.

STAFF: City Administrator Margaret McCallum

ALSO PRESENT: Don Wachholz, Eliceo Salomon-Vasquez

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 Boder to approve the agenda. Motion Carried 5/0

BUSINESS

**Liquor License – Agave Mexican Restaurant**

McCallum informed that Eliceo Salomon-Vasquez has a purchase agreement for the property located at 421 Ash Avenue and that he hopes to open a restaurant, Agave Mexican Restaurant, at that location.

McCallum stated that a liquor license application was received for the restaurant for Off-Sale, On-Sale and Sunday sales. She informed that a license is issued upon approval by the State of Minnesota, Alcohol and Gambling Division and upon all conditions of the licensing being met in accordance with City of Mayer Ordinances. This includes paying the appropriate fee for each license, providing a certificate of insurance and having a satisfactory background check completed by the Carver County Sheriff's Department.

McCallum informed that the background check came back satisfactory showing no felonies and no previous liquor violations. McCallum stated that staff is recommending approval of the Agave Liquor License for the term of January 1, 2019 – February 28, 2019. She said that they would have to reapply for the March 1, 2019 – February 28, 2020 license.

**Boder moved to approve the liquor license application between the dates of January 1, 2019 – February 28, 2019. Stieve-McPadden Seconded. Motion passed 5/0.**

Eliceo Salomon-Vasquez stated that he is excited to open the family restaurant and be a part of the community. He is hopeful for an opening date in February 2019.

ADJOURN

There being no further business, a MOTION was made by Council Member McNeilly and seconded by Council Member Butterfield to adjourn the meeting at 6:35 p.m. Motion Carried 5/0

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Mike Dodge, Mayor

Attest: \_\_\_\_\_  
Margaret McCallum, City Administrator

**ACCOUNTS PAYABLE LIST**

**JANUARY 14, 2019**

**Checks: 21970-22051, 50052, 5102E-5138E**

21970 Kluver Consulting	WWTP - 12/1/2018 - 12/15/2018	\$900.00
21971 Kevin & Kelly Christian	Utility Credit	\$77.43
21972 Daniel Elling	Utility Credit	\$114.46
21973 Donald Wachholz	Planning Commission Pay - 2018	\$270.00
21974 Barney Johnson	Planning Commission Pay - 2018	\$210.00
21975 Les Hahn	Planning Commission Pay - 2018	\$240.00
21976 Patty Lanting	Planning Commission Pay - 2018	\$240.00
21977 Rod Maetzold	Planning Commission Pay - 2018	\$270.00
21978 Tom Stifter	Planning Commission Pay - 2018	\$210.00
21979 Troy Congdon	Park Board Commission Meeting - 2018	\$300.00
21980 Alisa Johnson	Park Board Commission Meeting - 2018	\$330.00
21981 Mike Wegner	Park Board Commission Meeting - 2018	\$300.00
21982 Daniel Pohl	Park Board Commission Meeting - 2018	\$360.00
21983 Scott Wakefield	EDA Commission Pay - 2018	\$60.00
21984 Tim Duckworth	EDA Commission Pay - 2018	\$60.00
21985 Tom Stifter	EDA Commission Pay - 2018	\$60.00
21986 AEM Financial Solutions	3rd Quarter Report	\$2,500.00
21987 AME Electric	Emergency Transfer Switch - Maintenance	\$1,675.00
21987 AME Electric	6 LED Skating Rink Lights	\$8,352.00
21988 Bolton and Menk	Engineering Services	\$2,560.50
21989 Carver County	Truth and Taxation Billing	\$744.08
21990 Central Fire Protection	Extinguisher Annual Maintenance Check	\$136.50
21991 Culligan - Metro	Fire Department	\$70.50
21992 Grainger	PW Workbench	\$441.96
21993 Greater MN Communications	Fire Department Decals	\$15.00
21994 Hach Company	Filter Paper Glass Fiber - WWTP	\$203.89

21995 Henning Excavating	CR 23 - Leveling for Skating Rink	\$28,850.00
21996 Herald Journal	Publishing	\$549.77
21997 Hillyard of Hutchinson	Cleaning Supplies	\$432.58
21998 Kjolhaug Environmental Services	Wetland Support/Oversite	\$2,422.50
21999 League of Minnesota Cities	2019 Leadership Conference - Dodge & Boder	\$450.00
22000 Litzau Excavating	Sludge Hauling - WWTP	\$7,278.00
22001 MN Dept of Health - Drinking Water	2019 License Renewal	\$290.00
22002 Minnesota Rural Water	Membership Dues	\$250.00
22003 MN Services	Cleaning Services	\$415.00
22004 Mobil - Exxon	Motor Fuels	\$614.24
22005 Municipal Development Group	Planning Services	\$900.78
22006 Parkson Corporation	WWTP	\$1,542.34
22007 Peak Heating and Cooling	City Hall/Community Center Maintenance Check	\$337.26
22008 Ratwik, Roszak & Maloney	Attorney Services	\$957.82
22009 TechStar	It Support - New Computer	\$560.00
22010 United Farmers Coop	Chainsaw Safety Equipment	\$280.60
22011 USA Bluebook - HD Supply	Locating Supplies/Public Works	\$1,384.43
22012 Utility Consultants	Samples	\$950.70
22013 Todd and Wendy Sorter	Utility Credit	\$386.10
22014 Preferred One	Employee Benefits - 2019	\$4,142.35
22015 Delta Dental	Employee Benefits - 2019	\$261.10
22016 Greater MN Communications	Newsletter/Utility Bills	\$834.91
22017 Janell Gildemeister	Travel Reimbursement	\$100.00
22018 R Home	Landscape Escrow Returns	\$7,500.00
22019 Tom Goepfert	On Call Payment	\$100.00
22020 PERA		\$10.06
22021 Great American Financial Services	December 2018 - Copier Lease	\$204.92
22022 Fremont Industries	Coagulant - WWTP	\$1,134.00

22023 Carver County	Truth and Taxation Billing	\$58.70
22024 Kluver Consulting	WWTP - 12/16/2018 - 12/31/2018	\$900.00
22025 Carver County Taxpayer	Elections Equipment	\$493.61
22026 Aquafix	Chemicals WWTP	\$705.18
22027 Coordinated Business Solutions	Printer Lease	\$123.75
22028 Gappa Security Solutions	Troubleshoot	\$200.00
22029 MN Dept of Public Safety	Buyers Card	\$20.00
22030 Alex Air Appartus Inc	FD Annual Air Quality	\$730.00
22031 Gopher State One Call	Locates	\$18.90
22032 Widmer Construction	Snow Removal	\$7,285.00
22033 Core & Main	Water Meters	\$11,491.52
22034 Bobs Repair	Maintenance on Vehicles	\$2,367.91
22035 Watertown Township	2018 Rd Blading	\$1,100.00
22036 Homeland Builders	Landscape Escrow Returns	\$2,500.00
22037 AEM Financial Solutions	Payroll - December	\$775.00
22038 MN Services	Cleaning Services	\$415.00
22039 Delta Dental	Employee Benefits	\$261.10
22040 Lincoln Financial	LTD,STD and Life Insurance	\$202.80
22041 Utility Consultants	Samples	\$896.70
22042 Parkson Corporation	WWTP - Motor/Reducer	\$7,825.03
22043 Mayer Lumber Co	PW/FD Supplies	\$639.38
22044 Bolton and Menk	Engineering Services (Comp Plan, San. Sewer Bid)	\$7,583.50
22045 Visa	J.G. - Office Supplies	\$81.76
22046 Visa	K.K. - City Council Chambers supplies	\$1,766.67
22047 Visa	M.M. - Acrobat Adobe Software	\$193.15
22048 Metrowest Inspections	Finaled Permits - December	\$2,599.14
22049 Municipal Development Group	Planning Services	\$308.70
22050 Carver County Attorneys Office	Quarter 4	\$483.56

22051 Bound Tree Medical	Fire Dept Equipment	\$71.11
50052 Payroll = Written Checks - A.E.	PR 12-13-18	\$72.03
5102E Centerpoint Energy	Gas Utility - Water Treatment Plant	\$41.23
5103E Centerpoint Energy	Gas Utility	\$45.82
5104E Centerpoint Energy	Gas Utility - Fire Department	\$106.20
5105E Centerpoint Energy	Gas Utility - City Hall	\$217.54
5106E Centerpoint Energy	Gas Utility - WWTP	\$237.74
5107E Payroll = Direct Deposit	PR 12-13-18	\$6,561.54
5108E IRS - Federal Tax Payment	PR 12-13-18	\$2,327.27
5108E MN. Dept of Revenue	PR 12-13-18	\$416.77
5109E PERA	PR 12-13-18	\$1,299.37
5111E PERA	PR 12-18-18	\$91.69
5113E Special Payroll = Direct Deposit	PR 12-18-18	\$511.89
5114E IRS - Federal Tax Payment	PR 12-18-18	\$131.27
5114E MN. Dept of Revenue	PR 12-18-18	\$19.39
5115E Centerpoint Energy	Gas Utility - Water Treatment Plant	\$45.98
5116E Centerpoint Energy	Gas Utility - Water Treatment Plant	\$45.98
5117E Centerpoint Energy	Gas Utility - Fire Department	\$180.67
5118E Centerpoint Energy	Gas Utility - City Hall	\$487.32
5119E Centerpoint Energy	Gas Utility	\$642.44
5120E Frontier	Public Works	\$113.88
5121E Xcel	Street Lights	\$1,875.01
5122E McLeod Coop Power Assn	City Sign	\$37.36
5123E McLeod Coop Power Assn	Street Lights	\$667.84
5124E Frontier	Waste Water Treatment - Phone	\$94.51
5125E Frontier	Water Treatment Plant - Phone	\$80.22
5126E Verizon Wireless	OSH Lift	\$14.93
5127E Verizon Wireless	Fire Department	\$41.19

5128E Verizon Wireless	City Cell Phones	\$243.77
5129E Xcel	City Buildings	\$6,254.78
5130E Security Bank	ACH Fee	\$20.36
5131E PERA	PR 12-27-18	\$1,211.54
5132E ADP	ADP Payroll Processing Fee - 12-28-18	\$75.00
5133E Payroll - Direct Deposit	PR 12-27-18	\$6,184.73
5134E IRS - Federal Tax Payment	PR 12-27-18	\$2,134.65
5134E MN. Dept of Revenue	PR 12-27-18	\$380.34
5135E F.D. Payroll Direct Deposit	PR 12-31-18	\$378.63
5136E F.D. Payroll - MN Dept of Revenue	PR 12-31-18	\$168.27
5136E F.D. Payroll - IRS - Federal Tax	PR 12-31-18	\$4,818.63
5137E ADP	ADP Payroll Processing Fee -	\$80.28
5138E Payroll = Written Checks - A.E.	PR 11-28-18	\$90.05
		<hr/>
		\$174,386.06

Date: December 5, 2018

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

SUBJECT: FIRE REPORT FOR MONTH ENDING – 11/30/18

**TOWNSHIP CALLS:**

<u>DATE</u>	<u>TIME</u>	<u>TWP</u>	<u>DESCRIPTION/ADDRESS</u>	<u>MAN HOURS</u>
11/08/18	1421	Hollywood	Car Fire, Co Rd 23 & 58 <sup>th</sup> St	8
11/11/18	1743	Waconia	Medical, 14069 62 <sup>nd</sup> St	16
11/19/18	1808	Watertown	Standby, 5580 Hwy 25	22
11/22/18	0526	Waconia	Medical, 12855 Co Rd 32	16

**CITY OF MAYER CALLS:**

<u>DATE</u>	<u>TIME</u>	<u>DESCRIPTION/ADDRESS</u>	<u>MAN HOURS</u>
11/09/18	0222	Lift Assist, 1332 Evergreen Pl	16
11/13/18	0604	Medical, 217 Ash Ave S	14
11/21/18	1420	Medical, 305 5 <sup>th</sup> St NE	7
11/27/18	0451	Medical, 2495 River Bend Tr	16
11/30/18	2112	Medical, 2308 Coldwater Crossing	11

**FIRE DEPARTMENT TRAININGS/ACTIVITIES FOR MONTH ENDING 11/30/18**

11/01/18	Meeting with City Officials
11/05/18	Regular Meeting
11/19/18	Regular Training – Medical



