

CITY OF MAYER
REGULAR CITY COUNCIL MEETING
MONDAY, JULY 24, 2017
6:30 P.M.

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 July 10, 2017 Regular City Council Meeting
 - 5.2. Approve Minutes for the July 19, 2017 Special City Council Meeting
 - 5.3. Approve Minutes for the April 4, 2017 Regular Planning Commission Meeting
 - 5.4. Approve Claims for the Month of July, 2017
 - 5.5. Acknowledge Receipt of the Sheriff Department's Report for the Month of June, 2017
 - 5.6. MPCA Compliance Evaluation Inspection – Wastewater Treatment Plant
 - 5.7. Acknowledge Receipt of the Public Works Department Report for the Period between June 22, 2017 and July 19, 2017
 - 5.8. Acknowledge Receipt of the City Engineer's Report for the Period between May 20, 2017 and June 16, 2017
6. Staff Reports or Comments
7. Other Business
 - 7.1. Consider Recommendation from the Planning Commission Opposing a Proposal by "Innovative Power Systems" to Develop a Solar Garden in Watertown Township (a draft copy of the minutes of the July 11, 2017 Planning Commission meeting is included in the agenda packet)
 - 7.2. Approve the Hiring of David Mandt for the Position of City Administrator/Clerk and Approve a Written "Employment Agreement" Negotiated Between the Parties.

8. Council Reports or Comments

9. For Your Information

10. Adjournment

Calendar of Events and Meetings

Tuesday, August 1 @ 6:30 p.m. – Regular Planning Commission Meeting

Monday, August 14th @ 6:30 p.m. – Regular City Council Meeting

Monday, August 28th @ 6:30 p.m. – Regular City Council Meeting

The 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.

MAYER CITY COUNCIL MEETING MINUTES – JULY 10, 2017

Call Regular meeting to order at 6:33p.m. by Mayor Dodge

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

ABSENT: Boder

STAFF: Interim City Administrator Rick Almich, Deputy Clerk Gildemeister, and City Engineer Martini

ALSO PRESENT: Don Wachholz, Mark Mitten, Tim Litfin, and Bruce Johnson

The meeting was opened with the Pledge of Allegiance.

APPROVE AGENDA

A MOTION to approve the agenda with the addition to discuss adding glass to City Hall counter was made by Council Member McNeilly with a second by Council Member Stieve-McPadden to approve the agenda as presented. Motion Carried 4/0

PUBLIC COMMENT

None

APPROVE CONSENT AGENDA

A MOTION was made by Council Member Boder with a second by Council Member Osborn to approve the Consent Agenda. Motion Carried 4/0.

1. Approve the Minutes of June 26, 2017 Regular Council Meeting.
2. Approve Additional Claims for the month of May 2017.
3. Approve Check Reconciliations for the month of May 2017.
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.

STAFF REPORTS/COMMENTS/RECOMMENDATIONS

1. **Consider Recommendation to Accept a Proposal from "Greater Minnesota Communications" for the Outsourcing of Monthly Utility Billing Printing and Mailing** – Bruce Johnson, Greater Minnesota Communications Representative, presented to the Council a proposal to do the printing and mailing of utility bills for the City of Mayer. Mr. Johnson's proposal consisted of two (2) proposals; one full color and one black and white; and four (4) options to add additional color, return envelope, and newsletters. A MOTION was made by Council Member Butterfield and seconded by Council Member Stieve-McPadden to approve Proposal #2 (black and white bill front and back) with Option # 2 (black and white billing envelope). Motion Carried 4/0
2. **Discussion on Adding Glass to City Hall Counter** – Council Member Butterfield asked about the status of adding security/noise barrier glass to the City Hall Counter. Interim City Administrator Almich reported that he has not had the opportunity to acquire quotes but will work on getting them ready for a future Council meeting.

COUNCIL REPORTS/COMMENTS

Council Member Butterfield updated the Council on the Mayer Rising Community 5K. She stated that attendance was low and that the Committees could have had more time to prepare.

FOR YOUR INFORMATION

Tour De Tonka August 5, 2017 Update by Tim Litfin – The 2017 Tour De Tonka bicycle race will be coming through the City of Mayer on Saturday August 5th. Representative Tim Litfin highlighted the 2016 event and reviewed the multi route map with the Council with a power point presentation. Mr. Litfin informed the Council that the race is in its 12th year and encompassing 23 cities. He thanked the City of Mayer for being a great partner in this event. He encouraged participation and stated that volunteers are still needed.

ADJOURN

There being no further business, a MOTION was made by Council Member Butterfield and seconded by Council Member Stieve-McPadden to adjourn the meeting at 7:30 p.m. Motion Carried 4/0

Mike Dodge, Mayor

Attest: _____
Janell Gildemeister, Deputy City Clerk

MAYER SPECIAL CITY COUNCIL MEETING MINUTES – JULY 19, 2017

Call Special meeting to order at 4:01 p.m. by Mayor Dodge

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

ABSENT: None

STAFF: Interim City Administrator Rick Almich, and Deputy Clerk Gildemeister

ALSO PRESENT: Gary Weiers, and Nate McNeilly

The meeting was opened with the Pledge of Allegiance.

CITY ADMINISTRATOR/CLERK RECRUITMENT

After a briefing by Gary Weiers, David Drown Associates, the Council prepared to interview finalists for the City Administrator/Clerk position.

- a) **Interview Finalist for the Position** – The Council asked each finalist standard questions and rotated asking the questions.

4:00 p.m. – Kevin Kelly

Council Member Boder arrives at 4:22 p.m.

4:45 p.m. – Peter Waldock

5:30 p.m. – Margaret McCallum

6:15 p.m. – David Mandt

Council recessed for a short break and to review comments from Community Members and Staff regarding the finalist for the position.

- b) **Deliberation** – After a short discussion, the Council presented their top candidate to Gary Weiers. The Council unanimously agreed to select David Mandt as the finalist for the City Administrator/Clerk position.
- c) **Discussion on Structure of a Potential City Administrator/Clerk Employment Agreement** - Council discussed the structure of the draft agreement prepared by Kelly Dohm, City Attorney. After discussion the Council agreed to leave the term of the contract open ended with a few minor changes to include the language, “Defer to Personnel Policy” where applicable.

A MOTION to offer the City Administrator/Clerk position to David Mandt and enter into negotiations regarding an Employment Agreement was made by Council Member Stieve-McPadden and seconded by Council Member Butterfield. Motion carried 5/0

With the guidance from Mr. Weiers, the Council agreed to assign Mayor Dodge and Council Member Butterfield as the Council liaisons for the negotiations of an Employment Agreement. A MOTION to assign Mayor Dodge and Council Member Butterfield as Council liaisons for the City Administrator/Clerk Employment Agreement negotiations was made by Council Member Boder and seconded by Council Member McNeilly. Motion carried 5/0

Council thanked Staff for their participation and help through this process.

Gary Weiers addressed the Council with his final statements and informed the Council that he would contact the finalists and prepare the next steps for the Council.

ADJOURN

A MOTION was made by Council Member Butterfield and seconded by Council Member Stieve-McPadden to adjourn the meeting at 7:57 p.m. Motion carried 5/0

Mike Dodge, Mayor

Attest: _____
Janell Gildemeister, Deputy City Clerk

City of Mayer
Planning Commission
Meeting Minutes
Tuesday, April 4, 2017

Commission Members Present: Chairperson Tom Stifter, and Commissioners Les Hahn, Patty Lanting, Rod Maetzold and Don Wachholz.

Commission Members Absent: Council Liaison Erick Boder and Commissioner Barney Johnson.

Others Present: Dan Schmidt from Sathre-Bergquist, Inc. and Scott Trumpy.

Staff Present: Planning Consultant John Anderson of Municipal Development Group, LLC

CALL MEETING TO ORDER.

Meeting called to order at 6:00 PM by Chairperson Stifter.

ADOPT AGENDA.

A motion to approve the agenda was made by Chairperson Stifter and seconded by Commissioner Wachholz. Motion carried 5/0.

APPROVAL OF MINUTES.

A motion to approve the March 7, 2017 Planning Commission minutes was made by Commissioner Hahn and seconded by Commissioner Wachholz. Motion carried 5/0.

PUBLIC HEARING FOR A TEXT AMENDMENT TO AMEND TITLE XV: LAND USAGE, CHAPTER 152: ZONING, SECTION 152.050 ZONING DISTRICTS ESTABLISHED, SECTION 152.057 (PRD) PLANNED RESIDENTIAL DEVELOPMENT DISTRICT AND SECTION 152.065 (PUD) PLANNED UNIT DEVELOPMENT OVERLAY DISTRICT.

At 6:32 PM Chairperson Stifter opened the public hearing.

Planning Consultant Anderson presented the information and said that this change does not affect any residents in any way except changing the name of district of the zoning classification and eliminates the PRD district.

Commissioner Wachholz asked if this change would affect the property taxes for these properties.

Planning Consultant Anderson stated it would not since the use of the property is staying the same and that it is just changing the zoning district name.

At 6:39 Chairperson Stifter closed the public hearing.

A motion to recommend approval of the text amendment was made by Chairperson Stifter and seconded by Commissioner Lanting. Motion carried 5/0.

PUBLIC HEARING FOR A REZONING OF THE PROPERTIES ZONED PLANNED RESIDENTIAL DEVELOPMENT DISTRICT (PRD) TO EITHER R-1 LOW DENSITY RESIDENTIAL DISTRICT OR R-2 MEDIUM DENSITY RESIDENTIAL DISTRICT.

At 6:40 PM Chairperson Stifter opened the public hearing.

Planning Consultant Anderson presented the information.

At 6:42 Chairperson Stifter closed the public hearing.

A motion to recommend approval of the text amendment was made by Commissioner Maetzold and seconded by Commissioner Lanting. Motion carried 5/0.

