



**CITY OF MAYER
REGULAR CITY COUNCIL MEETING
CITY COUNCIL CHAMBERS
MONDAY, JANUARY 13, 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. December 9, 2019 City Council Meeting Minutes
 - B. Claims
 - C. Deputy Clerk – Removal as Signatory – Resolution 1-13-20-1
 - D. Reports
 - 2019 Fire Department Report
 - 2019 Sheriff’s Department Report
 - 2019 Public Works Report
 - 2019 City Administrators Report
 - 2019 Engineers Report
- 6. Reports and Recommendations of City Departments, Consultants, Commissions and Committees**
 1. Public Works Department
 - a. Water Meter Handheld Replacement
 - b. ToolCat
 2. Administrative
 - a. Fund Balance Policy
 - b. Fire Department Transfer – Resolution 1-13-20-2
 - c. 2020 Fee Schedule – Ordinance 229, Resolution 1-13-20-3
 - d. 2020 Appointments – Resolution 1-13-20-4
 - e. Planning Services Contract – 2020
 - f. 2020 Wage Increases – Resolution 1-13-20-5
 - g. McCallum- PTO Carryover – Resolution 1-13-20-6
 - h. Pay Equity Report - 2020

7. City Council Reports

8. Other Business

9. Upcoming Meetings & Events

January 14, 2020 Park Commission Meeting

January 27, 2020 City Council Meeting

10. For Your Information

December 23, 2019 Fire Station Committee Meeting Minutes

January 7, 2020 Personnel Meeting Minutes

11. Adjournment

MAYER CITY COUNCIL MEETING MINUTES – DECEMBER 9, 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 and Deputy Clerk Gildemeister

ALSO PRESENT: Don Wachholz

The meeting was opened with the Pledge of Allegiance.

APPROVE AGENDA

A MOTION was made by Council Member Stieve-McPadden with a second by Council Member Butterfield to approve the agenda as presented. 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 November 25, 2019 Regular Council Meeting.
2. Approve Minutes of the November 25, 2019 Council Workshop Meeting.
3. Approve Claims for the Month of December 2019. Check numbers 22642 to 22681. E-checks 5475E to 5487E.

CITY ADMINISTRATOR

1. **Approve Purchase of Audio-Visual Equipment with Tierney** – Council has been having discussions on replacing the old, outdated, audio-visual equipment in the Council Chambers. City Administrator acquired three bids for the replacement of the old equipment and recommended accepting Tierney bid.
 1. ZTS Productions bid \$13,418.50
 2. Tierney bid \$24,912.27
 3. ESCI bid \$30,945.00

Council reviewed the bids and had concerns about replacing the equipment with used equipment again. ZTS Productions would utilize used equipment from the City of Carver. Council Member McNeilly along with Council Member Butterfield and City Administrator McCallum met with a representative from Tierney and recommended going with Tierney. Mayor Dodge stated he prefers to go with the lowest bid. A MOTION to Approve the quote from Tierney in the amount of \$24,912.27 was made by Council Member McNeilly and seconded by Council Member Butterfield. Motion carried 5/0.

Council asked if IT services were included with bid. Mayor Dodge stated he would like to see all City Commission Meetings recorded as well, and asked City Administrator how long to get up and running.

2. **Approve Resolution 12-9-19-50 Adoption of 2020 Levy** –A MOTION to Approve Resolution 12-9-19-50 Adoption of 2020 Levy in the amount of \$1,226,160 was made by Council Member Boder and seconded by Council Member McNeilly. Motion Carried 5/0.

3. **Approve Resolution 12-9-19-49 Adoption of 2020 Budget** – A MOTION to Approve Resolution 12-9-19-49 Adoption of 2020 Budget in the amount of \$1,799,614 was made by Council Member Butterfield and seconded by Council Member McNeilly. Motion Carried 5/0
4. **Approve Resolution 12-9-19-51 Adoption of 2020 Enterprise Fund** – A MOTION to Approve Resolution 12-9-19-51 Adoption of 2020 Enterprise Water Fund in the amount of \$668,752 and the Sewer Fund in the amount of \$899,741 was made by Council Member Butterfield and seconded by Council Member Stieve-McPadden. Motion Carried 5/0.

COUNCIL REPORTS

- Council Member Stieve-McPadden asked when the ice-skating rink will be open. Public Works stated they are flooding the rink this upcoming week.
- Council Member McNeilly updated Council on the Holiday Tree Lighting event. She stated the Santa did a very good job and that there was a good number of people who attended, slightly less than last year.

CLOSED SESSION:

Council Closed the Regular Council Meeting at 6:55 p.m. for a Performance Review

Council re-opened Regular Council Meeting at 8:18 p.m. Mayor Dodge stated the Council went into Closed Session for the City Administrators annual performance review. Council performed the review and found the City Administrator performed at a 3 (1-5) and met expectations for the year.

ADJOURN

There being no further business, a MOTION to adjourn the meeting at 8:19 p.m. was made by Council Member McNeilly and seconded by Council Member Stieve-McPadden. Motion Carried 5/0.

Mike Dodge, Mayor

Attest: _____
Janell Gildemeister, Deputy City Clerk

ACCOUNTS PAYABLE LIST

JANUARY 13, 2020

Checks: 22682 - 22785, 5488E - 5536E, 50103, 50132

22682	Bond Trust Services Corp	2014A Bond	\$221,000.00
22683	VISA	Public Works	\$1,056.76
22684	VISA	Office Supplies	\$471.75
22685	Carver County	2019 Taxes	\$1,039.86
22686	Carver County IT	ESRI License Agreement - 2019	\$1,014.29
22687	Ratwik Roszak and Maloney	Attorney Fees - Union/Legal	\$2,963.95
22688	Banyon Data Systems	Fund Accounting Software Support	\$795.00
22689	Bolton and Menk Inc	Engineering	\$12,869.00
22690	Bond Trust Services Corp	2015A Bond payment	\$107,612.50
22691	Cargill Inc	Bulk Deicer	\$4,648.81
22692	Carver County Taxpayer Services	Truth in Taxation Publications	\$923.76
22693	Barb Christopherson	Stormwater Repair-Reimbursement	\$850.00
22694	Cintas	Uniforms and Rugs	\$27.55
22695	Troy Congdon	Park Commission	\$330.00
22696	Core and Main	Rite Hite Adapters - Water	\$557.10
22697	Culligan	Fire Department	\$72.62
22698	Don Wachholz	Planning Commission	\$180.00
22699	Fremont Industries inc	Coagulant	\$1,134.00
22700	Melissa Gomes	Park Commission	\$120.00
22701	Hach Company	Flouride	\$215.63
22702	Henning Excavating	Watermain Break Repair	\$6,339.00
22703	In Control Inc	WTP Watchguard Changes	\$574.75
22704	Alisa Johnson	Park Commission	\$180.00
22705	Barney Johnson	Planning Commission	\$150.00
22706	Kjolhaug Environmental Services	Wetland Project	\$459.28
22707	Les Hahn	Planning Commission	\$180.00
22708	Licoln National Life Insurance	Insurance	\$202.80
22709	Mike Wegner	Park Commission	\$270.00
22710	Overline and Son Inc	Lift Station - Maintenance	\$1,776.16
22711	Owens Companies Inc	Make Up Air Units- WWTP	\$1,057.24
22712	Patty Lanting	Planning Commission	\$120.00

22713	Dan Pohl	Park Commission	\$90.00
22714	Prairie Restoration	Wetland Management	\$2,800.00
22715	Ratwik Roszak and Maloney	Legal Services	\$2,262.00
22716	Rod Maetzold	Planning Commission	\$30.00
22717	Brian Schaeppi	Park Commission	\$60.00
22718	Scott Wakefield	EDA	\$60.00
22719	Mike Sommerfeld	Planning Commission	\$150.00
22720	Tierney Brothers	A/V - Council Chambers	\$24,912.27
22721	Tom Goepfert	On Call Employee	\$100.00
22722	Tom Stifter	Planning Commission and EDA	\$90.00
22723	USA Bluebook	WTP - Dehumidifier	\$3,920.54
22724	Utility Consultants Inc	Chemicals and Samples	\$1,183.30
22725	VISA	Election Supplies/ Quickbooks softare	\$424.49
22726	Widmer Constructions	Snow removal	\$2,757.50
22727	WM Mueller and Sons Inc	Manhole patching	\$11,886.00
22728	VOID	VOID	
22729	Loomis Homes	Escrow Refund - Landscape	\$7,500.00
22730	Jefferson Fire & Safety	Fire Department - Hem Patches	\$177.00
22731	Quality Flow Systems Inc	Broken Force Main Repair	\$4,696.00
22732	Widmer Constructions	Snow Removal 12/9, 12/12, 12/13	\$8,002.50
22733	Cintas	Uniforms and Rugs	\$35.99
22734	Mobil Exxon	Fire Dept/Public Works Motor Fuels	\$676.67
22735	Great America Financial Services	Copier Lease	\$183.33
22736	MFSCB	Firefighter Exam- Erik Strand	\$120.00
22737	Jefferson Fire & Safety	Safety basket rescue stretcher	\$762.08
22738	Greater MN Communications	December Billing - 2019	\$526.04
22739	Todd & Sonia Johnson	Utility Credit	\$256.30
22740	Tara Beck	Utility Credit	\$59.01
22741	Nicole & Joseph Morley	Utility Credit	\$24.82
22742	Dennis & Jinnah Westlund	Utility Credit	\$34.20
22743	Rhome LLC	Escrow Refund - Landscape	\$7,500.00
22744	Cintas	Uniforms and Rugs	\$35.99
22745	Alex Air Apparatus	FD Annual Compressor Service	\$789.93
22746	ZTS productions	Camera - City Hall	\$690.00

22747	Bobs Repair of Mayer Inc	1989 FD Truck Maintenance	\$498.32
22748	Bolton and Menk Inc	Engineering Services	\$11,593.00
22749	Carver County Attorneys Office	Prosecution Fines - Dec 2019	\$618.00
22750	Countryside Vet	Animal Inpound Fees	\$284.77
22751	Customized Fire Rescue Training	FD Training	\$1,370.00
22752	Gopher State One Call	Locates	\$16.20
22753	Grainger	Safety Equipment	\$269.87
22754	Jerrys Transmission	FD Maintenance	\$450.00
22755	Lano Equipment	Safety Displays	\$271.00
22756	Mayer Lumber	FD/PW Supplies	\$251.44
22757	Metro West Inspection	Finald Permits	\$4,499.47
22758	Municipal Development Group	Planning and Zoning Services	\$67.50
22759	Squeaky Clean	Community Center/City Hall Cleaning	\$761.17
22760	Erik Strand	FD Payroll	\$840.38
22761	Target Solutions Learning LLC	FD Membership	\$2,870.00
22762	ZTS productions	Audio/Visual Council	\$450.00
22763	AME Electric	WWTP LED Light replacement	\$5,510.00
22764	Archive Social	Social Media Archiving Software	\$2,388.00
22765	Banyon Data Systems	Property Management - code violation software	\$2,480.00
22766	Bobs Repair of Mayer Inc	Public Works Maintenance - Kubota/Truck	\$687.99
22767	Cargill Inc	Salt and Sand	\$4,700.69
22768	CCFDMAA	Annual Dues - FD	\$250.00
22769	Cintas	PW Uniforms and Rug	\$35.99
22770	Core and Main	Water Meters and Parts	\$4,110.44
22771	Emergency Medical Products	EMR and CPR Course Fee	\$2,200.00
22772	Fremont Industries inc	Coagulant	\$1,134.00
22773	Hach Company	Chlorine and UV/Sun Shield Assay	\$765.39
22774	Henning Excavating	Repair - Watermain Break	\$3,945.00
22775	IUOE Local 49 - HRA	HRA	\$105.00
22776	League of Minnesota Cities	Work Comp Insurance	\$7,490.00
22777	IUOE Local 49 - Health and Dental	Health and Dental Benefits	\$3,720.00
22778	MN Public Facilities Authority	Interest Payment - GO Bond	\$11,725.00
22779	MSFDA	Annual Dues - FD	\$364.00
22780	PERA	Fire Department PERA dues	\$5,261.00

22781	Security Bank	H.S.A.	\$125.00
22782	United Farmers Coop	Boots and Safety Jackets	\$665.89
22783	Water Conservation Service Inc	Leak Locate - 612 Bluejay	\$741.70
22784	Widmer Constructions	Snow Removal 12/30-12/31	\$3,510.00
22785	AEM Workforce Solutions	Payroll Processing Fee	\$440.00
5488E	Security Bank	Bank Fees	\$35.40
5489E	PERA	Employee Benefits	\$1,306.35
5490E	ADP LLC	Employee Wages	\$6,451.15
5491E	ADP LLC	Employee Taxes	\$2,749.54
5492E	PERA	Employee Benefits	\$1,265.52
5493E	Security Bank	October ACH	\$35.00
5494E	ADP LLC	ADP Payroll Processing Fee	\$85.98
5495E	ADP LLC	Employee Wages	\$6,499.19
5496E	ADP LLC	Employee Taxes	\$2,823.19
5497E	ADP LLC	ADP Payroll Processing Fee	\$84.29
5498E	Preferred One	Employee Health Insurance	\$4,442.64
5499E	Frontier	PW Internet	\$114.35
5500E	McLoed Coop Power Assn	City Sign	\$37.43
5501E	McLoed Coop Power Assn	Street Lights	\$647.16
5502E	Centerpoint Energy	PW Building	\$116.68
5503E	Centerpoint Energy	City Hall	\$598.66
5504E	Centerpoint Energy	Fire Department	\$447.15
5505E	Centerpoint Energy	WWTP	\$529.80
5506E	Centerpoint Energy	WTP	\$54.36
5507E	Xcel Energy	Street Lights	\$1,356.83
5508E	VOID	VOID	
5509E	VOID	VOID	
5510E	ADP LLC	Employee Wages	\$6,828.34
5511E	ADP LLC	Employee Taxes	\$2,762.11
5512E	PERA	Employee PERA	\$1,312.37
5513E	ADP LLC	Fire Department Wages	\$28,483.86
5514E	ADP LLC	Fire Department - Wages - Direct Deposit	\$840.38
5515E	ADP LLC	Fire Department Taxes	\$5,397.00
5516E	Arinna LLC	Solar Garden	\$4,980.80

5517E	ADP LLC	Council Wages	\$2,265.09
5518E	ADP LLC	Council Taxes	\$1,028.04
5519E	ADP LLC	ADP Processing Fee - Payroll	\$209.28
5520E	Preferred One	Employee Health Insurance	\$4,442.64
5521E	Security Bank	ACH Fee - Bank	\$20.50
5522E	Security Bank	ACH Fee - Bank	\$10.00
5523E	Security Bank	ACH Fee - Bank	\$5.00
5524E	Security Bank	NSF - Resident Utility Account	\$145.58
5525E	ADP LLC	Payroll Processing Fee	\$84.29
5526E	Centerpoint Energy	Fire Department	\$638.18
5527E	Centerpoint Energy	City Hall	\$883.42
5528E	Centerpoint Energy	WWTP	\$1,279.82
5529E	Centerpoint Energy	Public Works	\$180.34
5530E	Techstar IT	Phone System Support	\$390.80
5531E	Verizon Wireless	FD- Telephone	\$41.19
5532E	Verizon Wireless	City Staff Phones	\$246.13
5533E	Verizon Wireless	OSH Lift Station	\$15.13
5534E	Xcel Energy	City Utilities	\$99.95
5535E	Xcel Energy	Street Lights	\$1,822.76
5536E	Centerpoint Energy	WTP	\$75.41
50103	ADP LLC	Edholm	\$191.22
50132	ADP LLC	Council Pay	\$750.02
			<hr/>
			\$634,564.30



Request for Council Action Memorandum

Item: Deputy Clerk – Removal as Signatory – Resolution 1-13-20-1

Meeting Date: January 13, 2020

Presented By: Margaret McCallum, City Administrator

Recommendations/Council Action/Motion Requested:

To review and discuss taking the Deputy Clerk off as a signatory of checks.

