



**CITY OF MAYER
REGULAR CITY COUNCIL MEETING
CITY COUNCIL CHAMBERS
MONDAY, DECEMBER 10, 2018
6:30 PM**

AGENDA

- 1. Call Meeting to Order**
- 2. Pledge of Allegiance**
- 3. Approval of Agenda**
- 4. Public Comment (Please limit comments to 5 minutes)**
- 5. Consent Agenda**
 - A. Minutes
 1. November 26, 2018 City Council Meeting Minutes
 2. November 26, 2018 City Council Workshop Meeting Minutes
 - B. Claims
 - C. Quarter 3 – Building Permit Report
 - D. Approving Lawful Gambling Exemption – Watertown Rod and Gun Club – Resolution 12-10-18-50
- 6. Truth In Taxation Presentation**
- 7. Reports and Recommendations of City Departments, Consultants, Commissions and Committees**
 - A. Administrative
 1. 2019 Police Contract – Resolution 12-10-18-43
 2. 2019 Budget – General and Enterprise Funds
 - a. General Fund – Adoption of Levy - Resolution 12-10-18-44
Adoption of Budget - Resolution 12-10-18-45
 - b. Enterprise Fund – Resolution 12-10-18-46
 3. Administrative Study – City Clerk Position Addition
 4. 2019 Election Poll Place – Resolution 12-10-18-47
 5. Comprehensive Plan Extension Request – Resolution 12-10-18-48
 - B. Planning
 1. Mayer Lutheran High School Sign Variance Request – Resolution 12-10-18-49
 - C. Engineering
 1. 2018 Sanitary Sewer Improvements

8. City Council Reports

9. Other Business

10. Upcoming Meetings & Events

December 11, 2018 – Park and Recreation Commission

January 2, 2019 Planning Commission Meeting – Rescheduled from cancelled January 1, 2019 Meeting

January 8, 2019 Park and Recreation Commission Meeting

January 14, 2019 Regular City Council Meeting

11. For Your Information

12. Administrators Annual Review – The Purpose of the closed meeting will be to meet in Closed Session, permitted under Minnesota State Statute 13D.05, subd. 3(a) – for the purpose of conducting the City Administrator’s annual performance review.

13. Adjournment

MAYER CITY COUNCIL MEETING MINUTES – NOVEMBER 26, 2018

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

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

ABSENT: None

STAFF: City Administrator McCallum, Public Works Kuntz, and Deputy Clerk Gildemeister

ALSO, PRESENT: Stephen Young, Don Wachholz, Jason Hilgers, Mike Wegner

The meeting was opened with the Pledge of Allegiance.

APPROVE AGENDA

A MOTION was made by Council Member Boder with a second by Council Member Butterfield to approve the agenda as presented. Motion Carried 5/0

PUBLIC COMMENT

None

APPROVE CONSENT AGENDA

A MOTION was made by Council Member McNeilly with a second by Council Member Boder to approve the Consent Agenda with corrections to the spelling of Council Member McNeilly's last name. Motion Carried 5/0.

1. Approve the Minutes of the November 13, 2018 Regular Council Meeting.
2. Approve the Minutes of the November 13, 2018 Council Workshop Meeting.
3. Approve Additional Claims for the Month of November 2018. Check numbers 21863 to 21933.
4. Acknowledge City Administrators Report for the Month of November 2018.
5. Acknowledge Public Works Report of Activities from October 18, 2018 to November 19, 2018.
6. Acknowledge City Engineer Summary Report of Projects for the month of October 2018.
7. Acknowledge Fire Department Report for the Month of October 2018.
8. Acknowledge Sheriff's Department Report for the Month October 2018.

CITY ADMINISTRATOR

1. **Approve Resolution 11-26-18-42 LMCIT Liability Coverage** – A MOTION to Approve Resolution 11-26-18-42 LMCIT Liability Coverage including the statement “The member Does Not Waive the monetary on municipal tort liability established by Minn. Stat. 466.04” was made by Council Member McNeilly and seconded by Council Member Butterfield. Motion carried 5/0.

PUBLIC WORKS

2. **Approve Purchase of Plow Truck** –A MOTION to Approve the purchase of a plow truck from Nuss Truck and Equipment in the amount of \$102,255.87 and plow truck equipment from Towmaster Truck Equipment in the amount of \$111,291.00 for a total of \$213,546.87 was made by Council Member McNeilly and seconded by Council Member Butterfield. Motion Carried 5/0.

COUNCIL REPORTS

- Council Member Boder informed the Council that he stopped by a Microsoft Tech Store to look at options for new laptops or tablets for City Council. He passed on the contact information to the City Administrator.

- Mayor Dodge stated that he attended a dedication for the Veterans Memorial and informed Council that the memorial is fully complete open to the public. Mayor Dodge stated that a formal dedication will happen sometime this summer.
- Mayor Dodge talked about the first annual City of Mayer Tree Lighting Celebration on Saturday, December 1st, 2018. Visit Santa at the Fire Station from 2 to 4:30 pm and tree lighting at 5:00 pm.

FOR YOUR INFORMATION

- Council acknowledges Personnel Committee Minutes from November 13, 2018.
- Council acknowledges Park Board Minutes from November 19, 2018.

ADJOURN

There being no further business, a MOTION was made by Council Member McNeilly and seconded by Council Member Boder to adjourn the meeting at 7:07 p.m. Motion Carried 5/0

Mike Dodge, Mayor

Attest: _____
Janell Gildemeister, Deputy City Clerk

MAYER CITY COUNCIL WORK SESSION MINUTES – NOVEMBER 26, 2018

Call Work Session to order at 7:08 p.m. by Mayor Dodge.

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

ABSENT:

STAFF: City Administrator McCallum, Public Works Kuntz, and Deputy Clerk Gildemeister

ALSO, PRESENT: Stephen Young, Don Wachholz, Jason Hilgers, Mike Wegner

1. **Discussion on 2019 Utility Rates:** City Administrator McCallum lead the discussion on where the City is headed for 2019 and highlighted the recommendations by Abdo, Eick, and Meyer. The rate study analyzes the cash flow of the water, sewer, and stormwater utilities of the city. Sources and uses of cash are projected for the years ending December 31, 2018 to December 31, 2027. The study uses the current number and type of accounts to project future revenue at a suggested rate for each of the utility funds, each year. The projection assumes fees are inflated 3% COLA each year. New connections are estimated at 35 new residential connections annually. Property tax levy of \$273,000 in 2017 is continued but decreased by \$10,000 annually and operating expenses inflation assumed to be 3%.

Council discussed at length the implications of increasing vs. not increasing utility rates for 2019. Mayor Dodge stated that since 2007-2008 the City of Mayer kept utility rates low due to the housing market and the decline of new builds. Council agreed that it is in the city's best interest to increase water rates for 2019 and felt it is their responsibility to work on decreasing the levy and balance city funds.

2. **Discussion on 2019 Fee Schedule:** Staff asked for Council input on the 2019 Fee Schedule. Council reviewed all line items and suggested adding "7 days" language to the abandoned vehicle line item and asked to add a line item under Public Works for shoveling with cost per hour.
3. **Discussion on Parking Pad:** After a lengthy discussion and split opinions on grandfathering in properties and not change code or change code to add maintenance standards, the Council decided to send the topic back to the Planning Commission for additional review.

MEETING ADJOURNED

There being no further business, the work session was adjourned at 8:11 p.m.

Mike Dodge, Mayor

Attest: _____
Janell Gildemeister, Deputy City Clerk

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*Claim Register©

12/10/18PAY

December 2018

Claim Type Direct				
Claim#	50060 BANYON DATA SYSTEMS			
Cash Payment	E 620-49440-312 Software Support	UTILITY BILLING		\$397.50
	Invoice 00158245			
Cash Payment	E 640-49490-312 Software Support	UTILITY BILLING		\$397.50
	Invoice 00158245			
Cash Payment	E 100-41920-312 Software Support	FUND ACCOUNTING		\$795.00
	Invoice 00158245			
Transaction Date	12/5/2018	Security Bank	10100	Total \$1,590.00
Claim Type Direct				
Claim#	50076 BOBS REPAIR			
Cash Payment	E 100-43100-430 Miscellaneous (GENERAL) NEW PUMP & HOSE F150			\$116.46
	Invoice 95666			
Cash Payment	E 100-43100-430 Miscellaneous (GENERAL) FISHER EDGE CUTTING KIT F550			\$442.39
	Invoice 98743			
Transaction Date	12/7/2018	Security Bank	10100	Total \$558.85
Claim Type Direct				
Claim#	12543 BRYAN ROCK PRODUCTS, INC			
Cash Payment	E 100-43700-500 Capital Outlay (GENERAL) 124.77 TON ROCK			\$2,358.82
	Invoice 32491			
Transaction Date	11/30/2018	Security Bank	10100	Total \$2,358.82
Claim Type Direct				
Claim#	50073 CARGILL INCORPORATED			
Cash Payment	E 100-43125-229 Sand & Salt	BULK SALT 2 LOADS		\$2,347.24
	Invoice 2904459116			
Cash Payment	E 100-43125-229 Sand & Salt	BULK SALT 2 LOADS		\$2,356.08
	Invoice 2904456331			
Transaction Date	12/7/2018	Security Bank	10100	Total \$4,703.32
Claim Type Direct				
Claim#	50075 CARVERLINK			
Cash Payment	E 100-41000-321 Telephone	CITY HALL		\$40.00
	Invoice 2156			
Cash Payment	E 100-42280-321 Telephone	FD		\$40.00
	Invoice 2156			
Cash Payment	E 640-49480-321 Telephone	WWTF		\$40.00
	Invoice 2156			
Cash Payment	E 620-49410-321 Telephone	WTP		\$40.00
	Invoice 2156			
Transaction Date	12/7/2018	Security Bank	10100	Total \$160.00
Claim Type Direct				
Claim#	12547 CITY OF LESTER PRAIRIE			
Cash Payment	E 640-49480-220 Bio-Solids Disposal	BIOSOLIDS DISPOSAL		\$11,880.00
	Invoice			
Transaction Date	11/30/2018	Security Bank	10100	Total \$11,880.00
Claim Type Direct				
Claim#	12554 COOPER, SHAWN			
Cash Payment	R 620-49440-37110 Water Use Charge	2488 RIVER BEND TRAIL		\$19.79
	Invoice			

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December 2018

Cash Payment Invoice	R 640-49490-37210 Sewer Use Charge	2488 RIVER BEND TRAIL		\$39.58
Transaction Date	11/30/2018	Security Bank	10100	Total \$59.37
Claim Type	Direct			
Claim#	50054 DPC INDUSTRIES INC			
Cash Payment Invoice	E 640-49480-216 Chemicals and Chem Prod	CHEMICALS		\$184.75
	Invoice 827002130-18			
Transaction Date	12/5/2018	Security Bank	10100	Total \$184.75
Claim Type	Direct			
Claim#	50056 FREMONT INDUSTRIES, INC			
Cash Payment Invoice	E 640-49480-216 Chemicals and Chem Prod	COAGULANT		\$1,134.00
	Invoice 2018-37554-00			
Transaction Date	12/5/2018	Security Bank	10100	Total \$1,134.00
Claim Type	Direct			
Claim#	50057 GOPHER STATE ONE-CALL INC			
Cash Payment Invoice	E 620-49440-355 Gopher State Locates	19 LOCATES		\$12.82
	Invoice 8110561			
Cash Payment Invoice	E 640-49490-355 Gopher State Locates	19 LOCATES		\$12.83
	Invoice 8110561			
Transaction Date	12/5/2018	Security Bank	10100	Total \$25.65
Claim Type	Direct			
Claim#	12549 GRAINGER			
Cash Payment Invoice	E 640-49470-400 Repairs & Maint Cont	20A TIME DELAY FUSE		\$43.80
	Invoice 9956826458			
Cash Payment Invoice	E 640-49470-400 Repairs & Maint Cont	HEATER & THERMOSTAT		\$502.44
	Invoice 9952183375			
Transaction Date	11/30/2018	Security Bank	10100	Total \$546.24
Claim Type	Direct			
Claim#	12555 GREATAMERICA FINANCIAL SERV			
Cash Payment Invoice	E 100-41000-200 Office Supplies	NOV 2018 COPIER LEASE PYMT		\$177.00
	Invoice 23729641			
Transaction Date	11/30/2018	Security Bank	10100	Total \$177.00
Claim Type	Direct			
Claim#	12548 IN CONTROL INC			
Cash Payment Invoice	E 640-49480-404 Repairs/Maint Machinery/E	WWTF ENGINEER SERVICE DUE TO LIGHTNING STRIKE		\$840.00
	Invoice 18014MB01			
Transaction Date	11/30/2018	Security Bank	10100	Total \$840.00
Claim Type	Direct			
Claim#	50074 JERRYS TRANSMISSION SERVICE			
Cash Payment Invoice	E 100-42260-400 Repairs & Maint Cont	FD INSTALL 2 DOOR SWITCHES PUMP PANELD DOOR		\$111.90
	Invoice 31162			
Transaction Date	12/7/2018	Security Bank	10100	Total \$111.90
Claim Type	Direct			
Claim#	50058 KJOLHAUG ENVIRON.SERVICES			
Cash Payment Invoice	E 650-49500-303 Engineering Fees	WETLAND BANK, HOESE, CWC		\$1,700.00
	Invoice 105795			

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December 2018

Transaction Date	12/5/2018	Security Bank	10100	Total	\$1,700.00
Claim Type	Direct				
Claim#	12551	KYLE KUNTZ			
Cash Payment	E 100-43100-331	Travel Expenses	ST CLOUD TRAINING 10/10 & 10/11/18		\$127.31
	Invoice				
Transaction Date	11/30/2018	Security Bank	10100	Total	\$127.31
Claim Type	Direct				
Claim#	12542	LANO EQUIPMENT			
Cash Payment	E 100-45000-400	Repairs & Maint Cont	STUMP GRINDER RENTAL		\$250.00
	Invoice 29786				
Cash Payment	E 100-43100-500	Capital Outlay (GENERAL)	P/W NEW FEL FT-12I UTILITY TRAILER		\$2,499.99
	Invoice 20602				
Cash Payment	E 100-43700-500	Capital Outlay (GENERAL)	P/W NEW FEL FT-12I UTILITY TRAILER		\$2,500.00
	Invoice 20602				
Transaction Date	11/30/2018	Security Bank	10100	Total	\$5,249.99
Claim Type	Direct				
Claim#	50078	MAYER LUMBER CO INC			
Cash Payment	E 100-43100-500	Capital Outlay (GENERAL)	WIRE, SPLICE, SHRINK TUBE		\$19.21
	Invoice 164398				
Cash Payment	E 100-43100-210	Operating Supplies	SCREWS		\$3.30
	Invoice 164466				
Cash Payment	E 100-43100-210	Operating Supplies	SNOW SHOVEL, TAPE, LUB, JB		\$106.04
	Invoice 164729				
Cash Payment	E 100-41940-400	Repairs & Maint Cont	COMM CTR DRAIN TILE		\$101.99
	Invoice 164750				
Cash Payment	E 100-43100-210	Operating Supplies	2 2X10,S, 15LB MNTG TAPE, 40LB ICE MELT		\$64.18
	Invoice 164862				
Cash Payment	E 100-45000-500	Capital Outlay (GENERAL)	PHOTO CELL TIMER		\$11.79
	Invoice 165199				
Cash Payment	E 100-45000-400	Repairs & Maint Cont	MOVE WARMING HOUSE		\$125.00
	Invoice 164946				
Cash Payment	E 100-45000-500	Capital Outlay (GENERAL)	DRUM LINR,BLK CABLE TIE, TIMER, 2PAIR LEATHER GLOVES		\$78.22
	Invoice				
Transaction Date	12/7/2018	Security Bank	10100	Total	\$509.73
Claim Type	Direct				
Claim#	50059	METRO WEST INSPECTION SERVI			
Cash Payment	E 100-42400-300	Professional Svcs	OCT 2018 FINALED BUILDING PERMITS		\$8,683.88
	Invoice 1762				
Transaction Date	12/5/2018	Security Bank	10100	Total	\$8,683.88
Claim Type	Direct				
Claim#	50053	OVERLINE & SON, INC			
Cash Payment	E 640-49470-400	Repairs & Maint Cont	VACTOR SERVICES FOR 2 LIFT STATIONS		\$1,382.91
	Invoice 706				
Cash Payment	E 640-49480-404	Repairs/Maint Machinery/E	VACTOR SERVICES FOR 2 LIFT STATIONS		\$592.00
	Invoice				
Transaction Date	12/5/2018	Security Bank	10100	Total	\$1,974.91
Claim Type	Direct				
Claim#	12546	OWENS COMPANIES, INC.			

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Cash Payment	E 640-49480-404 Repairs/Maint Machinery/E	WWTF-DEHUMIDIFIER REPAIRS			\$113.50
	Invoice 80305				
Cash Payment	E 620-49440-400 Repairs & Maint Cont	WWTF-DEHUMIDIFIER REPAIRS			\$226.50
	Invoice 80305				
Transaction Date	11/30/2018	Security Bank	10100	Total	\$340.00
Claim Type	Direct				
Claim#	12550	SJF MATERIAL HANDLING INC			
Cash Payment	E 100-43700-400 Repairs & Maint Cont				\$222.57
	Invoice 160066				
Transaction Date	11/30/2018	Security Bank	10100	Total	\$222.57
Claim Type	Direct				
Claim#	12544	TAPCO			
Cash Payment	E 100-43100-500 Capital Outlay (GENERAL)	RADAR SPEED SIGN			\$2,655.25
	Invoice I619563				
Transaction Date	11/30/2018	Security Bank	10100	Total	\$2,655.25
Claim Type	Direct				
Claim#	50061	TECHSTAR IT SOLUTIONS			
Cash Payment	E 100-41920-312 Software Support	PHONE & EMAIL			\$340.80
	Invoice 8422				
Transaction Date	12/5/2018	Security Bank	10100	Total	\$340.80
Claim Type	Direct				
Claim#	12552	TOM GOEPFERT			
Cash Payment	E 620-49440-300 Professional Svcs	ON CALL HOURS 11/17-18/18			\$50.00
	Invoice				
Cash Payment	E 640-49480-300 Professional Svcs	ON CALL HOURS 11/17-18/18			\$50.00
	Invoice				
Transaction Date	11/30/2018	Security Bank	10100	Total	\$100.00
Claim Type	Direct				
Claim#	50072	TOTAL ENERGY SYSTEMS, LLC			
Cash Payment	E 640-49470-400 Repairs & Maint Cont	OSH LIFT #1 MAINTENANCE			\$1,906.82
	Invoice 312095				
Transaction Date	12/7/2018	Security Bank	10100	Total	\$1,906.82
Claim Type	Direct				
Claim#	12545	UTILITY CONSULTANTS, INC.			
Cash Payment	E 640-49480-385 Testing and Lab Services	SAMPLES			\$1,232.00
	Invoice 100049				
Transaction Date	11/30/2018	Security Bank	10100	Total	\$1,232.00
Claim Type	Direct				
Claim#	12556	VINKEMEIER TREE SPADE			
Cash Payment	E 100-45000-400 Repairs & Maint Cont	12' SPRUCE TREE FOR OSH PARK			\$400.00
	Invoice				
Transaction Date	11/30/2018	Security Bank	10100	Total	\$400.00
Claim Type	Direct				
Claim#	12553	ZTS PRODUCTIONS			
Cash Payment	E 100-42280-400 Repairs & Maint Cont	FD-5 RECHARGABLE BATTERIES FOR STREAMLIGHT			\$122.00
	Invoice 18014				
Transaction Date	11/30/2018	Security Bank	10100	Total	\$122.00

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12/10/18PAY

December 2018

Pre-Written Checks	\$0.00
Checks to be Generated by the Compute	<u>\$49,895.16</u>
Total	\$49,895.16

COUNCIL APPROVAL -
SIGNATURES/INITIALS _____

QUARTER 1 BUILDING REPORT

JANUARY

Detached new homes -	0	
Attached new homes -	0	
Other -	2	Bathroom Remodel, Mechanical
Commercial -	5	Mechanical (2), Antenna, Plumbing, ROW

FEBRUARY

Detached new homes -	0	
Attached new homes -	2	
Other -	3	Mechanical, Finish Basement (2)
Commercial -	2	Sprinklers, Sign

MARCH

Detached new homes -	4	
Attached new homes -	0	
Other -	6	Mechanical (2), Plumbing, Reroof(2), Reside
Commercial	1	Plumbing

QUARTER 1 TOTALS

Detached new homes -	4	
Attached new homes -	2	
Other -	11	
Commercial -	8	

QUARTER 2 BUILDING REPORT

APRIL

Detached new homes -	6	
Attached new homes -	2	
Other -	5	Garage Addn, Basement Finish, Plumbing, Shed, roof
Commercial	0	

May

Detached new homes –	7	
Attached new homes –	0	
Other –	30	Decks, Fences, Sheds, Reside, Windows, Remodel
Commercial –	0	

June

Detached new homes –	4	
Attached new homes -	0	
Other –	18	Decks, Re-roof, Mechanical, Remodel
Commercial -	0	

QUARTER 2 TOTALS

Detached new homes -	17
Attached new homes -	2
Other -	53
Commercial –	0

TOTAL TO DATE

Detached new homes -	21
Attached new homes -	4
Other -	64
Commercial -	8

QUARTER 3 BUILDING REPORT

JULY

Detached new homes -	4	
Attached new homes -	0	
Other -	14	Basement Finish, Plumbing, Shed, reroof, remodel, fences
Commercial	0	

AUGUST

Detached new homes –	3	
Attached new homes –	0	
Other –	16	Decks, Fences, Sheds, Reside, Windows, Remodel, plumbing
Commercial –	0	

SEPTEMBER

Detached new homes –	4	
Attached new homes -	0	
Other –	6	Decks, Re-roof, Mechanical, Remodel
Commercial -	0	

QUARTER 3 TOTALS

Detached new homes -	11
Attached new homes -	0
Other -	36
Commercial –	0

TOTAL TO DATE

Detached new homes -	32
Attached new homes -	4
Other -	100
Commercial -	8



CITY OF MAYER
RESOLUTION 12-10-18-50
APPROVING LAWFUL GAMBLING EXEMPTION

WHEREAS, the Watertown Rod and Gun Club has applied to the Minnesota gambling control board for a lawful gambling exemption (raffle) on, at the Mayer Community Center; and

WHEREAS, the Mayer City Council has received copies of said exemption applications to the Minnesota gambling control board and has 30 days in which to present a resolution to said Minnesota gambling control board objecting to the exemption applications; and

WHEREAS, the City Council approves of the exemption applications and wishes to waive the 30 day waiting period.

