



**CITY OF MAYER  
REGULAR CITY COUNCIL MEETING  
CITY COUNCIL CHAMBERS  
MONDAY, NOVEMBER 27, 2017  
6:30 PM**

**AGENDA**

- 1. Call Meeting to Order**
- 2. Pledge of Allegiance**
- 3. Approval of Agenda**
- 4. Public Comment (Please limit comments to 5 minutes)**
- 5. Consent Agenda**
  - A. Minutes
    1. September 12, 2017 Park and Recreation Minutes
    2. October 10, 2017 Park and Recreation Minutes
    3. November 13, 2017 City Council Meeting Minutes
  - B. Claims
  - C. Staff Reports
    1. Sheriff's Department
    2. Fire Department
    3. City Administrator
    4. Public Works
    5. City Engineer
- 6. Reports and Recommendations of City Departments, Consultants, Commissions and Committees**
  - A. Administrative
    1. Authorizing Assessment of Unpaid Utility Bills – Resolution 11-27-17-38
    2. Make Up Air Unit Replacement For Clarifier Building at WWTP
  - B. City Engineer
    1. Wetland Restoration – Final Payment Application
- 7. City Council Reports**
- 8. Other Business**
- 9. Upcoming Meetings & Events**

City Council Budget Workshop – November 28, 2017 @ City Hall at 6:30 p.m.  
E.D.A. Special Meeting – November 29, 2017 @ City Hall at 6:30 p.m.

**10. For Your Information**

**11. Adjournment**

**CITY OF MAYER  
REGULAR MEETING – PARKS AND RECREATION COMMISSION  
TUESDAY, SEPTEMBER 12, 2017 @ 6:30 P.M.  
CITY HALL COUNCIL CHAMBERS**

**AGENDA**

1. Call to Order

**The meeting was called to order at 6:32 p.m.**

Those present were Park Commissioners, Alisa Johnson, Troy Congdon, Mike Wegner, and Elizabeth Butterfield. Also present was public works Kyle Kuntz and City Administrator, Margaret McCallum.

2. Approve Agenda

McCallum added:

E. Election of new commission chair

Butterfield added:

F. Commission Position Vacancy

G. Trail Cleanup

Johnson added:

H. Interim City Administrator Follow Up Items

1. Christmas tree
2. Street Lights
3. Donations
4. Park Fund Expenditures

**Butterfield moved to adopt the agenda as amended. Congdon seconded. Motion passed 4-0.**

3. Business

A. Gaga Pit

Kuntz provided information to the Commission on the construction of a Gaga Pit at Old School House Park. He informed that the public works department would be constructing it and that

the hardware cost estimate was around \$1,390.00. Kuntz presented four types of lumber options with differing prices.

There was a consensus to use Brown Treated Lumber.

Kuntz informed that the cost of the brown treated lumber would be \$432.00 for a total hardware and lumber cost of \$1,822.00.

The Commission discussed surfacing of the pit.

Kuntz said many different surfaces could be used.

Butterfield asked if the Gaga Pit would be an eight foot or ten foot board pit as an octagon or hexagon.

Kuntz said it would have 10 foot boards as an octagon.

**Congdon moved to approve the purchasing of the materials for the Gaga Pit with brown treated lumber to be installed at Old School House Park for \$1,822.00. Johnson Seconded. Motion passed 4-0.**

#### B. Ice Skating Rink

Kuntz discussed the installation of a seasonal ice skating rink at the sport court by the water treatment facility. He informed that it would be a 40 foot by 80 foot rink and that the cost would be about \$400 for the materials.

He said that the rink would be managed by the Public Works Department.

Butterfield asked about the warming house.

Kuntz said that he has been looking at getting the warming house moved to that site location and getting power to it from the water treatment plant. He informed that it would likely cost \$500 to move the building and get an electrician in to do electrical work.

The Commission discussed parking for use of the rink. They felt that there was enough on street parking to accommodate users.

Butterfield asked Kuntz if he could get more solid numbers relating to the cost of moving the building and the electrical.

#### C. Cross Country Meet

Mccallum informed that staff was approached by a cross country coach from a school in the City of Waconia. She said that he asked if they could hold a cross country meet at Old Schoolhouse Park on September 15, 2017 starting at around 4:30 p.m.

The Commission agreed that it would be a great use for the park.

D. Park Shelter Update

Kuntz provided an update on the park shelter/restroom to be located at Old School House Park. He provided the most current renditions of the facility and informed that it would have to go to the Planning Commission for approval and then out for construction bid. He said that prior to the construction of the facility that another building at the park would have to be relocated. He said that construction could still happen this fall or it could wait until spring.

Butterfield emphasized the importance of making sure there were outlets on the plan at the counter.

Johnson asked about the Commission's thoughts on changing to location of the water fountain to the other side; on the same side as the bathroom doors.

Kuntz explained that it was likely designed that way for plumbing design purposes.

Butterfield said that the fountain is on the same side as the baseball fields.

Kuntz said that a bid for the project would have to go out to get final costs for the project.

**Wegner moved to approve the park shelter/restroom plans by the Park Commission and to send to Planning Commission for approval and to move forward with the bidding process. Congdon seconded. Motion passed 4-0.**

E. Resignation of Park Commissioner Nate McNeilly – As of August 8, 2017

McCallum informed that former Park Chair McNeilly resigned from his position as of August 8, 2017.

**Johnson moved to accept McNeilly's resignation as of August 8, 2017. Butterfield seconded. Motion passed 4-0.**

**Wegner moved to appoint Johnson as the new chair of the Park Commission and to send to Council for approval. Butterfield seconded. Motion passed 4-0.**

F. (ADDED) Commission Position Vacancy

Butterfield asked if staff could post the Commission position vacancy on Facebook, the City website and on the City sign.

**Congdon moved to recommend to Council the posting for the vacant park commission seat. Butterfield seconded. Motion passed 4-0.**

G. (ADDED) Trail Clean-Up

Butterfield informed that the Park Commission hosts a trail clean up event at the end of October or early November. She asked if the Highway 30 project would be completed by that time.

Kuntz said that he has received mixed information on a completion date. He estimated the end of September.

Butterfield suggested doing the clean up on Monday, October 30<sup>th</sup> at 5:30 p.m. at the trail.

**Johnson moved to approve doing the trail clean up on Monday, October 30<sup>th</sup> at 5:30 p.m. Congdon seconded. Motion passed 4-0.**

H. (ADDED)

Johnson asked about some items were brought up at other meetings that still need follow up.

1. Lights on the walking trail
  2. Benches
  3. Water Fountain at West Ridge Park
  4. Budget Items
  5. Statute on Donations
  6. Christmas Tree
4. Staff Reports/Comments

McCallum said that she excited to be working with the Park Commission.

Kuntz provided an update on West Ridge Park and the installation of grass, benches, garbage cans and an additional playground structure.

5. Commissioner Reports/Comments

Butterfield asked Kuntz if he could look into replacing the garbage can at one of the parks.

Johnson informed that the next meeting would be October 10<sup>th</sup>, 2017 at 6:30 p.m.

6. Adjournment

**Congdon moved to adjourn the meeting at 7:38 p.m. Wegner seconded. Motion passed 4-0.**

**CITY OF MAYER  
REGULAR MEETING – PARKS AND RECREATION COMMISSION  
TUESDAY, OCTOBER 10, 2017 @ 6:30 P.M.  
CITY HALL COUNCIL CHAMBERS**

**AGENDA**

1. Call to Order

**The meeting was called to order at 6:30 p.m.**

Those present were Park Commissioners, Alisa Johnson, Troy Congdon, Mike Wegner, and Elizabeth Butterfield. Also present was public works Kyle Kuntz, City Administrator, Margaret McCallum, and City Planner, John Anderson. .

Also present: Tice Stieve-McPadden.

2. Approve Agenda

**Wegner moved to adopt the agenda as is. Congdon seconded. Motion passed 4-0.**

3. Business

A. Comprehensive Plan – Parks Shelter

Anderson presented a draft copy of the Parks, Trails and Recreation Chapter of the 2040 Comprehensive Plan. He highlighted that the document is a mandated document in the seven county metro that is done every 10 years. He informed that it is a guide for the community for growth and vision for the long term. Anderson stated that the chapter for parks, trails and recreation is intended to serve as a guide for the development of new parks, as annexation occurs as well as redevelopment of existing parks and to budget for those improvements. Anderson reviewed the entire chapter that explained the proposed park and recreation plans for the community. He asked that commissioners review the document further and offer any suggestions or additional information.

B. Park Shelter Update

McCallum informed that the site plan review for the proposed picnic shelter at Old Schoolhouse Park and the relocation of the public works building went to the planning commission and the council. She said that the Planning Commission did a review and provided some conditions for the picnic shelter; that is have a steel roof and that it be earth toned in color. McCallum said that the Planning Commission recommended to Council approval of the plan with those

conditions. She said that at the October 9, 2017 City Council meeting, the Council approved the site plan. She said that the next step in the process is to put the project out for bid to see how much it will cost and then send it to Council for final approval.

Butterfield stated that the Council asked if the Park Commission was comfortable spending most of their funds on the shelter. The Commission unanimously agreed to spend the money.

