



**CITY OF MAYER  
REGULAR CITY COUNCIL MEETING  
CITY COUNCIL CHAMBERS  
MONDAY, FEBRUARY 11, 2019  
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. January 28, 2019 City Council Meeting Minutes
    2. January 28, 2019 City Council Workshop Meeting Minutes
  - B. Claims
  - C. Gambling – Lions Club – Resolution 2-11-19-6
  - D. Fire Department Donations- Mayer Baseball Club – Resolution 2-11-19-7
  - E. 10% Donation – Mayer Baseball Club – Resolution 2-11-19-8
- 6. Reports and Recommendations of City Departments, Consultants, Commissions and Committees**
  - A. Administrative
    1. Employee Wage Increase – Resolution 2-11-19-9
    2. Fund Balance Policy Review and Update
    3. Closing and Transferring of Funds\_Resolution 2-11-19-10
    4. 2019 Liquor Licenses
  - B. Public Works
    1. Public Works Pickup Truck Purchase
- 7. City Council Reports**
- 8. Other Business**
- 9. Upcoming Meetings & Events**

February 12, 2019 – Park Commission Meeting  
February 21, 2019 – City Council Visioning Session Workshop

February 25, 2019 – City Council Meeting

**10. For Your Information**

January 29, 2019 Personnel Meeting Minutes

**11. Adjournment**

MAYER CITY COUNCIL MEETING MINUTES – FEBRUARY 11, 2019

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

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

ABSENT: Council Member Butterfield

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

ALSO PRESENT: Stephen Young, Don Wachholz, Jason Hilgers

The meeting was opened with the Pledge of Allegiance.

APPROVE AGENDA

A MOTION was made by Council Member Stieve-McPadden with a second by Council Member Boder to approve the agenda as presented. Motion Carried 4/0

PUBLIC COMMENT

None

APPROVE CONSENT AGENDA

A MOTION was made by Council Member McNeilly with a second by Council Member Boder to approve the Consent Agenda with changes to the Regular Council Meeting Minutes. Motion Carried 4/0.

1. Approve the Minutes of the January 14, 2019 Regular Council Meeting with term date corrections for Mayor and Council.
2. Approve the Minutes of the January 14, 2019 Council Workshop Meeting.
3. Approve Claims for EOY 2018 and the Month of January 2019.
4. Acknowledge Fire Department Report for the Month of December 2018.
5. Acknowledge Sheriff's Department Report for the Month of December 2018.
6. Acknowledge City Engineer Summary Report of Projects from November and December 2018.
7. Acknowledge Public Works Report of Activities from November 20th, 2018 to January 23<sup>rd</sup>, 2019.
8. Acknowledge City Administrators Report for EOY 2018 and the month of January 2019.
9. Acknowledge 2018 Final Building Report
10. Approve Resolution 1-28-19-4 Gambling Exemption for West Carver Ducks Unlimited.

CITY ADMINISTRATOR

1. **Approve Resolution 1-28-19-5 Annual Appointments** – Every year the Council discusses who will be the liaison for each of the commissions and various committees. The Council sets the appointments, on rotating schedule, so each Council Member can contribute and learn all aspects of the city.

Vice Mayor-Council Member Boder appointed by Mayor (1/1/2019 to 12/31/2019)

Collaborative Planning Group-Council Member Stieve-McPadden (1/1/2019 to 12/31/2019)

Community Recreation Advisory Liaison-Council Member Butterfield (1/1/2019 to 12/31/2019)

Planning Commission Liaison-Council Member Stieve-McPadden (2/1/2019 to 1/31/2020)

Park Board Liaison-Council Member McNeilly (2/1/2019 to 11/31/2020)

EDA Liaison-Council Members Boder and Butterfield (1/1/2019 to 12/31/2019)

Personnel Committee-Mayor Dodge and Council Member Boder (1/1/2019 to 12/31/2019)

CCL-Mayor Dodge and Council Member Stieve-McPadden (1/1/2019 to 12/31/2019)

Fire Department Liaison-Mayor Dodge (1/1/2019 to 12/31/2019)

2. **Discussion on Council Visioning Session** – City Administrator asked Council to consider a date to discuss both short term strategies and long term “big picture” visions for the future of Mayer. Council agreed on Thursday, February 21, 2019 at 6:00 pm and directed Staff to invite commission members as well.

COUNCIL REPORTS

- Mayor Dodge and Council Member Boder will be attending the League of MN Cities 2019 Leadership Conference for Experienced Officials on February 1 and 2, 2019.

ADJOURN

There being no further business, a MOTION was made by Council Member McNeilly and seconded by Council Member Stieve-McPadden to adjourn the meeting at 6:54 p.m. Motion Carried 4/0

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

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

MAYER CITY COUNCIL WORK SESSION MINUTES – JANUARY 28, 2019

Call Work Session to order at 6:55 p.m. by Mayor Dodge.

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

ABSENT: Council Member Butterfield

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

ALSO PRESENT: Stephen Young, Don Wachholz, Jason Hilgers

1. **Discussion on Step Plan/Range Plan and Pay Philosophy:** In 2018, David Drowns Associates was hired by the City of Mayer to evaluate the City’s Classification and Compensation System. DDA presented a report of its findings for six positions to the City. City Administrator McCallum presented the 2018 Administrative Study’s Step Plan/Range Plan for consideration and asked Council for guidance on implementing a Pay Philosophy. Council discussed the factors of a step plan verses a range plan and agreed that the Step Plan would be the best Pay Philosophy option for the City of Mayer. Council agreed that they need to set a policy on how to promote employees obtaining licensures and transition them to a new job class. Council acknowledged that some on-going skills development is expected of personnel as they move through the Step Plan. Council directs City Administrator to bring a transition plan for Public Works to the next Personnel Meeting.

