



**CITY OF MAYER  
REGULAR CITY COUNCIL MEETING  
CITY COUNCIL CHAMBERS  
MONDAY, JUNE 11, 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. May 29, 2018 City Council Meeting Minutes
    2. May 29, 2018 City Council Workshop Meeting Minutes
  - B. Claims
  - C. Road Closure Requests
    1. Mayer Rising Community Festival – Road Closure
    2. Mayer Car Show – Road Closure
    3. 309 Ash Avenue – Alley Closure
  - D. Accept Resignation of Brent Mickolichuk, Public Works
- 6. Reports and Recommendations of City Departments, Consultants, Commissions and Committees.**
  - A. Administrative
    1. Administrative Study – Job Descriptions and City Analysis
    2. Ordinance 221 - Driveway, Parking Area, and Hard Surface Improvements
    3. Ordinance 222 - Establishing the salaries of Council
    4. Resolution 6-11-18-13 - Establishing Summer Hours
  - B. Public Works
    1. Public Works Worker II position
- 7. City Council Reports**
- 8. Other Business**
- 9. Upcoming Meetings & Events**

- A. June 12, 2018 Park Commission Meeting
- B. June 25, 2018 City Council Meeting

**10. For Your Information**

**11. Adjournment**

MAYER CITY COUNCIL MEETING MINUTES – MAY 29, 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: Don Wachholz, Kaye Timmers

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 Stieve-McPadden to approve the Consent Agenda. Motion Carried 5/0.

1. Approve the Minutes of the May 14, 2018 Regular Council Meeting.
2. Approve the Minutes of the May 14, 2018 Council Workshop Meeting.
3. Approve Claims for the Month of May 2018. Check numbers 21521 to 21589
4. Acknowledge Quarterly Building Report.
5. Acknowledge Fire Departments Report for the Month of April 2018.
6. Acknowledge Sheriff's Department Report for the Month of April 2018.
7. Acknowledge Public Works Activities from April 19, 2018 to May 24, 2018.
8. Acknowledge Engineer's Report from March 10, 2018 to April 6, 2018.
9. Acknowledge City Administrator's Report for the Month of May, 2018.

CITY ADMINISTRATOR

1. **Discussion on Financials and Investments Quarterly Report** – City Administrator McCallum reviewed the first quarter Financials and Investments Compilation Report from Abdo, Eick, & Meyers, LLP. AEM took a close look at the activity in all funds and reconciled all bank accounts through March 31, 2018.

The Report shows the City's cash and investment balances are as follows:

Checking and Savings	\$905,911
Investments (at Market Value)	<u>\$4,473,877</u>
Total	\$5,379,788

Investment Type

Checking and Savings	\$905,611
Money Market	\$162,115
Negotiable CD's	<u>\$4,311,762</u>
Total	\$5,379,788

Council had questions about the balances in the CD's and whether there are opportunities to use the funds and not put the City in a financial situation. Council directed City Administrator McCallum to contact Ehlers in order to provide some guidance on this inquiry. Council appreciated the City Administrator's report.

2. **Approve Off-Sale Liquor License for Schmidty’s Convenience Store, 308 Ash Ave N** – Schmidty’s Convenience Store located at 308 Ash Ave N. requests approval for Off-Sale Liquor License. Council was informed with the intention of Schmidty’s Convenience Store to redesign the store to include an off-sale liquor area. The City has received and signed off on the background check from Carver County. Schmidty’s will need additional approval from the State and is requesting Council approval before moving forward. A MOTION was made by Council Member McNeilly and seconded by Council Member Boder to Approve Off-Sale Liquor License for Schmidty’s Convenience Store located at 308 Ash Ave N. Council directed Staff to reach out to City Planner about the parking requirements. Motion Carried 5/0
  
3. **Approve Court Date Services Subscriber Amendment To CJDN Subscriber Agreement** – City Administrator requested approval of Court Date Services Subscriber Amendment and stated that the agreement was reviewed by the City Attorney. The City Attorney suggested in a letter that the agreement does need to be passed in order for prosecutors to access City data in the event of a lawsuit and recommends approval. A MOTION to Authorize Mayor’s Signature on the Court Date Services Subscriber Amendment to CJDN Subscriber Agreement was made by Council Member Butterfield and seconded by Council Member Stieve-McPadden. Motion carried 5/0

PUBLIC WORKS

1. **Approve Request to Hire Part-time Seasonal Public Works Employee** –A MOTION to Approve Request to Hire Part-time Seasonal Public Works Employee was made by Council Member McNeilly and seconded by Council Member Boder. Motion Carried 5/0

COUNCIL REPORTS

- Mayor Dodge reported he attended a Personnel Committee Meeting and a Public Works Meeting. At both meetings, members are continuing to work through on-going matters.

FOR YOUR INFORMATION

- May 14,2018 Personnel Committee Meeting Minutes
- May 22, 2018 Public Works Meeting Minutes

ADJOURN

There being no further business, a MOTION was made by Council Member Stieve-McPadden and seconded by Council Member McNeilly to adjourn the meeting at 7:10 p.m. Motion Carried 5/0

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Mike Dodge, Mayor

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

MAYER CITY COUNCIL WORK SESSION MINUTES – MAY 29, 2018

Call Work Session to order at 7:12 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: None

1. **Discussion on New Building for Fire Department:** Todd Meyhoff, Brunton Architects & Engineers, presented an alternative financial option for building a new Fire Station. He proposed a Private/Public Partnership Lease. The City would enter into a build-to-suit triple net lease whereby Landlord would lease a property to City. The initial term of the lease would be thirty five (35) years with a ten (10) to five (5) year option. After the fifth year the tenant has the right to purchase. Some advantages to this lease option are, No CIP needed, City has design control, and the velocity of completion of the project.  
Council directed Fire Chief Maetzold to compile and present the details of the safety concerns and how the current station doesn't meet the needs of the community. Council would like a feasibility study done and presented at a future Work Session.
2. **Discussion on Administrative Study Review:** Staff presented Council with a Market Analysis of Wages and Proposed Job Descriptions conducted by David Drown Associates as part of a Classification & Compensation Study. Council reviewed the Study and asked Staff to provide more information. Council would like the Study to include Cities with similar infrastructure and tax capacity, and include additional Cities in Carver County. Council reviewed the job descriptions and asked Staff to provide separate Deputy Clerk, and City Clerk job descriptions. Council would like Staff to keep track of changes to job descriptions for future reviews.
3. **Discussion on City Hall-Cleaning:** Staff informed Council that the current custodial company for the Community Center has turned in their resignation. Staff stated that she has received one bid for custodial services and asks for direction from Council. Council directed Staff to place an ad on the City facebook page to see if someone local would be willing to clean.
4. **Discussion on Crosswalks:** Staff asked Council if they wanted to re-explore the LED signage for two crosswalks. One at Casey's and the other at 4<sup>th</sup> Street (Mayer Fire Department). Council agreed on the urgency to move forward with the installation of signage at these crosswalks. Council directed Public Works Staff to get quotes for LED signs, both continuous flashing and push button activation, and a speed sign. Council asked City Administrator to send a proposal for LED push button activation signs to MNdot for approval on Hwy 25. Council asked Staff to correlate enforcement strategies with town Sheriff and to contact Carver County for evening enforcement.

5. **Discussion on Summer Hours:** Staff proposed changing office hours for the summer to be able to provide services to residents and businesses who cannot come in during the current City Hall hours. Council asked Staff to track the customer traffics and provide details and bring back for discussion.
6. **Discussion on Old Public Works Building at OSH Park:** Council agreed to leave the use of the building as is since Park Boards decided not to proceed with the new park shelter.

*Mayor Dodge directed Staff to move forward with the Parking Ordinance and to contact the City Attorney to expedite the review of the ordinance.*

*Update on Jaguar Communication-The agreement has been reviewed by Mayer's City Attorney and is being reviewed by Jaguar Communications.*

**MEETING ADJOURNED**

There being no further business, the work session was adjourned at 8:57 p.m.

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Mike Dodge, Mayor

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

**\*Claim Register©**

06/11/18 PAY

June 2018

<b>Claim Type Direct</b>					
Claim#	12369 A-1 ELECTRIC SERVICE				
Cash Payment	E 640-49480-404 Repairs/Maint Machinery/E WWTF				\$56.00
	Invoice 20850				
Transaction Date	6/5/2018	Security Bank	10100	<b>Total</b>	\$56.00
<b>Claim Type Direct</b>					
Claim#	12375 ALBANESI, ARTURO JR				
Cash Payment	R 640-49490-37210 Sewer Use Charge	UTILITY CREDIT REFUND 120 MORNING DR			\$12.01
	Invoice				
Cash Payment	R 620-49440-37110 Water Use Charge	UTILITY CREDIT REFUND 120 MORNING DR			\$6.01
	Invoice				
Transaction Date	6/5/2018	Security Bank	10100	<b>Total</b>	\$18.02
<b>Claim Type Direct</b>					
Claim#	12374 BANYON DATA SYSTEMS				
Cash Payment	E 620-49440-312 Software Support	UB ANNUAL SUPPORT FEE			\$397.50
	Invoice 157409				
Cash Payment	E 640-49490-312 Software Support	UB ANNUAL SUPPORT FEE			\$397.50
	Invoice 157409				
Transaction Date	6/5/2018	Security Bank	10100	<b>Total</b>	\$795.00
<b>Claim Type Direct</b>					
Claim#	12397 CARVER COUNTY				
Cash Payment	E 100-42100-430 Miscellaneous (GENERAL) BACKGROUND CK FOR NEW MNGR SCHMIDTYS				\$250.00
	Invoice SHERI003061				
Transaction Date	6/6/2018	Security Bank	10100	<b>Total</b>	\$250.00
<b>Claim Type Direct</b>					
Claim#	12393 CUMMINS SALES & SERVICE				
Cash Payment	E 620-49410-400 Repairs & Maint Cont	THERMOSTAT FOR WTP			\$127.16
	Invoice E4-25551				
Transaction Date	6/6/2018	Security Bank	10100	<b>Total</b>	\$127.16
<b>Claim Type Direct</b>					
Claim#	12373 EMERGENCY RESPONSE SOLUTI				
Cash Payment	E 100-42260-517 PPE Purchase	FD-1 STANDARD CAIRNS F-27			\$50.84
	Invoice 11116				
Transaction Date	6/5/2018	Security Bank	10100	<b>Total</b>	\$50.84
<b>Claim Type Direct</b>					
Claim#	12366 EVOQUA WATER TECHNOLOGIES				
Cash Payment	E 640-49480-404 Repairs/Maint Machinery/E ACUATOR WWTF				\$1,310.00
	Invoice 903409452				
Transaction Date	6/5/2018	Security Bank	10100	<b>Total</b>	\$1,310.00
<b>Claim Type Direct</b>					
Claim#	12394 FIRST SYSTEMS TECHNOLOGY IN				
Cash Payment	E 620-49410-400 Repairs & Maint Cont	WTP EFFLUENT & WELL #2 FLOW METERS			\$247.50
	Invoice 18269				
Cash Payment	E 620-49435-400 Repairs & Maint Cont	WTP EFFLUENT & WELL #2 FLOW METERS			\$247.50
	Invoice 18269				
Transaction Date	6/6/2018	Security Bank	10100	<b>Total</b>	\$495.00