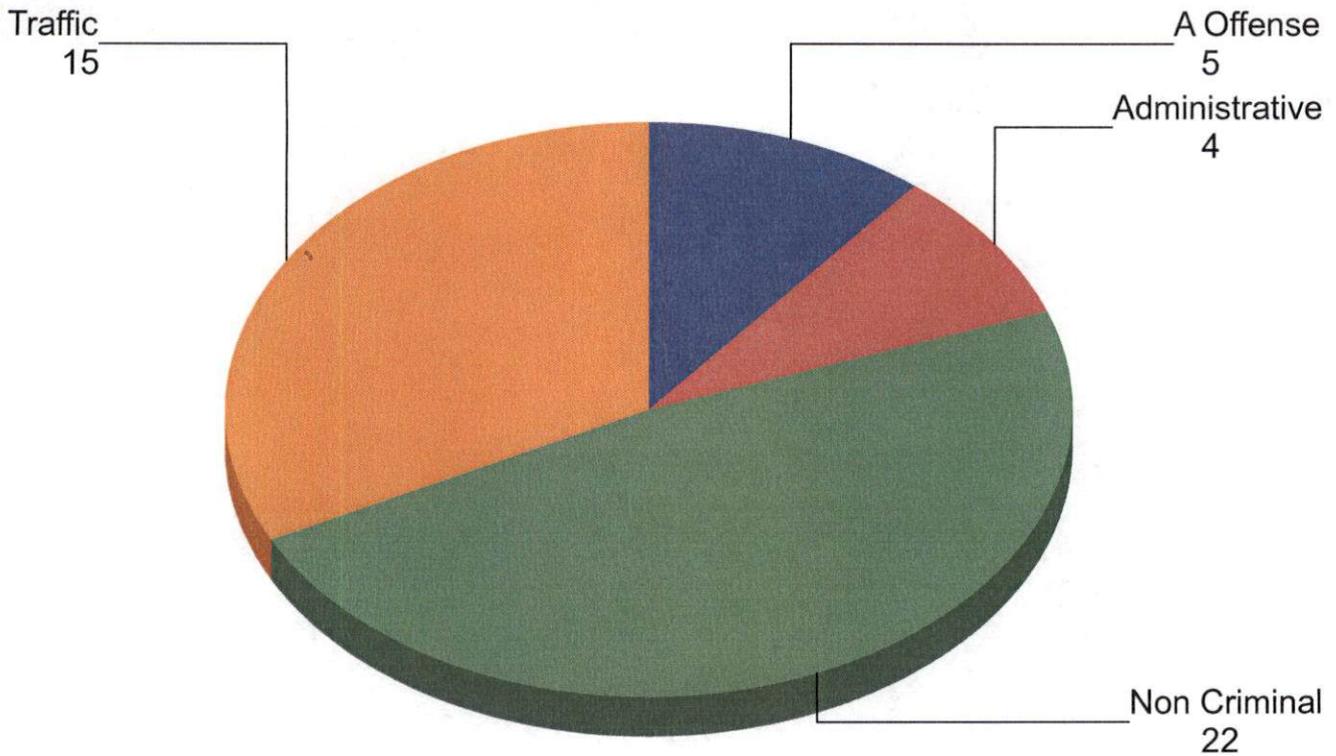
**City of Mayer**

**November - 2018**



**Carver County Sheriff's Office  
Monthly Calls for Service  
From: 11/1/2018 To: 11/30/2018**

**Mayer City**



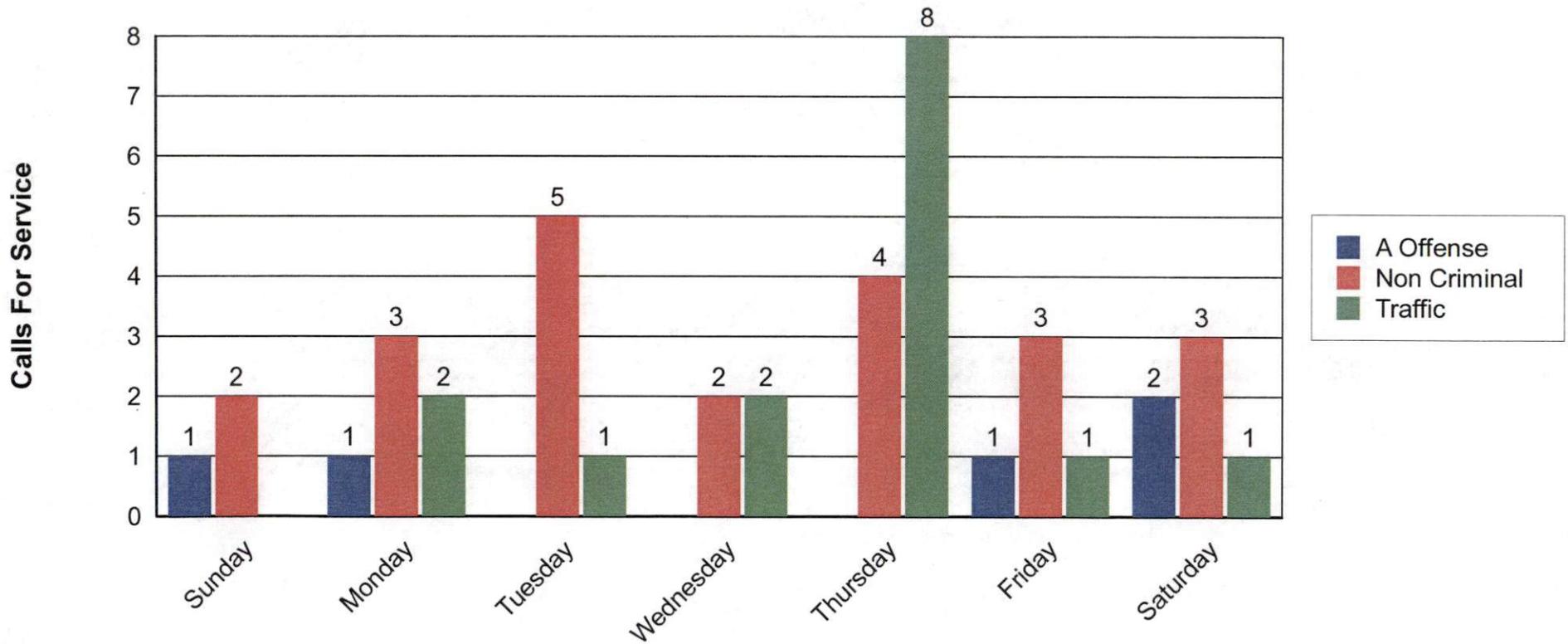
Total A Offense:	5
Total Non Criminal:	22
Total Traffic:	15
Total Administrative:	4

**Total Mayer City: 46**



**Carver County Sheriff's Office**  
**Day of Week Analysis of Calls for Service**  
**Patrol Activity**  
**From: 11/1/2018 To: 11/30/2018**

## Mayer City

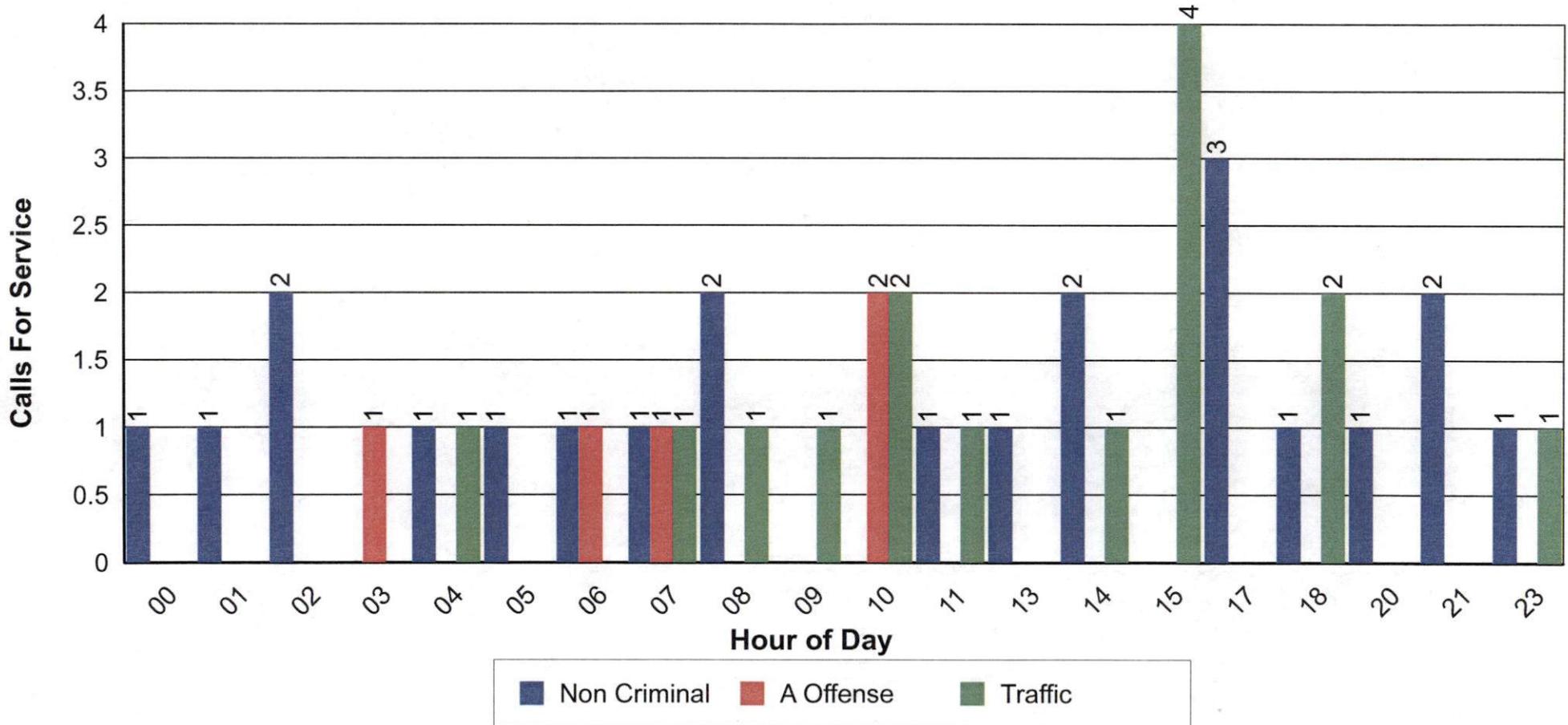


**Total Mayer City: 42**



**Carver County Sheriff's Office  
 Hour of Day Analysis of Calls for Service  
 Patrol Activity  
 From: 11/1/2018 To: 11/30/2018**

## Mayer City



**Total Mayer City: 42**



**Carver County Sheriff's Office  
Monthly Calls for Service  
From: 11/1/2018 To: 11/30/2018**

## Mayer City

### Patrol

#### A Offense

Assault	1
Burglary	2
Theft	2

**Total A Offense:** 5

#### Non Criminal

Misc Non-criminal	5
Alarm	1
Abuse/Neglect (Info Only)	1
Animal	2
Medical	6
Assist Other Agency	1
Mental Health	1
Suspicious Activity	3
Disturbance (Info Only)	2

**Total Non Criminal:** 22

#### Traffic

Traffic - Misc	4
Traffic Stop	9
Pd Accident	1
Driving Complaint	1

**Total Traffic:** 15

**Total Patrol: 42**

### Administrative

#### Administrative

GunPermit-Acquire	3
GunPermit-CarryNew	1

**Total Administrative:** 4

**Total Administrative: 4**

**Total Mayer City: 46**



**Carver County Sherff's Office**  
**Arrest Summary**  
**For: Mayer City**  
**From: 11/1/2018 To: 11/30/2018**

	Total Charges	Total Arrestees	Total Incidents
<b>Mayer City</b>			
13A - Aggravated Assault	1	1	1
13C - Intimidation	1	0	0
220 - Burglary/Breaking & Entering	6	6	1
23F - Theft from Motor Vehicle	7	0	0
Totals for Mayer City	15	7	2



# Carver County Sherff's Office Traffic Citation Summary From: 11/1/2018 To: 11/30/2018

## Mayer City

DAS, DAR, DAC:	1
Expired Tabs:	1
No Parking Anytime:	1
<b>Total Mayer City:</b>	<b>3</b>



**Carver County Sheriff's Office  
Verbal Warnings  
From: 11/1/2018 to 11/30/2018**

**Mayer City**

Traffic Stop:	6
Grand Total Verbal Warnings:	6

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

<b>GROUP B</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



December 13, 2018

City of Mayer  
413 Bluejay Avenue  
Mayer, MN 55360

Re: Contract for Consulting Planning Services for 2019

Dear Mayor and City Council members:

Included with this letter is the contract for consulting planning services for the year 2019 to be executed by the City of Mayer. It is my understanding the City Council will be reviewing these contracts at one of the upcoming City Council meetings. Please print two copies of the contract and once the contracts are signed, they can both be forwarded to Municipal Development Group, LLC for final signatures. Once MDG receives and executes the contracts, one copy will be mailed back to you for your records. The contracts can be mailed to:

Municipal Development Group, LLC  
25562 Willow Lane  
New Prague, MN 56071

The hourly rate for 2019 is \$90.00 per hour, the same as 2018. Everything else in the contract remains the same as the previous year except that we have changed our policy for billing for travel time. We no longer will be billing for both an hourly travel rate of \$25.00 per hour and the federal reimbursement tax rate. Instead we will be just billing for a hourly travel rate of \$50.00 per hour. All the dates have been updated along with the above mentioned change, so the contract is ready for your signature.