Kuntz said that he did receive the engineers estimate for the project, but that once it is put out for bid that the project could come in less than the estimate. He said it is likely to be bid next spring.

C. Park Fund Budget Review – Expenditures

McCallum reviewed the current budget with the Park Commission.

D. 2018 Capital Improvement Plan

Butterfield provided McCallum with information from a previous meeting on the 2018 Capital Improvement Plan for the Park Commission.

E. Skating Rink Update

Kuntz informed that he was uncertain whether the proposed skating rink at the park by the water treatment facility would work. He said that there would be trouble getting electricity to the warming house and that he was concerned about being so close to cars and buildings if kids brought hockey equipment.

The Commission asked Kuntz to look at a place at Old Schoolhouse Park.

4. Staff Reports/Comments

McCallum informed that the gaga pit was approved by the Council. She said that staff posted for the Commission position opening and hadn't received any response yet. She reminded of the Trail Clean Up on Monday October 30<sup>th</sup>, 2017 at 5:30 p.m. She provided an explanation on donations.

McCallum said that the City is updating its website.

Kuntz informed that it was recommended that the gaga pit be 8 foot boards instead of 10 foot boards. He said that public works has been replacing garbage cans at the parks.

5. Commissioner Reports/Comments

Johnson asked that the Commission start thinking about movies for an upcoming event.

6. Adjournment

**Wegner moved to adjourn the meeting at 8:16 p.m. Butterfield seconded. Motion passed 4-0.**

MAYER CITY COUNCIL MEETING MINUTES – NOVEMBER 13, 2017

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

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

ABSENT: None

STAFF: City Administrator McCallum, City Attorney Dohm, and Deputy Clerk Gildemeister

ALSO PRESENT: Don Wachholz, Konner Bleth, Christopher Bleth

The meeting was opened with the Pledge of Allegiance.

APPROVE AGENDA

A MOTION was made by Council Member Butterfield with a second by Council Member Stieve-McPadden to approve the agenda. Motion Carried 5/0

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. Motion Carried 5/0.

1. Approve the Minutes of the October 10, 2017 Park Commission Meeting.
2. Approve the Minutes of the October 23, 2017 Regular Council Meeting.
3. Approve the Minutes of the October 23, 2017 Council Workshop Meeting.
4. Approve the Minutes of the November 7, 2017 Planning Commission Meeting.
5. Approve Claims for the month of November 2017.
6. Approve Letter of Credit Request for Reduction #5 Coldwater Crossing.

CLOSED SESSION - 6:45 p.m.

Closed Session meeting pursuant to Minn. Stat. 13D.05, Subd. 2(a)(1) and 2(b) to discuss allegations against an individual subject to the City's authority. A MOTION was made by Council Member Boder and seconded by Council Member Butterfield to close Regular Council Meeting and enter into Closed Session. Motion carried 5/0

*Regular Session resumed at 7:55 p.m.*

Mayor Dodge requested the addition of A.5 Resignation of Employee be added to the agenda. A MOTION was made by Council Member Boder and seconded by Council Member Butterfield to approve addition of A.5 Resignation of Employee to the agenda.

*Council Member Boder excuses himself briefly at 7:56 p.m.*

REPORTS AND RECOMMENDATIONS OF CITY DEPARTMENTS

A. Administration

1. **Discussion on Community Center Policy** – After some discussion, a MOTION to Adopt Community Center Policy with changes to non-resident rates was made by Council Member Butterfield and seconded by Council Member McNeilly. Motion carried 5/0

2. **Discussion on Personnel Committee Structure** – A MOTION to Approve the Personnel Committee members to include Mayor, Acting Mayor, City Administrator, and City Attorney was made by Mayor Dodge and seconded by Council Member Boder. Motion carried. 5/0
3. **Approve to Close Friday, November 24, 2017 Day After Thanksgiving** – A MOTION to Approve to Close City Hall, Friday, November 24, 2017 Day After Thanksgiving was made by Council Member Butterfield and seconded by Council Member McNeilly. Motion carried 5/0
4. **Approve Liability Coverage Waiver** – A MOTION to Approve Liability Coverage Waiver through the League of Minnesota Cities was made by Council Member McNeilly and seconded by Mayor Dodge.
5. **Approve Resignation of Employee** – A MOTION to Accept Resignation of Konner Bleth, effective November 13, 2017 was made by Council Member Boder and seconded by Council Member Butterfield. Motion Carried 5/0

#### COUNCIL REPORTS

- None

#### OTHER BUSINESS

- None

#### ADJOURN

There being no further business, a MOTION was made by Council Member Boder and seconded by Council Member McNeilly to adjourn the meeting at 8:16 p.m. Motion Carried 5/0

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Mike Dodge, Mayor

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

**\*Claim Register©**

11/27/17 PAY

November 2017

**Claim Type Direct**

Claim#	11776	AEM FINANCIAL SOLUTIONS LLC			
Cash Payment	E 100-41000-301	Auditing and Acct g Serv	ACCOUNTING SUPPORT		\$997.25
		Invoice 389416			
Transaction Date	11/17/2017	Security Bank	10100	<b>Total</b>	\$997.25

**Claim Type Direct**

Claim#	11760	ANCOM COMMUNICATIONS, INC			
Cash Payment	E 100-42260-406	800 Mgz Radios	RADIO PAGER		\$132.00
		Invoice 74293			
Transaction Date	11/16/2017	Security Bank	10100	<b>Total</b>	\$132.00

**Claim Type Direct**

Claim#	11772	BOLTON MENK INC			
Cash Payment	E 100-41000-303	Engineering Fees	2017 DEVELOPMENT REVIEW		\$1,074.00
		Invoice 209985			
Cash Payment	E 100-41000-303	Engineering Fees	2017 MISC ENGINEERING		\$1,393.00
		Invoice 209988			
Cash Payment	E 100-41000-303	Engineering Fees	MISC ENGINEERING REDUCED FEE		\$390.00
		Invoice 209988			
Cash Payment	G 800-20201	Coldwater Crossing	COLDWATER CROSSING 7TH ADD		\$4,345.00
		Invoice 209990			
Cash Payment	G 800-20202	Hidden Creek	HIDDEN CREEK 7TH ADD		\$3,035.00
		Invoice 209992			
Transaction Date	11/17/2017	Security Bank	10100	<b>Total</b>	\$10,237.00

**Claim Type Direct**

Claim#	11764	CARVER COUNTY			
Cash Payment	E 620-49440-300	Professional Svcs	3RD QTR 2017 GIS SHARED POSITION COST		\$309.61
		Invoice CSER-331			
Cash Payment	E 640-49490-300	Professional Svcs	3RD QTR 2017 GIS SHARED POSITION COST		\$309.60
		Invoice CSER-331			
Transaction Date	11/16/2017	Security Bank	10100	<b>Total</b>	\$619.21

**Claim Type Direct**

Claim#	11768	CARVERLINK			
Cash Payment	E 100-41000-321	Telephone	CITY HALL		\$50.00
		Invoice 1877			
Cash Payment	E 100-42280-321	Telephone	FD		\$50.00
		Invoice 1877			
Cash Payment	E 620-49410-321	Telephone	WTP		\$50.00
		Invoice 1877			
Cash Payment	E 640-49480-321	Telephone	WWTF		\$50.00
		Invoice 1877			
Transaction Date	11/16/2017	Security Bank	10100	<b>Total</b>	\$200.00

**Claim Type Direct**

Claim#	11759	CENTRAL FIRE PROTECTION, INC.			
Cash Payment	E 100-42260-400	Repairs & Maint Cont	6 EXTGS, 1 HYDRO, 1 NEW ABC		\$168.00
		Invoice 37874			
Transaction Date	11/16/2017	Security Bank	10100	<b>Total</b>	\$168.00

**Claim Type Direct**

Claim#	11758	CITY OF LESTER PRAIRIE			
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MAYER, MN