**\*Claim Register©**

06/11/18 PAY

June 2018

**Claim Type Direct**

<b>Claim#</b>	12395	FRED HOLASEK & SON, INC.			
Cash Payment	E 100-45000-530	City Beautification	CITY PLANTERS		\$450.00
	Invoice	20195			
<b>Transaction Date</b>	6/6/2018	<b>Security Bank</b>	10100	<b>Total</b>	\$450.00

**Claim Type Direct**

<b>Claim#</b>	12365	GOPHER STATE ONE-CALL INC			
Cash Payment	E 620-49440-355	Gopher State Locates	MAY LOCATES		\$58.05
	Invoice	8050559			
Cash Payment	E 640-49490-355	Gopher State Locates	MAY LOCATES		\$58.05
	Invoice	8050559			
<b>Transaction Date</b>	6/5/2018	<b>Security Bank</b>	10100	<b>Total</b>	\$116.10

**Claim Type Direct**

<b>Claim#</b>	12371	GUARDIAN PEST CONTROL INC			
Cash Payment	E 100-41940-400	Repairs & Maint Cont	COMMUNITY CENTER		\$42.15
	Invoice	1875515			
<b>Transaction Date</b>	6/5/2018	<b>Security Bank</b>	10100	<b>Total</b>	\$42.15

**Claim Type Direct**

<b>Claim#</b>	12363	HERALD JOURNAL PUBLISHING IN			
Cash Payment	E 100-41000-351	Legal Notices Publishing	ORDINANCE 219 & 220		\$306.09
	Invoice				
<b>Transaction Date</b>	6/5/2018	<b>Security Bank</b>	10100	<b>Total</b>	\$306.09

**Claim Type Direct**

<b>Claim#</b>	12390	MAYER LUMBER CO INC			
Cash Payment	E 100-43100-210	Operating Supplies	LEAF RAKE		\$8.29
	Invoice	156450			
Cash Payment	E 100-43100-210	Operating Supplies	CHEMICALS		\$42.76
	Invoice	156610			
Cash Payment	E 100-43100-400	Repairs & Maint Cont	PVC NIPPLES/BUSHING		\$4.25
	Invoice	157126			
Cash Payment	E 100-43100-210	Operating Supplies	BLACK NIPPLE		\$3.98
	Invoice	157180			
Cash Payment	E 100-45000-400	Repairs & Maint Cont	TRASH BAG/PARKS		\$19.58
	Invoice	157187			
Cash Payment	E 100-43100-400	Repairs & Maint Cont	PLAY/TRAFFIC SEED,TURF BUILDER		\$41.98
	Invoice	157191			
Cash Payment	E 100-43100-210	Operating Supplies	BOLT/WASHER		\$1.68
	Invoice	157447			
<b>Transaction Date</b>	6/6/2018	<b>Security Bank</b>	10100	<b>Total</b>	\$122.52

**Claim Type Direct**

<b>Claim#</b>	12362	METRO WEST INSPECTION SERVI			
Cash Payment	E 100-42400-300	Professional Svcs	FINALED PERMITS FOR APRIL 2018		\$2,410.20
	Invoice	1527			
<b>Transaction Date</b>	6/5/2018	<b>Security Bank</b>	10100	<b>Total</b>	\$2,410.20

**Claim Type Direct**

<b>Claim#</b>	12370	MINI BIFF INC			
Cash Payment	E 100-45000-300	Professional Svcs	OSH PARK		\$88.23
	Invoice	A-95128			

\*Claim Register©

06/11/18 PAY

June 2018

Cash Payment	E	100-45000-300 Professional Svcs	WEST RIDGE PARK		\$88.23
Invoice		A-95131			
Cash Payment	E	100-45000-300 Professional Svcs	MEADOW PARK		\$88.23
Invoice		A-95148			
Cash Payment	E	100-45000-300 Professional Svcs	DISCOVERY PARK		\$88.23
Invoice		A-95176			
Transaction Date		6/5/2018	Security Bank	10100	<b>Total</b> \$352.92
<b>Claim Type</b>	<b>Direct</b>				
Claim#		12367	OWENS COMPANIES, INC.		
Cash Payment	E	640-49480-220 Bio-Solids Disposal	REFRIGERANT ADDED TO WWTF		\$88.00
Invoice		78057			
Transaction Date		6/5/2018	Security Bank	10100	<b>Total</b> \$88.00
<b>Claim Type</b>	<b>Direct</b>				
Claim#		12391	PINE PRODUCTS INC		
Cash Payment	E	100-43100-400 Repairs & Maint Cont	4 YRDS BLACK DIRT		\$72.00
Invoice		95578			
Transaction Date		6/6/2018	Security Bank	10100	<b>Total</b> \$72.00
<b>Claim Type</b>	<b>Direct</b>				
Claim#		12376	REMER, JENNIFER & CHAD		
Cash Payment	R	640-49490-37210 Sewer Use Charge	UTILITY CREDIT REFUND 2315 COLDWATER CROSSING		\$100.86
Invoice					
Cash Payment	R	620-49440-37110 Water Use Charge	UTILITY CREDIT REFUND 2315 COLDWATER CROSSING		\$53.44
Invoice					
Transaction Date		6/5/2018	Security Bank	10100	<b>Total</b> \$154.30
<b>Claim Type</b>	<b>Direct</b>				
Claim#		12364	TECHSTAR IT SOLUTIONS		
Cash Payment	E	100-41920-312 Software Support	PHONE & INTERNET SERVICES		\$325.80
Invoice		7976			
Transaction Date		6/5/2018	Security Bank	10100	<b>Total</b> \$325.80
<b>Claim Type</b>	<b>Direct</b>				
Claim#		12368	THEIN WELL		
Cash Payment	E	640-49480-500 Capital Outlay (GENERAL) WWTF-WELL INSPECTION & REPAIR			\$3,704.79
Invoice		6154			
Cash Payment	E	620-49410-500 Capital Outlay (GENERAL) WELL #1			\$5,666.41
Invoice		6155			
Cash Payment	E	620-49435-500 Capital Outlay (GENERAL) WELL #2			\$13,693.05
Invoice		6156			
Transaction Date		6/5/2018	Security Bank	10100	<b>Total</b> \$23,064.25
<b>Claim Type</b>	<b>Direct</b>				
Claim#		12392	VISA		
Cash Payment	E	100-41400-208 Training and Instruction	LODGING FOR MCII-JANELL		\$450.28
Invoice					
Cash Payment	E	100-42280-210 Operating Supplies	PRE STAMPED FD ENVELOPES		\$80.90
Invoice					
Cash Payment	E	100-41000-200 Office Supplies	OFFICE SUPPLIES/CALENDARS		\$59.56
Invoice					
Transaction Date		6/6/2018	Security Bank	10100	<b>Total</b> \$590.74

**\*Claim Register©**

06/11/18 PAY

June 2018

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Pre-Written Checks	\$0.00
Checks to be Generated by the Compute	\$31,197.09
Total	\$31,197.09

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

**CITY OF MAYER  
RESOLUTION NO. 6-11-18-13**

**RESOLUTION APPROVING USE OF AND CLOSURE OF STREETS FOR MAYER RISING  
COMMUNITY FESTIVAL**

**WHEREAS**, the City of Mayer (the "City") provides for use of City Streets and parking facilities for special events; and

**WHEREAS**, the celebration events is scheduled to occur between 1<sup>st</sup> Street and 5<sup>th</sup> Street on Bluejay Avenue on Saturday, July 14, 2018.

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council of the City of Mayer, Minnesota, hereby approved the use and closure of the identified streets for the Mayer Rising Community Festival on the designated date.

Adopted by the City Council of the City of Mayer on this 11<sup>th</sup> day of June, 2018.

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Mayor, Mike Dodge

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City Administrator, Margaret McCallum

**CITY OF MAYER  
RESOLUTION NO. 6-11-18-14**

**RESOLUTION APPROVING USE OF AND CLOSURE OF STREETS FOR MAYER CAR AND CYCLE  
NIGHT 2018**

**WHEREAS**, the City of Mayer (the "City") provides for use of City Streets and parking facilities for special events; and

**WHEREAS**, the event is scheduled to occur in the on 2<sup>nd</sup> Street on:

June 6, 2018.  
June 20, 2018  
July 18, 2018  
August 1, 2018  
August 15, 2018  
August 29, 2018  
September 12, 2018  
September 26, 2018

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council of the City of Mayer, Minnesota, hereby approved the use and closure of the identified street for Mayer Car and Cycle Night on the designated dates.

Adopted by the City Council of the City of Mayer on this 11<sup>th</sup> day of June, 2018.

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Mayor, Mike Dodge

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City Administrator, Margaret McCallum

**CITY OF MAYER  
RESOLUTION NO. 6-11-18-15**

**RESOLUTION APPROVING USE OF AND CLOSURE OF STREETS FOR RESIDENTIAL PROPERTY  
OWNER AT 309 ASH AVENUE**

**WHEREAS**, the City of Mayer (the “City”) provides for use of City Streets and parking facilities for special events; and

**WHEREAS**, the event is scheduled to occur in the alley behind 309 Ash Avenue on Saturday, June 16, 2018.

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council of the City of Mayer, Minnesota, hereby approved the use and closure of the identified alley/street on the designated date.

Adopted by the City Council of the City of Mayer on this 11<sup>th</sup> day of June, 2018.

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Mayor, Mike Dodge

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City Administrator, Margaret McCallum



**TO: MAYOR DODGE AND COUNCIL**

**FROM: LIZA DONABAUER, DDA MANAGEMENT CONSULTANT**

**CC: MAGGIE MCCALLUM, MAYER CITY ADMINISTRATOR**

**SUBJECT: APPROVAL OF COMPARISON BENCHMARK COMMUNITIES AND JOBS**

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## **BACKGROUND**

DDA Human Resources, Inc. was hired by the City of Mayer to conduct a Classification & Compensation Study. David Drown Associates has been providing a full range of fiscal and economic development services to over 400 government clients throughout Minnesota. In 2013, we expanded our services to provide human resources support – we started with executive recruitment and organizational studies and then added classification and compensation studies. This project is managed by Liza Donabauer, Management Consultant.

## **PROJECT UPDATE**

Consultant Liza Donabauer held a project meeting with Administrator McCallum on Monday, April 23<sup>rd</sup> to review project objectives, discuss organizational culture, identify areas of concern and finalize the project approach.

Prior to the project meeting, employees received a copy of their job description and a Position Analysis Questionnaire (PAQ). Employees completed the extensive questionnaire answering questions related to their qualifications, decision making and problem-solving duties, nature of relationships, mental and physical effort exerted and conditions or hazards specific to their position. These documents were reviewed and approved by Administrator McCallum prior to forwarding to the consultant. Consultant Donabauer updated the job descriptions and returned to Administrator McCallum. Employees were sent their updated job descriptions along with an appeal form. The employees reviewed their proposed job descriptions which were approved by the employees and Administrator McCallum with no appeals.

