



**CITY OF MAYER  
REGULAR CITY COUNCIL MEETING  
CITY COUNCIL CHAMBERS  
MONDAY, FEBRUARY 10, 2020  
6:30 PM**

**AGENDA**

- 1. Call Meeting to Order**
- 2. Pledge of Allegiance**
- 3. Approval of Agenda**
- 4. Public Comment (Please limit comments to 5 minutes)**
- 5. Consent Agenda**
  - A. Minutes
    1. January 27, 2020 City Council Meeting Minutes
    2. January 27, 2020 City Council Workshop Meeting Minutes
  - B. Claims
  - C. Gambling Exemption for West Carver Ducks Unlimited – Resolution 2-10-20-10
  - D. 2020 Liquor Licenses
  - E. Auditor Fee for 2019 Audit and 2020 Long Term Financial Management Plan
- 6. Reports and Recommendations of City Departments, Consultants, Commissions and Committees**
  1. Fire Department
    - a. Fire Station Timeline – Proposal
  2. City Engineer
    - a. Application to Public Facilities Authority for 2020 Water Projects – Resolution 2-10-20-11
- 7. City Council Reports**
- 8. Other Business**
- 9. Upcoming Meetings & Events**

February 11, 2020 Park Commission Meeting  
February 24, 2020 City Council Meeting
- 10. For Your Information**

February 5, 2020 Fire Station Committee Meeting Minutes

## 11. Adjournment

MAYER CITY COUNCIL MEETING MINUTES – JANUARY 27, 2020

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:

STAFF: City Administrator McCallum, Deputy Clerk Gildemeister, and City Engineer Martini

ALSO PRESENT: Don Wachholz, Corey Brunton, Todd Hagen

FIRE STATION COMMITTEE MEMBERS: Chief 1 Andy Maetzold, Chief 2 Rod Maetzold, City Administrator Margaret McCallum, City Council Liaison Tice Stieve-McPadden, Firefighter Bob Carlson, Former Mayor/Firefighter Gerry Thomas, Mayer Business Owner/Resident Brad Quaas

The meeting was opened with the Pledge of Allegiance.

APPROVE AGENDA

A MOTION was made by Council Member Stieve-McPadden to approve the agenda with one change, the removal of item 6A.1. The motion was seconded by Council Member Butterfield. 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 as presented. Motion Carried 5/0.

1. Approve Minutes of the January 13, 2020 Regular Council Meeting.
2. Approve Claims for EOY 2019 and January 2020. Check numbers 22786 to 22812. E-check numbers 5537E to 5554E. Bank check number 50133.
3. Approve Resolution 1-27-20-7 Mayer Baseball Club Donations to Fire Department in amount of \$6000.
4. Approve Resolution 1-27-20-8 Mayer Baseball Club 10% Donations in the amount of \$9,984.
5. Approve Planning Commission Appointments to Fill Vacancies.
6. Acknowledge 2019 Final Building Reports.
7. Approve Pay Request #1 for Wetland Restoration Project.
8. Acknowledge Sheriff's Department Final Report for 2019.
9. Acknowledge Fire Department Report for the Month of December 2019.

*Mayor Dodge thanks the Mayer Baseball Club for their donations to the City.*

PARK COMMISSION

1. **Approve Purchase of a Batting Cage for Old School House Park** – A MOTION to approve the purchase of a batting cage for Old School House Park for an amount not to exceed \$10,000 was made by Council Member Stieve-McPadden and seconded by Council Member Butterfield. Motion carried 4/1. *Council Member Boder a nay.*  
Council Member McNeilly stated Watertown-Mayer Youth Baseball Club expressed an interest in using the field and they would use the batting cage.  
Mayor Dodge asked City Administrator McCallum if any baseball clubs have signed up to use the fields yet? She stated No. Mayor Dodge directed City Administrator to keep track of “interest” verses “actual usage” and to be proactive on the spending for field improvements so the City is not overinvesting on equipment if it is not being used.

CITY ENGINEER

2. **Approve Pedestrian Crossing System at 4<sup>th</sup> Street - 2020 MnDOT Project** – A MOTION to Approve the installation of a pedestrian crossing system to be located at 4<sup>th</sup> Street, by MnDOT, during the 2020 MnDOT Hwy 25 Project for an amount not to exceed \$15,000, was made by Council Member McNeilly and seconded by Council Member Stieve-McPadden. Motion Carried 5/0.

City Engineer Martini stated the costs to the City would range between \$15,000 and \$20,000. Council Member Stieve-McPadden asked City Administrator if this system is similar to the Casey’s site and to provide the costs of that project for review. Mayor Dodge directed City Administrator to investigate the Safe-Routes-To-School Grant.

COUNCIL REPORTS

- Council Member McNeilly stated Park Board is having an “Open House” at City Hall, on February 11, 2020, to discuss new playground equipment for Discovery Park in the Fieldstone Development. All are welcome.

OTHER BUSINESS

- Council Member Stieve-McPadden asked City Administrator to correct the language posted on the City’s social media sites.

FOR YOUR INFORMATION

- Acknowledge Minutes of the January 14, 2020 Parks and Recreation Commission Meeting.
- Acknowledge Minutes of the January 21, 2020 Fire Station Committee Meeting.

ADJOURN

There being no further business, a MOTION was made by Council Member Butterfield and seconded by Council Member Stieve-McPadden to adjourn the meeting at 6:51 p.m. Motion Carried 5/0

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

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

MAYER CITY COUNCIL WORK SESSION MINUTES – JANUARY 27, 2020

Call Work Session to order at 6:53 p.m. by Mayor Dodge.