MEETING ADJOURNED

There being no further business, the work session was adjourned at 7:10 p.m.

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

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

**ACCOUNTS PAYABLE LIST**

**JANUARY 28, 2019**

**Checks: 22064-22066, 22087-22116, 50053-50077, 5139E - 5181E**

22064 Minnesota Department of Health	Jason_Test	\$35.00
22065 MN Rural Water Assn	Conference- PW	\$480.00
22066 Voided		
22087 Kluver Consulting	WWTF Consulting	\$900.00
22088 Security Bank	H.S.A. Contribution - Jan	\$875.00
22089 Security Bank	H.S.A. Contribution - feb	\$875.00
22090 Voided		
22091 AME Electric	Electric Work - WWTP	\$619.00
22092 Andy Maeztold	FD Conference	\$569.52
22093 Bobs Repair	FD Engine Repairs	\$38.97
22094 Carver Co Taxpayers	EOY 2018 Tax Verification	\$150.00
22095 Countryside Vet	Impound Charges	\$854.30
22096 Emergency Medical Training	Training - Z. Stifter - F.D.	\$225.00
22097 Fremont Industries	WWTP Coagulant	\$1,134.00
22098 Gopher State	Locates	\$13.50
22099 Grainger	PW Equipment	\$352.36
22100 Greater Communications	Utility Billing - Jan	\$547.25
22101 Herald Journal	Ordinance 226	\$64.44
22102 In Control	Engineering Services - WTP	\$1,343.57
22103 League of MN Cities	Insurance - 2019	\$36,410.00
22104 LMCIT	Insurance - WC - 2019	\$5,491.00
22105 Mayer Lumber	FD/PW Equipment	\$1,034.47
22106 Metrowest Inspections	Finald Permits - December	\$196.51
22107 MFSCB	Fire Dept Exam	\$115.00
22108 MN Services	Cleaning	\$415.00
22109 MN Pollution Contol Agency	PW Conference - St. Cloud	\$390.00
22110 MN State Fire Chiefs Assoc	Annual Dues	\$217.00
22111 Techstar Solutions	Phone Services/IT	\$390.80
22112 Veolia Water Technologies	WWTP CIP item - 2018	\$8,018.25
22113 Visa	Projector (CH), EDA Class, Council Devices	\$5,661.26
22114 Widmer Construction	Snow Removal	\$3,985.00

22115 League of MN Cities	Annual Training Dues	\$900.00
22116 MN State Fire Chiefs Assoc	FD Conference	\$310.00
50053 Fire Dept Payoll		\$1,366.78
50054 Fire Dept Payoll		\$835.77
50055 Fire Dept Payoll		\$1,556.10
50056 Fire Dept Payoll		\$905.03
50057 Fire Dept Payoll		\$1,025.08
50058 Fire Dept Payoll		\$770.92
50059 Fire Dept Payoll		\$1,172.84
50060 Fire Dept Payoll		\$1,186.53
50061 Fire Dept Payoll		\$766.50
50062 Fire Dept Payoll		\$1,842.38
50063 Fire Dept Payoll		\$1,967.05
50064 Fire Dept Payoll		\$1,071.26
50065 Fire Dept Payoll		\$2,558.72
50066 Fire Dept Payoll		\$588.23
50067 Fire Dept Payoll		\$1,259.68
50068 Fire Dept Payoll		\$854.24
50069 Fire Dept Payoll		\$688.01
50070 Fire Dept Payoll		\$526.39
50071 Fire Dept Payoll		\$835.77
50072 Fire Dept Payoll		\$831.15
50073 Fire Dept Payoll		\$531.01
50074 Fire Dept Payoll		\$1,357.54
50075 Fire Dept Payoll		\$1,005.58
50076 Fire Dept Payoll		\$706.48
50077 Fire Dept Payoll		\$397.10
5150E ADP	Al Edholm Wages - Check	\$72.03
5151E Voided		
5152E ADP	Al Edholm Wages - Check	\$144.07
5153E ADP	Employee PR Taxes	\$2,708.04
5154E ADP	Employee PR Salaries	\$6,254.79
5155E ADP	Employee PR Taxes	\$2,646.53

5156E ADP	PR Processing Fee	\$81.89
5157E ADP	PR Processing Fee	\$88.36
5158E ADP	Processing - FD Payroll	\$114.22
5159E ADP	W2s - 2018	\$286.55
5160E PERA	PERA	\$1,240.88
5161E PERA	PERA	\$1,266.27
5162E ADP	Council Taxes (282.99)	\$695.92
5163E Voided		
5164E Voided		
5165E Voided		
5166E Voided		
5167E ADP	Council and Staff Salaries - Jan 10, 2019	\$8,627.61
5168E Voided		
5169E Security Bank	ACH Fee	\$21.16
5170E Centerpoint Energy	Gas Utilities - WTP	\$116.79
5171E Centerpoint Energy	Gas Utilities - PW	\$201.74
5172E Centerpoint Energy	Gas Utilities - WWTF	\$1,451.95
5173E Centerpoint Energy	Gas Utilities - FD	\$564.69
5174E Centerpoint Energy	Gas Utilities - CH	\$1,711.11
5175E Frontier	Telephone - WTP	\$81.38
5176E Verizon Wireless	Cell Phones	\$244.05
5177E Verizon Wireless	Lift Station	\$14.12
5178E Frontier	Telephone - WWTF	\$95.86
5179E Verizon Wireless	Fire Department	\$95.86
5180E Xcel Energy	Utilities - City Buildings	\$6,379.08
5181E Perferred One	Health Benefits	\$4,142.35
		<hr/>
		\$138,564.64



CITY OF MAYER  
RESOLUTION 2-11-9-6  
APPROVING LAWFUL GAMBLING EXEMPTION

WHEREAS, the Mayer Lions Club has applied to the Minnesota gambling control board for a lawful gambling exemption 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 Mayer Lions Club on March 23, 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 11th day of February 2019.

