

**CITY OF MAYER
REGULAR CITY COUNCIL MEETING
CITY COUNCIL CHAMBERS
MONDAY, July 10, 2017
6:30 PM**

**AGENDA
DRAFT #1**

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
 - 5.1. Approve Minutes for the June 26, 2017 Regular City Council Meeting
 - 5.2. Approve Additional Claims for the Month of June, 2017
 - 5.3. Approve Check Reconciliations for the Month of May, 2017
 - 5.4. Approve Recommendation from David Martini, City Engineer, to Reduce the Amount of the Developer's "Letter of Credit" for the Coldwater Crossing 7th Addition to a Balance of \$712,337
6. Staff Reports/Comments/Recommendations
 - 6.1. Consider Recommendation to Accept a Proposal from "Greater Minnesota Communications" for the Out Sourcing of Monthly Utility Billing Printing and Mailing (Bruce Johnson, Company Representative)
7. Other Business
8. Council Reports/Comments
9. For Your Information
 - 9.1. Presentation Regarding the 2017 "Tour de Tonka" Bicycle Race (Tim Litfin)
10. Adjournment

Calendar of Events and Meetings:

Tuesday, July 11 th @ 6:30 p.m.	Regular Planning Commission Meeting
Monday, July 17 th @ 6:30 p.m.	Regular Parks and Recreation Commission Meeting
Wednesday, July 19th @ 4:00 p.m.	Special City Council Meeting–Interview Finalists for the Vacant Position of City Administrator/Clerk
Monday, July 24 th @ 6:30 p.m.	Regular City Council Meeting

This agenda has been prepared to provide information regarding an upcoming meeting of the Mayer City Council. This document does not claim to be complete and is subject to change at any time.

*Claim Register©

6/31/17PAY

June 2017

Claim Type Direct

Claim# 0 KLUVER CONSULTING Ck# 020799 5/30/2017

Cash Payment E 640-49480-300 Professional Svcs WWTF SERVICE CONTR 5/16-5/31/2017 \$900.00

Invoice 10-17

Transaction Date 5/30/2017 Security Bank 10100 Total \$900.00

Claim Type Direct

Claim# 30 KLUVER CONSULTING Ck# 020844 6/20/2017

Cash Payment E 640-49480-300 Professional Svcs SERVICE CONTRACT WWTF 6/1-15/17 \$900.00

Invoice 11-17

Transaction Date 6/16/2017 Security Bank 10100 Total \$900.00

Claim Type Direct

Claim# 53 KLUVER CONSULTING Ck# 020871 6/28/2017

Cash Payment E 640-49480-300 Professional Svcs WWTF SERVICE CONTRACT 6/16- Invoice 12-17 \$900.00

Transaction Date 6/28/2017 Security Bank 10100 Total \$900.00

Claim Type Direct

Claim# 0 MN LIFE INSURANCE CO Ck# 020800 6/5/2017

Cash Payment G 100-21708 Life/Disability EMPLOYEE BENEFITS \$13.00

Invoice 71320042

Transaction Date 5/25/2017 Security Bank 10100 Total \$13.00

Claim Type Direct

Claim# 0 POSTMASTER Ck# 020806 6/12/2017

Cash Payment E 620-49440-322 Postage MAY UTILITY BILLING \$129.20

Invoice

Cash Payment E 640-49490-322 Postage MAY UTILITY BILLING \$129.20

Invoice

Transaction Date 6/12/2017 Security Bank 10100 Total \$258.40

Claim Type Direct

Claim# 6 TOM GOEPFERT Ck# 020841 6/15/2017

Cash Payment E 620-49440-300 Professional Svcs ON CALL 6/1-14/2017 \$50.00

Invoice PR12

Cash Payment E 640-49480-300 Professional Svcs ON CALL 6/1-14/2017 \$50.00

Invoice PR12

Transaction Date 6/15/2017 Security Bank 10100 Total \$100.00

Claim Type Direct

Claim# 0 TRUGREEN COMMERCIAL Ck# 020835 6/13/2017

Cash Payment E 100-45000-300 Professional Svcs SPRAYING OF CITY PARKS \$3,093.88

Invoice 85530650

Transaction Date 6/13/2017 Security Bank 10100 Total \$3,093.88

Pre-Written Checks	\$6,165.28
Checks to be Generated by the Compute	\$0.00
Total	\$6,165.28