NOW, THEREFORE, BE IT RESOLVED, that the Mayer City Council hereby approves of the Minnesota gambling control board issuing a lawful gambling exemption to the Watertown Rod and Gun Club (raffle) on March 2, 2019 at the Mayer Community Center and does hereby waive the 30 day waiting period which it has to object to the issuance of said exemptions.

RESOLVED FURTHER, that the city clerk is hereby authorized and directed to send a copy of this resolution to the Minnesota gambling control board immediately after its passage.

Adopted by the City Council of the City of Mayer, Carver County, Minnesota, this 10th day of December 2018.

Mike Dodge, Mayor

ATTEST:

Janell Gildemeister, Deputy Clerk

LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

Application Fee (non-refundable)
Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.
Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

ORGANIZATION INFORMATION

Organization Name: Watertown Rod and Gun Club Previous Gambling Permit Number: X-05174-18-010

Minnesota Tax ID Number, if any: _____ Federal Employer ID Number (FEIN), if any: _____

Mailing Address: 13380 Co. Rd. 122 Box 92

City: Watertown State: MN Zip: 55388 County: Carver

Name of Chief Executive Officer (CEO): Gail D. Schuette

CEO Daytime Phone: 612-616-2616 CEO Email: GAIL@GDSDESIGNBUILD.COM
(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): _____

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

Fraternal Religious Veterans Other Nonprofit Organization

Attach a copy of one of the following showing proof of nonprofit status:

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

A current calendar year Certificate of Good Standing
Don't have a copy? Obtain this certificate from:
MN Secretary of State, Business Services Division Secretary of State website, phone numbers:
60 Empire Drive, Suite 100 www.sos.state.mn.us
St. Paul, MN 55103 651-296-2803, or toll free 1-877-551-6767

IRS income tax exemption (501(c)) letter in your organization's name
Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.

IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)
If your organization falls under a parent organization, attach copies of both of the following:
1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Mayer Community Center

Physical Address (do not use P.O. box): 413 Blue Jay Ave.

Check one:

City: Mayer Zip: 55360 County: Carver

Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): March 2, 2018

Check each type of gambling activity that your organization will conduct:

Bingo Paddlewheels Pull-Tabs Tipboards Raffle

Gambling equipment for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to www.mn.gov/gcb and click on **Distributors** under the **List of Licensees** tab, or call 651-539-1900.

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)

<p style="text-align: center;">CITY APPROVAL for a gambling premises located within city limits</p> <p><input type="checkbox"/> The application is acknowledged with no waiting period.</p> <p><input type="checkbox"/> The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).</p> <p><input type="checkbox"/> The application is denied.</p> <p>Print City Name: _____</p> <p>Signature of City Personnel: _____</p> <p>Title: _____ Date: _____</p> <div style="border: 1px solid black; padding: 5px; text-align: center; margin-top: 20px;"> <p>The city or county must sign before submitting application to the Gambling Control Board.</p> </div>	<p style="text-align: center;">COUNTY APPROVAL for a gambling premises located in a township</p> <p><input type="checkbox"/> The application is acknowledged with no waiting period.</p> <p><input type="checkbox"/> The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.</p> <p><input type="checkbox"/> The application is denied.</p> <p>Print County Name: _____</p> <p>Signature of County Personnel: _____</p> <p>Title: _____ Date: _____</p> <p>TOWNSHIP (if required by the county) On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)</p> <p>Print Township Name: _____</p> <p>Signature of Township Officer: _____</p> <p>Title: _____ Date: _____</p>
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CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature: _____ Date: _____
(Signature must be CEO's signature; designee may not sign)

Print Name: Gail Schuette

REQUIREMENTS	MAIL APPLICATION AND ATTACHMENTS
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<p>Complete a separate application for:</p> <ul style="list-style-type: none"> • all gambling conducted on two or more consecutive days; or • all gambling conducted on one day. <p>Only one application is required if one or more raffle drawings are conducted on the same day.</p> <p>Financial report to be completed within 30 days after the gambling activity is done: A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.</p> <p>Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).</p>	<p>Mail application with:</p> <p>_____ a copy of your proof of nonprofit status; and</p> <p>_____ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is \$100; otherwise the fee is \$150. Make check payable to State of Minnesota.</p> <p>To: Minnesota Gambling Control Board 1711 West County Road B, Suite 300 South Roseville, MN 55113</p> <p>Questions? Call the Licensing Section of the Gambling Control Board at 651-539-1900.</p>
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<p>Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the</p>	<p>application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Depart-</p>	<p>ment of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.</p>
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This form will be made available in alternative format (i.e. large print, braille) upon request.

Truth in Taxation 2019 General Fund Budget Resident Summary

*Margaret McCallum, City Administrator
December 10, 2018*



What is Truth in Taxation?

- It is a process that enhances public participation in Minnesota's property tax system.
- It educates the public on how property taxes are determined.
- It encourages the public to understand the local government's budget process.
- It encourages the public to become involved in helping local officials set spending priorities.

Property Valuation Questions

- That is not the focus of this meeting.
-
- The Board of Equalization meeting is held annually in April to answer those types of questions.

Valuation Questions & Concerns

Carver County Assessor's Office

Angela Johnson

Carver County Assessor

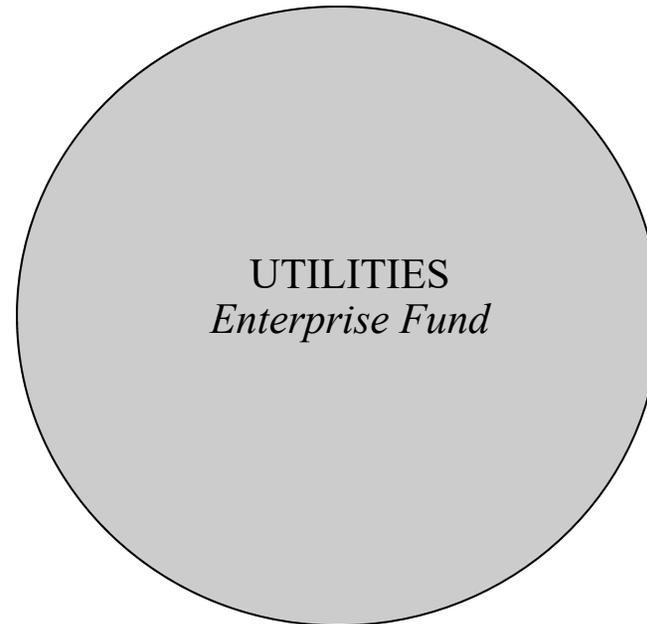
952-361-1961

ajohnson@co.carver.mn.us

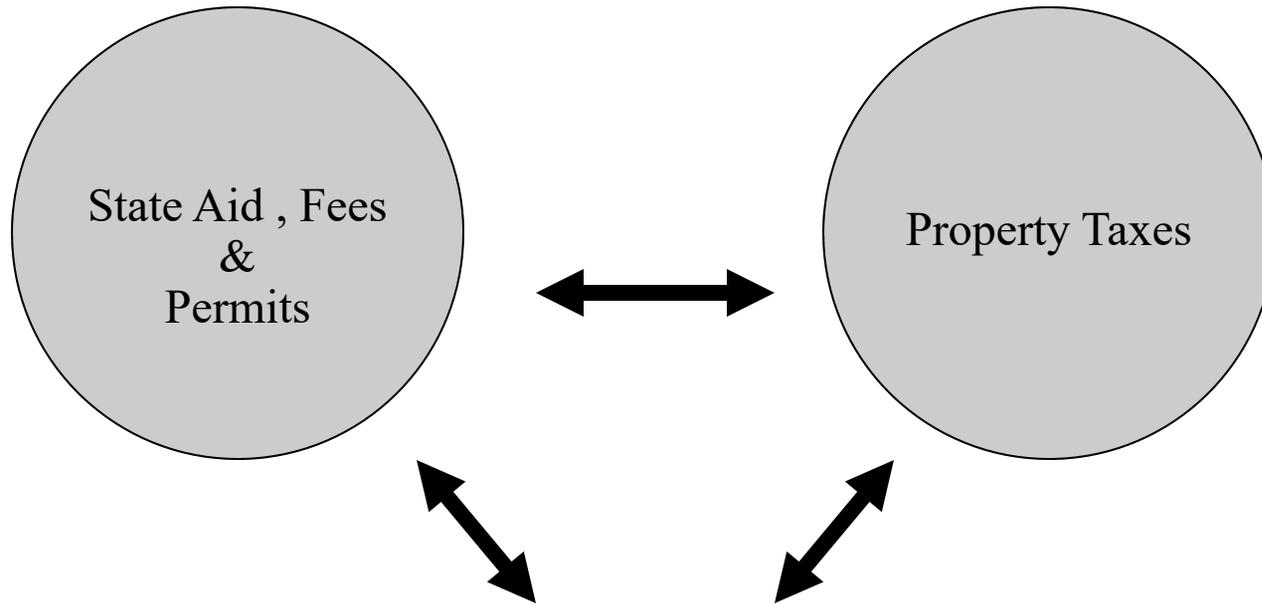
City Tax Rates

2011	59.47%
2012	65.62%
2013	68.83%
2004	67.78%
2015	59.57%
2016	58.91%
2017	51.5%
2018	50.6%
2019 Proposed	49.1%

Two Primary Business Functions



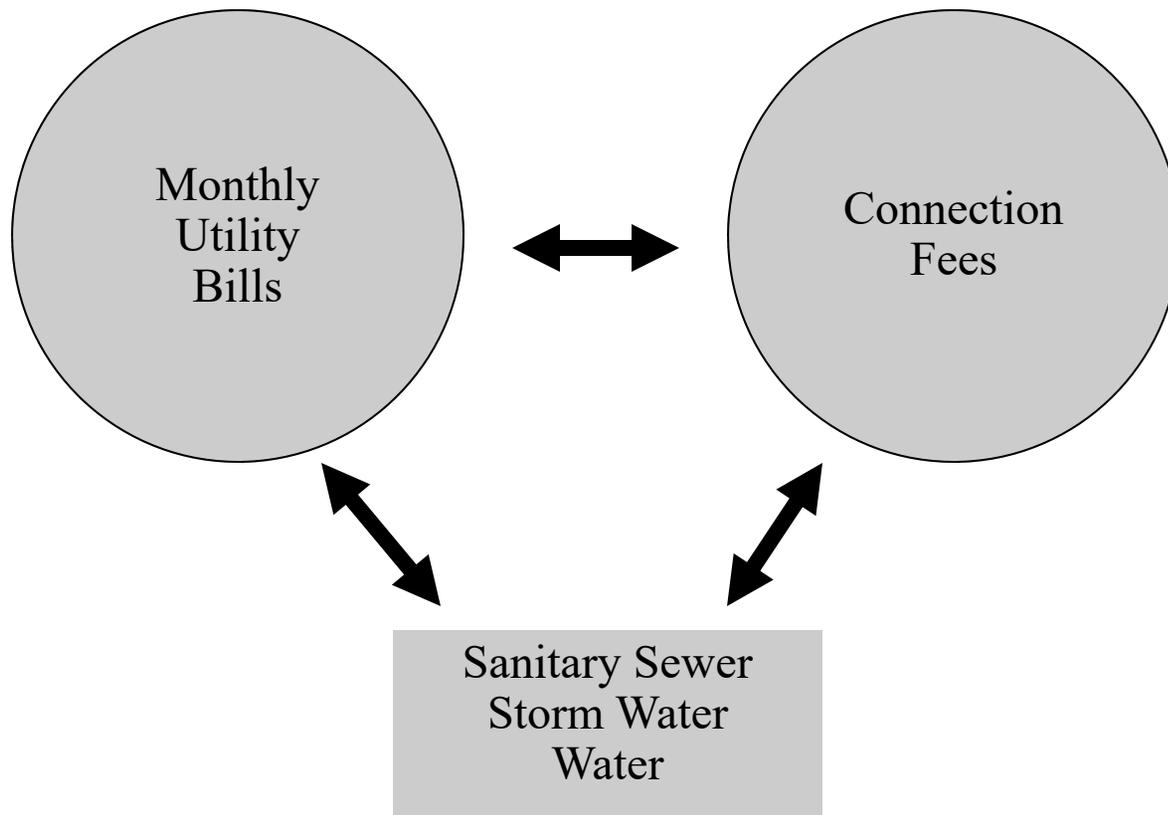
Anatomy of a Budget General Fund



Administration, Building Inspections, Debt Service, Elections, Engineering, Fire, Police, Planning, Legal, and Recreation Programming.

Buildings, Grounds, Parks and Street Maintenance.

Anatomy of a Budget Enterprise Funds



Budget Process

- Staff Prepares Proposed Budgets
- Proposed Budgets are reviewed
 - City Council and Staff Review
 - Occurs During Meetings that are open to the public
- Preliminary Tax Levy and Budget
 - Certified to Carver County - September 2018
- Additional Budget Review
- Final Budget Adoption
 - Truth in Taxation - Additional Public Input

2019 Debt Service

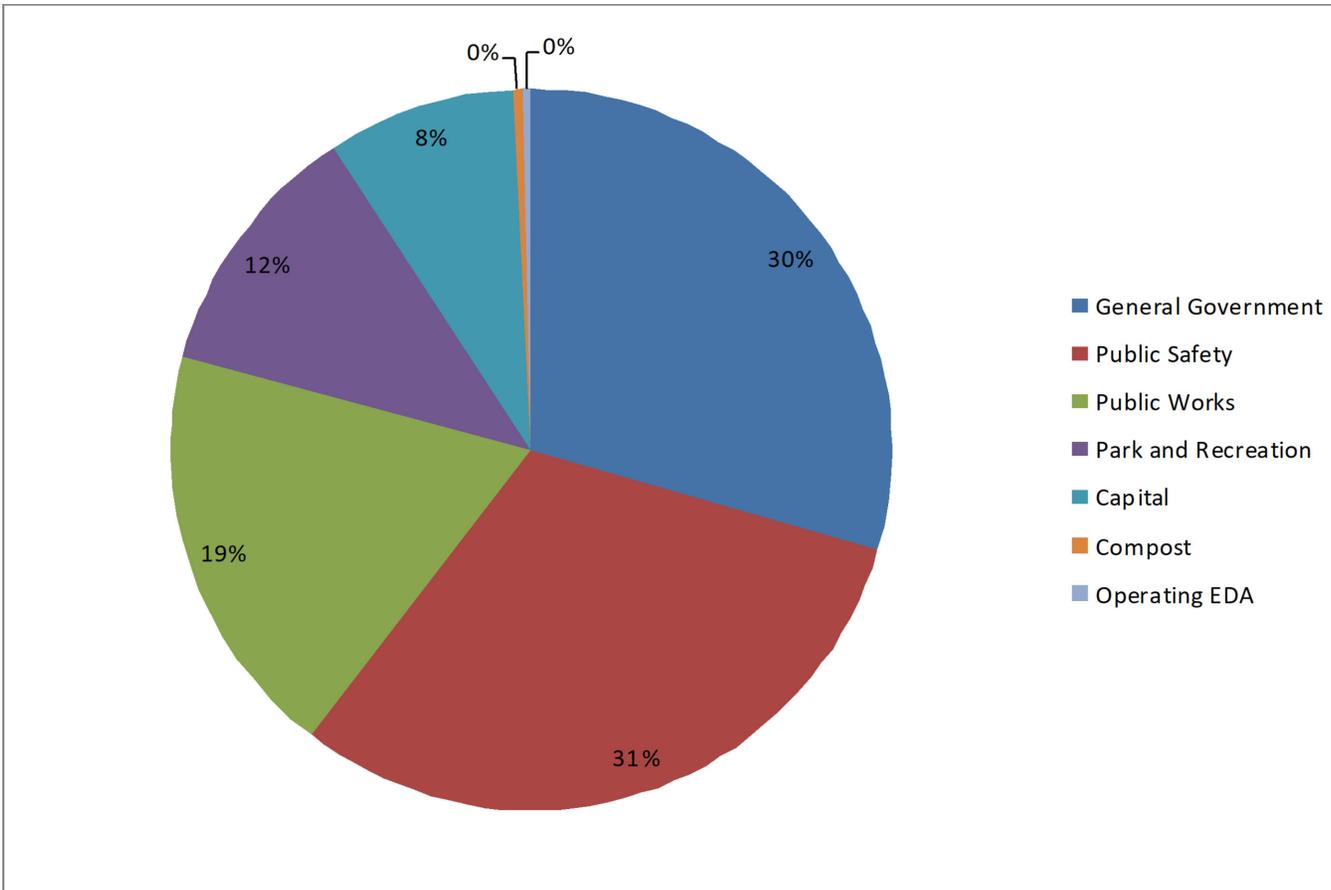
Debt Service Fund	2018 Final	2019 Draft
2015A (Roundabout)	\$48,221.00	\$47,100.00
2014A (Highway 25 2007A) (Water Tower)	\$150,664.00	\$153,079.00
Fire Station - Security Bank	\$8,308.00	\$3,320.00
Debt Fire Dept—Fire Truck	\$21,749.00	\$21,479.00
Debt Service (Sewer)	\$282,000.00	\$253,000.00
TOTAL DEBT SERVICE	\$510,942.00	\$477,978.00

DEBT SERVICE LEVY HISTORY

	2018	2019 Draft
Debt Service Levy	\$510,942.00	\$477,978.00
Percent Change	-	-6.4%

2019 General Fund Expenditures - \$1,197,881.78

General Government	\$353,331.78
Public Safety	\$370,874.00
Public Works	\$223,823.00
Park and Recreation	\$139,913.00
Capital	\$100,000.00
Compost	\$5,390.00
Operating EDA	\$4,550.00
	\$1,197,881.78



	2018	2019	(\$ Change)
General Government	\$358,205.85	\$353,331.78	\$4,874.07
Public Safety	\$343,032.00	\$370,874.00	-\$27,842.00
Public Works	\$226,577.06	\$223,823.00	\$2,754.06
Park and Recreation	\$134,487.06	\$139,913.00	-\$5,425.94
Capital	\$0.00	\$100,000.00	-\$100,000.00
Compost	\$5,390.00	\$5,390.00	\$0.00
Operating EDA	\$8,050.00	\$4,550.00	\$3,500.00
	\$1,075,741.97	\$1,197,881.78	-\$122,139.81

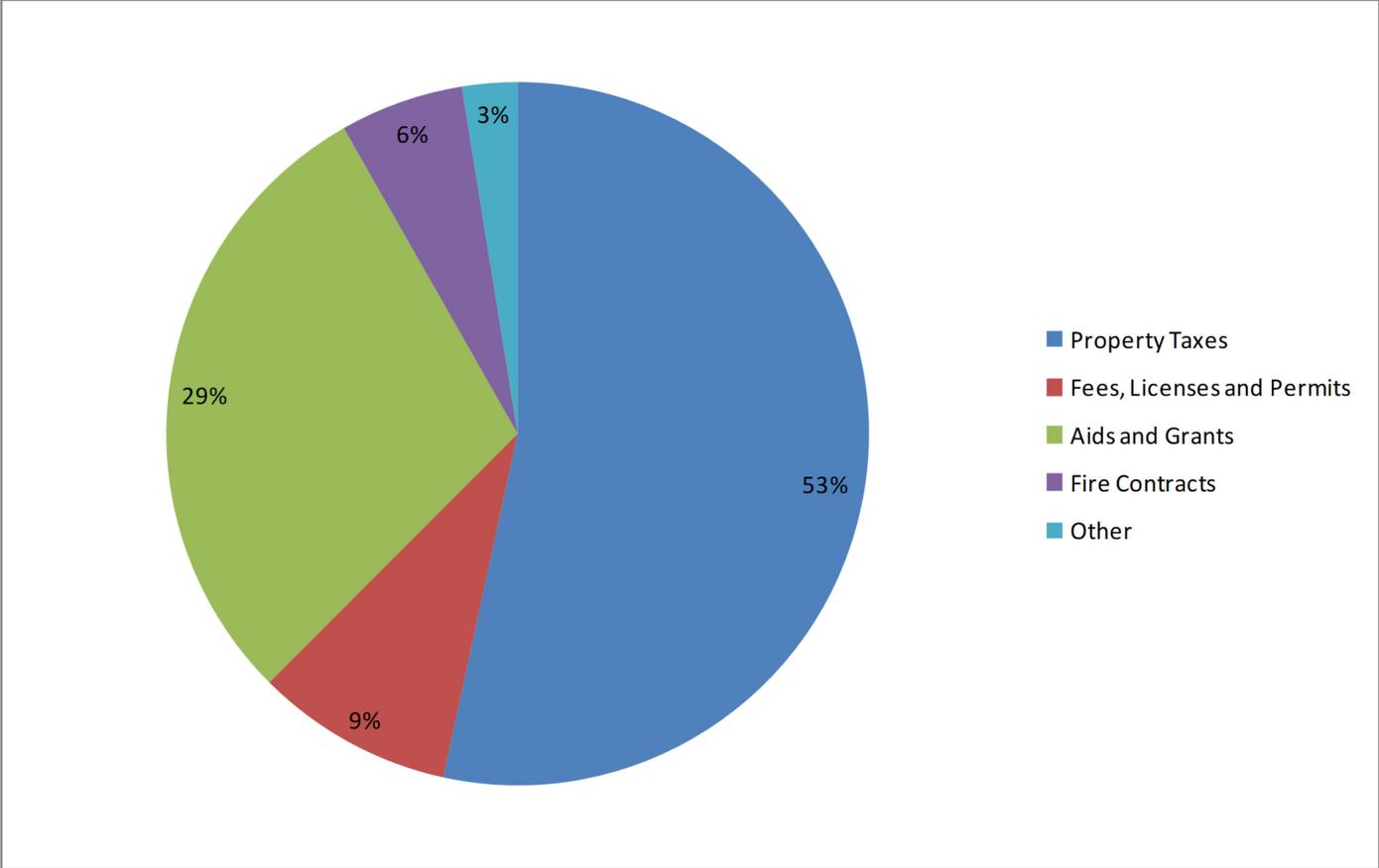
Revenue Overview

- Anticipating 35-40 housing starts in 2019.
- Local Government Aid will increase from \$312,296 to \$313,058.