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

ABSENT:

STAFF: City Administrator McCallum, City Engineer Martini, and Deputy Clerk Gildemeister

ALSO PRESENT: Don Wachholz, Corey Brunton, Todd Hagen

FIRE STATION COMMITTEE MEMBERS: Chief 1 Andy Maetzold, Chief 2 Rod Maetzold, City Administrator Margaret McCallum, City Council Liaison Tice Stieve-McPadden, Firefighter Bob Carlson, Former Mayor/Firefighter Gerry Thomas, Mayer Business Owner/Resident Brad Quaas

1. **Presentation and Discussion on a New Fire Station:** Fire Chief Maetzold addressed the Council and introduced the members of the Fire Station Committee. Fire Chief Maetzold with assistance from Corey Brunton, architect/advisor for Brunton Architects & Engineers, presented a PowerPoint summarizing the Fire Station Committees recommendations in favor of a new fire station. Corey Brunton discussed the architectural and engineering details of the project and the proposed Shimmcor Street location. Todd Hagen, Senior Municipal Advisor with Ehlers, was present to discuss the City's levy options along with financial impacts of the proposed project. Each representative answered questions from Council and audience.

Council heard testimony from members of the audience. After a lengthy back and forth discussion, Council Members shared concerns and endorsements for the proposed project. Council could not come to a consensus on whether this project needs to be voted on by the residents (referendum) or Council makes the decision. Compelling arguments for both sides were heard. Council asked Todd Hagen to provide further financial information.

Fire Chief Maetzold asked Council for direction on moving forward. Council stated that the proposed project should go to Planning Commission and any necessary statutory authorities for review and recommendations.

City Engineer Martini offered his point of view as a project manager and stated that the committee will have to test the temperature of the residents. He recommended the Fire Station Committee layout communications, then put out a detailed schedule. He also cautioned using social media first thing.

Council commended the Fire Station Committee on the information provided to them and stated this was the most productive meeting on this discussion they have had and thanked them for all the work they put into it. Council directed City Administrator to place the PowerPoint presentation on social media and the City website.

MEETING ADJOURNED

There being no further business, the work session was adjourned at 8:51 p.m.

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Mike Dodge, Mayor

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

**ACCOUNTS PAYABLE LIST**

**FEBRUARY 10, 2020**

**Checks: 22813 - 22486, 5555E - 5563E, 50104-50134**

22813	VISA	Packet - Software	\$75,300.00
22814	VISA	Public Works Supplies - Welder, Tools	\$3,586.87
22815	VISA	Fire Dept- Active 911 Renewal, Office Supplies	\$636.11
22816	Carver County	Audit - Information Request	\$150.00
22817	Carver County Taxpayer Services	Special Assesment Charger	\$105.00
22818	Carver County	Liquor license background checks	\$300.00
22819	Abdo, Eick and Meyers	2019 Audit Services	\$13,000.00
22820	Alex Air Apparatus Inc	Fire Dept - Hoses	\$1,032.00
22821	Bobs Repair of Mayer Inc	Bobcat - Repair and Maintenance	\$476.00
22822	Bolton and Menk Inc	Engineering Services - Water Project, Highway 25 Project	\$13,278.50
22823	City of Shakopee	Southwest Metro Drug Task Force - 2020 membership	\$2,100.00
22824	Coach Cliffs Gaga Ball Pits	Gaga Ball Pit	\$1,190.50
22825	DPC Industries Inc	Chemicals	\$521.20
22826	First Systems Technology Inc	WWTP SCADA System - Maintenance	\$1,100.00
22827	Fremont Industries	Coagulant	\$1,134.00
22828	Frontline Plus Fire and Rescue	2020 Siren Service Contract	\$250.00
22829	Gopher State One Call Inc	Locates	\$70.25
22830	Great America Financial Services	Copier Lease	\$190.41
22831	Herald Journal Publishing Inc	Fee Schedule - Ordinance Posting	\$66.24
22832	Hillyard of Hutchinson	Community Center Paper Products	\$861.39
22833	IUOE Local 49 Fringe Benefits	Health Insurance	\$3,795.00
22834	Mayer Lumber Company	Fire Department/Public Works Supplies	\$542.75
22835	McLeod Publishing Group Inc	Wedding guide ad	\$101.70
22836	Metro West Inspection Services	Finald Permits - January 2020	\$348.06
22837	MFSCB	Firefighter Certification - Strand	\$120.00
22838	Quality Flow Systems	WWTP Maintenance	\$2,000.00
22839	Security Bank	H.S.A. - Mccallum	\$125.00
22840	Squeaky Clean	Cleaning Services -City Hall/Community Center	\$611.17
22841	Tom Goepfert	On call - Public Works	\$100.00
22842	Total Energy Systems LLC	WWTP - Replace Fuel Lift Pump	\$655.26
22843	Towmaster	Dump Truck/Snow Plow	\$111,291.00