If you have any questions or need to contact me for any reason you can reach me by calling direct at 952-855-4596, or you may email me at: [jandersonmdg@gmail.com](mailto:jandersonmdg@gmail.com).

Thanks and once again it is our pleasure doing business with the City of Mayer.

Sincerely,

*John Anderson*

John Anderson, Associate  
Municipal Development Group, LLC

## **AGREEMENT FOR CONSULTING PLANNER SERVICES**

**THIS AGREEMENT** is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 20\_\_ by and between the City of Mayer, a Minnesota Municipal Corporation and Political Subdivision, hereinafter referred to as the “City” and Municipal Development Group, LLC (MDG), a Minnesota Limited Liability Company, hereinafter referred to as the “Company”.

### **I. DEFINITIONS**

- A. City - The “City” shall be defined as the City of Mayer, a Minnesota Municipal Corporation and Political Subdivision.
- B. Company - The “Company” shall be defined as Municipal Development Group, LLC (MDG), a Minnesota Limited Liability Company.
- C. Consulting Planner Services - The “Consulting Planner Services” shall be defined as consulting services relating to municipal planning for the City of Mayer.
- D. Hourly Fee - The “Hourly Fee” shall be defined as an \$90.00 per hour fee charge for Consulting Planner Services. Invoicing will occur on a monthly basis, exclusive of additional reimbursable expenses. See Exhibit A – Rate Schedule, of this Agreement.
- E. Off-Site - “Off-Site” shall be defined as Consulting Planner Services provided for the City at the Company’s office.
- F. On-Site - “On-Site” shall be defined as Consulting Planner Services provided at the City offices as opposed to those services provided at the Company’s offices.
- G. Reimbursable Expenses - The “Reimbursable Expenses” shall be defined as the expenses associated with the Consulting Planner Services which may include long-distance phone and fax charges, postage, photocopying and supplies directly related to the Consulting Planner Services. See Exhibit A – Rate Schedule, of this Agreement.
- H. Travel Fee - The "Travel Fee" shall be defined as an \$50.00 per hour fee charge for time spent traveling to and from site visits, meetings, on-site hours, etc for the Consulting Planner Services. See Exhibit A – Rate Schedule, of this Agreement.

### **II. SCOPE OF SERVICES AND FEES**

The Company will work with the development applicants, City staff, City consultants, the Planning Commission, the City Council and others on various planning projects as outlined below. It is the intent of this agreement that there will be a close cooperative working relationship between the Company and the City.

Basic services and fees shall include:

- A. The Company shall provide Consulting Planner Services on a scheduled or as needed basis as directed by the City, which may include both On-Site and Off-

Site office and meeting hours, at an hourly rate of \$90.00, otherwise known as the Hourly Fee;

- B. As directed by the City, the Company shall attend Planning Commission, City Council or other meetings and travel time to and from these meetings shall be billed at an hourly rate of \$50.00, otherwise known as the Travel Fee;
- C. As directed by the City, the Company shall coordinate/facilitate/review requests for planning approval such as approval of minor subdivisions, variances, conditional use permits, ordinance text and official zoning map amendments, plat review, etc;
- D. As directed by the City, the Company shall implement, administer and enforce the Comprehensive Plan and related local controls such as the Zoning Ordinance and Subdivision Ordinance;
- E. As directed by the City, the Company shall assist with interpretation and/or amendments to the Comprehensive Plan, Zoning Ordinance and Subdivision Ordinance as directed;
- F. As directed by the City, the Company shall provide GIS mapping services;
- G. As directed by the City, the Company shall provide other duties related to community development as assigned;
- H. The Company shall invoice the City on a monthly basis. A monthly update of the total hours and projects completed shall be provided to the City;
- I. The Company may provide additional assistance in conjunction with specific projects as authorized by the City such as Comprehensive Plan updates for a lump sum project fee or on an hourly basis; and,
- J. The Company shall be reimbursed for other Reimbursable Expenses directly related to Consulting Planner Services provided for the City, including long distance phone/fax, photocopies, postage and supplies. Reimbursable Expenses are listed on the attached Exhibit "A" – Rate Schedule.

### **III. RESPONSIBILITIES**

- A. The Company shall respond to inquiries from the City or development applicants in a timely fashion, generally within twenty-four (24) to forty-eight (48) hours.
- B. The Company shall prepare and submit itemized invoices detailing the projects completed and the dates in which services were provided by the tenth (10<sup>th</sup>) of each month following the service.
- C. If the City requires the Company to provide on-site office hours, the City shall be responsible for providing a work space and computer/printer for the Company to utilize while completing said on-site consulting service hours.
- D. The Company shall provide office space for consulting services provided off-site.

**IV. MISCELLANEOUS PROVISIONS**

- A. Right of Termination. The City or Company may terminate this Agreement upon thirty (30) days written notice.
- B. Binding Effect. This Agreement shall inure to the benefit of, and is binding upon the parties hereto and their respective heirs, representatives, successors and assigns.
- C. Amendments. This Agreement can be amended only in writing signed by both parties.

**V. TERM OF AGREEMENT**

This Agreement covers the period beginning the 1<sup>st</sup> day of January, 2019 and ending the 31<sup>st</sup> day of December, 2019, and may be renewed or amended thereafter.

IN WITNESS WHEREOF, the parties have set their hand as of the date first written above.

CITY OF MAYER, a Minnesota municipal corporation and political subdivision

By: \_\_\_\_\_

Its: \_\_\_\_\_

Dated: \_\_\_\_\_

MUNICIPAL DEVELOPMENT GROUP, LLC, a Minnesota Limited Liability Company

By: \_\_\_\_\_

Its: \_\_\_\_\_

Dated: \_\_\_\_\_

**EXHIBIT "A"**  
**RATE SCHEDULE**

Hourly Fee	\$90.00 per hour
Travel Fee	Actual time spent traveling to and from meetings, site visits, etc. (based on a \$50.00 per hour charge)
Telephone – long distance	Actual long distance charge (based on \$.05 per minute)
Fax – long distance	Actual long distance charge (based on \$.05 per minute)
Photocopies	\$0.10 per 8 1/2 x 11 black & white copy; \$0.25 per 8 1/2 x 11 black & white duplex copy; \$0.80 per 8 1/2 x 11 color copy; \$1.70 per 8 1/2 x 11 color duplex copy; \$0.30 per 11 x 17 black & white copy; \$1.25 per 11 x 17 color copy; \$35.00 per 22 x 34 colored copy; \$50.00 per 22 x 34 colored copy mounted on tag board
Postage	Actual expense
Supplies	As pre-approved by City staff at actual expense of supplies.

**CITY OF MAYER, MINNESOTA**

**RESOLUTION 1-14-19-1**

**A RESOLUTION REGARDING THE APPOINTMENT OF ARICH ROBERT JUBERIAN TO THE MAYER FIRE DEPARTMENT**

WHEREAS, the City of Mayer made the decision to appoint members to the Fire Department,

WHEREAS, the City and Fire Department need Firefighters,

WHEREAS, a background check was completed by the State of Minnesota, Department of Public Safety, Bureau of Criminal Apprehension,

WHEREAS, Arich Robert Juberian has passed all requirements of the Mayer Fire Department and the Fire Chief is recommending the appointment of Arich Robert Juberian,

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Mayer, Minnesota, that Arich Robert Juberian start as a firefighter for the Mayer Fire Department upon approval.

Adopted this January 14, 2019 by the Mayer City Council.

Attest:

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

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



## Request for Council Action Memorandum

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Item: 2019 Fee Schedule

Meeting Date: January 14, 2019

Presented By: Margaret McCallum, City Administrator

### Recommendations/Council Action/Motion Requested:

A motion approving Ordinance 226, the 2019 Fee Schedule.

### Details:

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

Changes to the fee schedule include the addition of escrows for planning items. The previous fee schedule did not provide a clear amount needed for escrow payments.

Mileage reimbursement will increase from \$.545 to \$.58 per mile (IRS Standard).

Staff is proposing the following changes to the utility rates:

<b>Water - Monthly</b>	Water = No Gallon Base	\$11.88	\$12.24
	Water = 0 -6,000 gallons	\$5.25	\$5.41
	6,001-15,000	\$6.08	\$6.26
	15,001-20,000	\$7.15	\$7.36
	20,001 and above	\$9.68	\$9.97

<b>Sewer - Monthly</b>	Sewer = No Gallon Base	\$19.46	\$20.04
	Sewer = per 1000 gallons	\$7.40	\$7.62

<b>Storm Sewer - Monthly</b>	Residential	\$2.00	\$4.00
	Commercial	\$6.00	\$12.00
	School & Churches	\$2.00	\$4.00
	Industrial	\$6.00	\$12.00
	Multi-Family	\$4.00	\$8.00

<b>Connection Chargers</b>	Water (WAC)	\$4,500.00	\$4,640
	Sewer (SAC)	\$4,500.00	\$4,640

The fee schedule also reflects some changes in staff/consultant fees. City Planner Consultant Fees will stay the same as 2018 at \$90/hour. The 2019 rates for City Engineer are as follows:

<b>Bolton and Menk - Engineer</b>	
Senior Principal	\$150-\$270/Hour
Principal Engineer/Surveyor/Planner/GIS/Landscape Architect	\$140-\$195/hour
Senior Engineer/Surveyor/Planner/GIS/Landscape Architect	\$110-\$175/hour
Project Manager	\$100-\$190/hour
Project Engineer/Surveyor/Planner/Landscape Architect	\$85-\$175/hour
Design Engineer/Landscape Designer/Graduate Engineer/Surveyor	\$80-\$185/hour
Specialist	\$60-\$165/hour
Senior Technician	\$85-\$175/hour
Technician	\$65-\$140/hour
Administrative	\$45-\$100/hour
Structural/Electrical/Mechanical/Architect	\$120-\$150/hour

Please review the Fee Schedule A for the complete schedule.

**Attachments:**

Ordinance 226

Ordinance 226 Summary.

Fee Schedule – Schedule A.

**ORDINANCE NO. 226  
(Fee Schedule)**

**CITY OF MAYER  
CARVER COUNTY, MINNESOTA**

**January 14, 2019**

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

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

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

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

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

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

**Section 5. Summary Approval.** Pursuant to Minnesota Statutes Section 412.191, Subd. 4, the council hereby determines that publication of the title and a summary of this ordinance will clearly inform the public of the intent and effect of this ordinance. The text of the summary of this ordinance entitled "Official Summary of Ordinance No. 226, a copy of which is attached

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

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

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

Passed and adopted by the City Council of the City of Mayer this 14<sup>th</sup> day of January, 2019.

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Mike Dodge, Mayor

ATTEST:

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Margaret McCallum, City Administrator

Title and Official Summary of Ordinance No. 226 Published in the \_\_\_\_\_ Newspaper on \_\_\_\_\_, 2019.