Details:

In the interim process between City Administrators in 2017, the Deputy Clerk, was designated as an authorized signer to execute financial transactions for the City of Mayer;

Per the preliminary audit for 2019, the auditor reviewed procedures over check signing and staff indicated that the Mayor's stamp is accessible to the Deputy Clerk.

The auditor explained that signing stamp is to be accessible to the Deputy Clerk, the control of the stamp needs to be controlled by someone who is independent of signing as well. Therefore, the auditor is suggesting taking the Deputy Clerk off as a signatory.

As an audit review, the concern would be an increased risk of fraud and error.

As a result, staff deems that it would be appropriate to remove the name of the Deputy Clerk as a signatory at Security Bank of Mayer.

The City would still have the City Administrator, Mayor and Vice Mayor as signatories.

Attachments:

Resolution 1-13-20-1

**MAYER CITY COUNCIL
RESOLUTION 1-13-20-1**

MODIFYING AUTHORIZED SIGNATURES AT FINANCIAL INSTITUTIONS

WHEREAS, Janell Gildemeister, designated as Deputy Clerk, is an authorized signer to execute financial transactions for the City of Mayer;

WHEREAS, per the preliminary audit for 2019, the auditor reviewed procedures over check signing and staff indicates that the Mayor's stamp is accessible to Gildemeister.

WHEREAS, If the signing stamp is to be used the control of the stamp needs to be controlled by someone who is independent of signing as well.

WHEREAS, there is concern that the current status and setup could increase the risk of fraud and error.

WHEREAS, it is appropriate to remove the name of Janell Gildemeister as a signatory at Security Bank of Mayer.

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 13th day of January, 2020.

ATTEST:

Mike Dodge
Mayor

Margaret McCallum
City Administrator

Date: December 4, 2019

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

SUBJECT: FIRE REPORT FOR MONTH ENDING – 11/30/19

TOWNSHIP CALLS:

<u>DATE</u>	<u>TIME</u>	<u>TWP</u>	<u>DESCRIPTION/ADDRESS</u>	<u>MAN HOURS</u>
11/02/19	0640	Watertown	Car Crash in river, Co Rd 123 & Hwy 7	20
11/13/19	1753	Hollywood	Car Crash, Hwy 7 & Co Rd 123	18
11/14/19	0659	Waconia	Lift Assist, 12855 Co Rd 32	12
11/18/19	1625	Watertown	Car Crash, 13385 Hwy 7	18
11/22/19	2135	Camden	Mutual Aid NYA, house fire 9075 Co Rd 135	45
11/28/19	1837	Camden	Medical, 7075 Union Ave	13

CITY OF MAYER CALLS:

<u>DATE</u>	<u>TIME</u>	<u>DESCRIPTION/ADDRESS</u>	<u>MAN HOURS</u>
11/04/19	1654	House Fire, 2047 River Bend Trail	20
11/12/19	1613	Standby, Watertown FD, House fire 5194 95 th St SE, Delano	16
11/21/19	1801	Medical, 220 4 th St NE	17
11/22/19	1934	Medical, 325 Ridge Rd	10

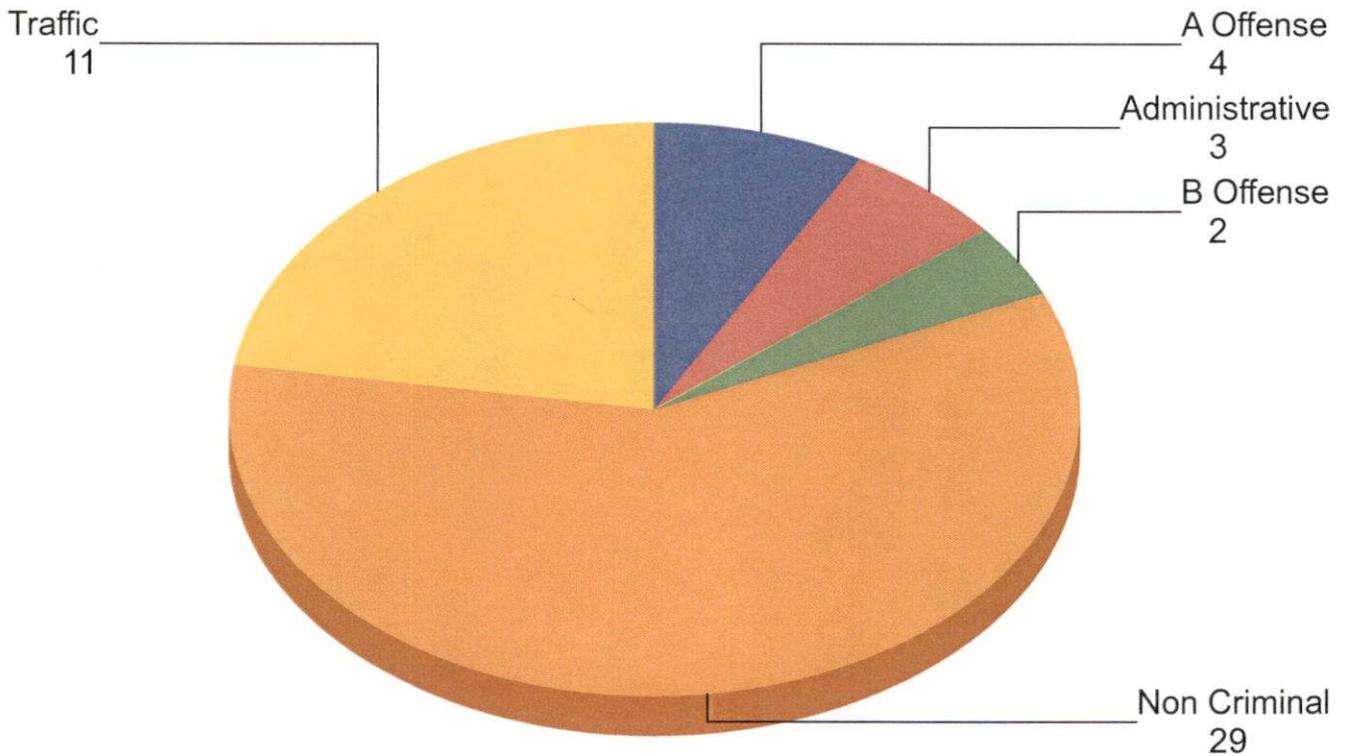
FIRE DEPARTMENT TRAININGS/ACTIVITIES FOR MONTH ENDING 11/30/19

11/04/19	Regular Meeting
11/11/19	Officers' Meeting
11/18/19	Medical Training
11/19/19	Fire Board Meeting with Townships



**Carver County Sheriff's Office
Monthly Calls for Service
From: 11/1/2019 To: 11/30/2019**

Mayer City



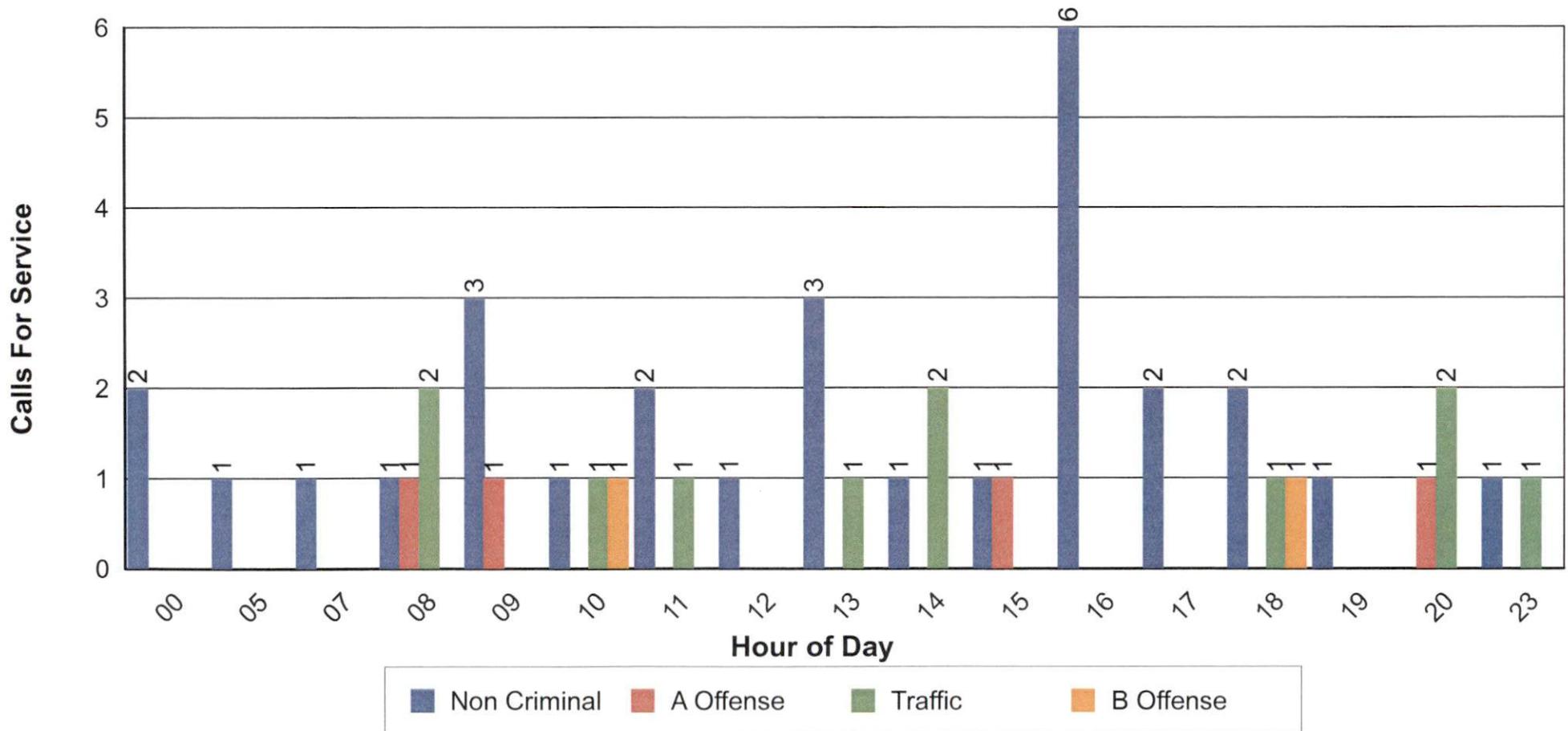
Total A Offense:	4
Total B Offense:	2
Total Non Criminal:	29
Total Traffic:	11
Total Administrative:	3

Total Mayer City: 49



Carver County Sheriff's Office
Hour of Day Analysis of Calls for Service
Patrol Activity
From: 11/1/2019 To: 11/30/2019

Mayer City

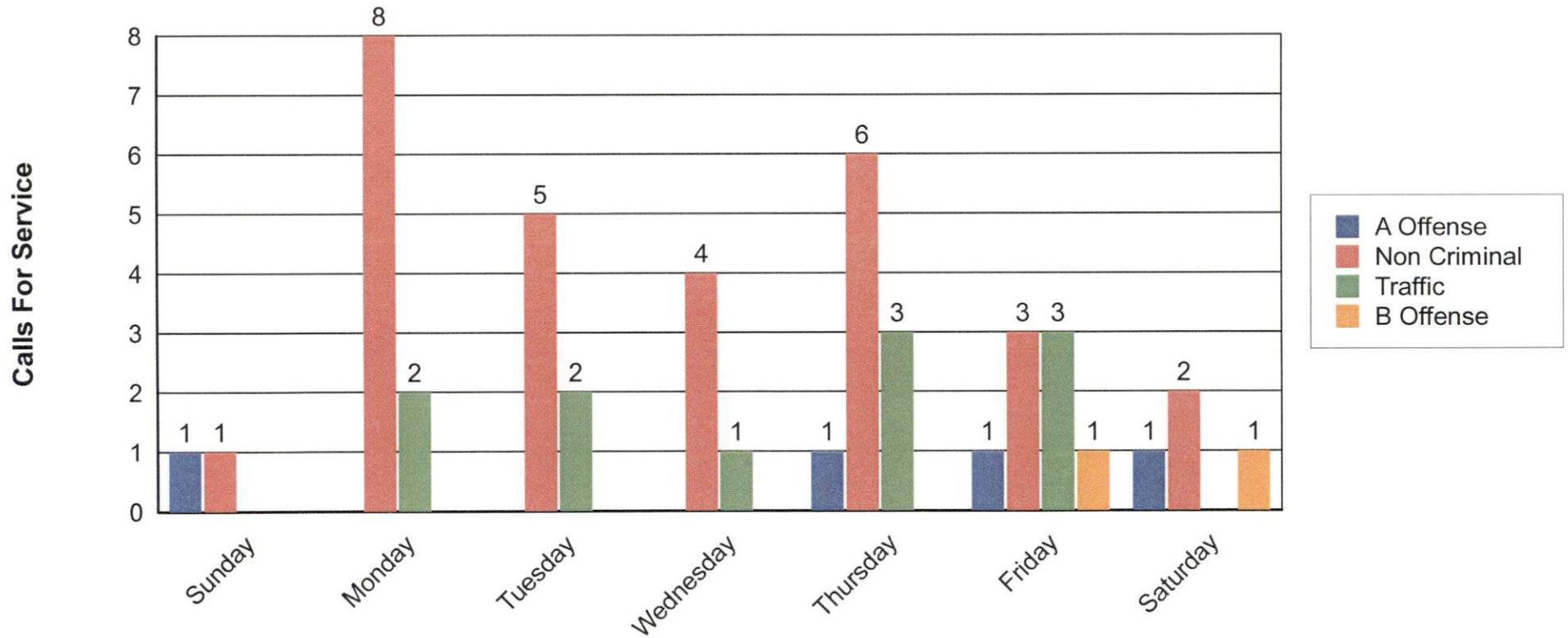


Total Mayer City: 46



Carver County Sheriff's Office
Day of Week Analysis of Calls for Service
Patrol Activity
From: 11/1/2019 To: 11/30/2019