Years	LGA Amount
2011	\$220,680.00
2012	\$220,680.00
2013	\$266,365.00
2014	\$290,421.00
2015	\$296,482.00
2016	\$298,017.00
2017	\$298,717.00
2018	\$312,296.00
2019	\$313,058.00

2019 Revenues - \$1,197,881.78

Property Taxes	\$639,645.64	53.40%
Fees, Licenses and Permits	\$109,000.00	9.10%
Aids and Grants	\$350,558.00	29.26%
Fire Contracts	\$68,178.14	5.69%
Other	\$30,500.00	2.55%
	<hr/>	
	\$1,197,881.78	



	2018	2019	(\$) Increase	% Increase
Property Taxes	\$481,930.97	\$639,645.64	\$157,714.67	32.73%
Fees, Licenses and Permits	\$101,310.00	\$109,000.00	\$7,690.00	7.59%
Aids and Grants	\$343,036.00	\$350,558.00	\$7,522.00	2.19%
Fire Contracts	\$68,362.00	\$68,178.14	-\$183.86	-0.27%
Other	\$81,103.00	\$30,500.00	-\$50,603.00	-62.39%
	\$1,075,741.97	\$1,197,881.78	\$122,139.81	11.35%

Column1	2018	2019	Increase	% Increase	Notes
Council	\$18,371.00	\$21,300.00	\$2,929.00	15.94%	Wage Increase
Administration	\$124,434.85	\$129,131.78	\$4,696.93	3.77%	
Administrative Services	\$71,300.00	\$80,800.00	\$9,500.00	13.32%	
Assessor	\$13,500.00	\$14,000.00	\$500.00	3.70%	
Legal	\$10,000.00	\$15,000.00	\$5,000.00	50.00%	
Planning & Zoning	\$53,110.00	\$9,610.00	-\$43,500.00	-81.91%	Comp Plan Completed
Engineering	\$15,000.00	\$15,000.00	\$0.00	0.00%	
Elections	\$2,550.00	\$1,050.00	-\$1,500.00	-58.82%	Non-Election Year
Police	\$102,100.00	\$102,100.00	\$0.00	0.00%	
Fire	\$214,832.00	\$242,674.00	\$27,842.00	12.96%	
Government Buildings	\$70,460.00	\$55,960.00	-\$14,500.00	-20.58%	
Public Works	\$159,007.06	\$184,253.00	\$25,245.94	15.88%	
Park and Recreation	\$134,487.06	\$139,913.00	\$5,425.94	4.03%	
Misc	\$61,590.00	\$162,090.00	\$100,500.00	163.18%	\$100,000 in Capital
Building Inspection	\$25,000.00	\$25,000.00	\$0.00	0.00%	
TOTAL	\$1,075,741.97	\$1,197,881.78	\$122,139.81	11.35%	

2019 Tax Levy - Factors

- **Market Value**

- Carver County is responsible for valuations
- Current Increasing Trends
 - * 2018 Assessment/2019 Payable ~15.57% Increase

- **Tax Capacity**

- Change is dependent on market value
- New Construction in 2018
 - 34 New Homes

- **Tax Levy**

- City increase of _____
 - * Growing City = Growing Needs
 - * Future Planning (Capital Reserves)
 - * Debt Service

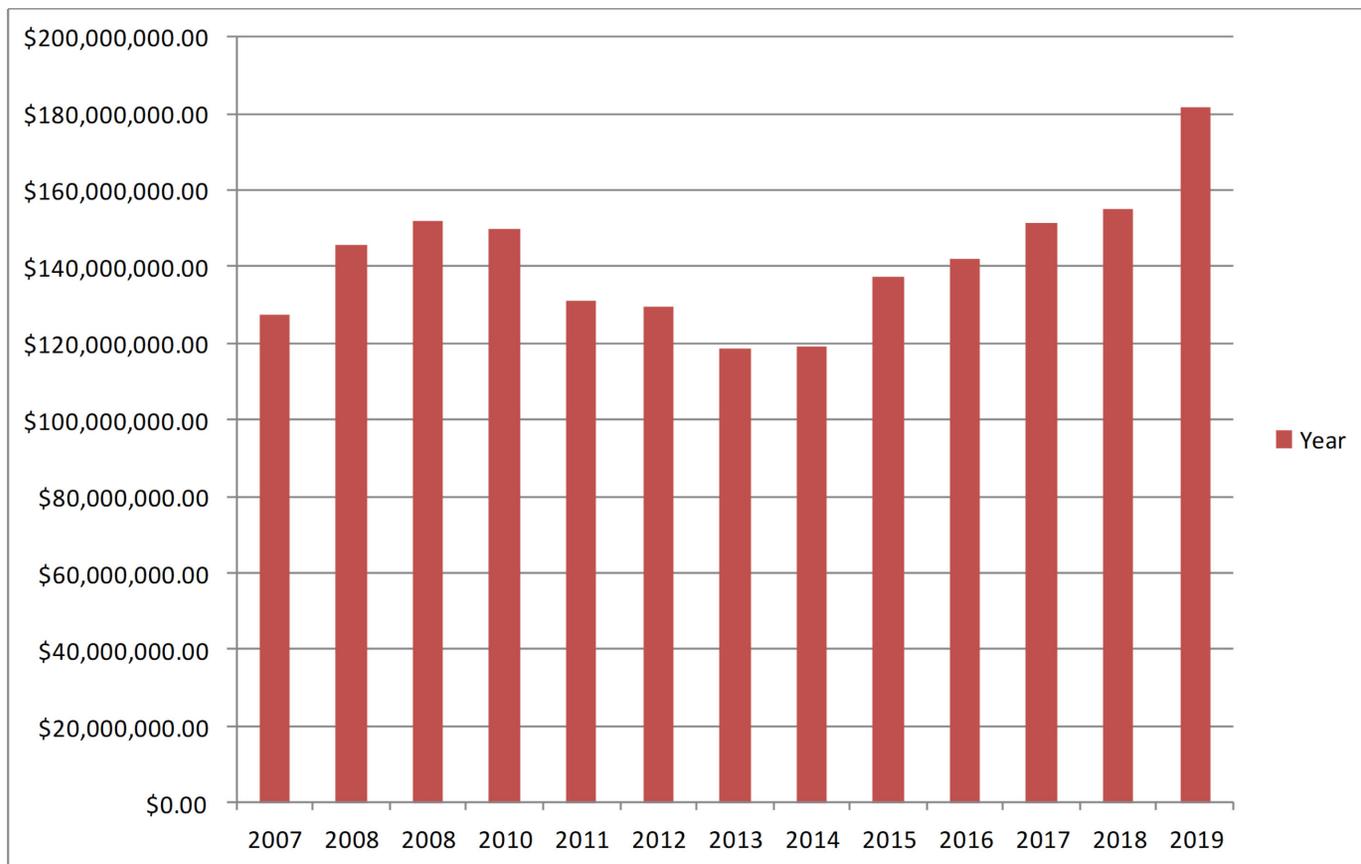
- **Other Districts**

- Carver County
- School District (Watertown - Mayer)
- Other special taxing districts

Local taxing jurisdiction - is any local government that has the authority to levy property taxes. Examples are school districts, cities, towns, and “special taxing districts” such as watershed districts, housing and redevelopment authorities and regional development commissions.

The County assessor determines each property’s estimated market value based on sales of comparable properties, cost of construction minus depreciation, income generated by the property (if applicable), and other relevant available information.

All of the market values for all the properties within a city are combined to get the overall market value of the City.



	Estimated Market Value
2007	\$127,623,500.00
2008	\$145,497,900.00
2008	\$152,098,000.00
2010	\$149,929,600.00
2011	\$131,088,300.00
2012	\$129,338,700.00
2013	\$118,725,400.00
2014	\$119,228,100.00
2015	\$137,399,300.00
2016	\$141,909,900.00
2017	\$151,218,700.00
2018	\$155,087,000.00
2019	\$181,656,300.00

Carver County Market Values

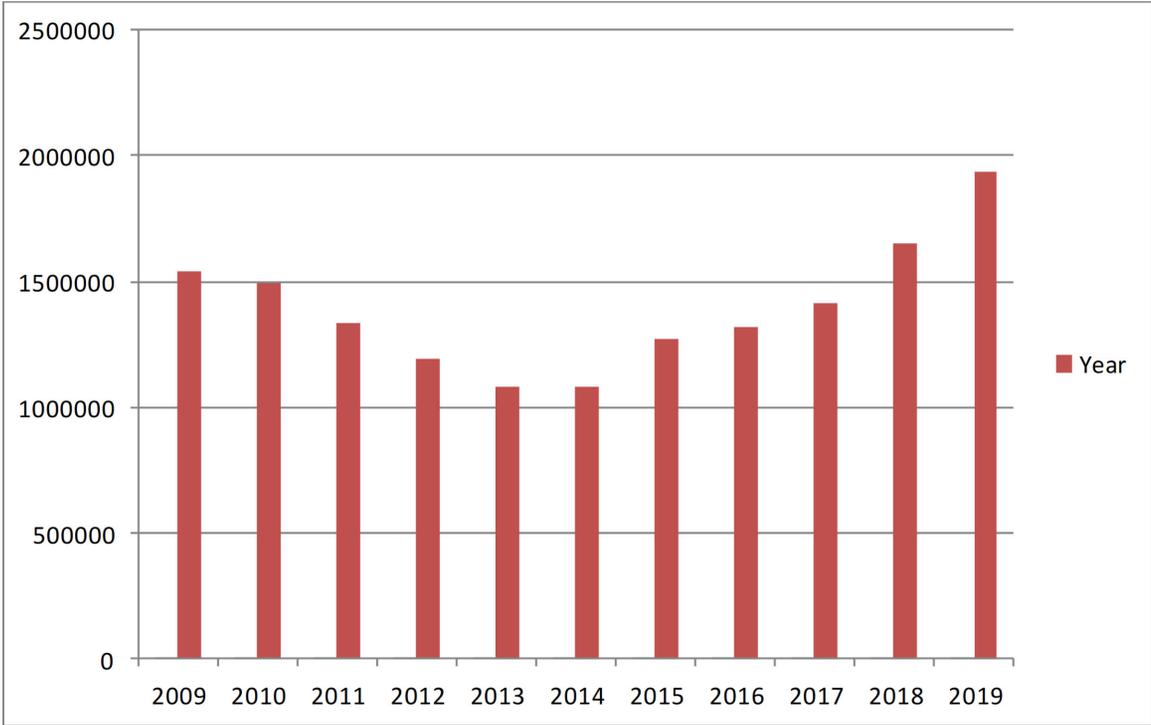
City of Mayer 2018 Assessment Summary

	Residential	Commercial/Industrial	Apartment	Ag	Total
2018 EMV	\$178,469,000	\$10,307,100	\$756,600	\$1,384,800	\$190,917,500
2017 EMV	\$153,507,600	\$9,604,000	\$704,100	\$1,384,800	\$165,200,500
Total Value Change	\$24,961,400	\$703,100	\$52,500	\$0	\$25,717,000
New Construction	\$6,376,100	\$387,200	\$0	\$0	\$6,763,300
Market Change	\$18,585,300	\$315,900	\$52,500	\$0	\$18,953,700
% New Construction	3.57%	3.76%	0.00%	0.00%	3.54%
% Market Change	12.11%	3.29%	7.46%	0.00%	11.47%
2018 Total % Increase	16.26%	7.32%	7.46%	0.00%	15.57%

Tax Capacity

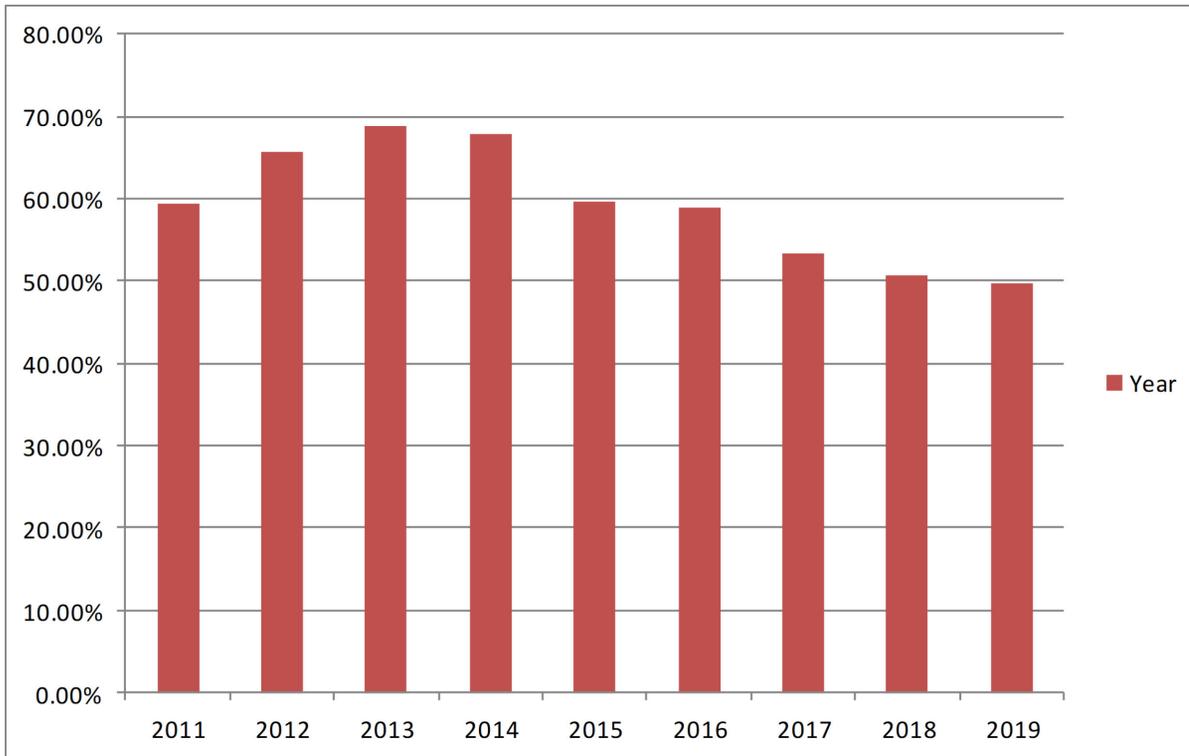
A property’s net tax capacity is determined by multiplying the property’s taxable market value by the relevant class rate or rates. Class rates are set by statute, vary by property type, and are uniform statewide.

A taxing jurisdiction’s taxable net tax capacity is the total net tax capacity of all properties within the jurisdiction.



	Tax Capacity
2009	\$1,542,121.00
2010	\$1,490,051.00
2011	\$1,331,186.00
2012	\$1,195,018.00
2013	\$1,083,062.00
2014	\$1,082,544.00
2015	\$1,274,079.00
2016	\$1,319,049.00
2017	\$1,415,288.00
2018	\$1,655,214.00
2019	\$1,936,632.00

The City of Mayer tax rate is determined by dividing the jurisdiction's levy by the jurisdiction's taxable net tax capacity.



YEAR	TAX RATE	STATUS
2011	59.473%	FINAL
2012	65.662%	FINAL
2013	68.839%	FINAL
2014	67.784%	FINAL
2015	59.57%	FINAL
2016	58.91%	FINAL
2017	53.29%	FINAL
2018	50.61%	FINAL
2019	49.1%	PROP

ESTIMATED TAX RATE CALCULATION

Levy Information W/ Capital

\$1,117,894	Tax Capacity Based Levy Amount (After LGA)
-208,889	FD Distribution Dollars
909,005	Local Levy
\$1,851,730	Adjusted Tax Capacity

$$\$909,002 / \$1,851,730 \times 100\% = 49.1\%$$

2019 Proposed Tax Rate with Capital = 49.1%

TOTAL LEVY (Debt Levy + General Levy)

	2018 Final	2019 Draft W/ Capital
General Levy	\$480,931.00	\$639,646.00
Debt Service Levy	\$510,942.00	\$477,978.00
Total Levy	\$991,873.00	\$1,117,624.00
Percent Change	-	12.7%

Levy Information W/ Capital

\$1,117,623.00	Tax Capacity Based Levy Amount (After LGA)
-208,889.00	Fiscal Disparities Distribution Dollars
\$908,734.00	Local Levy for 2019

Each local taxing jurisdiction certifies a levy equal to the amount it intends to raise from property taxes in the upcoming year.

Comparison to other Carver County Cities

CITY	2018 FINAL RATE
Chanhassen	22.66 %
Chaska	27.23%
Victoria	31.47%
Carver	47.70%
Mayer	50.61%
Waconia	52.83%
Watertown	59.54%
Cologne	67.95%
NYA	71.83%
New Germany	98.75%
Hamburg	103.20%



Example Calculation of Property Taxes

Estimated Market Value	\$300,000
Homestead Exclusion	(\$10,200)
Taxable Market Value	\$289,800

\$289,800	X	1%	=	\$2,898
Taxable Market Value	x	Residential Tax Class Rate	=	Tax Capacity
\$2,898	X	49.10%	=	\$1,423
Tax Capacity	x	City of Mayer Tax Rate	=	City of Mayer Property Taxes

Property Taxes Represented as a monthly Bill for City Services

A home with an estimated Market Value of \$300,000 will pay an estimated \$1,423 per year in City of Mayer property taxes, or **\$118.58 per month.**

<i>City of Mayer Monthly Services</i>	
<i>Street Repairs, Snow Plowing, Fleet Maintenance</i>	\$12.71
<i>Debt Payments</i>	\$50.53
<i>General Administration</i> <i>Including: Administration, Assessor, auditor, legal, elections, IT support, Supplies and projects</i> <i>Planning and Zoning, Engineering, Building Inspection.</i>	\$20.07
<i>Fire Protection</i>	\$10.89
<i>Police Protection</i>	\$9.10
<i>Recreation Facilities and Programming</i>	\$7.95
<i>Capital</i>	\$5.68
<i>Compost</i>	\$0.31
<i>Operating EDA</i>	\$0.26
Total	\$118.58

City Property Tax Impact Cross Section of Mayer Homes

2018 Estimated Market Value	2018 City Property Tax	2019 Estimated Market Value	2019 City Property Tax	Estimated Market Value 2018 to 2019	City Property Tax 2018 to 2019
\$125,000.00	\$632.63	\$145,900.00	\$716.36	16.70%	\$83.73 or 13.2%
\$172,300.00	\$872.01	\$172,300.00	\$845.99	0.00%	\$26.02 or 2.9%
\$222,600.00	\$1,126.58	\$244,900.00	\$1,202.46	10.00%	\$75.88 or 6.7%
\$246,100.00	\$1,245.51	\$260,000.00	\$1,276.60	5.60%	\$31.09 or 2.5%
\$303,400.00	\$1,535.51	\$313,400.00	\$1,538.79	3.30%	\$3.28 or 0.2%
\$345,500.00	\$1,748.58	\$350,800.00	\$1,722.43	1.50%	\$26.15 or 1.3%
\$452,400.00	\$2,289.60	\$452,400.00	\$2,221.28	0.00%	\$68.32 or 3.0%