**2019 Administrative Fees**

		<b>2019 ADMINISTRATIVE FEES</b>
<b>Community Center</b>	Gym, Bar area and Kitchen Weddings	\$350.00
	Reserve Community Center day after rental	\$75.00
	*Gym, Bar area and Kitchen Non Residents	\$350.00
	*Gym, Bar area and Kitchen Residents	\$250.00
	Bar area and Kitchen Only Residents	\$150.00
	Bar area and Kitchen Only Non Residents	\$200.00
	Extra Day Fee	\$75.00
	Gym only (2 hours minimum)	\$18.50
	Church/Funeral	\$50.00
	Birthday Party Rental (4 hours) - Resident	\$75.00
	Birthday Party Rental (4 hours) - Non-Resident	\$100.00
	Rental for Non-Profit Local/Non-Local Organization	One/Half Rental Cost
	Damage Deposit	\$150.00
	*Events other than weddings the resident/nonresident rates apply	
<b>Electronic Sign</b>	For Profit week	\$7.00
	For Profit month	\$20.00
	Non Profit week	\$5.00
	Non Profit month	\$10.00
	Public Entity week or month	Free
	Out of Town one month	\$30.00
	Out of Town one week	\$10.00
<b>Concession Stand</b>	Damage Deposit	\$25.00
	Four hour rental	\$25.00
<b>Copy and Fax Costs</b>	Copy Cost	\$.25 per page (BW) \$.50 per page (Color)
	City map	Cost
	Zoning map	\$15.00 per map
	Copy: Comprehensive Plan	\$50.00 per document
	Copy: Zoning Ordinance	\$50.00 per document
	Copy: City Standard Specs & Plates	\$50.00 per document
	Copy: Subdivision Ordinance	\$50.00 per document
	Copy: Code Of Ordinances	\$75.00 per document
	Copy: Financial Statement/Audit	\$50.00 per document

**2019 Administrative Fees**

	Copy: City Budget	\$30.00 per document
	Copy: City Fee Schedule	\$30.00 per document
<b>Pet Fees &amp; Fines</b>		
Dog License - Natural	Annual renewal January 1st	\$10.00
Dog License - Neutered	Annual renewal January 1st	\$7.50
	Lifetime Dog License	\$10.00
	Duplicate license	\$2.00
	Unlicensed dog fine	Double License Fee
	Animal pick up charge	Actual Cost
	Impound fines	Actual Cost
	Running at large/creating nuisance - 1st Offense	Warning
	Running at large/creating nuisance - 2nd Offense	\$50.00
	Running at large/creating nuisance - 3rd Offense	\$75.00
	-Subsequent Offenses (each)	\$100.00
<b>Chicken License</b>	Initial Fee	\$50.00
	Annual Renewal	\$25.00
<b>Bee License</b>	Initial Fee	\$50.00
	Annual Renewal	\$25.00
<b>Service Fees &amp; Miscellaneous</b>		
	Public Notice and Mailing	Actual Cost plus Staff Time
	Recording Fees	Actual Cost plus Staff Time
	Returned Check Charge	\$25.00 plus City Bank Fees
	Election Filing Fee	\$15.00
	Delinquent Charge Certification	\$50.00
	Special Assessment Search	\$20.00
	Peddler License & Background Check Each	\$100.00
	Right-of-Way Permit - Large Utilities	\$250.00
	IRS Guidlnes - Travel Reimbursement	0.58/mile
Tobacco	Licensed by Carver County	
<b>Fines</b>		
<b>Parking Violations</b>	First Offense	\$25.00 plus towing costs
	Second Offense	\$50.00 plus towing costs
	Third Offense	\$75.00 plus towing costs
	Minimmum Tow Fee	COST

**2019 Administrative Fees**

		COST
	Impound Lot Fee	
<b>Weeds</b>	Weed Violation Mowing - per hour charge/2 hr min.	\$120.00
<b>Abandoned Vehicles</b>	Abandoned Vehicle Violation-1st offense/plus towing	\$60.00
	Abandoned Vehicle Violation-2nd offense/plus towing	\$150.00
	Abandoned Vehicle Violation-3rd offense/plus towing	\$200.00
	Misc. Labor - per hour	\$60.00
	Water Service Disconnect/Reconnect Charge	\$50.00

**2019 BUILDING PERMIT FEES**

<b>Building Permits</b>	<b>Building Permits Fees</b>
<b><u>TOTAL VALUATION</u></b>	
\$1.00 to \$500.00	\$25.58 for the first \$500.00 plus \$3.36 for each additional \$100.00
\$501.00 to \$2,000.00	or fraction thereof, to and including \$2,000.00
\$2,001.00 to \$25,000.00	\$76.25 for the first \$2,000.00 plus \$15.40 for each additional \$1,000.00 or fraction thereof, to and including \$25,000.00
\$25,001.00 to \$50,000.00	430.35 for the first \$25,000.00 plus \$11.11 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00
\$50,001.00 to \$100,000.00	\$708.10 for the first \$50,000.00 plus \$7.70 for each additional \$1,000.00 or fraction thereof, to and including \$100,000.00
\$100,001.00 to \$500,000.00	\$1093.10 for the first \$100,000.00 plus \$6.16 for each additional \$1,000.00 or fraction thereof
\$500,001.00 to \$1,000,000.00	\$3,557.10 for the first \$500,000.00 plus \$5.23 for each addition \$1,000.00 or fraction thereof, to and including \$1,000,000.00
\$1,000,001.00 and up	\$6,172.10 for the first \$1,000,000.00 plus \$4.02 for each additional \$1,000.00 or fraction thereof
Building Permit Fee	Schedule is 100% of the above fee schedule, plus 10%, plus a State Surcharge as follows: $\$1,000,000$ or less = $.0005 \times$ the valuation (minimum of \$5.00) $\$1,000,001$ to $\$2,000,000$ = $\$500.00 + .0004 \times$ ( Value - $\$1,000,000$ ) Greater than $\$2,000,001$ see State Table.

**OTHER INSPECTIONS AND FEES AS PER CONTRACT**

**Terms, Conditions & Fee**

Inspections outside of normal business hours minimum two hour charge	\$75.00/hour (\$150.00 Minimum)
Re-Inspection Fee	\$50.00
Inspections for which no fee is specifically indicated	\$50.00
Additional plan review required by changes, additions, or revisions to approved plans	
Minimum one half hour charge	
For miscellaneous and special services, as per contract	\$50.00
City Sewer Inspection/ hookup	\$45.00
City Water Inspection/ hookup	\$45.00
Moved in House/Garage	\$50.00/hr + Mileage from Loretto
Moved in House/Foundation/LL Finish	Valuation

Is 65% of the Permit Fee for Residential and Commercial Projects

<b>Plan Check Fee</b>	\$5.50 per fixture or minimum of \$75.00 plus \$1.00 Surcharge Plumbing Change outs: Water heaters or softeners	\$75.00 ea + \$1.00 Surcharge
<b>Plumbing Permit Fees</b>		
<i>New Home Construction</i>		
<b>Heating, Air Conditioning, &amp; Gas Piping Permit Fees</b>	For EACH Heating or Air Conditioning unit, including Air Exchange units, Heating and Air Conditioning replacement is considered one unit	\$75.00 plus \$1.00 Surcharge
	In-Floor heat systems, gas logs/fireplaces, wood burning and factory fireplaces, etc. plus \$1.00 Surcharge	\$75.00 plus \$1.00 Surcharge
	Permit issued for gas line/gas piping only	\$75.00 plus \$1.00 Surcharge
	Masonry Fireplaces requires a regular building permit, submit plans & fee is <b>based on Valuation</b>	\$75.00 plus \$1.00 Surcharge
	Re-Roof:	\$75.00 plus \$1.00 Surcharge
<b>Residential General Fees</b>	Re-Side:	\$75.00 plus \$1.00 Surcharge
	Re-Window: If replaced with the same size	\$75.00 plus \$1.00 Surcharge
	Any size change requires a regular building permit	
	Fence: <b>(Over 7' based on value)</b>	\$75.00 plus \$1.00 Surcharge
	Shed: (>200 SQ FT - Based on Value)	\$75.00 plus \$1.00 Surcharge
	Residential Demo:	\$100.00 plus \$1.00 Surcharge
<b>Commercial Project Fees:</b>	Demo Permit Fees	Valuation
	Re-Roof and Re-Side Projects	Valuation
	Plumbing & Mechanical Permit Fees	Valuation
	Plumbing Minimum	Valuation
	Mechanical Minimum	Valuation
	Fire Sprinkler Systems require a regular building permit	Valuation
	Fire Alarm	Valuation

**2019 PLANNING & ZONING FEES**

<b>Planning &amp; Zoning Fees</b>		
Annexation Application Fee		\$500.00
Appeal		\$200.00
Vacation of Property, Public Right-of-Way & Easements		\$300.00
Zoning Permit (Fences 6' or less, swimming pools, shds less than 120 sf, etc)	One Time Admin Fee	\$50.00
Concept Plan	One Time Fee	\$500.00
	Escrow	\$1,000.00
Preliminary Plat	One Time Fee	\$500 & \$15/lot
	Escrow	\$5,000.00
Final Plat	One Time Fee	\$400 & \$15/lot
	Escrow	\$5,000.00
Concept Planned Unit Development (PUD)	One Time Fee	\$300.00
	Escrow	\$1,000.00
Preliminary Planned Unit Developent (PUD)	One Time Fee	\$500.00
	Escrow	\$1,500.00
Final Planned Unit Development (PUD)	One Time Fee	\$400.00
	Escrow	\$1,500.00
Comprehensive Plan Amendment	One Time Fee	\$500.00
	Escrow	\$1,500.00
Conditional Use, Variance, Interim Use Permit	One Time Fee	\$500.00
	Escrow	\$1,500.00
Minor Subdivision (lot division or consolidation)	One Time Fee	\$500.00
	Escrow	\$1,500.00
Site Plan	One Time Fee	\$500.00
	Escrow	\$1,500.00
Rezoning	One Time Fee	\$500.00
	Escrow	\$1,500.00
Zoning Text Amendments	One Time Fee	\$500.00
	Escrow	\$1,500.00
Other Planning Requests of the City Council	One Time Fee	\$500.00
	Escrow	\$1,500.00

Utility Feasibility Study - Council approval required

Cost

In addition to the application fee, the applicant for development plan review must also pay all costs incurred by the City including staff time, legal, engineering, administrative, building inspection services, and services other persons or entities employed or contracted by the City for, or in any way involved in, the review and inspection of the development plan and public utility extensions contemplated thereby, including but not limited to streets, sidewalks, trails, water lines, sanitary sewer lines, storm sewer lines, street lights, electric and gas lines, water retention areas and all other improvements intended for public use or benefit constructed or caused to be constructed by the owner and under no condition shall the fee be refunded for failure of the City to approve the development plan. All charges incurred for this review shall be the sole responsibility of the applicant.