11/20/17 2:14 PM

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\*Claim Register©

11/27/17 PAY

November 2017

Cash Payment	E 640-49480-220 Bio-Solids Disposal	BIOSOLIDS TRANSFERRED FALL 2017		\$9,000.00
	Invoice			
Transaction Date	11/16/2017	Security Bank	10100	<b>Total</b> \$9,000.00
<b>Claim Type</b>	<b>Direct</b>			
Claim#	11773 DAWN CLEMENSEN			
Cash Payment	E 100-41940-300 Professional Svcs	CUSTODIAL SERVICE FOR OCT 17		\$375.00
	Invoice			
Transaction Date	11/17/2017	Security Bank	10100	<b>Total</b> \$375.00
<b>Claim Type</b>	<b>Direct</b>			
Claim#	11771 GREATER MN COMMUNICATIONS			
Cash Payment	E 100-41000-350 Print/Binding	MAGGIE,JANELL,KYLE,BRENT,MIKE		\$205.00
	Invoice 14399			
Cash Payment	E 100-41000-350 Print/Binding	RE ORDER BUSINESS CARDS FOR BRENT		\$25.00
	Invoice 14430			
Transaction Date	11/17/2017	Security Bank	10100	<b>Total</b> \$230.00
<b>Claim Type</b>	<b>Direct</b>			
Claim#	11782 HERALD JOURNAL PUBLISHING IN			
Cash Payment	E 100-41000-351 Legal Notices Publishing	PUBLIC HEARING PARKING REQUIREMENTS		\$48.33
	Invoice			
Transaction Date	11/20/2017	Security Bank	10100	<b>Total</b> \$48.33
<b>Claim Type</b>	<b>Direct</b>			
Claim#	11778 MCLEOD COOP POWER ASSN	Ck# 004721E 11/28/2017		
Cash Payment	E 100-43160-381 Electric Utilities	CITY SIGN		\$34.62
	Invoice			
Transaction Date	11/17/2017	Security Bank	10100	<b>Total</b> \$34.62
<b>Claim Type</b>	<b>Direct</b>			
Claim#	11779 MCLEOD COOP POWER ASSN	Ck# 004722E 11/17/2017		
Cash Payment	E 100-43160-381 Electric Utilities	STREET LIGHTS		\$711.16
	Invoice			
Transaction Date	11/17/2017	Security Bank	10100	<b>Total</b> \$711.16
<b>Claim Type</b>	<b>Direct</b>			
Claim#	11774 MCMA			
Cash Payment	E 100-41300-208 Training and Instruction	MEMBERSHIP FOR MAGGIE 5/1/17-4/30/18		\$100.00
	Invoice			
Transaction Date	11/17/2017	Security Bank	10100	<b>Total</b> \$100.00
<b>Claim Type</b>	<b>Direct</b>			
Claim#	11765 MELCHERT HUBERT SJODIN, PLL			
Cash Payment	E 100-41000-304 Legal Fees	POST TERMINATION ISSUES LUAYN RUCH-HAMMOND		\$184.80
	Invoice 134939			
Transaction Date	11/16/2017	Security Bank	10100	<b>Total</b> \$184.80
<b>Claim Type</b>	<b>Direct</b>			
Claim#	11781 MOBIL - EXXON/MOBIL			
Cash Payment	E 100-45000-212 Motor Fuels	PARKS		\$12.00
	Invoice 780468			
Cash Payment	E 100-42260-212 Motor Fuels	FD		\$14.40
	Invoice 783829			

**\*Claim Register©**

11/27/17 PAY

November 2017

Cash Payment	E 100-45000-212 Motor Fuels	PARKS	\$16.65
	Invoice 784585		
Cash Payment	E 100-42260-212 Motor Fuels	FD	\$44.47
	Invoice 787763		
Cash Payment	E 100-43100-212 Motor Fuels	P/W	\$67.72
	Invoice 793066		
Cash Payment	E 100-43100-212 Motor Fuels	P/W	\$24.16
	Invoice 801560		
Cash Payment	E 100-43100-212 Motor Fuels	P/W	\$39.51
	Invoice 804645		
Cash Payment	E 100-42260-212 Motor Fuels	FD	\$37.04
	Invoice 805854		
Cash Payment	E 100-43100-212 Motor Fuels	P/W	\$81.06
	Invoice 811309		
Transaction Date	11/17/2017	Security Bank	10100
<b>Claim Type</b>	<b>Direct</b>	<b>Total</b>	<b>\$337.01</b>
Claim#	11777 MUNICIPAL DEVELOPMENT GROU		
Cash Payment	E 100-41910-300 Professional Svcs	COMP PLAN/LAND USE & PARKS,TRAILS,REC	\$1,000.00
	Invoice MAYCP110617		
Cash Payment	E 100-41910-300 Professional Svcs	MISC PLANNING	\$717.45
	Invoice MAY110617		
Transaction Date	11/17/2017	Security Bank	10100
<b>Claim Type</b>	<b>Direct</b>	<b>Total</b>	<b>\$1,717.45</b>
Claim#	11763 PEARSON BROS INC		
Cash Payment	E 100-43100-300 Professional Svcs	FALL 2017 STREET SWEEPING	\$1,200.00
	Invoice 4249		
Transaction Date	11/16/2017	Security Bank	10100
<b>Claim Type</b>	<b>Direct</b>	<b>Total</b>	<b>\$1,200.00</b>
Claim#	11767 PINE PRODUCTS INC		
Cash Payment	E 100-43100-400 Repairs & Maint Cont	4YRDS BLACK DIRT	\$72.00
	Invoice 92637		
Transaction Date	11/16/2017	Security Bank	10100
<b>Claim Type</b>	<b>Direct</b>	<b>Total</b>	<b>\$72.00</b>
Claim#	11762 QUALITY FLOW SYSTEMS INC		
Cash Payment	E 620-49410-400 Repairs & Maint Cont	WTP REPLACE BASE ELBOW	\$2,980.00
	Invoice 34410		
Transaction Date	11/16/2017	Security Bank	10100
<b>Claim Type</b>	<b>Direct</b>	<b>Total</b>	<b>\$2,980.00</b>
Claim#	11775 TECHSTAR IT SOLUTIONS		
Cash Payment	E 100-41920-312 Software Support	PRE INSTALL QUESTIONS, COUNCIL EMAILS	\$75.00
	Invoice 7380		
Transaction Date	11/17/2017	Security Bank	10100
<b>Claim Type</b>	<b>Direct</b>	<b>Total</b>	<b>\$75.00</b>
Claim#	11761 UTILITY CONSULTANTS, INC.		
Cash Payment	E 620-49440-215 Samples	WTP	\$40.00
	Invoice 96289		
Cash Payment	E 640-49480-385 Testing and Lab Services	WWTF	\$1,522.30
	Invoice 96288		

**\*Claim Register©**

11/27/17 PAY

November 2017

Transaction Date	11/16/2017	Security Bank	10100	<b>Total</b>	\$1,562.30
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Claim Type Direct

Claim# 11766 WATER CONSERVATION SERV IN

Cash Payment	E 620-49440-400 Repairs & Maint Cont	HIDDEN CREEK & MEADOW PARK LEAK LOCATE	\$385.65
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Invoice 7976

Transaction Date	11/16/2017	Security Bank	10100	<b>Total</b>	\$385.65
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Pre-Written Checks	\$745.78
Checks to be Generated by the Compute	\$30,621.00
<b>Total</b>	<b>\$31,366.78</b>

