

MAYER CITY COUNCIL MEETING MINUTES ó MARCH 12, 2012

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

PRESENT: Mayor Capaul, Council Members Boder, Osborn, Stieve-McPadden and Lueth

ABSENT:

STAFF: City Administrator Murphy, Andrew Budde ó Bolton & Menk, Deputy Sheriff Chris Nelson and Clerk Maetzold

ALSO PRESENT: Don Wachholz, Emily Hentges, Ivan Raconteur, Steve McDonald and Adam Maetzold

The meeting was opened with the Pledge of Allegiance.

APPROVE AGENDA

MOTION made by Council Member Stieve-McPadden with a second by Council Member Lueth to approve the agenda. Motion Carried 5/0

PUBLIC COMMENT

None

APPROVE CONSENT AGENDA

A MOTION was made by Council Member Boder with a second by Council Member Stieve-McPadden to approve the Consent Agenda with an addition to the claims: Motion Carried 5/0.

1. Approve the Minutes of the February 27, 2012 Regular Council Meeting.
2. Approve the Minutes of the February 27, 2012 Work Session Meeting.
3. Approve the Claims for the Month of March 2012.
4. Approve the Check Summary for the Month of February 2012.
5. Authorize the Mayor's Signature on the 10% State Gambling Form.
6. Approve Resolution 03-12-2012-5 Acceptance of Donations.
7. Approve the Building Permit Report for the Month Ending February 2012.
8. Approve the Minutes for the November 1, 2011 Planning and Zoning Meeting.
9. Approve the Fire Department Report for the Month ending February 2012.
10. Approve the Sheriff's Department Report for the Month Ending February 2012.

CITY ADMINISTRATOR

1. **ABDO EICK & MEYERS 2011 Audit Presentation** ó Steve McDonald of ABDO EICK & MEYERS appeared before the Council to present the 2011 Annual Financial Report. He reviewed the Management letter with the Council.
2. **Approval of Fire Department Grants and Donation Fund #212 and Old Schoolhouse Fund #222:** Staff has contacted the State Gambling Control Board and found that gambling funds that are donated by the Mayer Baseball Club must be kept separate from other funds. The City has traditionally used a line item approach to keeping these funds separate; however, by creating a fund, this will simplify the process. An audit was completed of the gambling funds that were donated to the City for the Fire Department and Old Schoolhouse Park from 2008 ó 2011. The audit and following resolutions were reviewed. Council Stieve-McPadden would like to table the amount transfers until the Mayer Baseball Club can also

audit amounts given to the Fire Department and Old Schoolhouse Park. A MOTION was made by Council Member Boder and seconded by Council Member Lueth to authorize the Administrator to establish the Fire Department Grants and Donations Fund #212 and Old Schoolhouse Park Fund #222. Amounts to be transferred into these Funds will be made at a later date. Motion Carried 5/0

3. **Discussion on Park Fund 220 Balance** ó Discussion has occurred about Funds and how they are established. Funds are established at the recommendation of the auditor, by staff or the City Council. Funds cannot be transferred or expended without Council approval. In 2008 the City Auditor requested that the City formally direct staff on where they wanted antennae rent funds to be credited. Council at that time decided that antennae rent at the Community Center went to the Park Fund, co-locaters rent on the monopole at the Community Center went to the Community Center Fund and the rent from the antennae on the water tower should go to the Water Fund. Council discussed thoughts about redirecting future receipts. This will be part of a future work session. From this point forward, staff will be providing the Council with fund balance information on a monthly basis with the Administrator's monthly report.
4. **Approve Funds for a Fire Department Open House** ó Adam Maetzold of the Mayer Fire Department appeared before the Council requesting funds of \$1,500.00 to hold an Open House/Fire Prevention Day on Saturday, September 29<sup>th</sup>. He indicated that the money would go toward the purchase of fire prevention materials, pamphlets, stickers, pencils, etc. The Department has also reserved a Kitchen demo trailer and a Kids Safety House for the day. They would also like to serve some sort of food and refreshments. After some discussion, a MOTION was made by Council Member Boder and seconded by Mayor Capaul to authorize up to \$2,000 toward the Open House, funds to come from the Fire Department Donations fund. Motion Carried 5/0
5. **Approve Community Center Cleaning Contract** ó Coverall has given the City of Mayer their 30 day notice and the last day of cleaning the Community Center was Thursday, March 8, 2012. Staff contacted several cleaning companies and individuals that clean. The Council reviewed the list of names and their bid amount. After review, a MOTION was made by Council Member Lueth and seconded by Council Member Boder to offer the contract to the low bid of \$350 per month to Tom Clemenson for Custodian/Janitorial services at the Mayer City Hall/Community Center. Motion Carried 4/0 (Stieve-McPadden abstained)
6. **Approve Amendment to Fee Schedule** ó The State Building Code allows Cities to charge twice the fee for work that is completed or started without a building Permit. The maximum amount of the fee will be the same as the fee for the building permit. Staff has been informed by the building Inspector that the City needs to reference the fee in our fee schedule. After review, a MOTION was made by Council Member Osborn and seconded by Council Member Boder amending the fee schedule to include an investigative fee. The actual cost of the fee will be up to the amount of the amount of the building permit fee. Motion Carried 5/0
7. **Approve Field Approach Agreement Sophie Hasse Property** – Cheryl Krienke, acting on behalf of the property owner (Sophie Hasse) to the south of 62<sup>nd</sup> Street, has requested to place a field approach off of 62<sup>nd</sup> St. just south of Fieldstone Parkway. Access to date has been from the portion of property that is currently in the City limits. That property has recently been transferred to Trumpy for future development. They wish to create a new access on the portion of land still owed by Hasse in Waconia Township. In the past, the City has had the property owner sign an agreement and then the agreement is recorded. After

review, a MOTION was made by Council Member Osborn and seconded by Stieve-McPadden approving the field approach at the property owner's expense with City Engineer approval and an agreement that the field approach is taken out once development occurs.

Motion Carried 5/0

- 8. Approve Application for Round-A-Bout TED Grant** ó Andrew Budde of Bolton & Menk appeared before the Council to discuss a grant opportunity for the future roundabout located on Hwy 25 and 7<sup>th</sup> Street. The Transportation Economic Development Program (TED) is a competitive grant program available to communities for highway improvement and public infrastructure projects that create jobs and support economic development. The program is collaboration between DEED and MnDOT. The funds available for the 2012 program will be \$20 to \$30 million, depending on legislative action. The program may provide up to 70% of the costs for trunk highway improvements. The estimated cost to prepare this grant would be \$5,000 to \$10,000. The Council will ask Mayer Lutheran High School to see if they would be willing to help pay for the grant application. Bolton & Menk needs to know by the next Council meeting, as the application is due April 27<sup>th</sup>. Budde also reported that the first grant application for this roundabout was denied. It had a large pool of applicants. He will try to find out the reason the City was denied.

OTHER BUSINESS

None

COUNCIL REPORTS:

- Planning Commission ó Council Member Osborn reported on Roundabout discussion at Highway 25 & 7<sup>th</sup> Street.

ADJOURN

There being no further business, a MOTION was made by Council Member Stieve-McPadden and seconded by Council Member Lueth to adjourn the meeting at 7:25 p.m. Motion Carried 5/0

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Chris Capaul, Mayor

Attest: \_\_\_\_\_  
Lois A. Maetzold, City Clerk