All Fees are doubled for after the fact applications

<b>MEETINGS</b>	Councilmember per diem for Special Meeting	\$30.00
	Board and Commission Per diem	\$30.00
	Special Council Meeting held before Regular Meeting	\$150.00
	Special Council Mtg other date -requested by residents	\$150.00
	Special Planning Commission Meeting	\$210.00

<b>PARK DEDICATION FEE</b>	Per Ordinance
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**2019 LICENSE FEES**

<b>Liquor License</b>	3.2 Beer - On Sale	\$10.00/non profit only/yr
	Intoxicating - On Sale (yearly renewal March 1st)	\$1,800.00
	Intoxicating - Off Sale (yearly renewal March 1st)	\$100.00
	Intoxicating - Sunday Sale (yearly renewal Mar 1st)	\$200.00
	Non Refundable Investigative Fee New License	\$100.00
	Wine and Beer License	\$200.00
	3.2 Beer Annual License	\$200.00
<b>Amusement Licenses</b>	Annual renewal January 1st - \$15.00 per location	\$15.00 per location plus \$15.00 per machine

**2019 UTILITY FEES**

<b>Sewer - Monthly</b>	Sewer = No Gallon Base	\$20.04
	Sewer = per 1000 gallons	\$7.62

<b>Stormwater - Monthly</b>	REU	
Residential	1	\$4.00
Commercial	3.6	\$12.00
Schools & Churches	1.8	\$4.00
Industrial	3.6	\$12.00
Multi Family	2	\$8.00
Storm water Fees based on a \$2.00 fee per lot		

<b>Water - Monthly</b>	Water = No Gallon Base	\$12.24
	Water = 0 -6,000 gallons	\$5.41
	6,001-15,000	\$6.26
	15,001-20,000	\$7.36
	20,001 and above	\$9.97
	MPFA Replacement fund	\$.10 per 1000
	Minnesota Water Testing Fee	\$0.53
	Utility penalty	10.00%

<b>Area Charges - Gross Per Acre</b>	Residential Storm Sewer	\$2,650.00
	Commercial Storm Sewer	\$2,900.00
	Industrial Storm Sewer	\$3,200.00
	Water	\$2,350.00
	Sewer	\$2,350.00

<b>Connection Charges</b>	Water (WAC)	\$4,640.00
	Sewer (SAC)	\$4,640.00
<b>Main Connection Charge</b>	Water - Permit Fee	\$100.00
	Sewer - Permit Fee	\$100.00
	Excavation - Permit Fee	\$200.00
	Escrow for Excavation	Set By Council

<b>Utility Misc</b>	Utility Franchise Application Fee	\$5,000.00
	Utility Franchise Escrow	\$5,000.00

<b>Hydrant Meter</b>	Damage Deposit	\$800.00
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1 - 10,000 gallons (minimum)	\$70.00
10,001- 15,000	\$6.26
15,001-20,000	\$7.36
20,001 and above	\$9.97

<b>Water Meters</b>	(2) 3/4 "Water Meters Horns, and MXU New Houses	\$545.00
	3/4" Water meter, MXU & connections	\$350.00
	5/8" Water meter alone	\$140.00
	1" Water meter, MXU & connections	Cost + 10%
	1" Water meter alone	Cost + 10%
	2" Water meter, MXU & connections	Cost + 10%
	2" Water meter alone	Cost + 10%
	MXU	\$175.00
	Curb Box Fee Parts	\$24.00
	Curb Box Repair Fee	\$20.00
	Water Meter other sizes	Cost + 10%
	Meter wire (per foot)	\$0.12
	5/8" Meter Horn (#2)	\$80.00
	1" Meter Horn (#3)	Cost + 10%
	2" Meter Horn (#4)	Cost + 10%

<b>Watering Violations</b>	Watering Ban - 1st Violation	\$50.00
	2nd Violation	\$50.00 /day fine added to UB
	3rd Violation	\$100.00/day fine added to UB
	4th violation or more increases by \$50.00 per time	

**2019 FIRE DEPARTMENT FEES**

<b>FIRE DEPARTMENT</b>	3000 gallon tanker - load of water	\$75.00 per load (within Fire Dist).
	2000 gallon tanker - load of water	\$50.00 per load (within Fire Dist)
	3000 gallon tanker - load of water	\$125.00 per load (outside Fire Dist).
	2000 gallon tanker - load of water	\$85.00 per load (outside Fire Dist)
	Fire/Accident Call Not Covered by Contract	\$450 First Hr. + \$350 Each Addnl Hr.
	*Structure burning permit	\$1,000 Recmd Donation
	* does not include Asbestos Inspection	
	Hazmat Fee	\$450 plus \$10 per hour per Fire Fighter

**2019 CITY STAFF/CONSULTANT FEES**

City Staff Rate \$75/Hour\*

**\*There is a minimum charge of 2 hours for staff called out after normal business hours.**

**Bolton and Menk - Engineer**

Senior Principal	\$150-\$270/Hour
Principal Engineer/Surveyor/Planner/GIS/Landscape Architect	\$140-\$195/hour
Senior Engineer/Surveyor/Planner/GIS/Landscape Architect	\$110-\$175/hour
Project Manager	\$100-\$190/hour
Project Engineer/Surveyor/Planner/Landscape Architect	\$85-\$175/hour
Design Engineer/Landscape Designer/Graduate Engineer/Surveyor	\$80-\$185/hour
Specialist	\$60-\$165/hour
Senior Technician	\$85-\$175/hour
Technician	\$65-\$140/hour
Administrative	\$45-\$100/hour
Structural/Electrical/Mechanical/Architect	\$120-\$150/hour

**Countryside Kennels**

Per contract Cost

**Municipal Development Group - Planner**

\$90/hour

**Ratwik, Rosak and Maloney - Attorney**

Cost Incurred

**Other Consultants**

Cost Incurred

**Police**

Per contract Cost

**Resolution 1-14-19-2  
ORDINANCE NO. 226  
(Fee Schedule)**

**CITY OF MAYER  
CARVER COUNTY, MINNESOTA**

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

**OFFICIAL SUMMARY**

**January 14, 2019**

The following is the official summary of Ordinance No. 226 of the City of Mayer adopted on January 14, 2019, pertaining to the establishment of certain fees and charges.

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

The fee schedule is attached to and made part of Ordinance No. 226 adopted on January 14, 2019, and sets fees and charges for such categories as the following:

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

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

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

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Margaret McCallum, City Administrator

Published in the \_\_\_\_\_ on \_\_\_\_\_, 2019.



## APPLICATION DATA

**Meeting Date:** December 10, 2018  
**Applicant/Owner:** Mayer Lutheran High School  
**Address/Location:** 305 5th Street NE  
**Parcel Id Number:** 50.0060500

## ACTION REQUESTED

To approve, deny or to table a variance request to allow for a wall sign to exceed the maximum size of a sign in the P/I Public/Institutional District under Title XV: Land Usage, Section 152.131 Signs Permitted in Commercial, Industrial and Public/Institutional Districts.

## BACKGROUND DATA

### Future Land Use

**Classification:** The property is designated Existing MUSA Infill/Redevelopment on the future land use map and the proposed use is allowed under this designation.

**Zoning Classification:** The property is zoned P/I Public Institutional District. Under section 152.131 of the zoning ordinance it states that the P/I district that the maximum sign area of a single sign is 150 square feet per surface and that the total area off all signs located on a lot is 5% of the lot area or 375 square feet, whichever is less. In the case of this property the lot is almost 20 acres so the total area of signs cannot exceed 375 square feet. There are a total of 71 square feet of existing signs on the property and the proposed sign is 302.88 square feet so the total signage is proposed on the lot is 373.88 square feet

**Comments Received:** No comments from the public have been received as of the date of the this memo.

### Background:

The property is located at the southeast corner of the intersection of State Trunk Highway 25 and 7th Street NE. Recently the Mayer Lutheran High School constructed a large addition onto the school, which included revising the parking and entrances. At this time the applicant has requested a sign permit to construct a large wall sign on the north side of the structure that will state "Mayer Lutheran High School". This signage was shown on the original architectural drawings that were reviewed back in 2015 but at that time no sign permit or application was submitted for review. A condition of the site plan approval back in 2015 was that any signage was required to meet the requirements of the sign ordinance of the City. Now that the sign permit request has been submitted, it has been determined that the sign exceeds the maximum sign area of a single sign and therefore the need for a variance.

The existing signs located on the property are as follows:

"Lutheran High School" on south side of cafeteria = 6 square feet

25562 Willow Lane • New Prague, MN 56071 • Phone: (952) 758-7399 • Fax: (952) 758-3711

Email: [jandersonmdg@gmail.com](mailto:jandersonmdg@gmail.com) • [www.municipaldevelopmentgroup.com](http://www.municipaldevelopmentgroup.com)

Old entrance sign building on south side of old offices = 33 square feet  
Monument sign near 5th Street entrance = 16 square feet  
Two directional signs = 16 square feet total

These signs add up to a total of 71 square feet.

The maximum area of a single sign is 150 square feet and the proposed sign is 302.88 square feet in size. The proposed sign would be just over double the allowed size of 152.88 square feet larger the allowed 150 square feet. The sign itself will be 50.8 feet long and just under 6 feet tall. The sign is considered a wall sign and it will be stud mounted to the wall. The lettering will be standard 1/2" deep fabricated letters that are vertical brushed grain with satin finish on the front and sides.

In this case the total square footage of all signs on the property, including the proposed sign, does not exceed the maximum 375 square feet. Also due to the size of the facility it is not unreasonable to expect that this sign should be allowed to be larger than the maximum 150 square feet. The sign itself does not dominate the wall it is located on and is needed to be larger in nature to be able to be readable from the adjacent streets.

At the December 4, 2018 Planning Commission meeting, the Planning Commission voted 6-0 to recommend approval of the variance request with the attached conditions.

## CRITERIA

The following standards should be considered in review of the variance request.

- A. Granting a variance will not adversely affect the public health, welfare and safety and will not be detrimental and injurious to property or improvements in the neighborhood.
- B. Strict interpretation or enforcement of the provisions of this Ordinance would result in a practical difficulty or unnecessary hardship that is not self-created, nor inconsistent with the intent of this Ordinance and the Comprehensive Plan.
- C. There are exceptional or extraordinary circumstances or conditions applicable to the property, use, or facilities that do not apply generally to other properties in the same district.
- D. Strict or literal interpretation of this Ordinance would deprive the applicant of the use and enjoyment of his or her property in a manner similar to others in the same district.
- E. Granting of the variance will not allow a use which is otherwise not a permitted use in the zoning district in question.

## CONDITIONS

### Variance Request

The following conditions are recommended to be included if the City Council grants approval of the variance request to allow for a wall sign to exceed the maximum size of a sign in the P/I Public/Institutional District. These conditions may be subject to modification depending upon the outcome at the City Council meeting.

1. Sign Permit. A sign permit is required to be issued by the City prior to installation of the sign.

2. Variance Expiration. The variance shall become void one year after the approval date if the applicant has not commenced construction on the improvement, unless an extension is granted by the City Council.

#### **CITY COUNCIL ACTION REQUIRED**

After review and discussion by the members of the City Council, a motion is in order to approve, deny or table the variance request to allow for a wall sign to exceed the maximum size of a sign in the P/I Public/Institutional District.

#### Possible action items - Variance request

1. Approve the variance request subject to conditions.
2. Table the variance request to a date specific, and provide the applicant with direction on the issues that have been discussed.
3. Deny the variance request.

If you have any questions relating to the variance request prior to the City Council meeting, please feel free to contact me at: [jandersonmdg@gmail.com](mailto:jandersonmdg@gmail.com) or call direct at 952-855-4596.

Sincerely,

MUNICIPAL DEVELOPMENT GROUP, INC.

*John Anderson*

John Anderson, Associate  
Consulting Planner, City of Mayer

#### **LIST OF ATTACHMENTS**

Exhibit A - Aerial Location Map  
Exhibit B - Sign Drawing

Exhibit A – Aerial Location Map



This map was created using Carver County's Geographic Information Systems (GIS), it is a compilation of information and data from various City, County, State, and Federal offices. This map is not a surveyed or legally recorded map and is intended to be used as a reference. Carver County is not responsible for any inaccuracies contained herein.