COUNCIL APPROVAL -
SIGNATURES/INITIALS

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*Check Reconciliation©

Security Bank

10100 CASH

May 2017

Account Summary

Beginning Balance on 5/1/2017	\$858,297.02	Cleared	\$826,574.58
+ Receipts/Deposits	\$169,056.58	Statement	\$826,574.58
- Payments (Checks and Withdrawals)	\$200,779.02	Difference	\$0.00
Ending Balance as of 5/31/2017	\$826,574.58		

Check Book Balance

Active	G 100-10100	GENERAL FUND	\$402,913.28
Active	G 210-10100	FIRE TRUCK FUND	\$149,647.59
Active	G 212-10100	FIRE DEPT GRANTS&CON	\$27,221.26
Active	G 215-10100	FIR DEPT FEMA GRANT	-\$9,845.24
Active	G 220-10100	PARK IMPROVEMENT FUN	\$309,665.80
Active	G 222-10100	OLD SCHOOLHOUSE PAR	\$5,410.89
Active	G 225-10100	EDA	\$19,643.87
Active	G 230-10100	CITY CELEBRATION	\$0.46
Active	G 231-10100	RISING ARTISTS FESTIVA	\$0.25
Active	G 301-10100	GO W/S 2001 REVENUE B	\$0.00
Active	G 302-10100	GO W/S 2003 REVENUE B	\$0.00
Active	G 303-10100	GO IMPROVEMENT BOND	\$0.00
Active	G 304-10100	GO WATER/SEWER BOND	\$0.00
Active	G 325-10100	HWY 25/2007 ST BOND	\$247,880.42
Active	G 330-10100	DEBT SERVICE FOR 2007	\$0.00
Active	G 350-10100	2015 FIRE TRUCK BOND	-\$21,470.90
Active	G 360-10100	SPECIAL ASSESSMENTS	\$0.06
Active	G 361-10100	2007A REFUNDING	\$0.00
Active	G 400-10100	70TH STREET IMPROV FU	\$42,733.79
Active	G 405-10100	STREET IMPROVEMENT F	\$68,101.67
Active	G 410-10100	COMM CTR CAPITOL OUT	-\$3,254.41
Active	G 425-10100	HWY 25 PROJECT 2006	\$0.16
Active	G 430-10100	2007 STREET CONST PRO	\$0.38
Active	G 435-10100	CAPITAL PROJECTS	\$805,664.46
Active	G 440-10100	ROUNDAABOUT PROJECT	\$4.00
Active	G 460-10100	W RIDGE RD/7TH ST CAP I	\$0.00
Active	G 620-10100	WATER FUND	\$1,024,759.15
Active	G 640-10100	SEWER FUND	\$1,696,666.27
Active	G 650-10100	STORM WATER FUND	\$73,680.00
Active	G 700-10100	INVESTMENT FUND	-\$4,118,406.66
Active	G 800-10100	ESCROW FUND	\$71,244.52
		Cash Balance	\$792,261.07

