



**CITY OF MAYER
REGULAR CITY COUNCIL MEETING
CITY COUNCIL CHAMBERS
MONDAY, JUNE 22, 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. June 8, 2020 City Council Meeting Minutes
 2. June 8, 2020 City Council Workshop Meeting Minutes
 - B. Claims
 - C. Staff Reports
 - Engineers Report
 - Public Works Report
 - City Administrators Report
 - Sheriff's Department Report
 - Fire Department Report
 - D. Coldwater Crossing Letter of Credit Reduction
- 6. Proclamation – International Widows Day – June 23, 2020**
- 7. Reports and Recommendations of City Departments, Consultants, Commissions and Committees**
 - A. Administrative
 1. Well & Water Treatment Facility Improvements 2020 Bids
 2. Network Updates and Upgrades
- 8. City Council Reports**
- 9. Other Business**
- 10. Upcoming Meetings & Events**
 - July 7, 2020 Planning Commission Meeting
 - July 13, 2020 City Council Meeting

July 14, 2020 Park and Recreation Meeting
July 27, 2020 City Council Meeting

11. For Your Information

June 8, 2020 Public Works Committee Meeting Minutes

June 9, 2020 Park and Recreation Commission Meeting Minutes

June 15, 2020 Fire Advisory Board Meeting Minutes

12. Adjournment

MAYER CITY COUNCIL MEETING MINUTES JUNE 8, 2020

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

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

ABSENT:

STAFF PRESENT VIA ZOOM: City Administrator McCallum

STAFF PRESENT: Deputy Clerk Gildemeister

ALSO PRESENT: Don Wachholz, Jimmy Brand, Ivan Raconteur, Tom Stifter

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 McNeilly to approve the agenda with the addition of discussion on 2020 Water Tower Project. Motion Carried 5/0

PUBLIC COMMENT

Tom Stifter, 201 West Ridge Road, stated to Council that he would like to start having the Wednesday Night Car Show with social distancing guidelines in place, starting June 10, and a Car Cruise for the Mayer Rising Community Festival. He also informed Council that the Mayer Rising Community Festival Committee will be meeting Wednesday, June 10, 2020 to discuss the festival.

APPROVE CONSENT AGENDA

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

1. Approve the Minutes of the May 26, 2020 Regular Council Meeting.
2. Approve Claims for the Month of June 2020.
3. Acknowledge the 2020 First Quarter Financial Report from Abdo Eick & Meyers.

A MOTION to amend the prior Agenda Motion to include the Authorization to close 2nd Street for the Wednesday Night Car Shows was made by Council Member McNeilly and accepted by Council Member Butterfield. Motion carried 5/0.

CITY ADMINISTRATOR

1. **Approve Garbage Contract with Waste Management** – A MOTION to approve the five year Garbage Contract with Waste Management starting September 1, 2020 and ending August 31, 2025 was made by Council Member Stieve-McPadden and seconded by Council Member McNeilly. Motion carried 5/0.

Council Member Stieve-McPadden asked for confirmation that the Waste Management bid was the lowest bid received and City Administrator McCallum said yes.

2. **Approve Updates to the Fire Department Standard Operating Procedures (SOPs) and Policy Manual** - A MOTION to Approve the updates to the Fire Departments SOPs and Policy Manual was made by Council Member McNeilly and seconded by Council Member Butterfield. Motion Carried 5/0.
3. **Discussion on 2020 Water Tower Project** – Dave Martini, City Engineer with Bolton & Menk, updated Council on the bid tabulations for the 2020 Water Tower Project. The scope of the improvement work includes a full exterior coating rehabilitation of the tower and new City lettering and logos painted on the exterior of the tower. He stated that bids opened last Friday, June 5th, 2020 and seven bids were received.

	(summer 2020 rehab)	(summer 2021 rehab)
M.K. Painting, Inc.	\$271,550.00	\$291,550.00
Champion Tank Services	\$290,510.00	\$285,510.00
TMI Coatings, Inc.	\$333,700.00	\$353,700.00
Maguire Iron Inc.	\$345,350.00	\$325,350.00
Viking Industrial Painting	\$363,700.00	\$358,700.00
Classic Protective Coatings	\$408,950.00	\$420,950.00
Osseo Construction Co.	\$544,400.00	\$454,400.00

He recommended awarding the project to the low bidder, M.K. Painting, Inc., for the Summer 2020 Rehabilitation in the amount of \$271,550.00.