Map Date: 11/19/2018

25562 Willow Lane • New Prague, MN 56071 • Phone: (952) 758-7399 • Fax: (952) 758-3711  
Email: [jandersonmdg@gmail.com](mailto:jandersonmdg@gmail.com) • [www.municipaldevelopmentgroup.com](http://www.municipaldevelopmentgroup.com)

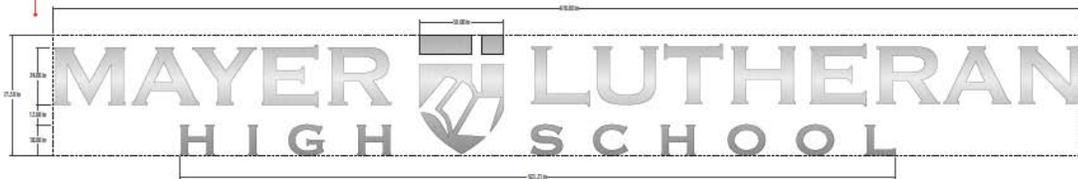
Exhibit B – Sign Drawing



Materials & Substrates: 302.88 SQ. FT. FABRICATED ALUMINUM LETTERS/LOGO

Interior Exterior

- 1 Standard 1/2" Deep Fabricated Letters/Logo
  - Vertical Brushed Grain
  - Satin Finish - Front & Sides
  - Stud Mounted to Wall



**CITY OF MAYER  
CITY COUNCIL RESOLUTION 1-14-19-3**

**RESOLUTION GRANTING A VARIANCE TO ALLOW FOR A WALL SIGN TO EXCEED THE  
MAXIMUM SIZE OF A SIGN IN THE P/I PUBLIC/INSTITUTIONAL DISTRICT ON PROPERTY  
LOCATED AT 305 5TH STREET NE**

WHEREAS, Mayer Lutheran High School (the "Applicant" and "Owner"), has submitted a request for a variance to allow for a wall sign to exceed the maximum size of a sign in the P/I Public/Institutional District on property located at 305 5th Street NE, with a PID number of 50.0060500 (the "Property"); and

WHEREAS, the property is zoned P/I Public/Institutional District and is designated Existing MUSA Infill/Redevelopment on the future land use map; and,

WHEREAS, before approving the variance request, at least one public hearing thereon shall be held; and

WHEREAS, a notice of public hearing for the variance request was published and posted in accordance with the applicable Minnesota Statutes, setting the hearing before the Planning Commission on December 4, 2018 at 6:30 pm or as soon thereafter as reasonably possible at the Mayer City Council Chambers, located at 413 Blujay Avenue in the City of Mayer, Minnesota to consider the request and hear testimony from all interested persons wishing to speak on the matter; and

WHEREAS, a copy of the proposed variance request materials and application were available at the City Offices for public viewing; and

WHEREAS, the Planning Commission reviewed the variance request and held a public hearing on December 4, 2018, at which time proceeded to hear all persons interested in said application and persons interested were afforded the opportunity to present their views and objections to the granting of said application; and

WHEREAS, the Planning Commission considered the variance request in accordance with the following standards:

- a. Granting a variance will not adversely affect the public health, welfare and safety and will not be detrimental and injurious to property or improvements in the neighborhood.
- b. Strict interpretation or enforcement of the provisions of this Ordinance would result in a practical difficulty or unnecessary hardship that is not self-created, nor inconsistent with the intent of this Ordinance and the Comprehensive Plan.
- c. There are exceptional or extraordinary circumstances or conditions applicable to the property, use, or facilities that do not apply generally to other properties in the same district.
- d. Strict or literal interpretation of this Ordinance would deprive the applicant of the use and enjoyment of his or her property in a manner similar to others in the same district.
- e. Granting of the variance will not allow a use which is otherwise not a permitted use in the zoning district in question; and

WHEREAS, the Planning Commission has recommended to the City Council approval of the variance request with conditions on a 6-0 vote; and

WHEREAS, the City Council reviewed the variance request on December 10, 2018; and

WHEREAS, the City Council makes the following findings of fact in support of granting approval:

A. The Planning Report dated December 5, 2018 shall be the governing document which includes the following exhibits:

Exhibit A – Aerial Location Map  
Exhibit B – Sign Drawing

B. The aerial location map is attached as Exhibit A.

C. The sign drawing is attached as Exhibit B.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Mayer, Minnesota, that it hereby approves the variance request subject to the following conditions:

1. Sign Permit. A sign permit is required to be issued by the City prior to installation of the sign.
2. Variance Expiration. The variance shall become void one year after the approval date if the applicant has not commenced construction on the improvement, unless an extension is granted by the City Council.

Adopted by the Mayer City Council this 14th day of January, 2019.

---

Mayor Mike Dodge

Attest:

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Margaret McCallum, City Administrator

The following Council Members voted in favor:

The following Council Members voted against or abstained:

Whereupon the motion was duly passed and executed.

Published:

Filed with Carver County:

Attachments:

Exhibit A – Aerial Location Map

Exhibit B – Sign Drawing

Exhibit A – Aerial Location Map



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Map Date: 11/19/2018

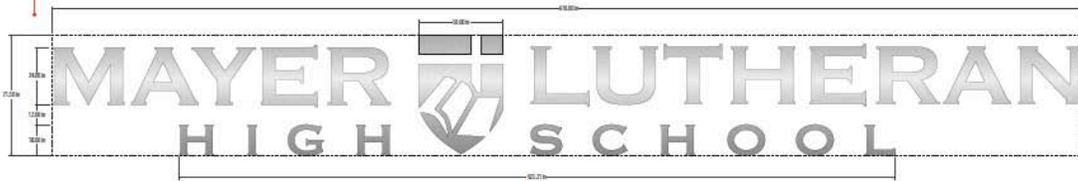
Exhibit B – Sign Drawing



Materials & Substrates: 302.88 SQ. FT. FABRICATED ALUMINUM LETTERS/LOGO

Interior Exterior

- 1 Standard 1/2" Deep Fabricated Letters/Logo
  - Vertical Brushed Grain
  - Satin Finish - Front & Sides
  - Stud Mounted to Wall





**Text Amendment Regarding Parking Pad Requirements**

**APPLICATION DATA**

**Meeting Date:** January 14, 2019  
**Applicant:** This is a City of Mayer initiated text amendment.

**BACKGROUND DATA**

**Action Requested:** The City of Mayer has initiated a review of language in relation to parking pad and the materials that parking pads are to be constructed of. 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.

**Background:** Starting in 2007, staff was asked to come up with language in relation to the parking of vehicles within yard and where these vehicles could be parked and on what material these parking areas were to be constructed of. This included the parking of recreational vehicles. Several meetings were held and eventually the City Council approved Ordinance #221 on June 11, 2018. At the January 2, 2019 Planning Commission meeting, a motion was made to approve the text amendment with a change to section 152.026 (A) regarding adding semi-improved surfaces was made and seconded. This motion was denied on a 5-1 vote. A new motion was then made and seconded to allow parking pads to be both unimproved (grass) and semi-improved (gravel). The Planning Commission voted 5-1 to recommend approval of the text amendment with those changes. The text is listed below in this memo.

Since that time new gravel parking pads have been installed and the City Council has now called for a new public hearing to discuss allowing gravel surfaces or semi-improved surfaces on parking pads instead of improved surfaces, which consist of concrete, pavers, or bituminous surfaces. A joint Planning Commission/City Council meeting was held on November 15, 2018 to discuss this and at the November 19, 2018 City Council meeting the public hearing was called. There was some disagreement as to whether parking pads should be allowed to be gravel or to keep the requirement of paving them, which has been in place since 2006. Additionally there was discussion about what to do with the gravel parking pads that have been installed since 2006 when the City code was amended to prohibit gravel surfaces. The discussion seemed to center on keeping the City code as is but allowing the existing gravel parking pads to be grandfathered in that were installed since 2006 or change the City code to allowing gravel parking pads.

If gravel parking pads are to be allowed, it was also discussed as to whether there should be specific specs for the type and thickness of the gravel being used to construct the parking pad. After a discussion with the City Engineer, it is recommended that if any language is used at all, that it just states to be compliant with the Mn/DOT spec. Discussion also took place as to whether driveways should be allowed to be gravel or semi-improved as well. It seemed to be the consensus at the joint meeting that driveways should be required to use an improved surface and that the definition of driveways and parking pads should be clarified. Proposed definitions of driveway and parking pad are listed below.

**DRIVEWAY.** A private road giving access from a public way to a building or land on abutting grounds, typically extending from the street or alley to the front of the building.

**PARKING PAD.** A pad used for parking vehicles not considered part of the driveway, which shall be constructed of appropriate surface materials depending on location.

At the time the Planning Commission should hold the public hearing and recommend to the City Council how to handle the parking pad situation. The existing language in relation to this text amendment under sections 152.003 and 152.026 that was approved in June of 2018 is listed below. Potential new text is included that allows for parking pads to be constructed with a semi-improved surfaced has been included and is underlined, the text proposed to be deleted is struck-through and the text proposed to stay the same is regular.

Just so everyone is aware, the definitions of improved, semi-improved and unimproved surfaces is listed below.

**SURFACE, IMPROVED.** A surface that is either concrete, asphalt, or made of pavers.

**SURFACE, SEMI-IMPROVED.** A surface that is gravel, class five gravel, crushed rock, or made of similar composite.

**SURFACE, UNIMPROVED.** A surface that is grass, compacted earth, or naturally occurring.

#### 152.003 DEFINITIONS.

**DRIVEWAY.** A private road giving access from a public way to a building or land on abutting grounds, typically extending from the street or alley to the front of the building.

**IMPERVIOUS SURFACE.** An artificial or natural surface that is highly resistant to infiltration by water. It includes, but is not limited to surfaces such as compacted sand, clay or gravel as well as most conventionally surfaced streets, roofs, swimming pools, sidewalks in excess of three (3) feet in width, parking lots, and other similar structures, but not including decks or platforms where one quarter (1/4) inch gaps are provided between deck boards for water to drain.

**LANDSCAPING.** Plantings such as trees, flowers, grass and shrubs and improvements directly related thereto.

**LOT.** A parcel of land having a legal description and generally intended for occupancy by a single use.

**LOT AREA.** The area of a horizontal plane within the front, side, and rear lot lines.

**LOT, CORNER.** A lot situated at the intersection of two or more public streets. On such a lot both yards fronting a street shall be deemed front yards.

**LOT COVERAGE.** The area of a lot occupied by the principal building or buildings, accessory structures, driveways, sidewalks, off-street parking areas, parking pads and other impervious surface areas.

**LOT DEPTH.** The mean horizontal distance between the front lot line and the rear lot line of a lot (the greater frontage of a corner lot shall be deemed its depth and the lesser frontage its width).

**LOT, INTERIOR.** A lot other than a corner lot, including through lots.

**LOT LINE.** The property line bounding a lot except that where any portion of a lot extends into the public right-of-way the lot line is deemed to be the public right-of-way line for applying this chapter.

**LOT LINE, FRONT.** That boundary of a lot abutting a street. On a corner lot, from which street access is gained, that lot line will be the front lot line.

**LOT LINE, REAR.** That boundary of a lot which is opposite, is most nearly parallel and most distant from the front lot line. If the rear lot line is less than ten (10) feet in length, or if the lot forms a point at the rear, the rear lot line shall be a line ten (10) feet in length within the lot, parallel to and at the maximum distance from the front lot line.

**LOT LINE, SIDE.** Any boundary of a lot which is not a front lot line or a rear lot line.

**LOT, THROUGH.** A lot having a pair of opposite lot lines along two more or less parallel public streets. On such a lot both yards fronting a street shall be deemed front yards and front lot lines. Also defined as a Double Frontage Lot.

**LOT WIDTH.** The horizontal distance between the side lot lines of a lot measured at right angles to the lot depth, at the minimum front building setback line.

**MOTOR VEHICLE.** A self-propelled vehicle for personal or business use defined in M.S. § 169.011.

**PARKING LOT.** A structure utilized for the temporary storage of motor vehicles.

**PARKING PAD.** A pad used for parking vehicles not considered part of the driveway, which shall be constructed of appropriate surface materials depending on location.

**PARKING SPACE.** A suitable surfaced and permanently maintained area off the public street right-of-way, either within or outside of a building, of sufficient size to store one standard motor vehicle, which has access to a public street or alley, permitting satisfactory ingress and egress of an motor vehicle, but in no event less than one hundred and eighty (180) square feet, exclusive of passageways, driveways or other means of circulation.

**PERVIOUS SURFACE.** A surface that water can infiltrate into or percolate through.

**RECREATION VEHICLE AND EQUIPMENT.** Includes, but is not limited to, operable and licensed, as required by the state, travel trailers, chassis mounted campers, motor homes, tent trailers, slide in campers, airplanes, and converted buses, snowmobiles and trailers, boats/watercraft and trailers, all-terrain vehicles, motorcycles and utility trailers. A fish house, boat, snowmobile or other recreational vehicle when stored or kept on a trailer shall be considered as one recreational vehicle. A recreational vehicle does not include a motor vehicle designed or used for off road racing, off road use or demolition derby.

**SETBACK.** The minimum horizontal distance between a structure and lot line, ordinary high water mark, or right of way easement. Distances are to be measured from the most outwardly extended portion of the structure at ground level.

**SURFACE, IMPROVED.** A surface that is either concrete, asphalt, or made of pavers.

**SURFACE, SEMI-IMPROVED.** A surface that is gravel, class five gravel, crushed rock, or made of similar composite.

**SURFACE, UNIMPROVED.** A surface that is grass, compacted earth, or naturally occurring.

**TRAVEL TRAILER.** A vehicular portable structure built on a chassis designed to be used as a temporary dwelling for travel, recreation and vacation uses.

