

MAYER CITY COUNCIL MEETING MINUTES – FEBRUARY 27th, 2017

Mayer City Council completed a tour of the Fire Station at 6:00. The fire chief gave a facility tour and gave details of all the equipment.

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

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

ABSENT: None

STAFF: City Administrator Ruch-Hammond, City Engineer Dave Martini, Greg Kluver of Kluver Consultants, Public Works Kyle Kuntz, and Deputy City Clerk Gildemeister

ALSO PRESENT: Don Wachholz, Ivan Raconteur, Kevin Knopik of Abdo, Eick & Meyers, Fire Chief Rod Maetzold, Mayer Volunteer Fire Fighters: Marty Seltz, Kevin Nace, Jeff Vollmer, Jon Maetzold, Scott Theisen, Andy Maetzold, Bob Carlson, Zach Stifter, Josh McIntosh, Nate McNeilly, Andrew Herd, Pas Esser, Adam Maetzold, Anna Boote

The meeting was opened with the Pledge of Allegiance.

APPROVE AGENDA

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

PUBLIC COMMENT

None

RECOGNITION

The Council recognized Marty Seltz for his 20 years of service as a Mayer Volunteer Fire Fighter.

Mayor Dodge presented a plaque to Marty Seltz for his dedicated service to the City. The Fire Chief and the Mayer Volunteer Fire Fighters along with the entire chamber honored Marty by giving him a standing ovation.

APPROVE CONSENT AGENDA

Mayor Dodge requested additional changes to the February 13, 2017 Regular Council Meeting minutes.

A MOTION was made by Council Member Butterfield with a second by Council Member McNeilly to approve the Consent Agenda with the additional changes to Minutes of the February 13, 2017 Regular Council Meeting.

Motion Carried 5/0.

1. Approve the Minutes of the February 13, 2017 Regular Council Meeting.
2. Approve the Minutes of the February 8, 2017 Personnel Committee Meeting.
3. Approve the Minutes of the January 10, 2017 Park Board Meeting.
4. Approve the Additional Claims for the Month of February 2017.
5. Approve the Sheriff's Department Report for the Month Ending January 2017.
6. Approve the Personnel Committee Policy.

STAFF REPORTS

1. **Public Works** – The Council reviewed a report from Kyle Kuntz of Public Works activities from January 14th to February 22nd, 2017.
2. **City Engineer** – The Council reviewed David Martini’s summary of the projects Bolton & Menk have been working on during the billing period December 3rd, 2016 to January 13th, 2017.
3. **Sheriff’s Department** – No Report
4. **City Administration** – The Council reviewed the City Administrator’s report for the period March 28, through April 22, 2016, as well as the Fund Balances for the period ending 3/31/16 and First Quarter Financial Reports.

CITY ENGINEER

Approval of Resolution 2-27-2017-11 Acceptance of Hidden Creek 6th Addition -- Martini addressed questions from the Council on the Hidden Creek 6th addition improvements. Martini stated that the developer will fully and faithfully comply with all terms of all contracts for the installation and construction of all improvements and that the developer guarantees the workmanship and materials for a period of two years from the City’s acceptance of the project. Martini has thoroughly reviewed the Development Agreement and formally recommended that the City accept the completed improvements so that the warranty period can begin. A MOTION to approve Resolution 2-27-2017-11 Acceptance of Hidden Creek 6th Addition was made by Council Member Boder and seconded by Council Member Stieve-McPadden. Motion carried 5/0

CONTRACT WASTE WATER OPERATOR

Presentation of WWTF Annual Report – Greg Kluver presented to the Council his 2016 annual operation report for the Mayer Waste Water Treatment Facility. Some points of interests are; the WWTF will be receiving its 16th award from the MPCA at the annual Waste Water Operators Conference in March, the reduction in bio-solid removal and electric utilities resulted in the 2016 General Waste Water budget coming in under budget by 18%, repainting of the hand rails in the bio-solids building was identified in the CIP at a cost of \$4300.00 but was completed by Public Works at a cost of less than \$500.00, outdoor lighting fixtures are being replaced with energy efficient LED fixtures. Council stated that they appreciate the thorough report and thanked Mr. Kluver for his service.