22844	United Farmers Cooperative	Public Works - Paint	\$34.11
22845	Water Conservation Services Inc	January - Watermain Break	\$484.30
22846	Widmer Construction	Snow Removal	\$7,970.00
5555E	ADP LLC	Employee Wages	\$9,298.17
5556E	ADP LLC	Employee Taxes	\$4,098.94
5557E	PERA	Employee Benefit - PERA	\$1,842.28
5558E	Verizon Wireless	Telephone - Fire Department	\$41.19
5559E	Verizon Wireless	Telephone -OSH Lift Station	\$13.91
5560E	Xcel Energy	City Electric Utilities	\$6,112.95
5561E	VOID	VOID	
5562E	ADP LLC	Payroll Processing	\$85.98
5563E	Verizon Wireless	City Cell Phones	\$244.89
50104	ADP LLC	Fire Department- 2019 Payroll	\$447.90
50105	ADP LLC	Fire Department- 2019 Payroll	\$858.58
50106	ADP LLC	Fire Department- 2019 Payroll	\$50.79
50107	ADP LLC	Fire Department- 2019 Payroll	\$1,306.75
50108	ADP LLC	Fire Department- 2019 Payroll	\$868.09
50109	ADP LLC	Fire Department- 2019 Payroll	\$1,357.54
50110	ADP LLC	Fire Department- 2019 Payroll	\$1,745.41
50111	ADP LLC	Fire Department- 2019 Payroll	\$757.27
50112	ADP LLC	Fire Department- 2019 Payroll	\$1,083.89
50113	ADP LLC	Fire Department- 2019 Payroll	\$581.80
50114	ADP LLC	Fire Department- 2019 Payroll	\$1,130.09
50115	ADP LLC	Fire Department- 2019 Payroll	\$540.25
50116	ADP LLC	Fire Department- 2019 Payroll	\$1,930.11
50117	ADP LLC	Fire Department- 2019 Payroll	\$2,484.21
50118	ADP LLC	Fire Department- 2019 Payroll	\$1,034.32
50119	ADP LLC	Fire Department- 2019 Payroll	\$3,165.07
50120	ADP LLC	Fire Department- 2019 Payroll	\$526.39
50121	ADP LLC	Fire Department- 2019 Payroll	\$1,272.54
50122	ADP LLC	Fire Department- 2019 Payroll	\$581.80
50123	ADP LLC	Fire Department- 2019 Payroll	\$567.95
50124	ADP LLC	Fire Department- 2019 Payroll	\$701.86
50125	ADP LLC	Fire Department- 2019 Payroll	\$512.54

50126	ADP LLC	Fire Department- 2019 Payroll	\$618.74
50127	ADP LLC	Fire Department- 2019 Payroll	\$438.66
50128	ADP LLC	Fire Department- 2019 Payroll	\$1,791.59
50129	ADP LLC	Fire Department- 2019 Payroll	\$1,026.14
50130	ADP LLC	Fire Department- 2019 Payroll	\$586.42
50131	ADP LLC	Fire Department- 2019 Payroll	\$517.16
50132	ADP LLC	Fire Department - 2019 Payroll	\$750.02
50133	ADP LLC	Edholm	\$36.94
50134	ADP LLC	Edholm	\$73.88
<hr/>			\$294,609.83

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CITY OF MAYER  
RESOLUTION 2-10-20-10  
APPROVING LAWFUL GAMBLING EXEMPTION

WHEREAS, the West Carver Ducks Unlimited has applied to the Minnesota gambling control board for a lawful gambling exemption (raffle) on, at the Mayer Community Center; and

WHEREAS, the Mayer City Council has received copies of said exemption applications to the Minnesota gambling control board and has 30 days in which to present a resolution to said Minnesota gambling control board objecting to the exemption applications; and

WHEREAS, the city council approves of the exemption applications and wishes to waive the 30 day waiting period.

NOW, THEREFORE, BE IT RESOLVED, that the Mayer City Council hereby approves of the Minnesota gambling control board issuing a lawful gambling exemption to the West Carver Ducks Unlimited (raffle) on March 27, 2020 at the Mayer Community Center and does hereby waive the 30 day waiting period which it has to object to the issuance of said exemptions.

RESOLVED FURTHER, that the city clerk is hereby authorized and directed to send a copy of this resolution to the Minnesota gambling control board immediately after its passage.

Adopted by the City Council of the City of Mayer, Carver County, Minnesota, this 10th day of February 2020.

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

ATTEST:

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



## Request for Council Action Memorandum

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Item: 2020 Liquor Licenses

Meeting Date: February 10, 2020

Presented By: Margaret McCallum, City Administrator

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

A motion to approve the liquor licenses for 2020 for the time period of March 1, 2020 – February 28, 2021.

### **Details:**

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

Staff is recommending approval of the 2020 liquor licenses that will be processed accordingly which includes payment of the appropriate fees, and that a certificate of insurance is received.

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

The next step is to get approval from the City Council and then send signed documentation to the State of Minnesota for final approval.

Heldt's Bar – Off Sale, On Sale and Sunday

Knuckleheads – Off Sale, On Sale and Sunday

Agave Mexican Restaurant – Off Sale, On Sale and Sunday

Mobil Convenience Store – Off-Sale

Mayer Baseball Club – 3.2 Beer

### **Attachments:**

None.



## Request for Council Action Memorandum

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Item: Auditor Fee for 2019 Audit and Long Term Financial Management Plan

Meeting Date: February 10, 2020

Presented By: Margaret McCallum, City Administrator

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

A motion approving the fees of \$29,975.00 for the 2019 audit and to update the long term financial management with Abdo, Eick and Meyer.

Audit	\$24,200.00
Long-term Plan	\$4,000.00
GASB 75 Implementation	\$1,000.00
2019 Office of the State Auditor's Reporting Form	\$775.00
<b>Total</b>	<b>\$29,975.00</b>

The City budgeted \$30,000.00 for the annual audit out of the Auditing and Accounting Services Account. The account has a budget of \$40,000.00 for the year.

**Attachments:**

None.



## Request for Council Action Memorandum

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Item: Fire Station – Proposed Timeline  
Meeting Date: February 10, 2020  
Presented By: Margaret McCallum, City Administrator

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

To review a proposed timeline for the proposed Mayer Fire Station and to discuss approval of that timeline.

### **Details:**

At the January 27, 2020 City Council meeting workshop, the Fire Station Committee and the Mayer Fire Department presented information regarding the need for a new Fire Station building.

At that meeting, there was much discussion on the history of the Fire Department, the current Fire Station, the growth of the community, the changes in fire service, safety concerns, and more related to the need for a new Fire Station.

By the end of the meeting, there were questions that still needed to be answered.