The next steps of the project include:

- City Council to review and approve job descriptions (Council Meeting 6-11-18)
- City Council to approve list of market comparable communities that will be used for this study (6-11-18)
- City Council to approve list of Benchmark Positions (6-11-18)
- City Council to approve Benefits Survey and email to approved list of market comparable communities (6-11-18)
- Consultant to conduct Market Analysis of Wages and Benefits
- Calibrate Wage Scale
- Evaluation of Each Job Position
- Provide Budget Analysis
- Final Report with Recommendations and Implementation at a Council Meeting.

## MARKET ANALYSIS OF WAGES

Using staff and Council input, as well as information from DDA staff, Consultant Donabauer has assembled a list of comparable communities utilizing relevant information from the following categories: tax capacity, payroll and benefit information, number of staff, utilities and additional services. Salary data information on market comparables will be attained from the 2018 AMC/LMC Salary & Benefits Survey. Surveys will be sent to no more than 20 market comparable communities to garner benefit, organizational structure (in the public works department) and policy information with the goal of achieving “apples-to-apples” data for analysis.

Please review the below list of 26 proposed market comparable communities which would be used in conducting the wage and benefits analysis. The above-mentioned survey would also be emailed to this list of communities. The cities highlighted in yellow were staff and Council recommendations as market comparables for Mayer.

Entity Name	Region	Pop #	FT EE's	PT EE's	Union	Tax Capacity	Payroll \$*	Benefits \$	Addt. Svcs
Aitkin	Central	2,116	15	42	16	1,393,352	865,156	368,196	Police, Liquor, Electric
Birchwood	Metro	869	0	0		1,365,651	N/A	N/A	
Bird Island	SW	992	4	37.5		431,772	230,394	65,015	
Cologne	Metro	1,703	5	32		1,408,398	366,620	94,672	Police
Cottonwood	SW	1,222	5	44		749,219	283,457	94,196	
Fairfax	SW	1,174	9	51		374,576	587,174	249,934	Police & Library, Electric, Nat. Gas, Liquor
Lakefield	SW	1,702	11.75	89.75		671,627	850,460	202,647	Police & Library, Ambulance, Liquor, Bldg. Inspect
Madison	SW	1,476	9	100		413,858	736,882	212,055	Liquor, Electric, Apartments
Marine on Saint Croix	Metro	682	4	42		1,429,431	238,751	49,835	Sanitation
<b>Mayer</b>	<b>Metro</b>	<b>1,995</b>	<b>2.5</b>	<b>32</b>		<b>1,395,350</b>	<b>236,643</b>	<b>83,397</b>	
Minneota	SW	1,376	6	60		508,467	420,234	94,285	Police & Library, Garbage
Mountain Lake	SW	2,134	16	61	10	625,752	887,439	432,475	Police & Library, electric, 4 & 8 Plex
Slayton	SW	2,115	11	73	10	956,775	860,906	248,886	Police & Library
Spring Park	Metro	1,697	4	1		2,734,284	299,227	53,053	
Tonka Bay	Metro	1,558	6	16	2	5,924,515	388,696	136,797	Dock, Garbage, Recycling
Truman	SW	1,063	11	74	3	402,951	548,487	127,734	Police, electirc
Carver	Metro	4,473	13	43	9	3,739,083	1,095,414	283,721	
Carver County	Metro	100,262	547			118,630,750	N/A	N/A	
Glencoe	SW	5,521	31	42	6	2,570,420	2,044,033	778,457	Police, Airport, liquor
Lester Prairie	Central	1,696	7	6		723,620	533,375	76,557	Police
Litchfield	Central	6,736	40	75	21	3,557,308	3,100,323	1,331,364	Police, Electric
Montrose	Central	3,136	8	35.5	7	1,745,286	552,432	295,347	
Norwood Young Ameri	Metro	3,757	11.5	57		2,276,485	1,109,504	530,422	Assisted Living
St. Boni	Metro	2,312	4	28		1,800,607	320,738	52,567	
Watertown	Metro	4,286	10	39		2,641,298	664,789	125,407	
Waverly	SW	1,414	9	49		1,025,012	453,784	126,960	Liquor, Sanitation & Recylcing
Winsted	Central	2,296	17	25		1,486,206	650,876	147,740	Police

*\*\*Payroll” \$ includes General, Fire, Streets, Parks & Enterprise Employees (Water, Sewer and others if noted).*

*Source: Minnesota Office of the State Auditor: 2016 Data on Governmental Funds, Indebtedness and Enterprises*

## COUNCIL ACTION

We are seeking Council approval on the following:

- A) Approve/Deny Updated Job Descriptions.
- B) Select up to 20 appropriate communities to achieve an adequate sample size to garner wage and benefit information; which will also serve as an appropriate comparison group consistent with the City’s pay philosophy.
- C) Approve attached Benefits Survey which will be emailed to the approved market comparison communities.

## Compensation and Benefits Questionnaire

County/City:			
Name & Title of person completing survey:		Phone:	
		E-mail:	
Population:		Total Full-Time Employees	
		Total Part-Time Employees:	
Please provide a copy of your organizational chart			

Do you have multiple sets of fringe benefits that vary by bargaining units, represented and non-represented?

\_\_\_\_\_ Yes      \_\_\_\_\_ No

What group of employees will be used to fill out this section? \_\_\_\_\_

### Compensation Plan

1. List anticipated and/or granted general % increases (COLA) applied to your wage structure for;

2018 .. \_\_\_\_\_%

2019 ..... \_\_\_\_\_%

2020 ..... \_\_\_\_\_%

2021 ..... \_\_\_\_\_%

2. Does your organization use a single pay schedule for all classes or multiple schedules?

Single     Multiple

3. Compensation Structure

What type of system do you have?       open range     step system     Other \_\_\_\_\_

Does your organization have a pay for performance program? \_\_\_\_\_ Yes    \_\_\_\_\_ No

*If yes, please explain or attach a copy of the policy. \_\_\_\_\_*

If your organization has a step system:

What is the number of pay ranges (grades)? \_\_\_\_\_

What is the approximate percent spread between ranges (grades)? \_\_\_\_\_

What is the approximate percent spread from minimum to maximum of each pay range/grade \_\_\_\_\_

If applicable, how many pay steps are there in each range (grade)? \_\_\_\_\_

If applicable, what is the approximate percentage spread between steps? \_\_\_\_\_

4. Does your organization provide any supplemental pay? *If yes, please attach a copy of the policy.*

On-call                      \_\_\_\_\_ Yes    \_\_\_\_\_ No

Call-back                    \_\_\_\_\_ Yes    \_\_\_\_\_ No

Hazard Pay                 \_\_\_\_\_ Yes    \_\_\_\_\_ No

Uniform Allowance        \_\_\_\_\_ Yes    \_\_\_\_\_ No

- Shift Differential            \_\_\_ Yes   \_\_\_ No
- Availability pay            \_\_\_ Yes   \_\_\_ No
- Non-exempt Comp Time   \_\_\_ Yes   \_\_\_ No
- Exempt Comp Time        \_\_\_ Yes   \_\_\_ No
- Longevity pay             \_\_\_ Yes   \_\_\_ No
- Bereavement              \_\_\_ Yes   \_\_\_ No
- Other                        \_\_\_ Yes   \_\_\_ No

**Holidays**

1. How many official holidays are observed by your organization each year? \_\_\_\_\_
2. Do you offer floating holidays? \_\_\_\_\_ Yes, how many? \_\_\_\_\_ No
3. How are employees compensated if they are required to work on an official holiday?  
 Time and a ½     Double Time     Double Time and a ½     Other, please explain \_\_\_\_\_

**Annual Leave – Vacation OR Paid Time Off**

1. Does the organization provide  Vacation     Paid Time Off (PTO)?
2. How many annual leave days do employees accrue after:

6 months	_____	6 years	_____	12 years	_____	18 years	_____
1 year	_____	7 years	_____	13 years	_____	19 years	_____
2 years	_____	8 years	_____	14 years	_____	20 years	_____
3 years	_____	9 years	_____	15 years	_____	21+ years	_____
4 years	_____	10 years	_____	16 years	_____		_____
5 years	_____	11 years	_____	17 years	_____		_____

3. How many accrued vacation days can be carried into the next year? \_\_\_\_\_
4. What is the maximum allowable accumulation? \_\_\_\_\_
5. Does your City payout vacation/PTO for a voluntary termination? \_\_\_\_\_ Yes    \_\_\_\_\_ No
6. Payout at discharge? \_\_\_\_\_ Yes    \_\_\_\_\_ No

**Sick Leave**

1. How many paid sick leave days do employees accrue per year? \_\_\_\_\_
2. How many sick leave days may be carried forward into the next year? \_\_\_\_\_
3. What is maximum allowable accumulation? \_\_\_\_\_
4. Does your City payout sick leave for a voluntary termination? \_\_\_\_\_ Yes    \_\_\_\_\_ No
5. Payout at discharge? \_\_\_\_\_ Yes    \_\_\_\_\_ No

## Life and Disability Insurance

1. Do you offer employee life insurance? \_\_\_\_\_ Yes \_\_\_\_\_ No  
 If yes, what is the coverage amount? \_\_\_\_\_  
 What portion of the cost is paid by the employer? \_\_\_\_\_%
2. Do you offer supplemental employee & spouse insurance? \_\_\_\_\_ Yes \_\_\_\_\_ No  
 What portion of this cost is paid by the employer? ..... \_\_\_\_\_%
3. Do you offer short-term disability insurance? \_\_\_\_\_ Yes \_\_\_\_\_ No  
 What portion of this cost is paid by the employer? ..... \_\_\_\_\_%
4. Do you offer long-term disability insurance? \_\_\_\_\_ Yes \_\_\_\_\_ No  
 What portion of this cost is paid by the employer? ..... \_\_\_\_\_%

## Health Insurance

1. Do you offer group health insurance? \_\_\_\_\_ Yes \_\_\_\_\_ No
2. Do you offer multiple insurance plans (i.e. different levels, copays, high deductibles)? \_\_\_\_\_ Yes \_\_\_\_\_ No  
 If yes, please explain. \_\_\_\_\_
3. What percent increase/decrease did you receive with your most recent health plan renewal? \_\_\_\_\_
4. Is there a supplemental program for payments of premiums (e.g.; VEBA)? \_\_\_\_\_ Yes \_\_\_\_\_ No  
 How much is contributed by the employer (monthly dollar amount)? \_\_\_\_\_
5. **What is your lowest deductible plan? Please explain.** \_\_\_\_\_  
 What is the monthly cost (in dollars) for **individual coverage**? ..... \$ \_\_\_\_\_  
 What portion of this cost is paid by the employer?..... \_\_\_\_\_%  
  
 What is the annual maximum out of pocket expense for this plan?..... \$ \_\_\_\_\_  
 What is the standard office visit co-pay?..... \$ \_\_\_\_\_  
  
 What is the monthly cost for **individual and spouse**?..... \$ \_\_\_\_\_  
 What portion of this cost is paid by the employer?..... \_\_\_\_\_%  
  
 What is the annual maximum out of pocket expense for this plan?..... \$ \_\_\_\_\_  
 What is the standard office visit co-pay?..... \$ \_\_\_\_\_  
  
 What is the monthly cost for **individual and child(ren)**?..... \$ \_\_\_\_\_  
 What portion of this cost is paid by the employer?..... \_\_\_\_\_%  
  