A MOTION to award the Summer 2020 Water Tower Rehabilitation Project to M.K. Painting, Inc, in the amount of \$271,550.00 was made by Council Member McNeilly and seconded by Council Member Stieve-McPadden. Motion carried 5/0.

4. **Discussion on Resuming Mayer Car Shows** – A MOTION to authorize the closer of 2nd Street for the Wednesday night Mayer Car Shows was made by Council Member Butterfield and seconded by Council Member Boder. Motion carried 5/0.

COUNCIL REPORTS

- Council Member Boder stated that he saw Deputy Sheriff Bengtson going above and beyond to help to a rendering truck clean up after spilling its contents on the highway.
- Council Member Stieve-McPadden stated she will be attending a Fire Station Committee Meeting and a Mayer Rising Community Meeting this week.
- Council Member McNeilly stated she will be attending a Park Board Meeting this week.
- Mayor Dodge stated he attended a Fire Department Meeting. Cory Brunton shared the Fire Station presentation with the Volunteer Fire Fighters. He also stated he attended a Public Works Meeting.

Mayor Dodge Congratulated all the 2020 High School Graduates and wished them all the best.

Mayor Dodge said Thank you to the Fire Department for the 65 birthday drive-bye’s they performed around the community. The birthday recipients really appreciated the celebration.

ADJOURN

There being no further business, a MOTION was made by Council Member Stieve-McPadden and seconded by Council Member McNeilly to adjourn the meeting at 7:00 p.m. Motion Carried 5/0

Mike Dodge, Mayor

Attest: _____
 Janell Gildemeister, Deputy Clerk MCMC

MAYER COUNCIL WORK SESSION MEETING MINUTES – JUNE 8, 2020

Call Work Session to order at 7:01 p.m. by Mayor Dodge.

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

ABSENT:

STAFF PRESENT VIA ZOOM: City Administrator McCallum

STAFF PRESENT: Deputy Clerk Gildemeister, City Engineer Martini

ALSO PRESENT: Don Wachholz, Jimmy Brand, Ivan Raconteur, Tom Stifter

1. **Discussion on IT System Upgrades:** City Administrator McCallum introduced Jimmy Brand with Brand Networking and gave Council a summary of the IT history of the City. Mr. Brand addressed Council and provided his background credentials. Mr. Brand has been working on system issues at City Hall, Fire Department, and Public Works since 2019. He indicated that the City is working with outdated and inefficient network hardware, including wireless, and is greatly lacking the security it needs. He stated that the City of Mayer would greatly benefit from having a professionally managed network solution to manage all data, and to secure all data in the event of a disaster. The goal of this project is to provide a unified network scenario encompassing all departments, including a fiber ring for phones, network connectivity and high speed wireless across all City buildings. The City would work with Carver County (Carverlink) and Jaguar Communications to connect all departments in the fiber ring. Council thanked Mr. Brand for providing them with all the information and directed Staff to continue to move forward with the plan.
2. **Discussion on 2021 Street Project:** In 2018, the City worked with Bolton & Menk to review the condition of its City streets and draft a 10 year Pavement Management Plan. In 2020, the first phase of the project is scheduled to begin. City Engineer Martini indicated the first phase of the project will consist of mill and overlay, in a section of the Coldwater Crossing Development. In 2021, the second phase is scheduled and consists of a full reconstruction of 5th Street NE and NW, as well as 3rd Street. The reconstruction would include the removal of the entire existing pavement and construction of new pavement structure. City Administrator McCallum stated that she is working with the City's financial advisor, stating the 2020 project can be financed with cash out of the Streets Capital Fund. Council, on the other hand, would need to consider Special Assessments for the 2021 full reconstruction project. Council Member McNeilly asked City Administrator to provide total cost of the 2021 full reconstruction project, with utilities, and special assessment costs to residents. She stated that she would like to see all the curb and gutter match for a more uniform look. Council Member Butterfield recommended the City include overlaying of the trails due to many being in poor condition. She asked if there was a way to differentiate trails from sidewalks. Mayor Dodge recommended replacing sidewalks that are bad and asked for confirmation that the 2021 project is in Abdo's Long Term Plan. City Administrator stated yes. Council Member Stieve-McPadden stated that she would like to see the little streets repaired due to many being in poor condition.