MAYER, MN
General Fund EXP 2019
 Current Period: February 2018

Account Descr	2018 Budget	2018 YTD Amt	Proposed 1 Budget
FUND 100 GENERAL FUND			
Dept 41000 General Government			
E 100-41000-200 Office Supplies	\$3,000.00	\$784.40	\$3,000.00
E 100-41000-208 Training and Instruction	\$0.00	\$0.00	\$0.00
E 100-41000-300 Professional Svcs	\$0.00	\$0.00	\$0.00
E 100-41000-301 Auditing and Acct g Services	\$30,000.00	\$20,189.60	\$45,000.00
E 100-41000-303 Engineering Fees	\$15,000.00	\$1,424.50	\$15,000.00
E 100-41000-304 Legal Fees	\$10,000.00	\$77.00	\$15,000.00
E 100-41000-315 ACH Processing Fees	\$0.00	\$20.00	\$0.00
E 100-41000-321 Telephone	\$3,000.00	\$150.00	\$3,000.00
E 100-41000-322 Postage	\$1,500.00	\$200.00	\$1,500.00
E 100-41000-331 Travel Expenses	\$0.00	\$0.00	\$0.00
E 100-41000-340 Advertising	\$900.00	\$0.00	\$900.00
E 100-41000-350 Print/Binding	\$1,300.00	\$0.00	\$2,000.00
E 100-41000-351 Legal Notices Publishing	\$1,000.00	\$112.77	\$2,000.00
E 100-41000-355 Gopher State Locates	\$0.00	\$0.00	\$0.00
E 100-41000-360 Insurance (GENERAL)	\$15,500.00	\$2,577.67	\$15,500.00
E 100-41000-430 Miscellaneous (GENERAL)	\$6,000.00	\$804.41	\$6,000.00
E 100-41000-432 Uncollectable Checks	\$0.00	\$0.00	\$0.00
E 100-41000-433 Dues and Subscriptions	\$2,200.00	\$13.98	\$1,000.00
E 100-41000-490 Donations to Civic Org s	\$0.00	\$0.00	\$0.00
E 100-41000-500 Capital Outlay (GENERAL)	\$0.00	\$0.00	\$100,000.00
E 100-41000-620 Fiscal Agent s Fees	\$900.00	\$0.00	\$900.00
E 100-41000-700 Transfers (GENERAL)	\$0.00	\$350,000.00	\$0.00
E 100-41000-810 Refunds/Reimbursements	\$0.00	\$0.00	\$0.00
Dept 41000 General Government	\$90,300.00	\$376,354.33	\$210,800.00
Dept 41100 Council Wages			
E 100-41100-100 Wages and Salaries	\$14,000.00	\$3,400.00	\$15,500.00
E 100-41100-180 Employee Withholdings	\$1,071.00	\$280.51	\$2,500.00
E 100-41100-208 Training and Instruction	\$1,000.00	\$0.00	\$1,000.00
E 100-41100-300 Professional Svcs	\$1,800.00	\$225.00	\$1,800.00
E 100-41100-331 Travel Expenses	\$500.00	\$0.00	\$500.00
Dept 41100 Council Wages	\$18,371.00	\$3,905.51	\$21,300.00
Dept 41300 Administrator			
E 100-41300-100 Wages and Salaries	\$77,050.00	\$0.00	\$79,567.50
E 100-41300-120 Employer Contrib Ret	\$5,778.75	\$0.00	\$5,967.56
E 100-41300-131 Employer Paid Health	\$9,600.00	\$0.00	\$7,000.00
E 100-41300-133 Employer Paid Dental	\$560.40	\$0.00	\$600.00
E 100-41300-134 Employer Paid Life	\$54.84	\$0.00	\$36.00
E 100-41300-180 Employee Withholdings	\$5,894.25	\$0.00	\$6,086.91
E 100-41300-208 Training and Instruction	\$1,500.00	\$1,090.00	\$3,000.00
E 100-41300-300 Professional Svcs	\$1,500.00	\$55.51	\$1,250.00
E 100-41300-331 Travel Expenses	\$1,000.00	\$0.00	\$500.00
Dept 41300 Administrator	\$102,938.24	\$1,145.51	\$104,007.97
Dept 41330 Boards and Commissions			
E 100-41330-430 Miscellaneous (GENERAL)	\$1,440.00	\$0.00	\$1,440.00
Dept 41330 Boards and Commissions	\$1,440.00	\$0.00	\$1,440.00
Dept 41400 City Clerk/Deputy			
E 100-41400-100 Wages and Salaries	\$14,437.00	\$2,250.04	\$14,674.40
E 100-41400-120 Employer Contrib Ret	\$1,082.00	\$0.00	\$1,100.58
E 100-41400-130 Employer Paid Ins	\$0.00	\$0.00	\$0.00
E 100-41400-131 Employer Paid Health	\$3,264.00	\$0.00	\$5,260.00
E 100-41400-133 Employer Paid Dental	\$190.54	\$0.00	\$204.00
E 100-41400-134 Employer Paid Life	\$18.51	\$0.00	\$12.24

Account Descr	2018 Budget	2018 YTD Amt	Proposed 1 Budget
E 100-41400-180 Employee Withholdings	\$1,104.43	\$185.62	\$1,122.59
E 100-41400-208 Training and Instruction	\$1,000.00	\$720.00	\$1,000.00
E 100-41400-300 Professional Svcs	\$0.00	\$18.87	\$1,250.00
E 100-41400-331 Travel Expenses	\$400.00	\$0.00	\$500.00
Dept 41400 City Clerk/Deputy	\$21,496.61	\$3,174.53	\$25,123.81
Dept 41410 Elections			
E 100-41410-100 Wages and Salaries	\$1,500.00	\$0.00	\$0.00
E 100-41410-210 Operating Supplies	\$0.00	\$0.00	\$0.00
E 100-41410-331 Travel Expenses	\$0.00	\$0.00	\$0.00
E 100-41410-350 Print/Binding	\$1,050.00	\$0.00	\$1,050.00
E 100-41410-351 Legal Notices Publishing	\$0.00	\$0.00	\$0.00
E 100-41410-430 Miscellaneous (GENERAL)	\$0.00	\$0.00	\$0.00
Dept 41410 Elections	\$2,550.00	\$0.00	\$1,050.00
Dept 41550 Assessment Services			
E 100-41550-300 Professional Svcs	\$13,500.00	\$0.00	\$14,000.00
Dept 41550 Assessment Services	\$13,500.00	\$0.00	\$14,000.00
Dept 41910 Planning and Zoning			
E 100-41910-100 Wages and Salaries	\$0.00	\$0.00	\$0.00
E 100-41910-110 Other Pay Boards & Commissions	\$3,110.00	\$0.00	\$3,110.00
E 100-41910-120 Employer Contrib Ret	\$0.00	\$0.00	\$0.00
E 100-41910-131 Employer Paid Health	\$0.00	\$0.00	\$0.00
E 100-41910-180 Employee Withholdings	\$0.00	\$0.00	\$0.00
E 100-41910-208 Training and Instruction	\$0.00	\$0.00	\$0.00
E 100-41910-300 Professional Svcs	\$50,000.00	\$1,304.00	\$6,500.00
E 100-41910-303 Engineering Fees	\$0.00	\$0.00	\$0.00
E 100-41910-331 Travel Expenses	\$0.00	\$0.00	\$0.00
Dept 41910 Planning and Zoning	\$53,110.00	\$1,304.00	\$9,610.00
Dept 41920 Computer			
E 100-41920-312 Software Support	\$2,000.00	\$1,094.00	\$3,000.00
E 100-41920-400 Repairs & Maint Cont	\$500.00	\$37.50	\$7,000.00
E 100-41920-500 Capital Outlay (GENERAL)	\$1,000.00	\$0.00	\$15,000.00
Dept 41920 Computer	\$3,500.00	\$1,131.50	\$25,000.00
Dept 41940 Community Center			
E 100-41940-100 Wages and Salaries	\$0.00	\$0.00	\$0.00
E 100-41940-120 Employer Contrib Ret	\$0.00	\$0.00	\$0.00
E 100-41940-180 Employee Withholdings	\$0.00	\$0.00	\$0.00
E 100-41940-300 Professional Svcs	\$6,000.00	\$1,216.30	\$6,000.00
E 100-41940-321 Telephone	\$0.00	\$0.00	\$0.00
E 100-41940-381 Electric Utilities	\$8,000.00	\$610.07	\$8,000.00
E 100-41940-383 Gas Utilities	\$6,000.00	\$977.95	\$7,000.00
E 100-41940-400 Repairs & Maint Cont	\$10,000.00	\$6,194.12	\$10,000.00
E 100-41940-438 Comm Ctr Pop	\$0.00	\$0.00	\$0.00
E 100-41940-500 Capital Outlay (GENERAL)	\$15,000.00	\$1,140.00	\$10,000.00
E 100-41940-720 Transfer Out	\$0.00	\$0.00	\$0.00
E 100-41940-810 Refunds/Reimbursements	\$0.00	\$0.00	\$0.00
Dept 41940 Community Center	\$45,000.00	\$10,138.44	\$41,000.00
Dept 42100 Police Contract			
E 100-42100-300 Professional Svcs	\$100,000.00	\$2,100.00	\$100,000.00
E 100-42100-430 Miscellaneous (GENERAL)	\$2,100.00	\$0.00	\$2,100.00
Dept 42100 Police Contract	\$102,100.00	\$2,100.00	\$102,100.00
Dept 42200 Fire Protection			
E 100-42200-100 Wages and Salaries	\$31,000.00	\$0.00	\$39,000.00
E 100-42200-129 PENSION EXPENSE	\$0.00	\$0.00	\$0.00
E 100-42200-180 Employee Withholdings	\$2,325.00	\$0.00	\$4,400.00
E 100-42200-200 Office Supplies	\$200.00	\$0.00	\$200.00

Account Descr	2018 Budget	2018 YTD Amt	Proposed 1 Budget
E 100-42200-208 Training and Instruction	\$8,500.00	\$1,017.20	\$8,500.00
E 100-42200-230 Fire Department Explorer s	\$500.00	\$0.00	\$500.00
E 100-42200-300 Professional Srvs	\$0.00	\$0.00	\$0.00
E 100-42200-305 Medical and Physicals	\$2,000.00	\$0.00	\$2,000.00
E 100-42200-322 Postage	\$125.00	\$0.00	\$125.00
E 100-42200-331 Travel Expenses	\$350.00	\$0.00	\$350.00
E 100-42200-360 Insurance (GENERAL)	\$10,000.00	\$5,305.03	\$10,000.00
E 100-42200-430 Miscellaneous (GENERAL)	\$125.00	\$0.00	\$500.00
E 100-42200-433 Dues and Subscriptions	\$1,000.00	\$1,236.25	\$1,500.00
E 100-42200-500 Capital Outlay (GENERAL)	\$0.00	\$0.00	\$0.00
E 100-42200-700 Transfers (GENERAL)	\$0.00	\$0.00	\$0.00
E 100-42200-720 Transfer Out	\$0.00	\$0.00	\$0.00
E 100-42200-810 Refunds/Reimbursements	\$0.00	\$0.00	\$0.00
Dept 42200 Fire Protection	\$56,125.00	\$7,558.48	\$67,075.00
Dept 42247 WAFTA			
E 100-42247-400 Repairs & Maint Cont	\$2,000.00	\$0.00	\$2,000.00
Dept 42247 WAFTA	\$2,000.00	\$0.00	\$2,000.00
Dept 42260 Fire Equipment			
E 100-42260-212 Motor Fuels	\$1,800.00	\$292.25	\$1,800.00
E 100-42260-400 Repairs & Maint Cont	\$12,000.00	\$933.44	\$14,000.00
E 100-42260-406 800 MgZ Radios	\$0.00	\$245.00	\$22,750.00
E 100-42260-417 Uniform Rental	\$0.00	\$0.00	\$0.00
E 100-42260-500 Capital Outlay (GENERAL)	\$0.00	\$0.00	\$0.00
E 100-42260-517 PPE Purchase	\$100,000.00	\$0.00	\$100,000.00
E 100-42260-580 New Equipment	\$0.00	\$0.00	\$0.00
E 100-42260-720 Transfer Out	\$0.00	\$0.00	\$0.00
Dept 42260 Fire Equipment	\$113,800.00	\$1,470.69	\$138,550.00
Dept 42280 Fire Station			
E 100-42280-210 Operating Supplies	\$150.00	\$0.00	\$500.00
E 100-42280-321 Telephone	\$1,500.00	\$191.23	\$1,500.00
E 100-42280-381 Electric Utilities	\$1,800.00	\$182.47	\$1,800.00
E 100-42280-383 Gas Utilities	\$2,600.00	\$525.99	\$3,000.00
E 100-42280-400 Repairs & Maint Cont	\$3,000.00	\$881.40	\$3,000.00
E 100-42280-500 Capital Outlay (GENERAL)	\$0.00	\$0.00	\$0.00
E 100-42280-600 Debt Srv Principal	\$7,399.00	\$0.00	\$3,500.00
E 100-42280-601 Debt Srv Interest	\$909.00	\$0.00	\$0.00
Dept 42280 Fire Station	\$17,358.00	\$1,781.09	\$13,300.00
Dept 42282 Fire Dept Land			
E 100-42282-600 Debt Srv Principal	\$0.00	\$0.00	\$0.00
E 100-42282-601 Debt Srv Interest	\$0.00	\$0.00	\$0.00
Dept 42282 Fire Dept Land	\$0.00	\$0.00	\$0.00
Dept 42285 FD Truck Payment			
E 100-42285-600 Debt Srv Principal	\$19,293.00	\$0.00	\$19,293.00
E 100-42285-601 Debt Srv Interest	\$2,456.00	\$0.00	\$2,456.00
Dept 42285 FD Truck Payment	\$21,749.00	\$0.00	\$21,749.00
Dept 42290 FD Relief Association			
E 100-42290-124 Fire Pension Contributions	\$3,800.00	\$3,726.00	\$0.00
Dept 42290 FD Relief Association	\$3,800.00	\$3,726.00	\$0.00
Dept 42400 Building Inspection			
E 100-42400-300 Professional Srvs	\$25,000.00	\$6,578.55	\$25,000.00
E 100-42400-430 Miscellaneous (GENERAL)	\$0.00	\$0.00	\$0.00
Dept 42400 Building Inspection	\$25,000.00	\$6,578.55	\$25,000.00
Dept 42500 Civil Defense			
E 100-42500-381 Electric Utilities	\$0.00	\$0.00	\$0.00

Account Descr	2018 Budget	2018 YTD Amt	Proposed 1 Budget
E 100-42500-400 Repairs & Maint Cont	\$450.00	\$250.00	\$450.00
E 100-42500-500 Capital Outlay (GENERAL)	\$0.00	\$0.00	\$0.00
Dept 42500 Civil Defense	\$450.00	\$250.00	\$450.00
Dept 42700 Animal Control			
E 100-42700-300 Professional Srvs	\$650.00	\$0.00	\$650.00
Dept 42700 Animal Control	\$650.00	\$0.00	\$650.00
Dept 43000 Public Works			
E 100-43000-360 Insurance (GENERAL)	\$0.00	\$0.00	\$0.00
E 100-43000-720 Transfer Out	\$0.00	\$0.00	\$0.00
Dept 43000 Public Works	\$0.00	\$0.00	\$0.00
Dept 43100 Hwys, Streets, & Roads			
E 100-43100-100 Wages and Salaries	\$23,928.75	\$20,897.57	\$30,000.00
E 100-43100-120 Employer Contrib Ret	\$1,794.66	\$0.00	\$2,250.00
E 100-43100-131 Employer Paid Health	\$4,800.00	\$0.00	\$9,250.00
E 100-43100-133 Employer Paid Dental	\$280.10	\$0.00	\$650.00
E 100-43100-134 Employer Paid Life	\$28.00	\$0.00	\$18.00
E 100-43100-180 Employee Withholdings	\$1,830.55	\$1,604.19	\$2,295.00
E 100-43100-208 Training and Instruction	\$1,000.00	\$150.00	\$1,000.00
E 100-43100-210 Operating Supplies	\$5,000.00	\$423.74	\$4,000.00
E 100-43100-212 Motor Fuels	\$3,000.00	\$754.59	\$5,000.00
E 100-43100-300 Professional Srvs	\$1,375.00	\$55.51	\$2,000.00
E 100-43100-303 Engineering Fees	\$7,500.00	\$0.00	\$0.00
E 100-43100-304 Legal Fees	\$0.00	\$0.00	\$0.00
E 100-43100-310 Contract Services	\$2,500.00	\$0.00	\$2,500.00
E 100-43100-321 Telephone	\$180.00	\$14.18	\$500.00
E 100-43100-331 Travel Expenses	\$400.00	\$0.00	\$400.00
E 100-43100-360 Insurance (GENERAL)	\$2,000.00	\$1,815.47	\$2,000.00
E 100-43100-400 Repairs & Maint Cont	\$15,000.00	\$194.40	\$15,000.00
E 100-43100-430 Miscellaneous (GENERAL)	\$1,000.00	\$0.00	\$1,000.00
E 100-43100-500 Capital Outlay (GENERAL)	\$55,000.00	\$2,892.00	\$74,000.00
Dept 43100 Hwys, Streets, & Roads	\$126,617.06	\$28,801.65	\$151,863.00
Dept 43124 Sidewalks and Crosswalk			
E 100-43124-300 Professional Srvs	\$0.00	\$0.00	\$0.00
Dept 43124 Sidewalks and Crosswalk	\$0.00	\$0.00	\$0.00
Dept 43125 Ice & Snow Removal			
E 100-43125-229 Sand & Salt	\$7,000.00	\$4,714.90	\$7,000.00
E 100-43125-300 Professional Srvs	\$20,000.00	\$9,039.50	\$20,000.00
Dept 43125 Ice & Snow Removal	\$27,000.00	\$13,754.40	\$27,000.00
Dept 43150 Storm Drainage			
E 100-43150-303 Engineering Fees	\$2,500.00	\$0.00	\$0.00
E 100-43150-430 Miscellaneous (GENERAL)	\$0.00	\$0.00	\$0.00
E 100-43150-500 Capital Outlay (GENERAL)	\$15,000.00	\$0.00	\$0.00
Dept 43150 Storm Drainage	\$17,500.00	\$0.00	\$0.00
Dept 43160 Street Lighting			
E 100-43160-381 Electric Utilities	\$30,000.00	\$1,515.93	\$30,000.00
E 100-43160-400 Repairs & Maint Cont	\$0.00	\$0.00	\$0.00
Dept 43160 Street Lighting	\$30,000.00	\$1,515.93	\$30,000.00
Dept 43700 Maintenance Bldg			
E 100-43700-200 Office Supplies	\$0.00	\$101.25	\$0.00
E 100-43700-321 Telephone	\$960.00	\$0.00	\$960.00
E 100-43700-381 Electric Utilities	\$2,500.00	\$240.38	\$2,500.00
E 100-43700-383 Gas Utilities	\$1,000.00	\$155.95	\$1,500.00
E 100-43700-400 Repairs & Maint Cont	\$6,000.00	\$369.77	\$5,000.00
E 100-43700-500 Capital Outlay (GENERAL)	\$10,000.00	\$0.00	\$0.00

Account Descr	2018 Budget	2018 YTD Amt	Proposed 1 Budget
E 100-43700-580 New Equipment	\$5,000.00	\$0.00	\$5,000.00
Dept 43700 Maintenance Bldg	\$25,460.00	\$867.35	\$14,960.00
Dept 45000 Park and Rec			
E 100-45000-100 Wages and Salaries	\$28,428.75	\$0.00	\$30,000.00
E 100-45000-110 Other Pay Boards & Commissions	\$1,500.00	\$0.00	\$1,500.00
E 100-45000-120 Employer Contrib Ret	\$1,794.66	\$0.00	\$2,250.00
E 100-45000-131 Employer Paid Health	\$4,800.00	\$0.00	\$9,250.00
E 100-45000-133 Employer Paid Dental	\$280.10	\$0.00	\$650.00
E 100-45000-134 Employer Paid Life	\$28.00	\$0.00	\$18.00
E 100-45000-180 Employee Withholdings	\$1,830.55	\$0.00	\$2,295.00
E 100-45000-212 Motor Fuels	\$1,300.00	\$0.00	\$1,300.00
E 100-45000-300 Professional Svcs	\$7,875.00	\$0.00	\$7,000.00
E 100-45000-303 Engineering Fees	\$2,000.00	\$0.00	\$2,000.00
E 100-45000-360 Insurance (GENERAL)	\$5,000.00	\$38.43	\$5,000.00
E 100-45000-370 Recreation Program	\$1,000.00	\$0.00	\$1,000.00
E 100-45000-381 Electric Utilities	\$150.00	\$11.49	\$150.00
E 100-45000-400 Repairs & Maint Cont	\$5,000.00	\$0.00	\$5,000.00
E 100-45000-430 Miscellaneous (GENERAL)	\$500.00	\$0.00	\$500.00
E 100-45000-490 Donations to Civic Org s	\$0.00	\$0.00	\$0.00
E 100-45000-500 Capital Outlay (GENERAL)	\$70,000.00	\$0.00	\$70,000.00
E 100-45000-530 City Beautification	\$3,000.00	\$0.00	\$2,000.00
E 100-45000-580 New Equipment	\$0.00	\$0.00	\$0.00
E 100-45000-720 Transfer Out	\$0.00	\$0.00	\$0.00
Dept 45000 Park and Rec	\$134,487.06	\$49.92	\$139,913.00
Dept 45300 Baseball Park			
E 100-45300-400 Repairs & Maint Cont	\$0.00	\$0.00	\$0.00
E 100-45300-500 Capital Outlay (GENERAL)	\$0.00	\$0.00	\$0.00
E 100-45300-580 New Equipment	\$0.00	\$0.00	\$0.00
Dept 45300 Baseball Park	\$0.00	\$0.00	\$0.00
Dept 46340 Other Redevelopment/Housing			
E 100-46340-300 Professional Svcs	\$0.00	\$0.00	\$0.00
Dept 46340 Other Redevelopment/Housing	\$0.00	\$0.00	\$0.00
Dept 46500 Economic Develop mt (GENERAL)			
E 100-46500-110 Other Pay Boards & Commissions	\$450.00	\$0.00	\$450.00
E 100-46500-300 Professional Svcs	\$1,100.00	\$0.00	\$1,100.00
E 100-46500-321 Telephone	\$0.00	\$0.00	\$0.00
E 100-46500-322 Postage	\$0.00	\$0.00	\$0.00
E 100-46500-331 Travel Expenses	\$0.00	\$0.00	\$0.00
E 100-46500-340 Advertising	\$6,500.00	\$0.00	\$3,000.00
E 100-46500-350 Print/Binding	\$0.00	\$0.00	\$0.00
E 100-46500-720 Transfer Out	\$0.00	\$0.00	\$0.00
Dept 46500 Economic Develop mt (GENERAL)	\$8,050.00	\$0.00	\$4,550.00
Dept 47000 Debt Service (GENERAL)			
E 100-47000-610 Interest	\$0.00	\$0.00	\$0.00
Dept 47000 Debt Service (GENERAL)	\$0.00	\$0.00	\$0.00
Dept 49503 Refuse Collection/ Residents			
E 100-49503-300 Professional Svcs	\$0.00	\$0.00	\$0.00
Dept 49503 Refuse Collection/ Residents	\$0.00	\$0.00	\$0.00
Dept 49505 Compost			
E 100-49505-100 Wages and Salaries	\$3,150.00	\$312.00	\$3,150.00
E 100-49505-180 Employee Withholdings	\$240.00	\$96.84	\$240.00
E 100-49505-300 Professional Svcs	\$0.00	\$0.00	\$0.00
E 100-49505-322 Postage	\$0.00	\$0.00	\$0.00
E 100-49505-400 Repairs & Maint Cont	\$2,000.00	\$0.00	\$2,000.00
E 100-49505-430 Miscellaneous (GENERAL)	\$0.00	\$0.00	\$0.00

Account Descr	2018 Budget	2018 YTD Amt	Proposed 1 Budget
Dept 49505 Compost	\$5,390.00	\$408.84	\$5,390.00
Dept 49507 Organics			
E 100-49507-300 Professional Srvs	\$0.00	\$0.00	\$0.00
Dept 49507 Organics	\$0.00	\$0.00	\$0.00
Dept 49508 Recycling			
E 100-49508-300 Professional Srvs	\$0.00	\$0.00	\$0.00
Dept 49508 Recycling	\$0.00	\$0.00	\$0.00
Dept 49570 Sales Tax			
E 100-49570-450 Sales Tax Payment	\$0.00	\$0.00	\$0.00
Dept 49570 Sales Tax	\$0.00	\$0.00	\$0.00
FUND 100 GENERAL FUND	\$1,069,741.97	\$466,016.72	\$1,197,881.78



Request for Council Action Memorandum

Item: 2019 Police Contract

Meeting Date: December 10, 2018

Presented By: Margaret McCallum, City Administrator

Recommendations/Council Action/Motion Requested:

To review and make a motion approving Resolution 10-22-18-37 approving contract for police services for Calendar Year 2019.