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Security Bank
10100 CASH

Check Nbr	Vendor Name	Check Date	Outstanding	Cleared
Deposit	5/03/17UB	5/3/2017		(\$8,227.37)
Deposit	5/05/17UB	5/5/2017		(\$4,931.97)
Deposit	5/1/17DD	5/8/2017		(\$10,988.27)
Deposit	051017MPAY	5/11/2017		(\$2,459.61)
Deposit	5/10/17UB	5/11/2017		(\$12,854.86)
Deposit	05/15/17 REC	5/15/2017		(\$18,033.48)
Deposit	5/19/17UB	5/19/2017		(\$8,390.85)
Deposit	5/15/17FINES	5/15/2017		(\$266.64)
Deposit	05/24/17 T-M	5/25/2017		(\$564.14)
Deposit	5/26/17UB	5/26/2017		(\$10,455.04)
Deposit	5/31/17MPAY	5/31/2017		(\$2,030.81)
Deposit	5/15/17CWCD	5/15/2017		(\$84,978.75)
Deposit	05/19/17 REC	5/19/2017		(\$4,727.91)
Deposit	5/31/17INT	6/8/2017		(\$96.58)
Deposit	05/15/17 COR	6/20/2017		(\$50.30)
004534E	FRONTIER	5/10/2017		\$134.02
004535E	VERIZON WIRELESS	5/8/2017		\$14.26
004536E	XCEL ENERGY	5/3/2017		\$1,323.62
004537E	XCEL ENERGY	5/15/2017		\$5,111.39
004538E	INTERNAL REVENUE SERVICE	5/10/2017		\$1,833.12
004539E	PERA	5/10/2017		\$965.70
004540E	MINNESOTA DEPARTMENT OF REVEN	5/9/2017		\$320.44
004541E	MINNESOTA DEPARTMENT OF REVEN	5/11/2017		\$282.22
004542E	VERIZON WIRELESS	5/16/2017		\$42.31
004543E	VERIZON WIRELESS	5/15/2017		\$41.23
004544E	FRONTIER	5/16/2017		\$92.89
004545E	FRONTIER	5/16/2017		\$227.66
004546E	FRONTIER	5/16/2017		\$75.87
004547E	FRONTIER	5/25/2017		\$79.23
004548E	CENTERPOINT ENERGY	5/30/2017		\$137.80
004549E	CENTERPOINT ENERGY	5/30/2017		\$24.43
004550E	CENTERPOINT ENERGY	5/30/2017		\$215.33
004551E	CENTERPOINT ENERGY	5/30/2017		\$115.22
004552E	XCEL ENERGY	5/31/2017	\$834.91	
004553E	MCLEOD COOP POWER ASSN	5/28/2017		\$34.35
004554E	INTERNAL REVENUE SERVICE	5/19/2017		\$1,126.29
004555E	PERA	5/19/2017		\$537.14
004556E	MINNESOTA DEPARTMENT OF REVEN	5/19/2017		\$172.53
004557E	INTERNAL REVENUE SERVICE	5/25/2017		\$312.06
004558E	PERA	5/25/2017		\$182.56
004559E	MINNESOTA DEPARTMENT OF REVEN	5/25/2017		\$112.54
004562E	INTERNAL REVENUE SERVICE	5/30/2017		\$7.65
004570E	SECURITY BANK	5/31/2017		\$16.92
004587E	MCLEOD COOP POWER ASSN	5/30/2017		\$703.10
004588E	RESIDENTS UTILITIES	5/8/2017		\$162.08
020481	GOPHER STATE ONE-CALL INC	1/9/2017		
020498	ATHC - WATERTOWN	1/23/2017		
020611	ECM PUBLISHERS, INC	3/13/2017		