PUBLIC HEARING FOR A PLANNED UNIT DEVELOPMENT OVERLAY DISTRICT (PUD) TO REPLACE THE PRD CONDITIONS AND REQUIREMENTS FOR PROPERTIES NO LONGER ZONED PRD.

At 6:43 PM Chairperson Stifter opened the public hearing.

Planning Consultant Anderson presented the information.

At 6:44 Chairperson Stifter closed the public hearing.

A motion to recommend approval of the planned unit development overlay district was made by Commissioner Hahn and seconded by Commissioner Maetzold. Motion carried 5/0.

PLANNED RESIDENTIAL DEVELOPMENT (PRD) FINAL DEVELOPMENT PLAN FOR COLDWATER CROSSING 7TH ADDITION, A 28 LOT SINGLE FAMILY DETACHED RESIDENTIAL SUBDIVISION.

At 6:45 PM Planning Consultant Anderson presented the information and stated that he has spoke to the City Engineer earlier in the day and they have reviewed and signed off on the plans. He also stated wetland approval from the Army Corp of Engineers was still needed and that stormwater management approval is still needed from the Carver County Water Management Organization. He also stated that three lots will fill a small area of floodplain and that a Letter of Map Amendment from FEMA is needed for those three lots.

Commissioner Hahn asked if the former gravel pit that is now a pond will be placed in a outlet.

Planning Consultant Anderson stated that in this phase a portion of the pond will be placed in drainage and utility easements within some of the lots and that it will not be placed in a outlet at this time. He then stated that in future phases portions of the pond will be placed in a outlet that will be dedicated to the City for public use.

Commissioner Maetzold asked who the developer is.

Planning Consultant Anderson stated the his name is Jude Lague and the company name is Coldwater X, LLC. Planning Consultant Anderson also asked the developer's engineer, Dan Schmidt of Sathre-Bergquist, what the status of the Army Corp permit was and if approval has been received from the Carver County Water Management Organization yet.

Dan Schmidt stated that he had spoke with the Army Corp earlier in the day and that it was in progress and that they have received verbal approval from the Carver County Water Management Organization and that he just needed to submit the official paperwork for final approval.

A motion to recommend approval of the planned residential development (PRD) final development plan for Coldwater Crossing 7th Addition was made by Commissioner Hahn and seconded by Commissioner Maetzold. Motion carried 5/0.

FINAL PLAT FOR COLDWATER CROSSING 7TH ADDITION, A 28 LOT SINGLE FAMILY DETACHED RESIDENTIAL SUBDIVISION.

At 6:56 PM Planning Consultant Anderson presented the information.

A motion to recommend approval of the final plat of Coldwater Crossing 7th Addition was made by Commissioner Hahn and seconded by Commissioner Maetzold. Motion carried 5/0.

NEXT MEETING.

Next scheduled meeting is Tuesday, May 2, 2017.

COMMISSIONERS REPORT.

Nothing presented.

ADJOURNMENT.

A motion was made by Commissioner Lanting and seconded by Chairperson Stifter to adjourn the meeting at 7:08 PM. Motion carried 5/0.

***Claim Register©**

07/24/17 PAY

July 2017

Claim Type	Direct				
Claim#	116	ABDO EICK & MEYERS LLP			
Cash Payment	E 100-41000-301	Auditing and Acct g Serv	REVIEW OF TRANX OF OFFICE OF STATE AUDITOR CITY FINANCIAL REPORTING FORM		\$680.00
Invoice 386640					
Transaction Date	7/21/2017	Security Bank	10100	Total	\$680.00
Claim Type	Direct				
Claim#	89	B & B COMMERCIAL COATING LLC			
Cash Payment	E 100-41940-500	Capital Outlay (GENERAL)	HANDICAP RAILING/EXTERIOR DRIP EDGE		\$1,728.00
Invoice 879					
Cash Payment	E 100-41940-500	Capital Outlay (GENERAL)	COMM CTR & CITY HALL PREP AND REPAINT DOOR FRAMES		\$4,400.00
Invoice 878					
Cash Payment	E 100-43700-400	Repairs & Maint Cont	P/W GARAGE/ PREP AND RECOAT DOORS		\$1,560.00
Invoice 878					
Transaction Date	7/11/2017	Security Bank	10100	Total	\$7,688.00
Claim Type	Direct				
Claim#	92	BOBS REPAIR			
Cash Payment	E 100-43100-400	Repairs & Maint Cont	HUSTLER 2017 MOWER 72IN BLADE		\$75.48
Invoice 91852					
Cash Payment	E 100-43100-400	Repairs & Maint Cont	HUSTLER 2017 OIL CHANGE & FILTER		\$26.68
Invoice 91618					
Cash Payment	E 100-43100-400	Repairs & Maint Cont	HUSTLER 2015 OIL CHANGE & FILTER		\$25.61
Invoice 90731					
Transaction Date	7/11/2017	Security Bank	10100	Total	\$127.77
Claim Type	Direct				
Claim#	87	CARVER COUNTY			
Cash Payment	R 100-41000-35100	Court Fines	COURT FINES		\$564.54
Invoice					
Cash Payment	E 100-42100-300	Professional Svcs	2ND QTR 2017 POLICE CONTRACT OVERTIME		\$59.21
Invoice SHERI002894					
Transaction Date	7/11/2017	Security Bank	10100	Total	\$623.75
Claim Type	Direct				
Claim#	105	CENTERPOINT ENERGY	Ck# 004602E 7/31/2017		
Cash Payment	E 100-42280-383	Gas Utilities	F D		\$24.01
Invoice					
Transaction Date	7/12/2017	Security Bank	10100	Total	\$24.01
Claim Type	Direct				
Claim#	106	CENTERPOINT ENERGY	Ck# 004603E 7/31/2017		
Cash Payment	E 640-49480-383	Gas Utilities	WWTF		\$43.58
Invoice					
Transaction Date	7/12/2017	Security Bank	10100	Total	\$43.58
Claim Type	Direct				
Claim#	107	CENTERPOINT ENERGY	Ck# 004604E 7/31/2017		
Cash Payment	E 100-43700-383	Gas Utilities	P/W		\$15.00
Invoice					
Transaction Date	7/12/2017	Security Bank	10100	Total	\$15.00

MAYER, MN

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***Claim Register©**

07/24/17 PAY

July 2017

Cash Payment G 100-21701 Federal Withholding ADDITIONAL QUARTERLY TAX DUE \$48.92
Invoice

Transaction Date 7/14/2017 Security Bank 10100 Total \$48.92

Claim Type Direct

Claim# 100 JAMES BRUHN

Cash Payment E 100-41940-400 Repairs & Maint Cont COMM CTR GYM FLOOR REFINISH \$595.00
Invoice

Transaction Date 7/11/2017 Security Bank 10100 Total \$595.00

Claim Type Direct

Claim# 101 MAYER LUMBER CO INC

Cash Payment E 100-43100-400 Repairs & Maint Cont CUTTING NIPPER, WD40 \$28.48
Invoice 143861

Cash Payment E 100-43100-400 Repairs & Maint Cont FCT CONNECTOR \$8.49
Invoice 143927

Cash Payment E 640-49480-404 Repairs/Maint Machinery/E GALV PIPING \$109.48
Invoice 143928

Cash Payment E 640-49480-404 Repairs/Maint Machinery/E ROPE \$14.99
Invoice 143952

Cash Payment E 640-49470-400 Repairs & Maint Cont RENTAL APPLIANCE DOLLY \$10.00
Invoice 143961

Cash Payment E 100-42260-400 Repairs & Maint Cont PUSH BROOM, BUG REPEL,SILICONE, QUIK STIK \$59.25
Invoice 144160

Cash Payment E 100-42260-580 New Equipment TOOL BOX, TOOLS \$133.79
Invoice 144720

Cash Payment E 640-49480-404 Repairs/Maint Machinery/E AA BATTERY \$7.99
Invoice 144408

Cash Payment E 100-42260-400 Repairs & Maint Cont SILICONE, HACKSAW \$10.98
Invoice 144413

Cash Payment E 100-42260-580 New Equipment CABLE WIRE CUTTER \$49.99
Invoice 144586

Cash Payment E 100-43700-400 Repairs & Maint Cont CEDAR LUMBER \$204.36
Invoice 144594

Cash Payment E 100-41940-400 Repairs & Maint Cont CEDAR LUMBER \$204.36
Invoice 144594

Cash Payment E 100-41000-200 Office Supplies 9V BATTERIES FOR COUNCIL RM MICS \$42.45
Invoice 144749

Cash Payment E 100-43700-400 Repairs & Maint Cont SILICONE, TITEBOND GLUE \$23.77
Invoice 144909

Transaction Date 7/11/2017 Security Bank 10100 Total \$908.38

Claim Type Direct

Claim# 124 MCLEOD COOP POWER ASSN Ck# 004619E 7/28/2017

Cash Payment E 100-43160-381 Electric Utilities CITY SIGN \$34.29
Invoice

Transaction Date 7/21/2017 Security Bank 10100 Total \$34.29

Claim Type Direct

Claim# 125 MCLEOD COOP POWER ASSN Ck# 004620E 7/28/2017

Cash Payment E 100-43160-381 Electric Utilities STREET LIGHTS \$705.89
Invoice

Transaction Date 7/21/2017 Security Bank 10100 Total \$705.89

***Claim Register©**

07/24/17 PAY

July 2017

Cash Payment	E 100-45000-212 Motor Fuels	PARKS	\$18.84
	Invoice 634231		
Cash Payment	E 100-45000-212 Motor Fuels	PARKS	\$18.15
	Invoice 640687		
Cash Payment	E 100-45000-212 Motor Fuels	PARKS	\$9.20
	Invoice 641600		
Cash Payment	E 100-43100-212 Motor Fuels	P/W	\$38.43
	Invoice 641827		
Cash Payment	E 100-43100-212 Motor Fuels	P/W	\$65.84
	Invoice 642889		
Cash Payment	E 100-45000-212 Motor Fuels	PARKS	\$17.07
	Invoice 643060		
Cash Payment	E 100-43100-212 Motor Fuels	P/W	\$21.29
	Invoice 643313		
Cash Payment	E 100-42260-212 Motor Fuels	FD	\$48.35
	Invoice 614990		
Cash Payment	E 100-45000-212 Motor Fuels	PARKS	\$22.81
	Invoice		