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



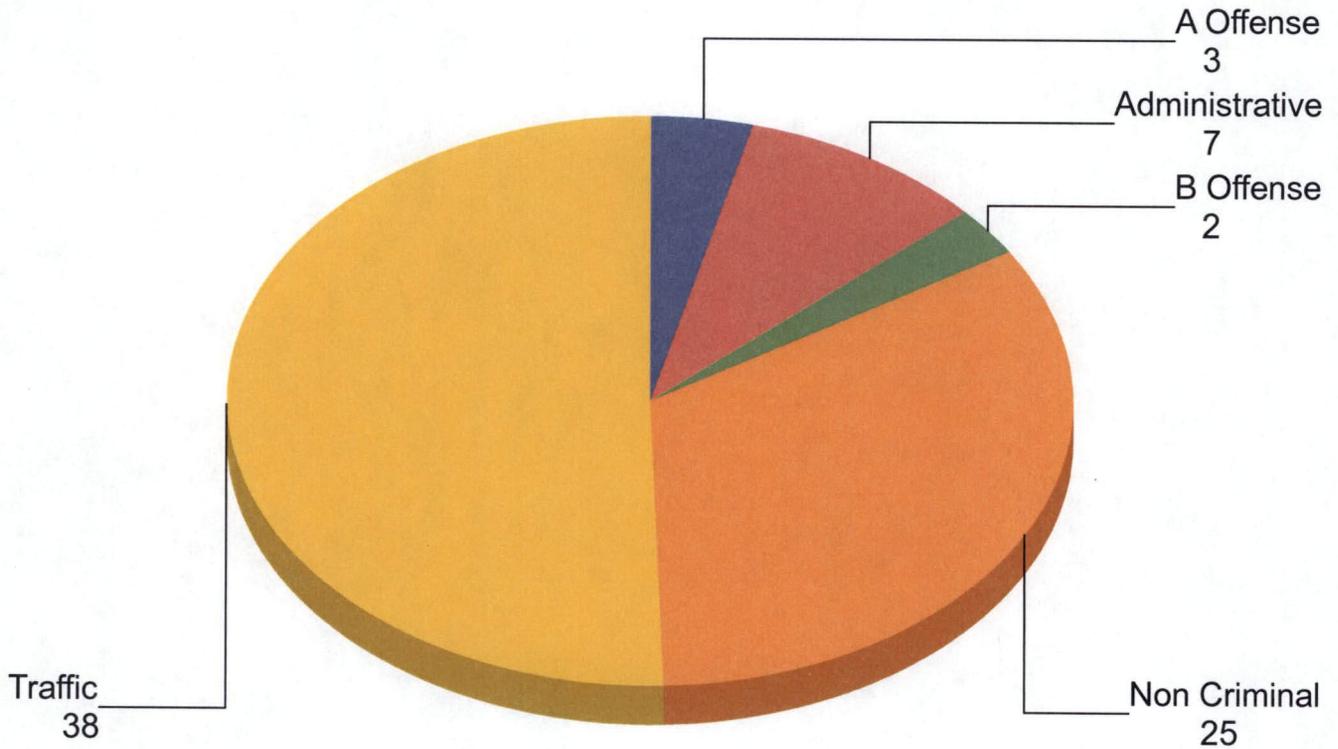
**City of Mayer**

**October 2017**



**Carver County Sheriff's Office  
Monthly Calls for Service  
From: 10/01/2017 To: 10/31/2017**

**Mayer City**



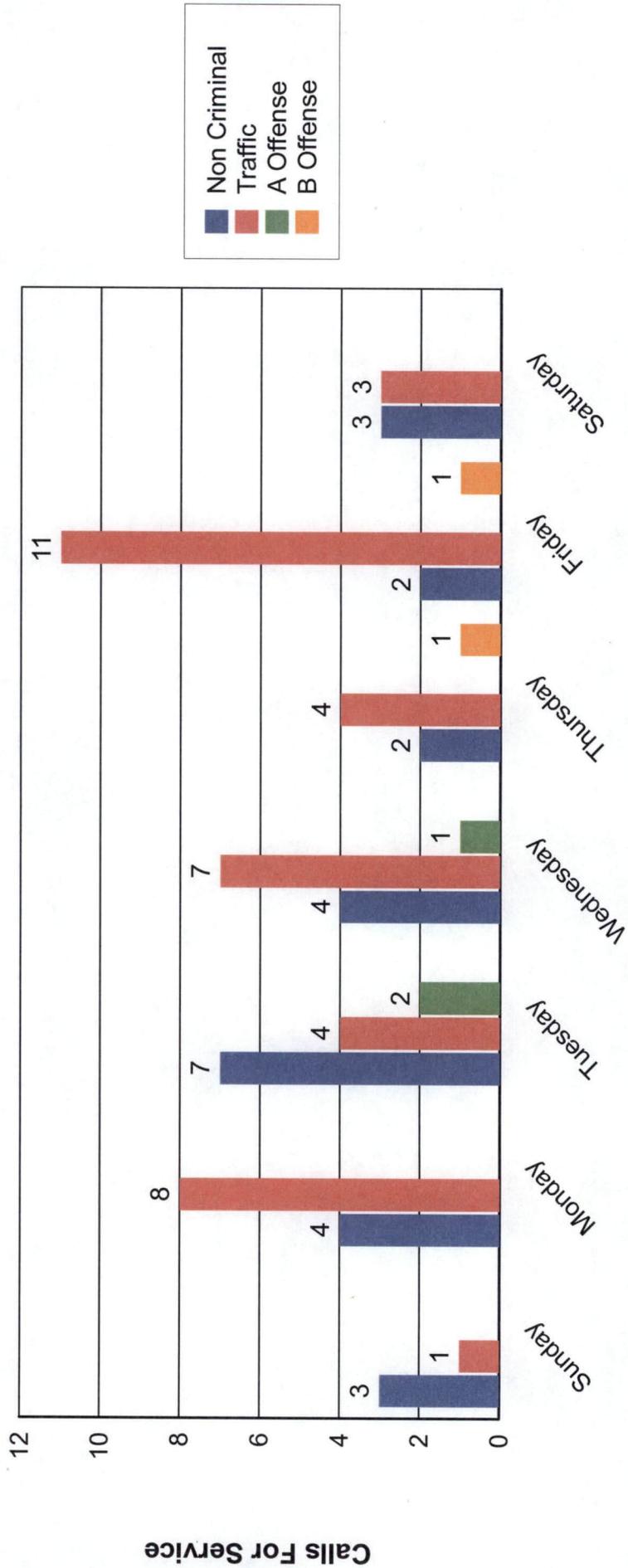
Total A Offense:	3
Total B Offense:	2
Total Non Criminal:	25
Total Traffic:	38
Total Administrative:	7

**Total Mayer City: 75**



**Carver County Sheriff's Office**  
**Day of Week Analysis of Calls for Service**  
**Patrol Activity**  
**From: 10/01/2017 To: 10/31/2017**

**Mayer City**



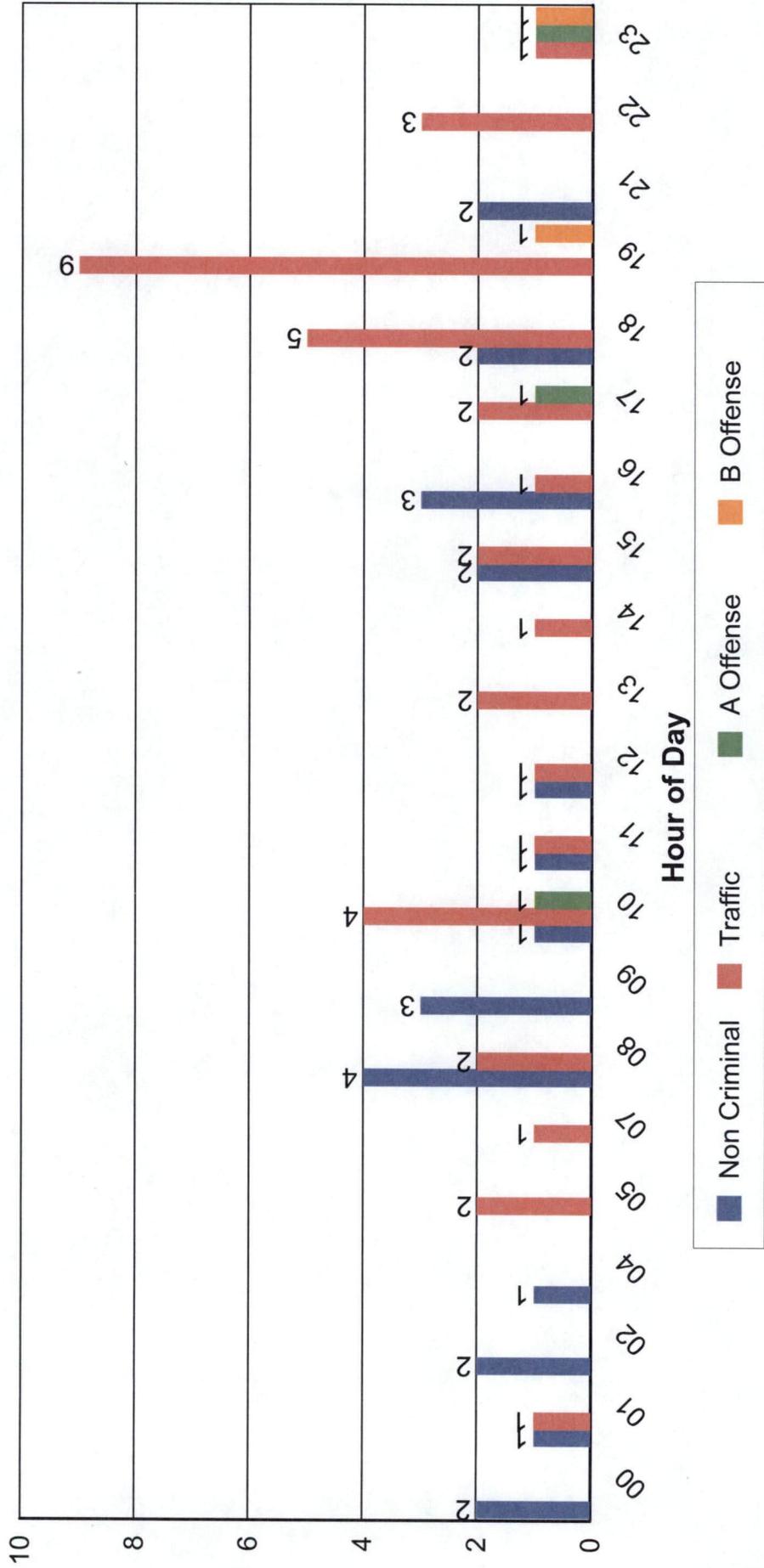
**Total Mayer City: 68**

Calls For Service



Carver County Sheriff's Office  
 Hour of Day Analysis of Calls for Service  
 Patrol Activity  
 From: 10/01/2017 To: 10/31/2017

**Mayer City**



**Total Mayer City: 68**



**Carver County Sheriff's Office  
Monthly Calls for Service  
From: 10/01/2017 To: 10/31/2017**

## Mayer City

### Patrol

#### A Offense

Counterfeiting/Forgery	1
Pornography	1
Fraud	1
<b>Total A Offense:</b>	<b>3</b>

#### B Offense

Traffic - alcohol Rel	2
<b>Total B Offense:</b>	<b>2</b>

#### Non Criminal

Misc Non-criminal	2
Alarm	1
Abuse/Neglect (Info Only)	1
Medical	8
House Check	1
Assist Other Agency	2
Mental Health	1
Warrant Service	2
Suspicious Activity	5
Open Door	1
Disturbance (Info Only)	1
<b>Total Non Criminal:</b>	<b>25</b>

#### Traffic

Traffic - Misc	2
Traffic Stop	30
Pd Accident	2
Driving Complaint	4
<b>Total Traffic:</b>	<b>38</b>

**Total Patrol: 68**

### Administrative

#### Administrative

GunPermit-Acquire	3
GunPermit-CarryNew	3
GunPermit-CarryRenew	1
<b>Total Administrative:</b>	<b>7</b>