CITY ADMINISTATOR

1. **Presentation of 2016 Abdo Eick and Meyers** – Kevin Knopick of ABDO EICK & MEYERS appeared before the Council to present the 2016 Financial Audit for the City of Mayer along with the Management Letter prepared by their firm which is a summary of the audit. Mr. Knopik reviewed the Significant Audit Findings and stated this is a clean opinion

on the audit and that the seven main areas of compliances showed no significant findings. He also stated that the City has a very healthy fund balance of 78.2% and recommended that excess funds be transferred to capital improvement funds. Water and sewer funds reported do not meet the debt/operation costs. Council asked about the Denn law suit and Mr. Knopik addressed Dale Denn settlement payment and explained that even though the funds were paid out in 2017 the majority of the actions related to the case occurred in 2016; therefore the funds were adjusted back to 2016. A MOTION was made by Council Member Boder and seconded by Council Member Butterfield to accept the 2016 Financial Audit. Motion Carried 5/0

2. **Approval of Resolution 2-27-17-13 City Administrator's Employment Contract** – The City of Mayer enters into an employment agreement with the City Administrator. The last employment contract was a three year contract and expires on May 9, 2017. A MOTION to Approve Resolution 2-27-17-13 City Administrator's Employment Contract was made by Council Member McNeilly and seconded by Council Member Butterfield. After further discussion, Mayor Dodge avowed that the City would like to move in a different direction. Motion Denied 2/3 (Mayor Dodge, Council Member Stieve-McPadden, and Council Member Boder voting nay).
Council requested a Special Meeting be set for May 9th, 2017, last day of contract.
3. **Approval of Consent to Release Energy Data** – Talk Incorporated, a wind generation company that would like to analyze the electric usage at the WWTF, requested the City sign consent to release customer energy usage data for Excel Energy. Staff requested approval authorizing the Mayor's signature on the Consent to Release Energy Data. A MOTION was made by Council Member Stieve-McPadden and seconded by Council Member McNeilly authorizing Mayor's signature on the Consent to Release Energy Data.
Motion Carried 5/0
4. **Approval of Application for Twins Youth Clinic** – The Park Board recommended that Council authorize an application for a Twin's Youth Clinic for Saturday, July 8, 2017. A MOTION to authorize Staff to apply for a Twin's Youth Clinic was made by Council Member Stieve-McPadden and seconded by Council Member Boder. Motion Carried 5/0
5. **Approval of Architect Services for the Old Schoolhouse Picnic Shelter** – The Park Board requested Council to authorize architect and engineering services for the construction of a park shelter in Old Schoolhouse Park. Staff received two proposals for architectural services. Brunton Architects proposed a cost of \$25,550.00 and Oleson & Hobbie proposed \$10,300.00. Council discussed with Dave Martini the costs to prepare a site plan. Council asked Mr. Martini for an estimate cost for engineering and he stated that it would cost approximately \$1500.00 for a site plan review. Council asked for clarification that the funds would come out of the Park Board fund. A MOTION to Approve Architect Services with Oleson & Hobbie for Old Schoolhouse Picnic Shelter in conjunction with the City Engineer services was made by Council Member Stieve-McPadden and seconded by Council Member Butterfield.
Motion Carried 5/0

6. **Approval of Installation of Curbing in West Ridge Park** – Park Board is recommending Council approve the installation of curbing in West Ridge Park in the amount of \$8,330.00. A MOTION was made by Council Member Stieve-McPadden and seconded by Council Mayor Dodge Approving installation of curbing in West Ridge Park. Motion Carried 5/0

7. **Approval to Apply for an Extension on the Wellhead Protection Plan** – Staff requested authorization to submit the Wellhead Protection Plan Evaluation Updated Implementation Table for the years 2018-2028.
A MOTION to Approve Application for the Extension on the Wellhead Protection Plan was made by Council Member McNeilly and seconded by Council Member Boder. Motion Carried 5/0

8. **Approval of Additional Staff** – Staff requested authorization of up to 24 hours of additional staffing in the office during the City Administrator’s vacation. A MOTION to Approve Additional Staff was made by Council Member McNeilly and seconded by Council Member Stieve-McPadden.

COUNCIL REPORTS

- None

OTHER BUSINESS

- None

ADJOURN

There being no further business, a MOTION was made by Council Member McNeilly and seconded by Council Member Stieve-McPadden to adjourn the meeting at 7:37p.m. Motion Carried 5/0

Mike Dodge, Mayor

Attest: _____
Janell Gildemeister, Deputy Clerk