



**CITY OF MAYER
REGULAR CITY COUNCIL MEETING
CITY COUNCIL CHAMBERS
MONDAY, FEBRUARY 25, 2019
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. February 11, 2019 City Council Meeting Minutes
 - B. Claims
 - C. Reports
 1. City Engineer
 2. Public Works
 3. Fire Department
 4. Sheriff's Department
 5. Administrator's Report
 - D. Road/Alley Closure Request – Knuckleheads Bar and Grill - Resolution 2-25-19-10
- 6. Reports and Recommendations of City Departments, Consultants, Commissions and Committees**
 - A. Administrative
 1. Digital Documentation – Global Search/Laserfische
 2. Closing and Transferring of Funds Resolution 2-25-19-11
 3. MN Services Cleaning Contract – Termination – Resolution 2-25-19-12
 - B. Fire Department
 1. Fire Department Salaries – Resolution 2-25-19-13
- 7. City Council Reports**
- 8. Other Business**
- 9. Upcoming Meetings & Events**

March 5, 2019 Planning Commission Meeting

March 11, 2019 City Council Meeting
March 12, 2019 Park Commission Meeting
March 25, 2019 City Council Meeting
March 26, 2019 EDA Meeting

10. For Your Information

February 11, 2019 Personnel Meeting Minutes
February 12, 2019 Park Commission Meeting Minutes
February 21, 2019 City Council Visioning Session Workshop Meeting Minutes

11. Adjournment

MAYER CITY COUNCIL MEETING MINUTES – FEBRUARY 11, 2019

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, Public Works Kuntz, and Deputy Clerk Gildemeister

ALSO PRESENT: Carver County Deputy Sheriff Joe Bengtson, Don Wachholz, Jason Hilgers, Joe Dvorak

The meeting was opened with the Pledge of Allegiance.

APPROVE AGENDA

A MOTION was made by Council Member Butterfield with a second by Council Member Boder to approve the agenda as presented. Motion Carried 5/0

PUBLIC COMMENT

None

INTRODUCTION

Mayor Dodge introduced Carver County Deputy Sheriff Joe Bengtson to Council and welcomed him as the new town sheriff for the City of Mayer. Deputy Sheriff Bengtson thanked the Council and stated that he is also a resident of Mayer and looks forward to serving the citizens of Mayer. Deputy Sheriff Bengtson's hours will be 8 am to 4 pm, Monday through Friday with the option to flex his hours at the request of Council.

APPROVE CONSENT AGENDA

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

1. Approve the Minutes of the January 28, 2019 Regular Council Meeting.
2. Approve the Minutes of the January 28, 2019 Council Workshop Meeting.
3. Approve Claims for February 2019. Check numbers 22064 to 22116, 50053 to 50077, 5150E to 5181E
4. Approve Resolution 2-11-19-6 Lawful Gambling Exemption for Mayer Lions Club.
5. Approve Resolution 2-11-19-7 Donations to Mayer Fire Department from Mayer Baseball Club.
6. Approve Resolution 2-11-19-8 10% Lawful Gambling Contributions from Mayer Baseball Club.

Council Member Stieve-McPadden asked for clarification as to why the 10% Gambling Contributions were allocated to the Park and Recreation Equipment Fund. Staff stated that this was consistent with allocations in the past. Stieve-McPadden wanted it known that Mayer Baseball Club did not direct Council or Staff to allocate these funds to Park Board and suggested that the allocation of future donations be discussed by Council.

CITY ADMINISTRATOR

1. **Approve Resolution 2-11-19-9 Adopting the 2019 Wage Increase for City Employees** – A MOTION to Approve Adopting the 2019 Wage Increase for City Employees was made by Council Member Butterfield and seconded by Council Member McNeilly. The increase consists of a 3% salary increase and a 2% COLA for a total wage increase of 5%. This increase will be retro effective January 1, 2019 for the City Administrator, Public Works Worker I, Public Works Worker II, and Deputy Clerk. Motion carried 5/0
2. **Approve Fund Balance Policy** – The purpose of the Fund Balance Policy is to establish specific guidelines the City will use to maintain an adequate amount in funds to provide for cash flow requirements and contingency needs. The City auditors recommended that the Fund Balance Policy be reviewed and updated to fit the City's goals. A MOTION to Approve the Fund Balance Policy allocating excess funds to Fund 435

Capital Projects/Equipment, Fund 410 Community Center, and Fund 4050 Street Improvement was made by Council Member McNeilly and seconded by Council Member Stieve-McPadden. Motion Carried 5/0.

3. **Approve Resolution 2-11-19-10** – Tabled

4. **Approve Liquor Licenses for 2019** – A MOTION to Approve Liquor Licenses for Agave Mexican Restaurant, Heldt’s Bar, Knuckleheads, Mayer Baseball Club, and Schmidty’s Convenience Store for the period of March 1, 2019 to February 28, 2020 was made by Council Member Stieve-McPadden and seconded by Council Member McNeilly. Motion carried 5/0.

PUBLIC WORKS

1. **Approve the Purchase of a New Ford F-350 Super Cab and Snow Ex V-Plow** – City Staff is requesting approval to purchase a new 2019 Ford F-350 Super Cab one-ton truck in the amount of \$35,863.00 and a Snow Ex V-Plow in the amount of \$7,273.00. Public Works Kuntz presented his proposal to Council and clarified questions about purchasing a F-350 one-ton. After further discussion, Council agreed to hold off on the purchase of the Snow Ex V-Plow and revisit the plow option on a later date. A MOTION to Approve the Purchase of a New Ford F-350 Super Cab in the amount of \$35,863.00 was made by Council Member McNeilly and seconded by Council Member Stieve-McPadden. Motion carried 5/0.

COUNCIL REPORTS

- Council Member Boder updated Council on the League of Minnesota Cities Leadership Conference he attended.
- Council Member Butterfield informed Council that she was not able to attend the Community Education meeting because it was cancelled, and she will be attending the next meeting set for March 21, 2019.
- Mayor Dodge stated he attended the League of Minnesota Cities Leadership Conference as well and reported that a good portion of the conference was on social media and communication topics.

Mayer Dodge thanked the Mayer Baseball Club for their donations to the Mayer Fire Department.

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 7:30 p.m. Motion Carried 5/0

Mike Dodge, Mayor

Attest: _____
Janell Gildemeister, Deputy City Clerk

ACCOUNTS PAYABLE LIST

February 25, 2019

Checks: 22117 - 22146, 5182E - 5188E

22116 MN State Fire Chiefs Assoc	FD Conference	\$310.00
22117 Abdo, Eick and Meyer LLP	2018 Audit	\$12,000.00
22118 AEM Financial Solutions	Payroll for January 2019	\$325.00
22119 Belle Plain Herald	Community Center Rental Promotion	\$200.00
22120 Bobs Repair of Mayer	Propane Refill	\$13.97
22121 Anna Boote	Travel & Lodging Reim. Fotos Training	\$285.00
22122 Car Quest Auto Parts	Hoses	\$55.82
22123 Carverlink	Internet Fiber Services	\$160.00
22124 Culligan - FD	Fire Dept	\$70.50
22125 ECM Publishers Inc	Community Center Rental Promotion	\$370.00
22126 General Repair Services	WWTP Oil for Filters	\$308.07
22127 Great America Financial Services	Copier Lease	\$183.33
22128 Greater MN Communications	Utility Billing/Newsletter/Postage	\$790.82
22129 Hecksel Machine Inc	WWTP Stainless Steel Panels	\$945.00
22130 Hillyard of Hitchinson	Scrubber Maintenance and Repair	\$313.60
22131 Hydro Engineering Inc	WWTP mainteance materials	\$1,510.10
22132 Kluver Consulting	Jan WWTP Services	\$1,800.00
22133 Lano Equipment	WWTP mainteance materials	\$65.91
22134 Lincoln Financial	Life Insurnace, LTD and STD	\$202.80
22135 Margaret McCallum	Mileage Reimbursment - Dec 2018 - Feb 2019	\$214.02
22136 Mike Dodge	Mileage Reimbursement - LMC Conference	\$74.24
22137 Mobil - Exxon	PW/FD Gas	\$518.82
22138 MN State Fire Chiefs Assoc	Fotos Training- Anna Boote	\$285.00
22139 MSFDA	Annual Renewal - FD	\$596.00
22140 Municipal Development Group	Planning Services - January	\$927.50
22141 Owens Companies	WWTP Make Up Air Repairs	\$324.00
22142 Thien Well	Annual Inspections - Pumps and Wells	\$410.00
22143 Tom Goepfert	PW On-Call	\$100.00
22144 Utility Consultants	Water Samples	\$1,684.30
22145 Widmer Construction	Snow Removal	\$13,587.50
22146 Xylem Water Solutions USA inc	WWTP Parts of U.V. Treatment	\$1,652.87

5182E MN Debt of Labor	2018 Building Report - Quarterly	\$282.00
5183E ADP LLC	Employee Wages	\$6,120.65
5184E ADP LLC	Employee Taxes	\$2,601.39
5185E Voided	Voided	Voided
5186E Frontier	PW Internet	\$113.87
5187E McLeod Coop Power Assn	City Sign	\$37.33
5188E McLeod Coop Power Assn	Street Lights	\$659.10
<hr/>		\$50,098.51



**BOLTON
& MENK**

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2638 Shadow Lane
Suite 200
Chaska, MN 55318-1172

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Bolton-Menk.com

MEMORANDUM

Date: February 19, 2019
To: Mayer City Council
From: David Martini
Subject: Projects in Progress

For your convenience, the following is a summary of the projects Bolton & Menk worked on during the January 2019 billing period:

Miscellaneous Engineering

Miscellaneous engineering included the following:

- Wetland banking documentation
- Reviewing stop sign locations in Cold Water Crossing
- Reviewing parking lot options and costs for West Ridge Park
- Reviewing street conditions and priorities for future improvements

7 hours of time was provided at the City's reduced hourly, which resulted in a savings to the City of **\$749.00**.