MEETING ADJOURNED

There being no further business, the work session was adjourned at 7:38 p.m.

Mike Dodge, Mayor

Attest: _____
Janell Gildemeister, Deputy Clerk MCMC

ACCOUNTS PAYABLE LIST

JUNE 22, 2020

Checks:23045 - 23092, 5687E - 5706E

23045	Cintas	PW Uniforms and Rugs	\$86.14
23046	Grainger	Safety Can	\$87.08
23047	IUOE Local # 49	Union Dues - May 2020	\$105.00
23048	Minnesota Rural Water Assoc	Option B Memebership - PW	\$300.00
23049	Owens Companies Inc	Spring Inspections - WWTP	\$515.00
23050	Tom Goepfert	On Call	\$100.00
23051	United Farmers Cooperative	Filing Kit, Chain, Chain Loop	\$1,317.85
23052	Visa	Face Masks/Packet Software	\$99.66
23053	Visa	Stamps	\$220.00
23054	Visa	Hand Sanitizer	\$83.33
23055	Hach Company	WWTP - Pole Sensor, Field Kit	\$1,983.57
23056	AEM Workforce Solutions	PR Processing	\$470.00
23057	Agave Mexican Restaurant	Prorated Liquor Reimbursement	\$416.44
23058	American Legal Publishing	Internet Renewal - Code Accessibility Online	\$359.18
23059	Bolton and Menk	WTP and Well Project Bidding/Pond Assessment/Misc	\$18,134.25
23060	Bond Trust Services Corp	GO Bond Series 2015A - Interest	\$15,762.50
23061	Brunton Architects	50% Fee for Phase I - Fire Station	\$30,121.50
23062	Carver County	Police Contract - 1st Half	\$61,981.43
23063	City of Eden Prairie	WAFTA Dues	\$2,000.00
23064	Cohrs Tree Service	Cut Down Trees	\$1,500.00
23065	Core and Main	Water Meters	\$5,354.81
23066	Culligan - Metro	FD Water	\$72.62
23067	Ehlers and Associates	2020 Continuing Disclosure Report	\$3,175.00
23068	Emergency Appartus	Truck Maintenance	\$2,100.93
23069	Erosion Products LLC	Hydro Mulch	\$120.00
23070	Flagship Recreation	Assemble and installation of benches	\$3,465.00
23071	Kyle and and Christine Fox	Utility Credit	\$105.86
23072	Kurita America Inc	Coagulant	\$915.10
23073	Greenhagen Properties	Utility Credit	\$69.25
23074	Heldts bar	Prorated Liquor Reimbursement	\$437.26
23075	Herald Journal Publishing	Water Tower Bid Notification	\$224.48