 What is the annual maximum out of pocket expense for this plan?..... \$ \_\_\_\_\_  
 What is the standard office visit co-pay?..... \$ \_\_\_\_\_  
  
 What is the monthly cost for **family coverage**? ..... \$ \_\_\_\_\_  
 What portion of this cost is paid by the employer?..... \_\_\_\_\_%  
  
 What is the annual maximum out of pocket expense for this plan? ..... \$ \_\_\_\_\_  
 What is the standard office visit co-pay? ..... \$ \_\_\_\_\_
6. **What is your highest deductible plan? Please explain.** \_\_\_\_\_  
 What is the monthly cost (in dollars) for **individual coverage**? ..... \$ \_\_\_\_\_  
 What portion of this cost is paid by the employer?..... \_\_\_\_\_%  
  
 What is the annual deductible?..... \$ \_\_\_\_\_  
  
 What is the annual maximum out-of-pocket expense for this plan? ..... \$ \_\_\_\_\_  
  
 What is the monthly cost for **individual and spouse**?..... \$ \_\_\_\_\_  
 What portion of this cost is paid by the employer?..... \_\_\_\_\_%

What is the annual deductible? .....\$ \_\_\_\_\_

What is the annual maximum out-of-pocket expense for this plan? .....\$ \_\_\_\_\_

- 7. What is the monthly cost for **individual and child(ren)**? .....\$ \_\_\_\_\_
- What portion of this cost is paid by the employer?..... %
- What is the annual deductible .....\$ \_\_\_\_\_

What is the annual maximum out-of-pocket expense for this plan? .....\$ \_\_\_\_\_

What is the monthly cost for **family coverage**? .....\$ \_\_\_\_\_

What portion of this cost is paid by the employer?..... %

What is the annual deductible?.....\$ \_\_\_\_\_

What is the annual maximum out-of-pocket expense for this plan? .....\$ \_\_\_\_\_

- 8. Do you offer dental insurance? \_\_\_\_\_ Yes \_\_\_\_\_ No
- Is it part of your Health Insurance Plan? \_\_\_\_\_ Yes \_\_\_\_\_ No

What is the monthly cost for individual coverage? \$ \_\_\_\_\_

What portion of this cost is paid by the employer? \_\_\_\_\_%

What is the monthly cost of family coverage? \$ \_\_\_\_\_

What portion of this cost is paid by the employer? \_\_\_\_\_%

- 9. Do you offer vision insurance? \_\_\_\_\_ Yes \_\_\_\_\_ No
- Is it part of your Health Insurance Plan? \_\_\_\_\_ Yes \_\_\_\_\_ No

What is the monthly cost for individual coverage? \$ \_\_\_\_\_

What portion of this cost is paid by the employer? \_\_\_\_\_%

What is the monthly cost of family coverage? \$ \_\_\_\_\_

What portion of this cost is paid by the employer? \_\_\_\_\_%

### Flex Spending Accounts & Deferred Compensation

- 1. Do you offer flex spending account(s)? \_\_\_\_\_ Yes \_\_\_\_\_ No
- If yes, please list.* \_\_\_\_\_

- 2. Do you offer the HCSP (Health Care Savings Plan) coordinated through MSRS? \_\_\_\_\_ Yes \_\_\_\_\_ No
- If yes, please list who participates (e.g.; non-union, bargaining units).* \_\_\_\_\_

- 3. Do you offer deferred compensation plan(s) (Nationwide, MNDCP, Valic, etc)? \_\_\_\_\_ Yes \_\_\_\_\_ No
- If yes, please describe.* \_\_\_\_\_

Is the plan available to all employees? \_\_\_\_\_ Yes \_\_\_\_\_ No

Does the employer contribute to the plan? \_\_\_\_\_ Yes \_\_\_\_\_ No

### Other Benefits Programs

- 1. Does your organization offer tuition reimbursement program? \_\_\_\_\_ Yes \_\_\_\_\_ No
- If yes, please describe.* \_\_\_\_\_

- 2. Does your organization offer any other benefits to its employees (e.g.; Wellness)? \_\_\_\_\_ Yes \_\_\_\_\_ No
- If yes, please describe.* \_\_\_\_\_

### City Administrator

- 1. Is your Administrator included in your pay plan? \_\_\_\_\_ Yes \_\_\_\_\_ No

- 2. Does your Administrator receive an annual COLA? \_\_\_\_\_ Yes \_\_\_\_\_ No
- If no, please describe pay increase process.* \_\_\_\_\_

- 3. Does your Administrator accrue/receive annual and sick leave differently from other employees? \_\_\_\_\_ Yes \_\_\_\_\_ No
- If yes, please describe.* \_\_\_\_\_

4. Please describe any additional benefits that your Administrator receives.

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### **Public Works Department**

1. How many employees are in your PW Department? \_\_\_\_\_
2. What is the title of the Department Head? \_\_\_\_\_
3. Which utilities does the Department Head oversee and direct the activities of? \_\_\_\_\_
4. What is the education and experience requirement for the Department Head? \_\_\_\_\_
5. How many employees (include job titles) does the Department Head oversee and direct the activities of? \_\_\_\_\_

**Classification:** City Administrator/Treasurer

**Department:** Administration

**Reports to:** City Council

**Location:**

**Supervises:** Public Works, Fire Department and Deputy Clerk

**FLSA Classification:** Exempt

### Position Summary

Under the general direction of the City Council, the City Administrator/Treasurer is the Chief Administrative Officer for the City and plans and directs all City operations in line with objectives and guidelines established by the City Council. The Administrator oversees all financial and administrative functions, personnel, planning and engineering activities, all public works operations, sewer and water utilities, volunteer, fire protection, and contracted police protection coordination. This position exercises general and administrative supervision over all city employees either directly or through subordinate supervisors; and coordinates planning, legal, building and engineering activities. The City Administrator is responsible for advising the City Council regarding the impact of policy decisions and representing the interests of the city in metropolitan and state activities as delegated by the City Council. Acting also as Treasurer, this position is responsible for the proper financial administration of the City. The Administrator represents the City of Mayer by working with residents and non-residents in a professional manner.

<b>Essential Duties and Responsibilities</b>	<b>%</b>
<p><b>Directs and manages all aspects of the financial and administrative operations for the city, including making recommendations regarding policy development and financial planning</b></p> <ul style="list-style-type: none"><li>• Assesses funding and investment needs; meets with investment advisors.</li><li>• Coordinates public improvement and bond issue activity.</li><li>• Prepares annual budget and works with department heads in preparation of their proposed budgets.</li><li>• Works with the Clerk to coordinate the preparation of financial statements, financial reports, special analyses, and information reports for presentation to the City Council.</li><li>• Reviews expenditures, receipts, and quarterly budget reports; discusses changes and unexpected expenses with department heads and/or Council; transfers funds as authorized by the Council.</li><li>• Pays claims or oversees payment of such according to Council guidelines and sound financial practices.</li><li>• Reviews and audits time sheets.</li><li>• Manages the bid process including assisting in bid openings, reviewing bids, and highlighting areas for review by the City Attorney and City Engineer.</li><li>• Tracks assessments paid, verifies and coordinates record keeping with the County; works with engineers to calculate individual assessments in accordance with regulations.</li><li>• Prepares information and assists outside auditing firm with annual audit.</li><li>• Oversees utility billing and all aspects related to utility billing.</li><li>• Ensures efficient conduct of all municipal affairs within overall city objectives and in accordance with state statutes and regulations pertaining to the functions of the City Treasurer.</li></ul>	30
<p><b>Communicates with the City Council to develop priorities for new and existing activities of government</b></p> <ul style="list-style-type: none"><li>• Attends meetings of the City Council; arranges and publishes notices of meetings and public hearings as required by law; ensures appropriate parties are notified.</li><li>• Records minutes of public meetings and maintains accurate and complete records of all actions including resolutions, ordinances, and minutes.</li><li>• Prepares City Council, Parks Commission, EDA and Personnel Committee packets and supporting reports, recommendations and action plans; assists with setting and coordinating agendas and/or transmits communication to affected individuals and Council members to ensure proper information flow.</li><li>• Directs research at the request of the Council and presents analysis of the strengths and weaknesses of various options.</li><li>• Educates the City Council about City services and presents optional approaches for improvement of services.</li></ul>	55

<ul style="list-style-type: none"> <li>• Assists the Council and committees in coordinating, administering, and processing requests, concerns, and problems on a variety of city issues to improve the health, safety, welfare and economic development of the City, including improved methods of operation, replacement or upgrading of equipment and exploration of grants or other funding sources.</li> <li>• Transmits works requests, communications, and directives to appropriate staff, other agencies, general public, contractors, and consultants.</li> <li>• Evaluates services provided by the City and develops options for improving services or matching services more closely to citizen needs.</li> <li>• Represents the city in the negotiation, coordination, and oversight of a wide range of management, administrative, consulting, legal and other service contracts and agreements as authorized by the City Council.</li> <li>• Seeks to identify common ground among competing interests and facilitates a productive working relationship among staff and Council.</li> <li>• Takes a leadership role in projects involving initiatives approved by the Council.</li> <li>• Negotiates and administers contracts for City services with outside agencies.</li> <li>• Represents the city at various local, regional, and state meetings and functions; represents the city in cooperatively working with other governmental agencies and officials on matters of mutual interests.</li> <li>• Monitors proposed regulations and legislation affecting the City.</li> <li>• Communicates and monitors short-term/long-term goals, objectives, and policies of Council.</li> <li>• Manages all City communications via newsletters, website, and social media.</li> </ul>	
<p><b>Provides supervision, leadership, oversight and involvement in the activities of all City department heads and administrative staff</b></p> <ul style="list-style-type: none"> <li>• Provides recommendations to the Council regarding employment and removal of City staff; makes recommendations regarding employee salary/benefits packages and conditions of employment.</li> <li>• Administers the hiring process, ensuring that appropriate procedures are followed.</li> <li>• Manages daily and annual performance of staff directly and through department heads.</li> <li>• Plans, develops and directs personnel programs, policies and procedures designed to maximize work potential and interests of each employee and to effectively accomplish the city's goals and objectives.</li> <li>• Takes a leadership role in development of employment policy, staff compensation, and benefit plans.</li> <li>• Assists in planning, managing, and coordinating special projects.</li> <li>• Ensures all employees are trained in workplace safety and works through department supervisors to ensure that best practices are followed.</li> <li>• Coordinates City benefit programs.</li> <li>• Ensures compliance with OSHA regulations.</li> <li>• Coordinates unemployment compensation and worker's compensation issues and claims.</li> <li>• Conducts annual personnel reviews; coordinates all phases of personnel administration, including control over personnel files.</li> </ul>	10
<p>Other duties as assigned or apparent.</p>	5
<p>The Administrator 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 Administrator 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).</p> <p>If a new work assignment requires access to not-public data, the Administrator 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.</p>	

## Qualifications

**Education:** A four-year degree in public administration, political science, community development, business, finance or related degree, and one to three years of responsible public sector administrative and supervisory experience, or any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this position, are required qualifications. Desirable qualifications include a master's degree in one of the above fields which may substitute for one year of the required experience.