**USABLE OPEN SPACE.** That required portion of a lot at ground level, which is graded, developed, landscaped and equipped and intended and maintained for either active or passive recreation or both, available and accessible to and useable by all persons occupying a dwelling unit or rooming unit on the lot or a development project, and their guests. This space of minimum prescribed dimensions shall not be devoted to service driveways or off-street parking space and or loading berths but shall be usable for greenery, recreational space and other leisure activities normally carried on outdoors.

**YARD.** A required open space on a lot which is unoccupied and unobstructed by a structure from its lowest level to the sky except as permitted in this Ordinance. The yard extends along the lot line at right angles to such lot line to a depth or width specified in the setback regulations for the zoning district in which such lot is located.

**YARD, FRONT.** A yard extending along the full width of the front lot line between side lot lines and extending from the abutting street right-of-way line to depth required in the setback regulations for the zoning district in which such lot is located. In the case of a corner lot abutting one or more streets, both yards shall be considered front yards.

**YARD, REAR.** The portion of the yard on the same lot with the principal building located between the rear line of the building and the rear lot line and extending for the full width of the lot.

**YARD, SIDE.** A yard extending along a side lot line between the front yard to the rear yard to a depth or width required by setback regulations for the zoning district in which such lot is located.

#### **152.026 DRIVEWAY, PARKING AREA AND HARD SURFACE IMPROVEMENTS.**

Except for minimal impact pavement construction projects and regular maintenance approved by the City Administrator, a building permit shall be required for all hard surface/pavement improvements and subject to the following requirements:

(A) In all zoning districts, with the exception of the A Agriculture District, all required ingress/egress points, driveways and parking areas shall be surfaced with an improved, semi-improved or unimproved surface, according to minimum City specifications, except when waived by the City Administrator. In the A Agriculture District, driveways shall be surfaced from the intersection of the road, for the first one-hundred (100) feet of the driveway, with bituminous, concrete, brick pavers or other approved hard surface, as approved by the City Engineer,

(B) Driveway ingress/egress points shall be a minimum of twelve (12) feet wide and a maximum of thirty (30) feet wide measured at the property line.

(C) *Location.* All off-street parking facilities required by this Chapter, shall be located and restricted as follows.

(1) Same Lot. Required accessory off-street parking shall be on the same lot under the same ownership as the principal use being serviced, except for combined or joint parking facilities as regulated by this Section.

(2) Parking Distance From Property Line. Except for required driveway ingress/egress points, there shall be no off-street parking areas or driveways within ten (10) feet of any property line within the R-3 Multiple Family Residential, C-1 General Commerce, C-2 Central Business, C/I Commercial/Industrial and P/I Public/Institutional districts. The parking and drive aisle setback shall be increased to twenty (20) feet where said facilities are located adjacent to the A Agriculture, R-1 Low Density Residential and R-2 Medium Density Residential districts.

(3) Boulevard Parking Prohibited. The boulevard (landscaped portion) of the street right-of-way shall not be used for parking.

(4) All lots having direct driveway access onto major collector or arterial roads shall provide turn around facilities on the lot to eliminate vehicles backing onto said roads.

(5) The minimum corner clearance from the street right-of-way line shall be at least thirty (30) feet to the edge of the driveway.

(6) Driveways should be located as indicated on the Subdivision grading plan, however, an alternate location meeting the requirements of this section will be permitted.

(D) Residential off-street parking and hard surfaced area requirements. The purpose of this section is to provide minimum setback, slope and miscellaneous standards for off-street parking and driveway construction for single family detached dwelling units and single family attached dwelling units not exceeding four (4) units per building. The intent is to reduce interference with drainage and utility easements by providing setback standards; reduce erosion by requiring an improved surface for all driveways; and, provide positive drainage to the street via establishment of minimum driveway slope standards. The requirements of this section shall apply to all building permits, for the construction of new structures and modifications of existing structures, that require off-street parking. A certificate of survey indicating the setback, slope and proposed elevations shall be required to illustrate compliance with these provisions.

(1) Private parking areas, driveways, walkways and other hard surfaced areas shall be permitted in residential districts so long as all setbacks and lot coverage requirements are met.

(2) Each residential dwelling unit shall have two off-street parking spaces. Each parking space shall be a minimum of ten (10) feet in width and twenty (20) feet in length.

(3) Except for required driveway ingress/egress points, all residential off-street parking areas, and driveways within the A Agriculture, R-1 Low Density Residential and R-2 Medium Density Residential districts shall be set back at least five feet (5') from all property lines.

(4) The vertical profile for a driveway shall not exceed ten percent (10%) maximum slope.

(5) The garage slab shall be constructed at an elevation that will permit a driveway with a minimum slope of eighteen (18) inches above the top of curb.

(6) Under unique circumstances where unusual topography, existing conditions or physical disability of the property owner prohibit compliance with items (4) and/or (5) above, the City Engineer may approve a driveway with a slope exceeding ten percent (10%) percent and/or construction of said garage slab less than eighteen (18) inches above the top of curb.

(7) A maximum of five (5) operable and licensed motor vehicles and/or recreational vehicles and equipment, may be parked or stored anywhere outside the principal or accessory structures on the lot, except as provided for in this section. Any such motor vehicle and recreational vehicle and equipment placed upon a trailer shall constitute one motor vehicle or recreational vehicle and equipment for purposes of this section. All motor vehicles and recreational vehicles and equipment must be owned by the resident of the dwelling, excluding occasional guests. Motor vehicles and recreational vehicles and equipment parked in the front yard area must be on a paved or hard surface driveway and shall not be located on landscaping except as allowed by this section.

(8) Notwithstanding sub-sections (C)(1) and (3) of this section, a residential off-street parking area, driveway or parking pad may be constructed closer to the garage side property line subject to approval by the City and the following conditions.

(a) The adjacent property owner(s) must consent in writing to such reduction in setback requirement.

(b) A building permit shall be required. The property owner shall submit a detailed drawing of the proposed location of the parking area including dimensions and distances from the property line, the hard surface material to be used and the lot coverage for the lot. The application shall be reviewed by the City staff. The City may require a certificate of survey if determined necessary.

(c) If the off-street parking area or driveway encroaches into a City easement area, it shall be subject to removal at any time by order of the City. The property owner shall be liable for all costs and expenses of such removal. Any unpaid costs and expenses shall be subject to special assessment by the City. The property owner(s) shall be responsible and liable for all consequences of such construction including drainage matters and shall indemnify and hold the City of Mayer harmless from all damages and injuries of any kind.

(D) *Parking Pads.*

(1) General Rules.

(a) Parking on landscaping is prohibited except as provided for herein.

(b) All motor vehicles and recreational vehicles and equipment must be operable and licensed.

(c) Parking pad surface materials shall be orderly contained by delineated edging or in some other effective fashion.

(d) All parking pads must not disturb proper drainage or utilities and shall be setback a minimum of five feet (5') from ~~from~~ the side or rear property line and shall not be located in a drainage and utility easement.

(e) In cases where improved or semi-improved surface materials are required, the pad must cover the entire area under the vehicle and cannot be placed solely under the wheels of the vehicle. The pad must be approved by the City and be suitable to control dust, drainage and prevent spillage.

(2) Rear Yard.

(a) A- Improved, semi-improved or unimproved parking pads are ~~is~~ allowed.

(b) A maximum of two (2) operable and licensed motor vehicles ~~and/or~~ recreational vehicles and equipment are allowed ~~only~~ on improved, semi-improved or unimproved surfaces in the rear yard.

(c) Any grass or weeds growing around the motor vehicles or ~~and~~ recreational vehicles and equipment shall be regularly cut and subject to the noxious weed ordinance.

(3) Side Yard.

(a) Improved, semi-improved or unimproved parking pads are allowed.

(b) A maximum of two (2) operable and licensed motor vehicles ~~and/or~~ recreational vehicles and equipment are allowed ~~only~~ on improved, semi-improved or unimproved surfaces in the side yard. The improved, semi-improved or unimproved surface parking pad is allowed on the garage side only, in line with the garage or in other cases subject to the judgment of the City Administrator. A side yard parking pad shall not exceed four hundred and fifty (450) square feet.

(b) Any grass or weeds growing around the motor vehicles or ~~and~~ recreational vehicles and equipment shall be regularly cut and subject to the noxious weed ordinance.

(4) Front Yard.

(a) Improved or semi-improved parking pads in the front yard are prohibited, not allowed, however, the access portion to a side yard parking pad may be constructed, but only with a with an improved surface.

(b) A maximum of one (1) operable and licensed motor vehicle and recreational vehicle and equipment are allowed only on a unimproved surface parking pad in the front yard for a period not to exceed one (1) week at a time for up to five (5) weeks within a calendar year. A front yard parking pad shall not exceed two hundred (200) square feet.

(c) Any grass or weeds growing around the motor vehicles and recreational vehicles and equipment shall be regularly cut and subject to the noxious weed ordinance.

(E) *Recreational Vehicles and Equipment.*

(1) Recreational Vehicles and Equipment.

(a) Recreational vehicles and equipment may be stored in the side or rear yards subject to the following standards.

1. Recreational vehicles and equipment cannot exceed thirty-six feet (36') in length.

2. Parking for recreational vehicles and equipment must be on parking pads with improved surfaces that meet the requirements of this section. All parking pads must be constructed as improved surfaces.

3. The designated parking pad shall be setback at least five feet (5') from side or rear property lines and shall not be located within a drainage and utility easement.

(b) Any front yard parking of recreational vehicles and equipment shall not be located on the street and must be located on the improved driveway surface in the front yard, except as provided for in this section. The recreational vehicle and equipment shall not encroach on any sidewalk, trail or public right-of-way.

(c) Storage shall not occur in a required off-street parking stall.

(2) *Residential Occupancy Prohibited.* Recreational vehicles and equipment, including tents, shall not be used for residential dwelling purposes or living quarters, temporarily or permanently, except as may be approved in emergency cases by the City Council.

(a) Recreational Uses. Tents, playhouses, or similar structures may be used for play.

(b) Vacant Lots – Recreational Vehicles and Equipment Prohibited. No recreational vehicle and equipment shall be placed upon any vacant lot within the City to be used for residential dwelling purposes.

**CITY COUNCIL ACTION REQUIRED**

After review and discussion by the members of the City Council, a motion is in order to approve, deny or to table the text amendment.

Possible action items - Text Amendment

1. Approve the text amendment subject to conditions.
2. Table the text amendment to a date specific, and provide the applicant with direction on the issues that have been discussed.
3. Deny the text amendment request.

If you have any questions relating to the text amendment prior to the City Council meeting, please feel free to contact me at: [jandersonmdg@gmail.com](mailto:jandersonmdg@gmail.com) or call direct at 952-855-4596.

Sincerely,

MUNICIPAL DEVELOPMENT GROUP, LLC

*John Anderson*

John Anderson, Associate  
Consulting Planner, City of Mayer

**LIST OF ATTACHMENTS**

None

**CITY OF MAYER  
ORDINANCE #227**

**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.**

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MAYER THAT THE FOLLOWING SECTIONS OF THE ZONING ORDINANCE, RELATED TO DEFINITIONS AND DRIVEWAY, PARKING AREA AND HARD SURFACE IMPROVEMENTS BE AMENDED TO READ AS FOLLOWS:

**Section 1.** Title XV: Land Usage, Chapter 152 Zoning, Section 152.0003 Definitions, of the City of Mayer Municipal Code, is hereby amended to add the provision with underlined text as follows:

**152.003 DEFINITIONS.**

**DRIVEWAY.** A private road giving access from a public way to a building or land on abutting grounds, typically extending from the street or alley to the front of the building.

**Section 2.** Title XV: Land Usage, Chapter 152 Zoning, Section 152.026 Driveway, Parking Area and Hard Surface Improvements, of the City of Mayer Municipal Code, hereby amended to add the provisions with underlined text and delete the provisions with the strike-through text as follows:

**152.026 DRIVEWAY, PARKING AREA AND HARD SURFACE IMPROVEMENTS.**

Except for minimal impact pavement construction projects and regular maintenance approved by the City Administrator, a building permit shall be required for all hard surface/pavement improvements and subject to the following requirements:

(A) In all zoning districts, with the exception of the A Agriculture District, all required ingress/egress points, driveways and parking areas shall be surfaced with an improved, semi-improved or unimproved surface, according to minimum City specifications, except when waived by the City Administrator. In the A Agriculture District, driveways shall be surfaced from the intersection of the road, for the first one-hundred (100) feet of the driveway, with bituminous, concrete, brick pavers or other approved hard surface, as approved by the City Engineer,

(B) Driveway ingress/egress points shall be a minimum of twelve (12) feet wide and a maximum of thirty (30) feet wide measured at the property line.