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Security Bank
10100 CASH

Check Nbr	Vendor Name	Check Date	Outstanding	Cleared
020626	DODGE, MICHAEL	3/23/2017		\$615.46
020685	HOMOLA, KENT	4/11/2017		\$10.11
020693	WAYZATA RESULTS, INC.	4/11/2017	\$200.00	
020703	ALEX AIR APPARATUS, INC.	4/24/2017		\$20.00
020704	AME ELECTRIC INC	4/24/2017		\$185.00
020708	CARVER COUNTY ATTORNEYS OFFIC	4/24/2017		\$531.27
020709	COHRS TREE SERVICE LLC	4/24/2017		\$400.00
020711	DARLEY, W.S. & CO	4/24/2017		\$60.40
020713	DPC INDUSTRIES INC	4/24/2017		\$875.26
020715	FIRST MINNESOTA BANK	4/24/2017		\$720.00
020719	IN CONTROL INC	4/24/2017		\$405.00
020720	KJOLHAUG ENVIRON.SERVICES	4/24/2017		\$160.00
020722	METRO WEST INSPECTION SERVICE	4/24/2017		\$3,587.61
020724	MOBIL - EXXON/MOBIL	4/24/2017		\$410.57
020725	MUNICIPAL DEVELOPMENT GROUP	4/24/2017		\$1,269.95
020727	THERMA-STOR LLC	4/24/2017		\$6,982.25
020728	UTILITY CONSULTANTS, INC.	4/24/2017		\$1,607.50
020729	MINNESOTA LIFE INSURANCE CO	4/26/2017		\$13.00
020730	PREFERRED ONE	4/26/2017		\$2,107.44
020731	GOPHER STATE ONE-CALL INC	4/27/2017		\$10.80
020732	VISA	4/27/2017		\$12.35
020733	Wegner, Michael J.	5/4/2017	\$92.35	
020734	RUCH-HAMMOND, LUAYN R	5/4/2017		\$2,186.77
020735	KUNTZ, KYLE	5/4/2017		\$1,422.83
020736	GILDEMEISTER, JANELL	5/4/2017		\$1,087.45
020737	EDHOLM, ALLAN	5/4/2017		\$126.06
020738	KLUVER CONSULTING	5/4/2017		\$900.00
020739	ALEX AIR APPARATUS, INC.	5/9/2017		\$462.00
020740	AME ELECTRIC INC	5/9/2017		\$37.56
020741	BOND TRUST SERVICES CORP	5/9/2017		\$65,343.75
020742	IDEAL SERVICE INC	5/9/2017		\$440.00
020743	LUAYN RUCH-HAMMOND	5/9/2017		\$30.50
020744	MN PIPE & EQUIP	5/9/2017		\$468.94
020745	METROPOLITAN COUNCIL	5/9/2017		
020746	PEARSON BROS INC	5/9/2017		\$1,300.00
020747	SWANK MOTION PICTURES	5/9/2017		\$115.00
020748	TOM GOEPFERT	5/9/2017		\$100.00
020749	TOTAL ENERGY SYSTEMS, LLC	5/9/2017		\$1,406.00
020750	USA BLUE BOOK-HD SUPPLY MAINT	5/9/2017		\$194.11
020751	RUCH-HAMMOND, LUAYN R	5/25/2017		
020753	BUREAU OF CRIMINAL AFFAIRS	5/9/2017		\$15.00
020754	RIDGE, JON	5/9/2017	\$150.00	
020755	POSTMASTER	5/11/2017		\$20.38
020756	KLUVER CONSULTING	5/15/2017		\$900.00
020758	MN POLLUTION CONTROL AGENCY	5/17/2017		\$45.00
020759	EDHOLM, ALLAN	5/18/2017		\$126.06
020760	GILDEMEISTER, JANELL	5/18/2017		\$1,106.58
020761	KUNTZ, KYLE	5/18/2017		\$1,517.81