### Requirements:

- Valid MN driver's license required.
- Have an advanced understanding of City Government including state and local municipal laws.
- Knowledge of financial policies and procedures including municipal budget process.
- Excellent administrative skills in areas of economic and community development, fiscal management, project management and accountability.
- Familiarity with growth issues, land use planning, zoning, code enforcement and special assignments.
- Excellent collaborative management skills, including experience in hiring, managing, delegating, training and development of staff.
- General knowledge of current computer-based programs used by the City.
- 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.
- Ability to formulate strategic direction in keeping with the overall organizational mission, with broad guidance/governance; provide overall guidance to management.
- Ability to perform arithmetic computations accurately and quickly.
- Ability to research, review, prioritize, and/or analyze data.
- Basic internet skills and knowledge.
- 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 work independently without supervision.
- 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.
- Regular interaction with persons of influence involving considerable tact, discretion, and persuasion to negotiate important agreements or elicit desired behaviors.

### Physical Demands and Working Conditions

- Work complexity is widely varied involving many complex and significant variables, requiring analytical ability and inductive thinking in adapting policies, procedures, and methods to fit unusual and complex situations.
- 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 for tasks such as folding tables, desk furniture, setting up rooms for meetings, carrying supply boxes and file drawers.
- 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 to bring deposits to the bank.

- 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.
- Occasionally drives to conduct City related business, attend meetings, trainings and conferences.
- Computer word processing, utility and accounting software and spreadsheets.

**Classification:** Deputy Clerk  
**Reports to:** City Administrator  
**Supervises:** None

**Department:** Administration  
**Location:**  
**FLSA Classification:** Non-exempt

### Position Summary

Under the general supervision of the City Administrator, the Deputy Clerk is responsible for performing skilled clerical work processing water and sewer bills and payments, assisting with banking, and acting as a receptionist for the City Hall. The Deputy 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	%
<p><b>Performs receptionist and general clerical support to provide coverage and services at City Hall</b></p> <ul style="list-style-type: none"> <li>• Opens and closes the City Office building.</li> <li>• Greets the public, determines the nature of business, provides information, answers questions, researches files, and/or refers as appropriate.</li> <li>• Sorts, opens, and delivers morning mail and runs errands including to the post office and bank.</li> <li>• Receives and handles requests, complaints, and information from the public or transmits to staff and/or City Council.</li> <li>• Prepares new resident packets, sends list of new residents to School District and Welcome Neighbor, and enters new residents in house identification report.</li> <li>• Posts agendas, monitors and maintains City communications via social media and on City electronic sign.</li> <li>• Provides certified copies of proceedings and records of the City upon request.</li> <li>• Prepares and mails Public Nuisance Letters as necessary.</li> <li>• Performs other duties when assigned by City Administrator/City Council.</li> </ul>	50
<p><b>Provide general support to the City Administrator and Public Works in accounts payables and receivables, bank deposits and utilities</b></p> <ul style="list-style-type: none"> <li>• Sets up new and verifies existing utility account information and accepts payments for water and sewer bills.</li> <li>• Maintains, updates, and loads routes to handheld meter readers for Public Works. Schedules meter repairs and new installs for Public Works.</li> <li>• Manages online payment vendor and enters online payments.</li> <li>• Prints final meter reading work orders, finals utility accounts, schedules installs for Public Works, and enters new readings.</li> <li>• Manages customer use of hydrant meters and related invoicing.</li> <li>• Prepares monthly water and sewer bills by calculating, printing, reviewing, sorting, and mailing. Prints water and sewer reports.</li> <li>• Prepares and mails delinquent letters.</li> <li>• Performs all payroll functions and prepares accounts payable and receivable transactions including coding and posting information to automated journals.</li> <li>• Retrieves utility payments from utility payment box and handles customer complaints, questions, and adjustments as needed. Balances batches and makes deposits.</li> <li>• Generates checks for bill payments and generates invoices for accounts receivables.</li> <li>• Maintains cash box.</li> <li>• Balances bank statements.</li> <li>• Reports Quarterly Sales &amp; Use, Building Surcharge, and other State reports.</li> </ul>	25

<p><b>Performs miscellaneous administrative duties for City Staff and Elected Officials</b></p> <ul style="list-style-type: none"> <li>• Prepares Community Center rental contracts and manages community center schedule and set-up for events.</li> <li>• Prepares and sets up for Council Meetings. Takes and prepares Council Meeting Minutes.</li> <li>• Completes applications for alcohol licenses. Orders and sells dog licenses and issues building permits for the City.</li> <li>• Researches property files, set-backs, and elevations; provides lot surveys, maintains and files all correspondence for individual properties.</li> <li>• Corresponds and researches info for Zoning Official, Planner, Building Inspector, and City Engineer.</li> <li>• Gathers and prepares reports for City Council, Public Works, WWTF, and Fire Departments. Prints budget reports for Department Heads and Administrator.</li> <li>• Resets antennas at City Hall, Water Plant and 1<sup>st</sup> MN Bank.</li> <li>• Performs maintenance and cleaning as necessary, including but not limited to vacuuming, cleaning windows and counters.</li> <li>• Empties recycling bins and rolls 90-gallon bin to curb.</li> <li>• 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.</li> <li>• Prepares and conducts Background Checks as needed.</li> <li>• 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.</li> </ul>	20
<p>Other duties as assigned or apparent.</p>	5
<p>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).</p> <p>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.</p>	

## Qualifications

**Education:** A high school diploma or GED and two years receptionist, customer service and or clerical 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.

**Requirements:**

- Valid MN driver's license required.
- Have an advanced understanding of City Government.
- General knowledge of current computer-based programs used by the City of the ability to gain proficiency during employee probation period.
- 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 accounting procedures.
- Ability to perform arithmetic computations accurately and quickly.
- Ability to review, classify, categorize, prioritize, and/or analyze data.
- Basic internet skills and knowledge.
- 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 work independently without supervision.
- 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 to bring deposits to the bank.
- 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.
- Occasionally drives to make bank deposits, conduct city related business, attend meetings, trainings, and conferences.
- Computer word processing, utility and accounting software, and spreadsheets.
- Ability to utilize vacuum intermittently.

**Classification:** Public Works Director

**Department:** Public Works

**Reports to:** City Administrator

**Location:**

**Supervises:** Public Works Department Employees (FT and seasonal) **FLSA Classification:** Non-exempt

## Position Summary

Under the limited direction of the City Administrator, the Public Works Director directs and administers the maintenance and operations activities of the utility, street, parks, water and wastewater treatment facilities. The Public Works Director evaluates the need for public works improvements in the City and makes recommendations for construction and maintenance programs, as well as participates in developing long-range capital improvement projects. This position includes preparation of the annual budget for the water, wastewater, parks, and streets department. The Public Works Director addresses resident requests and complaints in person, over the phone, or by email. This position attends Park Board/City Council Meetings on a regular basis. The Public Works Director participates in Safety Committee Meetings and trainings and assists with department policy implementation and enforcement. This position includes performing advanced technical work overseeing the operations, planning purchases, and staffing for the department, and related work as apparent or assigned.

Essential Duties and Responsibilities	%
<p><b>Supervises, directs, performs the operations of the Public Works Department</b></p> <ul style="list-style-type: none"><li>• Prepares monthly reports to present at City Council Meetings on a regular basis.</li><li>• Oversees contractors hired by the City and ensures that the job is done correctly, within budget, and completed on time.</li><li>• Writes proposals for Council action related to equipment replacement, construction projects, facility improvements, etc.</li><li>• Calls and receives bids from contractors.</li><li>• Attends and leads safety meetings and assists with all necessary safety precautions.</li><li>• Accepts special projects or other responsibilities necessary to benefit the general operation of the City.</li><li>• Recommends and implements City established policies.</li><li>• Sets policies and goals, prepares work schedules, assigns and reviews work for the department operations with top management guidance.</li><li>• Approves overtime and recalls employees during emergencies.</li></ul>	50
<p><b>Manages the operations of the water and wastewater facilities; prepares administrative reports and tests regularly</b></p> <ul style="list-style-type: none"><li>• Performs computer data entry work as necessary to operate the WWTP and Water Treatment Facility.</li><li>• Prepares reports to comply with MPCA reporting requirements for the WWTP.</li><li>• Constructs, operates, maintains, and repairs wells and water towers used for the production and distribution of water. Takes static levels and performs testing and control of chemical treatment.</li><li>• Constructs, operates, maintains, and repairs water mains, hydrants, water meters and other related items.</li><li>• Performs water service connections and installs water meters and performs other related work.</li><li>• Maintains accurate records, reports, and logging of all pertinent information required by state and federal law for water and wastewater treatment operations. Work includes preparation of necessary data and reports to other governmental agencies as required.</li><li>• Constructs, operates, maintains, and repairs the WWT system which includes collection, treatment, and disposal of sludge.</li><li>• Performs the required sampling, testing, and lab work necessary in water and WWT operations.</li><li>• Maintains and repairs sanitary sewer mains, manholes, flow meters, lift stations, storm sewer mains, and catch basins.</li><li>• Maintains buildings and grounds in the water and wastewater department.</li></ul>	15

<p><b>Manages and provides maintenance duties of all City parks and playground equipment</b></p> <ul style="list-style-type: none"> <li>• Attends Park Board Meetings on a monthly basis.</li> <li>• Repairs and maintains playground equipment, benches, picnic tables, Park Restrooms/Shelters, etc.</li> <li>• Maintains playground areas with sand, gravel, dirt, grass, etc.; keeps area free of trash and debris, as necessary; keeps trash barrels available and empty.</li> <li>• Mows, trims, and weeds park grass areas; fertilizes area each spring and fall.</li> <li>• Sprays fence lines, ballfields, etc. as necessary.</li> <li>• Performs tree inspections.</li> </ul>	10
<p><b>Oversees and maintains City streets, alleys, public sidewalks, storm sewer systems, and other public areas</b></p> <ul style="list-style-type: none"> <li>• Keeps areas clear of bottles, glass, cans, trash, and other debris.</li> <li>• Maintains street signs; installs or replaces signs as necessary.</li> <li>• Performs blacktop maintenance, patches potholes, repairs roadways for seal coat and overlay.</li> <li>• Provides barricades and other warnings to motorists and/or pedestrian accidents that occur on City streets or public places.</li> <li>• Cleans drainage systems, ditches, and catch basins, and repairs drainage pipe, tile, and catch basins as needed.</li> <li>• Paints yellow stripes denoting NO PARKING areas of curbing.</li> <li>• Maintains buildings including City Hall, Public Works Maintenance buildings, and Fire Station.</li> <li>• Keeps all buildings secured and locked when not in use.</li> <li>• Performs building maintenance, repair, and cleaning as necessary.</li> <li>• Performs exterior maintenance of municipal buildings and keeps areas presentable and orderly.</li> <li>• Makes buildings accessible to authorized individuals or groups in timely manner as coordinated with the City Administrator.</li> </ul>	10
<p><b>Operates city vehicles and equipment on a continuous basis</b></p>	10
<p>Other duties as assigned or apparent.</p>	5
<p>The Public Works Director 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).</p> <p>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.</p>	

## Qualifications

**Education:** Minimum of five years of responsible public works or related experience including at least two years in utilities, supervisory experience, Class A Wastewater license, and Class C Water license, Class IV Biosolids license, or any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this position are required. Preferred qualifications include three to five years of public works or related experience and two years of specialized training in mechanical repair of industrial and motorized vehicles.