Mayer City



Total Mayer City: 46



Carver County Sheriff's Office
Monthly Calls for Service
From: 11/1/2019 To: 11/30/2019

Mayer City

Patrol

A Offense

Agg. Assault	1
Burglary	1
Drug Violation	1
Vehicle Theft	1

Total A Offense: 4

B Offense

Misc - criminal	2
-----------------	---

Total B Offense: 2

Non Criminal

Misc Non-criminal	6
Alarm	2
Domestic	2
Abuse/Neglect (Info Only)	2
Animal	3
Medical	2
Fire Call	2
Warrant Service	3
Snowmobile	1
Suspicious Activity	3
Disturbance (Info Only)	3

Total Non Criminal: 29

Traffic

Traffic - Misc	3
Traffic Stop	8

Total Traffic: 11

Total Patrol: 46

Administrative

Administrative

GunPermit-Acquire	1
GunPermit-CarryRenew	1
ATF	1

Total Administrative: 3

Total Administrative: 3

Total Mayer City: 49



Carver County Sherff's Office Traffic Citation Summary From: 11/1/2019 To: 11/30/2019

Mayer City

Expired Tabs:	1
Total Mayer City:	1



Carver County Sherff's Office

Arrest Summary

For: Mayer City

From: 11/1/2019 To: 11/30/2019

	Total Charges	Total Arrestees	Total Incidents
Mayer City			
13A - Aggravated Assault	1	1	1
13B - Simple Assault	1	0	0
13C - Intimidation	1	0	0
35A - Drug/Narcotic Violations	2	2	1
Totals for Mayer City	5	3	2



**Carver County Sheriff's Office
Verbal Warnings
From: 11/1/2019 to 11/30/2019**

Mayer City

Animal:	1
Disturbance (Info Only):	1
Misc Non-criminal:	1
Traffic - Misc:	3
Traffic Stop:	7
Grand Total Verbal Warnings:	13



To: Mayor and Council Members

From: Kyle Kuntz

Re: Public Works Activities from November 22nd (2019) to January 7th (2020)

Roads

- Salt/Sand and plowed roads when necessary
- Called in contractor to plow and haul snow when necessary
- Hung winter banners and holiday decorations on downtown street lights

Parks

- Plowed trails after each snow event
- Flooded ice skating rink on a regular basis
- Hung and took down holiday lights on Old Schoolhouse park holiday tree
 - Assembled new fire pits for holiday tree lighting celebration
 - Attended holiday tree lighting celebration

Water Treatment Facility

- Took water samples for Minnesota Department of Health
- Replaced VFD on high service pump number two
- Met with city engineers about 2020 water treatment plant, water tower, and well projects
- Troubleshoot issues with submersible level transducer for reclaim tank
 - Cleaned transducer and put back into operation

Wastewater Treatment Facility

- Started cleaning and modifying digester aerators
- Drained and cleaned control structure #2
 - Removed plug and replaced broken weir plate

Lift Stations & Collection System

- Started looking at 2020 collection system projects
- Contractor came to fix broken section of force main pipe on pump #1 on lift station #1

Miscellaneous

- Attended safety training in Waconia
- Hung and took down holiday lights decorations on city sign
- Assembled new council chairs
- Fixed water main break on Christmas Day
- Organized public works building

Equipment

- Changed oil and fuel filter in skid loader
 - Installed new LED Headlights on skid loader
- Washed and cleaned equipment after each snow event
- Replaced cutting edge and adjusted cutting edge attack angle
- Met with Lano Equipment about trade-in value on the City's Kubota RTV and John Deere tractor

Administrators Report

Commissions – Openings for the Planning Commission and the EDA positions were posted. The terms for the current positions end on February 1. The City accepted applications until January 6, 2020. The City received 3 applications for the 2 positions on the Planning Commission.

Republic Services Meeting – Staff held a meeting with Republic Services in mid-December regarding some concerns about service. They did admit to some errors on their end as far as missed pickups, etc. They did also say that they would make sure that they would do phone blasts if there are delays in service, etc. in the future. They also informed that they would continue to work with the City to ensure reliable service.

Fire Department Committee – The Committee met on December 23th as their first meeting. It was mainly to review the Fire Department and station needs in the future and set realistic goals for the upcoming year. The Committee will be coming to the Council at the second meeting in January to discuss their vision and goals.

Christmas Tree Pickup – The city worked with the Ecology Club with Watertown Mayor for tree pickup on Saturday, January 4, 2020.

Water Projects Kick Off Meeting - Staff met with the City Engineer the first week of January to do a “kick off” meeting for the 2020 WTP, Water Tower, and Well projects. They meeting discussed assign roles and responsibilities for the project moving forward, as well as a tentative timeline.

Vollmer Dedication Event – The Jeffrey Vollmer dedication event to dedicate the Highway 25 stretch through Mayer to firefighter Jeffrey Vollmer will be on January 11, 2020 at 2:00 p.m. at the Fire Station.

Audio/Visual Walkthrough – Tierney was at City Hall on January 3, 2020 to do a walkthrough for the Audio/Visual install that will take place in February. We have to do a few preparation things. But otherwise, should be good to go.

2020 Projects – I have been working with Dave Martini, City Engineer, to make sure that our 2020 projects that involve engineering are in the starting process to make sure that we are on schedule. We have quite a few this year: Water Treatment Upgrades, Well Upgrade, Water Tower Painting, SIPP Lining, Pond Maintenance Plan, Old School House Trail, and final details to West Ridge Parking Lot.

2020 Elections – Staff is already starting to prepare for the 3 elections that will take place in 2020. The first election is the Presidential Primary that will take place in March.

Sincerely,
Maggie McCallum.



MEMORANDUM

Date: January 7, 2020
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 November and December billing periods:

Miscellaneous Engineering

Miscellaneous engineering included the following:

- Attendance at the City Council meetings on October 28th and November 12th.
- Reviewing plans for the proposed building at 185 7th Street.
- Correspondence related to the Waconia Roll-Off development.
- Reviewing Hidden Creek Lot surveys.
- Wetland restoration repairs.
- Planning for 2020 Water Projects.
- Correspondence related to New Germany's request to review wastewater treatment options.
- Reviewing the status of the site improvements at 633 Shimmcor.
- Reviewing drainage issues related to a sump pump in Cold Water Crossing.

11 hours of time was provided at the City's reduced hourly rate and the City Council Meetings were attended at **no charge**, which resulted in a savings to the City of **\$1,567**.

Comprehensive Plan Support

During the billing period, time was spent on mapping and updates to the Land Use and Storm Water Management sections of the plan.

Street Improvements

During the billing period, time was spent developing preliminary plans for the project.

Sprint Upgrade

During the billing period, time was spent on observing telecom installations.

TH 25 Coordination

During the billing period, time was spent reviewing the 60% plan set and preparing the lighting plan for the project.

West Ridge Park

During the billing period, time was spent measuring quantities and preparing a pay request for the project.



REQUEST FOR CITY COUNCIL ACTION

Meeting Date: January 13th, 2020
Item Name: Water Meter Handheld Replacement
Originating Department: Public Works
Presented by: Kyle Kuntz

Previous Council Action (if any):
Item Type (X only one): Consent Regular Session Discussion Session

RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED (Include motion in proper format.)

A motion approving the replacement of the City's Water Meter Handheld Computer.

EXPLANATION OF AGENDA ITEM (Include a description of background, benefits, and recommendations.)

Staff is proposing the purchase of a new water meter handheld computer through Core & Main in the amount of \$6,700. Core & Main is the company that the city of Mayer uses for all its water meter supplies. This cost includes the new device plus software and installation.

The City's current handheld computer was purchased back in 2013. Just like all computers it has become slow and staff has started experiencing issues with it overall. It has also been difficult to find replacement parts, because they no longer make the same product. It is an important piece of equipment, because it is how City Staff reads water meters on a monthly basis.

The new water meter handheld computer will be better equipped to handle all the new updated water meters that the city has been installing over the last few years.

FINANCIAL IMPLICATIONS:
 Funding Sources & Uses:
Water and Wastewater Repairs and Maintenance Funds:
\$6,700

Budget Information:
 Budgeted
 Non Budgeted
 Amendment Required

ADVISORY BOARD RECOMMENDATIONS:

 Other

Approved	<input type="checkbox"/>	Denied	<input type="checkbox"/>	Tabled	<input type="checkbox"/>	Other	<input type="checkbox"/>
Resolution No.	<input type="checkbox"/>	Ordinance No.	<input type="checkbox"/>	Resolution No.	<input type="checkbox"/>	Ordinance No.	<input type="checkbox"/>



Bid Proposal for Mayer Handheld

BLOOMINGTON CITY OF
Bid Date: 09/13/2019
Core & Main 1063712

Core & Main
15800 W 79th St
Eden Prairie, MN 55344
Phone: 952-937-9666
Fax: 952-937-8065

Seq#	Qty	Description	Units	Price	Ext Price
10	1	FL6502-GB SENSUS HHD DEVICE INCLUDES CHARGING STAND, SOFTWARE & COMMAND LINK	EA	6,700.00	6,700.00

Branch Terms:

UNLESS OTHERWISE SPECIFIED HEREIN, PRICES QUOTED ARE VALID IF ACCEPTED BY CUSTOMER AND PRODUCTS ARE RELEASED BY CUSTOMER FOR MANUFACTURE WITHIN THIRTY (30) CALENDAR DAYS FROM THE DATE OF THIS QUOTATION. CORE & MAIN LP RESERVES THE RIGHT TO INCREASE PRICES UPON THIRTY (30) CALENDAR DAYS' NOTICE TO ADDRESS FACTORS, INCLUDING BUT NOT LIMITED TO, GOVERNMENT REGULATIONS, TARIFFS, TRANSPORTATION, FUEL AND RAW MATERIAL COSTS. DELIVERY WILL COMMENCE BASED UPON MANUFACTURER LEAD TIMES. ANY MATERIAL DELIVERIES DELAYED BEYOND MANUFACTURER LEAD TIMES MAY BE SUBJECT TO PRICE INCREASES AND/OR APPLICABLE STORAGE FEES. THIS BID PROPOSAL IS CONTINGENT UPON BUYER'S ACCEPTANCE OF SELLER'S TERMS AND CONDITIONS OF SALE, AS MODIFIED FROM TIME TO TIME, WHICH CAN BE FOUND AT: <https://coreandmain.com/TandC/>

REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	January 13 th , 2020
Item Name:	Toolcat Purchase
Originating Department:	Public Works
Presented by:	Kyle Kuntz
Previous Council Action (if any):	
Item Type (X only one):	<input type="checkbox"/> Consent <input type="checkbox"/> Regular Session <input checked="" type="checkbox"/> Discussion Session

RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED (Include motion in proper format.)

A motion approving the purchase of a Bobcat 5600 Toolcat Loader with attachments.

EXPLANATION OF AGENDA ITEM (Include a description of background, benefits, and recommendations.)

Public works staff is proposing the purchase of a new Bobcat 5600 Toolcat loader with attachments in the amount of \$65,434.88. Public Works Staff would like to trade in the City's 2015 Kubota RTV and 2011 John Deere 4520 Tractor with brush cutter to help cover the overall cost of the purchase. Both of these pieces of equipment are scheduled to be replaced in 2020 according to the public works equipment CIP. The trade in value for the Kubota RTV is \$11,000 and the trade-in value for the John Deere tractor and brush cutter is \$13,500. The total trade in value for all the equipment comes to \$24,500 dropping the overall cost of the Toolcat and attachments to \$40,934.88. In return the City will be getting a piece of equipment that is more practical and more efficient for the public works staff.

The City's John Deere tractor is only used during the summer months for mowing the compost site and other miscellaneous areas around town; however, throughout the year it spends more time sitting in the shed than being utilized. The tractor isn't out fitted with a cab, so it sits in storage during the winter months. With a Toolcat and brush cutter attachment staff would be able to do the same type of work as the John Deere tractor.

The Toolcat will also be able to do the same tasks as the City's Kubota RTV, but instead of having separate attachments it will be able to utilize the same attachments as the City's current S650 Skid Steer Loader. The Toolcat will be light and narrow enough to fit down city sidewalks and trails. By having an additional loader it will also save on time and rental fees. In the past public works staff as needed to rent an additional skid loader to help with snow removal and other miscellaneous tasks. Also by having an additional loader it will speed up the downtown snow removal process, because public works staff will now have two pieces of equipment capable of removing large quantities of snow verses just one.

Overall, by purchasing the Bobcat 5600 Toolcat loader the city will be turning two pieces of equipment into one. The Toolcat will be more practical and efficient to meet the needs of the public works department. By eliminating one piece of equipment it will save on space and maintenance overall. Even though the city would be losing a piece of equipment it will be gaining a piece of equipment that can do more than both the John Deere tractor and Kubota RTV combined. Public works staff is recommending the purchase of the Bobcat 5600 Toolcat Loader with attachments from Lano Equipment in the amount of \$40934.88 after trade-in.