**Total Administrative: 7**

**Total Mayer City: 75**



# Carver County Sherff's Office

## Arrest Summary

From: 10/01/2017 To: 10/31/2017

### Mayer City

90D - Driving Under the Influence	4
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Total Number of Charges Involving All Arrests:	4
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Total Number Individuals Arrested:	2
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Total Incident With Arrests:	2
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**Carver County Sherff's Office  
Traffic Citation Summary  
From: 10/01/2017 To: 10/31/2017**

**Mayer City**

Speed:	6
Unsafe Equipment:	1
<b>Total Mayer City:</b>	<b>7</b>



**Carver County Sheriff's Office  
Verbal Warnings  
From: 10/01/2017 to 10/31/2017**

**Mayer City**

Traffic Stop:	22
Grand Total Verbal Warnings:	22



**Carver County Sherff's Office**  
**Written Warning Summary**  
**From: 10/01/2017 To: 10/31/2017**

**Waconia City**

Speed:	1
Total Waconia City:	1

NIBRS - Activity Codes

Activity Code	Descriptor	
<b>GROUP A</b>		
AC	Animal Cruelty	Abuse or neglect of animal
AR	Arson	Intentionally destroy property by fire
A	Assault	Altercation between parties where physical harm occurred
AA	Aggravated Assault	Assault where substantial injury is caused or weapon used
BB	Bribery	Offering, giving, receive anything of value to sway judgement
B	Burglary	Unlawful entry into a structure to commit a crime
CF	Counterfeiting/Forgery	Alter, copy, imitation, passing a copy as an original
P	Property Damage	All damage to property
D	Drugs	All drug violations, possession of, sale of, manufacture of
EM	Embezzlement	Misappropriation of money, property entrusted to person
EX	Extortion/Blackmail	Unlawful obtain money, property by use or threat of force
U	Fraud	Intentional perversion of truth to obtain money or property
G	Gambling	Unlawful operate, promote or assist in operation of gambling
H	Homicide	Intentional taking of a persons life
HT	Human Trafficking	Induce a person to perform sex act or labor via force, fraud or coercion
K	Kidnapping	Unlawful seizure, transport or detain person against their will
T	Theft/larceny	Taking of property, stealing
V	Motor Vehicle Theft	Theft of a motorized vehicle
PO	Pornography	Manufacture, publish, sell, buy, possess sexually explicit material
PR	Prostitution	Unlawfully engage in or promote sexual activity for anything of value
R	Robbery	Taking of property by use of force
S	Sex Offenses	Forcible sexual assault
SN	Sex Offenses, Nonforcible	Nonforcible sexual intercourse (incest, statutory rape)
SP	Stolen Prop Offenses	Receive, buy, sell, possess, conceal, transport known stolen property
W	Weapons	Violation of manufacture, sale purchase, transport, use firearm

**GROUP B**

BC	Bad Checks	Intentional issuance of check against insufficient or nonexistent funds
CL *	Curfew/Loitering	Curfew violation/ person remain in area w/o visible means of support
DP *	Disorderly Conduct	Behavior tends to disturb public peace/shock public sense of morality
J	Driving Under Influence	Traffic stop or accident involving drive under influence
DR *	Drunkness	Drink alcohol to extent substantial impairs mental and physical function
FO	Family Offense, Non violent	Unviolent acts by family member against another family member
LV	Liquor Law Viol	Illegal consumption, sale, possession of liquor
PT *	Peeping Tom	Secretly look in windows, doorway, keyhole for purpose of voyeurism
RU	Runaway	Juvenile runaway
TR *	Trespassing	Unlawfully enter land, dwelling or other real property
M	All Other Offenses	OFP/Danco violation, Traffic - Hit & run accident
		All other offense not included in other A & B classifications
O *	Ordinances	Laws/rules created by county or cities.
*		Use only when Enforcement used (citation or arrest)

**Activity Codes**  
**Non-criminal, Traffic and Administrative**

<b>NON CRIMINAL</b>		
<b>Code</b>	<b>Description</b>	
1	Misc. NonCriminal	Gen law enforcement questions: citizen assists, lost and found property civil disputes, juvenile disciplinary issues, etc
2	Unlock Veh/Bldg	Unlock doors of automobile, residence or business for owners
3	Alarm	Checking on an alarm at a private residence or business
4	Domestic	Verbal argument between parties. Must have relationship. No charges
5	Missing Person	Missing / Lost person (not runaway)
6	Abuse/Neglect - Info only	Abuse or neglect of children or adults
9	Animal	Animal bites, stray animals. All calls involving animals
10	Medical	Assist persons with medical issues, natural cause deaths
11	House/Business Check	Check on residences or business when owners are away from property
12	Assist other Agency	Assist other law enforcement, state patrol, govt depts, EMT or medical
13	Fire Call	Fires and assist to fire departments
15	Mental Health	Suicides, 72 hr holds for mental health issues
16	Civil Process	Service of civil papers. Assist with civil standby situations
17	Transport	Trtransport 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

Date: November 6, 2017

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

SUBJECT: FIRE REPORT FOR MONTH ENDING – 10/31/17

**TOWNSHIP CALLS:**

				<u>MAN HOURS</u>
10/08/17	1550	Camden	Bike Accident, Co Rd 30 & Union Ave (Dakota Trail)	16
10/19/17	1926	Watertown	Medical, 4660 Quaas Ave	19

**CITY OF MAYER CALLS:**

<u>DATE</u>	<u>TIME</u>	<u>DESCRIPTION/ADDRESS</u>	<u>MAN HOURS</u>
10/05/17	0408	Lift Assist, 2308 Coldwater Crossing	12
10/17/17	1532	Medical, 1787 Sunrise Circle	11
10/17/17	2115	Medical, 203 W Ridge Rd	21
10/19/17	1100	Mutual Aid-New Germany, accident Hwy 7 & CR 33	18
10/28/17	0940	Medical, 2506 Rocky Meadow LN	18

**FIRE DEPARTMENT TRAININGS/ACTIVITIES FOR MONTH ENDING 10/31/17**

10/2/17	Regular Meeting
10/09/17	Group Training – Ropes & Radio
10/12/17	Carver County Chiefs Meeting at NYA
10/16/17	Training - Maps
10/19-21/17	MN State Fire Chiefs Association – Convention, Rochester
10/22/17	Mayer Fire Department Fall Fish Fry

# Administrators Update

Mayor Dodge and Council,

## **White Bear Glass –**

We had a representative from White Bear Glass come out and do measurements on the counter at City Hall. They will be getting us a quote soon on the project. We are hoping to get this done soon.

**Trailer blocking neighborhood access on CSAH 30 –** I contacted the County about the trailer that is blocking access to the neighborhood off of CSAH 30. They will be moving it next week.

## **Tierney Brothers –**

I had a company come out and look at the City Council Chambers to see what it would cost to do some audio/visual equipment improvements. They should also be getting me a quote soon so we can budget accordingly for 2018 as a possible project.

## **Website – Pictures Needed!!**

Just a reminder again!!! I need pictures of Mayer!! So if you have any great pictures, or know anyone that does, it would be great to use them!

## **Veterans Day Program – Mayer Lutheran High School –**

On November 8, 2017 I attended a Veteran's Day Program at the Mayer Lutheran High School. It was a very nice program!

## **Redevelopment Symposium – November 17, 2017**

I will be attending a Redevelopment Symposium in Bloomington this Friday. The event is comprised of five interrelated sessions that address the process of redevelopment in Minnesota including financing tools and legal requirements.

**Abdo, Eick & Meyer –** Staff met with Abdo, Eick and Meyer last week to go over processes. We wanted to meet with them to determine if there are things that we can do to make things more efficient and better in practice. I think it went really well and we have some new ideas!

**Gappa –** Gappa came in last week to put in a security card system on the City Hall and Council Chamber doors. You will be receiving a scan card for access to the Council Chambers. This is a way for us to better control access to the City Hall and Council Chamber rooms and to make them more secure.

**Enterprise Budget for 2018 –** I sat down with Kyle to go over the Enterprise Fund. I sat down with Greg Kliver to go over the Waste Water budget for 2018. He will present it at our next budget workshop. I will be sitting down with Kyle as well soon to go over the rest of the enterprise budget.

**Budget Workshop –** It looks like we will be having our budget workshop on Tuesday, November 28, 2017 at 6:30 p.m. Let me know if you have any questions.

**2017 Metro Meeting – League of Minnesota Cities –** Next Wednesday, I will be attending that League of Minnesota Cities "Sharing Bright Ideas, Moving Cities Forward" 2017 Metro Meeting in Plymouth.

**Mayer Lutheran High School Meeting** – I met with the Athletic Director for Mayer Lutheran High School last week regarding what the City can do to support local sports teams and keeping events within the community.