Transaction Date	7/21/2017	Security Bank	10100	Total	\$581.18
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Claim Type Direct

Claim# 121 *MUNICIPAL DEVELOPMENT GROU*

Cash Payment	E 100-41910-300 Professional Svcs	PROFESSIONAL SERVICES	\$452.59
	Invoice MAY071017		

Transaction Date	7/21/2017	Security Bank	10100	Total	\$452.59
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Claim Type Direct

Claim# 103 *NATIONSTAR MORTGAGE LLC*

Cash Payment	R 640-49490-37210 Sewer Use Charge	OVER PAYMENT	\$97.30
	Invoice		

Cash Payment	R 620-49440-37110 Water Use Charge	OVER PAYMENT	\$48.65
	Invoice		

Transaction Date	7/12/2017	Security Bank	10100	Total	\$145.95
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Claim Type Direct

Claim# 84 *PRAIRIE RESTORATION, INC.*

Cash Payment	E 650-49500-500 Capital Outlay (GENERAL) PRJ 93 WETLAND SETUP & MOBILIZATION		\$33,162.00
	Invoice		

Transaction Date	7/11/2017	Security Bank	10100	Total	\$33,162.00
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Claim Type Direct

Claim# 114 *PREFERRED ONE INS CO*

Cash Payment	G 100-21706 Hospitalization/Medical Ins	EMPLOYEE BENEFITS	\$2,435.88
	Invoice 171980006094		

Transaction Date	7/21/2017	Security Bank	10100	Total	\$2,435.88
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Claim Type Direct

Claim# 120 *RICE LAKE CONSTRUCTION GRO*

Cash Payment	E 640-49480-500 Capital Outlay (GENERAL) WWTF-GRIT PUMP INSTALL		\$7,730.00
	Invoice 1701-17000		

Transaction Date	7/21/2017	Security Bank	10100	Total	\$7,730.00
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Claim Type Direct

Claim# 85 *RITEWAY BUSINESS FORMS*

MAYER, MN

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***Claim Register©**

07/24/17 PAY

July 2017

Pre-Written Checks	\$3,211.42
Checks to be Generated by the Compute	<u>\$287,589.24</u>
Total	\$290,800.66

COUNCIL APPROVAL -
SIGNATURES/INITIALS _____

City Admin

From: Sandy Meyer [smeyer@co.carver.mn.us]
Sent: Monday, July 10, 2017 4:54 PM
To: City of Mayer (cityadmin@frontiernet.net)
Cc: Gary Stahlke
Subject: June Reports
Attachments: 2017 -YTD -1st Qtr.pdf; 2017 - June.pdf; 2016 - June.pdf

Please find attached the monthly stat reports for June.

- 2017 Year to Date (YTD stats are provided on a quarterly basis)
- 2017 – June
- 2016 – June
- Description of classifications

We are one year into the NIBRS reporting of crime stats therefore we are able to provide a comparison for each month going forward.

We still cannot provide you with a year to date comparison for 2017 to 2016.

Should you have any questions please feel free to contact me

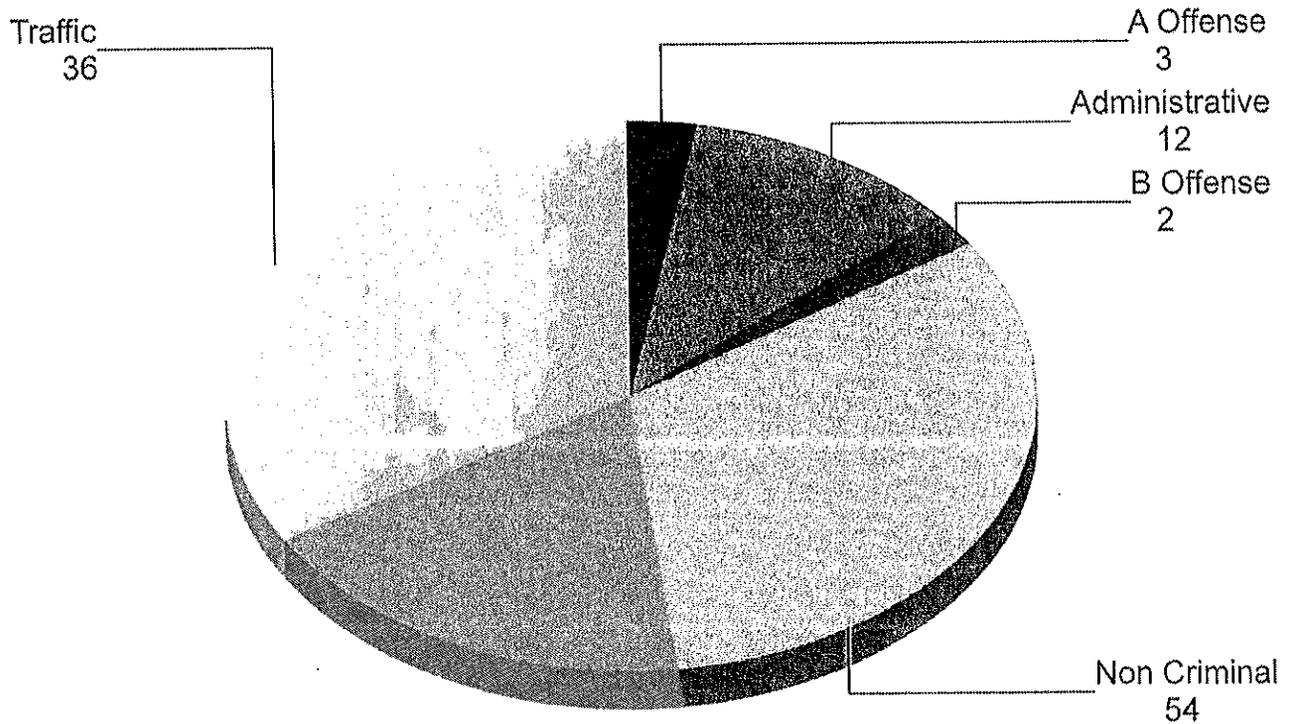
Sandy Meyer
Records Supervisor
Carver County Sheriff's Office
Ph#952-361-1264

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**Carver County Sheriff's Office
Monthly Calls for Service
From: 01/01/2017 To: 03/31/2017**

Mayer City



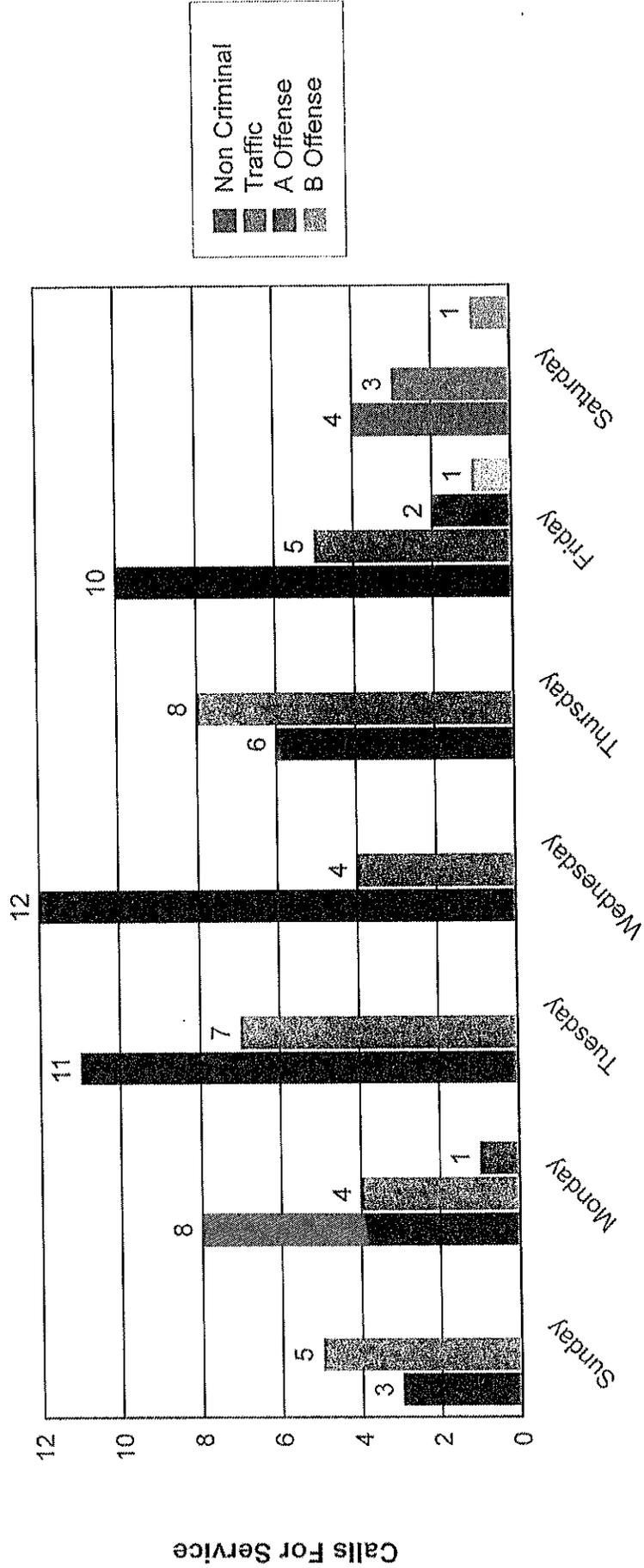
Total A Offense:	3
Total B Offense:	2
Total Non Criminal:	54
Total Traffic:	36
Total Administrative:	12