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Mike Dodge, Mayor

ATTEST:

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Janell Gildemeister, Deputy Clerk

**City of Mayer**  
**Resolution No. 2-11-19-7**  
**Resolution Approving Contributions**

WHEREAS, The City of Mayer is generally authorized to accept contributions of real and personal property pursuant to Minnesota State Statute Sections 421.21 and 465.03 for the benefit of its citizens and is specifically authorized to accept gifts and benefits for the benefit for recreational service pursuant Minnesota Statutes Section 471.17; and

WHEREAS, The following persons and entities have offered to contribute the cash sums set for below to the City:

Name of Donor	Purpose	Amount
Mayer Baseball Club	Fire Department	\$7,500.00

WHEREAS, All such sums have been contributed to assist the City in the establishment and operation of recreational facilities and programs within the City's corporate limits either alone or in cooperation with others, as allowed by law; and

WHEREAS, the City Council hereby finds that it is appropriate to accept the contributions offered.

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

1. The contributions above are hereby accepted by the City of Mayer and shall be used to establish and operate recreational facilities and programs within the City's corporate limits either alone or in cooperation with others, as allowed by law.
2. That the City Administrator is hereby directed to issue receipts to each donor acknowledging the City's receipt of the donor's contribution.

Adopted by the City Council of the City of Mayer this 11<sup>th</sup> day of February, 2019.

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

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

**City of Mayer**  
**Resolution No. 2-11-19-8**  
**Resolution Approving Contributions**

WHEREAS, The City of Mayer is generally authorized to accept contributions of real and personal property pursuant to Minnesota State Statute Sections 421.21 and 465.03 for the benefit of its citizens and is specifically authorized to accept gifts and benefits for the benefit for recreational service pursuant Minnesota Statutes Section 471.17; and

WHEREAS, The following persons and entities have offered to contribute the cash sums set for below to the City:

Name of Donor	Purpose	Amount
Mayer Baseball Club	10% Fee	\$7,645.00

WHEREAS, All such sums have been contributed to assist the City in the establishment and operation of recreational facilities and programs within the City's corporate limits either alone of in cooperation with others, as allowed by law; and

WHEREAS, the City Council hereby finds that it is appropriate to accept the contributions offered.

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

1. The contributions above are hereby accepted by the City of Mayer and shall be used to establish and operate recreational facilities and programs within the City's corporate limits either alone or in cooperation with others, as allowed by law.
2. That the City Administrator is hereby directed to issue receipts to each donor acknowledging the City's receipt of the donor's contribution.

Adopted by the City Council of the City of Mayer this 11<sup>th</sup> day of February 2019.

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

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

**LG510 City or County Annual Report, 10% Lawful Gambling Contribution Fund**

**10% Lawful Gambling Contribution Fund Allowance**

Minnesota Statutes, Section 349.213, Subdivision 1, Paragraph (f)(2), allows a city or county to require (by ordinance) an organization to contribute up to 10% per year of net profits to a fund that the city or county administers.

**For purposes of the 10% contribution, net profits are gross profits less amounts expended for that site's allowable expenses and portion of lawful gambling taxes.**

- \* The 10% contribution requirement may only be applied to net profits derived from lawful gambling conducted at premises within the city or county's jurisdiction.
- \* A city or county may request from an organization a copy of the site's LG100A showing that site's net profit.
- \* Organizations must make 10% fund checks payable to the city or county requiring the funds, and not to any other payee.
- \* A licensed organization that contributes to the 10% fund may not be a beneficiary of that fund.
- \* A required contribution is different from a voluntary contribution to units of government (under lawful purpose Code A10) for government programs and projects, and cities or counties are not required to report voluntary contributions to the Board.

**City or County Information**

City or County Name (may not be township): City of Mayer This report is for calendar year 2018  
 Address: 413 Bluejay Avenue City: Mayer, MN Zip: 55360

**Financial Information, 10% Lawful Gambling Contribution Fund**

**1. Contribution rate** ..... 1. 10%  
 • Up to 10% per year of net profits (may not exceed 10%; may not be a variable rate).

**2. Fund balance as of December 31 of previous calendar year** ..... 2. \$ \_\_\_\_\_  
 • If none or negative, enter 0.

**3. Interest earned, if any, on fund balance for the calendar year** ..... 3. \$ \_\_\_\_\_

- 4. Contributions received from licensed organizations for the 10% contribution fund:**
- Use separate line for each site in your jurisdiction; use additional sheets if necessary.
  - You may use one total for "Amount Contributed" per organization, rather than per site.
  - Checks for contributions to the 10% fund **must be written to the city or county** and deposited in a fund administered by the city or county before the city or county may make expenditures from this fund.
  - Do not include amounts received for a local gambling regulatory tax or an investigation fee, or any voluntary contributions made to a city or county by an organization (see LG555).

Name of Licensed Organization	Organization License #	Site/Premises Name	Amount Contributed
Mayer Baseball Club			\$ 7,645.00

**Enter total amount contributed on Line 4** \$ 7,645.00 4. \$ 7,645.00

**5. Total required contributions and interest (add Lines 2, 3, and 4)** ..... 5. \$ 7,645.00

**6. From Page 2, enter total of expenditures the city or county made from its 10% fund** ..... 6. \$ 7,645.00  
 (Note: The Line 6 amount may not exceed the amount of Line 5.)