**Sincerely,  
Maggie McCallum**



**To:** Mayor and Council Members

**From:** Kyle Kuntz

**Re:** Public Works Activities from October 20<sup>th</sup> to November 20<sup>th</sup> (2017)

**Roads**

- Bargen Incorporated in to crack seal
- Person Brothers in to sweep streets
  - Hauled sweepings to compost site
- Finished chopping road sides for the season
- Help put together snow removal contract and contracted contractor to sign

**Parks**

- Conducted playground inspections on monthly basis
- Emptied trash cans on regular basis
- Final mowed all parks and final chopped all meadow areas for the 2017 season
- Took gator bags off newly planted trees
- Took down soccer nets and volleyball net
- Installed new garbage cans in West Ridge Park and Bluejay Park
- Attended park board meeting on 11/14/17

**Water Treatment Facility**

- Executed daily rounds
- Performed chlorine, fluoride, iron, and manganese tests on a weekly basis
- Received chemical deliveries from DCP Industries on a monthly basis
- Took water samples for Minnesota Department of Health
  - Took all MDH water samples to UPS store in Waconia to be shipped
- Filled out monthly fluoride report for October 2017
- Changed out chlorine tanks as needed
- Chlorine analyzer main circuit board broke (whole unit needs to be replaced)
- Flushed KMNO<sub>4</sub> feed line and mixed KMNO<sub>4</sub> on a regular basis
- Exercised generator at WTP and Well #2 on a monthly basis
- Conducted well #2 draw down on a weekly basis
- Quality Flow Systems in to replace broken base elbow for reclaim pump
- Worked on 2018 budget
- Water Conservation Service Inc. came to reshoot watermain leak
  - Schneider Excavating in to dig two significant water main breaks/leaks on Birch Drive and Meadow Parkway
  - Hung water shutoff notices on houses that were affected
  - Hauled in black dirt and reseeded areas that were affected
- KLM in to clean interior of tower and fix small paint failures as part of warranty work (all ok)
  - Drained tower and assisted with the cleanout
  - Bypassed tower for one week while repairs were taking place
  - Re-plumbed pressure gauge to include a sample tap at the base of the tower
  - Took bacti tests before placing tower back in service
- Flushed and oiled Hydrants
- Then well in to televise and inspect well #2
  - Replaced riser pipe and check valve
  - The casing and screen at the base of the well is in really good condition.
  - Well #2 is in need of replacement (budgeted for early 2018)

**Wastewater Treatment Facility**

- Executed daily rounds and weekly sampling procedures
- Ran TSS and settleability Tests

- Cleaned influent channel and washed down floor in pretreatment building
- Decant digester as necessary
  - Contractor in to hauled bio solids
  - Washed down digester walls
  - Started working on cleaning and rebuilding digester diffusers
- Washed down scum manhole and control structure #2 as necessary
- Cleaned cyclone grit separator as necessary
- Removed U.V. bulbs for the 2017 season
  - Clean bulbs and placed on rack for storage
  - Troubleshoot issue with bad connector
- Greased clarifier drive and flocculator drive on a monthly basis
- Chopped banks around equalization pond

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

- Check lift station operations on daily basis
- Exercised generator on monthly basis
- Contacted Visu Sewer about 2017 sewer lining project
  - Was informed that they won't be able to get to it this year
  - Planning for a bigger project next year
- Worked on 2018 budget

#### **Miscellaneous**

- Worked on cleaning/organizing public works building in between other public works tasks
- Gopher one locates
- Cleaned up new fire station property for "snow storage"
  - Hauled out random dirt piles
  - Cut down volunteer trees and chipped brush
- Worked on October public works activities sheet
- Changed out old water meters and MXU devices
- Installed MXU's and sealed water meters for new houses
- Read water meters on the 1<sup>st</sup> of each month
- Worked on 'On Call' schedule
- Ran to various stores to get supplies/materials
- Attended safety committee meeting and training in Waconia on a monthly basis
- Attended weekly meetings about the County Road 30 reconstruction
- Removed large plug from storm sewer overflow structure in Coldwater Crossing
- Pushed up brush pile and compost pile as necessary
- Moved 3 ton hoist from old public works building to new public works building
- Contacted McCloud Power about broken street light on Hidden Creek BLVD
- Chopped and weed whipped areas of the compost site
- Attended council meeting on 10/23/17

#### **Equipment**

- Fueled and washed equipment as needed
- Exercised bypass pump on a monthly basis
- Greased and changed oil in Kubota, Mower, Tractor, and F550

#### **Safety Concerns**

- No safety concerns at this time



**BOLTON  
& MENK**

Real People. Real Solutions.

2638 Shadow Lane  
Suite 200  
Chaska, MN 55318-1172

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

## MEMORANDUM

**Date:** November 21, 2017  
**To:** Mayer City Council  
**From:** David Martini  
**Subject:** Projects in Progress

For your convenience, the following is a summary of the projects Bolton & Menk has worked on during the billing period between September 9<sup>th</sup> and October 20<sup>th</sup>, 2017:

### **Miscellaneous Engineering**

During the billing period, miscellaneous engineering included the following:

- Attendance at the September 25<sup>th</sup> Council Meeting
- Reviewing lot surveys in Hidden Creek and Cold Water Crossing
- Reviewing drainage issues in the Industrial Park adjacent to the mini storage facility
- Mapping updates related to Hidden Creek and Cold Water Crossing
- Coordination with the wetland seeding contractor
- Coordinating and reviewing drain tile repairs related to the wetland restoration project
- Reviewing comments from Mn/DOT related to the proposed solar garden
- Coordination related to the Veterans Memorial
- Mn/DOT coordination
- Comprehensive planning support

8.5 hours of time was provided at the City's reduced hourly rate and the City Council Meeting was attended at no charge to the City, which resulted in a savings to the City of **\$936**.

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

During the billing period, time was spent reviewing letter of credit reduction requests, construction observation, reviewing site condition, and punch list items.

**CITY OF MAYER  
COUNTY OF CARVER  
STATE OF MINNESOTA**

**RESOLUTION ALLOWING THE ASSESSMENT OF UNPAID UTILITIES TO THE 2018 TAXES**

**RESOLUTION 11-27-17-38**

**WHEREAS**, The City Council has reviewed the unpaid utility bills pursuant to Mayer City Code; and

**WHEREAS**, the property owners have been properly notified of said pending assessment;

**NOW THEREFORE, BE IT RESOLVED**; that the City Administrator will certify to the County Auditor for inclusion on the 2018 tax statements, those bills which remain unpaid as of November 24, 2017.

Adopted on this 27<sup>th</sup> day of November, 2017 by the Mayer City Council.

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Mike Dodge  
Mayor

---

Margaret McCallum  
City Administrator



**REQUEST FOR CITY COUNCIL ACTION**

**Meeting Date: November 27, 2017**

**Item Name:** Make up Air Unit replacement for Clarifier Building at WWTF

**Originating Department:** Wastewater Consultant

**Presented by:** Greg Kluver/ Kluver Consulting

**Previous Council Action (if any):**

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

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

Motion to accept the low bid from OWENS Air Conditioning and Heating in the amount of \$14,100 for one new Captive Air Indirect Make-Up Air Unit.

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

As part of the semi-annual maintenance inspection conducted by Owens Air Conditioning & Heating at the WWTF. The natural gas Make Air Unit for the Clarifier Building was found to have a cracked heat exchanger. This condition requires the Unit to be immediately isolated from the gas supply and turned off. Running the Unit in this condition can lead to dangerous CO levels in the occupied space.

Owen Company and City staff have researched the possible replacement of the faulty heat exchanger and found that this part is no longer manufactured. Welding or any other type of repair to the heat exchanger is not an option. Based on these facts, a replacement of the existing Make-Up Air Unit is warranted. Staff has obtained two bids for the replacement of the Make-Up Air Unit. The Original Unit is 11 years old and was manufactured in Canada, for our replacement staff is recommending a different manufacturer, which is located in the U. S., this will make part replacement more efficient in the future. Specifications from the original unit were used for the obtaining replacement costs for the new units. The two bids include all electrical, mechanical and labor costs to remove the old unit and install the new one.

<u>MAKE –UP AIR UNIT BIDS</u>		<u>PRICE</u>
1. Owens Air Conditioning & Heating Bloomington, MN.	(Captive Air indirect furnace)	\$14,100.00
2. John J. Morgan Co. South St. Paul, MN.	(Titan indirect furnace)	\$19,215.00

Staff is recommending the low bid in the amount of \$14,100.00 from Owens Air-conditioning & Heating. The cost of the project will be taken from the 2017 Capital Outlay Fund for the WWTF. This fund has a balance of \$19,512.00.

**FINANCIAL IMPLICATIONS:**

Funding Sources & Uses: 2017 WWTF BUDGET , 640-49480-500  
CAPITOL OUTLAY

Budget Information: \$80,990.00

**ADVISORY BOARD RECOMMENDATIONS:**

<b>80,990.00</b>	Budgeted				
	Non Budgeted				
	Amendment Required		Other		
<b>Approved</b>	_____	<b>Denied</b>	_____	<b>Tabled</b>	_____
<b>Resolution No.</b>	_____			<b>Ordinance No.</b>	_____
				<b>Other</b>	_____



November 20, 2017

Mr. Greg Kluver  
City Of Mayer  
15300 County Road 30  
Mayer, MN 55360

SUBJECT: Sewage Treatment Plant Make-Up Air Unit

P-12472R

Dear Greg,

The following is a price to replace the existing indirect fired make-up air unit with a new "CaptiveAire" indirect fired single packaged duct furnace with a stainless steel heat exchanger, power vented. Unit will come with new intake hood, filter rack, blower section, duct thermostat control, 3/4 HP single-speed blower motor, non-fused disconnect switch, control voltage transformer, motor starter, standard control panel, inlet duct stat, timed freeze protection and exhaust interlock relay.