Total Mayer City: 107



Carver County Sheriff's Office
 Day of Week Analysis of Calls for Service
 Patrol Activity
 From: 01/01/2017 To: 03/31/2017

Mayer City

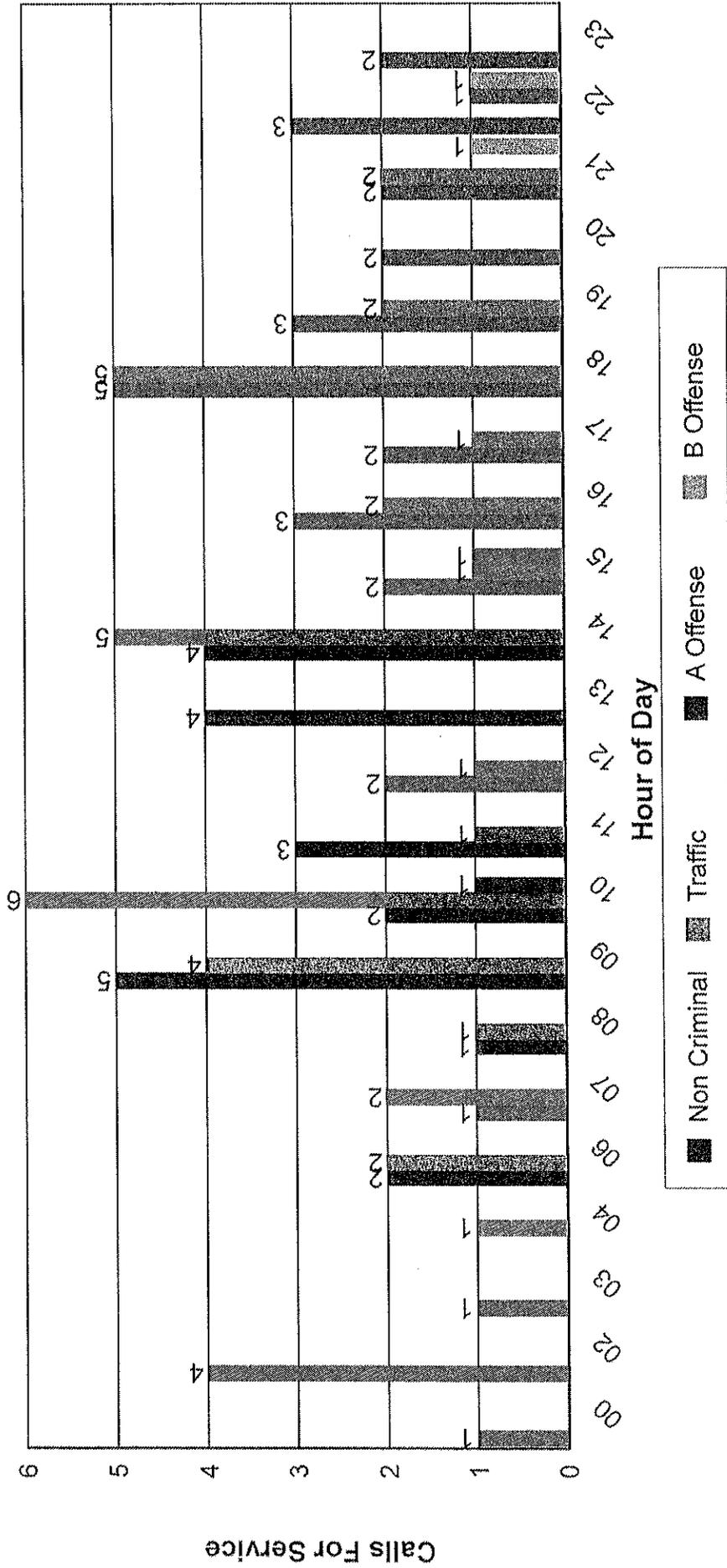


Total Mayer City: 95



Carver County Sheriff's Office
 Hour of Day Analysis of Calls for Service
 Patrol Activity
 From: 01/01/2017 To: 03/31/2017

Mayer City



Total Mayer City: 95



Carver County Sheriff's Office
Monthly Calls for Service
From: 01/01/2017 To: 03/31/2017

Mayer City

Patrol

A Offense

Drug Violation	1
Property Damage	1
Fraud	1
Total A Offense:	3

B Offense

Traffic - alcohol Rel	2
Total B Offense:	2

Non Criminal

Misc Non-criminal	11
Alarm	5
Abuse/Neglect (Info Only)	3
Animal	3
Medical	15
Assist Other Agency	1
Fire Call	3
Mental Health	1
Suspicious Activity	7
Disturbance (Info Only)	4
Child Custody Dispute	1
Total Non Criminal:	54

Traffic

Traffic - Misc	4
Traffic Stop	28
Pd Accident	2
Driving Complaint	2
Total Traffic:	36

Total Patrol: 95

Administrative

Administrative

GunPermit-Acquire	5
GunPermit-CarryNew	3
GunPermit-CarryRenew	1
Lic - Liquor	3
Total Administrative:	12

Total Administrative: 12

Total Mayer City: 107



Carver County Sherff's Office

Arrest Summary

From: 01/01/2017 To: 03/31/2017

Mayer City

35A - Drug/Narcotic Violations	1
35B - Drug Equipment Violations	1
90D - Driving Under the Influence	6
90G - Liquor Law Violations	2

Total Number of Charges Involving All Arrests:	10
Total Number Individuals Arrested:	5
Total Incident With Arrests:	3



Carver County Sherff's Office

Traffic Citation Summary

From: 01/01/2017 To: 03/31/2017

Mayer City

Inattentive Driving:	1
No Proof Of Insurance:	1
Seatbelt Violation:	1
Snowbird / Winter Parking:	1
Total Mayer City:	4



**Carver County Sheriff's Office
Verbal Warnings
From: 01/01/2017 to 03/31/2017**

Mayer City

Animal:	1
Misc Non-criminal:	1
Traffic Stop:	25
Grand Total Verbal Warnings:	27



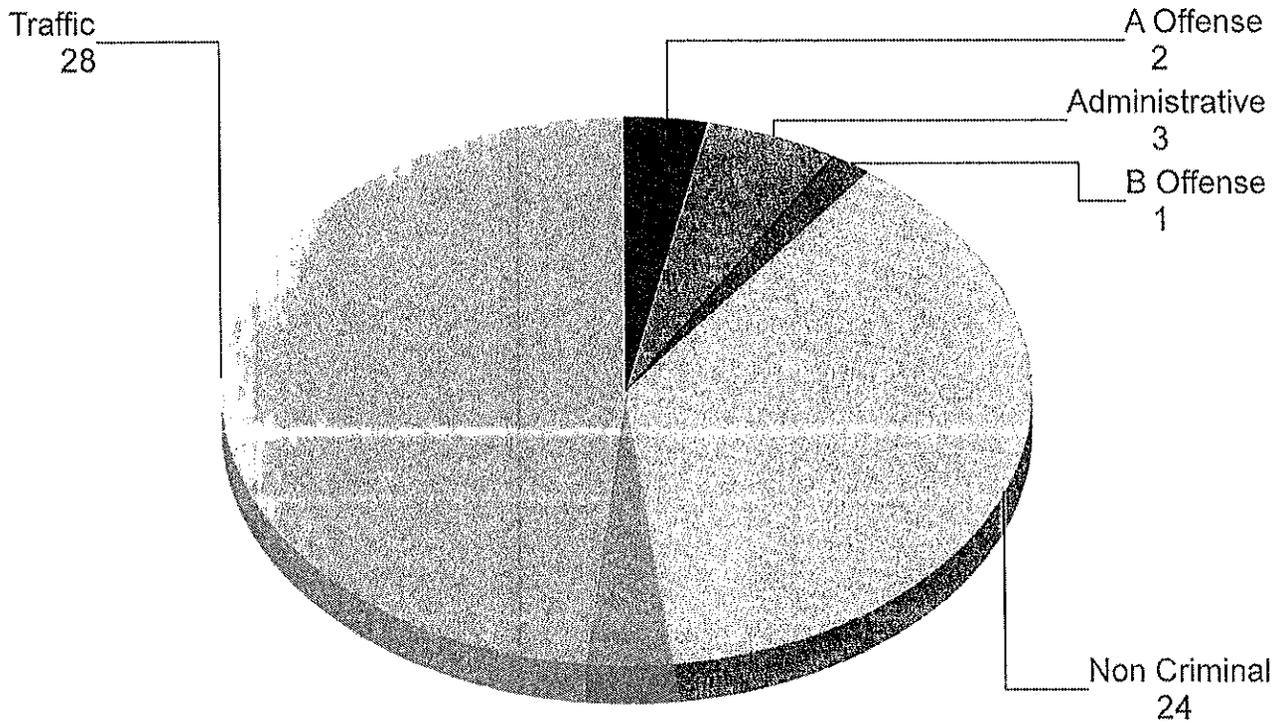
City of Mayer

June - 2017



Carver County Sheriff's Office
Monthly Calls for Service
From: 06/01/2017 To: 06/30/2017