**7. Year-end balance on December 31** (Line 5 minus Line 6; enter 0 if negative balance) ..... 7. \$ 0.00

Continued on Page 2



City or County Name: City of Mayer

**\* Use the codes listed below to describe expenditures from the 10% lawful gambling contribution fund.**

- A1 To a 501(c)(3) organization or a 501(c)(4) festival organization.
- A2 To relieve effects of poverty, homelessness, or disability.
- A3 Program for education, prevention, or treatment of problem gambling.
- A4 To a public or private nonprofit school.
- A5 To a scholarship fund.
- A6 For recognition of military service (open to the public) or support for active military personnel and their immediate family members in need.
- A7 Activities and facilities for youth.
- A10 Expenditures for police, fire, and other emergency or public safety-related services, equipment, and training. Not allowed: Contribution to pension or retirement fund.
- A11 To a church.
- A12 With Minnesota Pollution Control Agency (PCA) approval, citizen monitoring of surface water quality by individuals. Requires submission of data to PCA.
- A13 With DNR approval, wildlife management projects or activities that benefit the public-at-large; grooming or maintaining snowmobile or all-terrain vehicle trails, or other trails open to public use; supplies and materials for DNR-coordinated safety training and education programs.
- A14 For nutritional programs, food shelves, and congregate dining programs primarily for persons age 62 or older or disabled.
- A15 For community arts organizations, or sponsorship of community arts programs.
- A19 For humanitarian service, recognizing volunteerism or philanthropy.

**City or County Acknowledgment**

- 1. I am the official responsible for the financial reporting of the city's or county's 10% lawful gambling contribution fund under Minn. Stat. § 349.213, subd. 1.
- 2. I affirm that the contributions received were deposited into a fund administered by the city or county.
- 3. I am aware of the restrictions under Minnesota law on expenditures from this fund and affirm that the expenditures meet the definition of charitable contributions as defined in Minn. Stat. § 349.12, subd. 7a, or are for police, fire, and other emergency or public safety-related services, equipment, and training, excluding pension obligations, are accounted for in a manner consistent with generally accepted accounting principles, and that the city or county does not retain control of funds once they are expended from the city's or county's account.
- 4. I have reviewed this report and affirm that the revenues, expenditures, and the fund balance reflect all contributions received and expenditures from the 10% contribution fund, and is a true, correct, and complete report.



Margaret McCallum	City Administrator	2/6/2019
Signature of City or County Official	Title	Date
Margaret McCallum	9526571502	Margaret.mccallum@cityofmayer.com
Print Name	Phone Number	Email Address

**By March 15 each year email, fax, or mail the LG510 to:**

<p><b>Minnesota Gambling Control Board</b>  <b>Attention: City Reports</b>  <b>1711 West County Road B, Suite 300 South</b>  <b>Roseville, MN 55113</b></p>	<p><b>Email: gcb.city.reports@state.mn.us</b>  <b>Fax: 651-639-4032</b>  <b>Questions? Call 651-539-1900</b></p>
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The information on this form and any attachments will become public information when received by the Board, and will be used to determine your compliance with Minnesota statutes and rules governing lawful gambling activities. This form will be made available in alternative format upon request.



## Request for Council Action Memorandum

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Item: 2019 Wage Increase

Meeting Date: February 11, 2019

Presented By: Margaret McCallum, City Administrator

**Recommendations/Council Action/Motion Requested:**

A motion to review and approve 2019 wage increases.

**Details:**

The City of Mayer desires to offer wages that are adequate to retain and attract competent employees.

As part of the 2019 budget and levy, the City budgeted accordingly based on projected increases and cost of living.

The City Administrator performed reviews on the Deputy Clerk, Public Works Worker 1 and Public Works Worker 2. All employees received satisfactory reviews.

The City Council performed an annual review on the City Administrator. She received a satisfactory review.

The City Administrator is proposing the following increase:

A 3% increase in salary and a 2% Cost-of-Living increase for a total of 5%. This amount has been budgeted for.

In 2018, the City performed a wage and administrative study to determine pay ranges for each position. The complete study has some components that have yet to be approved by the Council including a Pay Philosophy and a Wage Scale/Steps program.

The proposed increase would be in line with the study.

**Attachments:**

Resolution 2-11-19-9.

**CITY OF MAYER  
RESOLUTION 2-11-19-9**

**ADOPTING THE 2019 WAGE INCREASE FOR CITY EMPLOYEES**

**WHEREAS,** The City Administrator has completed performance evaluations for the Public Works and Deputy Clerk Employees, and,

**WHEREAS,** The City Council has completed a performance evaluation for the City Administrator, and,

**WHEREAS,** the employee wage for 2019 is effective January 1, 2019 contingent upon a favorable performance evaluation for employee; and,

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF MAYER, MINNESOTA THAT:** the wages for Public Works, and Deputy Clerk for 2019 hereby be approved as follows:

1. Approve a 3% increase and 2% COLA increase for both Public Works Employees.  
Public Works Worker 1 - \$24.50 increase to \$25.73  
Public Works Worker 2 - \$24.00 increase to \$25.20
2. Approve a 3% increase and 2 % COLA increase for the Deputy Clerk.  
Deputy Clerk - \$19.75 increase to \$20.74
3. Approve a 3% increase and 2% COLA increase for the City Administrator.  
City Administrator - \$75,000 increase to \$78,750

Adopted by the City Council of the City of Mayer this 11th day of February 2019.