Toolcat and Attachments	Discount Price	List Price
Bobcat 5600 Toolcat Loader	\$52,085.20	\$64,719.00
Angle Broom	\$4,190.48	\$5,448.00
Brush Cutter	\$5,346.44	\$6,969.00
General Purpose Bucket	\$529.72	\$697.00
72" V-Snow Blade	\$3,283.04	\$4,070.97
Total Cost	\$65,434.88	\$81,903.97
Total Cost Savings	\$16,469.09	

Trade-In Equipment	Trade-In Value
2015 Kubota RTV	\$11,000.00
2011 John Deere Tractor	\$12,000.00
2011 John Deere Brush Cutter	\$1,500.00
Total Trade-In Value	\$24,500.00
Total Cost After Trade-In	\$40,934.88



FINANCIAL IMPLICATIONS:		ADVISORY BOARD RECOMMENDATIONS:	
Funding Sources & Uses: Capital Outlay \$45,000			
Budget Information:			
_____ Budgeted	_____ Non Budgeted		
_____ Amendment Required	_____ Other		
Approved Resolution No. _____	Denied _____	Tabled Ordinance No. _____	Other _____

LANO Equipment of Norwood

1015 Hwy. 212 - P.O. Box 299
 NORWOOD YOUNG AMERICA, MN 55368
 (952) 467-2181 Fax (952) 467-3259

Bill to: CITY OF MAYER
 Contact: _____
 Address: _____
 City, State & Zip: Mayer Mn
 Phone Number: _____
 Fax Number: _____
 Ship to: _____

JACK LANO
 Quote/Order? quote
 Date: 12/16/2019
 Confirmed: _____
 Terms: _____

Quantity	Description	List Price	Quote Price
1	Bobcat 5600 Toolcat loader	\$52,254.00	
	Deluxe Rd package	\$2,322.00	
	Cab with heat and A/C	\$4,864.00	
	High flow hyd.	\$1,736.00	
	29x12.5x15 turf tires	\$786.00	
	Keyless start	\$336.00	
	Heavy duty battery	\$97.00	
	Att. Control kit	\$236.00	
	Power bob-tach	\$1,099.00	
	Radio	\$444.00	
	Traction control	\$545.00	
	Total list price	\$64,719.00	
	Mn state bid discount -20%		
	pre delivery		(\$12,943.80)
	roof mounted strobe light kit		\$150.00
			\$160.00
	Total bid price		\$52,085.20
	State bid disc on attachments 24% plus \$50. predelivery		
1	69" angle broom	\$5,448.00	\$4,190.48
1	66" high flow brush cutter	\$6,969.00	\$5,346.44
1	62" general purpose bucket	\$697.00	\$529.72
1	72" snowblade	\$2,296.00	\$1,794.96
1	60" V - snowblade	\$4,049.00	\$3,127.24
	Trade in equipment values		
1	2015 Kubota RTU1100C with front blade		(\$11,000.00)
1	2011 John Deere 4520 tractor		(\$12,000.00)
1	John Deere MX6 brush cutter		(\$1,500.00)

Additional Comments:

72" V-blade \$3283.24

Quote Price:	_____
Trade Allowance	_____
Net Price:	_____
Plus Tax if applicable	_____
Quote Total:	_____
(If paid per terms above.)	_____

Sign here to Accept Order _____ Date _____



Request for Council Action Memorandum

Item: Fund Balance Policy

Meeting Date: January 13, 2020

Presented By: Margaret McCallum, City Administrator

Recommendations/Council Action/Motion Requested:

To review and update the Fund Balance Policy for the City of Mayer.

Details:

The purpose of the Fund Balance Policy is to establish specific guidelines that the City will use to maintain an adequate level of fund balance to provide for cash flow requirements and contingency needs.

Currently, any excess funds above 50% of the next year's budgeted expenditures goes equally into the following three funds: Fund 435 Capital Projects/Equipment Fund, Fund 410 Community Center and Fund 405 Street Improvement Fund.

Throughout 2019, there was discussion on transferring all remaining funds in the Fire Department funds to the 210 Fire Capital Fund from the following funds:

100-42200-
100-42260-
100-42280-
100-42285-

Suggested changes to the policy are highlighted in yellow.

Historically, prior to 2018, a resolution was passed annually to transfer the funds over to the 210 Fire Capital Fund. With changes in administration, there was confusion regarding this method.

By putting it into the Fund Balance Policy, it ensures that there it is in a policy and will be followed moving forward.

This change would then make sure the all remaining funds in the four fire accounts gets transferred into the 210 fund. It would also maintain that anything about 50% of the next year's budget in the remaining general funds would be split between the other three accounts.

Attachments:

Proposed Fund Balance Policy.

CITY OF MAYER, MN
FUND BALANCE POLICY

I. PURPOSE

The purpose of this policy is to establish specific guidelines the City of Mayer will use to maintain an adequate level of fund balance to provide for cash flow requirements and contingency needs because major revenues, including property taxes and other government aids are received in the second half of the City's fiscal year.

The purpose of this policy is to also establish specific guidelines the City of Mayer will use to classify fund balances into categories based primarily on the extent to which the City is bound to honor constraints on the specific purposes for which amounts in these funds can be spent.

II. CLASSIFICATION OF FUND BALANCE/PROCEDURES

1. Nonspendable

- This category includes fund balance that cannot be spent because it is either (i) not in spendable form or (ii) is legally or contractually required to be maintained intact. Examples include inventories and prepaid amounts.

2. Restricted

- Fund balance should be reported as restricted when constraints placed on those resources are either (i) externally imposed by creditors, grantors, contributors, or laws or regulations of other governments or (ii) imposed by law through constitutional provisions or enabling legislation.

3. Committed

- Fund balance that can only be used for specific purposes pursuant to constraints imposed by formal action of the government's highest level of decision-making authority. The committed amounts cannot be used for any other purpose unless the government removes or changes the specified use by taking the same type of action it employed to commit those amounts.
- The City's highest level of decision making authority (City Council) will annually or as deemed necessary commit specific revenue sources for specified purposes by resolution. This formal action must occur prior to the end of the reporting period, however, the amount to be subject to the constraint, may be determined in the subsequent period.

II. CLASSIFICATION OF FUND BALANCE/PROCEDURES – CONTINUED

- To remove the constraint on specified use of committed resources the City Council shall pass a resolution

4. Assigned

- Amounts that are constrained by the government’s intent to use for specified purposes, but are neither restricted nor committed. Assigned fund balance in the General fund includes amounts that are intended to be used for specific purposes.
- The City Council has delegated the authority to assign and remove assignments of fund balance amounts for specified purposes to the City Administrator.

5. Unassigned

- Unassigned fund balance represents the residual classification for the General fund. Includes amounts that have not been assigned to other funds and that have not been restricted, committed, or assigned to specific purposes within the General fund. The General fund should be the only fund that reports a positive unassigned fund balance amount.
 - i. The City will maintain an unassigned fund balance in the General fund of 50% of the next year’s budgeted expenditures of the General fund. This will assist in maintaining an adequate level of fund balance to provide for cash flow requirements and contingency needs because major revenues, including property taxes and other government aids are received in the second half of the City’s fiscal year.
 - a) Any excess unassigned fund balance above 50% of the next year’s budgeted expenditures shall be allocated to the following funds or to any fund as determined by future needs, as determined by the City Council:
 - Fund 435 Capital Projects/Equipment
 - Fund 410 Community Center
 - Fund 405 Street Improvement Fund
 - b) Any shortage in unassigned fund balance below 50% of the next year’s budgeted expenditures shall be allocated from the following funds as determined by the City Council:
 - Fund 435 Capital Projects/Equipment
 - Fund 410 Community Center
 - Fund 405 Street Improvement Fund

6. Fire Department Funds

- At the end of the year, the City will transfer any remaining funds into the 210 Fire Capital Fund from those associated with the Mayer Fire Department, specifically the following general fund departments:

	100-42200-
	100-42260-
	100-42280-
	100-42285-

STABILIZATION ARRANGEMENTS

III. Stabilization arrangements are defined as formally setting aside amounts for use in emergency situations or when revenue shortages or budgetary imbalances arise.

The City will set aside amounts by resolution as deemed necessary that can only be expended when certain specific circumstances exist. The resolution will identify and describe the specific circumstances under which a need for stabilization arises. The need for stabilization will only be utilized for situations that are not expected to occur routinely.

IV. MONITORING AND REPORTING

The City Administrator shall annually prepare the status of fund balance in relation to this policy and present to the City Council in conjunction with the development of the annual budget.

When both restricted and unrestricted resources are available for use, it is the City's policy to first use restricted resources, and then use unrestricted resources as they are needed.

When committed, assigned or unassigned resources are available for use, it is the City's policy to use resources in the following order; 1.) committed 2.) assigned and 3.) unassigned.

A negative residual amount may not be reported for restricted, committed, or assigned fund balances in the General fund.



Request for Council Action Memorandum

Item: Fire Department Transfer – Resolution 1-13-20-2

Meeting Date: January 13, 2020

Presented By: Margaret McCallum, City Administrator

Recommendations/Council Action/Motion Requested:

A motion to review and approve the transfer of funds from the General Fund 100 to the Fire Truck Fund 210.

Details:

In 2017 and 2018, excess funds from the following Fire Department Funds were not transferred into the Fire Truck Fund 210.

100-42200-____

100-42260-____

100-42280-____

100-42285-____

Historically, any excess funds from these funds were transferred to the Fire Truck Fund 210 at the end of the year.

The City is considering updating its fund balance policy to clearly state that any excess funds from these funds will be transferred to the Fire Truck Fund 210 in the future.

Staff is recommending the transfer of \$50,000 (2017) and \$3,249.14 (2018) from the General Fund 100, in total of \$53,249.14, to the Fire Truck Fund 210. These are estimated excess funds from 2017 and 2018.

Attachments:

Resolution 1-13-20-2

**RESOLUTION NO. 1-13-20-2
CITY OF MAYER**

**RESOLUTION TRANSFERRING FUND BALANCE FROM GENERAL FUND 100 TO
FIRE TRUCK FUND 210.**

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

WHEREAS, in 2017 and 2018, excess funds from the following Fire Department Funds were not transferred into the Fire Truck Fund 210.

100-42200-____
100-42260-____
100-42280-____
100-42285-____

WHEREAS, historically, any excess funds from these funds were transferred to the Fire Truck Fund 210 at the end of the year.

THEREFORE, Staff is recommending the transfer of \$50,000 (2017) and \$3,249.14 (2018) from the General Fund 100, in total of \$53,249.14, to the Fire Truck Fund 210.

Adopted this 13th day of January, 2020.

Mike Dodge, Mayor

Attest:

Margaret McCallum, City Administrator



Request for Council Action Memorandum

Item: 2020 Fee Ordinance

Meeting Date: January 13, 2020

Presented By: Margaret McCallum, City Administrator

Recommendations/Council Action/Motion Requested:

To discuss and approve the 2020 Fee Schedule

Details:

State statute requires cities to pass a fee schedule by ordinance.

Staff is proposing some minor changes to the fee schedule. Most of the fees are the same as 2019.

As far as administrative fees, based on historical usage of the Community Center, staff is proposing some changes to the way the Community Center use is billed.

Due to changes in animal licensing in 2019, this section was removed.

Mileage reimbursement will decrease from .58 cents per mile to .575 cents per mile (IRS Standard).

Staff is proposing the following changes to the utility rates:

Water - Monthly			
	Water = No Gallon Base	\$12.24	\$12.60
	Water = 0 -6,000 gallons	\$5.41	\$5.57
	6,001-15,000	\$6.26	\$6.45
	15,001-20,000	\$7.36	\$7.59
	20,001 and above	\$9.97	\$10.27

Sewer - Monthly			
	Sewer = No Gallon Base	\$20.04	\$20.65
	Sewer = per 1000 gallons	\$7.62	\$7.85

Storm Sewer - Monthly			
	Residential	\$4.00	\$5.60
	Commercial	\$12.00	\$16.80
	School & Churches	\$4.00	\$5.60
	Industrial	\$12.00	\$16.80
	Multi-Family	\$8.00	\$11.20

Connection Chargers	Water (WAC)	\$4,640.00	\$4,780.00
	Sewer (SAC)	\$4,640.00	\$4,780.00

The fee schedule also reflects some changes in staff/consultant fees.

City Planner Consultant Fees will stay the change from \$90/hour in 2018/2019 to at \$95/hour in 2020.

The 2020 rates for City Engineer are as follows:

Bolton and Menk - Engineer	
Senior Principal	\$150-\$270/Hour
Principal Engineer/Surveyor/Planner/GIS/Landscape Architect	\$140-\$210/hour
Senior Engineer/Surveyor/Planner/GIS/Landscape Architect	\$110-\$175/hour
Project Manager	\$100-\$190/hour
Project Engineer/Surveyor/Planner/Landscape Architect	\$85-\$175/hour
Design Engineer/Landscape Designer/Graduate Engineer/Surveyor	\$80-\$185/hour
Specialist	\$60-\$210/hour
Senior Technician	\$85-\$175/hour
Technician	\$65-\$140/hour
Administrative	\$45-\$100/hour
Structural/Electrical/Mechanical/Architect	\$120-\$150/hour

Please review the Fee Schedule A for the complete schedule.

Attachments:

Ordinance 229

Ordinance 229 Summary – Resolution 1-13-20-3

Fee Schedule – Schedule A.

**ORDINANCE NO. 229
(Fee Schedule)**

**CITY OF MAYER
CARVER COUNTY, MINNESOTA**

January 13, 2020

AN ORDINANCE ESTABLISHING A UNIFORM SYSTEM OF FEES, CHARGES, COSTS AND RATES FOR CITY LICENSES, PERMITS, APPLICATIONS, INFORMATION, SERVICES AND OTHER MATTERS.

THE CITY COUNCIL OF CITY OF MAYER, CARVER COUNTY, MINNESOTA, ORDAINS:

Section 1. Authorization and Establishment of Fees. The City of Mayer is authorized by law and does hereby establish and impose certain fees, charges, costs and rates for licenses, permits, applications, information, services and other matters required or provided by the City.

Section 2. Fee Schedule. The fees, charges, costs and rates for such licenses, permits, applications, information, services and other matters are adopted as set forth on **Schedule A** attached and made part of this ordinance. These fees and charges are deemed appropriate and reasonable. Schedule A and this ordinance may be amended or revised from time to time by subsequent ordinance adopted by the City Council. The Fees and charges shall be collected by City staff as required and collected prior to the issuance of a license or permit or acceptance of an application as the case may be. Fees are not refundable unless otherwise provided by ordinance or council action.