Mayer City



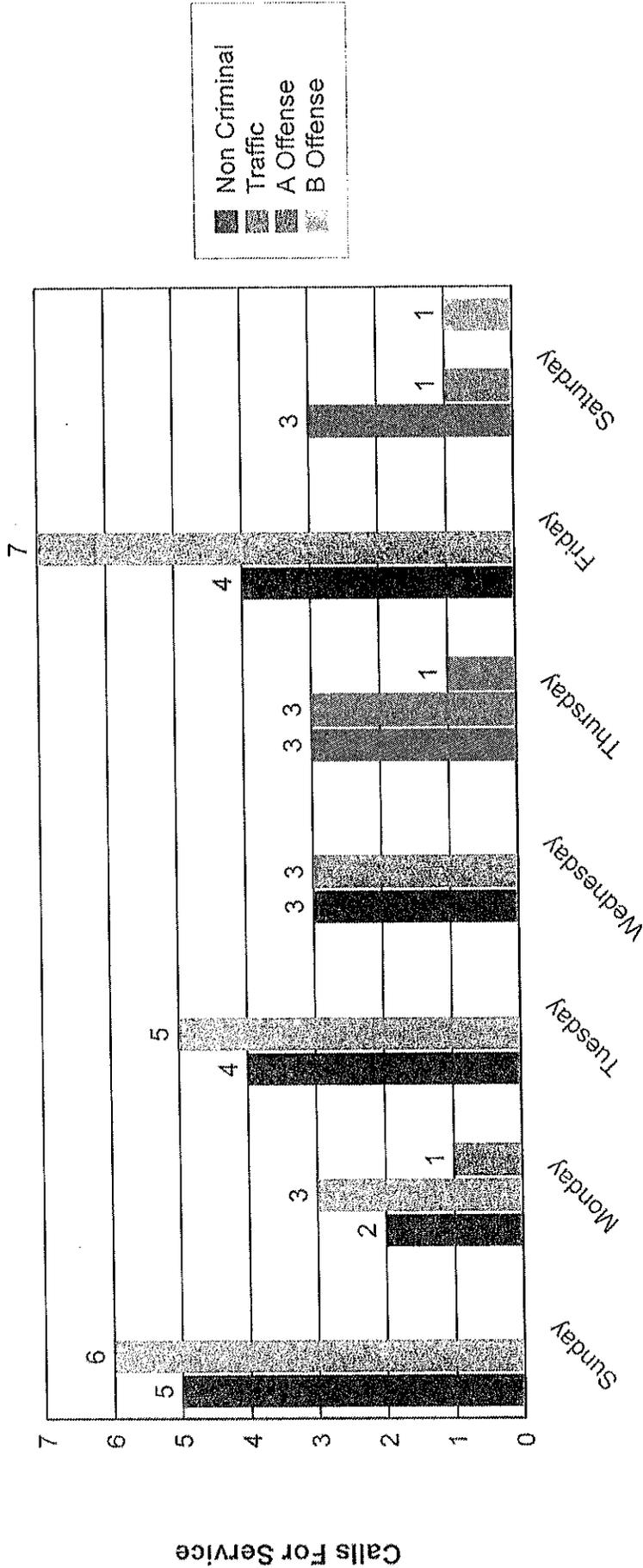
Total A Offense:	2
Total B Offense:	1
Total Non Criminal:	24
Total Traffic:	28
Total Administrative:	3

Total Mayer City: 58



Carver County Sheriff's Office
Day of Week Analysis of Calls for Service
Patrol Activity
From: 06/01/2017 To: 06/30/2017

Mayer City

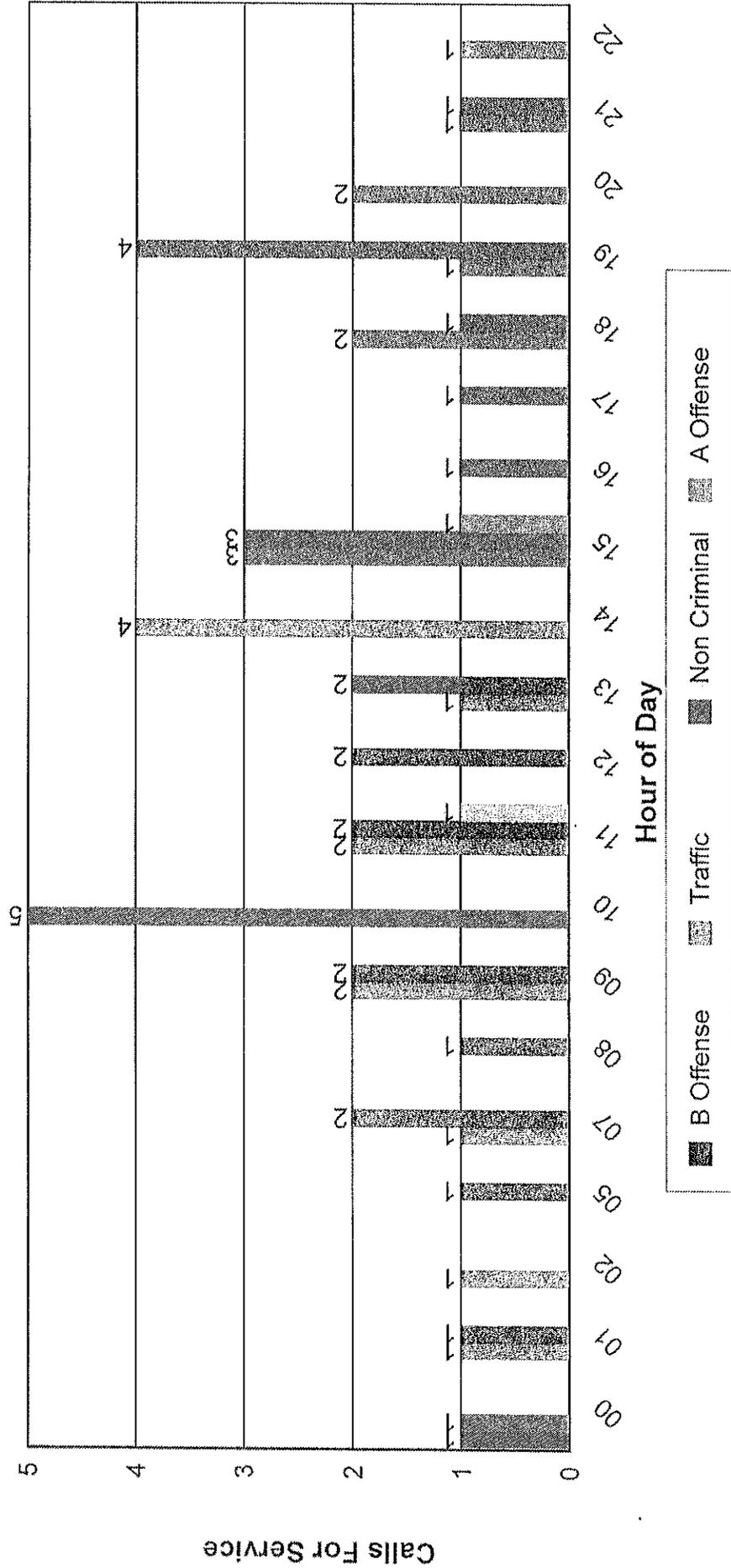


Total Mayer City: 55



Carver County Sheriff's Office
 Hour of Day Analysis of Calls for Service
 Patrol Activity
 From: 06/01/2017 To: 06/30/2017

Mayer City



Total Mayer City: 55



Carver County Sheriff's Office
Monthly Calls for Service
From: 06/01/2017 To: 06/30/2017

Mayer City

Patrol

A Offense

Burglary	1
Drug Violation	1
Total A Offense:	<u>2</u>

B Offense

Traffic - alcohol Rel	1
Total B Offense:	<u>1</u>

Non Criminal

Misc Non-criminal	4
Unlock Vehicle/bldg	1
Animal	6
Medical	5
Fire Call	1
Mental Health	1
Suspicious Activity	2
Disturbance (Info Only)	4
Total Non Criminal:	<u>24</u>

Traffic

Traffic - Misc	2
Traffic Stop	21
Pd Accident	3
Driving Complaint	2
Total Traffic:	<u>28</u>

Total Patrol: 55

Administrative

Administrative

GunPermit-CarryNew	2
ATF	1
Total Administrative:	<u>3</u>

Total Administrative: 3

Total Mayer City: 58



Carver County Sherff's Office

Arrest Summary

From: 06/01/2017 To: 06/30/2017

Mayer City

35A - Drug/Narcotic Violations	1
90D - Driving Under the Influence	3

Total Number of Charges Involving All Arrests:	4
Total Number Individuals Arrested:	2
Total Incident With Arrests:	2



Carver County Sherff's Office
Traffic Citation Summary
From: 06/01/2017 To: 06/30/2017