Job Scope: Remove and dispose of existing unit, install new unit, make duct connection transition, reconnect high and low voltage electrical, reconnect gas lines, start-up and test.

Total Price for This Project:

Fourteen Thousand One Hundred Dollars: ..... \$14,100.00

OPTION:

Direct Fired Make-Up Air Unit: ..... \$ 9,300.00

Please Note: Direct fired option must be approved by a Licensed Mechanical Engineer. (Engineering not included in our price).

Exclusions: Overtime work, ACT ceiling work, concrete cut and patch, painting, bond fees, fire protection, temporary services, roofing, dumpsters and DBE.

**Terms and Conditions**

The repair, correction or modification of pre-existing HVAC and/or electrical deficiencies unless specifically detailed is not included. Any additional repairs found necessary during the course of this work will be brought to your attention with the appropriate pricing before proceeding.

**Owens Companies, Inc.**

930 East 80<sup>th</sup> Street  
Bloomington, MN 55420-1499  
952.854.3800 FAX: 952.854.3769  
[www.owensco.com](http://www.owensco.com)

Building Services • Mechanical Contracting  
Automation • Engineering • Home Comfort

Mr. Greg Kluver  
Page Two  
November 20, 2017

This proposal is firm for 30 days. Owens requests a 25% down payment upon approval with progress payments as the work progresses. Our terms are NET 15 DAYS from date of invoice. Please refer to our attached General Terms and Conditions.

If you wish to proceed with this work, please sign and return a copy to Owens Companies. Please feel free to reach out to me with any questions or concerns you may have regarding this project. My direct line is 952-703-5736. We look forward to working with you on this project.

Sincerely,

OWENS COMPANIES, INC.



Don J. O'Brien  
Vice President

Accepted By:

**PURCHASER: CITY OF MAYER**

---

Signature

---

Title

---

Date



## GENERAL TERMS AND CONDITIONS

1. All orders are subject to approval by the Credit Department of the Seller.
2. A 1½% per month late payment charge will be applied to all past due invoices.
3. Materials or equipment must not be returned except by prior written approval from Seller. Transportation charges must be prepaid. Items not found to be defective are subject to a 20% restocking charge.
4. Seller warrants its workmanship against defect for thirty (30) days from date the work is completed, unless other terms are agreed to in writing by Seller. During that period, Seller will correct the defect in workmanship without charge for labor. Warranty service does not include routine maintenance. Parts, materials, and equipment warranty is limited to the same warranty terms that Seller receives from the manufacturer. Seller shall not be liable for loss, damage, or injury caused by failure or delay in performing services when such failure or delay arises from causes beyond our control.

THIS WARRANTY IS IN LIEU OF ALL OTHER WARRANTIES OR LIABILITIES, EITHER EXPRESS OR IMPLIED, INCLUDING ANY IMPLIED WARRANTIES OF MERCHANTABILITY, OR FITNESS FOR A PARTICULAR PURPOSE. IN NO EVENT SHALL SELLER BE LIABLE FOR ANY INCIDENTAL OR CONSEQUENTIAL DAMAGES.

5. Purchaser shall assume risk of loss or damage to equipment furnished by Seller on the date that such equipment is set in place on the job. Purchaser shall insure such equipment and all other work supplied by Seller under this project against loss or damage in an amount sufficient to protect the interests of Seller against ALL RISK of loss. Purchaser shall cause Seller to be added as a named insured on such insurance policy until final payment is made by Purchaser to Seller.
6. Purchaser understands and agrees that:
  - a. This Proposal does not include the detection, abatement, encapsulation, or removal of asbestos or products, materials, or equipment containing asbestos. In the event that Seller encounters any asbestos product or material in the course of performing its work, Seller shall have the right to discontinue its work and remove its employees from the project site, or that portion of the project site wherein such product or material was encountered, until such product or materials, and any hazards connected therewith are abated, encapsulated, or removed, and/or it is determined that no hazard exists; further, Seller shall receive an extension of time to complete its work, and/or comply with its obligations under this Proposal.
  - b. Seller may rely upon Purchaser's representations and warranties regarding asbestos and Purchaser's compliance with Asbestos Evaluation Requirements. Any other site investigation requirements notwithstanding, Seller shall have no duty to identify, detect, or evaluate asbestos.
  - c. To the extent permitted by law, Purchaser shall defend, indemnify, and hold Seller harmless for any and all penalties, actions, liabilities, and damages arising from or relating to asbestos at this project site, including without limitation: installation, disturbance, or removal of any product containing asbestos or violation of governmental regulations relating to asbestos. Purchaser releases Seller from all claims and liability relating to asbestos at this project site, including claims for subrogation.
7. All agreements are contingent upon strikes, fire, flood, accidents, or delays caused by circumstances beyond our control.

---

**Seller agrees that it will not discriminate against or harass any employee or applicant for employment because of race, color, creed, religion, disability, national origin, sex, member or activity in a local commission, sexual orientation, age, marital status, status with regard to public assistance or any other characteristic protected by law and will include a similar provision in any subcontracts entered into for the performance hereof.**

---

# TITAN QUOTATION

Title: Mayer Water Treatment, MAU-2 Sales Rep.: J.J. Morgan Co., Neill G.  
 Q/N: 60424 S/N: \_\_\_\_\_ Model: TAH ID0100 109 NG HRH Date: 11/13/17

CFM:	<u>680</u>	ESP:	<u>0.5" wc</u>	Temperature Rise (°F):	<u>115</u>
BTU/Hr:	Min. _____	Max.	<u>86,020</u>	Output	
Heat Medium:	<u>Indirect-Fired NG: 7" - 14" Inlet Pressure @ 108 CFH, STD-ANSI Gas Train</u>				
Cool Medium:	<u>None</u>				
Function:	<u>Air Make-Up Unit</u>			<u>Outdoor Mounted</u>	
Voltage:	<u>120 V, 1ph., 60 Hz.</u>	Motor HP:	<u>0.75</u>	NEC FLA:	<u>13.8</u>
				Unit FLA:	<u>16.8</u>
Heating Temp. Control	<u>Discharge Control w/Room Override (Carel c.pCO DDC)</u>				

**OPTIONAL EQUIPMENT INCLUDED:**

- Fresh Air Intake Hood w/ Birdscreen\*  
Type: Full Turn Down (Louvered Style)
- Outside Air Filter Section in Unit Casing  
Type: 2 in. Pleated, MERV 8
- Discharge Damper & Actuator (Al. Airfoil Low Leak)\*
- Lau A9-4A Blower
- Extended Grease Lines
- 2" 1.5# Insulation & Airstream Doors
- Pillow Block Bearings
- 1 Extra Filter & Belt Set\*
- Punched Louvered Hood\*
- ID0100 HHA 304SS, 3:1 Heat Turn Down
- Interior Unit Liner
- Insulated Unit (Conditioned Airstream)
- G-90 Galvanized Casing & Accessories

**OPTIONAL CONTROLS INCLUDED:**

- Low Temp. Safety Function via Prog. Ctrl.
- Inlet Ductstat (Warm OA Burner Shutdown)
- 
- 
- First Stage Gas Pressure Regulator\*, Advise Inle
- Ext GFI Outlet, 120/1 by Others
- Motor Light & Ext Switch, 120/1 by Others
- Nema Rated Starter & Overload
- SS Airstream Sensors
- Auto High Limit Function
- High Fire & Room Override Customer Interlocks
- Door Interlocked Fused Unit Disconnect
- 
- ETL Label (ANSI Z83.8)

**NOTES:**

- 1) Exceptions: 9-4 fan & 115 temp rise proposed.
- 2) Net add per unit for epoxy exterior unit & accessories \$677.00. Net add per unit for interior epoxy unit, accessory and damper coating \$956.00.
- 3) Advise remote panel NEMA rating needed for pricing?

John J. Morgan Co.  
 Manufacturer's Representative

**Neill T. Gustafson**

Cell: (612) 807-8885  
 Office: (651) 698-0089  
 Fax: (651) 698-6967  
 Email: gus@jjmorgan.com  
 1413 Thompson Avenue, Suite 1  
 South Saint Paul, MN 55075



HEATING/ COOLING  
 VENTILATION

Est. Weight: 1800#  
 Est. Freight:  
 Est. Ship Date: 12 weeks

Net Price = + 18,415  
800 per unit  
**\$ 19,215.00**

\_\_\_\_ Pages. Phone: (715)597-2050 Fax: ...-3620. Contact Terry Halderson  
 \* Denotes items shipped loose for field installation. See catalog or submittal for standard items.  
 10:39 AM 11/13/2017 60424 QT2004 Terry Halderson



**BOLTON  
& MENK**

Real People. Real Solutions.