The Fire Station Committee met on February 5, 2020 to review and further discuss the questions asked of them.

### ***RESPONSE ANALYTICS: Number of calls for service and average response times in the last five years:***

YEAR	CALLS	AVERAGE RESPONSE TIME
2015	99	5 min 50 seconds
2016	104	6 min 36 seconds
2017	106	5 min 32 seconds
2018	103	5 min 12 seconds
2019	122	4 min 30 seconds

It would be difficult to estimate and determine if a new fire station would decrease respond time to the scene due to new efficiencies and safety upgrades because response time depends on where within the Fire District a call is being directed.

### ***INFRASTRUCTURE:***

The size of the outside shell of the building is what drives the main cost of the building. The design as a simple rectangle is what makes the building cost efficient.

The Fire Tower serves many functions such as access point to the roof for maintenance, mezzanine storage, training, drying hoses and also serves as the highest point for exhaust evacuation. Replacing the tower with a hose dryer would require more added square footage space on the floor level thus increasing the square footage of the building.

The proposed three office spaces are meant to meet current needs as well as future needs of the Fire Station.

There has been some discussion with Ridgeview to use some space for their EMS crew. The current station does not allow for this. Ridgeview is highly interested in a space within the new Fire Station and has indicated they would be interested in using the space as soon as available. Ridgeview would not help with funding.

Technology and equipment from the current station that is in good working order would be transferred to the new Fire Station. The price for some new equipment is included under the contingencies and equipment section. The Fire Department would also look to fundraisers for equipment that would need to be new or replaced.

The station would not be available for public use as it is a public safety building and not a community building. There is concern about what would happen if a fire call came in at the same time as it was being used by the public.

**CURRENT CAPITAL INVESTMENTS:**

The Fire Department currently has as part of the City’s Long Term Capital Plan a replacement schedule for large items. It is updated annually.

Department	Year to Replace	Item	Cost to Replace
Fire	2019	Turnout Gear	\$10,000.00
Fire	2019	Air Packs	\$15,000.00
Fire	2020	Air Parks	\$15,000.00
Fire	2021	Air Packs	\$15,000.00
Fire	2022	Air Packs	\$15,000.00
Fire	2023	Air Packs	\$15,000.00
Fire	2020	Replace Tanker 1989	\$300,000.00
Fire	2023	Replace Small Rescue	\$75,000.00
Fire	2025	Replace Rescue	\$450,000.00
Fire	2030	Replace Pumper 2000	\$650,000.00

In 2020, the City and Mayer Fire Department will be acquiring a software program that will keep track of current assets and inventory of all City Departments. This will allow the City and the Fire Department to better monitor and track the maintenance and replacement schedule of items.

***MARKETING AND INFORMATION STRATEGY:***

The Fire Station Committee will hold Open Houses with residents to discuss the project in depth. There will be displays of information and representatives present the answer questions on the project.

The Fire Station Committee will focus on the history of the City of Mayer, the growth of the community and new needs, and the evolution of the fire service.

The Fire Station Committee and the Fire Department will work collaboratively to continue to ensure that measures are being taken currently to remedy current safety concerns at the current Fire Station.

**Attachments:**

Proposed Fire Station Timeline.

## **PROPOSED FIRE STATION TIMELINE**

**February 3- 18, 2020** – Design Contract being reviewed by City Attorney with edits to be sent to Architect.

**February 10, 2020** - Council votes on whether to move forward with project.

**February 24, 2020** – Design Contracts signed by City and sent to Architect along with “Notice to Proceed” to produce plans/specifications for the proposed Fire Hall project.

**March 4, 2020** – Meeting with building committee to review concept plans/costs/site design and any programming revisions needed or added.

**March 11, 2020** – Open House at the existing Station

**March 14, 2020** - Open House at the existing Station

**March 25, 2020** - Schematic Design Completed – includes concept floor plan, site plan, exterior rendering, and updated cost estimate.

**April 8, 2020** – Meeting with committee to review updated plans and refined design work/renderings

**April 23, 2020** – Design Development Completed – includes updated floor plans, site plan, inclusion of structural concept sizing, electrical, mechanical, and civil design including storm water design

**May 6, 2020** – Meeting with committee to review updated and refined design work. Verify budget and refine cost estimate as needed. Discuss schedule.

**May 20, 2020** - Meeting with committee to review 50% Construction Drawings (CD's)

**June 10, 2020** - Meeting with committee to review 80% Construction Drawings (CD's)

**June 30, 2020** - Meeting with committee to review 95% Construction Drawings (CD's)

**July 15, 2020** – Review 100% CD's / plans / Specifications with Client.

**End of July, 2020** - Request permission from City Council to go to bids

**August 5, 2020** - Construction Drawings sent out for bids

**September 2, 2020** - Receive bids (2 week review to qualify bids)

**Mid September 2020**- Bid Award at next Council meeting

**Mid September/October 2020** - Construction begins – materials ordered & excavation begins for sitework/footings & foundations

**January/February, 2021** – Precast erection begins and will be enclosed within 45 days

**July/August** - Substantial Completion of Construction / punch list generated

**September, 2021** – Final Completion/project close out and Fire Department MOVE IN!



## Request for Council Action Memorandum

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Item: Application to Public Facilities Authority for 2020 Water Projects – Resolution 2-10-20-11

Meeting Date: February 10, 2020

Presented By: Margaret McCallum, City Administrator

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

To review and discuss approve the application to the Public Facilities Authority for the 2020 New Production Well and Well Rehabilitation, and Water Treatment Plant Improvement Projects.

### **Details:**

In October 2019, the City Council approved moving forward with the 2020 Water Projects that include:

1. Water Tower Rehabilitation
2. New Production Well and Well Rehabilitation
3. Water Treatment Plant Improvements

### ***Water Tower Rehabilitation –***

The water tower needs to have the exterior repainted.