Mayer City

Seatbelt Violation:	4
Total Mayer City:	4



**Carver County Sheriff's Office
Verbal Warnings
From: 06/01/2017 to 06/30/2017**

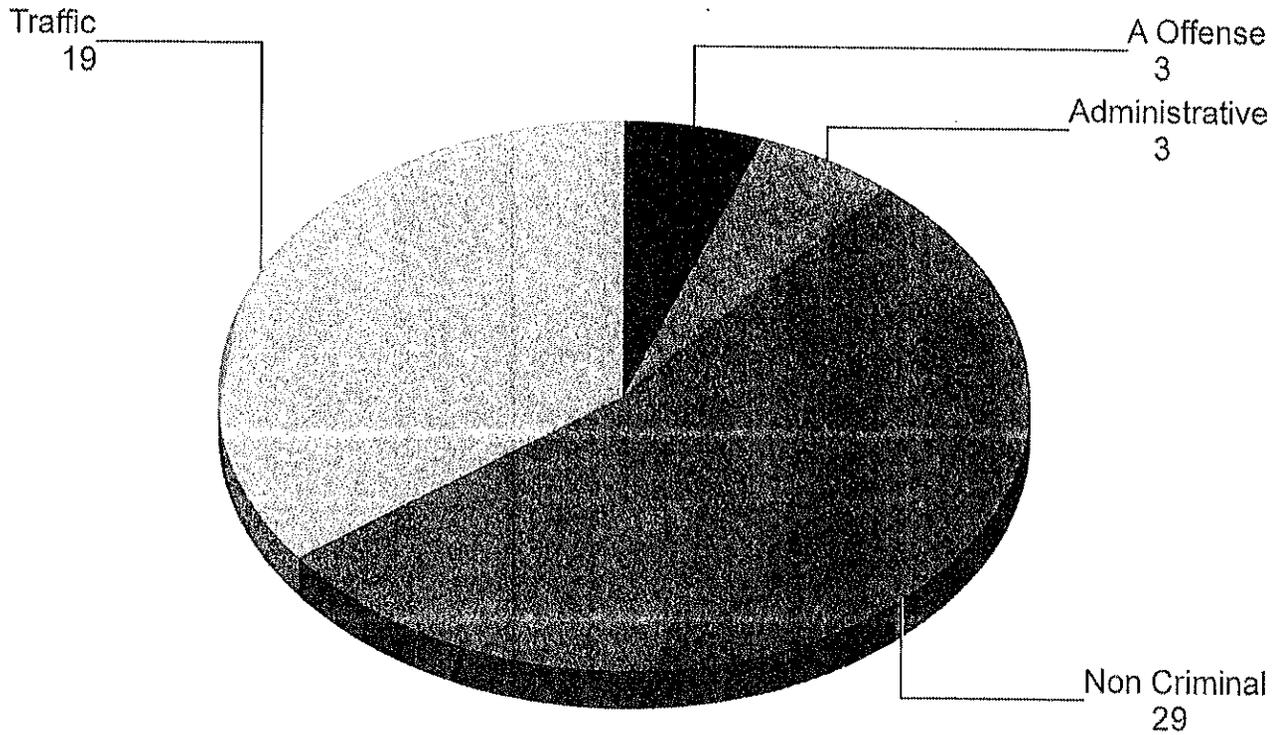
Mayer City

Traffic Stop:	16
Grand Total Verbal Warnings:	16



**Carver County Sheriff's Office
Monthly Calls for Service
From: 06/01/2016 To: 06/30/2016**

Mayer City



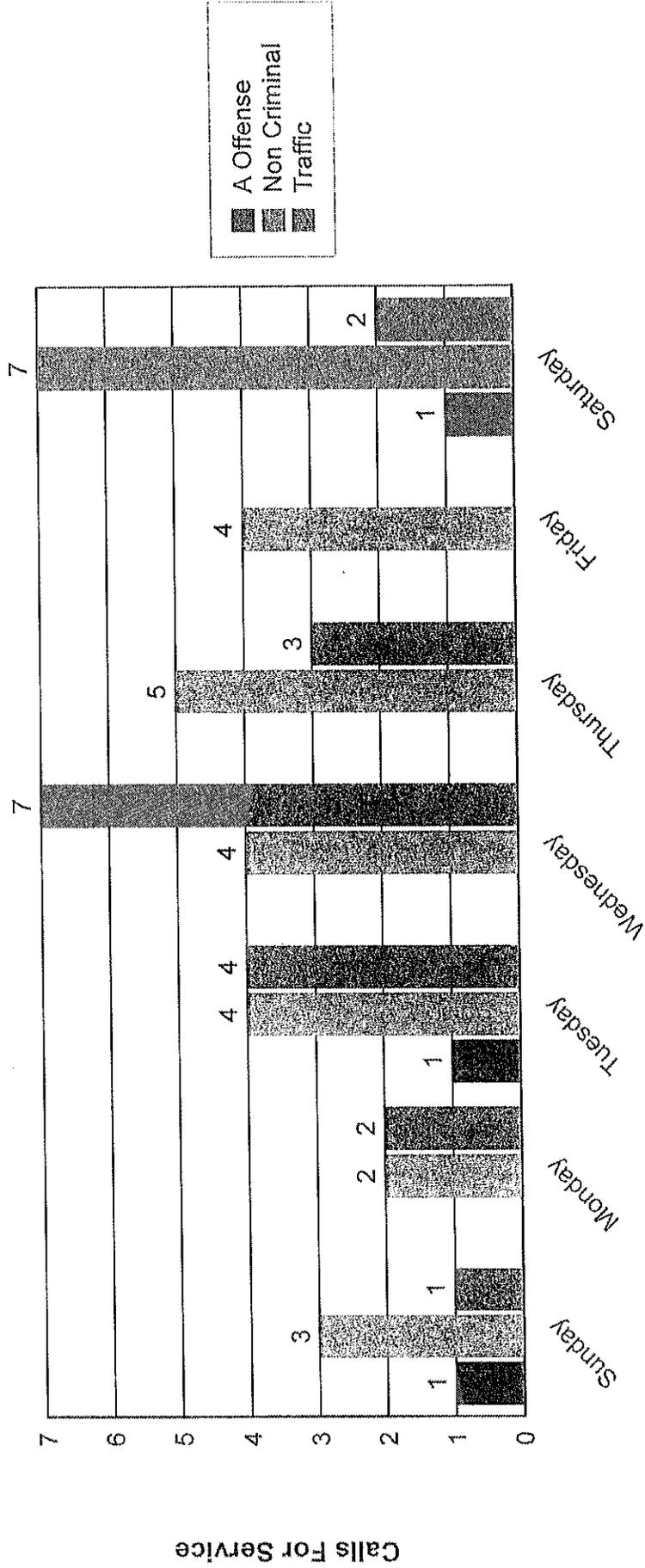
Total A Offense:	3
Total Non Criminal:	29
Total Traffic:	19
Total Administrative:	3

Total Mayer City: 54



Carver County Sheriff's Office
 Day of Week Analysis of Calls for Service
 Patrol Activity
 From: 06/01/2016 To: 06/30/2016

Mayer City

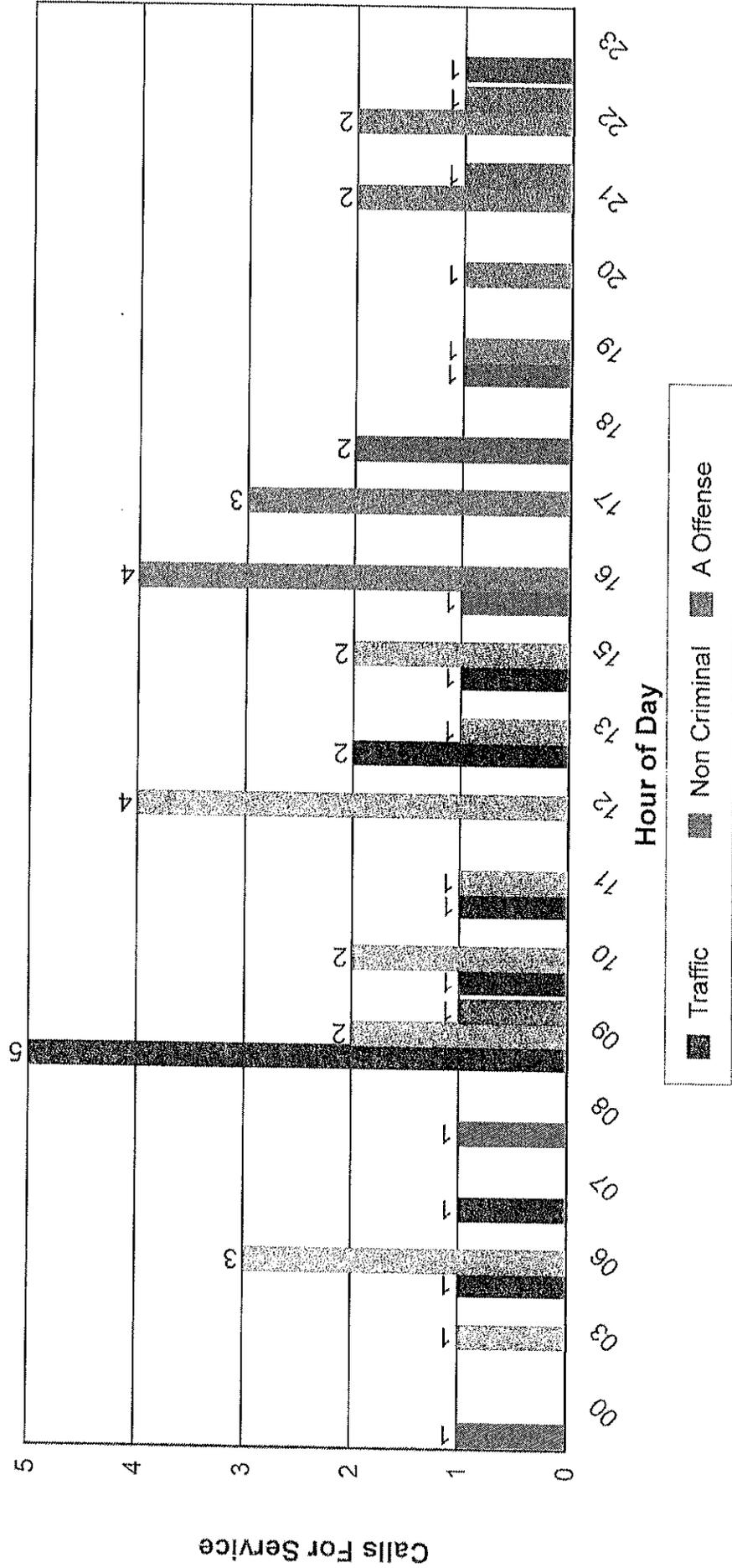


Total Mayer City: 51



Carver County Sheriff's Office
 Hour of Day Analysis of Calls for Service
 Patrol Activity
 From: 06/01/2016 To: 06/30/2016

Mayer City



Total Mayer City: 51



Carver County Sheriff's Office
Monthly Calls for Service
From: 06/01/2016 To: 06/30/2016

Mayer City

Patrol

A Offense

Burglary	1
Fraud	1
Weapons	1

Total A Offense: 3

Non Criminal

Misc Non-criminal	9
Alarm	2
Domestic	1
Animal	1
Medical	8
Fire Call	1
Suspicious Activity	3
Disturbance (Info Only)	3
Child Custody Dispute	1

Total Non Criminal: 29

Traffic

Traffic - Misc	2
Traffic Stop	15
Pd Accident	1
Driving Complaint	1

Total Traffic: 19

Total Patrol: 51

Administrative

Administrative

GunPermit-Acquire	1
GunPermit-CarryNew	2

Total Administrative: 3

Total Administrative: 3

Total Mayer City: 54



Carver County Sherff's Office

Arrest Summary

From: 06/01/2016 To: 06/30/2016

Mayer City

520 - Weapon Law Violations	1
<hr/>	
Total Number of Charges Involving All Arrests:	1
Total Number Individuals Arrested:	1
Total Incident With Arrests:	1



Carver County Sherff's Office

Traffic Citation Summary

From: 06/01/2016 To: 06/30/2016

Mayer City

Inattentive Driving:	1
Stop Sign:	2
Total Mayer City:	3



**Carver County Sheriff's Office
Verbal Warnings
From: 06/01/2016 to 06/30/2016**

Mayer City

Traffic - Misc:	1
Traffic Stop:	12
Grand Total Verbal Warnings:	13

City Admin

From: Greg Kluver [Greg_Kluver@hotmail.com]
Sent: Wednesday, July 12, 2017 3:51 PM
To: Luayn Murphy
Subject: Fw: Inspection report for the WWTF
Attachments: WW Inspection Report.rtf

Hi Rick,

Attached is the report for the inspection of the WWTF conducted on June 20, 2017 by Cara Wright with the MPCA. Please include this in the next council packet. If you have any questions after review of the report please give me a call. I was very pleased with the results of the inspection.