**Requirements:**

- Valid MN commercial driver's license, Class A, with air brake endorsement required; or must obtain a license within six months of hire.
- Within six months of hire, the Employee must acquire certification in Class IV Biosolids.
- Excellent collaborative management skills, including experience in hiring, managing, delegating, training and development of staff.

- Employee must maintain a driving record acceptable to the City of Mayer.
- Must comply with DOT testing requirements and regulations for the operation of City motor vehicles.
- Obtain and maintain Class A Wastewater and Class C Water licenses.
- Ability to safely operate power tools of various shapes and sizes for multiple tasks.
- General knowledge of current computer-based programs necessary to comply with MPCA requirements and complete necessary reports required by the MN DOH.
- Ability to operate large industrial equipment, trucks, snowplows and other heavy equipment.
- Ability to perform essential functions of position during required hours of service, and work hours outside of normal working day on an as-needed basis as the needs of the City require.
- Ability to perform problem solving, mechanical and analytical skills, and arithmetic computations accurately and quickly.
- Basic internet skills and knowledge.
- Knowledge of the principles and procedures as applied to the operation and light maintenance of trucks, lawn mowers, tractors, trimmers, pay loader, and similar machinery.
- Ability to communicate effectively in English, both in oral and written formats.
- Ability to concentrate and use reasoning and good judgment.
- Ability to establish and achieve priorities in the work environment.
- Must be able to socially, physically, and mentally perform all essential functions of the position in the working conditions described. Must be able to perform sustained physical labor of medium difficulty for prolonged periods of time.
- Ability to work in confined spaces, which may require the use of a self-contained breathing apparatus.
- Knowledge of the principles and practices applied to ballfields, playground areas, and lawn care.
- Skill in analyzing, interpreting, and executing oral and written instructions.
- Ability to make decisions in accordance with established policies and procedures.
- Ability to operate a mechanical wastewater plant and collect, test and conduct labs necessary for water and wastewater treatment operations.
- Must possess requisite knowledge of state and federal water/wastewater rules required as part of the operation of the water/wastewater system.
- Ability to research, review, prioritize, and/or analyze data.
- 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 work independently without supervision.
- 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.
- Regular interaction with persons of influence involving considerable tact, discretion, and persuasion to negotiate important agreements or elicit desired behaviors.

### **Physical Demands and Working Conditions**

- Work complexity requires application of a variety of procedures, policies and/or precedents and moderate analytical ability in adapting standard methods to fit facts and conditions, using generally prescribed procedures.
- This position requires an application of a variety of procedures, polices, and/or precedents and moderate analytical ability in adopting standard methods to fit facts and conditions, using generally prescribed procedures.

- Work is moderate to heavy, requiring walking, standing, kneeling, or squatting, bending, or stooping, driving and working around moving mechanical parts for extended periods; there is variably occasional sitting, working with arms above shoulders, and exposure to moving mechanical parts and precarious spaces.
- The Employee is required to have hand and arm dexterity adequate to operate tools, equipment, and machinery.
- This position requires lifting, carrying, pushing, or pulling of over 60 pounds occasionally.
- There may be occasional exposure to hostile or aggressive behavior by members of the general public, frequent work with high detail and deadlines, and therefore some mental effort and stress resulting in frustration can be anticipated.
- There is occasional exposure to wet conditions, noise, sickening or annoying odors, vehicle exhaust, grease, oil, and grime. This position occasionally works in confined spaces. This type of work requires the use of protective safety apparel and equipment.
- Frequent exposure to toxic/caustic materials, exposure to high air/hydraulic pressures, rusty parts, blood borne pathogens, and slippery conditions.
- Employee may be required to work weekends, nights, and holidays as required by weather and road maintenance conditions.
- Driving and work is primarily performed in all, including extreme, weather conditions.

### **Equipment Utilized**

- Uses a variety of equipment, tools and machinery typical for a public works department including but not limited to riding mower, one-ton plow truck, City truck, skid loader, weed whip, various power tools, Kubota, and tractor.
- Drives City truck and related equipment to conduct public works maintenance tasks and attend meetings and trainings.
- Use of computer and related software to operate WWTP and complete necessary reports.

**Classification:** Public Works Worker I

**Department:** Public Works

**Reports to:** City Administrator

**Location:**

**Supervises:** Public Works Department Employees (FT and seasonal) **FLSA Classification:** Non-exempt

## Position Summary

Under the limited direction of the City Administrator, the Public Works Worker I directs and administers the maintenance and operations activities of the utility, street, parks, water and wastewater treatment facilities. The Public Works Worker I evaluates the need for public works improvements in the City and makes recommendations for construction and maintenance programs, as well as participates in developing long-range capital improvement projects. This position includes preparation of the annual budget for the water, wastewater, parks, and streets department. The Public Works Worker I addresses resident requests and complaints in person, over the phone, or by email. This position attends Park Board/City Council Meetings on a regular basis. The Public Works Worker I participates in Safety Committee Meetings and trainings and assists with department policy implementation and enforcement. This position includes performing advanced technical work overseeing the operations, planning purchases, and staffing for the department, and related work as apparent or assigned.

<b>Essential Duties and Responsibilities</b>	<b>%</b>
<p><b>Oversees, directs, performs the operations of the Public Works Department</b></p> <ul style="list-style-type: none"><li>• Prepares monthly reports to present at City Council Meetings on a regular basis.</li><li>• Oversees contractors hired by the City and ensures that the job is done correctly, within budget, and completed on time.</li><li>• Writes proposals for Council action related to equipment replacement, construction projects, facility improvements, etc.</li><li>• Calls and receives bids from contractors.</li><li>• Attends and leads safety meetings and assists with all necessary safety precautions.</li><li>• Accepts special projects or other responsibilities necessary to benefit the general operation of the City.</li><li>• Recommends and implements City established policies.</li><li>• Sets policies and goals, prepares work schedules, assigns and reviews work for the department operations with top management guidance.</li></ul>	50
<p><b>Manages the operations of the Water Treatment Facility; prepares administrative reports and tests regularly</b></p> <ul style="list-style-type: none"><li>• Performs computer data entry work as necessary to operate the Water Treatment Facility.</li><li>• Constructs, operates, maintains, and repairs wells and water towers used for the production and distribution of water. Takes static levels and performs testing and control of chemical treatment.</li><li>• Constructs, operates, maintains, and repairs water mains, hydrants, water meters and other related items.</li><li>• Performs water service connections and installs water meters and performs other related work.</li><li>• Maintains accurate records, reports, and logging of all pertinent information required by state and federal law for water treatment operations. Work includes preparation of necessary data and reports to other governmental agencies as required.</li><li>• Performs the required sampling, testing, and lab work necessary in water operations.</li><li>• Maintains buildings and grounds in the water department.</li></ul>	15
<p><b>Manages and provides maintenance duties of all City parks and playground equipment</b></p> <ul style="list-style-type: none"><li>• Attends Park Board Meetings on a monthly basis.</li><li>• Repairs and maintains playground equipment, benches, picnic tables, Park Restrooms/Shelters, etc.</li><li>• Maintains playground areas with sand, gravel, dirt, grass, etc.; keeps area free of trash and debris, as necessary; keeps trash barrels available and empty.</li><li>• Mows, trims, and weeds park grass areas; fertilizes area each spring and fall.</li><li>• Sprays fence lines, ballfields, etc. as necessary.</li><li>• Performs tree inspections.</li></ul>	10

<p><b>Oversees and maintains City streets, alleys, public sidewalks, storm sewer systems, and other public areas</b></p> <ul style="list-style-type: none"> <li>Keeps areas clear of bottles, glass, cans, trash, and other debris.</li> <li>Maintains street signs; installs or replaces signs as necessary.</li> <li>Performs blacktop maintenance, patches potholes, repairs roadways for seal coat and overlay.</li> <li>Provides barricades and other warnings to motorists and/or pedestrian accidents that occur on City streets or public places.</li> <li>Cleans drainage systems, ditches, and catch basin, and repairs drainage pipe, tile, and catch basins as needed.</li> <li>Paints yellow stripes denoting NO PARKING areas of curbing.</li> <li>Maintains buildings including City Hall, Public Works Maintenance buildings, and Fire Station.</li> <li>Keeps all buildings secured and locked when not in use.</li> <li>Performs building maintenance, repair, and cleaning as necessary.</li> <li>Performs exterior maintenance of municipal buildings and keeps areas presentable and orderly.</li> <li>Makes buildings accessible to authorized individuals or groups in timely manner as coordinated with the City Administrator.</li> </ul>	10
<p><b>Operates city vehicles and equipment on a continuous basis</b></p>	10
<p>Other duties as assigned or apparent.</p>	5
<p>The Public Works Worker I 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).</p> <p>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.</p>	

## Qualifications

**Education:** A high school diploma or GED and one to three years of public works or related experience, Class B Wastewater license, and Class C Water license or any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this position are required. Preferred qualifications include two years of specialized training in mechanical repair of industrial and motorized vehicles.

**Requirements:**

- Valid MN commercial driver's license, Class A, with air brake endorsement required; or must obtain a license within six months of hire.
- Within six months of hire, the Employee must acquire certification in Class IV Biosolids.
- Employee must maintain a driving record acceptable to the City of Mayer.
- Must comply with DOT testing requirements and regulations for the operation of City motor vehicles.
- Obtain and maintain Class B Wastewater and Class C Water licenses.
- Ability to safely operate power tools of various shapes and sizes for multiple tasks.
- General knowledge of current computer-based programs necessary to comply with MPCA requirements and complete necessary reports required by the MN DOH.
- Ability to operate large industrial equipment, trucks, snowplows and other heavy equipment.
- Ability to perform essential functions of position during required hours of service, and work hours outside of normal working day on an as-needed basis as the needs of the City require.
- Ability to perform problem solving, mechanical and analytical skills, and arithmetic computations accurately and quickly.

- Knowledge of the principles and procedures as applied to the operation and light maintenance of trucks, lawn mowers, tractors, trimmers, pay loader, and similar machinery.
- Ability to communicate effectively in English, both in oral and written formats.
- Ability to concentrate and use reasoning and good judgment.
- Ability to establish and achieve priorities in the work environment.
- Must be able to socially, physically, and mentally perform all essential functions of the position in the working conditions described. Must be able to perform sustained physical labor of medium difficulty for prolonged periods of time.
- Ability to work in confined spaces, which may require the use of a self-contained breathing apparatus.
- Knowledge of the principles and practices applied to ballfields, playground areas, and lawn care.
- Skill in analyzing, interpreting, and executing oral and written instructions.
- Ability to make decisions in accordance with established policies and procedures.
- Ability to operate a mechanical wastewater plant and collect, test and conduct labs necessary for water and wastewater treatment operations.
- Ability to establish and maintain positive and effective working relationships with all employees, City Administrator, members of the public, and other government agencies.
- Must possess requisite knowledge of state and federal water/wastewater rules required as part of the operation of the water/wastewater system.