This project was submitted for funding with the Minnesota Drinking Water Revolving Fund but did not qualify for funding.

The project will take one summer to complete.

Project scope by Bolton and Menk includes:

1. Specifications for exterior painting
2. Review meetings and modifications with City staff
3. Modifications and preparation of final specifications for contract documents
4. Bidding services through award of the project

The total estimated project cost is projected to be around \$350,000.00 - \$500,000.00

The total design fee for engineering the project is projected to be \$25,000.00.

This project will be paid through with cash or through a different bonding method than the other projects because it does not qualify for PFA loans. This will come to an upcoming meeting for additional discussion.

***New Production Well and Well Rehabilitation Improvements –***

Over the last few years, there has been discussion in the need for well improvements.

This project was submitted for funding with the Minnesota Drinking Water Revolving Fund and the project did qualify for funding. It is a low interest loan for a 20 year term.

The project would be about a 6 month project.

Project Scope by Bolton and Menk includes:

1. PFA funding coordination and application
2. Design for new Well 3 and raw watermain
3. Specifications for rehabilitation of Well No. 1
4. Electrical design of Water Treatment Facility improvements
5. Electrical design of new Well No. 3 and Water Treatment Facility improvements
6. Review meetings and modifications with City staff
7. Modifications and preparation of final plans and specifications for contract documents
8. Bidding services through award of the project

The total estimated project cost is projected to be between \$400,000.00 - \$500,000.00.

The total well design fee for engineering the project is projected to be \$51,500.00.

***Water Treatment Plant Improvements –***

There is a need for Water Treatment Improvements and Water System upgrades.

This project was submitted for funding with the Minnesota Drinking Water Revolving Fund and the project did qualify for funding. It is a low interest loan for a 20 year term.

The project would take about 1 year to complete.

Project Scope by Bolton and Menk includes:

1. PFA funding coordination and application
2. Design of third filter cell, high pump replacement, chlorination system replacement, existing filter cell minor rehabilitation, and office SCADA and lad equipment upgrades
3. Electrical design of Water Treatment Plant improvements
4. Review meetings and modifications with City staff

5. Modifications and preparation of final plans and specifications for contract documents
6. Bidding services including the bid evaluation provided to council

The total estimated project cost is projected to be between \$375,000.00 - \$475,000.00

The total design fee for engineering the project is projected to be \$45,000.00

***Financing the projects –***

The project cost for all three projects is estimated to be:

Water Tower Rehabilitation - \$350,000.00 - \$500,000.00.

New Production Well and Well Rehabilitation Improvements – \$400,000.00 - \$500,000.00.

Water Treatment Plant Improvements - \$375,000.00 - \$475,000.00

The total being between \$1,125,000.00 - \$1,475,000.00

The total engineering for the project is projected to be \$121,500.00.

These projects were taken into account for in the rate study that was completed in 2018. The projects were projected to be completed in 2021 and 2022. Nonetheless it shouldn't be an issue if they are moved forward to 2020.

***Loan Program – Minnesota Drinking Water Revolving Fund***

The New Production Well and Well Rehabilitation Improvement sand the Water Treatment Plant Improvements can be paid for through the Minnesota Drinking Water Revolving Fund Loan Program. This would be a loan amount of about 775,000.00 – 975,000.00.

***Paying with Cash –***

Staff has reviewed the current funds for the City's water utility fund and believes that the Water Tower Rehabilitation project can be paid for with cash. The cash amount would be between the amounts of \$350,000.00 - \$500,000.00.

The City currently has \$1,132,292.00 in cash reserves in the water fund.

***Approving the loan application to Minnesota Drinking Water Revolving Fund – PFA***

In order to move forward with financing the two projects through the Public Facilities Authority, staff is requesting the passing of resolution 2-10-20-11 allowing staff to submit the appropriate application materials.

Staff projects the loan amount to be \$906,500.00 or the as-bid cost of the project.

The resolution states that the City of Mayer has the legal authority to apply for the loan,

**Attachments:**

Water Tower Rehabilitation Memo – Bolton and Menk

New Production Well and Well Rehabilitation Improvements Memo – Bolton and Menk

Water Treatment Plant Improvements Memo – Bolton and Menk

Resolution 2-10-20-11 – Approving the PFA Loan Application Submittal



**BOLTON  
& MENK**

Real People. Real Solutions.

1960 Premier Drive  
Mankato, MN 56001-5900

Ph: (507) 625-4171  
Fax: (507) 625-4177  
Bolton-Menk.com

Via Email and U.S. Mail

October 10, 2019

The Honorable Mike Dodge  
Mayor of the City of Mayer  
413 Bluejay Avenue  
Mayer, MN 55360-0102

RE: Tower Rehabilitation Engineering Proposal for Preliminary Design, Financing Assisting, and Final Design for the City of Mayer, Minnesota

Honorable Mayor and Council:

We have discussed the need to rehabilitate the water tower over the past few years and have submitted for funding for the work. The Minnesota Drinking Water Revolving Fund Intended Use Plan has been published but the tower project did not qualify for funding. This project will require approximately 1 summer to complete. This letter presents a proposal for the design services for this work to begin the process.

The scope of this proposal is for design services thru the bidding of the project. Specifically, the project design scope includes:

- Specifications for Tower No. 2 exterior painting
- Review meetings and modifications with City staff
- Modifications and preparation of final specifications for contract documents
- Bidding services through award of the project

Based on estimated hours for our design staff and our sub-consultants, we have calculated an estimated design fee of \$27,000 for the tower work. The City of Mayer is a valued client, and we greatly appreciate the City's business. Because of our past work on the City's water facility and level of familiarity with your system and staff, we believe some savings can be realized when performing engineering services. Below is a breakdown of the engineering design fees as well as a general payment schedule for City planning purposes.