Comprehensive Plan Support

During the billing period, time was spent revising the Storm Water Management Plan and reviewing the updated Carver County Transportation Model.

Sanitary Sewer Improvements

During the billing period, time was spent on pre-construction coordination and preparing contracts for the project.



To: Mayor and Council Members

From: Kyle Kuntz

Re: Public Works Activities from January 24th (2019) to February 21st (2019)

Roads

- Plowed and salted all roads when necessary
 - Called in Widmer Construction for snow removal services when needed
 - Used the snow blower on all the curb lines to widen streets and to make room for more snow
- Worked on proposal for F350 Pick-up
- Contacted Carver County about additional road salt purchase
- Ordered more sand/salt from Mueller's
- Started putting together a list of 2019 road repairs

Parks

- Plowed trails when necessary
- Ice skating rink
 - Starting flooding rink on a daily basis
 - Had to close down operations due to poor soil conditions

Water Treatment Facility

- Henning Excavating in to repair a watermain leak at the intersection of River Bend Trail and Gray Owl Court
- Worked on finalizing the Water Treatment Facility capital improvement plan
- Filled out 2018 water usage report and submitted to the DNR
- Took water samples for Minnesota Department of Health
 - Took all MDH water samples to UPS store in Waconia to be shipped

Wastewater Treatment Facility

- Took off scum baffle on telescoping valve in digester building
 - Broke up ice accumulation on a daily basis
- Troubleshoot issues with broken aeration pipe in south basin
 - Attempted to pump down basin and fix broken pipe, but had to delay the project due to high volume of snowfalls
 - Basin is still operating well, so we will repair the broken section in early spring
- Troubleshoot issues with traveling bridge filter tracking issues
- Transition plan for moving wastewater plant operations in-house
 - Scheduled to take Call A license at the end of March

Lift Stations & Collection System

- Started working on 2019 jetting and televising locations

Miscellaneous

- Attended City Council meeting on 2/11/19
- Located all water, sewer, and storm water utilities were Jaguar Communications is installing the new fiber optic line
- Cleaned and organized public works building
- City Hall/Community Center
 - Replace all the ceiling tiles in city offices

Equipment

- Fixed strobe lights and work lights on F-550
- Added additional work lights to S650 skid loader

Date: February 6, 2019

TO: MAYER CITY COUNCIL/CONTRACTING TOWNSHIPS
FROM: MAYER FIRE DEPARTMENT, ROD MAETZOLD – FIRE CHIEF

SUBJECT: FIRE REPORT FOR MONTH ENDING – 01/31/19

TOWNSHIP CALLS:

<u>DATE</u>	<u>TIME</u>	<u>TWP</u>	<u>DESCRIPTION/ADDRESS</u>	<u>MAN HOURS</u>
01/14/19	1005	Waconia	Medical, False Alarm, 13725 Co Rd 30	12
01/15/19	1005	Watertown	Shed Fire, Mutual Aid, 9482 Co Rd 6	17
01/19/19	0815	Hollywood	Medical, 14535 58 th St SE	12

CITY OF MAYER CALLS:

<u>DATE</u>	<u>TIME</u>	<u>DESCRIPTION/ADDRESS</u>	<u>MAN HOURS</u>
01/01/19	0140	Medical, 320 5 th St NE	8
01/02/19	1723	Medical, 419 Bluejay Ave	13
01/24/19	2222	CO Alarm, 2429 River Bend Tail	14
01/26/19	1106	Medical, 320 5 th St NE	12
01/28/19	1738	Medical, 2417 River Bend Trail	14

FIRE DEPARTMENT TRAININGS/ACTIVITIES FOR MONTH ENDING 01/31/19

01/07/19	Regular Meeting
01/21/19	CPR Training
01/17/19	Carver County Chiefs Meeting at Chaska
01/27/19	Work at Waconia Snowmobile Ride-in, Lake Waconia



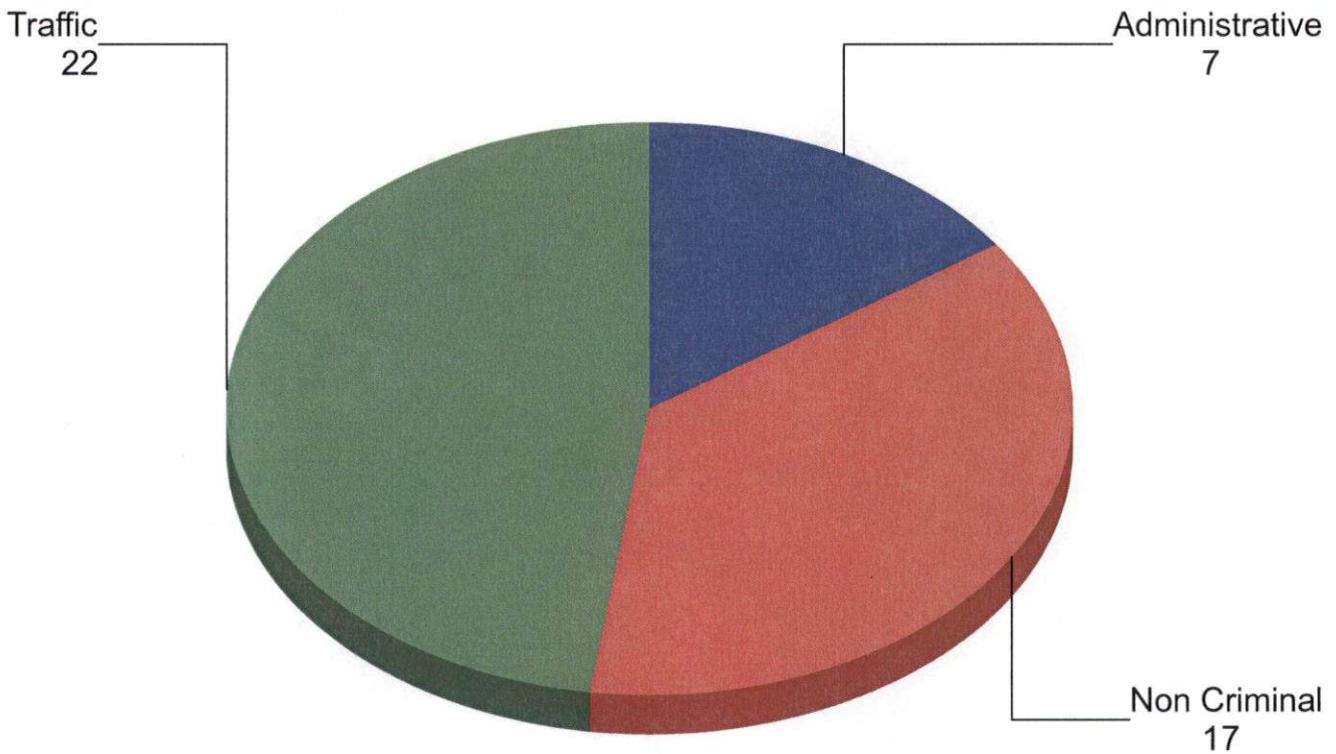
City of Mayer

January 2019



**Carver County Sheriff's Office
Monthly Calls for Service
From: 1/1/2019 To: 1/31/2019**

Mayer City



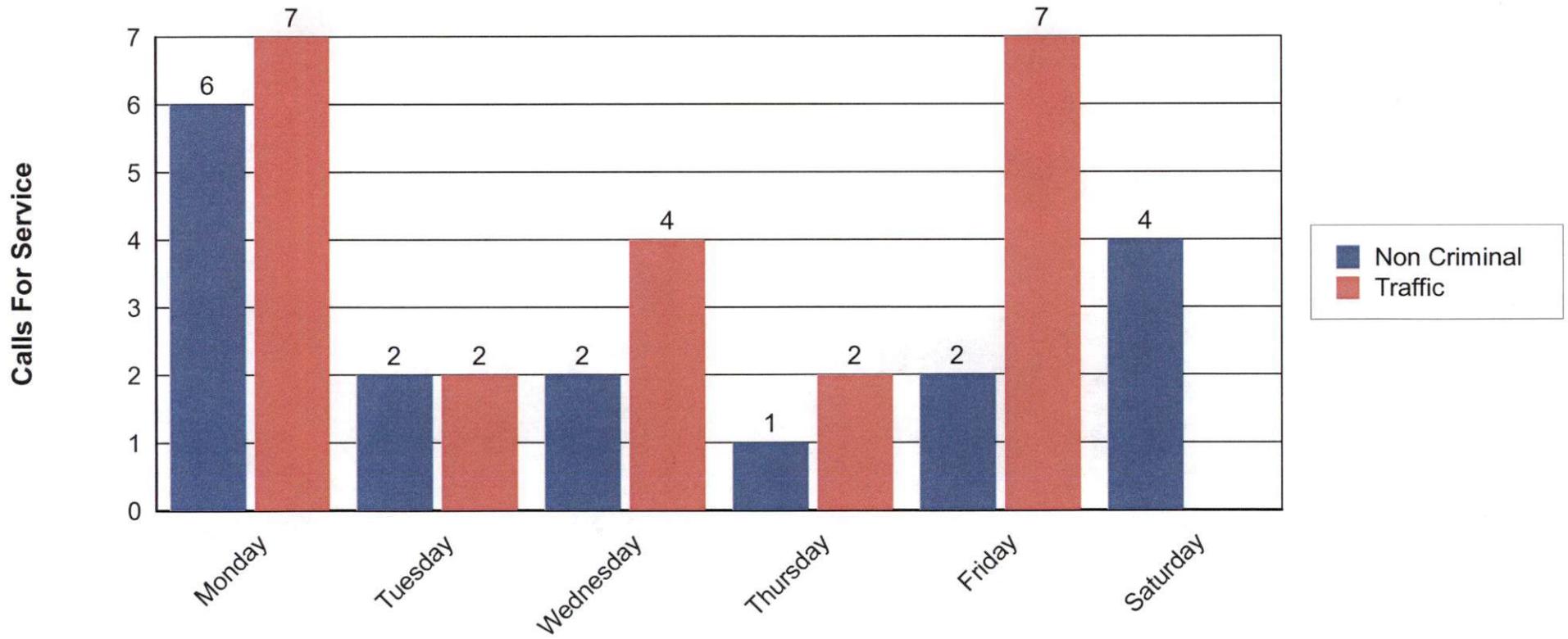
Total Non Criminal:	17
Total Traffic:	22
Total Administrative:	7