23076	Knuckleheads	Prorated Liquor Reimbursement	\$416.44
23077	Lyle and Lavonne Kuntz	Utility Credit	\$25.81
23078	Annette and Travis Leiferman	Utility Credit	\$208.79
23079	Lincoln National Life Insurance Co	Employee Benefits	\$202.80
23080	Mayer Lumber Company	titanium bits	\$325.08
23081	Mini Biff LLC	Parks - Portapotties	\$881.28
23082	MN Public Facilities Authority	GO Bond Payment	\$219,725.50
23083	Mobil - gas	Gas - parks	\$331.56
23084	Motorola Solutions	Radios	\$10,830.75
23085	Municipal Development Group	Planning Services	\$285.00
23086	R Home LLC	Landscape Escrow Refunds	\$15,000.00
23087	Squeaky Clean	Cleaning Services	\$561.17
23088	Team Lab Chemical Corp	Prometon Weed Killer	\$2,262.50
23089	Thein Well	June 2020 Annual Inspection	\$285.00
23090	Trugreen Commerical	Weed Treatment - Parks/City Buildings	\$3,130.92
23091	Vessco Inc	WWTP Ballast interface board -	\$1,555.00
23092	Viking Electric	Street Light Repair - Carver County	\$2,179.71
5687E	Security Bank	Utility Payment - Returned	\$553.16
5688E	Security Bank	ACH Fees	\$36.90
5689E	Delta Dental of MN	Dental Benefits - McCallum	\$57.37
5690E	PERA	Employee Benefits	\$754.91
5691E	ADP LLC	Payroll Processing	\$82.59
5692E	Xcel Energy	Street Lights	\$1,795.70
5693E	ADP LLC	Employee Wages	\$7,135.26
5694E	ADP LLC	Employee Taxes	\$2,828.31
5695E	PERA	Employee Benefits	\$1,386.28
5696E	Delta Dental of MN	Dental Benefits - McCallum	\$57.37
5697E	ADP LLC	Payroll Processing	\$85.98
5698E	ADP LLC	Payroll Processing	\$82.59
5699E	Centerpoint Energy	WWTP	\$166.38
5700E	Centerpoint Energy	City Hall	\$86.99
5701E	Centerpoint Energy	FD	\$56.22
5702E	Centerpoint Energy	PW	\$30.05
5703E	Centerpoint Energy	WTP	\$23.26

5704E	Frontier	PW Internet	\$113.81
5705E	McLeod Coop Power Assn	City Sign	\$36.81
5706E	McLeod Coop Power Assn	Street Lights	\$693.51
<hr/>			\$425,954.00



MEMORANDUM

Date: June 18, 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 May billing period:

Miscellaneous Engineering

Miscellaneous engineering included the following:

- Attendance at the Public Works Committee meeting on April 21st
- Attendance at the City Council Meetings on April 27th and May 11th

8 hours of time was provided at the City's reduced hourly rate and the Council meetings were attended at **no charge**, which resulted in a savings to the City of **\$1,196.50**.

Miscellaneous Engineering

During the billing period, time was spent reviewing drainage issues at various locations including Deerwoods Courts, Twin Ponds Path, and Walnut Court. Time was also spent reviewing docks in storm water ponds, and concerns related to fill being placed in the large pond in Cold Water Crossing.

Development Review

During the billing period, time was spent continuing to review issues related to developing the vacant lot at the end of 5th Street. Time was also spent reviewing a proposed patio in Hidden Creek.

2020 Street Improvements

During the billing period, time was spent on pre-construction coordination, reviewing sidewalk conditions, and preparing contracts for the project. The project is scheduled to begin in July.

West Ridge Park Parking Lot

During the billing period, time was spent overseeing punch list work for the project.

TH 25 Coordination

During the billing period, we continued to spend time revising the lighting plan per Mn/DOT comments and had time corresponding with Mn/DOT staff related to utility permits.

2020 Pond Assessments

During the billing period, time was spent preparing GIS data for mapping and record plan research.



To: Mayor and Council Members

From: Kyle Kuntz

Re: Public Works Activities from May 22nd (2020) to June 19th (2020)

Besides normal day-to-day operations the Mayer Public Works Department performed the following tasks:

Parks

Staff is working with a skate park company to come up with new equipment for the current space. This company is also working with city staff designing a second phase to the skate park for future expansion. Park board met and purposed replacing the two quarter pipes this year and properly budgeting for expansion of the park next year.

Public works staff started taking an inventory of trail repairs that are needed to be completed this year. A majority of the trails need sections dug out and repaved and seal coated.

Public works staff started spraying weeds in all the parks: along fence lines, trees, buildings, etc.

Public works staff started installing the batting cage in old schoolhouse park. Staff cut and dug out sod in a 22'x80' area along the east side fence on field number one. Staff dug and concreted eight footings and hauled in ball field lime.

Public works staff had local contractor drop two "high risk" trees in Old Schoolhouse Park. Public works staff hauled the tree to the compost site for disposal.

Roads

Public works staff started putting together an inventory of additional street repairs and crack sealing.

Staff had a local contractor drop a large tree in the right-a-way along the alleyway by the church. Public works staff hauled the tree to the compost site for disposal.