**Estimated Project Cost and Engineering Design Cost Breakdown by Major Work Task**

The estimated project costs for the improvements is as follows:

<b>Estimated Total Project Cost Breakdown Water Tower Rehabilitation</b>	
<b>Item</b>	<b>Cost</b>
Mobilization, Bonds, Insurance	\$30,000
Exterior Rehabilitation of Water Tower	\$300,000
Contingencies	\$10,000
<b>Construction Subtotal</b>	<b>\$340,000</b>
Engineering, Legal, and Administration	\$70,000
<b>Total</b>	<b>\$410,000</b>
<b>Project Cost</b>	<b>\$350,000 - \$500,000</b>

A breakdown of the estimated hours and associated costs for the major engineering design work tasks is as follows:

<b>Design Fee Breakdown Water Tower Rehabilitation</b>		
<b>Task 1 – Tower Final Design</b>		\$21,500
	• Final Contract Documents	
	• Submittal to MDH	
<b>Task 2 – Bidding Tower (Bids Received)</b>		\$3,500
<b>TOTAL TOWER DESIGN FEE</b>		<b>\$25,000</b>

**Construction Fees**

Construction services will be proposed just prior to bidding. We are hopeful these improvements will be completed at the same time to provide the City some additional savings on construction administration and observation time required.

**Schedule**

As this project continues to move forward, there are several dates that would be met to get this project ready for funding. I have laid out a critical path below as a guide to these key dates.

October 2019	• Authorization of engineering for tower specifications, and bidding
October 2019 – January 2020	• Prepare specifications
January 2020	• Review specifications with City staff
February – April 2020	• Final preparation of bidding documents
February 2020	• Submit specifications to Minnesota Department of Health (MDH)
April 2020	• MDH approval and comments back to City • Council approval of tower rehabilitation and authorization to bid
April/May 2020	• Bid tower rehabilitation
May 2020	• Award tower rehabilitation
May 2020	• Construction
Late Summer 2020	• Final project closeout

We appreciate this opportunity to continue working with the City of Mayer on the water treatment facility improvements and tower project. If you or the Council should have any questions, please feel free to contact me at 612-756-4315.

Sincerely,

**Bolton & Menk, Inc.**



**David Martini, P.E.**

Principle Engineer

cc: Margaret McCallum – Courtland City Administrator  
Ryan Kotta – Bolton & Menk, Inc.  
File



Real People. Real Solutions.

1960 Premier Drive  
Mankato, MN 56001-5900

Ph: (507) 625-4171  
Fax: (507) 625-4177  
Bolton-Menk.com

VIA EMAIL AND U.S. MAIL

October 10, 2019

The Honorable Mike Dodge  
Mayor of the City of Mayer  
413 Bluejay Avenue  
Mayer, MN 55360-2106

RE: New Production Well and Well Rehabilitation Improvements Engineering Scope and Fee for Preliminary Design, Financing Assisting, and Final Design for the City of Mayer, Minnesota

Honorable Mayor and Council:

We have discussed the need for well improvements over the past few years and have submitted for funding of the improvements in preparation of the project need. The Minnesota Drinking Water Revolving Fund Intended Use Plan has been published and the project has qualified for funding. This provides low interest loans (typically one to two percent) for a 20-year term. It would be our intention to work with the City to design the improvements, so the project is shovel-ready when funding is available for bidding in early 2020. This project will require approximately six months before it is completed and ready to use. This letter presents a scope and fee for the preliminary design, final design and funding assistance services for the proposed water plant work.

The scope of work for design services thru the bidding of the project, construction related service will be part of a subsequent scope during bidding. Specifically, the project design scope includes:

- PFA funding coordination and application
- Design for new Well No. 3 and raw watermain
- Specifications for rehabilitation of Well No. 1
- Electrical design of Water Treatment Facility improvements
- Electrical design of new Well No. 3 and Water Treatment Facility improvements
- Review meetings and modifications with City staff
- Modifications and preparation of final plans and specifications for contract documents
- Bidding services through award of the project

Based on estimated hours for our design staff and our sub-consultants, we have calculated an estimated design fee of \$51,500 for the design work of the water treatment facility (WTF). The City of Mayer is a valued client, and we greatly appreciate the City's business. Because of our past work on the City's water facility and level of familiarity with your system and staff, we believe some savings can be realized when performing engineering services. Below is a breakdown of the engineering design fees as well as a general payment schedule for City planning purposes.

**Estimated Project Cost and Engineering Design Cost Breakdown by Major Work Task**

The estimated project costs for the improvements is as follows:

<b>Estimated Total Project Cost Breakdown Well Improvements</b>	
<b>Item</b>	<b>Cost</b>
Mobilization, Bonds, Insurance	\$25,000
Construction of New Well No 3	\$300,000
Rehabilitation of Well No 1	\$30,000
Contingencies	\$25,000
<b>Construction Subtotal</b>	<b>\$380,000</b>
Engineering, Legal, and Administration	\$70,000
<b>Total</b>	<b>\$450,000</b>
<b>Project Construction Cost</b>	<b>\$400,000 - \$500,000</b>

A breakdown of the estimated hours and associated costs for the major engineering design work tasks is as follows:

<b>Design Fee Breakdown Well Improvements</b>	
<b>Task 1 – Site Work</b>	\$25,000
• Well Siting	
• Survey Work	
• Final Site Layout and Piping Plan	
• Grading and Storm Water Plan	
<b>Task 2 – DWRF</b>	\$3,500
• PFA Loan Applications and Data Collection	
<b>Task 3 – Final Design – Well Improvements (Submitted to MDH)</b>	
• Final Design and Preparation of Contract Documents	\$18,000
- Well No. 3	
- Specifications for Rehabilitation of Well No. 1	
• Review Meeting(s)	
• Final Contract Documents with Comment Incorporation	
<b>Task 4 – Bidding Services – Well Improvements (Receiving Bids)</b>	\$5,000
• Bidding Services	
<b>TOTAL WELL DESIGN FEE</b>	<b>\$51,500</b>

**Construction Fees**

Construction services will be proposed at bidding time. Due to the variability of contractors, schedules, and design unknowns, a more accurate estimate of construction can occur after design details are worked out. We are hopeful these improvements will be completed at the same time to provide the City some additional savings on construction administration and observation time required.