Total Mayer City: 46



Carver County Sheriff's Office
Day of Week Analysis of Calls for Service
Patrol Activity
From: 1/1/2019 To: 1/31/2019

Mayer City

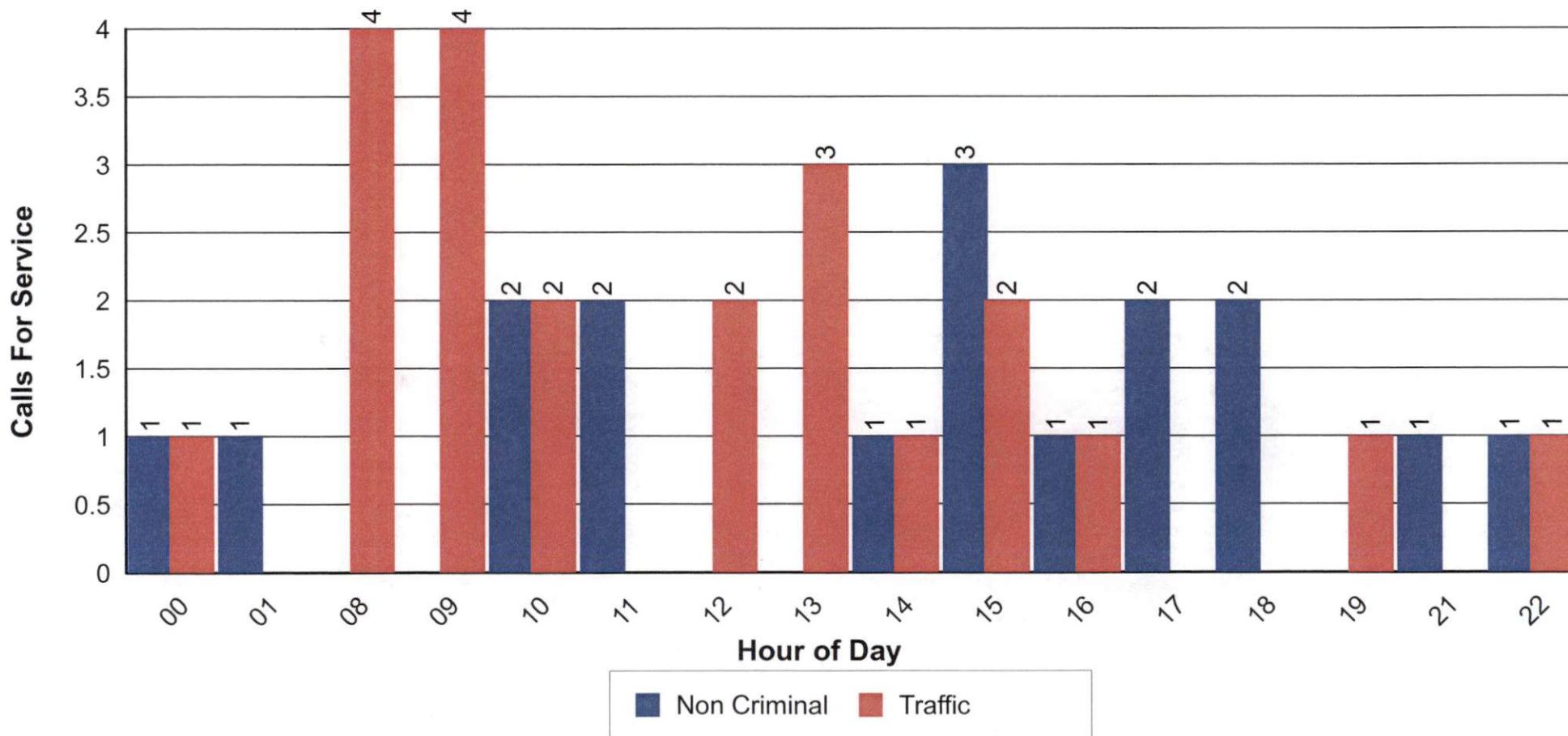


Total Mayer City: 39



Carver County Sheriff's Office
Hour of Day Analysis of Calls for Service
Patrol Activity
From: 1/1/2019 To: 1/31/2019

Mayer City



Total Mayer City: 39



**Carver County Sheriff's Office
Monthly Calls for Service
From: 1/1/2019 To: 1/31/2019**

Mayer City

Patrol

Non Criminal

Misc Non-criminal	5
Unlock Vehicle/bldg	1
Domestic	1
Abuse/Neglect (Info Only)	1
Animal	1
Medical	4
House Check	1
Fire Call	1
Suspicious Activity	1
Disturbance (Info Only)	1

Total Non Criminal: 17

Traffic

Traffic - Misc	5
Traffic Stop	16
Pd Accident	1

Total Traffic: 22

Total Patrol: 39

Administrative

Administrative

GunPermit-Acquire	1
GunPermit-CarryNew	1
GunPermit-CarryRenew	2
Lic - Liquor	3

Total Administrative: 7

Total Administrative: 7

Total Mayer City: 46



Carver County Sherff's Office

Traffic Citation Summary

From: 1/1/2019 To: 1/31/2019

Mayer City

Expired Tabs:	2
Mufflers (faulty):	1
Seatbelt Violation:	1
Total Mayer City:	4



**Carver County Sheriff's Office
Verbal Warnings
From: 1/1/2019 to 1/31/2019**

Mayer City

Misc Non-criminal:	1
Traffic Stop:	11
Grand Total Verbal Warnings:	12

NIBRS - Activity Codes

Activity Code	Descriptor	
GROUP A		
AC	Animal Cruelty	Abuse or neglect of animal
AR	Arson	Intentionally destroy property by fire
A	Assault	Altercation between parties where physical harm occurred
AA	Aggravated Assault	Assault where substantial injury is caused or weapon used
BB	Bribery	Offering, giving, receive anything of value to sway judgement
B	Burglary	Unlawful entry into a structure to commit a crime
CF	Counterfeiting/Forgery	Alter, copy, imitation, passing a copy as an original
P	Property Damage	All damage to property
D	Drugs	All drug violations, possession of, sale of, manufacture of
EM	Embezzlement	Misappropriation of money, property entrusted to person
EX	Extortion/Blackmail	Unlawful obtain money, property by use or threat of force
U	Fraud	Intentional perversion of truth to obtain money or property
G	Gambling	Unlawful operate, promote or assist in operation of gambling
H	Homicide	Intentional taking of a persons life
HT	Human Trafficking	Induce a person to perform sex act or labor via force, fraud or coercion
K	Kidnapping	Unlawful seizure, transport or detain person against their will
T	Theft/larceny	Taking of property, stealing
V	Motor Vehicle Theft	Theft of a motorized vehicle
PO	Pornography	Manufacture, publish, sell, buy, possess sexually explicit material
PR	Prostitution	Unlawfully engage in or promote sexual activity for anything of value
R	Robbery	Taking of property by use of force
S	Sex Offenses	Forcible sexual assault
SN	Sex Offenses, Nonforcible	Nonforcible sexual intercourse (incest, statutory rape)
SP	Stolen Prop Offenses	Receive, buy, sell possess, conceal, transport known stolen property
W	Weapons	Violation of manufacture, sale purchase, transport use firearm

GROUP B		
BC	Bad Checks	Intentional issuance of check against insufficient or nonexistent funds
CL *	Curfew/Loitering	Curfew violation/ person remain in area w/o visible means of support
DP *	Disorderly Conduct	Behavior tends to disturb public peace/shock public sense of morality
J	Driving Under Influence	Traffic stop or accident involving drive under influence
DR *	Drunkness	Drink alcohol to extent substantial impairs mental and physical function
FO	Family Offense, Non violent	Unviolent acts by family member against another family member
LV	Liquor Law Viol	Illegal consumption, sale, possession of liquor
PT *	Peeping Tom	Secretly look in windows, doorway, keyhole for purpose of voyeurism
RU	Runaway	Juvenile runaway
TR *	Trespassing	Unlawfully enter land, dwelling or other real property
M	All Other Offenses	OFP/Danco violation, Traffic - Hit & run accident
		All other offense not included in other A & B classifications
O *	Ordinances	Laws/rules created by county or cities.
*		Use only when Enforcement used (citation or arrest)