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Security Bank
10100 CASH

Check Nbr	Vendor Name	Check Date	Outstanding	Cleared
020762	MICKOLICHEK, BRENT J.	5/18/2017		\$549.81
020763	RUCH-HAMMOND, LUAYN R	5/18/2017		\$800.58
020764	RUCH-HAMMOND, LUAYN R	5/25/2017		\$10,551.28
020765	ANCOM COMMUNICATIONS, INC	5/22/2017		\$50.00
020766	ANDERSON, AARON	5/22/2017		\$33.83
020767	AQUAFIX INC	5/22/2017		\$1,065.20
020768	BOBS REPAIR	5/22/2017		\$3,200.00
020769	CARVER COUNTY	5/22/2017		\$42,343.50
020770	CITY OF LESTER PRAIRIE	5/22/2017	\$11,880.00	
020771	DAWN CLEMENSEN	5/22/2017	\$375.00	
020772	EMBROIDERY BY RMW	5/22/2017	\$35.00	
020773	EMERGENCY APPARATUS MAINTENA	5/22/2017	\$783.38	
020774	EMERGENCY RESPONSE SOLUTIONS	5/22/2017		\$178.02
020775	FASTENAL IND & CONST SUPPLIES	5/22/2017		\$154.02
020776	FREMONT INDUSTRIES, INC	5/22/2017		\$972.00
020777	HARRIS, ANDREW & RACHEL	5/22/2017	\$104.85	
020778	HDSWW-EDEN PRAIRIE MN	5/22/2017		\$10,712.10
020779	HILLMAN, KELLY	5/22/2017	\$69.96	
020780	HOMELAND BUILDERS	5/22/2017	\$95.98	
020781	IDEAL SERVICE INC	5/22/2017		\$2,835.19
020782	JANELL GILDEMEISTER	5/22/2017		\$137.16
020783	KJOLHAUG ENVIRON.SERVICES	5/22/2017		\$660.00
020784	MAYER LUMBER CO INC	5/22/2017		\$420.85
020785	MCFOA	5/22/2017	\$40.00	
020786	MN PIPE & EQUIP	5/22/2017		\$4,633.00
020787	MOBIL - EXXON/MOBIL	5/22/2017		\$151.48
020788	OVERLINE & SON, INC	5/22/2017		\$1,776.16
020789	OWENS COMPANIES, INC.	5/22/2017		\$975.00
020790	R & V SERVICE	5/22/2017	\$214.00	
020791	RITEWAY BUSINESS FORMS	5/22/2017	\$676.20	
020792	TOTAL ENERGY SYSTEMS, LLC	5/22/2017		\$564.00
020793	UTILITY CONSULTANTS, INC.	5/22/2017		\$1,095.30
020794	Wegner, Michael J.	5/18/2017	\$92.35	
020795	TOM GOEPFERT	5/25/2017		\$100.00
020796	VISA	5/26/2017		\$833.47
020797	PREFERRED ONE	5/26/2017		\$2,107.44
020798	DELTA DENTAL OF MINNESOTA	5/26/2017		\$140.10
020800	EDHOLM, ALLAN	6/1/2017	\$90.05	
020801	GILDEMEISTER, JANELL	6/1/2017	\$1,091.79	
020802	KUNTZ, KYLE	6/1/2017	\$1,487.91	
020803	MICKOLICHEK, BRENT J.	6/1/2017	\$1,132.12	
020804	Wegner, Michael J.	6/1/2017	\$138.52	
020842	EDHOLM, JUDITH A.	6/15/2017	\$82.40	
020843	MAETZOLD, LOIS A	6/15/2017	\$260.00	

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***Check Reconciliation©**

Security Bank
10100 CASH

Check Nbr	Vendor Name	Check Date	Outstanding	Cleared
			\$0.00	(\$169,056.58)
				Total Deposits
				(\$169,056.58)
			\$19,926.77	\$200,779.02
			Outstanding + Cleared Checks = Total Checks Written	\$220,705.79

*NM Next Month items not included in Total Checks Written and Total Deposits



**BOLTON
& MENK**

Real People. Real Solutions.

2638 Shadow Lane
Suite 200
Chaska, MN 55318-1172

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

June 29, 2017

City of Mayer
Attn: Rick Almich
413 Bluejay Avenue
Mayer, MN 55360

RE: Cold Water Crossing 7th Addition
Request for LOC Reduction

Dear Rick:

As requested, we have reviewed the applicants request to reduce the letter of credit for the Cold Water Crossing 7th Addition. Based on the following, we recommend reducing the letter of credit to **\$712,337**:

- Work completed to date: \$230,130 (accounts for 5% retainage)
- Work remaining: \$560,350
- LOC: \$712,337 (125% of remaining work)

Let me know if you have questions or need additional information.

Sincerely,

Bolton & Menk, Inc.