**Schedule**

As this project continues to move forward, there are several dates that would be met to get this project ready for funding. I have laid out a critical path below as a guide to these key dates.

October 2019	<ul style="list-style-type: none"><li>• Authorization of engineering for well improvements design</li></ul>
October 2019 – January 2020	<ul style="list-style-type: none"><li>• Prepare DWRP application</li><li>• Preliminary and Final Design work</li></ul>
February 2020	<ul style="list-style-type: none"><li>• Review partial design of improvements with City staff</li></ul>
February – April 2020	<ul style="list-style-type: none"><li>• Final design of well improvements and preparation of bidding documents</li></ul>
February 2020	<ul style="list-style-type: none"><li>• Submit plans and specifications to Minnesota Department of Health (MDH)</li></ul>
April 2020	<ul style="list-style-type: none"><li>• MDH approval and comments back to City</li><li>• Council approval of well improvements and authorization to bid</li></ul>
April/May 2020	<ul style="list-style-type: none"><li>• Bid well improvements</li></ul>
May 2020	<ul style="list-style-type: none"><li>• Finalize all funding</li><li>• Award well improvements</li><li>• Lock-in PFA interest rate and reimbursement of costs to date</li></ul>
May 2020	<ul style="list-style-type: none"><li>• Construction</li></ul>
Fall 2020	<ul style="list-style-type: none"><li>• Final project closeout</li></ul>

We appreciate this opportunity to continue working with the City of Mayer on the water treatment facility improvements and tower project. If you or the Council should have any questions, please feel free to contact me at 612-756-4315.

Sincerely,

**Bolton & Menk, Inc.**



**David Martini, P.E.**  
Principal Engineer

cc: Margaret McCallum, City Administrator  
Ryan Kotta – Bolton & Menk, Inc.  
File



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Bolton-Menk.com

VIA EMAIL AND U.S. MAIL

October 10, 2019

The Honorable Mike Dodge  
Mayor of the City of Mayer  
413 Bluejay Avenue  
Mayer, MN 55360-2106

RE: Water Treatment Plant Improvements Engineering Scope and Fee for Preliminary Design,  
Financing Assisting, and Final Design for the City of Mayer, Minnesota

Honorable Mayor and Council:

We have discussed the need of Water Treatment Plant Improvements and Water System upgrades over the past few years and have submitted for funding of the improvements in preparation of the project need. The Minnesota Drinking Water Revolving Fund Intended Use Plan has been published and the project has qualified for funding. This provides low interest loans (typically one to two percent) for a 20-year term. It would be our intention to work with the City to design the improvements, so the project is shovel-ready when funding is available for bidding in early 2020. This project will require approximately one year before it is completed and ready to use. This letter presents a scope and fee for the preliminary design, final design and funding assistance services for the proposed water plant work.

The scope of work for design services thru the bidding of the project, construction related service will be part of a subsequent scope during bidding. Specifically, the project design scope includes:

- PFA funding coordination and application
- Design of third filter cell, high service pump replacement, chlorination system replacement, existing filter cell minor rehabilitation, and office SCADA and lab equipment upgrades.
- Electrical design of Water Treatment Plant improvements
- Review meetings and modifications with City staff
- Modifications and preparation of final plans and specifications for contract documents
- Bidding services including the bid evaluation provided to council

Based on estimated hours for our design staff and our sub-consultants, we have calculated an estimated design fee of \$58,500 for the design work of the water treatment plant (WTP). The City of Mayer is a valued client, and we greatly appreciate the City's business. Because of our past work on the City's water facility and level of familiarity with your system and staff, we believe some savings can be realized when performing engineering services. Below is a breakdown of the engineering design fees as well as a general payment schedule for City planning purposes.

**Estimated Project Cost and Engineering Design Cost Breakdown by Major Work Task**

The estimated project costs for the improvements is as follows:

<b>Estimated Total Project Cost Breakdown WTP Improvements</b>	
<b>Item</b>	<b>Cost</b>
Mobilization, Bonds, Insurance	\$50,000
Filter Cell Addition	\$80,000
Install New High Service Pumps	\$85,000
Chlorine Feed System Replacement	\$30,000
Existing Filter Cell Minor Rehabilitation	\$35,000
Office SCADA Upgrades and Lab Equipment	\$10,000
Contingencies	\$60,000
<b>Construction Subtotal</b>	<b>\$350,000</b>
Engineering, Legal, and Administration	\$70,000
<b>Total</b>	<b>\$420,000</b>
<b>Project Cost</b>	<b>\$375,000 - \$475,000</b>

A breakdown of the estimated hours and associated costs for the major engineering design work tasks is as follows:

<b>Design Fee Breakdown WTP Improvements</b>	
<b>Task 1 – DWRP</b>	\$3,500
• PFA Loan Application and Data Collection	
<b>Task 2 – Final Design – WTP (Submitted to MDH)</b>	
• Final Design and Preparation of Contract Documents	\$36,500
- Filter Cell No. 3	
- High Service Pump Replacement	
- Chlorination System Replacement	
- Electrical Engineering	
• Review Meeting(s)	
• Final Contract Documents with Comment Incorporation	
<b>Task 4 – Bidding Services – WTP (Receiving Bids)</b>	\$5,000
• Bidding Services	
<b>TOTAL WTP DESIGN FEE</b>	<b>\$45,000</b>

**Construction Fees**

Construction services will be proposed at bidding time. Due to the variability of contractors, schedules, and design unknowns, a more accurate estimate of construction can occur after design details are worked out. We are hopeful these improvements will be completed at the same time to provide the City some additional savings on construction administration and observation time required.