(C) *Location.* All off-street parking facilities required by this Chapter, shall be located and restricted as follows.

(1) Same Lot. Required accessory off-street parking shall be on the same lot under the same ownership as the principal use being serviced, except for combined or joint parking facilities as regulated by this Section.

(2) Parking Distance From Property Line. Except for required driveway ingress/egress points, there shall be no off-street parking areas or driveways within ten (10) feet of any property line within the R-3 Multiple Family Residential, C-1 General Commerce, C-2 Central Business, C/I Commercial/Industrial and P/I Public/Institutional districts. The parking and drive aisle setback shall be increased to twenty (20) feet where said facilities are located adjacent to the A Agriculture, R-1 Low Density Residential and R-2 Medium Density Residential districts.

(3) Boulevard Parking Prohibited. The boulevard (landscaped portion) of the street right-of-way shall not be used for parking.

(4) All lots having direct driveway access onto major collector or arterial roads shall provide turn around facilities on the lot to eliminate vehicles backing onto said roads.

(5) The minimum corner clearance from the street right-of-way line shall be at least thirty (30) feet to the edge of the driveway.

(6) Driveways should be located as indicated on the Subdivision grading plan, however, an alternate location meeting the requirements of this section will be permitted.

(D) Residential off-street parking and hard surfaced area requirements. The purpose of this section is to provide minimum setback, slope and miscellaneous standards for off-street parking and driveway construction for single family detached dwelling units and single family attached dwelling units not exceeding four (4) units per building. The intent is to reduce interference with drainage and utility easements by providing setback standards; reduce erosion by requiring an improved surface for all driveways; and, provide positive drainage to the street via establishment of minimum driveway slope standards. The requirements of this section shall apply to all building permits, for the construction of new structures and modifications of existing structures, that require off-street parking. A certificate of survey indicating the setback, slope and proposed elevations shall be required to illustrate compliance with these provisions.

(1) Private parking areas, driveways, walkways and other hard surfaced areas shall be permitted in residential districts so long as all setbacks and lot coverage requirements are met.

(2) Each residential dwelling unit shall have two off-street parking spaces. Each parking space shall be a minimum of ten (10) feet in width and twenty (20) feet in length.

(3) Except for required driveway ingress/egress points, all residential off-street parking areas, and driveways within the A Agriculture, R-1 Low Density Residential and R-2 Medium Density Residential districts shall be set back at least five feet (5') from all property lines.

(4) The vertical profile for a driveway shall not exceed ten percent (10%) maximum slope.

(5) The garage slab shall be constructed at an elevation that will permit a driveway with a minimum slope of eighteen (18) inches above the top of curb.

(6) Under unique circumstances where unusual topography, existing conditions or physical disability of the property owner prohibit compliance with items (4) and/or (5) above, the City Engineer may approve a driveway with a slope exceeding ten percent (10%) percent and/or construction of said garage slab less than eighteen (18) inches above the top of curb.

(7) A maximum of five (5) operable and licensed motor vehicles and/or recreational vehicles and equipment, may be parked or stored anywhere outside the principal or accessory structures on the lot, except as provided for in this section. Any such motor vehicle and recreational vehicle and equipment placed upon a trailer shall constitute one motor vehicle or recreational vehicle and equipment for purposes of this section. All motor vehicles and recreational vehicles and equipment must be owned by the resident of the dwelling, excluding occasional guests. Motor vehicles and recreational vehicles and equipment parked in the front yard area must be on a paved or hard surface driveway and shall not be located on landscaping except as allowed by this section.

(8) Notwithstanding sub-sections (C)(1) and (3) of this section, a residential off-street parking area, driveway or parking pad may be constructed closer to the garage side property line subject to approval by the City and the following conditions.

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(c) If the off-street parking area or driveway encroaches into a City easement area, it shall be subject to removal at any time by order of the City. The property owner shall be liable for all costs and expenses of such removal. Any unpaid costs and expenses shall be subject to special assessment by the City. The property owner(s) shall be responsible and liable for all consequences of such construction including drainage matters and shall indemnify and hold the City of Mayer harmless from all damages and injuries of any kind.

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(a) Parking on landscaping is prohibited except as provided for herein.

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(c) Parking pad surface materials shall be orderly contained by delineated edging or in some other effective fashion.

(d) All parking pads must not disturb proper drainage or utilities and shall be setback a minimum of five feet (5') ~~from front~~ the side or rear property line and shall not be located in a drainage and utility easement.

(e) In cases where improved or semi-improved surface materials are required, the pad must cover the entire area under the vehicle and cannot be placed solely under the wheels of the vehicle. The pad must be approved by the City and be suitable to control dust, drainage and prevent spillage.

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(a) Recreational Uses. Tents, playhouses, or similar structures may be used for play.

(b) Vacant Lots – Recreational Vehicles and Equipment Prohibited. No recreational vehicle and equipment shall be placed upon any vacant lot within the City to be used for residential dwelling purposes.

ADOPTED by the City Council of the City of Mayer, Carver County, Minnesota this 14th day of January, 2019.

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Mike Dodge  
Mayor

ATTEST:

Moved by:  
Seconded by:

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Margaret McCallum  
City Administrator

Published:  
Filed with Carver County:

**CITY OF MAYER  
PERSONNEL  
DECEMBER 5, 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: Fire Chief, Rod Maetzold.

2. Minutes

A. November 13, 2018 Personnel Meeting Minutes. Minutes were approved by the committee as presented.

3. Business

A. Fire Department Pay – Job Descriptions and Salaries

The Committee discussed with the fire Chief potential wages for the Fire Department officers. The Committee continued to agreed that the goal of looking at the structure and pay of the department was to make sure that positions were getting paid fairly. There was much discussion on the difference between positions and responsibilities and skills needed.

The Committee presented the following compensation suggestions to the Fire Chief:

Fire Chief 1 -	\$1,200	to \$1,800
Fire Chief 2 -	\$500	to \$1,200
Captain 1 & 2 -	\$500	to \$500
Captain 3 & 4 -	\$0	to \$300
Lieutenant 1 & 2 -	\$0	to \$200
Secretary -	\$300	to \$400

Maetzold stated that he thought that the Fire Chief position should at least be competitive with what the City Council makes. Boder and Dodge agreed.

Dodge expressed concern over too large of a percent increase in salary.

The Committee had much discussion on the hierarchy of the department and if changes need to be made within the next year. The Commission agreed that some positions have more responsibilities than others and therefore should be compensated to reflect that.

The Committee agreed that further research needs to be done regarding Fire Department policies and overall structure in 2019. They decided to put the salary change discussion on hold until some additional review is conducted on the Fire Department policies and structure.

Adjournment

4. The meeting was adjourned at 4:53 p.m.

DRAFT

**CITY OF MAYER**  
**REGULAR MEETING – PARKS AND RECREATION COMMISSION**  
**DECEMBER 11, 2018 @ 6:30 P.M.**  
**CITY HALL COUNCIL CHAMBERS**

1. Call to Order

**The meeting was called to order at 6:35 p.m.**

Those present were Park Commissioners, Dan Pohl, Alisa Johnson, Mike Wegner and Elizabeth Butterfield. Also present was City Administrator, Margaret McCallum.

Absent: Commissioners Troy Congdon and Public Works Kyle Kuntz.

Also present: None.

2. Approve Agenda

**Butterfield moved to adopt the agenda. Wegner seconded. Motion passed 4-0.**

3. Minutes

A. November 19, 2018 Meeting Minutes

**Butterfield moved to approve the November 19, 2018 meeting minutes. Pohl seconded. Motion passed 4-0.**

4. Business

A. Movie – December 29<sup>th</sup>

McCallum informed that the Park and Recreation Commission has scheduled a Winter Movie Event for December 29, 2018 at the Community Center. She said that she has started to advertise for the event and will continue to do so on social media, in the City newsletter and City sign.

McCallum said that she would coordinate the popcorn for the event. She said that the Lions Club informed that they would be supplying hot chocolate and marshmallows for the event as well.

B. Tree Lighting Event – Discussion

McCallum said that the Commission, along with the Lions Club, Fire Department and other sponsors hosted the Tree Lighting Event at Old School House Park on December 1, 2018. She

asked the Commission for feedback on the event as to how it went and if any improvements could be made for next year.

Butterfield stated that she thought the event was very well attended and went very well. She suggested that improvements could be made with regards to communications and coordination with the Fire Department next year.

Wegner suggested asking the local school district choir to attend next year.

The Commission discussed little details that could be improved with regards to refreshments, etc.

Butterfield suggested that the event be placed on the Park and Recreation Commission agenda around September to start planning for 2019.

#### C. Capital Improvements – 2019

The Commission reviewed the 2019 Capital Improvement Plan. McCallum said that the budget was recently passed by the City Council in the amount of \$70,000. She added that the Park Commission does have a reserve fund that has an estimated balance of around \$350,000.

The Commission discussed the projects that were completed in 2018. They discussed priorities for 2019 and the future.

The Commission went into detail about the Park Shelter for Old School House Park and bathrooms and how these items could be accomplished with less expense. They discussed turning the current concession stand into bathrooms, while creating a simple shelter.

They also discussed parking at West Ridge Park. In addition, the Commission talked about adding grills at West Ridge Park and Old School House Park early next year.

McCallum said that she would get to work on researching these items and their cost.

### 5. Staff Reports/Comments

#### A. Ice Skating Rink

McCallum informed that public works is hoping to flood the rink next week if the weather permits. She said that they need colder weather for a good freeze of the ice.

The Commission discussed getting a small heater for the warming house.

### 6. Commissioner Reports/Comments

7. Adjournment

**The Commission adjourned the meeting at 7:29 p.m.**

DRAFT

**CITY OF MAYER**  
**REGULAR MEETING – PARKS AND RECREATION COMMISSION**  
**JANUARY 8, 2019 @ 6:30 P.M.**  
**CITY HALL COUNCIL CHAMBERS**

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: None.

2. Approve Agenda

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

3. Minutes

A. December 11, 2018 Meeting Minutes

McCallum stated that a correction in a motion within the December 11, 2018 meeting minutes was needed.

**Butterfield moved to approve the December 11, 2018 meeting minutes. Wegner seconded. Motion passed 5-0.**

4. Business

A. West Ridge Park Parking Concept Plan

McCallum provided history on the Parking Concept Plan for West Ridge Park. She informed that in 2016, Bolton and Menk put together a concept plan that included a parking lot off the alley that outlines West Ridge Park. The estimate for the bituminous lot was \$52,599.00 (engineer's estimate) in 2016. McCallum had the engineer provide an estimate for 2019. The amount was \$67,500.00.

Wegner suggested shifting the parking lot to edge the alley instead of having a driveway into the parking lot. He said that this would help with maintenance.

Butterfield asked if it was proposed in that location because of the slight hill in that location and accessibility concerns. She asked that City staff make sure that there would be compliance with the Americans with Disabilities Act for the location of the parking lot.

The Commission suggested and agreed to invite the City Engineer to the next meeting to discuss the parking lot location and details of that project.

B. Movie

McCallum provided an update on the Movie event, sponsored by the Park Commission and Lions Club, that took place on December 29, 2018 at the Mayer Community Center. She said that they advertised for the event for about a month and a half through different methods. She informed that there were about 15-20 people in attendance for the event.

Butterfield suggested that the City advertise in the local Carver County happenings paper next time. Johnson suggested making it a Facebook Event. McCallum recommended school newsletters.

5. Staff Reports/Comments

A. Old School House Park – Shelter Update

McCallum informed that she contacted Oleson Architects, the organization that has been working with the city on the concept plans for the Old School House park shelter. She said that she is going to meet with them in February to discuss potential options for the proposed park shelter and possible remodeling of the concession stand.

B. Ice Skating Rink

McCallum informed that weather hasn't been cooperating with regards to flooding the ice rink. It has been too warm recently. Public Works will keep assessing the weather.

6. Commissioner Reports/Comments

7. Adjournment

**Wegner moved to adjourn the meeting at 6:58 p.m, Johnson seconded. Motion passed 5-0.**