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Michael Dodge, Mayor

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Margaret McCallum, City Administrator



## Request for Council Action Memorandum

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Item: Fund Balance Policy

Meeting Date: February 11, 2019

Presented By: Margaret McCallum, City Administrator

### **Recommendations/Council Action/Motion Requested:**

To review and update the Fund Balance Policy for the City of Mayer.

### **Details:**

The purpose of the Fund Balance Policy is to establish specific guidelines that the City will use to maintain an adequate level of fund balance to provide for cash flow requirements and contingency needs.

During the audit, it was recommended that the Fund Balance Policy be reviewed and updated to fit the City's goals.

Suggested changes to the policy are highlighted in red and yellow.

They include maintaining an unassigned fund balance in the General Fund of 50% of the next year's budgeted expenditures of the General Fund.

It also would allow for more flexibility of any excess fund balance above 50% of the next year's budgeted expenditures.

Currently, an excess goes into the Fund 435 Capital Projects/Equipment Fund. Changes would allow for funds to now be allocated into the Fund 410 Community Center and Fund 405 Street Improvement Fund.

### **Attachments:**

Fund Balance Policy.

CITY OF MAYER, MN  
FUND BALANCE POLICY

I. PURPOSE

The purpose of this policy is to establish specific guidelines the City of Mayer will use to maintain an adequate level of fund balance to provide for cash flow requirements and contingency needs because major revenues, including property taxes and other government aids are received in the second half of the City's fiscal year.

The purpose of this policy is to also establish specific guidelines the City of Mayer will use to classify fund balances into categories based primarily on the extent to which the City is bound to honor constraints on the specific purposes for which amounts in these funds can be spent.

II. CLASSIFICATION OF FUND BALANCE/PROCEDURES

**1. Nonspendable**

- This category includes fund balance that cannot be spent because it is either (i) not in spendable form or (ii) is legally or contractually required to be maintained intact. Examples include inventories and prepaid amounts.

**2. Restricted**

- Fund balance should be reported as restricted when constraints placed on those resources are either (i) externally imposed by creditors, grantors, contributors, or laws or regulations of other governments or (ii) imposed by law through constitutional provisions or enabling legislation.

**3. Committed**

- Fund balance that can only be used for specific purposes pursuant to constraints imposed by formal action of the government's highest level of decision-making authority. The committed amounts cannot be used for any other purpose unless the government removes or changes the specified use by taking the same type of action it employed to commit those amounts.
- The City's highest level of decision making authority (City Council) will annually or as deemed necessary commit specific revenue sources for specified purposes by resolution. This formal action must occur prior to the end of the reporting period, however, the amount to be subject to the constraint, may be determined in the subsequent period.

II. CLASSIFICATION OF FUND BALANCE/PROCEDURES – CONTINUED

- To remove the constraint on specified use of committed resources the City Council shall pass a resolution

**4. Assigned**

- Amounts that are constrained by the government’s intent to use for specified purposes, but are neither restricted nor committed. Assigned fund balance in the General fund includes amounts that are intended to be used for specific purposes.
- The City Council has delegated the authority to assign and remove assignments of fund balance amounts for specified purposes to the City Administrator.

**5. Unassigned**

- Unassigned fund balance represents the residual classification for the General fund. Includes amounts that have not been assigned to other funds and that have not been restricted, committed, or assigned to specific purposes within the General fund. The General fund should be the only fund that reports a positive unassigned fund balance amount.
  - i. The City will maintain an **unassigned** ~~unrestricted~~ fund balance in the General fund of **50**~~an amount not less than 25-35%~~ of the next year’s budgeted expenditures of the General fund. This will assist in maintaining an adequate level of fund balance to provide for cash flow requirements and contingency needs because major revenues, including property taxes and other government aids are received in the second half of the City’s fiscal year.
    - a) Any excess unassigned fund balance above 50% of the next year’s budgeted expenditures shall be allocated to the following funds **or to any fund as determined by future needs**, as determined by the City Council:
      - Fund 435 Capital Projects/Equipment
      - Fund 410 Community Center
      - Fund 405 Street Improvement Fund
    - b) Any shortage in unassigned fund balance below 50% of the next year’s budgeted expenditures shall be allocated from the following funds as determined by the City Council:
      - Fund 435 Capital Projects/Equipment
      - Fund 410 Community Center
      - Fund 405 Street Improvement Fund

III. STABILIZATION ARRANGEMENTS

Stabilization arrangements are defined as formally setting aside amounts for use in emergency situations or when revenue shortages or budgetary imbalances arise.

The City will set aside amounts by resolution as deemed necessary that can only be expended when certain specific circumstances exist. The resolution will identify and describe the specific circumstances under which a need for stabilization arises. The need for stabilization will only be utilized for situations that are not expected to occur routinely.

IV. MONITORING AND REPORTING

The City Administrator shall annually prepare the status of fund balance in relation to this policy and present to the City Council in conjunction with the development of the annual budget.

When both restricted and unrestricted resources are available for use, it is the City's policy to first use restricted resources, and then use unrestricted resources as they are needed.

When committed, assigned or unassigned resources are available for use, it is the City's policy to use resources in the following order; 1.) committed 2.) assigned and 3.) unassigned.

A negative residual amount may not be reported for restricted, committed, or assigned fund balances in the General fund.



## Request for Council Action Memorandum

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Item: Closing and Transferring Funds

Meeting Date: February 11, 2019

Presented By: Margaret McCallum, City Administrator

### **Recommendations/Council Action/Motion Requested:**

To review closing and transferring funds.

### **Details:**

During the 2018 Audit, it was determined that some funds had the potential to be closed due to lack of use and need.

Those funds that have balances in them would be transferred to other accounts for future use. There was one account that had a negative balance that would be zeroed out with the use of funds from the General Fund.