Activity Codes
Non-criminal, Traffic and Administrative

NON CRIMINAL		
Code	Description	
1	Misc. NonCriminal	Gen law enforcement questions: citizen assists, lost and found property civil disputes, juvenile disciplinary issues, etc
2	Unlock Veh/Bldg	Unlock doors of automobile, residence or business for owners
3	Alarm	Checking on an alarm at a private residence or business
4	Domestic	Verbal argument between parties. Must have relationship. No charges
5	Missing Person	Missing / Lost person (not runaway)
6	Abuse/Neglect - Info only	Abuse or neglect of children or adults
9	Animal	Animal bites, stray animals. All calls involving animals
10	Medical	Assist persons with medical issues, natural cause deaths
11	House/Business Check	Check on residences or business when owners are away from property
12	Assist other Agency	Assist other law enforcement, state patrol, govt depts, EMT or medical
13	Fire Call	Fires and assist to fire departments
15	Mental Health	Suicides, 72 hr holds for mental health issues
16	Civil Process	Service of civil papers. Assist with civil standby situations
17	Transport	Transport persons for various reasons.
19	Warrant Service	Service of warrant for Carver County and other counties.
20	Boat & Water	All incidents involving boats, watercraft and/or lakes
21	Snowmobile	All incidents involving snowmobiles
22	ATV	All incidents involving ATV
30	Suspicious Activity	Suspicious persons, acts or vehicles. Accidental 911 calls
31	Open Door	Located an open door to a business or residence
34	Drug - Info Only	Drug information only
35	Disturbance - Info Only	Noise complaint, disturbing peace
60	Child Custody Dispute	Incidents involving dispute over child custody

TRAFFIC RELATED		
Code	Description	
8	Traffic - Misc	Misc. traffic issues, stalled vehicle, debris on roadway, traffic control, veh in ditch, assists, all parking issues
38	Traffic - Stops	All traffic stops initiated by officers
50	Auto Accd - Prop Damage	Auto accident in which only property damage occurred
51	Auto Accd - MV vs deer	Auto accident involving a motor vehicle and deer
52	Auto Accd - Injury	Auto accident in which injury and property damage occurred
54	Auto Accd - Fatality	Auto accident in which a fatality occurred
80	Driving Complaint	Complaints of bad driving behavior.

ADMINISTRATIVE

Code	Description	
0	Call Error	Calls for service created in error
18	Warrant Issued	Warrant issued by Carver County Court Administration
23	Explosive/Firearm Dealer	Application for a permit for explosives or firearms dealer license.
24	Gun Permit - Acquire	Application for a permit to purchase a handgun.
25	Gun Permit -Carry (new)	Application for a permit to carry a handgun.
26	Gun Permit - Transfer	Application for the transfer of a reg. gun from one individual to another.
28	Gun Permit - Carry (renewa	Application to renew a permit to carry a handgun.
32	Gun Permit - Carry Late Re	Application to renew a permit to carry a handgun after 90 day expiration
37	Rec Ck - Immigration	Records check for updating immigration status
39	Rec Ck - Gambling Permit	Records check for gambling permit
40	Rec Ck - Citizen Academy	Records check for citizens academy
41	Rec Ck - Adoption	Records check for adoption
42	Rec Ck - Carver Cty Employ	Records check for Carver County employment
43	Rec Ck - SO Employ	Records check for Carver County Sheriff's Office employment
44	Rec Ck - SO Volunteer	Records check for Carver County Sheriff's Office Volunteer
45	Rec Ck - DHS	Records check for Dept of Human Services
46	Rec Ck - Name Change	Records check for Name change purposed
47	Rec Ck - Other Employ	Records check for other employment
48	Rec Ck - Individual	Records check for an individual
49	Rec Ck - Military	Records check for the military
61	License - Day Care	Records check for a day care license
62	License - Foster Care	Records check for a foster care license
63	License - Liquor	Records check for a liquor license
64	License - Massage Parlor	Records check for a massage parlor license
65	License - Fireworks	Records check for fireworks permit
66	License - Peddler	Records check for peddlers license
999	Sealed	Records are sealed by Court Order

Administrators Report

Visioning Workshop – The City Council held a visioning session on February 21, 2019 to discuss future goals and priorities.

Council Devices – The Council approved the purchasing of Council devices (Microsoft Surfaces). Staff and IT have been working together to get the devices installed with the appropriate software.

Agave Mexican Restaurant – Update - The City Planner and I met with representatives for Agave Restaurant. They are working to get the necessary survey so that the City can perform a site plan review for on-site parking requirements. We are hoping to get the information soon in order to put it on the March 5, 2019 Planning Commission meeting.

Water Main Break – At the beginning of the month, Public Works had a watermain break on the corner of Grey Owl Court and River Bend Trail. Residents were notified if their water was to be shut off.

MNDOT 2020 Project – MNDOT provided an update on the 2020 Project on Highway 25. It showed the final main areas in Mayer and Watertown that they will be working on. More information will come out as we get closer.

Audit – Staff continues to provide any final documentation to the auditors, Abdo, Eick and Meyers, so that they can finalize the audit and present it at the March 11, 2019 meeting.

Long Term Plan – CIP – Staff has been working with Abdo, Eick and Meyers to update the Long Range Plan (5 years) that highlights the Capital Projects that we see coming up in the next 5 years and how we will fund those projects. It will likely come to March 11, 2019 meeting for review and discussion.

Sheriff's Department Work Plan 2019 – The Deputy Sheriff provided his work plan for 2019. I did review this and I believe it looks good.

Personnel Meetings – There have been a couple Personnel Meetings in the last month or so to go over performance reviews, salary and wage reviews and recommendations related to that for staff and the Fire Department. We are also reviewing staff and Fire Department personnel policies.

Margaret McCallum

**CITY OF MAYER
RESOLUTION NO. 2-25-19-10**

**RESOLUTION APPROVING USE OF AND CLOSURE OF ALLEY REQUESTED BY KNUCKLEHEADS
BAR AND GRILL**

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

WHEREAS, the City can allow for temporary closure of City streets/alleys.

WHEREAS, Knuckleheads Bar and Grill is having a concert in the alley behind their property on July 27th, 2019.

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 behind Knuckleheads Bar and Grill located at 109 Ash Avenue North on the designated date.

Adopted by the City Council of the City of Mayer on this 25th day of February, 2019.

Mayor, Mike Dodge

City Administrator, Margaret McCallum



Request for Council Action Memorandum

Item: Digital Documentation

Meeting Date: February 25, 2019

Presented By: Margaret McCallum, City Administrator

Recommendations/Council Action/Motion Requested:

To discuss and review digital documentation for the City of Mayer and two proposals.

Details:

Staff has been looking into digital documentation management for the last year. The process would provide for digital documentation of records of that would allow us to capture, extract and classify information faster and efficiently.

Digital Documentation would reduce our current paper storage documentation. It would provide staff with easier and immediate access to information. We would be able to use search tools to located records more quickly. The City would still follow data retention laws.

Data would be stored on a cloud for the time being as the city does not have the appropriate servers and safety protections in place for store documentation.

Staff received two proposals and the quoted capital acquisition cost for year 1 to get everything set up with regards to hardware and software:

Coordinated Business Solutions - GlobalSearch C20

\$10,832.00

After the year 1, the yearly cost to rent from the Cloud and have software support would be \$3,126.00.

OPG3 – Laserfische

\$6,880.40

After the year 1, the yearly cost to rent from the Cloud and have software support would be \$3,330.40.

The City budgeted \$15,000 in capital outlay for digital documentation in computer/IT for 2019.

Attachments:

GlobalSeach C20 brochure.

Laserfische Brochure



Business Proposal

For: **City of Mayer**

January 11, 2019



Document Management | Business Process Management | Enterprise Content



Enterprise Transformation

2020 Silver Bell Rd #20

Eagan, MN 55112-1050

651.233.5075

www.opg-3.com

January 11, 2018

Maggie McCallum
City of Mayer
314 Bluejay Avenue
Mayer, Minnesota 55360

Dear Maggie,

Thank you for your interest in a Laserfiche solution from OPG-3. We're pleased to provide the attached Business Proposal that includes high level information regarding Laserfiche licensing, functionality and pricing.

I would be happy to discuss any component of the proposal or provide additional information as you complete your planning and budgeting process.

Sincerely

A handwritten signature in blue ink that reads "Patrick Gadiant".

Patrick Gadiant
Solutions Manager | OPG-3, Inc.
pgadiant@opg-3.com
651-233-5076

Executive Summary

City of Mayer is located in Carver County, Minnesota with a population of roughly 1,700. The city administration office is currently operating in a paper heavy environment with many rooms that store file cabinets full of historical information, accounts payable documents, council meeting minutes and resolutions and much more. It is difficult and time consuming to find documents and there is a growing concern for the safe keeping of these documents in the future. The City of Mayer seeks to replace their current records system with a paperless, user-friendly solution. Making documents available in a user-friendly solution, with proper retention, is one of the first steps to transforming business processes within the organization.

With Laserfiche from OPG-3, the City of Mayer will be able to begin the scanning, indexing and storage of documents within their office. OPG-3 plans on configuring a Quick Fields process to start scanning, indexing and storing city council meeting minutes and resolutions as well as accounts payable documents that are currently stored in a paper environment. Laserfiche also offers many other process automation tools are used to implement innovative solutions that increase efficiency and communication throughout the organization. This initial investment in Laserfiche infrastructure will be repaid in multiples as documents are scanned and made accessible within a paperless environment.

About OPG-3

OPG-3 is the premier Laserfiche reseller and implementation partner for Laserfiche in the upper Midwest region. We have been helping organizations transform their relationship with content for nearly 20 years. With more than 400 customers we have an enviable track record of successful implementations and a reputation for providing world-class customer service.