I also wanted to let you know that I will not be able to be present on the 19th for the staff interviews. I will be on vacation.

Thanks

Greg Kluver

Sent from Outlook

From: Wright, Cara (MPCA) <cara.wright@state.mn.us>
Sent: Wednesday, July 12, 2017 6:11 PM
To: Greg Kluver
Subject: Inspection report

Hi Greg,

Here is an electronic copy of the inspection report for the Mayer WWTP, which was recently mailed out. No violations or corrective actions were included. If you have any questions, please let me know.

Thank you,
Cara

Cara Wright
Environmental Specialist
Water Quality Compliance & Enforcement
Municipal and Industrial Wastewater
Minnesota Pollution Control Agency
(651) 757-2891



Minnesota Pollution Control Agency

520 Lafayette Road North | St. Paul, Minnesota 55155-4194 | 651-296-6300

800-657-3864 | Use your preferred relay service | info.pca@state.mn.us | Equal Opportunity Employer

July 10, 2017

The Honorable Mike Dodge
Mayor, City of Mayer
PO Box 102
Mayer, MN 55360-0102

RE: Mayer Wastewater Treatment Plant
NPDES/SDS Permit Number MN0021202
Compliance Evaluation Inspection

Dear Mayor Dodge:

Enclosed is the Compliance Evaluation Inspection (CEI) Report that resulted from an inspection of the Mayer WWTP (Facility) on June 20, 2017, by Cara Wright of the Minnesota Pollution Control Agency (MPCA).

The CEI consisted of a visual inspection of the Facility and a discussion with Greg Kluver and Kyle Kuntz, Facility Operators. In addition, there was a review of the monthly Discharge Monitoring Reports (DMRs) for the time period from June 2014 to June 2017. Based on the results of the CEI, no violation of the terms and conditions set forth in the National Pollutant Discharge Elimination System (NPDES)/ State Disposal System (SDS) permit were noted. Please see the attached CEI Report for further detail.

If you have any questions, please contact me at 651-757-2891 or by email at cara.wright@state.mn.us.

Sincerely,

Cara Wright

This document has been electronically signed.

Cara Wright
Environmental Specialist 2
Municipal Wastewater Section
Municipal Division

CW:wgp

Enclosure

cc: Greg Kluver, Mayer WWTP



Minnesota Pollution Control Agency

Water Quality Point Source Program

Compliance Evaluation Inspection Report

Facility information:

Facility name: Mayer WWTP
Permit number: MN0021202
Address: 15300 County Road 30, Mayer, MN 55360
SIC code: 4952 - Sewerage Systems
Permit expiration date: January 31, 2019
Facility design flow: 0.435 mgd (AWW)
EPA Facility Type classification: EPA Minor
Type of flow: Domestic
Plant class: Class A
Land application type: Biosolids Type IV
24-hour contact: Gregory Kluver
Phone: 612-590-1828

Geographic information:

MPCA region: MPCA Metro Region
County: Carver
Basin: Upper Mississippi River, Upper Portion
Major watershed: South Fork Crow River
Receiving water: Crow River, South Fork - Class 2B, 3C, 4A, 4B, 5, 6 water

Those present during the inspection:

Greg Kluver, Facility Operator
Kyle Kuntz, Facility Operator

MPCA representatives:

Cara Wright, Inspector

Inspection information:

Inspection date: June 20, 2017
Inspection category: Routine Inspection
Inspection type: WW Compliance Evaluation Inspection

Facility components:

- Activated Sludge - extended aeration
- Collection system (gravity and/or pressure)
- Disinfection (ultraviolet light)
- Effluent filtration (sand with backwash)
- Phosphorus Removal (biological process)
- Phosphorus Removal (chemical addition)
- Postaeration (less than two hours detention)
- Preliminary treatment - flow equalization
- Preliminary treatment - grit removal
- Preliminary treatment - mechanical bar screen
- Primary treatment - primary stabilization pond
- Secondary Clarification
- Secondary Stabilization Pond
- Solids Handling - Storage Tank
- Solids Treatment - Aerobic Storage Tank

Significant industrial users:

4952 - Sewerage Systems

Inspection Summary

A Compliance Evaluation Inspection was conducted on June 20, 2017, by Cara Wright of the Minnesota Pollution Control Agency (MPCA) to determine the Facility's compliance with the terms and conditions of its National Pollutant Discharge Elimination System (NPDES)/State Disposal System (SDS) Permit. The following is a summary of the findings and comments resulting from that inspection.

Areas of concern or general comments:

1. **Overall physical condition of the plant**
 - a. The Facility appeared well maintained and in excellent operating condition.
 - b. The Facility grounds are fenced, gated, and posted.
 - c. The Facility has a pond onsite for storage of excess influent. No discharge occurs from the pond.
2. **Sampling methods/lab certification**
 - a. All samples are taken at the appropriate locations as identified in the permit and are representative of flow through the Facility and treatment system.
 - b. All required samples are taken by Facility staff and picked up by UC Laboratory (State Lab ID: 027-161-186, EPA Lab Code: MN00068) for analysis. Mercury samples are analyzed by North Shore Analytical, Inc. (State Lab ID: 027-137-389, EPA Lab Code: MN01011).
 - c. Influent and effluent samples take 24-hour composite samples based on flow. Hoses are changed and clean as needed.
 - d. DO and pH meters are inline, and checked against handheld meters for accuracy.
3. **Discharge Monitoring Reports (DMRs)/sample values/annual reports**
 - a. All DMRs and annual reports due over the review period were complete and submitted on time.
 - b. Some lab sheets for May 2016 were compared sample values submitted to the MPCA and all values were found to be reported accurately.
4. **Inflow & Infiltration (I&I)/collection system issues**
 - a. There are three (3) lift stations in the collection system. The lift station at the Facility is connected to the SCADA system. The main lift station has dial-up and alarms.
 - b. Most of the collection system is PVC and has been replaced through the I&I program. The city of Mayer is in the process of lining older clay pipes.
 - c. I&I is an issue at the Facility and excess flow is diverted to the EQ basin.
5. **Flow data**
 - a. The Facility's design flow is 0.435 million gallons per day (MGD).
 - b. The Facility's reported average influent flows over the past several years were:
 - i. 2014 – 0.156 MGD
 - ii. 2015 – 0.129 MGD
 - iii. 2016 – 0.148 MGD
 - iv. 2017 – 0.158 MGD (year to date)
 - c. The reported three-year average influent flow at the Facility is 0.144 MGD. Therefore, the Facility is operating at approximately 33 percent of design.
 - d. The influent mag meter and effluent ultrasonic meters are calibrated twice per year by Servocal.
6. **Enforcement actions over the review period**
 - a. There were no enforcement actions over the review period.
7. **Compliance schedule progress**
 - a. There is no compliance schedule in the current permit.

8. **Biosolids/land application sites**
 - a. Biosolids are contracted to the cities of Lester Prairie and Hutchinson. Biosolids are hauled twice per year, in the spring and fall.
 - b. Biosolids lab results and hauling records are maintained onsite.
9. **Pretreatment**
 - a. The Facility does not have any Significant Industrial Users (SIUs).
10. **General maintenance schedule reviewed – daily, weekly and monthly O&M**
 - a. Blowers are regularly alternated.
 - b. The Facility plans to replace the grit pump. Grit and rags are sent to the landfill.
 - c. Pumps are regularly inspected and VFD controls are regularly cleaned as part of the Facility maintenance program.
 - d. The generator is inspected annually.
 - e. Bio-P is used to treat for phosphorus, as well as chemical addition of alum.
 - f. Backwash of the sand filter occurs automatically as needed. Backwash is returned to the head of the plant. Filters are chlorinated regularly for maintenance.
 - g. The clarifier is drained and inspected annually.
11. **Record keeping**
 - a. Most records were neatly kept and available during the inspection. Calibration records for the pH and DO meters should be stored so as to be easily produced during an inspection.

STATE OF MINNESOTA
POLLUTION CONTROL AGENCY

July 10, 2017

Date signed

Cara Wright

This document has been electronically signed.

