

MAYER CITY COUNCIL MEETING MINUTES – JANUARY 9<sup>th</sup>, 2017

Call Regular meeting to order at 6:34 p.m. by Mayor Dodge

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

ABSENT: None

STAFF: City Administrator Ruch-Hammond, and Deputy Clerk Gildemeister

ALSO PRESENT: Don Wachholz, Mark Mitten, Jason Butterfield, Greg Kluver, Kyle Kuntz, Todd Johner

OATH OF NEW COUNCIL MEMBERS

Newly elected Mayor Mike Dodge, and Council Member Elizabeth Butterfield, were sworn in by City Administrator Luayn Ruch-Hammond.

The meeting was opened with the Pledge of Allegiance.

APPROVE AGENDA

A MOTION was made by Council Member McNeilly with a second by Council Member Stieve-McPadden to approve the agenda as presented. Motion carried 5/0

A MOTION to approve 2 corrections to the previous Minutes was made by Council Member Boder and seconded by Council Member McNeilly. Motion carried 5/0

PUBLIC COMMENT

None

APPROVE CONSENT AGENDA

A MOTION was made by Council Member Boder with a second by Council Member Osborn to approve the Consent Agenda. Motion Carried 5/0.

1. Approve the Minutes of the December 12, 2016 Regular Council Meeting.
2. Approve the Minutes of the November 1, 2016 Planning Commission Meeting.
3. Approve the Claims for December.
4. Approve the Check Summary for the month of December.
5. Approve the Claims for January, 2017
6. Approve Resolution 1-9-2017-1 Gambling Exception for Watertown Mayer Gun Club.
7. Approve Resolution 1-9-2017-2 Gambling Exception for West Carver Ducks Unlimited.
8. Approve the Building Permit report for the month ending December 2016.
9. Approve the Fire Department report for the month ending December 2016.
10. Approve the Contract for Planning Services with Municipal Development Group.
11. Approve the 2017 Liquor Licenses.

CITY ADMINISTRATOR

1. **Approval of Mayer Fire Department Social Media Policy** – With further questions regarding specifics on code of ethics of the social media policy, the Council requested staff to forward the proposed policy to the City Attorney for review. A Motion to table the approval of the Social Media Policy for the Mayer Fire Department until the City Attorney can review, was made by Council Member Stieve-McPadden and seconded by Council Member McNeilly. Motion carried 5/0

2. **Approval of Ordinance 213 Fee Schedule** – The areas of change to the Fee Schedule are the water rates, building permit fees, and water meter fees. The change in water rates for 2017 adopted by the City Council on December 12, 2016 is included. The building inspector recommended an increase of \$10 to residential re-roof, re-side, and fence/shed zoning permit fees. Staff recommended an increase of \$45 for replacement water meters permit fees and increase of \$110 for new home permits based on information from HD Water Supply. A MOTION to Approve Ordinance 213 Fee Schedule was made by Council Member McNeilly and seconded by Council Member Butterfield. Motion carried 5/0
  
3. **Discussion on Administrator’s Contract** – The City Administrator requested direction from Council regarding her employment contract. The contract is a 3 year contract and will be expiring on May 9<sup>th</sup>, 2017. After discussion, Council agreed that the Personnel Committee meeting should be set for discussion on Administrator’s contract. Council requests staff to set up a timeline and aim for a meeting date for sometime in February.
  
4. **Approval of Resolution 1-9-2017-3 Organization of the City of Mayer 2017** – A MOTION to move the annual appointments to a future work session was made by Council Member McNeilly and seconded by Council Member Stieve-McPadden. Motion carried 5/0  
A MOTION to declare vacancies on the Commission for a Lifetime and to approve City Administrator to recruit for the positions was made by Council Member Stieve-McPadden and seconded by Council Member McNeilly. Motion carried 5/0
  
5. **Approval of Architect Services for Park Shelter and Restrooms** – Park Board requested authorization to hire an architect to assist them with the construction of the picnic shelter/restrooms in Old Schoolhouse Park. Preliminary estimates that staff compiled have a total cost of \$215,939.00, not including electrical. After discussion, Council was concerned that the whole Park Board budget would be used for the park shelter. Council instructed Staff to look for previous architect/engineering drawings for bathrooms and that further discussion by Park Board was needed. Motion was tabled to February 15<sup>th</sup>, 2017.
  
6. **Review and Recommendations on Loss Control** – On October 31<sup>st</sup>, 2016 City Staff met with a Loss Control Representative from the League of Minnesota Cities. The League’s Loss Control Specialist completed a survey of the City facilities on loss control and risk management activities. The topic this year was Data Security and the following recommendations were made.
  1. User access and accounts are deleted immediately upon and employee’s dismissal, termination, or leaving.
  2. Change user passwords every 30-60 days and system password annually.
  3. Install a bullet proof glass at front counter.
  4. Add a lift gate to the City truck.
Council agreed to implement recommendations 1 and 2. Number 4 is left over from last year. Staff has requested assistance from the League on a solution to a lift gate for the City truck. Because of the sander and tailgate the City is not able to install a lift gate. A solution to the problem is being conducted by the League. By providing the item as a part of the loss control recommendations the City is able to apply for an OSHA grant for 50% of the cost.
  
7. **Approval of Resolution 1-9-2017-4 Assignment of City Clerk Duties** – The City Administrator requested the City Clerk duties and title to be added to her current title as City Administrator/Treasure. The City Clerk duties would be an interim assignment until a new City Clerk is appointed. A MOTION to Approve Resolution 1-9-2017-4 Assignment of City Clerk Duties was made by Council Member Boder and seconded by Council Member McNeilly. Motion Carried 4/1. Mayor Dodge a nay.

**8. Approval of Salary Adjustment for City Administrator** – A performance review for the City Administrator has been completed and a 3% increase was proposed. Council did budget for a 3% increase for 2017. A MOTION to Approve Salary Adjustment of 3% for City Administrator was made by Council Member Stieve-McPadden and seconded by Council Member McNeilly. After additional discussion, a MOTION to amend the previous motion and add a step increase along with the 3% increase was made by Council Member Stieve-McPadden and seconded by Council Member McNeilly. Council would like to address work ethics at a future Personnel Committee Meeting. Motion carried 4/1. Mayor Dodge a nay.

FOR YOUR INFORMATION

- A memo providing background on the 2016 Property/Casualty Members was provided to the Council for review.
- An update on the Speed Study on Hwy 25.
- Rate change update for Nu-Telecom.
- A Notice of Public Hearing for a solar farm in Watertown township.

COUNCIL REPORTS

- None

OTHER BUSINESS

- None

CLOSED SESSION

The Regular Council Meeting was adjourned at 7:44 p.m. to hold a closed session meeting.

A MOTION to close the Closed Session at 8:20 p.m. was made by Council Member Boder and seconded by Council Member Butterfield. Motion carried 5/0

A MOTION to open the Regular Council Meeting at 8:25 p.m. was made by Council Member McNeilly and seconded by Council Member Stieve-McPadden. Motion carried 5/0

ADJOURN

There being no further business, a MOTION was made by Mayor Dodge and seconded by Council Member to adjourn the meeting at 8:26 p.m. Motion Carried 5/0

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Mike Dodge, Mayor

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