Details:

The 2018 contract for polices services reflects an increase of \$355.00 from the 2018 contract. Below is the budget information for 2016 – 2019.

Personnel Cost	2016	2017	2018	2019
.67 Corporal	\$63,055.00	\$66,205.00	\$68,652.00	\$69,148.00
CSO 130 Hours	\$4,033.00	\$4,350.00	\$5,022.00	\$5,006.00
Vehicle Cost .67	\$15,480.00	\$21,093.00	\$13,896.00	\$13,771.00
Total	\$82,568.00	\$91,648.00	\$87,570.00	\$87,925.00

Attachments:

Resolution 12-10-18-43

2019 Police Contract

CONTRACT FOR POLICE SERVICES

Mayer

THIS AGREEMENT, made and entered into this day of , by and between the County of Carver, through its Sheriff's Office (hereinafter, "County"), and the City of Mayer (hereinafter, the "City"), and, collectively known as the "parties".

WHEREAS, the City desires to enter into a contract with the County whereby the County will provide police services within the boundaries of the City; and

WHEREAS, the County agrees to render such services upon the terms and conditions hereinafter set forth; and

WHEREAS, Minnesota Statutes Section 471.59 authorizes governmental units in the State of Minnesota to enter into agreements by resolution with any other governmental unit to perform on behalf of that unit any service or function which that unit would be authorized to provide for itself; and

WHEREAS, said contract is authorized by Minnesota Statute, Section 471.59, 436.05, and Minnesota Statute, Section 366 and 367;

NOW, THEREFORE, it is agreed between the parties as follows:

ARTICLE I

PURPOSE: The purpose of this Agreement is to secure police contracting services for the City. Minnesota Statutes, Section 471.59 authorizes two or more governmental units to jointly exercise any power common to the contracting parties. Minnesota Statutes, Section 436.05 allows municipalities to contract with other municipalities for police services.

ARTICLE II

1. POLICE SERVICES. The County agrees to provide police service within the corporate limits of the City to the extent and in the manner set forth below:
 - 1.1 Police services to be provided under this contract shall encompass those police duties and functions which are the type statutorily deemed to be the responsibility of the local communities;
 - 1.2 With input from the City, the County shall assign personnel as necessary;
 - 1.3 All matters incident to the performance of such service or the control of personnel employed to render such service shall be and remain in the control of the County;

- 1.4 In the event a dispute arises between the parties concerning the type of service to be rendered, or the manner in which such service is provided, the County shall retain sole discretion in determining a solution to said dispute (e.g., re-assignment of personnel, types of patrol, level of service available); and
- 1.5 The police services will be provided to the City for the selected number of contracted hours and/or full time equivalent (FTE) personnel. Such services shall not include situations in which, in the opinion of the County, a police emergency occurs which requires a different use of the personnel, patrol vehicle, equipment, or the performance of special details relating to police services. It shall also not include the enforcement of matters which are primarily administrative or regulatory in nature (e.g., zoning, building code violations).

ARTICLE III

SPECIAL EVENT OR ADDITIONAL SERVICES. If the City desires additional police services over and above the hours and/or FTE's contracted for in this Agreement, the City shall contact the Sheriff's Office contract manager or designee noted in this Agreement. The County will invoice the City for these additional services pursuant to Minnesota Statute, Section 471.425, Prompt payment of local government bills, Subdivision 2(a) For municipalities who have governing boards which have regularly scheduled meetings at least once a month, the standard payment period is defined as within 35 days of the date of receipt.

ARTICLE IV

COOPERATION AMONG PARTIES. It is hereby agreed that the parties and all of their officials, personnel, agents and employees shall render full cooperation and assistance to each other to facilitate the provision of the services selected herein.

ARTICLE V

1. PROVISION OF EQUIPMENT. It is agreed that the County shall provide all necessary labor, supervision, vehicle, equipment, and supplies to maintain and provide the police services selected herein.
2. OFFICE SPACE. If an FTE is requested, the City shall provide office and work space for the assigned personnel.
3. FINANCIAL LIABILITY. The City does not assume liability for the direct payment of any salaries, wages, or other compensation to personnel employed by the County to perform the selected services. It is agreed that all personnel shall be employees of the County and the County shall be responsible for providing worker's compensation insurance and all other benefits to which such personnel shall become entitled by reason of their employment with the County.

4. MUTUAL INDEMNIFICATION. Each party shall be liable for its own acts to the extent provided by law and hereby agrees to indemnify, hold harmless and defend the other, its personnel and employees against any and all liability loss, costs, damages, expenses, claims or actions, including attorney's fees which its personnel and employees may hereafter sustain, incur or be required to pay, arising out of or by reason for any act or omission of the party, its agents, servants or employees, in the execution, performance, or failure to adequately perform its obligations pursuant to this contract. Liability of the County or other Minnesota political subdivisions shall be governed by the provisions of the Municipal Tort Claims Act, Minnesota Statutes, Chapter 466, and other applicable laws.

It is further understood that Minnesota 471.59, Subd. 1a applies to this Agreement. To the full extent permitted by law, actions by the parties pursuant to this Agreement are intended to be and shall be construed as a "cooperative activity" and it is the intent of the parties that they shall be deemed a "single governmental unit" for the purposes of liability, all as set forth in Minnesota Statutes Section 471.59, Subd. 1a(a); provided further that for purposes of that statute, each party to this Agreement expressly declines responsibility for the acts or omissions of the other party.

Each party agrees to promptly notify the other party if it knows or becomes aware of any facts or allegations reasonably giving rise to actual or potential liability, claims, causes of action, judgments, damages, losses, costs or expenses, including attorney's fees, involving or reasonably likely to involve the other party, and arising out of acts or omissions related to this Agreement.

LIABILITY

- (a) It is understood and agreed that liability shall be limited by the provisions of Minnesota Statutes Chapter 466. This Agreement to indemnify and hold harmless does not constitute a waiver by any participant of limitations on liability provided under Minnesota Statutes Section 466.04. To the full extent permitted by law, actions by parties pursuant to this Agreement are intended to be and shall be construed as a "cooperative activity" and it is the intent of the parties that they shall be deemed a "single governmental unit" for the purposes of liability, all set forth in Minnesota Statutes, Section 471.59, Subdivision 1a(a): provided further that for purposes of that statute, each party to this Agreement expressly declines responsibility for the acts or omissions of the other party.
- (b) For purposes of determining total liability damages, the participating governmental units and the joint board, if one is established, are considered a single governmental unit and the total liability for the participating governmental units and the joint board, if established, shall not exceed the limits on governmental liability for a single governmental unit as specified in State Statute, Section 3.736 or Section 466.04, Subdivision 1, or as waived or extended by the joint board or all participating governmental units under State Statute, Section 3.736, Subdivision 8 or Section 471.981. The parties of this Agreement are not liable for the acts or omissions of the other participants to this Agreement except to the extent to which they have agreed in writing

to be responsible for acts or omissions of the other parties.

5. INSURANCE. The County agrees that all insurance required to adequately insure vehicles, personnel and equipment used by the County in the provision of the selected services will be provided by the County.

ARTICLE VI

1. TERM. The term of this contract shall be January 1, 2019 to December 31, 2019. The term of this Agreement may be extended for up to an additional sixty (60) days under the same terms and conditions, provided the parties are attempting in good faith to negotiate a new Agreement. This Agreement extension shall automatically terminate upon the parties' entering into a new written Agreement, or on the sixtieth (60th) day, whichever occurs first.
2. RATE. As contained in this contract.
3. NOTICE.
 - 3.1 If the County does not desire to enter into a contract for police service for 2020, the City shall be so notified in writing six (6) months prior to the expiration of the current contract.
 - 3.2 On or before August 15 of the current contract year, the County shall notify the City of the police contract rates for the following year.
 - 3.3 The City shall notify the County of its intention to contract for police services for the following year no later than October 15 of the current contract year.
 - 3.4 In the event the City shall fail to give notice as required above, the County shall presume the City does not desire to enter into an Agreement with the County for police services.
 - 3.5 Notice under the above provisions shall be sent to:

Commander Paul Tschida
Carver County Sheriff's Office
606 East 4th Street
Chaska, MN 55318
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City of Mayer
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ARTICLE VII

MENU OF POLICE SERVICES

1. POLICE STAFFING OPTIONS

1.1 FULL TIME EQUIVALENT (FTE) PERSONNEL OPTION

1.1.1 FTE personnel are Full Time Employees dedicated to the contract community. The FTE deputies compensated time includes regular assignment duties, training, holidays, vacation, sick leave and other benefited time. The FTE deputy position is not automatically backfilled when the deputy is away from assignment for the above types of compensated time. The FTE deputy costs include: salary, benefits, supervision, administration, training, clerical support, insurance, and county overhead. The FTE costs do not include additional hours which are necessary for court or filling a shift for a compensated day off.

The first forty (40) hours the deputy is gone from the community while on military leave will not be backfilled. The Sheriff's Office will backfill the position or credit back the time for military leave after the first 40 hours.

The first eighty (80) hours a deputy is gone from the community on FMLA leave will not be backfilled; it will be treated like sick leave. The Sheriff's Office will backfill the position or credit back the time for FMLA after the first 80 hours of FMLA is completed.

If the City requests coverage for compensated days off noted above, it is recommended the City set aside a contingency for additional hours. Additional hours for deputies will be billed at \$64.17.

The SouthWest Metro Drug Task Force will invoice \$2,100 separately.

Hours worked on a designated holiday will be billed at double the FTE's hourly pay rate per the collective bargaining agreement(s).

PERSONNEL COST

Deputy .67 (2080 FTE)	\$69,148
CSO – 130hours	\$5,006

VEHICLE COST

Patrol Vehicle – .67	<u>\$13,771</u>
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<u>TOTAL POLICE SERVICES</u>	\$87,925
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2. PAYMENT. The Sheriff shall invoice one half of the total amount of the current year police staffing option cost hereunder, or \$43,962.50 to be paid on or before June 30 of the current contract year. The Sheriff shall invoice the remaining half, or \$43,962.50 to be paid on or before November 30 of the current contract year.
3. MINNESOTA STATE POLICE AID. The County, upon receiving Minnesota State Police Aid, shall reimburse the City pursuant to Minnesota Statute, Section 69.011.

ARTICLE VIII

1. DATA. All data collected, created, received, maintained or disseminated in any form for any purposes by the activities of this Agreement is governed by the Minnesota Data Practices Act, Minnesota Statute Section 13, or the appropriate Rules of Court and shall only be shared pursuant to laws governing that particular data.
2. AUDIT. Pursuant to Minnesota Statute Section 16C.05, Subdivision 5, the parties agree that the State Auditor or any duly authorized representative at that time during normal business hours and as often as they may reasonably deem necessary, shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc. which are pertinent to the accounting practices and procedures related to this Agreement. All such records shall be maintained for a period of six (6) years from the date of termination of this Agreement.
3. NONWAIVER, SEVERABILITY AND APPLICABLE LAWS. Nothing in this Agreement shall constitute a waiver by the parties of any statute of limitation or exceptions on liability. If any part of this Agreement is deemed invalid such shall not affect the remainder unless it shall substantially impair the value of the Agreement with respect to either party. The parties agree to substitute for the invalid provision a valid one that most closely approximates the intent of the Agreement.

The laws of the State of Minnesota apply to this Agreement.

4. MERGER AND MODIFICATION. It is understood and agreed that the entire Agreement between the parties is contained herein and that this Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof. All items referred to in this Agreement are incorporated or attached and are deemed to be part of this Agreement. Any alterations, variations, modifications, or waivers of provisions of this Agreement shall only be valid when they have been reduced to writing as an amendment to this Agreement and signed by the parties hereto.

IN WITNESS THEREOF, the Municipality has caused this Agreement to be executed by its Mayor and by the authority of its governing body on this _____ day of _____, _____

SIGNED: _____ DATE: _____
Mayor

SIGNED: _____ DATE: _____
City Administrator

IN WITNESS THEREOF, the County of Carver has caused this Agreement to be executed by its Chair and attested by its Administrator pursuant to the authority of the Board of County Commissioners on this _____ day of _____, _____

COUNTY OF CARVER:

SIGNED: _____ DATE: _____
CHAIR, BOARD OF COMMISSIONERS

SIGNED: _____ DATE: _____
SHERIFF

Attest

SIGNED: _____ DATE: _____
COUNTY ADMINISTRATOR

RESOLUTION 12-10-18-43
APPROVING THE CONTRACT FOR POLICE SERVICES
FOR CALENDAR YEAR 2019
CITY OF MAYER

WHEREAS, The City of Mayer (the “City”) desires to contract police services with Carver County and the Carver County Sheriff’s Department; and

WHEREAS, such contracts are authorized by the provisions of Minnesota Statutes, Chapter 471.59, and the 1961 Sessions Laws, Chapter 693; and

WHEREAS, said contract will be for police services provided during the 2019 calendar year under the terms and conditions contained in the contract.

NOW THEREFORE BE IT RESOLVED, that the City Council of the City of Mayer, Carver County, Minnesota, hereby approves the Contract for Police Services for 2019 calendar year, attached hereto and by said references incorporated herein in its entirety.

BE IT FURTHER RESOLVED, that the Mayer and City Administrator are hereby authorized and directed to execute said contract on behalf of the City.

Adopted this 10th day of December, 2018 by the Mayer City Council.

Margaret McCallum, City Administrator

Michael Dodge, Mayor



Request for Council Action Memorandum

Item: Adoption of 2019 Tax Levy and General Fund

Meeting Date: December 10, 2018

Presented By: Margaret McCallum, City Administrator

Recommendations/Council Action/Motion Requested:

To approve Resolutions 12-10-18-44 and 12-10-18-45 setting the property tax levy and establishing the 2019 budget for General Fund.

Details:

Summary of General Fund Budget Recommendation

Based on what the Council has been reviewing over the past months, and with the establishment of the 2019 preliminary tax levy in September, Staff is presenting the recommended General Fund Operating Budget, which would be \$1,197,881,78 for 2019. This would be an increase of 12.7%% in expenditures over 2018, which an actual dollar increase in expenditures of \$125,751.00.

2019 Revenue

From a revenue perspective, the recommended budget would have a tax levy of \$908,734.00 for 2019, increasing the total tax levy for the General Fund by 13.6% from the 2018 tax levy of \$799,650.

It should be noted that 3 factors can increase the cost of service in the community. The first would be the increase in market values due to new construction in the community, the second would be to account for any inflationary increase in the market, and the third would be any additions to support new initiatives coming on board.

In 2018, we saw a 3.54% increase in market values due to new construction and an 11.47% increase in market change for a total of 15.57%.

Budgeting Objectives

In preparing for the proposed 2019 General Fund Budget, the following objectives were used by Council and Staff:

1. Maintain existing quality service levels, while funding new programs only after our existing, necessary programs are funded.
2. Fully fund scheduled maintenance and replacement of equipment/property.
3. Development a budget plan that is sustainable from a resource perspective to support service levels residents expect.

Staff does feel confident that based on the proposed budget, the City would meet each of the budgeting objectives above.

Environmental Factors for 2019

For 2019, there are positive environmental factors at work as we put together the General Fund Budget. Specifically:

- *Market Values across the community have increased 15.57%*
- *Residential Building Permits continue to remain steady*
- *There is a steady increase in population*

The positive change will allow the City of focus on new Capital Improvements, which will allow us to make sure that we reinvest back into all of the assets we have already invested into, and to ensure that they are in good shape for future years.

Proposed City Tax Levy

As mentioned, the recommendation for 2019 would be to have a 12.7% increase in our tax levy. As mentioned as well, this would include the 3.54% increase in new construction Market Value, 11.57% increase on market change for a total market value change of 15.57%.

To understand what the impact of raising the operational levy by 12.7% would have on the average residential property, it is important to understand what is occurring with property values, and with our general tax capacity in the city, with is the percentage of the overall market value on properties that are taxable. Below are charts illustrating both the taxable market value changes that Mayer will experience in 2019, along with the impact that this will have on our tax capacity in the community.

As you will see in the Market Value Chart, the existing residential property in the City went up by 12.11% in value for taxes payable 2019. For Mayer, this means that the average home valued at \$214,000 in 2018 would on average increase to \$239,915.00 in 2019. With the change in our tax rate, this example of a house in 2018 would have paid \$1,082.98 and \$1,177.98 (+95.14) in 2019.

As always, the actual impact on City taxes paid on a home comes down to what exactly occurs with an individual property's change in market value.

City of Mayer 2018 Assessment Summary

	Residential	Commercial/Industrial	Apartment	Ag	Total
2018 EMV	\$178,469,000	\$10,307,100	\$756,600	\$1,384,800	\$190,917,500
2017 EMV	\$153,507,600	\$9,604,000	\$704,100	\$1,384,800	\$165,200,500
Total Value Change	\$24,961,400	\$703,100	\$52,500	\$0	\$25,717,000
New Construction	\$6,376,100	\$387,200	\$0	\$0	\$6,763,300
Market Change	\$18,585,300	\$315,900	\$52,500	\$0	\$18,953,700
% New Construction	3.57%	3.76%	0.00%	0.00%	3.54%
% Market Change	12.11%	3.29%	7.46%	0.00%	11.47%
2018 Total % Increase	16.26%	7.32%	7.46%	0.00%	15.57%

Based on the discussions above, the following would be the proposed revenue budget for 2019:

	2018	2019	Increase	% Increase
Property Taxes	\$481,930.97	\$639,645.64	\$167,714.67	32.73%
Fees, Licenses and Permits	\$101,310.00	\$109,000.00	\$7,690.00	7.59%
Aids and Grants	\$343,036.00	\$350,558.00	\$7,522.00	2.19%
Fire Contracts	\$68,362.00	\$68,178.14	-\$183.86	-0.27%
Other	\$81,103.00	\$30,500.00	-\$50,603.00	-62.39%
	\$1,075,741.97	\$1,197,881.78	\$122,139.81	11.35%

2019 Proposed Expenditures

As mentioned previously, the proposed expenditure budget for 2019 is \$1,197,881.78 which would be a 11.35% increase from the 2018 budget of \$1,075,741.97, or a dollar increase of \$122,139.81.

Below is a summary of major changes in expenditures being programmed for 2019.

- *Assume no draw-down on General Fund reserves*
- *A wage increase in 2019 for City Council.*
- *A decrease in Planning and Zoning Budget due to completion of the 2040 Comprehensive Plan.*
- *Continuation of services from Abdo, Eick and Meyer for the administration of quarterly City financial reports.*
- *Slight increase on contracted services for County Assessor, Police Services, County Attorney.*
- *Wage Increase for Fire Protection Services.*
- *Budgeting for new Fire Department Capital including new pagers.*
- *Setting up an IT Contract instead of paying as needed.*
- *Public Works Capital Equipment including \$30,000 for trail seal coating, \$40,000 for a vehicle, and \$4,000 for a mower.*

- *Employee salary increases and benefits increases.*
- *\$100,000 in Capital Reserve for Future Street Improvements.*

	2018	2019	Increase	% Increase	Notes
Council	\$18,371.00	\$21,300.00	\$2,929.00	15.94%	
Administration	\$124,434.85	\$129,131.78	\$4,696.93	3.77%	
Administrative Services	\$71,300.00	\$80,800.00	\$9,500.00	13.32%	
Assessor	\$13,500.00	\$14,000.00	\$500.00	3.70%	
Legal	\$10,000.00	\$15,000.00	\$5,000.00	50.00%	
Planning & Zoning	\$53,110.00	\$9,610.00	-\$43,500.00	-81.91%	
Engineering	\$15,000.00	\$15,000.00	\$0.00	0.00%	
Elections	\$2,550.00	\$1,050.00	-\$1,500.00	-58.82%	
Police	\$102,100.00	\$102,100.00	\$0.00	0.00%	
Fire	\$214,832.00	\$242,674.00	\$27,842.00	12.96%	
Government Buildings	\$70,460.00	\$55,960.00	-\$14,500.00	-20.58%	
Public Works	\$159,007.06	\$184,253.00	\$25,245.94	15.88%	
Park and Recreation	\$134,487.06	\$139,913.00	\$5,425.94	4.03%	
Misc	\$61,590.00	\$162,090.00	\$100,500.00	163.18%	\$100,000 in Capital
Building Inspection	\$25,000.00	\$25,000.00	\$0.00	0.00%	
TOTAL	\$1,075,741.97	\$1,197,881.78	\$122,139.81	11.35%	

Based on the proposed budget, and the recommendation for the tax levy, Staff feels that all of the budgeting objectives can be achieved, and is therefore recommending the adoption of both the proposed tax levy and General Fund Budget.