Section 3. Conflict. In the event of any conflict between this ordinance and any other provisions of the Code of Ordinances of the City of Mayer, this ordinance shall control.

Section 4. Non-exclusive. This ordinance shall not limit or preclude any other fees, charges, costs or rates as required by the Code of Ordinances of the City of Mayer or as otherwise established by ordinance or resolution.

Section 5. Summary Approval. Pursuant to Minnesota Statutes Section 412.191, Subd. 4, the council hereby determines that publication of the title and a summary of this ordinance will clearly inform the public of the intent and effect of this ordinance. The text of the summary of this ordinance entitled "Official Summary of Ordinance No. 229, a copy of which is attached

hereto, is hereby approved and the council determines that it clearly informs the public of the intent and effect of this ordinance.

Section 6. Publication, Inspection and Posting. The City Administrator is hereby directed that only the title of this ordinance and the attached summary be published with a notice that a printed copy of this ordinance is available for inspection by any person during regular office hours at the office of City Hall. A copy of the entire text of the ordinance shall also be posted at the Mayer City Hall, 413 Bluejay Avenue, Mayer, Minnesota.

Section 7. Effective Date. This ordinance shall be in full force and effect upon its adoption and publication according to law.

Passed and adopted by the City Council of the City of Mayer this 13th day of January, 2020.

Mike Dodge, Mayor

ATTEST:

Margaret McCallum, City Administrator

Title and Official Summary of Ordinance No. 229 Published in the _____ Newspaper on _____, 2020.

2019 Administrative Fees

		2020 ADMINISTRATIVE FEES
Community Center	Weddings - 2 Day Event	\$500.00
	Weddings - 3 Day Event	\$625.00
	Non Resident Event - Full Day	\$350.00
	Resident Event - Full Day	\$250.00
	Bar area and Kitchen Only Residents-	\$150.00
	Bar area and Kitchen Only Non Residents-	\$200.00
	Extra Day Fee	\$75.00
	Gym only (2 hours minimum)	\$18.50
	Church/Funeral	\$50.00
	4 Hour Rental (4 hours) - Resident	\$75.00
	4 Hour Rental (4 hours) - Non-Resident	\$100.00
	Rental for Non-Profit Local/Non-Local Organization	One/Half Rental Cost
	Damage Deposit	\$150.00
	*Events other than weddings the resident/nonresident rates apply	
Electronic Sign	For Profit week	\$7.00
	For Profit month	\$20.00
	Non Profit week	\$5.00
	Non Profit month	\$10.00
	Public Entity week or month	Free
	Out of Town one month	\$30.00
	Out of Town one week	\$10.00
Concession Stand	Damage Deposit	\$25.00
	Four hour rental	\$25.00
Landscape Escrow		\$2,500.00
Copy and Fax Costs	Copy Cost	\$.25 per page (BW) \$.50 per page (Color)
	City map	Cost
	Zoning map	\$15.00 per map
	Copy: Comprehensive Plan	\$50.00 per document
	Copy: Zoning Ordinance	\$50.00 per document
	Copy: City Standard Specs & Plates	\$50.00 per document
	Copy: Subdivision Ordinance	\$50.00 per document

2019 Administrative Fees

	Copy: Code Of Ordinances	\$75.00 per document
	Copy: Financial Statement/Audit	\$50.00 per document
	Copy: City Budget	\$30.00 per document
	Copy: City Fee Schedule	\$30.00 per document
Pet Fees & Fines		
Dog License – Natural	Annual renewal January 1st	\$10.00
Dog License – Neutered	Annual renewal January 1st	\$7.50
	Lifetime Dog License-	\$10.00
	Duplicate license	\$2.00
	Unlicensed dog fine	Double License Fee
	Animal pick up charge	Actual Cost
	Impound fines	Actual Cost
	Running at large/creating nuisance - 1st Offense	Warning
	Running at large/creating nuisance - 2nd Offense	\$50.00
	Running at large/creating nuisance - 3rd Offense	\$75.00
	-Subsequent Offenses (each)	\$100.00
Chicken License	Initial Fee	\$50.00
	Annual Renewal	\$25.00
Bee License	Initial Fee	\$50.00
	Annual Renewal	\$25.00
Service Fees & Miscellaneous		
	Public Notice and Mailing	Actual Cost plus Staff Time
	Recording Fees	Actual Cost plus Staff Time
	Returned Check Charge	\$25.00 plus City Bank Fees
	Election Filing Fee	\$15.00
	Delinquent Charge Certification	\$50.00
	Special Assessment Search	\$20.00
	Peddler License & Background Check Each	\$100.00
	Right-of-Way Permit - Large Utilities	\$250.00
	IRS Guidlnes - Travel Reimbursement	.575 cents per mile
Tobacco	Licensed by Carver County	
Fines		
Parking Violations	First Offense	\$25.00 plus towing costs
	Second Offense	\$50.00 plus towing costs

2019 Administrative Fees

	Third Offense	\$75.00 plus towing costs
	Minimum Tow Fee	COST
	Impound Lot Fee	COST
Weeds	Weed Violation Mowing - per hour charge/2 hr min.	\$75.00
Snow Removal	Snow Removal - per hour charge/2 hour min.	\$75.00
Abandoned Vehicles	Abandoned Vehicle Violation-1st offense/plus towing	\$60.00
	Abandoned Vehicle Violation-2nd offense/plus towing	\$150.00
	Abandoned Vehicle Violation-3rd offense/plus towing	\$200.00
	Water Service Disconnect/Reconnect Charge	\$50.00

2020 BUILDING PERMIT FEES

Building Permits	Building Permits Fees
<u>TOTAL VALUATION</u>	
\$1.00 to \$500.00	\$25.58 for the first \$500.00 plus \$3.36 for each additional \$100.00
\$501.00 to \$2,000.00	or fraction thereof, to and including \$2,000.00
\$2,001.00 to \$25,000.00	\$76.25 for the first \$2,000.00 plus \$15.40 for each additional \$1,000.00 or fraction thereof, to and including \$25,000.00
\$25,001.00 to \$50,000.00	430.35 for the first \$25,000.00 plus \$11.11 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00
\$50,001.00 to \$100,000.00	\$708.10 for the first \$50,000.00 plus \$7.70 for each additional \$1,000.00 or fraction thereof, to and including \$100,000.00
\$100,001.00 to \$500,000.00	\$1093.10 for the first \$100,000.00 plus \$6.16 for each additional \$1,000.00 or fraction thereof
\$500,001.00 to \$1,000,000.00	\$3,557.10 for the first \$500,000.00 plus \$5.23 for each additional \$1,000.00 or fraction thereof, to and including \$1,000,000.00
\$1,000,001.00 and up	\$6,172.10 for the first \$1,000,000.00 plus \$4.02 for each additional \$1,000.00 or fraction thereof
Building Permit Fee	Schedule is 100% of the above fee schedule, plus 10%, plus a State Surcharge as follows: $\$1,000,000$ or less = $.0005 \times$ the valuation (minimum of \$5.00) $\$1,000,001$ to $\$2,000,000$ = $\$500.00 + .0004 \times$ (Value - $\$1,000,000$) Greater than $\$2,000,001$ see State Table.

OTHER INSPECTIONS AND FEES AS PER CONTRACT

Terms, Conditions & Fee

Inspections outside of normal business hours minimum two hour charge	\$75.00/hour (\$150.00 Minimum)
Re-Inspection Fee	\$50.00
Inspections for which no fee is specifically indicated	\$50.00
Additional plan review required by changes, additions, or revisions to approved plans	
Minimum one half hour charge	
For miscellaneous and special services, as per contract	\$50.00
City Sewer Inspection/ hookup	\$45.00
City Water Inspection/ hookup	\$45.00
Moved in House/Garage	\$50.00/hr + Mileage from Loretto
Moved in House/Foundation/LL Finish	Valuation

Plan Check Fee	Is 65% of the Permit Fee for Residential and Commercial Projects	
Plumbing Permit Fees	\$5.50 per fixture or minimum of \$75.00 plus \$1.00 Surcharge Plumbing Change outs: Water heaters or softeners	\$75.00 ea + \$1.00 Surcharge
Heating, Air Conditioning, & Gas Piping Permit Fees	<i>New Home Construction</i> For EACH Heating or Air Conditioning unit, including Air Exchange units, Heating and Air Conditioning replacement is considered one unit In-Floor heat systems, gas logs/fireplaces, wood burning and factory fireplaces, etc. plus \$1.00 Surcharge Permit issued for gas line/gas piping only Masonry Fireplaces requires a regular building permit, submit plans & fee is based on Valuation	\$75.00 plus \$1.00 Surcharge \$75.00 plus \$1.00 Surcharge \$75.00 plus \$1.00 Surcharge \$75.00 plus \$1.00 Surcharge \$75.00 plus \$1.00 Surcharge
Residential General Fees	Re-Roof: Re-Side: Re-Window: If replaced with the same size Any size change requires a regular building permit Fence: (Over 7' based on value) Shed: (>200 SQ FT - Based on Value) Residential Demo:	\$75.00 plus \$1.00 Surcharge \$75.00 plus \$1.00 Surcharge \$75.00 plus \$1.00 Surcharge \$75.00 plus \$1.00 Surcharge \$75.00 plus \$1.00 Surcharge \$100.00 plus \$1.00 Surcharge
Commercial Project Fees:	Demo Permit Fees Re-Roof and Re-Side Projects Plumbing & Mechanical Permit Fees Plumbing Minimum Mechanical Minimum Fire Sprinkler Systems require a regular building permit Fire Alarm	Valuation Valuation Valuation Valuation Valuation Valuation

2020 PLANNING & ZONING FEES

Planning & Zoning Fees		
Annexation Application Fee		\$500.00
Appeal		\$200.00
Vacation of Property, Public Right-of-Way & Easements		\$300.00
Zoning Permit (Fences 6' or less, swimming pools, shds less than 120 sf, etc)	One Time Admin Fee	\$50.00
Concept Plan	One Time Fee	\$500.00
	Escrow	\$1,000.00
Preliminary Plat	One Time Fee	\$500 & \$15/lot
	Escrow	\$5,000.00
Final Plat	One Time Fee	\$400 & \$15/lot
	Escrow	\$5,000.00
Concept Planned Unit Development (PUD)	One Time Fee	\$300.00
	Escrow	\$1,000.00
Preliminary Planned Unit Developent (PUD)	One Time Fee	\$500.00
	Escrow	\$1,500.00
Final Planned Unit Development (PUD)	One Time Fee	\$400.00
	Escrow	\$1,500.00
Comprehensive Plan Amendment	One Time Fee	\$500.00
	Escrow	\$1,500.00
Conditional Use, Variance, Interim Use Permit	One Time Fee	\$500.00
	Escrow	\$1,500.00
Minor Subdivision (lot division or consolidation)	One Time Fee	\$500.00
	Escrow	\$1,500.00
Site Plan	One Time Fee	\$500.00
	Escrow	\$1,500.00
Rezoning	One Time Fee	\$500.00
	Escrow	\$1,500.00
Zoning Text Amendments	One Time Fee	\$500.00
	Escrow	\$1,500.00
Other Planning Requests of the City Council	One Time Fee	\$500.00
	Escrow	\$1,500.00

Utility Feasibility Study - Council approval required

Cost

In addition to the application fee, the applicant for development plan review must also pay all costs incurred by the City including staff time, legal, engineering, administrative, building inspection services, and services other persons or entities employed or contracted by the City for, or in any way involved in, the review and inspection of the development plan and public utility extensions contemplated thereby, including but not limited to streets, sidewalks, trails, water lines, sanitary sewer lines, storm sewer lines, street lights, electric and gas lines, water retention areas and all other improvements intended for public use or benefit constructed or caused to be constructed by the owner and under no condition shall the fee be refunded for failure of the City to approve the development plan. All charges incurred for this review shall be the sole responsibility of the applicant.

All Fees are doubled for after the fact applications

MEETINGS	Councilmember per diem for Special Meeting	\$30.00
	Board and Commission Per diem	\$30.00
	Special Council Meeting held before Regular Meeting	\$150.00
	Special Council Mtg other date -requested by residents	\$150.00
	Special Planning Commission Meeting	\$210.00

PARK DEDICATION FEE	Per Ordinance
----------------------------	---------------

2020 LICENSE FEES

Liquor License	3.2 Beer - On Sale	\$10.00/non profit only/yr
	Intoxicating - On Sale (yearly renewal March 1st)	\$1,800.00
	Intoxicating - Off Sale (yearly renewal March 1st)	\$100.00
	Intoxicating - Sunday Sale (yearly renewal Mar 1st)	\$200.00
	Non Refundable Investigative Fee New License	\$100.00
	Wine and Beer License	\$200.00
	3.2 Beer Annual License	\$200.00
Amusement Licenses	Annual renewal January 1st - \$15.00 per location	\$15.00 per location plus \$15.00 per machine

2020 UTILITY FEES

Sewer - Monthly	Sewer = No Gallon Base	\$20.65
	Sewer = per 1000 gallons	\$7.85

Stormwater - Monthly	REU	
Residential	1	\$5.60
Commercial	3.6	\$16.80
Schools & Churches	1.8	\$5.60
Industrial	3.6	\$16.80
Multi Family	2	\$11.20

Water - Monthly	Water = No Gallon Base	\$12.60
	Water = 0 -6,000 gallons	\$5.57
	6,001-15,000	\$6.45
	15,001-20,000	\$7.59
	20,001 and above	\$10.27
	MPFA Replacement fund	\$.10 per 1000
	Minnesota Water Testing Fee	\$0.81
	Utility penalty	10.00%

Area Charges - Gross Per Acre	Residential Storm Sewer	\$2,650.00
	Commercial Storm Sewer	\$2,900.00
	Industrial Storm Sewer	\$3,200.00
	Water	\$2,350.00
	Sewer	\$2,350.00

Connection Charges	Water (WAC)	\$4,780.00
	Sewer (SAC)	\$4,780.00
Main Connection Charge	Water - Permit Fee	\$100.00
	Sewer - Permit Fee	\$100.00
	Excavation - Permit Fee	\$200.00
	Escrow for Excavation	Set By Council

Utility Misc	Utility Franchise Application Fee	\$5,000.00
	Utility Franchise Escrow	\$5,000.00

Hydrant Meter	Damage Deposit	\$800.00
----------------------	----------------	----------