The following transfers are proposed to close the following accounts:

Fund 400 (70<sup>th</sup> Street Improvement Fund) –

The balance of \$43,867.86 would be transferred to Fund 405, the Street Improvement Fund. It would then be closed.

Fund 215 (Fire Department FEMA Fund) –

The negative balance of \$9,985.66 would be paid off by transferring that amount from the Fund 100, General Fund. It would then be closed.

Fund 222 (Old School House Park) –

The balance of \$5,486.33 would be transferred to Fund 100, General Fund. It would then be closed.

### **Attachments:**

Resolution 2-11-19-10

**RESOLUTION NO. 2-11-19-10  
CITY OF MAYER**

**RESOLUTION CLOSING FUND 400 AND TRANSFERRING FUND BALANCE TO  
GENERAL FUND 405 STREET IMPROVEMENT FUND.  
CLOSING FUND 222 AND TRANSFERRING FUND BALANCE TO GENERAL FUND 100.  
CLOSING FUND 215 AND PAYING THE DEFICIT FROM THE GENERAL FUND 100.**

It is hereby resolved by the City of Mayer, Minnesota that:

**WHEREAS**, the City held an account, Fund 400, for the 70<sup>th</sup> Street Improvement Fund; and

**WHEREAS**, there is a balance of \$43,867.86; and

**THEREFORE**, Staff would recommend transferring the balance of the fund 400 to fund 405 (Street Improvement Fund) in the amount of \$43,967.86 and closing the fund.

**WHEREAS**, the City held an account, Fund 215, for a Fire Department FEMA Grant, and

**WHEREAS**, the balance is currently -\$9,985.66; and

**THEREFORE**, Staff would recommend closing the account by transferring funds from the General Fund 100 in the amount of \$9,985.66 to close the account.

**WHEREAS**, the City held an account, Fund 222, for Old School House Park, and

**WHEREAS**, the balance is currently \$5,486.33; and

**THEREFORE**, Staff would recommend transferring the balance of fund 222 to fund 100 (General Fund) in the amount of \$5,486.33 and closing the account.

**BE IT RESOLVED**, that the Mayer City Council does hereby approve these transfers listed above.

Adopted this 11<sup>th</sup> day of February, 2019.

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Mike Dodge, Mayor

Attest:

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Margaret McCallum, City Administrator



## Request for Council Action Memorandum

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Item: 2019 Liquor Licenses

Meeting Date: February 11, 2019

Presented By: Margaret McCallum, City Administrator

### **Recommendations/Council Action/Motion Requested:**

A motion to approve the liquor licenses for 2019 for the time period of March 1, 2019 – February 28, 2020.

### **Details:**

Liquor licenses will be issued upon approval by the State of Minnesota, Alcohol and Gambling Division and upon all conditions of licensing being met in accordance with the City of Mayer ordinances.

Staff is recommending approval of the 2019 liquor licenses that will be processed accordingly which includes payment of the appropriate fees, and that a certificate of insurance is received.

A satisfactory background check (completed by Carver County Sheriff's Department) has been completed.

Heldt's Bar – Off Sale, On Sale and Sunday  
Knuckleheads – Off Sale, On Sale and Sunday  
Agave Mexican Restaurant – Off Sale, On Sale and Sunday  
Schmidty's Convenience Store – Off-Sale  
Mayer Baseball Club – 3.2 Beer

### **Attachments:**

None.

**REQUEST FOR CITY COUNCIL ACTION**

<b>Meeting Date:</b>	February 11 <sup>th</sup> 2019
<b>Item Name:</b>	Pick-Up Truck Purchase
<b>Originating Department:</b>	Public Works
<b>Presented by:</b>	Kyle Kuntz

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

<b>Item Type (X only one):</b>	Consent		Regular Session	<input checked="" type="checkbox"/>	Discussion Session	
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**RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED (Include motion in proper format.)**

A motion approving the purchase of a new Ford F-350 one ton truck and Snow Ex V-Plow

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

Staff is proposing the purchase of a new 2019 Ford F-350 Super Cab one ton truck and Snow Ex V-Plow in the amount of \$43,136. Now that the city of Mayer’s public works department has two full time employees, having a reliable second vehicle would be very beneficial. Currently, the Mayer public works department has a 2015 Ford F550 and a 1988 Ford F150.

The new F-350 would serve as the replacement for the 1988 Ford F150. The F150 is in poor shape overall and the repairs it needs would cost more than the overall value of the truck. Currently, the F150 is equipped with a new 100 gal transfer fuel tank; which, staff will be able to move the new F350. Upgrading to an F350 one ton would allow staff to utilize the vehicle in the same way staff currently utilizes the F550. This would take a majority of the work load off the F550 resulting is less ware and tare overall. The truck would be able to plow, tow, haul, and be outfitted with tool boxes. Also, by purchasing an additional truck it would take away the need for staff to use their own personal vehicles to run errands, attend training, and when the F550 is out for repairs. The total cost of the F350 One Ton Pick-up from Midway Ford would be \$35,863.00.

Purchasing a plow for the F350 would serve as a reliable back up to the City’s current F550. The 350 has better visibility making it easier to plow cal-de-sacs, alley ways, dead ends, etc. The total cost of the Snow Ex 9’ 5” V-Plow would be \$7,273.00.



Item	Price
2019 One Ton Pick-up	\$35,863.00
Snow Ex V-Plow	\$7,273.00
<b>Total</b>	<b>\$43,136</b>

Overall, this truck will serve as a reliable tool by allowing Public Works Staff to perform their daily operations and other related tasks more efficiently and at a higher quality. Staff is recommending approval of the quotes submitted by Midway Ford and Bob’s Repair in the total amount of \$43,136.