OPG-3 treats every sales opportunity as the beginning of a long-term partnership and the way we interact our customer is evident in the consultative approach we take to the sales process. We look for the most efficient (cost and time) ways to provide the most value in everything we do. We offer to teach and train, so our customers can leverage our experience while providing their unique perspectives to their business problems.

Laserfiche Cloud Licensing

Option 3 - Laserfiche Cloud License

The Laserfiche Cloud License introduces a straightforward annual fee including software licenses, hosted storage, technical support and software updates. This licensing option provides a Software as a Service (SaaS) solution hosted on Amazon Web Services. The primary license types are:

- **Named Full Users**
- **Named Participant Users**

A **Named Full User** has full access to all Laserfiche applications and can be granted the rights and privileges needed to:

- Configure and administer the overall system
- Build forms, business processes and workflows
- Perform records management activities
- Capture and update documents directly into the repository
- Start and participate in business processes
- Build and access reports and dashboards

A **Named Participant User** has access to the Laserfiche Web, Windows and Mobile applications and can be granted rights to perform limited actions including:

- Start and participate in business processes
- Access documents from the repository in read-only mode

The Cloud Named Full User License bundles the following products/functionality with each named full user:

- 100 GB Storage Per User*
- 10 GB Network Per User Per Month **
- Web, Mobile and Desktop Clients
- Web Administration Console
- Laserfiche Scanning
- Laserfiche Snapshot
- Laserfiche Import Agent
- Forms
- Records Management
- Advanced Audit Trail with Watermark Feature
- Laserfiche Connector
- Digital Signatures
- Integrations with:
 - Microsoft Office
 - Google Drive
 - OneDrive
 - DocuSign

*Storage:

Storage capacity is for about 100,000 (100K) documents or files per user (up to 100 GB storage per user, pooled across the account, is included in the subscription)

**Additional storage is charged at \$10 per 10 GB/month,

A gigabyte (GB) is defined as 1,000,000,000 bytes

Network:

About 10,000 (10K) downloads per user per month (up to 10 GB/month outbound network activity included per user per month, pooled across the account)

Laserfiche Software Components

Laserfiche is packaged to meet the needs of every department within a school district. The licensing option being offered for the Focus Financial includes the below functionality.

Laserfiche Component	Description
Laserfiche Web Client	Enables users to access repository content through a web browser.
Laserfiche Mobile	Enables users to access repository content through an Android, iOS, or Windows Phone application.
Laserfiche Web Administration Console	Enables administrators to manage an installation through a web browser.
Laserfiche Snapshot	Virtually prints content into Laserfiche as a TIFF image, generates associated text for full-text searching, and allows for indexing upon import.
Laserfiche Advanced Audit Trail with Watermark Feature	Tracks attempted, and successful events performed in the repository including login, document deletion, and audit configuration modification.
Laserfiche Digital Signatures	Applies to electronic forms or to documents using a signing certificate.
Laserfiche Microsoft Office Integration	Allows for direct content import as well as indexing capabilities from a Laserfiche ribbon at the top of all Microsoft Office products. Within Outlook, emails and attachments can be imported to the repository with a single click and auto-indexed with information such as sender, subject, time received, etc.
Laserfiche Forms	Enables organizations to collect, route and process information captured through electronic forms.
Laserfiche Connector	Provides a non-programmatic means for integrating Laserfiche with a line of business applications.
Laserfiche Quick Fields with Barcode and Real Time lookup	The scanner interface used to automate the naming, indexing and filing of paper records upon import into the Laserfiche System.

Cost Summary – Cloud Subscription

Initial Acquisition Cost (year 1)

The annual software subscription includes technical support and software updates. OPG-3 provides up to 2 software upgrades per year as a component of the technical support provided.

Product Name	Quantity	Unit Price	Extended
Software			
Laserfiche Cloud Full User	2	\$648	\$1,296
Laserfiche Quick Fields	1	%15 of user cost	\$194.40
Laserfiche ScanConnect	1	\$90	\$90
Software Total			\$1,580.40
Services			
Labor: Install Hour (Taxable)	1	\$185	\$185
Labor: Installation and Configuration	1	\$370	\$370
Professional Services – 10 Hour Concierge Care Package (CCP) – Renews Annually	1	\$1,750	\$1,750
Services Total			\$2,305
Scanner			
Canon DR-6030c - Workgroup Scanner <i>Shipping not Included</i>	1	\$2,995	\$2,995
Total Initial Acquisition Cost: <i>Tax not included</i>			\$6,880.40

Annual Renewal

The proposed Laserfiche software is a subscription that is renewed annually. Listed below is the year forward cost of maintaining your Laserfiche system. If any additions are made to the system, this number will change.

Product Name	Quantity	Unit Price	Extended
Software			
Laserfiche Full User	2	\$648	\$1,296/year
Laserfiche Quick Fields	1	%15 of user cost	\$194.40/year
Laserfiche ScanConnect	1	\$90/year	\$90/year
Services			
10 Hour Concierge Care Package (CCP)	1	\$1,750	\$1,750/year
Total Annual Renewal: <i>Tax not included</i>			\$3,330.40/year

System Expansion Options

The subscription Laserfiche licensing offers flexible user licensing with price breaks on total user counts. User licenses can be added one at a time if desired once the lowest tier is met.

Product Name	Quantity	Unit Price/user/year
Laserfiche Full Users	0-49	\$648
	50-99	\$590
	100-199	\$505
Laserfiche Participant Users	5-49	\$120
	50-99	\$102
	100-199	\$84

Acceptance and Initiation/Installation

Please authorize your OPG-3, Inc. proposal and e-mail the paperwork back to OPG-3. Our Project Manager will be sending you our introductory letter, which outlines the next steps in your successful Laserfiche launch.

The balance of the payment is due 30 days from the original invoice date. ** (plus sales tax if applicable) **If tax exempt please provide OPG-3 with your Tax Exempt Certificate, at acceptance.

Name: _____

Date: _____

City of Mayer

Enterprise Content Management

MAYER
Minnesota

The City of Mayer, MN

Prepared By:
Greg Davis
Jeff Osgar
November 28, 2018



Capture



Search



Workflow



Integration

Proposed Solution

- GlobalSearch C2 Office Essentials Edition – 3 Concurrent Users
- Image Xchange for C2 – Hot Key Search
- Professional Services – Installation, Configuration, Training, Go-Live Support
- First Year Software Assurance including:
 - Coordinated Onsite and/or Remote Software Support
 - Square-9 Software Updates & Service
- Unlimited End User and Administrative Training
- Panasonic KV-S1057C Desktop Scanner 65 ppm/130 ipm



Pricing Summary

Capital Acquisition	\$10,832.00
<i>Estimated Annual Renewal (after 1st Year).....</i>	<i>\$2,532.00 annually</i>
<i>Scanner service (after first year).....</i>	<i>\$399.00 annually</i>
<i>ProConnect support of Scanner (after first year)</i>	<i>\$195.00 annually</i>

Quotation does not include applicable taxes and is contingent upon an approved corresponding statement of work. Changes to the configuration described in this document may result in an adjustment to the quotation. This quotation is intended only for the use of the individual or entity named above. It contains information that is privileged and/or confidential under applicable law. This quotation is valid for 30 days

Software Assurance

Protect Your Investment



The annual Software Assurance Program protects your software investment by providing help desk support, issue resolution and escalations, resources for any questions and access to the latest upgrades and service pack releases.

Software Assurance comprises the following:

- **Help Desk** – The Help Desk is operational from 8:00 AM to 5:00 PM CST. Assistance is provided over the phone, via remote session or by an onsite engineer. All engineers have completed certifications through the developer, Square 9 Softworks and have access to their support team in the event escalation is required.
- **Upgrade and Service Pack Releases** – All customers with a current software assurance agreement in place are eligible to receive software upgrade licenses and service packs for all solutions under the agreement. Professional installation services are available at a billable rate and can be provided on request. On average, two to three upgrades are released per year. Square 9 Softworks recommends upgrading at least once per year or where necessary based on fixes and functionality contained in each release.
- **Case Escalation** – Should a situation arise that cannot be resolved by our help desk, a case is placed with Square 9 Softworks' support team and a case number is generated. If the issue is unable to be resolved by the support team, it is escalated to their quality assurance team for review and testing. If a suitable workaround is found, results are relayed back to our engineer and applied. If the QA team member finds that it is an unknown anomaly in the application, it is then sent on to the development team for further testing and development of a resolution. Square 9 Softworks will make every effort to identify, correct and provide a hot fix in a prompt and timely manner.



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Request for Council Action Memorandum

Item: Closing and Transferring Funds

Meeting Date: February 25, 2019

Presented By: Margaret McCallum, City Administrator

Recommendations/Council Action/Motion Requested:

To review closing and transferring funds.

Details:

During the 2018 Audit, it was determined that some funds had the potential to be closed due to lack of use and need.

Those funds that have balances in them would be transferred to other accounts for future use. There was one account that had a negative balance that would be zeroed out with the use of funds from the General Fund.

The following transfers are proposed to close the following accounts:

Fund 400 (70th Street Improvement Fund) –

The balance of \$43,867.86 would be transferred to Fund 405, the Street Improvement Fund. It would then be closed.

Fund 215 (Fire Department FEMA Fund) –

The negative balance of \$9,985.66 would be paid off by transferring that amount from the Fund 100, General Fund. It would then be closed.

Fund 222 (Old School House Park) –

The balance of \$5,486.33 would be transferred to Fund 100, General Fund. It would then be closed.

FEMA –

In 2014, it looks as though the City applied for a grant for FEMA Funds to be able to purchase equipment for the Fire Department.

In March, 2015 it looks as though the City applied for a grant for FEMA funds to be able to raise several manholes that attributed to the lift station previously flooding.