1 - 10,000 gallons (minimum)	\$70.00
10,001- 15,000	\$6.26
15,001-20,000	\$7.36
20,001 and above	\$9.97

Water Meters	(2) 3/4 "Water Meters Horns, and MXU New Houses	\$545.00
	3/4" Water meter, MXU & connections	\$350.00
	5/8" Water meter alone	\$140.00
	1" Water meter, MXU & connections	Cost + 10%
	1" Water meter alone	Cost + 10%
	2" Water meter, MXU & connections	Cost + 10%
	2" Water meter alone	Cost + 10%
	MXU	\$175.00
	Curb Box Fee Parts	\$24.00
	Curb Box Repair Fee	\$20.00
	Water Meter other sizes	Cost + 10%
	Meter wire (per foot)	\$0.12
	5/8" Meter Horn (#2)	\$80.00
	1" Meter Horn (#3)	Cost + 10%
	2" Meter Horn (#4)	Cost + 10%

Watering Violations	Watering Ban - 1st Violation	\$50.00
	2nd Violation	\$50.00 /day fine added to UB
	3rd Violation	\$100.00/day fine added to UB
	4th violation or more increases by \$50.00 per time	

2020 FIRE DEPARTMENT FEES

FIRE DEPARTMENT	3000 gallon tanker - load of water	\$75.00 per load (within Fire Dist).
	2000 gallon tanker - load of water	\$50.00 per load (within Fire Dist)
	3000 gallon tanker - load of water	\$125.00 per load (outside Fire Dist).
	2000 gallon tanker - load of water	\$85.00 per load (outside Fire Dist)
	Fire/Accident Call Not Covered by Contract	\$450 First Hr. + \$350 Each Addnl Hr.
	*Structure burning permit	\$1,000 Recmd Donation
	* does not include Asbestos Inspection	
	Hazmat Fee	\$450 plus \$10 per hour per Fire Fighter

2020 CITY STAFF/CONSULTANT FEES

City Staff Rate \$75/Hour*

***There is a minimum charge of 2 hours for staff called out after normal business hours.**

Bolton and Menk - Engineer

Senior Principal	\$150-\$270/Hour
Principal Engineer/Surveyor/Planner/GIS/Landscape Architect	\$140-\$210/hour
Senior Engineer/Surveyor/Planner/GIS/Landscape Architect	\$110-\$175/hour
Project Manager	\$100-\$190/hour
Project Engineer/Surveyor/Planner/Landscape Architect	\$85-\$175/hour
Design Engineer/Landscape Designer/Graduate Engineer/Surveyor	\$80-\$185/hour
Specialist	\$60-\$210/hour
Senior Technician	\$85-\$175/hour
Technician	\$65-\$140/hour
Administrative	\$45-\$100/hour
Structural/Electrical/Mechanical/Architect	\$120-\$150/hour

Countryside Kennels

Per contract Cost

Municipal Development Group - Planner

\$95/hour

Ratwik, Rosak and Maloney - Attorney

Cost Incurred

Other Consultants

Cost Incurred

Police

Per contract Cost

**Resolution 1-13-20-2
ORDINANCE NO. 229**

**CITY OF MAYER
CARVER COUNTY, MINNESOTA**

OFFICIAL SUMMARY

January 13, 2020

The following is the official summary of Ordinance No. 229 of the City of Mayer adopted on January 13, 2020, pertaining to the establishment of certain fees and charges.

The City of Mayer has adopted a fee schedule that establishes a system of fees, charges, costs and rates for City licenses, permits, applications, information, services and other matters provided by the City.

The fee schedule is attached to and made part of Ordinance No. 229 adopted on January 13, 2020, and sets fees and charges for such categories as the following:

Administrative Fees, Amusement Devises, Assessment Searches, Building Permits, Planning and Zoning, Community Center Rental, Fire Department, Licenses, Meetings, Utilities, Public Works, Consultant Fees, Area Charges and Title Insurance Fee for Development.

The Fees and charges may be changed from time to time by Council action.

A PRINTED COPY OF THIS ENTIRE ORDINANCE IS AVAILABLE FOR INSPECTION AND REVIEW BY ANY PERSON AT THE OFFICE OF CITY HALL OF THE CITY OF MAYER LOCATED AT 413 BLUEJAY AVENUE, MAYER, MINNESOTA 55360.

Margaret McCallum, City Administrator

Published in the _____ on _____, 2020.



**BOLTON
& MENK**

2638 Shadow Lane
Suite 200
Chaska, MN 55318-1172

Real People. Real Solutions.

Ph: (952) 448-8838
Fax: (952) 448-8805
Bolton-Menk.com

December 12, 2019

City of Mayer
Attn: Ms. Margaret McCallum
413 Blue Jay Avenue
Mayer, MN 55360-0102

RE: 2020 Professional Engineering Services

Dear Ms. McCallum:

We are pleased to once again offer professional engineering services to the City of Mayer for 2020 in accordance with the attached Fee Schedule. We look back with great satisfaction on the important projects we have been able to complete with you and your staff at the direction of the City Council. I have every confidence that our long-term knowledge of your community and understanding of your needs coupled with cooperation and hard work will result in the continued advancement of the City's vision for its future.

It is also my pleasure to inform you we will continue offering the "municipal discount" for the key staff member serving your City at the same hourly rate. This rate has remained unchanged for over 5-years. This discount applies to day-to-day general engineering items and is intended to minimize the engineering impact on the General Fund budget. For your City, the municipal discount includes the following:

- David Martini - First 20 hours/month at \$65/hour

Further, we have not changed our fee for City Council meeting attendance or Planning Commission meeting attendance. We have also not changed our design fees for City projects. All of these fees have remained unchanged for well over 5-years. The fee structure items identified above reflect our continued commitment to provide you high quality and full service municipal engineering services with increasing value and efficiency.

Please review the attached information and contact me with any questions you may have. **We are committed to providing you with the superior service you expect and require as together we work to build a safe, sustainable and beautiful community.**

Respectfully Submitted,
Bolton & Menk, Inc.

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

2020 SCHEDULE OF FEES

The following fee schedule is based upon competent, responsible professional services and is the minimum, below which adequate professional standards cannot be maintained. It is, therefore, to the advantage of both the professional and the client that fees be commensurate with the service rendered. Charges are based on hours spent at hourly rates in effect for the individuals performing the work. The hourly rates for principals and members of the staff vary according to skill and experience. The current specific billing rate for any individual can be provided upon request.

The fee schedule shall apply for the period through December 31, 2020. These rates may be adjusted annually thereafter to account for changed labor costs, inflation, or changed overhead conditions.

These rates include labor, general business, and other normal and customary expenses associated with operating a professional business. Unless otherwise agreed, the above rates include vehicle and personal expenses, mileage, telephone, survey stakes, and routine expendable supplies; no separate charges will be made for these activities and materials. Expenses beyond the agreed scope of services and non-routine expenses, such as large quantities of prints, extra report copies, outsourced graphics and photographic reproductions, document recording fees, outside professional and technical assistance, and other items of this general nature will be invoiced separately. Rates and charges do not include sales tax, if applicable.

Employee Classification	Hourly Billing Rates
Senior Principal	\$150-270/Hour
Principal Engineer/Surveyor/Planner/GIS/Landscape Architect	\$140-210
Senior Engineer/Surveyor/Planner/GIS/Landscape Architect	\$110-175
Project Manager (Inc. Survey, GIS, Landscape Architect)	\$100-190
Project Engineer/Surveyor/Planner/Landscape Architect	\$85-175
Design Engineer/Landscape Designer/Graduate Engineer/Surveyor	\$80-185
Specialist (Nat. Resources; GIS; Traffic; Graphics; Other)	\$60-210
Senior Technician (Inc. Construction, GIS, Survey ¹)	\$85-175
Technician (Inc. Construction, GIS, Survey ¹)	\$65-140
Administrative/Corporate Specialists	\$45-100
Structural/Electrical/Mechanical/Architect	\$120-150
GPS/Robotic Survey Equipment	NO CHARGE
CAD/Computer Usage	NO CHARGE
Routine Office Supplies	NO CHARGE
Routine Photo Copying/Reproduction	NO CHARGE
Field Supplies/Survey Stakes & Equipment	NO CHARGE
Mileage	NO CHARGE

¹ No separate charges will be made for GPS or robotic total stations on Bolton & Menk, Inc. survey assignments; the cost of this equipment is included in the rates for Survey Technicians.



Request for Council Action Memorandum

Item: 2020 Annual Appointments

Meeting Date: January 13, 2020

Presented By: Margaret McCallum, City Administrator

Recommendations/Council Action/Motion Requested:

A motion approving Resolution 1-13-20-3 - 2020 Annual Appointments

Details:

Annually, the City Council considers an organizational resolution that designates the depository and the official newspaper. The resolution also appoints the Acting Mayor, City Attorney, City Engineer, Financial Consultant, Auditor, Insurance Agent, Building Inspector, Planning Consultant, Weed Inspector and Assessor.

Part of this process also appoints Councilmembers as liaison and citizen members to the commissions and committees that advise the City Council.

The Planning Commission has two vacancies in which interviews will be conducted in January to step in on the start date of February 1, 2020. These will come to Council for final approval.

The Fire Department has officers listed in yellow. Each of these positions had one person apply for each position. The Committee of the officer positions recommended approval of the officers that were interviewed. The Personnel Committee interviewed for the Chief 1 and Chief 2 positions. The Personnel Committee recommended appointment of Andy Maetzold as Chief 1. There was no recommendation from the Personnel Committee for the Chief 2 position.

Council consideration should be given to the committees that each Councilmember wants to serve on for the next year. Secondly, the reappointments of members of the advisory committees to the City Council are part of this resolution.

Council will first need to decide on liaison positions for the Collaborative Planning Group, Community Education, Planning Commission, Park Commission, EDA (2 positions), and Carver County Leaders (2 positions).

Attached as Exhibit A are the committees and the Council vacancies are highlighted in yellow.

Once vacant appointments are discussed and determined, staff is requesting approval of resolution 1-13-20-3 Annual Appointments.

Attachments:

Resolution 1-13-20-4.

Exhibit A.

CITY OF MAYER
RESOLUTION 1-13-20-4
2020 ORGANIZATION OF THE CITY OF MAYER

WHEREAS, pursuant to Minnesota Statute Chapter 118, the City Council must designate official depositories for municipal funds;

WHEREAS, pursuant to Minnesota Statute section 412.831, the City Council must designate an official newspaper of the City;

WHEREAS, pursuant to Minnesota Statute section 412.121 Councilmember _____ is appointed acting Mayor and is to perform the duties of Mayor during the absence or disqualification of the Mayor in the case of a vacancy in the office of Mayor;

WHEREAS, the City Council must appoint City Attorney, City Engineer, Financial Consultant, Auditor, Insurance Agent, Building Inspector, Assessor and other professional appointments;

NOW THEREFORE, BE IT RESOLVED, that the Mayer City Council makes the appointments as set out in state statute and other appointments necessary for the City operations as Exhibit A.

Passed and adopted by the City Council of the City of Mayer on this 13th day of January, 2020.

Mike Dodge, Mayor

ATTEST: _____
Margaret McCallum, City Administrator

Appointment	Name	Term
Depository	Security Bank	1/1/2020-12/31/2020
Newspaper	Herald Journal	1/1/2020-12/31/2020
City Attorney	Ratwik, Roszak and Maloney	1/1/2020 -12/31/2020
Acting Mayor/Vice Mayor		1/1/2020-12/31/2020
City Financial Services	Ehlers and Associates	1/1/2020-12/31/2020
City Investment Services	4M Fund	1/1/2020-12/31/2020
City Auditor	Abdo, Eick & Meyers	1/1/2020-12/31/2020
City Engineer	Bolton and Menk	1/1/2020-12/31/2020
City Building Inspector	Metro West	1/1/2020-12/31/2020
City Assessor	Carver County	1/1/2020-12/31/2020
City Weed Inspector	Mayor	1/1/2020-12/31/2020
Assistant Weed Inspector	Public Works	1/1/2020-12/31/2020
Insurance Agent	Christopher Biehl, Bullis	1/1/2020-12/31/2020
Planning Consultant	Municipal Dev. Group	1/1/2020-12/31/2020
Council Meeting Time	6:30 PM	
Council Meeting Dates	2 nd and 4 th Mondays	
Mileage	Per IRS Guidelines	
Collaborative Planning Group		
Representative from City		1/1/2020-12/31/2020
Community Education		
Community Recreation Advisory		1/1/2020-12/31/2020
Planning Commission Members	Beginning Term	Ending Term
	2/1/2020	2/1/2023
	2/1/2020	2/1/2023
Les Hahn	2/1/2019	2/1/2022
Michael Sommerfeld	2/1/2019	2/1/2022
Don Wachholz	2/1/2018	2/1/2021
Patty Lanting	2/1/2018	2/1/2021
	2/1/2020	1/31/2021
Park Commission	Beginning Term	Ending Term
Troy Condon	2/1/2018	2/1/2021
Brian Schaeppi	2/1/2020	2/1/2023
Melissa Gomes	2/1/2019	2/1/2022
Mike Wegner	2/1/2018	2/1/2021
	2/1/2020	1/31/2021

Economic Development Authority	Beginning Term	Ending Term
Scott Wakefield	01/01/2017	12/31/2020
Tom Stifter	01/01/2018	12/31/2020
Vacant	01/01/2020	12/31/2022
	1/1/2020	12/31/2021
	1/1/2020	12/31/2021
Personnel Committee	Beginning Term	Ending Term
Mayor	1/1/2020	12/31/2020
City Administrator	1/1/2020	12/31/2020
	1/1/2020	12/31/2020
Public Works Committee		
Mayor	1/1/2020	12/31/2020
City Engineer	1/1/2020	12/31/2020
Public Works Employee	1/1/2020	12/31/2020
City Administrator	1/1/2020	12/31/2020
CCL		
	1/1/2020	12/31/2020
	1/1/2020	12/31/2020
City Administrator	1/1/2020	12/31/2020
Fire Department		
Mike Dodge	1/1/2020	12/31/2020
Fire Chief – Andy Maetzold	1/1/2019	12/31/2021
Chief 2 – Rod Maetzold	1/1/2020	12/31/2020
Training Officer 1 – Dennis Clark	1/1/2020	12/31/2021
Training Officer 2 – Adam Maetzold	1/1/2019	12/31/2020
Equipment Officer – Josh McIntosh	1/1/2020	12/31/2021
Fire Prevention Officer – Zach Stifter	1/1/2019	12/31/2020
Lieutenant 1 – Nate McNeilly	1/1/2019	12/31/2020
Lieutenant 2 – Kevin Nace	1/1/2020	12/31/2021



Request for Council Action Memorandum

Item: Contract for Consulting Planning Services for 2020

Meeting Date: January 13, 2020

Presented By: Margaret McCallum, City Administrator

Recommendations/Council Action/Motion Requested:

To discuss and approve the contract for consulting planning services for 2020.