Attached Items:

- 2019 Proposed General Fund
- Resolution 12-10-18-45 – 2019 Budget
- Resolution 12-10-18-44 – 2019 Levy

MAYER, MN
General Fund EXP 2019
 Current Period: February 2018

Account Descr	2018 Budget	2018 YTD Amt	Proposed 1 Budget
FUND 100 GENERAL FUND			
Dept 41000 General Government			
E 100-41000-200 Office Supplies	\$3,000.00	\$784.40	\$3,000.00
E 100-41000-208 Training and Instruction	\$0.00	\$0.00	\$0.00
E 100-41000-300 Professional Svcs	\$0.00	\$0.00	\$0.00
E 100-41000-301 Auditing and Acct g Services	\$30,000.00	\$20,189.60	\$45,000.00
E 100-41000-303 Engineering Fees	\$15,000.00	\$1,424.50	\$15,000.00
E 100-41000-304 Legal Fees	\$10,000.00	\$77.00	\$15,000.00
E 100-41000-315 ACH Processing Fees	\$0.00	\$20.00	\$0.00
E 100-41000-321 Telephone	\$3,000.00	\$150.00	\$3,000.00
E 100-41000-322 Postage	\$1,500.00	\$200.00	\$1,500.00
E 100-41000-331 Travel Expenses	\$0.00	\$0.00	\$0.00
E 100-41000-340 Advertising	\$900.00	\$0.00	\$900.00
E 100-41000-350 Print/Binding	\$1,300.00	\$0.00	\$2,000.00
E 100-41000-351 Legal Notices Publishing	\$1,000.00	\$112.77	\$2,000.00
E 100-41000-355 Gopher State Locates	\$0.00	\$0.00	\$0.00
E 100-41000-360 Insurance (GENERAL)	\$15,500.00	\$2,577.67	\$15,500.00
E 100-41000-430 Miscellaneous (GENERAL)	\$6,000.00	\$804.41	\$6,000.00
E 100-41000-432 Uncollectable Checks	\$0.00	\$0.00	\$0.00
E 100-41000-433 Dues and Subscriptions	\$2,200.00	\$13.98	\$1,000.00
E 100-41000-490 Donations to Civic Org s	\$0.00	\$0.00	\$0.00
E 100-41000-500 Capital Outlay (GENERAL)	\$0.00	\$0.00	\$100,000.00
E 100-41000-620 Fiscal Agent s Fees	\$900.00	\$0.00	\$900.00
E 100-41000-700 Transfers (GENERAL)	\$0.00	\$350,000.00	\$0.00
E 100-41000-810 Refunds/Reimbursements	\$0.00	\$0.00	\$0.00
Dept 41000 General Government	\$90,300.00	\$376,354.33	\$210,800.00
Dept 41100 Council Wages			
E 100-41100-100 Wages and Salaries	\$14,000.00	\$3,400.00	\$15,500.00
E 100-41100-180 Employee Withholdings	\$1,071.00	\$280.51	\$2,500.00
E 100-41100-208 Training and Instruction	\$1,000.00	\$0.00	\$1,000.00
E 100-41100-300 Professional Svcs	\$1,800.00	\$225.00	\$1,800.00
E 100-41100-331 Travel Expenses	\$500.00	\$0.00	\$500.00
Dept 41100 Council Wages	\$18,371.00	\$3,905.51	\$21,300.00
Dept 41300 Administrator			
E 100-41300-100 Wages and Salaries	\$77,050.00	\$0.00	\$79,567.50
E 100-41300-120 Employer Contrib Ret	\$5,778.75	\$0.00	\$5,967.56
E 100-41300-131 Employer Paid Health	\$9,600.00	\$0.00	\$7,000.00
E 100-41300-133 Employer Paid Dental	\$560.40	\$0.00	\$600.00
E 100-41300-134 Employer Paid Life	\$54.84	\$0.00	\$36.00
E 100-41300-180 Employee Withholdings	\$5,894.25	\$0.00	\$6,086.91
E 100-41300-208 Training and Instruction	\$1,500.00	\$1,090.00	\$3,000.00
E 100-41300-300 Professional Svcs	\$1,500.00	\$55.51	\$1,250.00
E 100-41300-331 Travel Expenses	\$1,000.00	\$0.00	\$500.00
Dept 41300 Administrator	\$102,938.24	\$1,145.51	\$104,007.97
Dept 41330 Boards and Commissions			
E 100-41330-430 Miscellaneous (GENERAL)	\$1,440.00	\$0.00	\$1,440.00
Dept 41330 Boards and Commissions	\$1,440.00	\$0.00	\$1,440.00
Dept 41400 City Clerk/Deputy			
E 100-41400-100 Wages and Salaries	\$14,437.00	\$2,250.04	\$14,674.40
E 100-41400-120 Employer Contrib Ret	\$1,082.00	\$0.00	\$1,100.58
E 100-41400-130 Employer Paid Ins	\$0.00	\$0.00	\$0.00
E 100-41400-131 Employer Paid Health	\$3,264.00	\$0.00	\$5,260.00
E 100-41400-133 Employer Paid Dental	\$190.54	\$0.00	\$204.00
E 100-41400-134 Employer Paid Life	\$18.51	\$0.00	\$12.24

Account Descr	2018 Budget	2018 YTD Amt	Proposed 1 Budget
E 100-41400-180 Employee Withholdings	\$1,104.43	\$185.62	\$1,122.59
E 100-41400-208 Training and Instruction	\$1,000.00	\$720.00	\$1,000.00
E 100-41400-300 Professional Svcs	\$0.00	\$18.87	\$1,250.00
E 100-41400-331 Travel Expenses	\$400.00	\$0.00	\$500.00
Dept 41400 City Clerk/Deputy	\$21,496.61	\$3,174.53	\$25,123.81
Dept 41410 Elections			
E 100-41410-100 Wages and Salaries	\$1,500.00	\$0.00	\$0.00
E 100-41410-210 Operating Supplies	\$0.00	\$0.00	\$0.00
E 100-41410-331 Travel Expenses	\$0.00	\$0.00	\$0.00
E 100-41410-350 Print/Binding	\$1,050.00	\$0.00	\$1,050.00
E 100-41410-351 Legal Notices Publishing	\$0.00	\$0.00	\$0.00
E 100-41410-430 Miscellaneous (GENERAL)	\$0.00	\$0.00	\$0.00
Dept 41410 Elections	\$2,550.00	\$0.00	\$1,050.00
Dept 41550 Assessment Services			
E 100-41550-300 Professional Svcs	\$13,500.00	\$0.00	\$14,000.00
Dept 41550 Assessment Services	\$13,500.00	\$0.00	\$14,000.00
Dept 41910 Planning and Zoning			
E 100-41910-100 Wages and Salaries	\$0.00	\$0.00	\$0.00
E 100-41910-110 Other Pay Boards & Commissions	\$3,110.00	\$0.00	\$3,110.00
E 100-41910-120 Employer Contrib Ret	\$0.00	\$0.00	\$0.00
E 100-41910-131 Employer Paid Health	\$0.00	\$0.00	\$0.00
E 100-41910-180 Employee Withholdings	\$0.00	\$0.00	\$0.00
E 100-41910-208 Training and Instruction	\$0.00	\$0.00	\$0.00
E 100-41910-300 Professional Svcs	\$50,000.00	\$1,304.00	\$6,500.00
E 100-41910-303 Engineering Fees	\$0.00	\$0.00	\$0.00
E 100-41910-331 Travel Expenses	\$0.00	\$0.00	\$0.00
Dept 41910 Planning and Zoning	\$53,110.00	\$1,304.00	\$9,610.00
Dept 41920 Computer			
E 100-41920-312 Software Support	\$2,000.00	\$1,094.00	\$3,000.00
E 100-41920-400 Repairs & Maint Cont	\$500.00	\$37.50	\$7,000.00
E 100-41920-500 Capital Outlay (GENERAL)	\$1,000.00	\$0.00	\$15,000.00
Dept 41920 Computer	\$3,500.00	\$1,131.50	\$25,000.00
Dept 41940 Community Center			
E 100-41940-100 Wages and Salaries	\$0.00	\$0.00	\$0.00
E 100-41940-120 Employer Contrib Ret	\$0.00	\$0.00	\$0.00
E 100-41940-180 Employee Withholdings	\$0.00	\$0.00	\$0.00
E 100-41940-300 Professional Svcs	\$6,000.00	\$1,216.30	\$6,000.00
E 100-41940-321 Telephone	\$0.00	\$0.00	\$0.00
E 100-41940-381 Electric Utilities	\$8,000.00	\$610.07	\$8,000.00
E 100-41940-383 Gas Utilities	\$6,000.00	\$977.95	\$7,000.00
E 100-41940-400 Repairs & Maint Cont	\$10,000.00	\$6,194.12	\$10,000.00
E 100-41940-438 Comm Ctr Pop	\$0.00	\$0.00	\$0.00
E 100-41940-500 Capital Outlay (GENERAL)	\$15,000.00	\$1,140.00	\$10,000.00
E 100-41940-720 Transfer Out	\$0.00	\$0.00	\$0.00
E 100-41940-810 Refunds/Reimbursements	\$0.00	\$0.00	\$0.00
Dept 41940 Community Center	\$45,000.00	\$10,138.44	\$41,000.00
Dept 42100 Police Contract			
E 100-42100-300 Professional Svcs	\$100,000.00	\$2,100.00	\$100,000.00
E 100-42100-430 Miscellaneous (GENERAL)	\$2,100.00	\$0.00	\$2,100.00
Dept 42100 Police Contract	\$102,100.00	\$2,100.00	\$102,100.00
Dept 42200 Fire Protection			
E 100-42200-100 Wages and Salaries	\$31,000.00	\$0.00	\$39,000.00
E 100-42200-129 PENSION EXPENSE	\$0.00	\$0.00	\$0.00
E 100-42200-180 Employee Withholdings	\$2,325.00	\$0.00	\$4,400.00
E 100-42200-200 Office Supplies	\$200.00	\$0.00	\$200.00

Account Descr	2018 Budget	2018 YTD Amt	Proposed 1 Budget
E 100-42200-208 Training and Instruction	\$8,500.00	\$1,017.20	\$8,500.00
E 100-42200-230 Fire Department Explorer s	\$500.00	\$0.00	\$500.00
E 100-42200-300 Professional Srvs	\$0.00	\$0.00	\$0.00
E 100-42200-305 Medical and Physicals	\$2,000.00	\$0.00	\$2,000.00
E 100-42200-322 Postage	\$125.00	\$0.00	\$125.00
E 100-42200-331 Travel Expenses	\$350.00	\$0.00	\$350.00
E 100-42200-360 Insurance (GENERAL)	\$10,000.00	\$5,305.03	\$10,000.00
E 100-42200-430 Miscellaneous (GENERAL)	\$125.00	\$0.00	\$500.00
E 100-42200-433 Dues and Subscriptions	\$1,000.00	\$1,236.25	\$1,500.00
E 100-42200-500 Capital Outlay (GENERAL)	\$0.00	\$0.00	\$0.00
E 100-42200-700 Transfers (GENERAL)	\$0.00	\$0.00	\$0.00
E 100-42200-720 Transfer Out	\$0.00	\$0.00	\$0.00
E 100-42200-810 Refunds/Reimbursements	\$0.00	\$0.00	\$0.00
Dept 42200 Fire Protection	\$56,125.00	\$7,558.48	\$67,075.00
Dept 42247 WAFTA			
E 100-42247-400 Repairs & Maint Cont	\$2,000.00	\$0.00	\$2,000.00
Dept 42247 WAFTA	\$2,000.00	\$0.00	\$2,000.00
Dept 42260 Fire Equipment			
E 100-42260-212 Motor Fuels	\$1,800.00	\$292.25	\$1,800.00
E 100-42260-400 Repairs & Maint Cont	\$12,000.00	\$933.44	\$14,000.00
E 100-42260-406 800 Mgz Radios	\$0.00	\$245.00	\$22,750.00
E 100-42260-417 Uniform Rental	\$0.00	\$0.00	\$0.00
E 100-42260-500 Capital Outlay (GENERAL)	\$0.00	\$0.00	\$0.00
E 100-42260-517 PPE Purchase	\$100,000.00	\$0.00	\$100,000.00
E 100-42260-580 New Equipment	\$0.00	\$0.00	\$0.00
E 100-42260-720 Transfer Out	\$0.00	\$0.00	\$0.00
Dept 42260 Fire Equipment	\$113,800.00	\$1,470.69	\$138,550.00
Dept 42280 Fire Station			
E 100-42280-210 Operating Supplies	\$150.00	\$0.00	\$500.00
E 100-42280-321 Telephone	\$1,500.00	\$191.23	\$1,500.00
E 100-42280-381 Electric Utilities	\$1,800.00	\$182.47	\$1,800.00
E 100-42280-383 Gas Utilities	\$2,600.00	\$525.99	\$3,000.00
E 100-42280-400 Repairs & Maint Cont	\$3,000.00	\$881.40	\$3,000.00
E 100-42280-500 Capital Outlay (GENERAL)	\$0.00	\$0.00	\$0.00
E 100-42280-600 Debt Srv Principal	\$7,399.00	\$0.00	\$3,500.00
E 100-42280-601 Debt Srv Interest	\$909.00	\$0.00	\$0.00
Dept 42280 Fire Station	\$17,358.00	\$1,781.09	\$13,300.00
Dept 42282 Fire Dept Land			
E 100-42282-600 Debt Srv Principal	\$0.00	\$0.00	\$0.00
E 100-42282-601 Debt Srv Interest	\$0.00	\$0.00	\$0.00
Dept 42282 Fire Dept Land	\$0.00	\$0.00	\$0.00
Dept 42285 FD Truck Payment			
E 100-42285-600 Debt Srv Principal	\$19,293.00	\$0.00	\$19,293.00
E 100-42285-601 Debt Srv Interest	\$2,456.00	\$0.00	\$2,456.00
Dept 42285 FD Truck Payment	\$21,749.00	\$0.00	\$21,749.00
Dept 42290 FD Relief Association			
E 100-42290-124 Fire Pension Contributions	\$3,800.00	\$3,726.00	\$0.00
Dept 42290 FD Relief Association	\$3,800.00	\$3,726.00	\$0.00
Dept 42400 Building Inspection			
E 100-42400-300 Professional Srvs	\$25,000.00	\$6,578.55	\$25,000.00
E 100-42400-430 Miscellaneous (GENERAL)	\$0.00	\$0.00	\$0.00
Dept 42400 Building Inspection	\$25,000.00	\$6,578.55	\$25,000.00
Dept 42500 Civil Defense			
E 100-42500-381 Electric Utilities	\$0.00	\$0.00	\$0.00

Account Descr	2018 Budget	2018 YTD Amt	Proposed 1 Budget
E 100-42500-400 Repairs & Maint Cont	\$450.00	\$250.00	\$450.00
E 100-42500-500 Capital Outlay (GENERAL)	\$0.00	\$0.00	\$0.00
Dept 42500 Civil Defense	\$450.00	\$250.00	\$450.00
Dept 42700 Animal Control			
E 100-42700-300 Professional Srvs	\$650.00	\$0.00	\$650.00
Dept 42700 Animal Control	\$650.00	\$0.00	\$650.00
Dept 43000 Public Works			
E 100-43000-360 Insurance (GENERAL)	\$0.00	\$0.00	\$0.00
E 100-43000-720 Transfer Out	\$0.00	\$0.00	\$0.00
Dept 43000 Public Works	\$0.00	\$0.00	\$0.00
Dept 43100 Hwys, Streets, & Roads			
E 100-43100-100 Wages and Salaries	\$23,928.75	\$20,897.57	\$30,000.00
E 100-43100-120 Employer Contrib Ret	\$1,794.66	\$0.00	\$2,250.00
E 100-43100-131 Employer Paid Health	\$4,800.00	\$0.00	\$9,250.00
E 100-43100-133 Employer Paid Dental	\$280.10	\$0.00	\$650.00
E 100-43100-134 Employer Paid Life	\$28.00	\$0.00	\$18.00
E 100-43100-180 Employee Withholdings	\$1,830.55	\$1,604.19	\$2,295.00
E 100-43100-208 Training and Instruction	\$1,000.00	\$150.00	\$1,000.00
E 100-43100-210 Operating Supplies	\$5,000.00	\$423.74	\$4,000.00
E 100-43100-212 Motor Fuels	\$3,000.00	\$754.59	\$5,000.00
E 100-43100-300 Professional Srvs	\$1,375.00	\$55.51	\$2,000.00
E 100-43100-303 Engineering Fees	\$7,500.00	\$0.00	\$0.00
E 100-43100-304 Legal Fees	\$0.00	\$0.00	\$0.00
E 100-43100-310 Contract Services	\$2,500.00	\$0.00	\$2,500.00
E 100-43100-321 Telephone	\$180.00	\$14.18	\$500.00
E 100-43100-331 Travel Expenses	\$400.00	\$0.00	\$400.00
E 100-43100-360 Insurance (GENERAL)	\$2,000.00	\$1,815.47	\$2,000.00
E 100-43100-400 Repairs & Maint Cont	\$15,000.00	\$194.40	\$15,000.00
E 100-43100-430 Miscellaneous (GENERAL)	\$1,000.00	\$0.00	\$1,000.00
E 100-43100-500 Capital Outlay (GENERAL)	\$55,000.00	\$2,892.00	\$74,000.00
Dept 43100 Hwys, Streets, & Roads	\$126,617.06	\$28,801.65	\$151,863.00
Dept 43124 Sidewalks and Crosswalk			
E 100-43124-300 Professional Srvs	\$0.00	\$0.00	\$0.00
Dept 43124 Sidewalks and Crosswalk	\$0.00	\$0.00	\$0.00
Dept 43125 Ice & Snow Removal			
E 100-43125-229 Sand & Salt	\$7,000.00	\$4,714.90	\$7,000.00
E 100-43125-300 Professional Srvs	\$20,000.00	\$9,039.50	\$20,000.00
Dept 43125 Ice & Snow Removal	\$27,000.00	\$13,754.40	\$27,000.00
Dept 43150 Storm Drainage			
E 100-43150-303 Engineering Fees	\$2,500.00	\$0.00	\$0.00
E 100-43150-430 Miscellaneous (GENERAL)	\$0.00	\$0.00	\$0.00
E 100-43150-500 Capital Outlay (GENERAL)	\$15,000.00	\$0.00	\$0.00
Dept 43150 Storm Drainage	\$17,500.00	\$0.00	\$0.00
Dept 43160 Street Lighting			
E 100-43160-381 Electric Utilities	\$30,000.00	\$1,515.93	\$30,000.00
E 100-43160-400 Repairs & Maint Cont	\$0.00	\$0.00	\$0.00
Dept 43160 Street Lighting	\$30,000.00	\$1,515.93	\$30,000.00
Dept 43700 Maintenance Bldg			
E 100-43700-200 Office Supplies	\$0.00	\$101.25	\$0.00
E 100-43700-321 Telephone	\$960.00	\$0.00	\$960.00
E 100-43700-381 Electric Utilities	\$2,500.00	\$240.38	\$2,500.00
E 100-43700-383 Gas Utilities	\$1,000.00	\$155.95	\$1,500.00
E 100-43700-400 Repairs & Maint Cont	\$6,000.00	\$369.77	\$5,000.00
E 100-43700-500 Capital Outlay (GENERAL)	\$10,000.00	\$0.00	\$0.00

Account Descr	2018 Budget	2018 YTD Amt	Proposed 1 Budget
E 100-43700-580 New Equipment	\$5,000.00	\$0.00	\$5,000.00
Dept 43700 Maintenance Bldg	\$25,460.00	\$867.35	\$14,960.00
Dept 45000 Park and Rec			
E 100-45000-100 Wages and Salaries	\$28,428.75	\$0.00	\$30,000.00
E 100-45000-110 Other Pay Boards & Commissions	\$1,500.00	\$0.00	\$1,500.00
E 100-45000-120 Employer Contrib Ret	\$1,794.66	\$0.00	\$2,250.00
E 100-45000-131 Employer Paid Health	\$4,800.00	\$0.00	\$9,250.00
E 100-45000-133 Employer Paid Dental	\$280.10	\$0.00	\$650.00
E 100-45000-134 Employer Paid Life	\$28.00	\$0.00	\$18.00
E 100-45000-180 Employee Withholdings	\$1,830.55	\$0.00	\$2,295.00
E 100-45000-212 Motor Fuels	\$1,300.00	\$0.00	\$1,300.00
E 100-45000-300 Professional Svcs	\$7,875.00	\$0.00	\$7,000.00
E 100-45000-303 Engineering Fees	\$2,000.00	\$0.00	\$2,000.00
E 100-45000-360 Insurance (GENERAL)	\$5,000.00	\$38.43	\$5,000.00
E 100-45000-370 Recreation Program	\$1,000.00	\$0.00	\$1,000.00
E 100-45000-381 Electric Utilities	\$150.00	\$11.49	\$150.00
E 100-45000-400 Repairs & Maint Cont	\$5,000.00	\$0.00	\$5,000.00
E 100-45000-430 Miscellaneous (GENERAL)	\$500.00	\$0.00	\$500.00
E 100-45000-490 Donations to Civic Org s	\$0.00	\$0.00	\$0.00
E 100-45000-500 Capital Outlay (GENERAL)	\$70,000.00	\$0.00	\$70,000.00
E 100-45000-530 City Beautification	\$3,000.00	\$0.00	\$2,000.00
E 100-45000-580 New Equipment	\$0.00	\$0.00	\$0.00
E 100-45000-720 Transfer Out	\$0.00	\$0.00	\$0.00
Dept 45000 Park and Rec	\$134,487.06	\$49.92	\$139,913.00
Dept 45300 Baseball Park			
E 100-45300-400 Repairs & Maint Cont	\$0.00	\$0.00	\$0.00
E 100-45300-500 Capital Outlay (GENERAL)	\$0.00	\$0.00	\$0.00
E 100-45300-580 New Equipment	\$0.00	\$0.00	\$0.00
Dept 45300 Baseball Park	\$0.00	\$0.00	\$0.00
Dept 46340 Other Redevelopment/Housing			
E 100-46340-300 Professional Svcs	\$0.00	\$0.00	\$0.00
Dept 46340 Other Redevelopment/Housing	\$0.00	\$0.00	\$0.00
Dept 46500 Economic Develop mt (GENERAL)			
E 100-46500-110 Other Pay Boards & Commissions	\$450.00	\$0.00	\$450.00
E 100-46500-300 Professional Svcs	\$1,100.00	\$0.00	\$1,100.00
E 100-46500-321 Telephone	\$0.00	\$0.00	\$0.00
E 100-46500-322 Postage	\$0.00	\$0.00	\$0.00
E 100-46500-331 Travel Expenses	\$0.00	\$0.00	\$0.00
E 100-46500-340 Advertising	\$6,500.00	\$0.00	\$3,000.00
E 100-46500-350 Print/Binding	\$0.00	\$0.00	\$0.00
E 100-46500-720 Transfer Out	\$0.00	\$0.00	\$0.00
Dept 46500 Economic Develop mt (GENERAL)	\$8,050.00	\$0.00	\$4,550.00
Dept 47000 Debt Service (GENERAL)			
E 100-47000-610 Interest	\$0.00	\$0.00	\$0.00
Dept 47000 Debt Service (GENERAL)	\$0.00	\$0.00	\$0.00
Dept 49503 Refuse Collection/ Residents			
E 100-49503-300 Professional Svcs	\$0.00	\$0.00	\$0.00
Dept 49503 Refuse Collection/ Residents	\$0.00	\$0.00	\$0.00
Dept 49505 Compost			
E 100-49505-100 Wages and Salaries	\$3,150.00	\$312.00	\$3,150.00
E 100-49505-180 Employee Withholdings	\$240.00	\$96.84	\$240.00
E 100-49505-300 Professional Svcs	\$0.00	\$0.00	\$0.00
E 100-49505-322 Postage	\$0.00	\$0.00	\$0.00
E 100-49505-400 Repairs & Maint Cont	\$2,000.00	\$0.00	\$2,000.00
E 100-49505-430 Miscellaneous (GENERAL)	\$0.00	\$0.00	\$0.00

Account Descr	2018 Budget	2018 YTD Amt	Proposed 1 Budget
Dept 49505 Compost	\$5,390.00	\$408.84	\$5,390.00
Dept 49507 Organics			
E 100-49507-300 Professional Srvs	\$0.00	\$0.00	\$0.00
Dept 49507 Organics	\$0.00	\$0.00	\$0.00
Dept 49508 Recycling			
E 100-49508-300 Professional Srvs	\$0.00	\$0.00	\$0.00
Dept 49508 Recycling	\$0.00	\$0.00	\$0.00
Dept 49570 Sales Tax			
E 100-49570-450 Sales Tax Payment	\$0.00	\$0.00	\$0.00
Dept 49570 Sales Tax	\$0.00	\$0.00	\$0.00
FUND 100 GENERAL FUND	\$1,069,741.97	\$466,016.72	\$1,197,881.78

RESOLUTION 12-10-18-45

**CITY OF MAYER
COUNTY OF CARVER**

ADOPTION OF THE 2019 BUDGET

WHEREAS, the City Council of the City of Mayer (the “City”), has considered and determined the budgetary needs for the City for the year 2019, and,

WHEREAS, it is timely and appropriate for the City Council to adopt the budget for the year 2019,

WHEREAS, the City Council reviewed the budget for cost savings, reductions and adjustments before establishing the final 2019 budget levy.