Attached are the bids City Staff collected for truck and snow plow.

2/11/19



<b>FINANCIAL IMPLICATIONS:</b>		<b>ADVISORY BOARD RECOMMENDATIONS:</b>	
Funding Sources & Uses: Capital Outlay			
Budget Information:			
<b>Capital Outlay</b> Budgeted <b>\$74,000</b>	Non Budgeted		
	Amendment Required	Other	
<b>Approved</b> _____	<b>Denied</b> _____	<b>Tabled</b> _____	<b>Other</b> _____
<b>Resolution</b> _____		<b>Ordinance</b> _____	
<b>No.</b> _____		<b>No.</b> _____	

Midway Ford Commercial  
 Fleet and Government Sales  
 2777 N. Snelling Ave.  
 Roseville MN 55113



Travis Swanson  
 651-343-5212  
[tswanson@rosevillemidwayford.com](mailto:tswanson@rosevillemidwayford.com)

Fax # 651-604-2936

2019 F350 4X4- Super Cab- 6.75' Box XLT

**Standard**

Automatic Transmission  
 Dual Front Air Bags  
 AM/FM/CD Player  
 Tow Hitch  
 Tilt Wheel  
 Chrome Grille

40/20/40 Cloth Front Seat  
 Sync Hands Free  
 4-Wheel ABS Brakes  
 Air Conditioning  
 LT245/75r17 E All Season Tires  
 Power Windows/Locks

Front Tow Hooks  
 Carpet Floor Covering  
 Chrome Bumper  
 6.2L V8 E85  
 Cruise Control  
 Brake Controller

Options	Code	Price	Select			
PowerScope Mirrors	54F	\$257	x			
Snow Plow/Camper Pkg	47B	\$225	x			
Dual Batteries	86M	\$193	x	<b>Exterior Colors</b>	<b>Code</b>	<b>Select</b>
240 Amp Alternator	67E	\$79	x	Blue Jeans Metallic	N1	
Block Heater	41H	\$92	x	Race Red	PQ	
Carpet Delete	166	-\$47	x	Caribou Metallic	LQ	
Upfitter Switch	66S	\$152	x	Shadow Black	G1	
6" Extended Boards	18D	\$680	x	Magnetic Metallic	J7	
Spray-In Bedliner	85S	\$496	x	Ingot Silver Metallic	UX	x
Wheel Well Liners	61N	\$299	x	Oxford White	YZ	
Mud Flaps	61S	\$119	x			
3.73 E-Locking Axle	X3E	\$359	x			
LT275/70r18E AT Tires	TDX	\$152	x	<b>Extended Service Contracts</b>	<b>Cost</b>	<b>Select</b>
Skid Plates	41P	\$92	x	7 year/75,000 mile	\$2,570	
LED Roof Clearance Lights	592	\$88	x	PremiumCare Warranty		
Rear Defrost	43B	\$56	x	(Bumper to Bumper)		
110V Outlet	43C	\$69	x			
Back-up Alarm	76C	\$128	x			
Option Total		\$3,489				

<b>Base Price</b>		<b>Totals</b>	You must have a active FIN code to participate in this purchase contract : FIN code # _____
6.2 Gas		\$32,354.00	<b>Purchase Order required prior to order placement</b>
Options Price Totals		\$3,489.00	
Extended Warranty			PO # _____
Transit Impr Excise Tax		\$20.00	Name of Organization _____
Tax Exempt Lic			Address _____
6.5% Sales Tax			City, State, Zip _____
Document fee			Contact Person/ Phone # _____
Sub total per vehicle		\$35,863.00	Contact's e-mail address and fax # _____
Number of Vehicles	1		
Grand Total for all units		\$35,863.00	
Acceptance Signature _____	Date _____		
Print Name and Title _____			

**BOB'S REPAIR OF MAYER INC.**

6180 HWY 25  
PO BOX 99  
MAYER MN 55360  
952-657-2271

MONDAY-FRIDAY 8:00AM - 6:00PM SATURDAY 8:30AM - 12:00PM  
NAPA AUTOCARE CENTER  
ASE CERTIFIED TECHNICIANS

2/6/2019 11:45 AM

page 1

Estimate #99793

CITY OF MAYER  
413 BLUEJAY AVE  
MAYER MN 55360

Day Phone : 657-1502  
Cell Number : 952-465-9805 KYLE

Vehicle : 2019 SNOW PLOW QUOTE

Created : 2/5/2019 10:02:15 PM

Last Mileage : 0  
Odometer In : 0  
Odometer Out : 0

Qty	Code/Tech*	Reference	Description	Condition	Unit Price	Price
1			SNOW EX 9.5FT V-PLOW STAINLESS STEEL		\$6,162.00	\$6,162.00
			COMPLETE PLOW PACKAGE			
1			DOWN PRESSURE KIT		\$120.60	\$120.60
1			CURB GUARDES		\$231.30	\$231.30
1			RUBBER DEFLECTOR 18INCH		\$395.10	\$395.10
			INSTALL SNOW PLOW			\$350.00
			Labor			\$350.00
			Parts			\$6,909.00
			Sublet/Misc.			\$0.00
			Shop Supplies			\$14.00
			Charges			\$0.00
			Sales Tax	Tax @ \$0.00 * 7.3750%		\$0.00
				<b>Estimate</b>		<b>\$7,273.00</b>

I hereby authorize the repair work to be done with the necessary material. You and your employees may operate this vehicle for purposes of testing, inspection, or delivery at my risk. An express mechanics lien is acknowledged on above vehicle to secure the amount of repairs. It is also understood that you will not be held responsible for loss or damage to vehicle or articles left in vehicle in case of fire, theft or any other cause beyond your control.