**Schedule**

As this project continues to move forward, there are several dates that would be met to get this project ready for funding. I have laid out a critical path below as a guide to these key dates.

October 2019	<ul style="list-style-type: none"><li>• Authorization of engineering for water treatment plant design</li></ul>
October 2019 – January 2020	<ul style="list-style-type: none"><li>• Prepare DWRP application</li><li>• Preliminary and Final Design work</li></ul>
January 2020	<ul style="list-style-type: none"><li>• Review partial design of improvements with City staff</li></ul>
February – April 2020	<ul style="list-style-type: none"><li>• Final design of water treatment plant improvements and preparation of bidding documents</li></ul>
February 2020	<ul style="list-style-type: none"><li>• Submit plans and specifications to Minnesota Department of Health (MDH)</li></ul>
April 2020	<ul style="list-style-type: none"><li>• MDH approval and comments back to City</li><li>• Council approval of water treatment plant improvements and authorization to bid</li></ul>
April/May 2020	<ul style="list-style-type: none"><li>• Bid water treatment plant improvements</li></ul>
May 2020	<ul style="list-style-type: none"><li>• Finalize all funding</li><li>• Award water treatment plant improvements</li><li>• Lock-in PFA interest rate and reimbursement of costs to date</li></ul>
April 2020 – June 2021	<ul style="list-style-type: none"><li>• Construction</li></ul>
Summer 2021	<ul style="list-style-type: none"><li>• Final project closeout</li></ul>

We appreciate this opportunity to continue working with the City of Mayer on the water treatment plant improvements and tower project. If you or the Council should have any questions, please feel free to contact me at 612-756-4315.

Sincerely,

**Bolton & Menk, Inc.**



**David Martini, P.E.**

Principal Engineer

cc: Margaret McCallum, City Administrator  
Ryan Kotta – Bolton & Menk, Inc.  
File

**MAYER CITY COUNCIL  
RESOLUTION 2-10-20-11  
RESOLUTION OF APPLICATION TO PUBLIC FACILITIES AUTHORITY**

BE IT RESOLVED that the City of Mayer is hereby applying to the Minnesota Public Facilities Authority for a loan from the Clean Water Revolving Fund/Drinking Revolving Fund for improvements to its drinking water system/municipal wastewater treatment system as described in the loan application.

BE IT FURTHER RESOLVED that the City of Mayer estimates the loan amount to be \$906,500.00 or the as-bid cost of the project.

BE IT FURTHER RESOLVED that the City of Mayer has the legal authority to apply for the loan, and the financial, technical, and managerial capacity to repay the loan and ensure proper construction, operation and maintenance of the project for its design life.

BE IT FURTHER RESOLVED that the City of Mayer hereby expresses its official intent to use proceeds of this loan to reimburse construction expenditures made prior to the issuance of its general obligation bond to the Public Facilities Authority.

The adoption of the foregoing resolution was duly moved by Councilmember\_\_\_\_\_ and seconded by Councilmember\_\_\_\_\_, and after full discussion thereof and upon a vote being taken thereon, the following Councilmembers voted in favor thereof:

and the following voted against the same:

Whereupon said resolution was declared duly passed and adopted. Dated this 10th day of February, 2020.

ATTEST:

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

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

## **Fire Station Committee Meeting – Mayer Fire Station – Meeting Minutes**

**February 5, 2020 at 6:00 p.m.**

**Present –Brad Quaas, Rod Maetzold, Andy Maetzold, Bob Carlson, Maggie McCallum, Corey Brunton, and Tice Stieve-McPadden.**

**Absent - Gerry Thomas.**

McCallum opened the meeting stating that this meeting was a follow-up to discuss the City Council workshop meeting on January 27, 2020.

McCallum informed at the meeting, Council had several questions for the Fire Department and the Fire Department Station Committee. She said that there were some verbal questions and that some questions were received by email after the meeting.

McCallum reported that Bolton and Menk offered to help with some promotional materials, such as a informational video on the proposed fire station for an estimated cost of +/- \$5,000. McCallum stated that she received some contact information from a marketing firm as well that she is going to reach out to.

McCallum informed she spoke with the City Planner about a concept plan review process and timeline. She stated that a code update (public hearing) needs to be done to allow public facilities within the Commercial/Industrial District. She said that this would go to the Planning Commission in March.

McCallum informed that the full concept plan review would likely be a few more months as more plans need to be drafted and finalized first. That includes off-street parking, setbacks, landscaping, grading plan and utility plans.

Brunton agreed that the Fire Station Committee needs to know more about the Council's direction with regards to a referendum as that would impact when certain plans can be drafted and completed.

The Committee agreed to put a timeline together and present it to the Council at the February 10, 2020 meeting for Council review and further discussion.

The Committee discussed in great detail response times over the last five years, incorporating information from the comprehensive plan into the messaging for the need of a new fire station, safety, retention and recruitment, health prevention measures, etc.

The Committee also discussed what the Fire Department could do in the meantime with safety concerns and issues with the current building.

The Committee agreed to hold public house events on March 11<sup>th</sup> (6:30 p.m. – 8:00 p.m.) and March 14<sup>th</sup> (1:00 p.m. – 3:00 p.m.).

**The meeting adjourned at 7:51 p.m.**