Currently, there is a negative balance of \$9,985.66 in that FEMA Account that has been carried over for the past 3 years.

While, I am not 100% certain, as I reviewed the records of FEMA money going in and out, it looks as though some of the items were miscoded and that is why the account is off.

Attachments:

Resolution 2-25-19-11

**RESOLUTION NO. 2-25-19-11
CITY OF MAYER**

**RESOLUTION CLOSING FUND 400 AND TRANSFERRING FUND BALANCE TO
GENERAL FUND 405 STREET IMPROVEMENT FUND.
CLOSING FUND 222 AND TRANSFERRING FUND BALANCE TO GENERAL FUND 100.
CLOSING FUND 215 AND PAYING THE DEFICIT FROM THE GENERAL FUND 100.**

It is hereby resolved by the City of Mayer, Minnesota that:

WHEREAS, the City held an account, Fund 400, for the 70th Street Improvement Fund; and

WHEREAS, there is a balance of \$43,867.86; and

THEREFORE, Staff would recommend transferring the balance of the fund 400 to fund 405 (Street Improvement Fund) in the amount of \$43,967.86 and closing the fund.

WHEREAS, the City held an account, Fund 215, for a Fire Department FEMA Grant, and

WHEREAS, the balance is currently -\$9,985.66; and

THEREFORE, Staff would recommend closing the account by transferring funds from the General Fund 100 in the amount of \$9,985.66 to close the account.

WHEREAS, the City held an account, Fund 222, for Old School House Park, and

WHEREAS, the balance is currently \$5,486.33; and

THEREFORE, Staff would recommend transferring the balance of fund 222 to fund 100 (General Fund) in the amount of \$5,486.33 and closing the account.

BE IT RESOLVED, that the Mayer City Council does hereby approve these transfers listed above.

Adopted this 25th day of February, 2019.

Mike Dodge, Mayor

Attest:

Margaret McCallum, City Administrator



Request for Council Action Memorandum

Item: MN Services – Cleaning Contract

Meeting Date: February 25, 2019

Presented By: Margaret McCallum, City Administrator

Recommendations/Council Action/Motion Requested:

To discuss and approve Resolution 2-25-19-12, terminating the agreement and providing a 30 day notice of termination for cleaning services at City Hall/Community Center.

Details:

A contract was signed in September 2018 for with MN Services for cleaning services at City Hall/Community Center.

Per the contract, cleaning services have continuously been below expectations.

Staff has relayed concerns with the company on several occasions. Staff even met with the manager at City Hall to discuss the concerns in person.

Services did not improve over time and many areas continued to not get cleaned or at a satisfactory level.

Staff is requesting that the contract be cancelled and a 30 day notice be given to the company as of March 1, 2019.

A letter will be set by mail and certified mail notifying the company of the termination of agreement.

Attachments:

MN Services Contract

Resolution 2-25-19-12

CONTRACT FOR CLEANING SERVICES

This contract for facilities cleaning services is hereby entered into by and between the City of Mayer, Minnesota (the "City") and MN Services, Inc. ("MN Services"). The City and MN Services are collectively referred to herein as the "Parties," and independently as a "Party."

WHEREAS, the City desires facilities cleaning services for the City Hall/Community Center; and

WHEREAS, MN Services provides facilities cleaning services.

NOW, THEREFORE, IN CONSIDERATION OF the mutual promises and covenants contained in this Agreement, the Parties agree as follows:

1. **Duration.** This Agreement shall remain in effect for a period of two years from the date of its execution, or until it is terminated pursuant to Paragraph 2 of this Agreement.
2. **Termination.**
 - A. **Termination.** Either Party may terminate this Agreement with or without cause by providing the other Party with 30 days written notice from the first of any month.
 - B. **Effect of Termination or Expiration.** The Parties agree that the rights and duties created by this Agreement do not survive the termination or expiration of this Agreement unless expressly noted herein or required by law.
 - C. **Notices.** All notices required under this Agreement shall be deemed effective only if sent by Certified or Registered Mail or personally delivered to the addresses listed below:

TO THE CITY: Mayer City Administrator
Mayer City Hall
413 Bluejay Avenue
Mayer, MN 55360

TO MN SERVICES: MN Services, Inc.
11301 West 47th Street
Minnetonka, MN 55343

3. **Services.** MN Services agrees to perform the services (the “Services”) set forth in the Services Specifications attached hereto as **Exhibit A**, the terms of which are hereby incorporated into this Agreement. MN Services agrees to perform the Services in a good and workmanlike manner, and agrees to furnish all labor and materials necessary to perform the Services except as specifically excluded in Exhibit A.

4. **Consideration.** As consideration for the Services performed pursuant to this Agreement, and subject to all other provisions of this Agreement, the City shall pay MN Services for the Services in accordance with Exhibit A. MN Services shall submit invoices for such services to the City by the end of each calendar month in which services are provided pursuant to this Agreement.

A. **Effect of Termination.** The City’s obligation to pay MN Services for services provided pursuant to this Agreement shall survive the termination or expiration of this Agreement.

B. **Timely Payment.** Except in the event of a good-faith dispute as to the amount owed, the City shall pay MN Services for the Services provided during the preceding calendar month by the 15th day of each month. Except as may be provided in any court order, the City shall not be required to pay any interest, fee, penalty, or surcharge for any untimely payment.

5. **MN Services Personnel.**

A. **Assignment of Personnel.** The Parties acknowledge and agree that the City has the right to bar any MN Services employee, agent, or representative from its property for any reason, including the results of any background check. If the City exercises such right, MN Services agrees to immediately assign a different employee, agent, or representative to complete the Services.

B. **Compliance with Law.** MN Services, its employees, agents, and representatives shall abide by all federal, state, and local laws with respect to its employees.

C. **Equal Opportunity.** MN Services agrees to provide equal opportunity to all employees and applicants for employment in accordance with applicable EEO/AA laws, directives and regulations of Federal, State and local governing bodies or agencies thereof, specifically Minnesota Statutes Chapter 363A.

D. Criminal Background Check. All MN Services employees, agents, and representatives assigned to perform the Services or work on City property must consent to a criminal background check before performing any Services described in this Agreement or accessing the City property. MN Services shall provide a copy of said criminal background check to the City upon request.

6. Indemnification and Insurance.

A. Indemnification. MN Services agrees to indemnify and hold harmless the City, its agents, officers, and employees from any and all claims, causes of action, liabilities, losses, damages, costs, expenses including reasonable attorney's fees, suits, demands, and judgments of any nature, because of bodily injury to, or death of, any person or persons and/or because of damages to property of MN Services or others, including loss of use from any cause whatsoever, which may be asserted against the City on account of any act or omission, including negligence, of MN Services or MN Services' employees or agents in connection with MN Services' performance of this Agreement. MN Services agrees to defend any action brought against the City on any such matters, and to pay and satisfy any judgment entered thereon with all costs and expenses incurred in connection therewith.

B. Insurance. At its own expense, MN Services shall maintain public liability insurance, property damage insurance, workers compensation insurance, and a fidelity bond for its operations throughout the term of this Agreement. Such insurance shall be in amounts not less than the limits set forth in Minnesota Statutes, section 466.04 (as amended). The City shall be named as an additional insured on MN Services' policy of liability insurance. Within ten (10) business days after executing this Agreement, MN Services shall provide the City with proof of such insurance.

C. Effect of Termination. The Parties acknowledge and agree that MN Services' obligations under this Section survive the termination or expiration of this Agreement.

7. Miscellaneous.

A. Assignment. MN Services may not assign any duties or obligations incurred, or benefits to which it is entitled, under this Agreement without the prior written consent of the City. The City shall, at all times, have the right to transfer or assign any of its duties and responsibilities under this Agreement to any third party.

- B. Independent Contractor.** MN Services shall, at all times, be considered an independent Contractor of the City. The City assumes no liability for actions or omissions of MN Services, its employees, agents, or representatives. No employee, agent, or representative of MN Services shall be considered an officer, employee, or agent of the City for any purpose.
- 1. Tax Withholding.** No withholding or deduction for State or federal income taxes, FICA, FUTA, or other State or federal employment taxes, will be made by the City from the payments due MN Services. It is MN Services' sole obligation to comply with all federal and State tax laws.
 - 2. Discretion to Perform Services.** MN Services shall at all times be free to exercise initiative, judgment, and discretion as to how to best perform or provide the Services, subject to applicable professional standards and City policies.
 - 3. Provision of Equipment.** Except as specifically excluded in this Agreement or Exhibit A, MN Services shall provide all protective equipment, tools, uniforms, cleaning supplies, and other equipment necessary for the assigned employee(s) to provide Services pursuant to this Agreement. The City shall not be responsible for maintaining, repairing, or replacing such equipment.
- C. Choice of Law and Venue.** This Agreement shall be governed by the laws of the State of Minnesota. The Parties agree that all actions or proceedings arising in connection with this Agreement shall be tried and litigated exclusively in the State and Federal courts located in the County of Crow Wing, State of Minnesota.
- D. Equal Drafting and Severability.** This Agreement must be construed as having been equally drafted by the Parties. If any portion of this Agreement is found to be unenforceable, unconscionable, invalid or illegal, or is in any other way vacated, all other portions of this Agreement shall remain in full force and effect.
- E. Successors in Interest.** This Agreement shall bind all successors in interest to MN Services.
- F. Data Privacy.** MN Services recognizes that during the course of performance of its duties under this Agreement, it may receive, acquire, have access to, or be exposed to "Government Data" as that term is used in

the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13 (“MGDPA”). MN Services hereby agrees that it must meet the requirements of the MGDPA as a contracting party under Minn. Stat. § 13.05, subdivision 6. MN Services agrees that it will collect, distribute, publish, maintain and store any Government Data only in accordance with the provisions of the MGDPA. MN Services’ obligation under this paragraph survives the termination of this agreement. MN Services and MN Services’ employees, agents, or representatives further agree not to use or disclose any government data to third parties.