David P. Martini, P.E.
Principal Engineer

City Admin

From: Julie Jedlicki [juliej@security-banks.com]
Sent: Thursday, June 29, 2017 1:51 PM
To: David Martini; cityadmin@frontiernet.net
Cc: JudeL@jetedge.com
Subject: RE: Coldwater X Letter of Credit reduction

Follow Up Flag: Follow up
Flag Status: Flagged

Dave & Rick,

I gave the wrong amount in my previous email on the Letter of Credit. It is \$1,000,000, not \$1,300,000. I am questioning your release calculation.

The bank expects the Letter of Credit to be reduced by 1.25% of the pay request amount less retainage. We provided a Letter of Credit for this project based on 1.25% of the bid price of \$790,480 which would have been \$988,100.

We rounded up and provided a Letter of Credit for \$1,000,000. If you only reduce it by \$230,130 there would be \$769,870 remaining on the Letter of Credit.

There will be \$560,350 remaining on the construction contract after this payout. Doing the math of \$560,350 X 1.25% is \$700,437.

Why should the City have funds available on the line beyond the 1.25% of any remaining work? I believe the proper calculation would be the pay request of \$230,130 X 125% = **\$287,662 (Letter of Credit reduction)**.

The Letter of Credit then would be reduced to \$712,337 (as shown below) which is above the required amount of \$700,437.

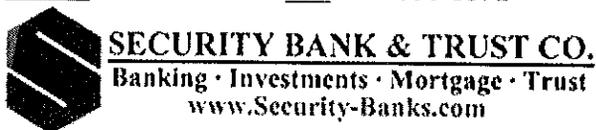
Original Bid Price	Bid X 1.25% required amount	Letter of Credit amount
\$790,480	\$988,100	\$1,000,000
After payment		
Remaining on Bid		
\$560,350	\$700,437	\$712,337

Sorry for the error on the initial amount. Please reconsider your calculations.

Julie

Julie Jedlicki

Asst. Vice President NMLSR ID 782092
Security Bank & Trust Co. NMLSR ID 415819
PHONE: 952-353-2221 FAX: 952-353-8071



Tuesday, June 20, 2017

Prepared for the City of Mayer

Proposal for utility billing printing

Proposal #1 - full color bill - \$0.32/piece (*approximately \$256/month*)

Included in the price, based on approximately 800 utility bills per month for 12 months

- 8.5x11 bill printed full color side 1, black and white printing side 2 on 70# offset paper (similar to 28# bond), with a perforated panel to tear off and return with payment
- #10 window envelope printed with color logo
- Stuffed and mail sorted for maximum First-Class postage savings

Proposal #2 - Black & white bill front & back - \$0.23/piece (*approximately \$184/month*)

Included in the price, based on approximately 800 utility bills per month for 12 months

- 8.5x11 bill printed black and white printing front & back on 70# offset paper (similar to 28# bond), with a perforated panel to tear off and return with payment
- #10 window envelope printed with black & white logo
- Stuffed and mail sorted for maximum First-Class postage savings

Options - Any of these options can be used with either proposal, except Option #2, which is specific to Proposal #1

Option #1

- For an additional \$0.055/piece we can include a #9 regular return envelope preprinted with the city mailing address, included inside the #10 envelope to assist in returns.

Option #2

- If you like the idea of a full-color bill, but would prefer a black & white envelope, deduct \$0.02/piece from this proposal to make it \$0.30/piece (*approximately \$240/month*).

Option #3

- If you would like to insert a flyer to ride along with the utility bill, add \$0.02/piece.

Option #4

- We can print an additional full-color flyer printed front/back on 60# offset (similar to 24# bond) to insert with the utility bill for an additional \$0.23/piece.

Our proposal, and if we are awarded the job, the actual monthly bills will be charged at the per-piece rate to the actual number of water bills mailed, so true monthly total will fluctuate up and down based on bills mailed.

All pricing is based on receiving an electronic data file from the utility billing clerk, usually an Excel (.xlsx) or a comma separated value (.csv) file

Postage is an additional charge of approximately \$0.375/piece, and will be mailed out of Winsted