Customer Signature \_\_\_\_\_ Date \_\_\_\_\_

Estimates are valid for 30 days.



TOWMASTER, 61381 US HWY 12, LITCHFIELD, MN 55355  
 PH: 320-693-7900 FX: 320-693-7921 TF: 800-462-4517  
 TOWMASTERTRUCK.COM

Reference No.  
 QT 36098

**\*\* QUOTATION \*\***

Ship To:	Cust:	4115	Phone:	Bill To:	Phone:
MAYER CITY OF				MAYER CITY OF	
413 BLUEJAY AVE				413 BLUEJAY AVE	
MAYER		MN 55360	USA	MAYER	
					MN 55360 USA

ATTN: KYLE KUNTZ

PO#	Salesman	Terms	Created	Last Revised	Appx Comp
	TIM ERICKSON	NET 30 DAYS	2/05/19	2/05/19	0/00/00

Serial No. \_\_\_\_\_

Build Instructions F.O.B. LITCHFIELD, MN

Other Instructions 2019 FORD F350 4 X 4, CREW CAB, 6-3/4' BOX, 6000 LB FGAWR, 160" W.B., SGL REAR WHEEL, 6.2L GAS, 9008 (H13) LIGHTS

Qty	Part No.	Description	Price Ea.	Net Amt.
1	9905690	- BOSS MSC18292 9'2" Stainless V-DXT Plow Complete, Unassembled	\$6,740.00	\$6,740.00
**NOTE: INCLUDES THE 4 LINE ITEMS BELOW				
1	9905544	- BOSS MSC15002B PLOW BOX, RT3-V, SH2 8-2/9-2, DXT, SL3		
1	9905551	- BOSS MSC15100 KIT-CONTROL, RT3 W/SH2 V SMARTTOUCH2, 08+		
1	9905614	- BOSS LTA10200 UC/RT3, FORD, 2017 & UP		
1	9905674	- BOSS MSC10230 ADAPTER-LIGHT, FORD SPRDTY HLGN 17+, 13 PIN	\$107.00	\$107.00
1	9905792	- BOSS MSC01565 SNOW DEFLECTORS POWER V, STRAIGHT BLADE, 8'2" & 9'2" POWER V DXT	\$256.00	\$256.00
1	9905800	- BOSS MSC18184 Power-V DXT Plow Shoe Kit	\$300.00	\$300.00
1	9905526	- Assemble & Install BOSS V-Blade type Plow, 9'2" & Under	\$675.00	\$675.00
1	9905522	- Install BOSS Snow Deflector, ST or V Plow	\$143.00	\$143.00

Price: \$8,221.00

Total Discounts:  
 Net Cost: \$8,221.00

Freight  
 Total: \$8,221.00

Accepted by \_\_\_\_\_ Date \_\_\_\_\_

**CITY OF MAYER  
PERSONNEL  
JANUARY 29, 2019 @ 4:30 P.M.  
CITY HALL COUNCIL CHAMBERS**

**AGENDA**

1. Open Meeting

The meeting was opened at 4:30 p.m. Those present were City Administrator, Margaret McCallum and Mayor, Mike Dodge and Vice-Mayor, Erick Boder.

Also present: Kyle Kuntz, Public Works.

2. Minutes

A. December 5, 2018 Personnel Meeting Minutes were absent. Will be in the next packet.

3. Business

A. Public Works Transition Plan – Discussion

McCallum provided a summary of the current structure of the Public Works Department. That there are currently two employees whose job duties include, but are not limited to, streets, parks, maintenance, water and sewer utilities.

She informed that currently the City works with a consultant, Greg Kluver with Kluver Consulting, to Wastewater operations. The City has a Class A wastewater treatment facility that was constructed in 2004.

She stated that the City has a contract with Kluver that runs to August 2020. The City currently pays Kluver \$1,800/month (\$21,600 yearly) for services.

McCallum explained that for the first time, the City has an employee that would be able to take the Class A Waste Water License test and if successful, would be able to take on the treatment facility in-house. The test could be taken as early as March. Kuntz started working on Waste Water Treatment Facility operations on 2013.

McCallum discussed and recommended changes in position titles for the two public works employees and salary as well.

The Committee asked for more information as to if the City had to post for the position or if it could hire internally. Also, there was a request to get more detailed information on how pay increases would fit within the budget.

The Committee agreed that Kluver is a good resource and asset. They said that staff would need to work with Kluver to come up with an appropriate transition plan.

B. Employee Reviews – Summary

McCallum stated that she performed employee reviews for 2018 and that all employees received satisfactory reviews. She said that they discussed improvements that could be made and future goals. She will be recommending a raise for 2019 at the February 11, 2019 Council meeting.

C. Personnel Policy Review – Summary

McCallum said that staff started to review the personnel policy for potential updates that don't currently fit the organization. She said that the policy was drafted off of the League of Minnesota Cities draft policy and that some things don't fit for Mayer.

D. Fire Department Pay – Job Descriptions and Salaries – Discussion

McCallum presented some information on pay for the Fire Department and other departments. The Commission agreed to put this on the next meeting and invite the Fire Chief to the meeting for further discussion.

E. Fire Department Officer Reviews – Summary

McCallum informed that the Fire Chief performed annual reviews on the Fire Department Officers.

F. Fire Department Policy Review – Summary

McCallum said that in 2018 the Fire Department worked on updating its Policy regarding positions, duties, pay, etc. She said that it is currently under review by staff and the attorney and will come to the Personnel Committee in the near future for review.

Adjournment

4. The meeting was adjourned at 5:13 p.m.