G. Security. MN Services and MN Services’ employees, agents, or representatives shall strictly adhere to all City security procedures. MN Services’ employees, agents, or representatives shall be required to have identification badges and wear clothing identifying them as a MN Services employee, agent, or representative at all times while performing Services under this Agreement.

H. State Auditing. To the extent required by Minnesota Statutes, section 16C.05, subdivision 5 (as amended), the books, records, documents, and accounting procedures and practices of MN Services and MN Services’ employees, agents, or representatives relevant to this Agreement shall be made available and subject to examination by the City, and the State of Minnesota for a minimum of six (6) years from the end of this Agreement.

I. Complete Agreement. This Agreement constitutes the entire agreement between the Parties relating to the matters addressed in this document. This Agreement supersedes any and all prior agreements and contracts between the Parties. No Party has relied upon any statements, promises or representations other than those contained in this Agreement. No changes to this Agreement shall be considered valid unless they are in writing and signed by both Parties.

By signing below, each Party specifically acknowledges that it has read this Agreement, that it has had an opportunity to review this Agreement with legal counsel, that it understands this Agreement, and that it agrees to be legally bound by all terms of this Agreement.

MN SERVICES, INC

By: _____
Name: _____
Title: _____
Date: _____

CITY OF MAYER

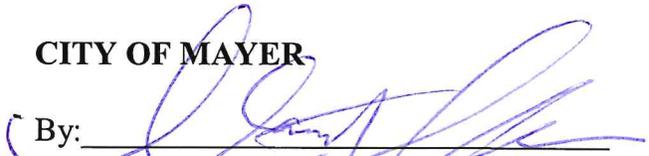
By: 
Name: Margaret McCollum
Title: City Administrator
Date: 7-13-18

EXHIBIT A—SERVICES SPECIFICATIONS

SCHEDULE OF MAINTENANCE SERVICES

General Cleaning (1 Day Per Week)

Entrance and Reception Area

- Spot clean both sides of entrance door glass & adjoining interior glass
- Sweep or dust mop hard surfaced floors
- Wet mop hard surfaced floors
- Vacuum carpeted areas and entry runners
- Weekly dust horizontal surfaces, including reception desk and window ledges
- Empty trash & recycling receptacles and replace liners as needed
- Spot clean switch plates, walls & doors as needed

Offices, Conference Rooms, Council Chambers, Multi-Use Rooms & Hallways

- Vacuum carpet areas and runners
- Sweep or dust mop hard surfaced floors
- Wet or damp mop hard surfaced floors
- Weekly dust reachable horizontal surfaces, including feather dusting around papers and personal items on desks and ledges
- Wipe down conference room tables and arrange furniture neatly
- Empty trash & recycling receptacles and replace liners as needed
- Clean receptacles and adjacent wall area as needed
- Spot clean reachable interior window glass as needed
- Spot clean switch plates, walls and door areas as needed
- Clean and disinfect drinking fountains

Gymnasium & Kitchen

- Empty trash and recycling receptacles and replace liners as needed
- Dust mop floor (wet or damp mop as needed)
- Sweep and wet mop kitchen floor

Break Room / Coffee Service Area

- Empty trash & recycling receptacles and replace liners as needed. Wipe down trash receptacles and adjacent wall area as needed.
- Clean and disinfect sinks, chrome fittings, tables and counter tops
- Weekly dust horizontal surfaces
- Vacuum carpeted areas
- Sweep and wet mop hard surfaced floors with detergent

- Clean microwave inside and out
- Wipe down backsplash, cabinet facing and handles as needed
- Clean interior of the fridge

- Empty trash & recycling receptacles and replace liners as needed

Lavatory Maintenance

- Empty trash receptacles and replace liners
- Clean and Disinfect waste receptacles as needed
- Clean and Disinfect counter tops, sinks and chrome fittings
- Clean and Disinfect door handles, push plates and switch plates
- Clean and Disinfect toilets, seats and urinals
- Clean walls and partitions around sinks, towel cabinets, partitions, bowls and urinals
- Clean and polish mirrors and frames
- Clean and refill all non-vending dispensers
- Sweep and wet mop all lavatory floors with detergent and disinfectant
- Weekly pour water down floor drains to keep traps from drying out

Monthly Cleaning

- Dust reachable high ledges, vents, base boards, moldings, picture frames, and corners to keep free of dust and cobwebs
- Edge vacuum all carpeted areas

Optional Cleaning Services Provided at City's Request

- Carpet Shampooing – \$0.20 per square foot
- Stripping and waxing of tile floors – \$0.60 per square foot
- Window Washing bid per job
- Extra cleaning upon request, such as disinfesting phones, cleaning interior glass from top to bottom, dusting window blinds, etc. will be billed at the hourly rate of \$24.90

RESPONSIBILITY FOR FURNISHING SUPPLIES

The City shall be responsible for furnishing plastic bags, can liners, toilet tissue, hand towels, hand soap, and sanitary napkins.

MN Services shall be responsible for furnishing all other materials and equipment necessary to perform the Services.

COST OF MAINTENANCE SERVICES

General Cleaning (1 day/week): **\$415.00/month**

CITY OF MAYER RESOLUTION 2-25-19-12

CITY OF MAYER
RESOLUTION TERMINATING CLEANING SERVICES CONTRACT

Member _____ introduced the following resolution and moved its adoption:

WHEREAS, the City of Mayer entered into a contract for cleaning services (“Agreement”) with MN Services, Inc. (“MN Services”) on September 13, 2018; and

WHEREAS, pursuant to the Agreement, either party may terminate the Agreement with or without cause by providing the other Party with 30 days written notice from the first of any month; and

WHEREAS, the City of Mayer wishes to terminate the Agreement, effective March 30, 2019;

NOW, THEREFORE, it is resolved by the City Council of the City of Mayer, Minnesota, as follows:

1. That the Agreement will be terminated effective March 30, 2019.
2. That the City Administrator is directed to inform MN Services, Inc. of this decision by the City Council in writing on or before March 1, 2019, and to provide MN Services, Inc. with a copy of this resolution.

Member _____ seconded the foregoing resolution and upon vote being taken thereon, the following voted in favor thereof:

And the following voted against:

Whereupon said resolution was declared duly passed and adopted.

Mike Dodge, Mayor

Margaret McCallum, City Administrator

[TO BE PLACED ON CITY LETTERHEAD]

[Date]

VIA CERTIFIED MAIL AND U.S. MAIL

MN Services, Inc.
11301 West 47th Street
Minnetonka, MN 55343

Re: Termination of Contract for Cleaning Services

To Whom It May Concern:

On or about September 13, 2018, the City of Mayer, Minnesota (“City”) entered into a contract for cleaning services (“Agreement”) with MN Services, Inc (MN Services”). Pursuant to the terms of the Agreement, either party may terminate the Agreement with or without cause by providing 30 days written notice to the other party from the first of any month. Enclosed please find a Resolution terminating the contract between the City of Mayer and MN Services, which was passed by the City Council on [REDACTED]. This letter constitutes the City’s formal notification to MN Services that the Agreement is hereby terminated, effective March 30, 2019.

Sincerely,

Margaret McCollum
City Administrator

RESOLUTION NO. 2-25-19-13

CITY OF MAYER

RESOLUTION ESTABLISHING WAGES FOR THE MAYER FIRE DEPARTMENT

It is hereby resolved by the City of Mayer, Minnesota that:

WHEREAS, the Fire Department officer wages have not been increased in about 10 years.

WHEREAS, the City of Mayer wants to remain competitive in its pay.

WHEREAS, a review was completed by the Personnel Committee against other neighboring communities.

WHEREAS, the Personnel Committee is recommending the following salary changes for the Mayer Fire Department.

	Present Pay	Updated Pay
Chief 1	\$1200	\$2000
Chief 2	\$500	\$1000
Training Captain	\$500	\$800
Training Captain	\$500	\$800
Equipment Captain		\$300
Prevention Captain		\$300
SCBA Lieutenant 1		\$100
Medical Lieutenant 2		\$100
Secretary	\$300	\$400

Adopted by the Mayer City Council on this 25th day of February, 2019.

Mike Dodge, Mayor

Attest:

Margaret McCallum, City Administrator

**CITY OF MAYER
PERSONNEL
FEBRUARY 11, 2019 @ 4:00 P.M.
CITY HALL COUNCIL CHAMBERS**

AGENDA

1. Open Meeting

The meeting was opened at 4:00 p.m. Those present were City Administrator, Margaret McCallum and Mayor, Mike Dodge and Vice-Mayor, Erick Boder.

Also present: Kyle Kuntz, Public Works and Rod Maetzold, Fire Chief.

2. Minutes

- A. December 5, 2018 Personnel Meeting Minutes were approved.
- B. January 29, 2019 Personnel Meeting Minutes were approved.

3. Business

- A. Public Works Transition Plan – Discussion

McCallum provided a summary of the current structure of the Public Works Department. That there are currently two employees whose job duties include, but are not limited to, streets, parks, maintenance, water and sewer utilities.

She informed that currently the City works with a consultant, Greg Kluver with Kluver Consulting, to Wastewater operations. The City has a Class A wastewater treatment facility that was constructed in 2004.

She stated that the City has a contract with Kluver that runs to August 2020. The City currently pays Kluver \$1,800/month (\$21,600 yearly) for services.