Cara Wright
Environmental Specialist 2
Municipal Wastewater Section
Municipal Division

Address questions and submittals requested above to:

Cara Wright
Environmental Specialist 2
Minnesota Pollution Control Agency
520 Lafayette Road North
St. Paul, MN 55155
651-757-2891
cara.wright@state.mn.us



To: Mayor and Council Members

From: Kyle Kuntz

Re: Public Works Activities from June 22nd to July 19th (2017)

Roads

- Started a list of 2017 road repairs
- Chopped roadsides and meadow areas
- Ordered two loads of ¾ minus red rock and ¾ clear red rock
- Mowed new fire station lot

Parks

- Conducted playground inspections on monthly basis
- Emptied trash cans on regular basis
- Graded ball fields on regular basis
- Added more lime to ball fields
 - Worked up and leveled ball fields after adding more lime
- Mowed and weed whipping parks as necessary
- Hauled and leveled 40 yards of mulch to Meadow Park
- Hauled and leveled 40 yards of mulch to Old School House Park
- Watered flowers on a weekly basis
- Sprayed weeds
- Contacted architect about Old Schoolhouse Park shelter
- Attended park board meeting on 6-27-17
- Attended park board meeting on 7-17-17
- Worked on West Ridge Park curbing
 - Removed old plastic edging from around the park and hauled away
 - Worked on a layout for the new curbing
 - Removed sod from park and hauled to compost site
 - Moved access dirt around new park shelter
 - Dug in trench for 12"x12" curbing
 - Bedded the trench with 6"-8" of ¾" minus rock
 - Compacted with plate compactor
 - Purchased drain tile to improve overall park drainage
 - Coordinated with cement contractor

Water Treatment Facility

- Executed daily rounds
- Performed chlorine, fluoride, iron, and manganese tests on a weekly basis
- Received chemical deliveries from DCP Industries on a monthly basis
- Took water samples for Minnesota Department of Health
 - Took all MDH water samples to UPS store in Waconia to be shipped
- Filled out monthly fluoride report for June 2017
- Changed out chlorine tanks as needed
- Cleaned chlorine analyzer and replaced reagents as needed
- Flushed KMNO4 feed line and mixed KMNO4 on a regular basis
- Exercised generator at WTP and Well #2 on a monthly basis
- Conducted well #2 draw down on a weekly basis

Wastewater Treatment Facility

- Executed daily rounds and weekly sampling procedures
- Decant digester as necessary

- Washed down scum manhole and control structure #2 as necessary
- Cleaned cyclone grit separator as necessary
- Ran TSS and Settleability tests
- Greased clarifier drive and flocculator drive
- Trained new public works employee in on routine wastewater plant maintenance
- Feed midge fly control product on a weekly basis
- Assisted with the installation of the new grit pump
- Contractor came to sand blast areas of the pre treatment building

Lift Stations & Collection System

- Check lift station operations on daily basis
- Exercised generator on monthly basis

Miscellaneous

- Worked on organizing public works building in between other public works tasks
 - Borgen came to crack seal and seal coat driveway
 - Installed slating
 - Worked on Public Works building sign
- Gopher one locates
- Worked on May public works activities sheet
- Changed out old water meters and MXU devices
- Installed MXU's and sealed water meters for new houses
- Read water meters on the 1st of each month
- Worked on 'On Call' schedule
- Ran to Mayer Lumber Yard to get supplies
- Ran to Farm Supply to get supplies
- Attended safety committee meeting and training in Waconia on a monthly basis
- Contractor came to chip brush pile at compost site
- Attended staff meetings every other week
- Hung water meter repair signs
- Attended weekly meetings about the County Road 30 reconstruction
- Disassembled and removed hydrant from Hidden Creek 7th addition
- Helped set up for Celebration
 - Moved in picnic tables, bleachers, and garbage cans
 - Assisted during the celebration
 - Cleaned up after celebration
- Assisted with the recruitment of the new city administrator
- Worked on proposals for seal coating, skid loader attachment, and lift station construction
- Attended council meeting on 7/26/17

Equipment

- Fueled and washed equipment as needed
- Exercised bypass pump on a monthly basis
- Changed oil in old F-150
- Purchased back hoe attachment for skid steer
- Fixed issues with watering tank
- Greased, changed oil, and sharpened blades on mower as necessary

Safety Concerns

- No safety concerns at this time



Real People. Real Solutions.

2638 Shadow Lane
Suite 200
Chaska, MN 55318-1172

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

MEMORANDUM

Date: July 18, 2017
To: Mayer City Council
From: David Martini
Subject: Projects in Progress

For your convenience, the following is a summary of the projects Bolton & Menk has worked on during the billing period between May 20th and June 16th, 2017:

Miscellaneous Engineering

During the billing period, miscellaneous engineering included the following:

- Attendance at the June 12th Council Meeting
- Providing mapping information for the new developments to McLeod Coop
- Reviewing seal coating needs, street improvements, and misc. drainage issues
- Reviewing the status of the Comp. Planning Process
- Reviewing future TH 25 Improvements with Mn/DOT
- Reviewing fees for Casey's
- Reviewing grading issues at 2605 Rocky Meadow Lane
- Reviewing lot surveys for Hidden Creek

12 hours of time was provided at the City's reduced hourly rate and the Council meeting was attended a no charge, which resulted in a savings to the City of **\$1,254.50**.

Hidden Creek 7th (Pass Thru)

During the billing period, time was spent on reviewing the project schedule and providing on-site construction inspection.

Cold Water Crossing 7th (Pass Thru)

During the billing period, time was spent reviewing the construction plans, easement documents, and on-site construction inspection.

City of Mayer
Planning Commission
Meeting Minutes
Tuesday, July 11, 2017

Commission Members Present: Chairperson Tom Stifter, and Commissioners Les Hahn, Patty Lanting, Barney Johnson and Don Wachholz.

Commission Members Absent: Council Liaison Erick Boder and Commissioner Rod Maetzold.

Others Present: Evan Carlson from Innovative Power Systems, Larry Olson and numerous residents.

Staff Present: Planning Consultant John Anderson of Municipal Development Group, LLC

CALL MEETING TO ORDER.

Meeting called to order at 6:00 PM by Chairperson Stifter.

ADOPT AGENDA.

A motion to approve the agenda was made by Commissioner Stifter and seconded by Commissioner Hahn. Motion carried 5/0.

APPROVAL OF MINUTES.

A motion to approve the April 4, 2017 Planning Commission minutes was made by Commissioner Hahn with one correction and seconded by Commissioner Wachholz. Motion carried 5/0.

GENERAL DISCUSSION OF A PROPOSAL TO DEVELOP A SOLAR GARDEN IN WATERTOWN TOWNSHIP.

At 6:34 PM, Planning Consultant Anderson introduced Evan Carlson of Innovative Power Systems, to discuss the proposed Solar Garden in Watertown Township just north of the City of Mayer and west of State Trunk Highway 25.

Evan Carlson stated Innovative Power Systems is based out of Roseville, Minnesota and use to do a lot of rooftop solar panels. He stated that the solar garden being proposed in Watertown township is a community solar system that people or groups can buy subscriptions to. It is a net metering system and will be one megawatt on about eight acres. He stated that Xcel Energy now has a cap on projects and they can only be one megawatt where they use to be able to be larger. He also stated that Carver County has just changed its regulations making it harder to locate these types of solar gardens and that these systems need to be next to phase three power and near a substation. He stated that Carver County does not allow solar gardens in Ag Preserve so it tends to push these systems closer to the municipalities. He stated this proposed site is to be leased from Larry Olson and that in the last day Watertown Township recommended denial of this project.

Commissioner Lanting asked about the timing and length of the lease.

Evan Carlson stated that it is about a one to two year design phase then a 25 to 35 year lease for operating purposes.

Commissioner Hahn asked how many total panels there would be.

Evan Carlson stated that there would be just under 4,000 panels. He said these panels would be close to a home and that the homeowner is against it and was in the audience tonight.

Commissioner Wachholz asked about subscribing to the process.

Evan Carlson said in this case Annandale school district and Minnetonka school district along with one other school district has subscribed to this proposed solar garden and that individuals could subscribe to this solar garden as well. He also stated that if the solar garden is not approved on this site, that he has another site just east of State Trunk Highway 25 that he has a lease on that he would look to try to get approved. He said this site would be located in a created wetland and would bring this property onto the tax rolls.

Planning Consultant Anderson stated that at this time the proposal is in Watertown Township and that Carver County and the township were the decision making jurisdictions. He stated that the City of Mayer is reviewing this to provide feedback since it is so close to the City boundaries and this property is located in the future growth area of the City. He said that if the site is denied by the County, and the applicant proceeded forward with site B east of State Trunk Highway 25, that the City of Mayer would have jurisdiction over that site since an agreement was made with the Township to have zoning jurisdiction over that property even though it still remained in the township. He also stated that the site B location would have to adhere to the Minnesota Wetland Conservation Act, along with any shoreland regulation and floodplain regulations that may apply since part of the site is a shoreland overlay and floodplain overlay area. He stated that both locations are in the future growth area of the City of Mayer and that they are both guided for residential uses and that typically in municipalities, uses like solar gardens are permitted in more industrial or commercial settings.

Commissioner Hahn made a motion to recommend opposing the locations on both the east and west side of State Trunk Highway 25.

Larry Olson, the property owner, stated that they purchased the property forty years ago and are looking to be able to cash flow the property by leasing it for a solar garden. He said they tried to sell the property but they had no takers to purchase the site.

Chairperson Stifter seconded the motion by Commissioner Hahn to oppose the locations on both the east and west side of State Trunk Highway 25 for a solar garden and that it may be more well suited for a area that is not guided for residential. Motion carried 4/1 with Commissioner Wachholz voting no.

UPDATE ON THE 2018 COMPREHENSIVE PLAN UPDATE.

At 7:40 PM Planning Consultant Anderson give a update as to what the next steps will be in the comprehensive plan update.

NEXT MEETING.

Next scheduled meeting is Tuesday, June 6, 2017.

COMMISSIONERS REPORT.

Nothing presented.

ADJOURNMENT.

A motion was made by Chairperson Stifter and seconded by Commissioner Wachholz to adjourn the meeting at 7:54 PM. Motion carried 5/0.