2638 Shadow Lane  
Suite 200  
Chaska, MN 55318-1172

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

November 3, 2017

City of Mayer  
Attn: Margaret McCallum  
13 Bluejay Ave  
P.O. Box 102  
Mayer, MN 55360-0102

RE: Wetland Restoration Project  
Mayer, MN

Dear Margaret:

Enclosed is Payment Request No. 5 for work completed from 3/1/2017 to 10/31/2017 for the Wetland Restoration Project. Work for this estimate includes extra work for the drain tile installation, intake and ditch cleaning. This payment application releases the remaining 2% retainage. This project is now considered complete. We have reviewed the estimate, verified the quantities, and recommend payment Schneider Excavating and Grading Inc. located at 405 S. Central Ave, Young America, MN 55397 in the amount of **\$10,683.62**.

Please contact me if you have any questions or need additional information.

Sincerely,

**Bolton & Menk, Inc.**

**David P. Martini**  
Principal Engineer

Contractor: Schneider Excavating  
 Name of Project: Wetland Restoration

Estimate Number: 5  
 Application Date: 11/3/2017  
 Pay Period: 3/1/17-10/31/17

% COMPLETED AFTER THIS ESTIMATE..... 101.1%

ORIGINAL CONTRACT AMOUNT ..... \$190,979.75

CHANGE ORDERS/EXTRA WORK:

No.	Description	Additions	Deductions
1	FILL FOR BERM	\$ 17,446.30	\$ -
2	DRAIN TILE	\$ 5,000.00	\$ -
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -

TOTAL ADDITIONS..... \$ 22,446.30  
 SUB TOTALS..... \$213,426.05  
 TOTAL DEDUCTIONS..... \$ -

CONTRACT AMOUNT TO DATE..... \$ 213,426.05

TOTAL COMPLETED TO DATE..... \$ 215,680.90  
 MATERIALS STORED..... \$ -  
 TOTAL COMPLETED AND STORED TO DATE..... \$ 215,680.90  
 LESS 0% RETAINAGE..... \$ -  
 TOTAL EARNED LESS RETAINAGE..... \$ 215,680.90

LESS PREVIOUS PAYMENTS:

Est. No. <u>1</u>	Amount <u>\$ 58,012.42</u>	Est. No. _____	Amount <u>\$ -</u>
Est. No. <u>2</u>	Amount <u>\$ 16,273.50</u>	Est. No. _____	Amount <u>\$ -</u>
Est. No. <u>3</u>	Amount <u>\$ 86,455.74</u>	Est. No. _____	Amount <u>\$ -</u>
Est. No. <u>4</u>	Amount <u>\$ 44,255.62</u>	Est. No. _____	Amount <u>\$ -</u>
Est. No. _____	Amount <u>\$ -</u>	Est. No. _____	Amount <u>\$ -</u>
Est. No. _____	Amount <u>\$ -</u>	Est. No. _____	Amount <u>\$ -</u>

Total Estimates \$ 204,997.28

AMOUNT DUE THIS ESTIMATE..... \$ 10,683.62

Payment requested by:  
 Schneider Excavating  
 Contractor Representative

By: [Signature]  
 Date: 11-7-17

Approved and recommended for payment by:  
 Bolton & Menk, Inc.  
 Project Engineer

By: [Signature]  
 Date: 11/20/2017

Contractor: Schneider Excavating  
Wetland Restoration  
Application for Payment  
City of Mayer, Minnesota

Application Number: 5  
Application Date: 11/03/17  
Period to: 3/1/17-10/31/17  
BMI Project Number: C13.102839

Item No.	Description of Work	A Original Plan Quantity	Unit of Measure	B Bid Price	C Original Contract Amount	D Current Pay Application		E Total Quantity to Date	Total Amount Completed to Date  (B x E)
						Quantity this App.	Amount this App. (B x D)		
1	MOBILIZATION	1	LUMP SUM	\$10,000.00	\$10,000.00		\$0.00	1	\$10,000.00
2	REMOVE STORM SEWER PIPE	215	LIN FT	\$5.00	\$1,075.00		\$0.00	500	\$2,500.00
3	REMOVE DRAINAGE STRUCTURE	1	EACH	\$500.00	\$500.00		\$0.00	3	\$1,500.00
4	REMOVE BITUMINOUS PAVEMENT	535	SQ YD	\$3.25	\$1,738.75		\$0.00	535	\$1,738.75
5	CLEARING & GRUBBING	170	EACH	\$10.00	\$1,700.00		\$0.00	30	\$300.00
6	TEMPORARY CONSTRUCTION FENCE	100	LIN FT	\$3.00	\$300.00		\$0.00	50	\$150.00
7	COMMON EXCAVATION (P)	7,000	CU YD	\$5.71	\$39,970.00		\$0.00	7000	\$39,970.00
8	PIPE FOUNDATION MATERIAL	50	TON	\$35.00	\$1,750.00		\$0.00	82.23	\$2,878.05
9	BITUMINOUS PATCHING	535	SQ YD	\$41.00	\$21,935.00		\$0.00	535	\$21,935.00
10	CONNECT TO EXISTING DRAINAGE STRUCTURE	2	EACH	\$1,500.00	\$3,000.00		\$0.00	2	\$3,000.00
11	CONNECT TO EXISTING STORM PIPE	2	EACH	\$1,500.00	\$3,000.00		\$0.00	2	\$3,000.00
12	12" RC PIPE APRON	1	EACH	\$1,278.00	\$1,278.00		\$0.00	1	\$1,278.00
13	24" RC PIPE APRON ARCH EQ	1	EACH	\$1,100.00	\$1,100.00		\$0.00	1	\$1,100.00
14	30" RC PIPE APRON	1	EACH	\$1,000.00	\$1,000.00		\$0.00	1	\$1,000.00
15	8" CORRUGATED PE PIPE	20	LIN FT	\$30.00	\$600.00		\$0.00	60	\$1,800.00
16	12" RC PIPE SEWER DESIGN 3006 CLASS V	30	LIN FT	\$73.00	\$2,190.00		\$0.00	30	\$2,190.00
17	24" RC PIPE SEWER DESIGN 3006 CLASS V ARCH EQ	32	LIN FT	\$83.00	\$2,656.00		\$0.00	32	\$2,656.00
18	30" RC PIPE SEWER DESIGN 3006 CLASS IV	429	LIN FT	\$55.00	\$23,595.00		\$0.00	429	\$23,595.00
19	30" RC PIPE SEWER DESIGN 3006 CLASS V	21	LIN FT	\$100.00	\$2,100.00		\$0.00	21	\$2,100.00
20	24" STORM SEWER PIPE	680	LIN FT	\$46.00	\$31,280.00		\$0.00	668	\$30,728.00
21	RIP RAP, CLASS II	20	TON	\$105.00	\$2,100.00		\$0.00	70.86	\$7,440.30
22	CONSTRUCT DRAINAGE STRUCTURE DES F	21	LIN FT	\$206.00	\$4,326.00		\$0.00	21	\$4,326.00
23	OUTLET CONTROL STRUCTURE	2	EACH	\$5,301.00	\$10,602.00		\$0.00	2	\$10,602.00
24	CASTING ASSEMBLY	2	EACH	\$750.00	\$1,500.00		\$0.00	3	\$2,250.00
25	RAISE SANITARY MANHOLE	1	EACH	\$1,500.00	\$1,500.00		\$0.00	1	\$1,500.00
26	ADJUST FRAME RING & CASTING	1	EACH	\$500.00	\$500.00		\$0.00	2	\$1,000.00
27	CHIMNEY SEAL-EXTERIOR	2	EACH	\$250.00	\$500.00		\$0.00	2	\$500.00
28	WETLAND BUFFER SIGN	16	EACH	\$200.00	\$3,200.00		\$0.00	22	\$4,400.00
29	STRUCTURE MARKER SIGN	7	EACH	\$50.00	\$350.00		\$0.00	7	\$350.00
30	BIOROLL	300	LIN FT	\$4.00	\$1,200.00		\$0.00	300	\$1,200.00
31	MULCH TYPE 1, DISC ANCHOR (NO SEED OR FERTILIZER)	20	ACRE	\$500.00	\$9,900.00		\$0.00	3	\$1,500.00
32	MNDOT 25-151, FERTILIZER, MULCH TYPE 1, DISC ANCHOR (RESIDENTIAL LAWN)	0.6	ACRE	\$3,390.00	\$2,034.00		\$0.00	0.733039	\$2,485.00
33	MNDOT 25-151, FERTILIZER, EROSION CONTROL BLANKET TYPE 3 (RESIDENTIAL LAWN)	2,000	SQ YD	\$1.25	\$2,500.00		\$0.00	610	\$762.50
<b>EXTRA WORK:</b>									
1	STORM POND BERM FILL & REMOBILIZATION	0	LUMP SUM	\$17,446.30	\$17,446.30		\$0.00	1	\$17,446.30
2	125 LF - 6" PERFORATED DRAIN TILE & HYDROSEED	0	LUMP SUM	\$5,000.00	\$5,000.00	1	\$5,000.00	1	\$5,000.00
3	CLEAN OUT DRAIN TILE INTAKE & DRAINAGE SWALE	0	LUMP SUM	\$1,500.00	\$1,500.00	1	\$1,500.00	1	\$1,500.00
<b>PROJECT TOTAL=</b>					\$214,926.05		\$6,500.00		\$215,680.90