McCallum explained that for the first time, the City has an employee that would be able to take the Class A Waste Water License test and if successful, would be able to take on the treatment facility in-house. The test could be taken as early as March. Kuntz started working on Waste Water Treatment Facility operations on 2013.

McCallum discussed and recommended changes in position titles for the two public works employees and salary as well.

She explained that the position could be hired internally. She also explained how she proposed wage increases would be budgeted for.

The Committee asked for more information on a calendar transition plan, and clear explanations for the transition and pay proposals.

B. Fire Department Pay – Job Descriptions and Salaries – Discussion

McCallum presented some information on pay for the Fire Department and other departments.

After much discussion the committee agreed to recommend to Council the following:

	Present Pay	Proposed Pay
Chief 1	\$1200	\$2000
Chief 2	\$500	\$1000
Training Captain	\$500	\$800
Training Captain	\$500	\$800
Equipment Captain		\$300
Prevention Captain		\$300
SCBA Lieutenant 1		\$100
Medical Lieutenant 2		\$100
Secretary	\$300	\$400

There was much discussion on the responsibilities and liability of each position. The rates haven't changed for 10 years.

Adjournment

4. The meeting was adjourned at 5:23 p.m.

CITY OF MAYER
REGULAR MEETING – PARKS AND RECREATION COMMISSION
FEBRUARY 12, 2019 @ 6:30 P.M.
CITY HALL COUNCIL CHAMBERS

1. Call to Order

The meeting was called to order at 6:30 p.m.

Those present were Park Commissioners, Troy Congdon, Dan Pohl, Alisa Johnson, and Nikki McNeilly. Also present was City Administrator, Margaret McCallum and City Engineer, Dave Martini.

Absent: Mike Wegner.

Also present: Mike Dodge.

2. Approve Agenda

McCallum added the appointments of the 2019 Chair/Vice-Chair to the agenda under business.

Congdon moved to adopt the agenda as amended. Pohl seconded. Motion passed 4-0.

3. Minutes

A. January 8, 2019 Meeting Minutes

Johnson moved to approve the January 8, 2019 meeting minutes. Congdon seconded. Motion passed 4-0.

4. Business

A. West Ridge Park Parking Concept Plan – Dave Martini

McCallum provided a summary of the history on the Parking Concept Plan for West Ridge Park. She informed that in 2016, Bolton and Menk put together a concept plan that included a parking lot off the alley that outlines West Ridge Park. The estimate for the bituminous lot was \$52,599.00 (engineer's estimate) in 2016. McCallum had the engineer provide an estimate for 2019. The amount was \$67,500.00.

McCallum said that at the January meeting, the Commission directed that the City Engineer be invited to this meeting to discuss further layout options of the parking lot.

Martini informed that the current plan was just a concept plan that was put together to address parking needs for the park in the past. He mentioned that the location was determined because of the hill to the west. Have a driveway down to a parking lot that was level grounded within the park was a concept at the time. He said it can be changed to allow for what the Commission is visioning, which is parking along the alley. He said fill would have to be brought in to level the parking lot and then a trail would have to be installed that would meet ADA requirements down to the park amenities.

Pohl asked if the trail would be replaced anytime soon because of aging and cracking. He said that if the parking lot was along the alley, it would make it easier to plow and mow around.

Martini asked the Commission to provide direction to staff. He expressed concern over spending money on project designs that have no follow through.

The Commission discussed with the engineer ideal locations for the parking lot and the design standards to ensure that it would be ADA accessible.

McNeilly stated that the parking lot should have enough parking to accommodate usage for park events. While they are trying to save money, it is important to have enough parking.

Pohl stated that staff should look at the Fire Department parking lot and base the design like that.

Martini informed that he could put together the survey, concept plan and estimate of cost for the project to present at a future date to the Commission. This would give an idea of the actual cost of the project. He said that if the Commission is serious about the project, it could likely get completed in the spring of 2019.

The Commission discussed placement of signs for West Ridge Park to navigate people to the park.

Johnson moved to move forward with having the City Engineer do a concept plan that included ADA accessibility elements, a survey and an estimate of project cost. Congdon seconded. Motion passed 4-0.

B. 2019 Commission Appointments

Pohl moved to elect Mike Wegner as Chair of the Park Commission for 2019 and Alisa Johnson as Vice-Chair. Congdon seconded. Motion passed 4-0.

5. Staff Reports/Comments

A. Mayer Baseball Club – 10% Gambling Contribution

McCallum informed that the Mayer Baseball Club donated through their 10% Gambling Contribution, \$7,645.00 to the Mayer Parks and Recreation. She said that the Council approved it at their February 11, 2019 meeting.

B. Old School House Park – Shelter Update

McCallum informed that she spoke with Oleson Architects regarding the proposed park shelter in Old School House Park. She explained that Eric Oleson is looking for clear priorities from the Commission with regards how to proceed forward.

McCallum summarized the Commission's past discussion that included doing a scaled back version of the previously designed shelter and then turning the concession stand into bathrooms.

Pohl stated that he would like to see the scaled back shelter, that has electrical outlets, and the ability to place 10-12 picnic tables underneath.

McCallum informed that the Commission could look into a shelter as phase 1 and then bathrooms as phase 2.

Congdon agreed with this approach.

Johnson said that she would like to see the shelter and bathrooms together to limit the distance between the two.

Pohl suggested adding onto the awning of the concession stand to fit more picnic tables underneath and then adding bathrooms onto that building.

The Commission discussed layout of the future park, including the installation of a splash pad.

The Commission agreed to have a visioning session on Old School House Park.

C. Ice Skating Rink

McCallum informed that weather hasn't been cooperating with regards to flooding the ice rink. She said that because the ground is dirt and not grass, it has also been a challenge to maintain the ice.

Johnson expressed disappointment in not having the ice rink up and running this year.

6. Commissioner Reports/Comments

7. Adjournment

Pohl moved to adjourn the meeting at 7:55 p.m, Congdon seconded. Motion passed 4-0.

DRAFT

MAYER CITY COUNCIL WORKSHOP MEETING MINUTES – VISIONING SESSION - FEBRUARY 21, 2019

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

PRESENT: Mayor Dodge, Council Members Boder, Butterfield, McNeilly.

ABSENT: Stieve-McPadden

STAFF: City Administrator McCallum

ALSO PRESENT: Don Wachholz

INTRODUCTION

Mayor Dodge stated that the visioning session is meant to set goals for 2019 and beyond. That will help to give staff direction, as well as the Commissions. He informed that this is something he would like to do annually.

McCallum highlighted that the visioning session is meant to assess the community as a whole and the vision for the near and far future. She asked the Council what their goals were and how those goals would be achieved. She said that it is important for the Council to be proactive in factors that can be controlled and to take advantage of opportunities. She said that there is not a one-size-fits-all approach and that Mayer has to find an approach that works specifically for this community. She explained that nonlocal factors can impact local factors. She also stated that relationships and partnerships with neighboring communities, non-profit groups and private stakeholders is key, when possible. McCallum asked the Council to discuss areas that need attention.

Dodge listed communication, sense of community, sustainable development and civic engagement as some top areas to focus on.

Boder stated that Mayer is a bedroom community. She asked what can be done to distinguish Mayer from other bedroom communities. What can it offer?

Butterfield said that she would like to see more small businesses; like a nail salon. She said that she wants to focus on creating a sense of community, as well as safety.

Boder explained that Mayer is so close to other communities that offer things like healthcare and grocery stores. Therefore it is unlikely that those things will come to Mayer.

Councilmember McNeilly entered the meeting at 6:15 p.m.

McCallum informed that she has been researching what the City could do to create more community spaces. She said that it is lacking because there is not a Public School within the City or a library. She stated that she would like to partner with Carver County to establish a library within the City. She also said other public investment in parks would also create great community gathering spaces as well.

Dodge agreed that the library would be a good idea for the City, as well as focusing on community spaces. He suggested that the City's EDA look into planning for the purchasing property along main street when it is for sale.

McCallum said that EDA could do a levy for funds next year.

Butterfield said she would like to see more fast food establishments.

Dodge stated that the City should look into business incentives such as TIF and Tax Abatement.

McNeilly informed that she likes to shop local and would like to see more business in the downtown area.

McNeilly said that the City needs more community events, citing that people really enjoy the events that are currently going on throughout the year.

Dodge suggested events such as Art in the Park, Music in the Park, etc.

McCallum suggested reaching out to the Mayer Rising Community Festival to expand on that.

A farmer's market was suggested.

Dodge stressed the importance of social media and to get more information out to residents through different and unique methods like videos, photos, etc.

McNeilly stated that she would like to see all agendas for all commissions on social media.

Dodge asked that focus be given to the beautification of the City, specifically at the roundabout on Highway 25 coming into town. He suggested a sign, trees, flowers, etc.

Butterfield said that the City needs to reassess safety in the City as there have been some incidents in the last year. She said that the Council should convey to the Sheriff's Department the City's expectations.

McNeilly suggested putting out some information on the new crosswalk.

Dodge wanted staff to come up with the top three ordinances within the City the need to be enforced. He provided examples such as shoveling, watering grass and parking pads. He said that staff should review the policies and make any changes deemed necessary to adequately enforce.

Butterfield said that there are contradictions in some of the ordinances that need to be reviewed.

The Council discussed having a farmer's market with the summer car show event.

The Council discussed having sessions with the Commissions to reeducate them on their roles and expectations. The discussed having joint sessions with the Commissions to discuss goals.

Motion to Adjourn the meeting at 7:42 p.m.

Mike Dodge, Mayor

Attest: _____
Margaret McCallum, City Administrator