THEREFORE, BE IT RESOLVED, By the City Council of the City of Mayer, that the budgeted expenditures, and revenues for each fund during the 2019 calendar fiscal year be as follows”

Revenues:

Taxes (General & Debt)	\$1,117,624.00
Fees, Licenses and Permits:	\$109,000.00
Aids and Grants:	\$350,558.00
Fire Contracts:	\$68,179.00
Other:	\$30,500.00
TOTAL REVENUES:	\$1,676,860.00

Expenditures:

General Fund	
General Government:	\$353,332.00
Public Safety:	\$370,874.00
Public Works Streets:	\$223,823.00
Parks and Recreation:	\$139,913.00
Capital:	\$100,000.00
Compost:	\$5,390.00
Operating EDA:	\$4,550.00
Total General Fund:	\$1,197,882.00

Debt	
Fire Station:	\$3,320.00
GO Bond 2014A:	\$153,079.00
GO Bond 2015A:	\$47,100.00
Fire Truck:	\$21,479.00
Sewer:	\$253,000.00
Total Debt:	\$477,978.00
Total Expenditures:	1,675,860.00

Adopted this 10th day of December, 2018 by the Mayer City Council.

Margaret McCallum, City Administrator

Michael Dodge, Mayor

RESOLUTION 12-10-18-44

**CITY OF MAYER
COUNTY OF CARVER**

ADOPTION OF THE 2019 LEVY

WHEREAS, the City Council of the City of Mayer (the “City”), has considered and determined the tax levy for the City for the year 2019, and,

WHEREAS, it is timely and appropriate for the City Council to adopt the budget for the year 2019,

NOW THEREFORE, be it resolved by the City Council of the City of Mayer that the following sums of money be levied upon the taxable properties in the City for the following purposes:

TAXES TO BE LEVIED AGAINST TAX CAPACITY		
	General Fund	\$639,646.00
	Debt Service Fund	\$477,978.00
TOTAL TAX COLLECTIBLE		\$1,117,624.00

THEREFORE, BE IT RESOLVED, that the City Administrator is instructed and directed to transmit a certified copy of this Resolution of the Carver County Auditor.

Adopted this 10th day of December, 2018 by the Mayer City Council.

Margaret McCallum, City Administrator

Michael Dodge, Mayor



Request for Council Action Memorandum

Item: Enterprise Fund Budgets

Meeting Date: December 10, 2018

Presented By: Margaret McCallum, City Administrator

Recommendations/Council Action/Motion Requested:

A motion approving resolution 12-10-18-46 adopting 2019 Enterprise Fund Budgets.

Details:

Staff has compiled water and sewer budgets for Council consideration. The following history on the adopted budgets and actual budgets to date.

	Sewer Budget	Actual Sewer
2015	\$695,223.65	\$621,492.00
2016	\$727,437.35	\$667,296.00
2017	\$825,382.00	\$697,823.95
2018	\$835,206.00	
2019	\$836,313.00	

	Water Budget	Actual Water
2015	\$339,193.95	\$404,272.73
2016	\$396,977.16	\$449,708.65
2017	\$450,356.00	\$448,017.78
2018	\$479,253.00	
2019	\$608,265.00	

Attachments:

Budget Document – Water Fund

Budget Document – Sewer Fund

Resolution Document – Resolution 12-10-18-46

CITY OF MAYER
RESOLUTION 12-10-18-46
RESOLUTION ADOPTING 2019 ENTERPRISE FUND BUDGETS

WHEREAS, the 2019 Budget for all City Funds has been prepared in the manner prescribed by the Governmental Accounting Standards Board (GASB); and

WHEREAS, Exhibit A is the 2019 summary budget of for the Enterprise Funds; and

BE IT RESOLVED, by the City Council of the City of Mayer, Minnesota, that the following Enterprise Fund Budgets are hereby adopted as follows:

Adopted by the City Council of the City of Mayer, Minnesota, this 10th day of December 2018.

Margaret McCallum, City Administrator

Michael Dodge, Mayor

Sewer Budget 2019

Current Period: October 2018

Account Descr	2018 Budget	2018 YTD Amt	Proposed 1 Budget
Fund 640 SEWER FUND			
Dept 47000 Debt Service (GENERAL)			
E 640-47000-600 Debt Srv Principal	\$314,750.00	\$284,700.00	\$356,900.00
E 640-47000-601 Debt Srv Interest	\$102,385.00	\$59,145.96	\$75,600.00
E 640-47000-611 Bond Interest	\$0.00	\$0.00	\$0.00
Dept 47000 Debt Service (GENERAL)	\$417,135.00	\$343,845.96	\$432,500.00
Dept 49000 Miscellaneous (GENERAL)			
E 640-49000-430 Miscellaneous (GENERAL)	\$0.00	\$0.00	\$0.00
Dept 49000 Miscellaneous (GENERAL)	\$0.00	\$0.00	\$0.00
Dept 49470 Sewer Lift Stations			
E 640-49470-321 Telephone	\$185.00	\$134.49	\$185.00
E 640-49470-381 Electric Utilities	\$5,250.00	\$4,268.59	\$5,250.00
E 640-49470-400 Repairs & Maint Cont	\$4,500.00	\$3,827.69	\$5,000.00
E 640-49470-500 Capital Outlay (GENERAL)	\$15,500.00	\$15,440.00	\$500.00
Dept 49470 Sewer Lift Stations	\$25,435.00	\$23,670.77	\$10,935.00
Dept 49480 Sewer Treatment Plants			
E 640-49480-216 Chemicals and Chem Products	\$15,100.00	\$11,663.10	\$21,100.00
E 640-49480-220 Bio-Solids Disposal	\$37,330.00	\$22,280.00	\$37,330.00
E 640-49480-300 Professional Svcs	\$24,925.00	\$17,550.00	\$24,925.00
E 640-49480-321 Telephone	\$1,860.00	\$2,423.19	\$2,200.00
E 640-49480-381 Electric Utilities	\$29,295.00	\$21,506.47	\$29,295.00
E 640-49480-383 Gas Utilities	\$11,700.00	\$4,780.76	\$11,700.00
E 640-49480-385 Testing and Lab Services	\$16,700.00	\$10,461.00	\$16,700.00
E 640-49480-404 Repairs/Maint Machinery/Equip	\$21,650.00	\$18,717.67	\$21,650.00
E 640-49480-500 Capital Outlay (GENERAL)	\$86,305.00	\$35,294.79	\$55,517.00
Dept 49480 Sewer Treatment Plants	\$244,865.00	\$144,676.98	\$220,417.00
Dept 49490 SEWER			
E 640-49490-100 Wages and Salaries	\$25,629.00	\$29,815.89	\$42,000.00
E 640-49490-120 Employer Contrib Ret	\$1,923.00	\$0.00	\$3,126.00
E 640-49490-129 PENSION EXPENSE	\$0.00	\$0.00	\$0.00
E 640-49490-131 Employer Paid Health	\$4,800.00	\$4,940.83	\$13,870.00
E 640-49490-133 Employer Paid Dental	\$475.00	\$318.03	\$700.00
E 640-49490-134 Employer Paid Life	\$48.00	\$19.68	\$30.00
E 640-49490-180 Employee Withholdings	\$1,961.00	\$2,357.76	\$3,200.00
E 640-49490-208 Training and Instruction	\$1,000.00	\$980.00	\$1,000.00
E 640-49490-300 Professional Svcs	\$2,000.00	\$452.39	\$0.00
E 640-49490-301 Auditing and Acct g Services	\$2,835.00	\$0.00	\$2,835.00
E 640-49490-303 Engineering Fees	\$5,000.00	\$6,710.00	\$0.00
E 640-49490-304 Legal Fees	\$0.00	\$0.00	\$0.00
E 640-49490-312 Software Support	\$1,400.00	\$1,480.00	\$1,400.00
E 640-49490-315 ACH Processing Fees	\$75.00	\$85.78	\$75.00
E 640-49490-322 Postage	\$1,500.00	\$1,316.65	\$1,500.00
E 640-49490-350 Print/Binding	\$400.00	\$1,068.82	\$1,000.00
E 640-49490-355 Gopher State Locates	\$400.00	\$237.48	\$400.00
E 640-49490-360 Insurance (GENERAL)	\$13,200.00	\$11,329.43	\$13,200.00
E 640-49490-400 Repairs & Maint Cont	\$0.00	\$61.99	\$0.00
E 640-49490-404 Repairs/Maint Machinery/Equip	\$25,000.00	\$16,843.71	\$25,000.00
E 640-49490-420 Depreciation Expense	\$0.00	\$0.00	\$0.00
E 640-49490-430 Miscellaneous (GENERAL)	\$0.00	\$3,500.00	\$0.00
E 640-49490-433 Dues and Subscriptions	\$125.00	\$0.00	\$125.00
E 640-49490-500 Capital Outlay (GENERAL)	\$0.00	\$0.00	\$0.00

Account Descr	2018 Budget	2018 YTD Amt	Proposed 1 Budget
E 640-49490-525 Inflow/Infiltration	\$60,000.00	\$0.00	\$60,000.00
E 640-49490-615 Bond Discount Amortization	\$0.00	\$0.00	\$0.00
E 640-49490-620 Fiscal Agent s Fees	\$0.00	\$0.00	\$0.00
E 640-49490-810 Refunds/Reimbursements	\$0.00	\$0.00	\$0.00
Dept 49490 SEWER	\$147,771.00	\$81,518.44	\$169,461.00
Fund 640 SEWER FUND	\$835,206.00	\$593,712.15	\$833,313.00
	\$835,206.00	\$593,712.15	\$833,313.00

MAYER, MN
Water Fund Budget 2019
 Current Period: October 2018

Account Descr	2018 Budget	2018 YTD Amt	Proposed 1 Budget
Fund 620 WATER FUND			
Dept 47000 Debt Service (GENERAL)			
E 620-47000-600 Debt Srv Principal	\$258,250.00	\$105,300.00	\$296,100.00
E 620-47000-601 Debt Srv Interest	\$70,182.00	\$40,687.90	\$56,079.00
E 620-47000-611 Bond Interest	\$0.00	\$0.00	\$0.00
Dept 47000 Debt Service (GENERAL)	\$328,432.00	\$145,987.90	\$352,179.00
Dept 49000 Miscellaneous (GENERAL)			
E 620-49000-430 Miscellaneous (GENERAL)	\$0.00	\$0.00	\$0.00
Dept 49000 Miscellaneous (GENERAL)	\$0.00	\$0.00	\$0.00
Dept 49410 Water Treatment Facility			
E 620-49410-216 Chemicals and Chem Products	\$3,500.00	\$3,959.03	\$3,500.00
E 620-49410-321 Telephone	\$1,100.00	\$1,854.88	\$1,500.00
E 620-49410-381 Electric Utilities	\$21,000.00	\$18,048.36	\$21,000.00
E 620-49410-383 Gas Utilities	\$625.00	\$523.95	\$800.00
E 620-49410-400 Repairs & Maint Cont	\$5,000.00	\$4,788.27	\$5,000.00
E 620-49410-500 Capital Outlay (GENERAL)	\$30,000.00	\$15,182.38	\$100,000.00
Dept 49410 Water Treatment Facility	\$61,225.00	\$44,356.87	\$131,800.00
Dept 49420 State Connect Fee			
E 620-49420-430 Miscellaneous (GENERAL)	\$4,500.00	\$4,001.00	\$4,500.00
Dept 49420 State Connect Fee	\$4,500.00	\$4,001.00	\$4,500.00
Dept 49430 Tower			
E 620-49430-300 Professional Svcs	\$1,000.00	\$0.00	\$1,000.00
E 620-49430-381 Electric Utilities	\$1,500.00	\$0.00	\$1,500.00
E 620-49430-400 Repairs & Maint Cont	\$500.00	\$0.00	\$500.00
E 620-49430-500 Capital Outlay (GENERAL)	\$0.00	\$0.00	\$0.00
Dept 49430 Tower	\$3,000.00	\$0.00	\$3,000.00
Dept 49435 Well #2			
E 620-49435-300 Professional Svcs	\$1,000.00	\$0.00	\$1,000.00
E 620-49435-400 Repairs & Maint Cont	\$3,000.00	\$1,360.50	\$3,000.00
E 620-49435-500 Capital Outlay (GENERAL)	\$7,500.00	\$25,309.63	\$7,500.00
Dept 49435 Well #2	\$11,500.00	\$26,670.13	\$11,500.00
Dept 49440 WATER			
E 620-49440-100 Wages and Salaries	\$25,629.00	\$29,807.31	\$42,000.00
E 620-49440-120 Employer Contrib Ret	\$1,923.00	\$0.00	\$3,126.00
E 620-49440-129 PENSION EXPENSE	\$0.00	\$0.00	\$0.00
E 620-49440-131 Employer Paid Health	\$4,800.00	\$4,940.83	\$13,870.00
E 620-49440-133 Employer Paid Dental	\$475.00	\$313.82	\$700.00
E 620-49440-134 Employer Paid Life	\$48.00	\$19.41	\$30.00
E 620-49440-180 Employee Withholdings	\$1,961.00	\$2,357.76	\$3,200.00
E 620-49440-208 Training and Instruction	\$1,000.00	\$633.00	\$1,000.00
E 620-49440-215 Samples	\$600.00	\$360.00	\$600.00
E 620-49440-216 Chemicals and Chem Products	\$0.00	\$0.00	\$0.00
E 620-49440-222 Wellhead Protection	\$250.00	\$0.00	\$250.00
E 620-49440-226 Fire Hydrant Supplies	\$4,500.00	\$0.00	\$4,500.00
E 620-49440-300 Professional Svcs	\$2,000.00	\$1,916.69	\$3,000.00
E 620-49440-301 Auditing and Acct g Services	\$2,835.00	\$0.00	\$2,835.00
E 620-49440-303 Engineering Fees	\$0.00	\$0.00	\$0.00
E 620-49440-304 Legal Fees	\$0.00	\$0.00	\$0.00
E 620-49440-312 Software Support	\$2,400.00	\$1,480.00	\$2,400.00
E 620-49440-315 ACH Processing Fees	\$75.00	\$85.78	\$75.00

Account Descr	2018 Budget	2018 YTD Amt	Proposed 1 Budget
E 620-49440-322 Postage	\$1,500.00	\$1,390.27	\$1,500.00
E 620-49440-350 Print/Binding	\$400.00	\$1,068.86	\$1,000.00
E 620-49440-355 Gopher State Locates	\$400.00	\$237.47	\$400.00
E 620-49440-360 Insurance (GENERAL)	\$4,050.00	\$2,736.56	\$4,050.00
E 620-49440-400 Repairs & Maint Cont	\$5,000.00	\$809.56	\$5,000.00
E 620-49440-420 Depreciation Expense	\$0.00	\$0.00	\$0.00
E 620-49440-430 Miscellaneous (GENERAL)	\$500.00	\$4,024.01	\$500.00
E 620-49440-433 Dues and Subscriptions	\$250.00	\$0.00	\$250.00
E 620-49440-437 Water Meters	\$10,000.00	\$19,929.02	\$15,000.00
E 620-49440-450 Sales Tax Payment	\$0.00	\$977.00	\$0.00
E 620-49440-500 Capital Outlay (GENERAL)	\$0.00	\$0.00	\$0.00
E 620-49440-615 Bond Discount Amortization	\$0.00	\$0.00	\$0.00
E 620-49440-620 Fiscal Agent s Fees	\$0.00	\$0.00	\$0.00
Dept 49440 WATER	\$70,596.00	\$73,087.35	\$105,286.00
Dept 49480 Sewer Treatment Plants			
E 620-49480-216 Chemicals and Chem Products	\$0.00	\$0.00	\$0.00
Dept 49480 Sewer Treatment Plants	\$0.00	\$0.00	\$0.00
Fund 620 WATER FUND	\$479,253.00	\$294,103.25	\$608,265.00
	\$479,253.00	\$294,103.25	\$608,265.00



TO: MAYOR AND COUNCIL

FROM: LIZA DONABAUER, DDA MANAGEMENT CONSULTANT

CC: MAGGIE MCCALLUM; CITY ADMINISTRATOR

SUBJECT: CITY CLERK CLASSIFICATION PRELIMINARY RESULTS

BACKGROUND

DDA Human Resources, Inc. (DDA) was hired by the City of Mayer to evaluate the City's Classification and Compensation System. The consultant presented a report of its findings for five positions to the City Council in August. The City is considering adding a City Clerk position to its roster and asked DDA to assist with drafting and evaluating the job description and obtaining survey information from its comparable communities to determine an appropriate pay range.

PROJECT SCOPE

- Develop job description (*see attached*)
- Evaluate new job description and existing pay structure
- Update classification structure
- Present findings to Personnel Committee via memo
- City Council to take action based on recommendation from Personnel Committee

SERVICES PROVIDED

The Consultant, with the assistance of staff, developed a job description representing the duties and responsibilities of a City Clerk position. See attached job description.

The Consultant sent a brief survey to the City's benchmark communities regarding their City Clerk position (if applicable). Of the 19 comparable communities, 11 responded. The chart on the following page has been updated with the City Clerk position and survey results. The chart illustrates a summary of the survey results from the responding communities regarding the market education requirement, experience requirement, non-exempt or exempt status and average tenure per position. The salary information came from benchmark community survey results and the annual LMC/AMC Salary Survey.

Job Position	Minimum Education	Required Experience (years)	Exempt/Non-Exempt	Avg # of EEs in Pos.	Avg Tenure	Min/Max Market Pay Range	Mayer Actual Wage (2018)
Administrator/Treasurer	Bachelor's Degree	2.5 years	Exempt	1	12.75	\$29.96-37.51	\$36.06
City Clerk	Associates Degree	3 years	Exempt/Non-Exempt	1	9	\$20.09-28.03	N/A
Deputy Clerk	HS/Training	1 year	Non-exempt	1	7	\$17.86-23.29	\$19.75
Public Works Director	HS, Licensure in Water/WW	5 years	Non-exempt	1	18.25	\$26.58-36.60	N/A
PW Worker I	HS Degree	1 year	Non-exempt	1	6.5	\$21.47-27.52	\$25.43
PW Worker II	HS Degree	1 year	Non-exempt	1.25	4.25	\$18.83-24.87	\$22.91

The chart below shows the new system with the added City Clerk position. Please note that the salary range is the same for an open range or step system. However, as presented in August, DDA-HR is recommending the implementation of a step system for the City of Mayer.

Per our JET, we identified the following results:

Job Titles	Points Awarded Using JET System	Proposed Grade (Using JET System)	Salary Range	2017 Pay Range
City Administrator	644	21	\$29-64 – 39.12	\$36.06
City Clerk	340	12	\$20.63 – 27.23	N/A
Deputy Clerk	235	6	\$17.88 – 23.60	\$19.75
Public Works Worker I	366	13	\$21.25 – 28.05	\$25.43
Public Works Worker II	240	7	\$18.50 – 24.42	\$22.91
Public Works Director	530	18	\$26.73 – 35.28	N/A

NEXT STEPS

The above information was reviewed by the Personnel committee and is recommended for approval by the City Council.