Details:

The City of Mayer contracts with Municipal Development Group LLC for planning services; specifically with John Anderson.

The City Planner attends Planning Commission, City Council and other meetings as needed. In addition, the City Planner coordinates, facilitates and reviews requests for planning approval such as approval for minor subdivisions, variances, conditional use permits, ordinance text and official zoning map amendments, plat review, etc. All other duties and responsibilities are listed in the contract between the City of Mayer and Municipal Development Group.

The rate for services for 2020 is \$95.00 per hour. This is an increase of \$5.00 (\$90.00 per hour) in 2019.

The City has a budget of \$6,500.00 for 2020 Planning and Zoning Services requested by the City of Mayer. Any private development work performed by the City Planner is billed to that developer and is reimbursed to the City.

Some projected projects for 2020 include reviewing and updating (as needed) the zoning ordinance and subdivision ordinance. In addition, reviewing and updating (as needed) the orderly annexation agreements.

Attachments:

Agreement for Consulting Services.

Letter from City Planner, John Anderson, Municipal Development Group.



December 17, 2019

City of Mayer
413 Bluejay Avenue
Mayer, MN 55360

Re: Contract for Consulting Planning Services for 2020

Dear Mayor and City Council members:

Included with this letter is the contract for consulting planning services for the year 2020 to be executed by the City of Mayer. It is my understanding the City Council will be reviewing these contracts at the upcoming City Council meeting. Please print two copies of the contract and once the contracts are signed, they can both be forwarded to Municipal Development Group, LLC (MDG) for final signatures. Once MDG receives and executes the contracts, one copy will be mailed back to you for your records. The contracts can be mailed to:

Municipal Development Group, LLC
25562 Willow Lane
New Prague, MN 56071

The hourly rate for 2020 is \$95.00 per hour, a \$5.00 increase from 2019. Everything else in the contract remains the same as the previous year except the \$5.00 increase in the hourly rate. All the dates have been updated along with the above mentioned change, so the contract is ready for your signature.

If you have any questions or need to contact me for any reason you can reach me by calling direct at 952-855-4596, or you may email me at: jandersonmdg@gmail.com.

Thanks and once again it is our pleasure doing business with the City of Mayer.

Sincerely,

John Anderson

John Anderson, Associate
Municipal Development Group, LLC

AGREEMENT FOR CONSULTING PLANNER SERVICES

THIS AGREEMENT is made and entered into this ____ day of _____, 20__ by and between the City of Mayer, a Minnesota Municipal Corporation and Political Subdivision, hereinafter referred to as the “City” and Municipal Development Group, LLC (MDG), a Minnesota Limited Liability Company, hereinafter referred to as the “Company”.

I. DEFINITIONS

- A. City - The “City” shall be defined as the City of Mayer, a Minnesota Municipal Corporation and Political Subdivision.
- B. Company - The “Company” shall be defined as Municipal Development Group, LLC (MDG), a Minnesota Limited Liability Company.
- C. Consulting Planner Services - The “Consulting Planner Services” shall be defined as consulting services relating to municipal planning for the City of Mayer.
- D. Hourly Fee - The “Hourly Fee” shall be defined as an \$95.00 per hour fee charge for Consulting Planner Services. Invoicing will occur on a monthly basis, exclusive of additional reimbursable expenses. See Exhibit A – Rate Schedule, of this Agreement.
- E. Off-Site - “Off-Site” shall be defined as Consulting Planner Services provided for the City at the Company’s office.
- F. On-Site - “On-Site” shall be defined as Consulting Planner Services provided at the City offices as opposed to those services provided at the Company’s offices.
- G. Reimbursable Expenses - The “Reimbursable Expenses” shall be defined as the expenses associated with the Consulting Planner Services which may include long-distance phone and fax charges, postage, photocopying and supplies directly related to the Consulting Planner Services. See Exhibit A – Rate Schedule, of this Agreement.
- H. Travel Fee - The "Travel Fee" shall be defined as an \$50.00 per hour fee charge for time spent traveling to and from site visits, meetings, on-site hours, etc for the Consulting Planner Services. See Exhibit A – Rate Schedule, of this Agreement.

II. SCOPE OF SERVICES AND FEES

The Company will work with the development applicants, City staff, City consultants, the Planning Commission, the City Council and others on various planning projects as outlined below. It is the intent of this agreement that there will be a close cooperative working relationship between the Company and the City.

Basic services and fees shall include:

- A. The Company shall provide Consulting Planner Services on a scheduled or as needed basis as directed by the City, which may include both On-Site and Off-

Site office and meeting hours, at an hourly rate of \$95.00, otherwise known as the Hourly Fee;

- B. As directed by the City, the Company shall attend Planning Commission, City Council or other meetings and travel time to and from these meetings shall be billed at an hourly rate of \$50.00, otherwise known as the Travel Fee;
- C. As directed by the City, the Company shall coordinate/facilitate/review requests for planning approval such as approval of minor subdivisions, variances, conditional use permits, ordinance text and official zoning map amendments, plat review, etc;
- D. As directed by the City, the Company shall implement, administer and enforce the Comprehensive Plan and related local controls such as the Zoning Ordinance and Subdivision Ordinance;
- E. As directed by the City, the Company shall assist with interpretation and/or amendments to the Comprehensive Plan, Zoning Ordinance and Subdivision Ordinance as directed;
- F. As directed by the City, the Company shall provide GIS mapping services;
- G. As directed by the City, the Company shall provide other duties related to community development as assigned;
- H. The Company shall invoice the City on a monthly basis. A monthly update of the total hours and projects completed shall be provided to the City;
- I. The Company may provide additional assistance in conjunction with specific projects as authorized by the City such as Comprehensive Plan updates for a lump sum project fee or on an hourly basis; and,
- J. The Company shall be reimbursed for other Reimbursable Expenses directly related to Consulting Planner Services provided for the City, including long distance phone/fax, photocopies, postage and supplies. Reimbursable Expenses are listed on the attached Exhibit "A" – Rate Schedule.

III. RESPONSIBILITIES

- A. The Company shall respond to inquiries from the City or development applicants in a timely fashion, generally within twenty-four (24) to forty-eight (48) hours.
- B. The Company shall prepare and submit itemized invoices detailing the projects completed and the dates in which services were provided by the tenth (10th) of each month following the service.
- C. If the City requires the Company to provide on-site office hours, the City shall be responsible for providing a work space and computer/printer for the Company to utilize while completing said on-site consulting service hours.
- D. The Company shall provide office space for consulting services provided off-site.

IV. MISCELLANEOUS PROVISIONS

- A. Right of Termination. The City or Company may terminate this Agreement upon thirty (30) days written notice.
- B. Binding Effect. This Agreement shall inure to the benefit of, and is binding upon the parties hereto and their respective heirs, representatives, successors and assigns.
- C. Amendments. This Agreement can be amended only in writing signed by both parties.

V. TERM OF AGREEMENT

This Agreement covers the period beginning the 1st day of January, 2020 and ending the 31st day of December, 2020, and may be renewed or amended thereafter.

IN WITNESS WHEREOF, the parties have set their hand as of the date first written above.

CITY OF MAYER, a Minnesota municipal corporation and political subdivision

By: _____

Its: _____

Dated: _____

MUNICIPAL DEVELOPMENT GROUP, LLC, a Minnesota Limited Liability Company

By: _____

Its: _____

Dated: _____

EXHIBIT "A"
RATE SCHEDULE

Hourly Fee	\$95.00 per hour
Travel Fee	Actual time spent traveling to and from meetings, site visits, etc. (based on a \$50.00 per hour charge)
Telephone – long distance	Actual long distance charge (based on \$.05 per minute)
Fax – long distance	Actual long distance charge (based on \$.05 per minute)
Photocopies	\$0.10 per 8 1/2 x 11 black & white copy; \$0.25 per 8 1/2 x 11 black & white duplex copy; \$0.80 per 8 1/2 x 11 color copy; \$1.70 per 8 1/2 x 11 color duplex copy; \$0.30 per 11 x 17 black & white copy; \$1.25 per 11 x 17 color copy; \$35.00 per 22 x 34 colored copy; \$50.00 per 22 x 34 colored copy mounted on tag board
Postage	Actual expense
Supplies	As pre-approved by City staff at actual expense of supplies.



Request for Council Action Memorandum

Item: 2020 Wage Increase

Meeting Date: January 13, 2020

Presented By: Margaret McCallum, City Administrator

Recommendations/Council Action/Motion Requested:

A motion to review and approve 2020 wage increase for non-union employees.

Details:

As part of the 2020 budget and levy, the City budgeted accordingly based on projected increases and cost of living.

The City Council performed an annual review on the City Administrator. She received a satisfactory review.

The Personnel Committee met on January 7, 2020 and made the following recommendation for a salary increase for the City administrator.

A 3% increase in salary and a 2% Cost-of-Living increase for a total of 5%. This amount has been budgeted for.

City Administrator - \$78,750.00 increase to \$82,687.50

Attachments:

Resolution 1-13-20-5

**CITY OF MAYER
RESOLUTION 1-13-20-5**

ADOPTING THE 2020 WAGE INCREASE FOR SALARY CITY EMPLOYEE

WHEREAS, The City Administrator has completed performance evaluations for the Public Works and Deputy Clerk Employees, and,

WHEREAS, The City Council has completed a performance evaluation for the City Administrator, and,

WHEREAS, The City Council negotiated and approved a Union Contract for the Public Works Worker 1, Public Works Worker 2, and the Deputy Clerk.

WHEREAS, the employee wage for 2020 is effective January 1, 2020 contingent upon a favorable performance evaluation for employee; and,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF MAYER, MINNESOTA THAT: the wages for the City Administrator hereby be approved as follows:

1. Approve a 3% increase and 2% COLA increase for the City Administrator.
City Administrator - \$78,750.00 increase to \$82,687.50

Adopted by the City Council of the City of Mayer this 13th day of January 2020.

Michael Dodge, Mayor

Margaret McCallum, City Administrator



Request for Council Action Memorandum

Item: City Administrator – Request for PTO Carryover

Meeting Date: January 13, 2020

Presented By: Margaret McCallum, City Administrator

Recommendations/Council Action/Motion Requested:

To review and discuss the request by the City Administrator to carryover fifteen (15) days of PTO from 2019 to 2020.

Details:

As a benefit and stated in the City Administrator’s contract, she is entitled to 24 days of paid time off per year.

The time or times at which such paid time off to be taken shall be determined by Employee consistent with Employee’s duties and obligations under the contract agreement.

The City Administrator can only carry over fifteen (15) days of PTO into the next calendar year with Council approval and must be used within the next calendar year or it is lost.

At the end of 2019, the City Administrator was 18.5 days of PTO.

The City Administrator is requesting to transfer 15 of those 18.5 days from 2019 to 2020.

Attachments:

Resolution 1-13-20-6

**CITY OF MAYER
RESOLUTION 1-13-20-6**

**ALLOWING FOR THE TRANSFER OF 15 DAYS OF PAID TIME OFF FROM 2019 TO 2020 FOR THE
CITY ADMINISTRATOR**

WHEREAS, As a benefit and stated in the City Administrator’s contract, she is entitled to 24 days of paid time off per year.

WHEREAS, the time or times at which such paid time off to be taken shall be determined by Employee consistent with Employee’s duties and obligations under the contract agreement.

WHEREAS, the City Administrator can only carry over fifteen (15) days of PTO into the next calendar year with Council approval and must be used within the next calendar year or it is lost.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF MAYER, MINNESOTA THAT:
Fifteen days of PTO be transferred over from 2019 to 2020 for the City Administrator.

Adopted by the City Council of the City of Mayer this 13th day of January 2020.

Michael Dodge, Mayor

Margaret McCallum, City Administrator



Request for Council Action Memorandum

Item: Pay Equity Report - 2020

Meeting Date: January 13, 2020

Presented By: Margaret McCallum, City Administrator

Recommendations/Council Action/Motion Requested:

A motion approving the Pay Equity Report for 2020 reporting year.

Details:

The 1984 Local Government Pay Equity Act requires that all public jurisdictions such as cities, counties and school districts eliminate any gender-based wage inequities in compensation. The City of Mayer files a pay equity report with the State of Minnesota every three (3) years.

Pay Equity is a method of eliminating discrimination against women who are paid less than men for jobs requiring comparable levels of expertise.

The City of Mayer is required to submit the pay equity report for the 2020 reporting year. The attached report must reflect the salaries of full-time employees as of December 31, 2019. The law requires that the City Council approve the report prior to sending it to the State of Minnesota. Upon approval by the City Council, the attached report will be submitted to the State Department of Management and Budget.

In 2018, the City contracted with David Drown's and Associates to do a classification and compensation study. As part of this study, a pay equity analysis was done and passed. The information from this study is being used for this pay equity report.

Staff is recommending the council approval of the pay equity implementation report.

Attachments:

Pay Equity – Interpreting Results Document.

Compliance Report.

Job Class List.

Your jurisdiction is required to pass four tests to be in compliance.

1. Completeness and Accuracy Test

Report is submitted on time

Data is correct

Required information has been provided

For more information, refer to the [Guide to Understanding Pay Equity Compliance](#)

2. Statistical or Alternative Test

Compares salary data to determine if female classes are paid consistently below male classes of comparable work value (job points). The Minnesota Pay Equity Management System will generate results applying the Statistical Analysis Test. Underpayment ratio results of 80 and above are passing. In some cases, the Alternative Analysis is required and consists of a manual review of the data. Refer to the following page to determine which test applies to your report. For more information, refer to the [Guide to Understanding Pay Equity Compliance](#).