### **Physical Demands and Working Conditions**

- Work complexity requires application of a variety of procedures, policies and/or precedents and moderate analytical ability in adapting standard methods to fit facts and conditions, using generally prescribed procedures.
- This position requires an application of a variety of procedures, polices, and/or precedents and moderate analytical ability in adopting standard methods to fit facts and conditions, using generally prescribed procedures.
- Work is moderate to heavy, requiring walking, standing, kneeling, or squatting, bending, or stooping, driving and working around moving mechanical parts for extended periods; there is variably occasional sitting, working with arms above shoulders, and exposure to moving mechanical parts and precarious spaces.
- The employee is required to have hand and arm dexterity adequate to operate tools, equipment, and machinery.
- This position requires lifting, carrying, pushing, or pulling of over 60 pounds occasionally.
- There may be occasional exposure to hostile or aggressive behavior by members of the general public, frequent work with high detail and deadlines, and therefore some mental effort and stress resulting in frustration can be anticipated.
- There is occasional exposure to wet conditions, noise, sickening or annoying odors, vehicle exhaust, grease, oil, and grime. This position occasionally works in confined spaces. This type of work requires the use of protective safety apparel and equipment.
- Frequent exposure to toxic/caustic materials, exposure to high air/hydraulic pressures, rusty parts, blood borne pathogens, and slippery conditions.
- Employee may be required to work weekends, nights, and holidays as required by weather and road maintenance conditions.
- Driving and work is primarily performed in all, including extreme, weather conditions.

### **Equipment Utilized**

- Uses a variety of equipment, tools and machinery typical for a public works department including but not limited to riding mower, one-ton plow truck, City truck, skid loader, weed whip, various power tools, Kubota, and tractor.

- Drives City truck and related equipment to conduct public works maintenance tasks and attend meetings and trainings.
- Use of computer and related software to operate WWTP and complete necessary reports.

**Classification:** Public Works Worker II

**Reports to:** Public Works Worker I

**Supervises:** None

**Department:** Public Works

**Location:**

**FLSA Classification:** Non-exempt

### Position Summary

Under the limited supervision of the Public Works Worker I, the Public Works Worker II performs maintenance of all City parks, playground equipment, buildings, streets, and storm sewers, in addition to assisting with various jobs/duties in the water and wastewater departments. The Public Works Worker II is responsible for operating equipment such as trucks, tractors plows, grader, sweeper backhoe, roller, and other heavy equipment.

<b>Essential Duties and Responsibilities</b>	<b>%</b>
<p><b>Assists in maintaining wastewater and water systems</b></p> <ul style="list-style-type: none"><li>• Performs computer data entry work as necessary to operate the WWTP and Water Treatment Facility.</li><li>• Prepares reports to comply with MPCA reporting requirements for the WWTP.</li><li>• Constructs, operates, maintains, and repairs wells and water towers used for the production and distribution of water. Takes static levels and performs testing and control of chemical treatment.</li><li>• Constructs, operates, maintains, and repairs water mains, hydrants, water meters, and other related items.</li><li>• Performs water service connections and installs water meters and performs other related work.</li><li>• Maintains accurate records, reports and logging of all pertinent information required by state and federal law for water and wastewater treatment operations. Work includes preparation of necessary data and reports to other governmental agencies as required.</li><li>• Constructs, operates, maintains, and repairs the WWT system which includes collection, treatment, and disposal of sludge.</li><li>• Performs the required sampling, testing, and lab work necessary in water and WWT operations.</li><li>• Maintains and repairs sanitary sewer mains, manholes, flow meters, lift stations, storm sewer mains, and catch basins.</li><li>• Maintains buildings and grounds in the water and wastewater departments.</li></ul>	35
<p><b>Provides maintenance duties of all City parks and playground equipment</b></p> <ul style="list-style-type: none"><li>• Repairs and maintains playground equipment, benches, picnic tables, Park Restrooms/Shelters, etc.</li><li>• Maintains playground areas with sand, gravel, dirt, grass, etc.; keeps area free of trash and debris, as necessary; keeps trash barrels available and empty.</li><li>• Mows, trims, and weeds park grass areas; fertilizes area each spring and fall.</li><li>• Sprays fence lines, ballfields, etc. as necessary.</li></ul>	30
<p><b>Maintains City streets, alleys, public sidewalks, storm sewer systems and other public areas</b></p> <ul style="list-style-type: none"><li>• Keeps areas clear of bottles, glass, cans, trash and other debris.</li><li>• Maintains street signs; installs or replaces signs as necessary.</li><li>• Performs blacktop maintenance, patches potholes, repairs roadways for seal coat and overlay.</li><li>• Provides barricades and other warnings to motorists and/or pedestrian accidents that occur on City streets or public places.</li><li>• Cleans drainage systems, ditches, and catch basins, and repairs drainage pipe, tile, and catch basins as needed.</li><li>• Stripes crosswalks, turn lanes, parking lots, and designated handicapped parking.</li><li>• Maintains buildings including City Hall, Public Works Maintenance buildings, and Fire Station.</li><li>• Keeps all buildings secured and locked when not in use.</li><li>• Performs building maintenance, repair and cleaning as necessary.</li><li>• Performs exterior maintenance of municipal buildings, and keeps areas presentable and orderly.</li><li>• Makes buildings accessible to authorized individuals or groups in timely manner as coordinated with the City Administrator.</li></ul>	20

<b>Ensures city vehicles &amp; equipment are properly maintained</b>	10
Other duties as assigned or apparent.	5
<p>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).</p> <p>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.</p>	

## Qualifications

**Education:** A high school diploma or GED and one to three of public works or related experience, or any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this position are required. Preferred qualifications include two years of specialized training in mechanical repair of industrial and motorized vehicles and Class D Wastewater and Class D Water licenses.

**Requirements:**

- Valid MN commercial driver's license, Class A, with air brake endorsement required; or must obtain a license within six months of hire.
- Employee must maintain a driving record acceptable to the City of Mayer.
- Must comply with DOT testing requirements and regulations for the operation of City motor vehicles.
- Obtain and maintain Class A Wastewater and Class C Water licenses. The Class A wastewater license must be acquired within two years of hire and the Class C Water license within the first year of hire.
- Ability to safely operate power tools of various shapes and sizes for multiple tasks.
- General knowledge of current computer-based programs necessary to comply with MPCA requirements and complete necessary reports required by the MN DOH.
- Ability to operate large industrial equipment, trucks, snowplows, and other heavy equipment.
- Ability to perform essential functions of position during required hours of service, and work hours outside of normal working day on an as-needed basis as the needs of the City require.
- Ability to perform problem solving, mechanical and analytical skills, and arithmetic computations accurately and quickly.
- Knowledge of the principles and procedures as applied to the operation and light maintenance of trucks, lawn mowers, tractors, trimmers, pay loader, and similar machinery.
- Ability to communicate effectively in English, both in oral and written formats.
- Ability to concentrate and use reasoning and good judgment.
- Ability to establish and achieve priorities in the work environment.
- Must be able to socially, physically, and mentally perform all essential functions of the position in the working conditions described. Must be able to perform sustained physical labor of medium difficulty for prolonged periods of time.
- Ability to work in confined spaces, which may require the use of a self-contained breathing apparatus.
- Ability to work independently with limited supervision.
- Knowledge of the principles and practices applied to ballfields, playground areas, and lawn care.
- Skill in analyzing, interpreting, and executing oral and written instructions.
- Ability to make decisions in accordance with established policies and procedures.
- Ability to operate a mechanical wastewater plant and collect, test, and conduct labs necessary for water and wastewater treatment operations.

- Ability to establish and maintain positive and effective working relationships with all employees, City Administrator, members of the public, and other government agencies.
- Must possess requisite knowledge of state and federal water/wastewater rules required as part of the operation of the water/wastewater system.

### **Physical Demands and Working Conditions**

- Work complexity is based on fairly standard procedures and tasks where basic analytical ability is required. Detailed guidelines and procedures are generally used to make decisions or determine actions.
- Work is moderate to heavy, requiring walking, standing, and sitting for extended periods and variably frequent bending or stooping, and kneeling or squatting. The Employee can anticipate occasional work with arms above shoulders and exposure to moving mechanical parts and precarious spaces.
- The employee is required to have hand and arm dexterity adequate to operate tools, equipment, and machinery.
- This position requires lifting, carrying, pushing, or pulling of over 60 pounds occasionally.
- There may be occasional exposure to hostile or aggressive behavior by members of the general public and therefore limited mental effort and stress can be anticipated.
- There is frequent exposure to noise, sickening or annoying odors, vehicle exhaust, grease, oil, and grime. This position occasionally works in confined spaces. This type of work requires the use of protective safety apparel and equipment.
- Frequent exposure to toxic/caustic materials, risk of electrical shock, exposure to high air/hydraulic pressures, rusty parts-grinding, blood borne pathogens, and slippery conditions.
- Employee may be required to work weekends, nights, and holidays as required by weather and road maintenance conditions.
- Due to exposure to routine roadway work and exposure to high volumes of traffic, speed, inattentive and impatient drivers, this position requires attention to moderate detail.
- Driving and work is primarily performed in all, including extreme, weather conditions.

### **Equipment Utilized**

- Uses a variety of equipment, tools and machinery typical for a public works department including but not limited to riding mower, City truck, skid loader, weed whip, Kubota, and tractor.
- Drives City truck and related equipment to conduct public works maintenance tasks and attend meetings and trainings.
- Use of computer and related software to operate WWTP and complete necessary reports.



**Text Amendment Regarding Recreational Vehicle Parking Requirements**

**APPLICATION DATA**

**Meeting Date:** June 11, 2018  
**Applicant:** This is a City of Mayer initiated text amendment.

**BACKGROUND DATA**

**Action Requested:** The City of Mayer has initiated a review of language in relation to the parking of vehicles, including recreational vehicles, on grass within the yard areas. Sections of the zoning ordinance proposed to be amended include Title XV: Land Usage, Chapter 152: Zoning, Section 152.003 Definitions and Section 152.026 Driveway, Parking Area, and Hard Surface Improvements.

**Background:** Staff has been asked to come up with language in relation to the parking of vehicles within yards. This includes the parking of recreational vehicles. The proposed language will clarify where these vehicles can be parked and how many can be parked in yard. Definitions were also looked at to make sure items are clear in regards to this issue as well. The Planning Commission closed the public hearing at the December meeting but tabled the action to this meeting. At the January 2, 2018 meeting the Planning Commission tabled the action to the February 6, 2018 Planning Commission meeting at which time it was tabled again and a joint Planning Commission and City Council meeting was held on March 6, 2018 to discuss.

At the joint meeting discussion centered on not allowing recreational vehicle parking on grass and requiring all parking areas to be paved, including back yard and side yard areas. Discussion also took place on parking of recreational vehicles in side and rear yards fronting a street. At this time a definition of through lot states that yards abutting a street would be treated as front yards and therefore parking of recreational vehicles or motor vehicles in these areas would not be allowed.

The Planning Commission reviewed the proposed language at the April 3, 2018 Planning Commission meeting and voted 5-1 to recommend approval of the text amendment with five changes. Two of the changes included taking out the length and width requirements for parking pads in the side and front yards. Another change was allowing recreational vehicles to be thirty-six feet instead of thirty feet. A typo was also adjusted and the final change was taking out the forty-eight hour parking requirement in the front yard. A few minor changes were also suggested by the City Attorney that were included in the changes.