The City Council will be asked to conduct the following at its Council Meeting:

- 1) Approve/modify attached City Clerk job description.
- 2) Approve/deny points awarded, proposed grade and salary range for the City Clerk Position.



City of Mayer

Department:	Administration
Reports To:	City Administrator
Supervisory Duties:	None
FLSA Status:	Non-Exempt
Last Updated:	November 2018

Position Summary

Under the general supervision of the City Administrator, the City Clerk is responsible for performing the duties of a City Clerk as required by the City and State law. This position requires skilled clerical work processing water and sewer bills and payments, assisting with banking, and acting as a receptionist for the City Hall. The City Clerk also performs general clerical work and assists with accounts payable and receivable. This position involves responsibility for performing administrative and professional work managing the finances and accounting, maintaining the records of the City, assisting with elections, and other related duties as required.

Essential Duties and Responsibilities

Performs receptionist and general clerical support to provide coverage and services at City Hall – 50%

- Greets the public in person and over the phone, determines the nature of business, provides information, answers questions, researches files, and/or refers as appropriate.
- Sorts, opens, and delivers morning mail and runs errands including to the post office and bank.
- Receives and handles requests, complaints, and information from the public or transmits to staff and/or City Council.
- Sends list of new residents to School District and Welcome Neighbor and enters new residents in house identification report.
- Provides certified copies of proceedings and records of the City upon request.
- Performs other duties when assigned by City Administrator/City Council.

Provide general support to the City Administrator and Public Works in accounts payables and receivables, bank deposits and utilities – 25%

- Sets up new and verifies existing utility account information and accepts payments for water and sewer bills.
- Maintains, updates, and loads routes to handheld meter readers for Public Works. Schedules meter repairs and new installs for Public Works.
- Manages online payment vendor and enters online payments.
- Prints final meter reading work orders, finals utility accounts, schedules and installs for Public Works, and enters new readings. Prints realtor utility payment payoffs.
- Manages customer use of hydrant meters and related invoicing.
- Prepares monthly water and sewer bills by calculating, printing, reviewing, sorting, and mailing. Prints water and sewer reports.
- Prepares and mails delinquent letters; certifies to the County, receives payments and records all special assessments.

- Prepares accounts payable and receivable transactions including coding and posting information to automated journals.
- Retrieves utility payments from utility payment box and handles customer complaints, questions, and adjustments as needed. Balances batches and makes deposits.
- Generates checks for bill payments and generates invoices for accounts receivables.
- Maintains cash box.
- Balances bank statements.
- Reports Quarterly Sales & Use, Building Surcharge, and other State reports.

Performs miscellaneous administrative duties for City Staff and Elected Officials -20%

- Prepares Community Center rental contracts and manages community center schedule and set-up for events.
- Prepares and sets up for Council Meetings. Takes and prepares Council Meeting Minutes.
- Records resolutions and ordinances of City Council Meetings and if necessary, attends meetings of City Boards, Commissions and Committees.
- Administers oaths and takes affidavits.
- Completes applications for alcohol licenses; orders and sells dog licenses and issues building permits in accordance with City Codes, City Policy and State Statutes. Records permits in building report.
- Corresponds and researches info for Zoning Official, Planner, Building Inspector, and City Engineer.
- Gathers and prepares reports for City Council, Public Works, WWTF, and Fire Departments. Prints budget reports for Department Heads and Administrator.
- Assists with budget preparation and records retention policy.
- Assists with local elections including requiring training, preparing ballots, and receiving candidate filings; provides supplies for polling places; posts and publishes notices of election; coordinates details with County certifying results for Council, etc.
- Maintains official city documents, resolutions, ordinances and records.
- Prepares indexes, arranges legal notices for publication, and maintains proceedings, notices, reports and other documents as required.
- Maintains an official codification of City ordinances, including a computerized codification and updates official copies.
- Prepares and conducts Background Checks as needed.
- Participates in professional staff development. Participates in training and education opportunities to maintain and improve proficiency. Attends and participates in professional organizations. Associates with agents and departments from other cities to learn about and maintain professionalism.

Other duties as assigned or apparent – 5%

The Employee may encounter not-public data in the course of these duties. Any access to not-public data should be strictly limited to accessing the data that are necessary to fulfill the employment responsibility. While data are being accessed, the Employee should take reasonable measures to ensure the not-public data are not accessed by individuals without a work reason. Once the work reason to access the data is reasonably finished, the Employee must properly store the not-public data according to the provisions of the Minnesota Government Data Practices Act (Minnesota Statutes, Chapter 13).

If a new work assignment requires access to not-public data, the Employee is permitted to access not-public data for the work assignment purposes only. Any access to not-public data must be strictly limited to the data necessary to complete the work assignment and after the assignment is completed, the employee's work assignment no longer requires access.

Qualifications

Education

A high school diploma or GED, two years of formal training in tech or associate degree and two years clerical and bookkeeping experience or any equivalent combination of education, training and experience, which provides the requisite knowledge, skills and abilities for this position, are required. Desirable qualifications include bachelor's degree, experience working in City government and with the public, experience in utility operation and billing, accounting background in AR/AP, and proficiency in use of Microsoft Word, Excel and Banyon.

Must have obtained Municipal Certified Clerk Certificate.

Requirements

- Valid MN driver's license required.
- Have an advanced understanding of City Government.
- Knowledge of basic provisions of State and local laws applicable to the powers and duties of the City Clerk.
- With a positive attitude, work both independently and in a team setting, as deemed by assignment.
- Possession of effective problem solving and analytical skills.
- Make decisions in accordance with established policies and procedures.
- Attendance during regularly scheduled work hours is mandatory and outside of regular work hours as necessary.
- Ability to communicate effectively in English, both in oral and written formats.
- General knowledge of current computer-based programs used by the City of the ability to gain proficiency during employee probation period. Basic internet skills and knowledge.
- Ability to perform general clerical work requiring a high degree of accuracy and ability to efficiently organize work tasks in a timely manner, including during stressful situations, under deadlines, and with frequent interruptions.
- Knowledge of office procedures, filing systems, record keeping, and generally-accepted accounting principles.
- Ability to perform arithmetic computations accurately and quickly.
- Ability to review, classify, categorize, prioritize, and/or analyze data.
- Knowledge of local, state and national election rules and procedures in conformance with statutory requirements.
- Proficiency at reading, interpreting, and communicating applicable federal and State laws, City ordinances and departmental policies and procedures, and relevant reference materials.
- Ability to deal confidently and effectively with members of the public, both in person and on the telephone.
- Ability to communicate effectively with the public, staff, City Administrator, and City Council both verbally and in writing.
- Ability to remain calm when dealing with difficult people/situations and exemplify an enthusiastic, resourceful, and effective service attitude.
- Ability to establish and maintain effective working relationships with community groups, commissions, elected officials, and the general public.

Physical Demands and Working Conditions

- Work is light to moderate, requiring sitting for extended periods and variably intermittent walking, standing, bending, or stooping, working with arms above shoulders, kneeling, or squatting.
- The employee is required to have hand and arm dexterity adequate to allow for continuous keyboarding.

- This position requires lifting, carrying, pushing, or pulling up to 50 pounds occasionally.
- There may be occasional exposure to hostile or aggressive behavior by members of the general public and therefore some mental effort and stress can be anticipated resulting in frustration.
- Intermittent driving is required.
- This position occasionally works with high detail and deadlines.

Equipment Utilized

- Uses a variety of equipment typical to a traditional office setting including but not limited to personal computers, scanner, 10-key adding machine, typewriter, printers, audiovisual equipment, telephones, and copy machines.
- Computer word processing, utility and accounting software, and spreadsheets.

RESOLUTION 12-10-18-47
CITY OF MAYER
COUNTY OF CARVER

A RESOLUTION DESIGNATING POLLING PLACE LOCATIONS FOR 2019 ELECTIONS

WHEREAS, Minnesota State Statute 204B.16 Subdivision 1 requires that by December 31 of each year, that the governing body of each municipality designate by ordinance or resolution a polling place for each election precinct for the following calendar year.

NOW THEREFORE BE IT RESOLVED, that the City Council of the City of Mayer, Carver County, Minnesota hereby adopts the following polling places designated for each precinct in 2019:

Precinct

City of Mayer	Mayer City Hall Community Center – 413 Bluejay Avenue, Mayer, MN 55360
---------------	---------------------------------------------------------------------------

Adopted this 10th day of December, 2018 by the Mayer City Council.

Margaret McCallum, City Administrator

Michael Dodge, Mayor

2040 COMP PLAN EXTENSION REQUEST

LOCAL PLANNING
HANDBOOK

Please send your completed request form and accompanying Resolution via email or mail to the **Reviews Coordinator** at the Metropolitan Council by **December 21, 2018**. Your responses to the following questions will provide the Metropolitan Council with information needed to review your extension request.

1. Please provide the following information:

Community Name	City of Mayer
Contact Person	Margaret McCallum
Request Date	November 28, 2018
Phone Number	952-657-1502
Email Address	Margaret.McCallum@cityofmayer.com

2. **PLANNING PROCESS TIMELINE:** Please provide the target dates for each step of the planning process identified below. If you have already completed a step, indicate "completed" with the date in the table.

Process Step	Target Date
Completion of draft plan text and mapping	Sept 1, 2018
Initiation of 6-month review/comment period by adjacent jurisdictions, affected special districts, and school districts	Sept 26, 2018
Public hearing date	May 7, 2019
City Council / Town Board / County Board action	May 13, 2019
Date of plan submission to the Metropolitan Council	May 20, 2019
Completion of fiscal devises and official controls review/amendment	July 1, 2020

3. **PLANNING ISSUES:** Please identify the issue(s) below that are contributing to the need for the requested extension.

- | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <input type="checkbox"/> Staff workload <input type="checkbox"/> Contract planner delays <input type="checkbox"/> Issues affecting adjacent communities <input type="checkbox"/> Data/mapping/GIS <input type="checkbox"/> Area development or redevelopment plan(s) in process <input type="checkbox"/> Planning Commission/City Council/Board member concerns <input type="checkbox"/> Population, household, employment forecast issues <input type="checkbox"/> Sewer flow forecast issues <input checked="" type="checkbox"/> MUSA/Growth staging plan <input type="checkbox"/> Public participation process <input type="checkbox"/> Density policy issues | <ul style="list-style-type: none"> <input type="checkbox"/> Community Designation considerations <input type="checkbox"/> Development of plan components: <ul style="list-style-type: none"> <input type="checkbox"/> Existing Land Use <input checked="" type="checkbox"/> Future Land Use <input checked="" type="checkbox"/> Housing <input checked="" type="checkbox"/> Surface Water Management <input checked="" type="checkbox"/> Transportation <input checked="" type="checkbox"/> Wastewater <input type="checkbox"/> Parks and Trails <input checked="" type="checkbox"/> Water Supply <input type="checkbox"/> Implementation <input type="checkbox"/> Mississippi River Corridor Critical Area (MRCCA) <input type="checkbox"/> Other _____ |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

4. Mark all that apply to your community.

- Planning Grant recipient
 Mapping Services requested

5. **ADDITIONAL INFORMATION:** Please provide explanation of the planning issues checked on the previous page. Include a realistic appraisal of your community's ability to submit your updated plan for review by indicated deadline, as well as the subsequent review/amendment of fiscal devices and official controls.

We had delays throughout the comprehensive plan update process. This included change in staff.

The land use chapter was delayed because the transportation, water, sanitary sewer and surface water management chapters needed to be finalized.

The delay came mostly from the transportation chapter because the city was working on plans with Carver County to move a corridor further east to undeveloped areas. (TH25 bypass)

This corridor needed to be prior to finalizing the other chapters mentioned above. The corridor was determined. The chapters were then finalized. The document was sent out on September 26, 2018 for initial review.

Please contact your **Sector Representative** if you need any assistance.

November 2018

CITY OF MAYER
RESOLUTION NO. 12-10-18-48

**RESOLUTION REQUESTING ADDITIONAL TIME
WITHIN WHICH TO COMPLETE COMPREHENSIVE PLAN
“DECENNIAL” REVIEW AND UPDATE OBLIGATIONS**

WHEREAS, Minnesota Statutes section 473.864 requires local governmental units to review and, if necessary, amend their entire comprehensive plans and their fiscal devices and official controls at least once every ten years to ensure comprehensive plans conform with metropolitan system plans and ensure fiscal devices and official controls do not conflict with comprehensive plans; and

WHEREAS, Minnesota Statutes sections 473.858 and 473.864 require local governmental units to complete their “decennial” reviews by December 31, 2018; and

WHEREAS, Minnesota Statutes section 473.864 authorizes the Metropolitan Council to grant extensions to local governmental units to allow local governmental units additional time within which to complete the “decennial” review and amendments; and

WHEREAS, any extensions granted by the Metropolitan Council must include a timetable and plan for completing the review and amendment; and

WHEREAS, at its November 15, 2018 meeting the Metropolitan Council authorized its staff to administratively review and grant extensions if extension requests are submitted by December 21, 2018; and

WHEREAS, extensions for completing decennial updates do not change any due dates for surface water management plans or water supply plans; and

WHEREAS, the City will not be able to complete its “decennial” review by December 31, 2018 for the following reasons: There was changeover in staff. In addition the land use chapter was not complete due to the fact that the transportation, sanitary sewer and surface water management chapters needed to be finalized. These chapters were delayed because the Transportation chapter was delayed because the City was working with Carver County to review the State Trunk Highway 25 bypass study. Mayer discussed moving the corridor further east to undeveloped areas and that needed to be determined prior to finalizing the mentioned chapters above. The final draft of the Mayer Comprehensive Plan was sent to jurisdictions on September 26, 2018.

WHEREAS, the City Council finds it is appropriate to request from the Metropolitan Council an extension so the City can have additional time to complete and submit to the Metropolitan Council for review an updated comprehensive plan and amend its fiscal devices and official controls.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF MAYER, MINNESOTA, AS FOLLOWS:

1. The City Administrator is directed to submit to the Metropolitan Council no later than May 31, 2018 a letter requesting an extension to June, 2019.
2. The City Administrator must include with the request a reasonably detailed timetable and plan for completing the review and amendment by June, 2019.

Adopted by the City Council of the City of Mayer on December 10 , 2018.

Attested:

City Clerk

Mayor



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 • 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 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

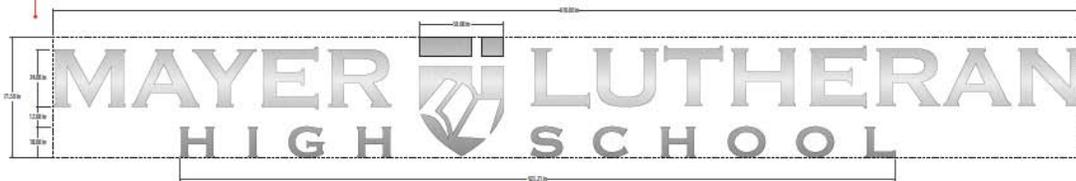
Exhibit B – Sign Drawing



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 12-10-18-49**

**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 10th day of December, 2018.

Mayor Mike Dodge

Attest:

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



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

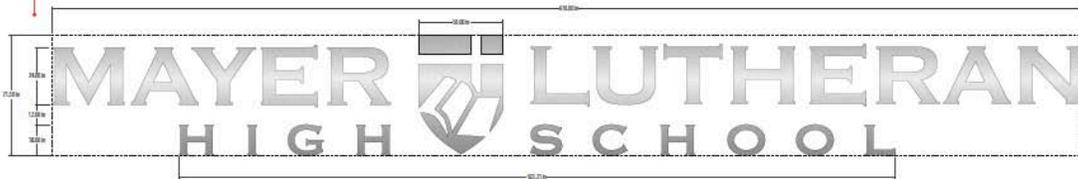
Exhibit B – Sign Drawing



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





**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

December 4, 2018

City of Mayer
Attn: Margaret McCallum, City Administrator
413 Bluejay Ave.
Mayer, MN 55360

RE: 2018 Sanitary Sewer Improvements

Dear Maggie:

Enclosed are the bid tabulations for the 2018 Sanitary Sewer Improvements. The scope of the improvement work includes CIPP lining to repair deficient portions of the sanitary sewer system at various locations in town (see attached map).

The following four bids were received:

	Total
Hydro-Klean	\$108,602.20
Visu-Sewer	\$124,308.00
Insituform	\$143,031.00
Veit & Co.	\$164,909.00
Lametti & Sons	\$165,082.00

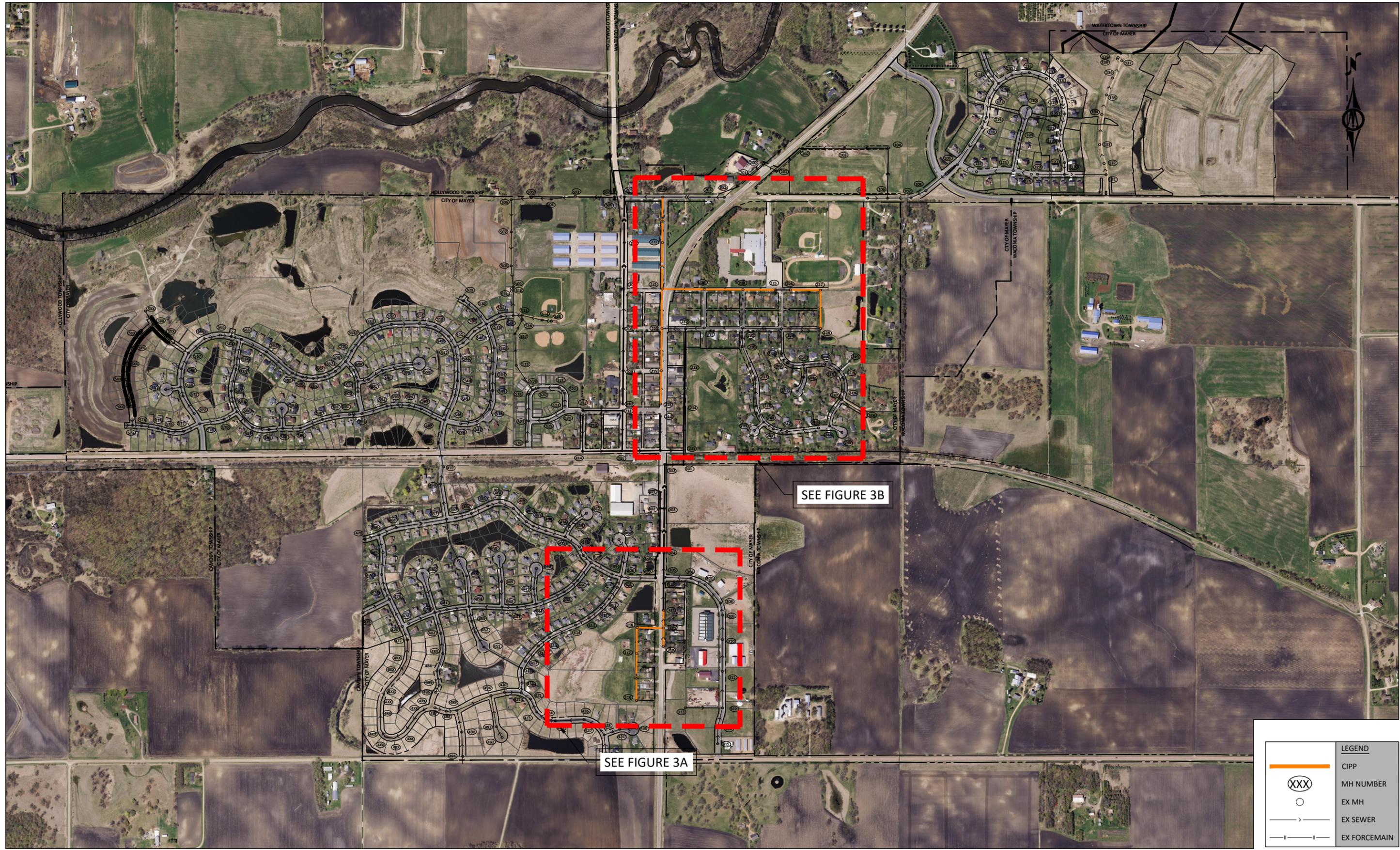
Based on our review of the bids, we recommend awarding the project to Hydro-Klean in the amount of \$108,602.20.

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

Sincerely,

Bolton & Menk, Inc.

David P. Martini, P.E.
Principal Engineer



SEE FIGURE 3B

SEE FIGURE 3A

LEGEND	
	CIPP
	MH NUMBER
	EX MH
	EX SEWER
	EX FORCEMAIN



I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

Brian D. Simmons
 BRIAN D. SIMMONS
 LIC. NO. 48766 DATE 08/23/2018



2638 SHADOW LANE, SUITE 200
 CHASKA, MINNESOTA 55318
 Phone: (952) 448-8838
 Email: Chaska@bolton-menk.com
 www.bolton-menk.com

DESIGNED	NO.	REVISION	DATE
BDS			
DRAWN			
MJO			
CHECKED			
DPM			
CLIENT PROJ. NO.			

CITY OF MAYER, MINNESOTA
 2018 SEWER IMPROVEMENTS
 OVERVIEW MAP

SHEET
 2
 OF
 3

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 DRAWING: 180811001-01 DATE: 10/08/2018 1:01:07 PM

CITY OF MAYER
2018 SANITARY SEWER IMPROVEMENTS
BID DATE: DECEMBER 4, 2018 - 10:00 AM

CONTRACTOR	TOTAL AMOUNT BID
HYDRO-KLEAN	\$108,602.20
VISU-SEWER	\$124,305.00
INSITUFORM	\$143,031.00
VEIT & COMPANY	\$164,909.00
LAMETTI & SONS	\$165,082.00