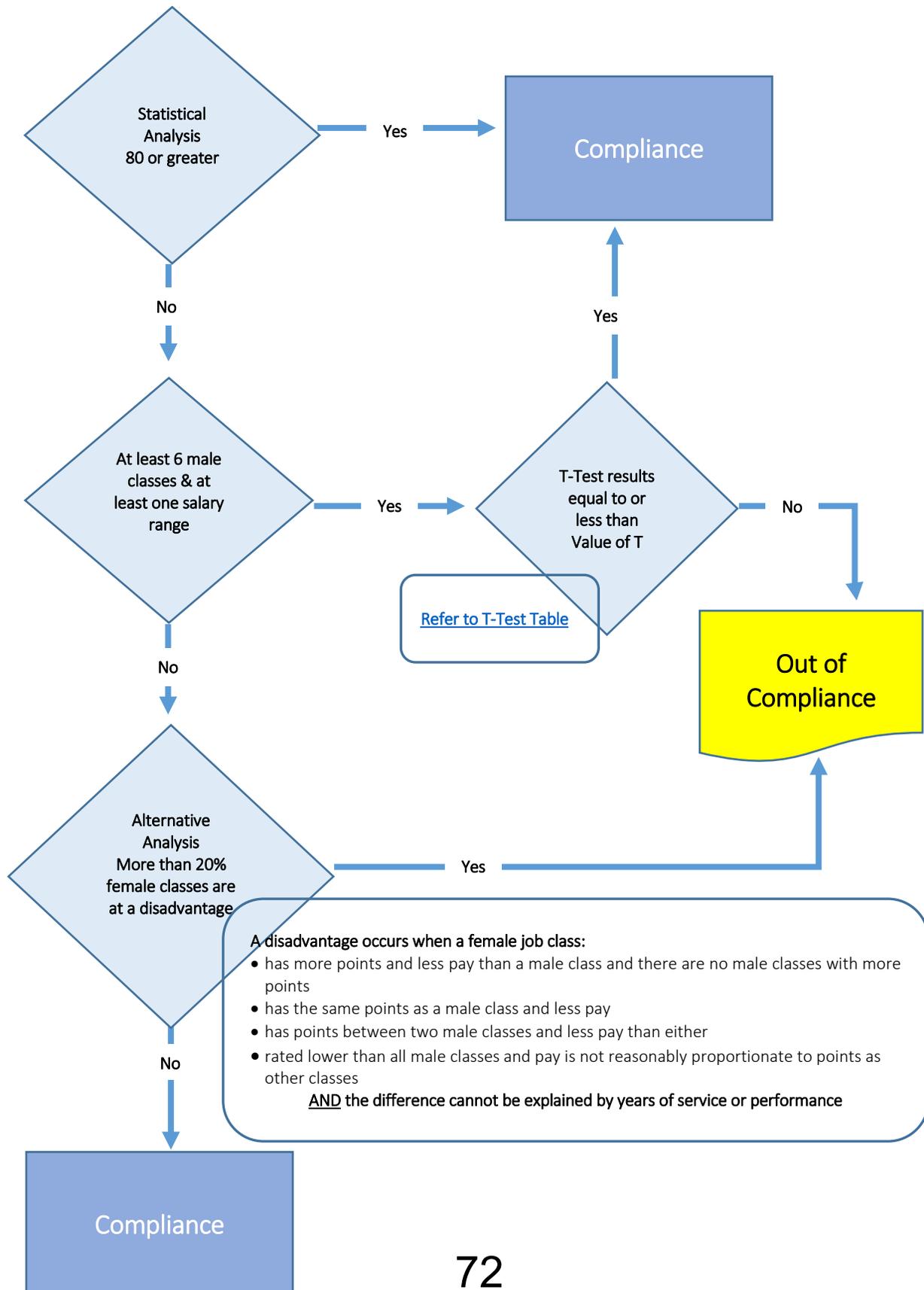
3. Salary Range Test

Compares the average number of years required for female classes to move through a salary range consisting of a time-phased step progression to the average number of years required for male classes. Results of 0 or 80 and above are passing scores. (Test does not apply if years to achieve maximum salary are not defined or if salary ranges are not defined). For more information, refer to the [Guide to Understanding Pay Equity Compliance](#).

4. Exceptional Service Pay Test

Compares the percentage of female classes receiving longevity or performance pay to the percentage of male classes receiving longevity or performance pay. In noting exceptional service pay, recipients must exceed the maximum salary reported. Results of 0 or 80 and above are passing scores. (Test does not apply if exceptional service pay is not available in your jurisdiction). For more information, refer to the [Guide to Understanding Pay Equity Compliance](#).

When to use Statistical and Alternative Analysis Tests



Compliance Report

Jurisdiction: Mayer
413 Bluejay Avenue

Report Year: 2020
Case: 1 - 2020 (Private (Jur Only))

Mayer MN 55360

Contact: Margaret McCallum

Phone: (952) 657-1502

E-Mail: margaret.mccallum@cityofmayer.

The statistical analysis, salary range and exceptional service pay test results are shown below. Part I is general information from your pay equity report data. Parts II, III and IV give you the test results.

For more detail on each test, refer to the Guide to Pay Equity Compliance and Computer Reports.

I. GENERAL JOB CLASS INFORMATION

	Male Classes	Female Classes	Balanced Classes	All Job Classes
# Job Classes	2	2	0	4
# Employees	2	2	0	4
Avg. Max Monthly Pay per employee	4,546.57	5,434.52		4,990.55

II. STATISTICAL ANALYSIS TEST

A. Underpayment Ratio = 0.00 *

	Male Classes	Female Classes
a. # At or above Predicted Pay	2	2
b. # Below Predicted Pay	0	0
c. TOTAL	2	2
d. % Below Predicted Pay (b divided by c = d)	0.00	0.00

*(Result is % of male classes below predicted pay divided by % of female classes below predicted pay.)

B. T-test Results

Degrees of Freedom (DF) = 2	Value of T = 0.000
-----------------------------	--------------------

- a. Avg. diff. in pay from predicted pay for male jobs = \$0
- b. Avg. diff. in pay from predicted pay for female jobs = \$0

III. SALARY RANGE TEST = 100.00 (Result is A divided by B)

- A. Avg. # of years to max salary for male jobs = 8.00
- B. Avg. # of years to max salary for female jobs = 8.00

IV. EXCEPTIONAL SERVICE PAY TEST = 0.00 (Result is B divided by A)

- A. % of male classes receiving ESP 0.00 *
- B. % of female classes receiving ESP 0.00

*(If 20% or less, test result will be 0.00)

Job Class Data Entry Verification List

Mayer
LGID 2313

Case: 2020

Job Nbr	Class Title	Nbr Males	Nbr Females	Class Type	Jobs Points	Min Mo Salary	Max Mo Salary	Yrs to Max Salary	Yrs of Service	Exceptional Service Pay
6	Deputy Clerk	0	1	F	235	\$3,098.09	\$4,089.48	8.00	3.75	
7	Public Works Worker II	1	0	M	240	\$3,206.52	\$4,232.61	8.00	1.50	
1	Public Works Worker I	1	0	M	366	\$3,682.22	\$4,860.53	8.00	6.33	
4	City Administrator	0	1	F	644	\$5,136.03	\$6,779.57	8.00	2.33	

Job Number Count: 4

Part A: Jurisdiction Identification

Jurisdiction:

Jurisdiction Type:

Contact:

Phone:

E-Mail:

Part B: Official Verification

- 1. The job evaluation system used measured skill, effort responsibility and working conditions and the same system was used for all classes of employees.

The system used was:

Description:

- 2. Health Insurance benefits for male and female classes of comparable value have been evaluated and:

Part C: Total Payroll

is the annual payroll for the calendar year just ended December 31.

- 3. An official notice has been posted at:

_____ (prominent location)

informing employees that the Pay Equity Implementation Report has been filed and is available to employees upon request. A copy of the notice has been sent to each exclusive representative, if any, and also to the public library.

The report was approved by:

_____ (governing body)

_____ (chief elected official)

_____ (title)

- Checking this box indicates the following:

- signature of chief elected official
- approval by governing body
- all information is complete and accurate, and
- all employees over which the jurisdiction has final budgetary authority are included

Date Submitted: _____

Fire Station Committee Meeting – Mayer Fire Station – Meeting Minutes

December 23, 2019 at 7:00 p.m.

Present – Gerry Thomas, Bard Quaas, Rod Maetzold, Andy Maetold, Bob Carlson, Maggie McCallum, Corey Brunton and Todd Meyhoff.

The Fire Station Committee introduced themselves.

McCallum provided paper copies of the following:

- A power point presentation
- 2016 Fire Station Feasibility Study – Brunton Architects
- 2018 League of Minnesota Cities Insurance Trust – Safety Walkthrough document
- 2019 Preliminary Fire Station Design – Brunton Architects

McCallum and Maetzold provided a brief summary of the history of the Fire Department and current Fire Station. McCallum informed that the Department was established around the 1900s and has a long history serving the community of Mayer and the surrounding four townships (Hollywood, Waconia, Camden and Watertown).

The current populations reported are estimated to be:

- 2,100 – City of Mayer
- 175 – Camden Township
- 186 – Hollywood Township
- 178 – Waconia Township
- 174 – Watertown Township

The Committee reviewed the current Fire Department station building, its location, when it was built (1971) and the size (5,394 square feet). Some of the constraints discussed were land constraints and limited parking. Some upgrades (remodels) have been performed throughout the years; including new apparatus doors, heating system, new roof and siding.

The Committee discussed the need for the new station including that since 1971, there has been significant growth in population. There are safety concerns related to limited parking, parking across the street from the station, adequate ventilation, adequate space for maneuvering within the station, contamination, effective training space, and so forth. The building is also not ADA compliant.

In 2016, the Fire Station Feasibility Study identified the best possible location for a new Fire Station building. That location was identified as 409 Shimmcor Street. The site is 1.87 acres and is city owned.

In 2018, the League of Minnesota Cities Insurance Trust did a walkthrough of the current station and did report concerns with regards to safety and health. They did offer positive feedback on the maintenance of the current building.

In 2019, the City researched possible funding sources for the building. This included a USDA low interest 40 year loan. There are other traditional loan options available as well.

In 2019, Brunton Architects did a preliminary building drawing on the site location. The site accommodates ample parking, space for maneuvering, and a 12,940 square foot building footprint. The location has been shown to be a central location within the city, with easy access.

The proposed station would be a precast structure. It includes nine apparatus bays, three offices, hose tower, fitness room, training room, kitchen, restrooms and 1,965 square feet for storage.

Precast concrete was chosen as the building structure due to its durability and longevity.

The Committee discussed the old fire station and upgrades and possible solutions. There was talk by Brunton that the station would not be able to withstand a second story addition. Even if the old was torn down and a new one built, it wouldn't solve the parking/safety issues of having to park across the street. The Committee agreed that while some concerns could be solved, not everything would be able to be solved.

The Committee discussed the history of firefighting and how it has changed over the years. Training has become more than just firefighting. It involves more than fighting fires, but also rescue efforts, car crashes, medical, etc. Even in the case of fires, there are increased concerns of exposures to new and hazardous chemicals that were not around in the 1970s. Houses are being constructed differently with materials that are hazardous when burning. As a result, exposure and up-to-date cleaning procedures of equipment is vital for long term health and safety concerns.

The Committee discussed in detail educating the Council and the community about the need for a new station. There was a consensus that open forums would be vital. The Committee would have to invite the public into the current station and explain why the old station cannot continue to meet the standards for current firefighting,.

The Committee agreed that they would have to explain to the public why a new station is needed, what the cost would be, and allow them to ask questions in return.

The Committee discussed additional ways to educate the public on the Fire Station, beyond the open houses. They decided that an educational pamphlet could be useful. They decided to have pictures and educational material available at the open houses as well.

The Committee agreed that they should attend an upcoming Council workshop to discuss their goals and upcoming proposed timeline.

The meeting adjourned at 8:10 p.m.

**CITY OF MAYER
PERSONNEL
JANUARY 7 @ 4:30 P.M.
CITY HALL COUNCIL CHAMBERS**

AGENDA

1. Open Meeting

The meeting was opened at 4:32 p.m.

Those present were City Administrator, Margaret McCallum and Mayor, Mike Dodge and Vice-Mayor, Erick Boder.

Also present: Andy Maetzold and Rod Maetzold.

2. Minutes

A. November 4, 2019 Meeting Minutes were approved.

3. Business

A. Fire Department Policy Manual and Standard Operating Procedures.

The Personnel Committee discussed and reviewed the Fire Department ordinance and policy that relates the annual appointments for positions on the Fire Department. McCallum said that the goal over the last few years was to go away from the former election process.

The Personnel Committee agreed to change the language to allow for the appointment of a candidate who runs unopposed if they meet all the necessary requirements. Chief 1 and 2 would be interviewed by the Personnel Committee. All officer positions that have two or more candidates would be interviewed by a committee of Chief 1, Chief 2, the City Administrator and the Mayor.

McCallum suggested making all positions two-year positions (staggered). The Commission agreed.

There was a discussion on appointing the positions and maintaining the personnel in those positions until they resign.

The Committee decided to make all positions 2 years and to allow for applications at the end of each term.

The Personnel Committee reviewed the Fire Department Policy Manual and Standard Operating Procedures specifically as it relates to drug and alcohol consumption. Some cities have zero tolerance policies in place, while some allow low consumption within a certain time frame in order to respond and perform duties.

McCallum informed that the City Attorney's recommendation was to have a policy that clearly explained the expectations regarding alcohol consumption and that it needs to be enforced accordingly.

The Committee's discussion centered around overall safety and liability of the Fire Department and those that the Fire Department is called to assist.

Boder informed that he would like to see a zero tolerance policy for the safety of both the department and those that they assist.

There was a lot of discussion on what zero tolerance meant and what timeframe would be set with regards to alcohol consumption and being able to respond to a call. The Committee talked about a range between 4-8 hours; preferring 6 hours.

The Committee asked the City Administrator to research wording from other Departments with regards to a zero tolerance policy and the standard for alcohol consumption.

B. 2020 Salary Increases

The Committee reviewed salary increases for non-union employees.

Based on the performance review and prior year review and increases, the Committee is recommending to Council a 3% increase and 2% COLA for 2020.

C. 2020 Administrative Intern

McCallum informed that she is looking at an Administrative Internship for 2020. She informed that she would like some assistance on data retention, social media, communication, grant writing and the like.

She stated that she is looking at how the position would be funded.

The Committee agreed to pursue looking for funding and the feasibility of an administrative intern.

D. On Call Pay (Removed)

4. The meeting was adjourned at 5:35 p.m.

DRAFT