The existing language in relation to this text amendment under sections 152.003 and 152.026 in the zoning ordinance are listed below. The proposed new text is underlined, the text proposed to be deleted is striked-through and the text proposed to stay the same is regular.

**152.003 DEFINITIONS.**

**IMPERVIOUS SURFACE.** An artificial or natural surface that is highly resistant to infiltration by water. It includes, but is not limited to surfaces such as compacted sand, clay or gravel as well as most conventionally surfaced streets, roofs, swimming pools, sidewalks in excess of three (3) feet in width,

parking lots, and other similar structures, but not including decks or platforms where one quarter (1/4) inch gaps are provided between deck boards for water to drain.

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

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

**LOT AREA.** The area of a horizontal plane within bounded by the front, side, and rear lot lines, measured within the lot boundaries, but excluding any areas within lakes and, rivers, floodplains, wetlands and designated storm water ponds dedicated to the city or other public entity.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**RECREATIONAL VEHICLE.** Any type of vehicle, either self-powered or drawn by another vehicle that is used primarily for purposes of recreation or transportation of recreational vehicles, equipment, and the like, including but not limited to campers, motor homes, travel trailers, snowmobiles, camper trailers, motorcycle trailers, snowmobile trailers, horse trailers, and the like.

**SETBACK.** The minimum horizontal distance between a structure and lot line, ordinary high water mark, or right of way easement. Distances are to be measured from the most outwardly extended portion of the structure at ground level. ~~The minimum horizontal distance between the building or structure (excluding steps, unroofed porches or ground level decks and overhangs, provided that no such exceptions extend more than half way into the required setback area) and the lot line.~~

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

~~(4) Off-street parking areas and driveways shall not encroach into residential rear yards.~~

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

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

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

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

~~(9) Side yard parking areas shall be placed on the garage side, in line with the garage. Side yard parking areas shall not exceed 450 square feet with a maximum of 15 feet in width and 30 feet in length.~~

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

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

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

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

(D) Parking Pads.

(1) General Rules.

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

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

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

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

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

(2) Rear Yard.

(a) A parking pad is allowed.

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

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

(3) Side Yard.

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

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

(4) Front Yard.

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

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

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

(E) Recreational Vehicles and Equipment.

(1) Recreational Vehicles and Equipment.

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

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

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

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

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

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

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

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

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

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

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

#### Possible action items - Text Amendment

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

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

Sincerely,

MUNICIPAL DEVELOPMENT GROUP, LLC

John Anderson, Associate  
Consulting Planner, City of Mayer

#### **LIST OF ATTACHMENTS**

None

**CITY OF MAYER  
ORDINANCE #221**

**AN ORDINANCE AMENDING TITLE XV: LAND USAGE, CHAPTER 152: ZONING, SECTION 152.003 DEFINITIONS AND SECTION 152.026 DRIVEWAY, PARKING AREA, AND HARD SURFACE IMPROVEMENTS.**

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

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

**152.003 DEFINITIONS.**

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

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

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

**LOT AREA.** The area of a horizontal plane within ~~bounded by~~ the front, side, and rear lot lines. ~~measured within the lot boundaries, but excluding any areas within lakes and, rivers, floodplains, wetlands and designated storm water ponds dedicated to the city or other public entity.~~

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**RECREATIONAL VEHICLE.** Any type of vehicle, either self-powered or drawn by another vehicle that is used primarily for purposes of recreation or transportation of recreational vehicles, equipment, and the like, including but not limited to campers, motor homes, travel trailers, snowmobiles, camper trailers, motorcycle trailers, snowmobile trailers, horse trailers, and the like.

**SETBACK.** The minimum horizontal distance between a structure and lot line, ordinary high water mark, or right of way easement. Distances are to be measured from the most outwardly extended portion of the structure at ground level. ~~The minimum horizontal distance between the building or structure (excluding steps, unroofed porches or ground level decks and overhangs, provided that no such exceptions extend more than half way into the required setback area) and the lot line.~~

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

~~(4) Off-street parking areas and driveways shall not encroach into residential rear yards.~~

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

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

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

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

~~(9) Side yard parking areas shall be placed on the garage side, in line with the garage. Side yard parking areas shall not exceed 450 square feet with a maximum of 15 feet in width and 30 feet in length.~~

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

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

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

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

#### (D) Parking Pads.

##### (1) General Rules.

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

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

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

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

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

(2) Rear Yard.

(a) A parking pad is allowed.

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

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

(3) Side Yard.

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

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

(4) Front Yard.

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

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

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

(E) Recreational Vehicles and Equipment.

(1) Recreational Vehicles and Equipment.

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

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

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

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

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

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

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

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

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

ADOPTED by the City Council of the City of Mayer, Carver County, Minnesota this 11th day of June, 2018.

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

ATTEST:

Moved by:  
Seconded by:

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

Published:  
Filed with Carver County:

**ORDINANCE NO. 222  
(Council Salaries)**

**CITY OF MAYER  
CARVER COUNTY, MINNESOTA**

**AN ORDINANCE ESTABLISHING THE SALARIES OF THE MAYOR AND COUNCIL MEMBERS OF THE CITY OF MAYER.**

Pursuant to Minnesota Statutes Section 415.11, The City Council of the City of Mayer, Carver County, Minnesota, ordains:

Section 1. Salary of Mayor. The salary of the Mayor of the City of Mayer shall be \$3,000.00 per calendar year.

Section 2. Salary of Council Members. The salary of each Council Member of the City of Mayer shall be \$2,400 per calendar year.

Section 3. Payment for meetings and business. In addition to the salaries set forth in Sections 1 and 2, the Mayor and City Council Members shall each be paid a stipend for every official meeting attended in his or her role as the Mayor or Council member, as determined by the annual fee schedule. The stipend for meeting attendance are subject to the following restrictions:

- a. A meeting containing both open and closed portions is considered a single meeting, regardless of whether the Council moves to another room for the closed portion.
- b. A meeting adjourned to another date constitutes a separate meeting for each date on which the Council meets.
- c. Meetings of committees to which Council members are appointed by the Council qualify for the stipend.
- d. Meetings of commissions or other official bodies to which Council members are appointed as Council liaisons qualify for the stipend.
- e. Attendance at community or social events does not qualify for the stipend.

Section 4. Expenses. The Mayor and Council Members may be reimbursed for any reasonable expenses incurred by them in connection with their official duties for and on behalf of the City of Mayer with such reimbursement to be made in accordance with City Policy and only after approval by the Council. Mileage for approved out-of-town travel is reimbursed at the standard mileage rate set annually by the Internal Revenue Service.

Section 5. Term. Should the Mayor or a Council Member not fulfill his or her term in office, the salary of such person shall be prorated through the date of termination of service.

Section 6. Effective Date. Upon passage and adoption by the City Council and publication thereof, this Ordinance shall become and be effective the first business day of January, 2019.

Passed and adopted by the City Council of the City of Mayer this 11 day of June, 2018.

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

Attest:

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

Published in the Herald Journal on the \_\_\_ day of \_\_\_\_\_, 2018



## Request for Council Action Memorandum

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Item: Summer Hours

Meeting Date: June 11, 2018

Presented By: Margaret McCallum, City Administrator

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

A review and discuss summer hours.

### **Details:**

Some cities establish summer hours.

The Personnel Committee has reviewed this item and has recommended going to summer hours for the City Hall and Public Works Department.

Other Carver County city hours:

#### *Waconia: Yearly Hours*

8:00 – 4:30 Monday – Friday

#### *Victoria*

Summer

7:30 – 4:30 Monday – Thursday

7:30 – 12:00 Friday

Regular

8:00 – 4:30 Monday – Friday

#### *Chanhassen – Yearly Hours*

8:00 – 4:30 Monday – Friday

#### *Watertown*

Summer – Admin Staff

7:30 – 5:00 Monday – Thursday

7:30 – 11:30 Friday

Summer – PW

6:30-3:30 Monday – Thursday

6:30-10:30 Friday

#### *Carver – Yearly Hours*

8:00-4:30 Monday – Friday

7:00-3:30 Monday – Friday – PW

*Cologne*

8:00 – 4:30 Monday – Friday

7:00 – 3:00 Monday – Friday – PW

**Attachments:**

Resolution establishing summer hours.

**CITY OF MAYER  
CITY COUNCIL RESOLUTION 6-11-18-16**

**RESOLUTION ESTABLISHING SUMMER HOURS FOR CITY HALL AND PUBLIC WORKS**

WHEREAS, The current city hours for City Hall is 8:00 – 4:30 p.m. Monday – Friday and the hours for the Public Works Department is 7:00 – 3:30 p.m. Monday – Friday.

WHEREAS, some cities establish summer hours between the dates of Memorial Day and Labor Day.

WHEREAS, summer hours for the City of Mayer would be as follows:

City Hall:	7:00 a.m. – 4:30 p.m. Monday – Thursday
	7:00 a.m. – 11:00 a.m. Friday
Public Works:	6:00 a.m. – 3:30 p.m. Monday – Thursday
	6:00 a.m. -10:00 a.m. Friday

Appointments available as requested.

THEREFORE BE IT RESOLVED, that the City of Mayer establish summer hours for 2018 between until Labor Day of 2018.

Adopted by the Mayer City Council this 11th day of June, 2018.

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

Attest:

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

Attachments:

None



Request for Council Action Memorandum

Item: Public Works Worker II Employee Position

Meeting Date: June 11, 2018

Presented By: Margaret McCallum, City Administrator

Recommendations/Council Action/Motion Requested:

A review and discuss the advertising for the public works worker II employee position.

Details:

The Current public works employee in this position has put in their two week notice and will be done with the City on June 15, 2018.

Upon review of the Personnel Committee, this position remains vital to the operation of the Public Works Department and needs to be filled.

The position would be similar to previous employee's position, except that the new position will report to Public Works Worker I.

The Personnel Committee is recommending advertising the position with the League of Minnesota Cities and in the local newspaper for 1 month.

The Personnel Committee is also recommending an hourly wage between \$20 - \$23 per hour.

Attachments:

Job Announcement.

Public Works Worker II position for the City of Mayer.

**Details:**

The City of Mayer is accepting applications for the position of a full time Public Works Worker II.

The City is looking for a reliable, independent and responsible individual.

Responsibilities include but are not limited to an emphasis on streets, sidewalks, parks, snow removal, vehicle repairs maintenance of equipment, and maintenance of water and wastewater systems. Physically demanding labor includes lifting 75 pounds. Valid Drivers License and ability to obtain CDL when needed. Class D wastewater license and Class D water licenses preferable or be able to obtain as required. Hourly wage \$20.00 - \$24.00.

A complete application and job description can be found at [www.cityofmayer.com](http://www.cityofmayer.com) or by calling (952) 657-1502.

**Apply:**

Submit application and resume to the City of Mayer at City of Mayer 413 Bluejay Avenue Mayer, MN 55360 or by email to [Margaret.McCallum@cityofmayer.com](mailto:Margaret.McCallum@cityofmayer.com).

Deadline for applications July 16, 2018 at 4:00 PM.