Water Treatment Plant

Public works staff continues to talked with city engineers to discuss the well, water treatment plant, and water tower projects.

Staff flushed, inspected, and oiled fire hydrants. Hydrants will get painted late summer and early fall.

Staff had "water leak" on Hwy 25 tested once again to determine if the leak is coming from the City's water main or from another source. The test once again determined that there was no significant leak coming from the City's water main that is in the area; however, if the leak is coming from an old service line it could be difficult to find. Public works staff as tested the water recently for fluoride and chlorine, and staff has determine that the leak could be coming from the City's water main or service line. All past test that staff has been conducting have produced negative results that it was coming from the City's water main. Staff is working with local contractor and MNDOT to determine when would be a good time to do the repair.

Wastewater Treatment Plant

Staff installed new probe mounts for pH probes for aeration basin's number one and number two.

Staff assisted contractor with spring meter calibrations.

Equipment

Staff greased, sharpened blades, and changed oil on both 72" lawn mowers on a regular basis. Staff also changed oil, greased, and cleaned air filters on Toolcat

COVID-19

Public works staff is taking the necessary precautions needed to prevent the spread of the COVID-19 virus. Public works employees are distancing themselves from one another by taking separate vehicles a majority of the time, and by working at separate facilities as much as possible. Cleaning at all the facilities and vehicles has also been increased. At this time the public works department's primary focus is keeping the water and wastewater treatment facilities operating at their highest standard. As restrictions begin to ease public works staff will begin doing more park related projects.

Public works created an emergency response plan that highlights the public works department's primary focus.

Administrator's Report

Mayer Rising Community Festival – I met with the MRCF committee on June 10, 2020 to discuss the event and how and if it will be moving forward this July. The Committee agreed to cancel most of the event due to COVID-19 concerns. They will be having a car show and cruise in the morning of July 11, 2020.

Fire Station Open Houses – The Fire Department will be hosting two Open Houses at the Fire Station on June 23, 2020 and July 9, 2020 from 6:30 – 8:00 p.m. to educate residents on the proposed fire station. Social distancing will occur, hand sanitizer available and residents will be asked to wear a mask. Additional education opportunities will be online and on social media.

Fire Department Meeting with Townships – On Monday, June 15, 2020, The Fire Advisory Board met to discuss the replacement of the tanker.

Waste Management – I am starting to work with Waste Management on a transition plan so that we are ready to go when they take over September 1, 2020. Education materials will be sent out to residents and posted online on the website and social media.

Lions Club – The Park Commission has started working with the Lions Club on a potential partnership for Old School House.

Batting Cage – Public Works has been working on the batting cage installation this week.

Website Update – Parks and Recreation – The Park and Recreation Page has been updated. It now includes more information on the amenities with pictures. It also includes a link to the 2040 Comp Plan Parks Chapter.

Republic Services – Clean Up Day - It looks and sounds like the clean up day on June 6, 2020 went really well.

Elections – Staff is starting to work on elections again as we enter into the second of three elections this year. The Primary Election will be on August 11, 2020. The County has been working with the State on what changes will have to be implemented to ensure safe voting environments.

Sincerely,
Margaret McCallum



City of Mayer

May 2020



Carver County Sheriff's Office
Monthly Calls for Service
From: 05/01/2020 To: 05/31/2020

Mayer City

Patrol

A Offense

Assault 2

Total A Offense: 2

B Offense

Misc - criminal 3

Total B Offense: 3

Non Criminal

Misc Non-criminal 11

Domestic 2

Abuse/Neglect (Info Only) 1

Animal 1

Medical 2

Assist Other Agency 1

Fire Call 1

Mental Health 1

Civil Process 1

ATV 1

Suspicious Activity 14

Open Door 5

Disturbance (Info Only) 8

Child Custody Dispute 1

Total Non Criminal: 50

Traffic

Traffic - Misc 4

Traffic Stop 11

Driving Complaint 1

Total Traffic: 16

Total Patrol: 71

Administrative

Administrative

GunPermit-Acquire 3

GunPermit-CarryNew 2

GunPermit- Carry Late Ren 1

Total Administrative: 6

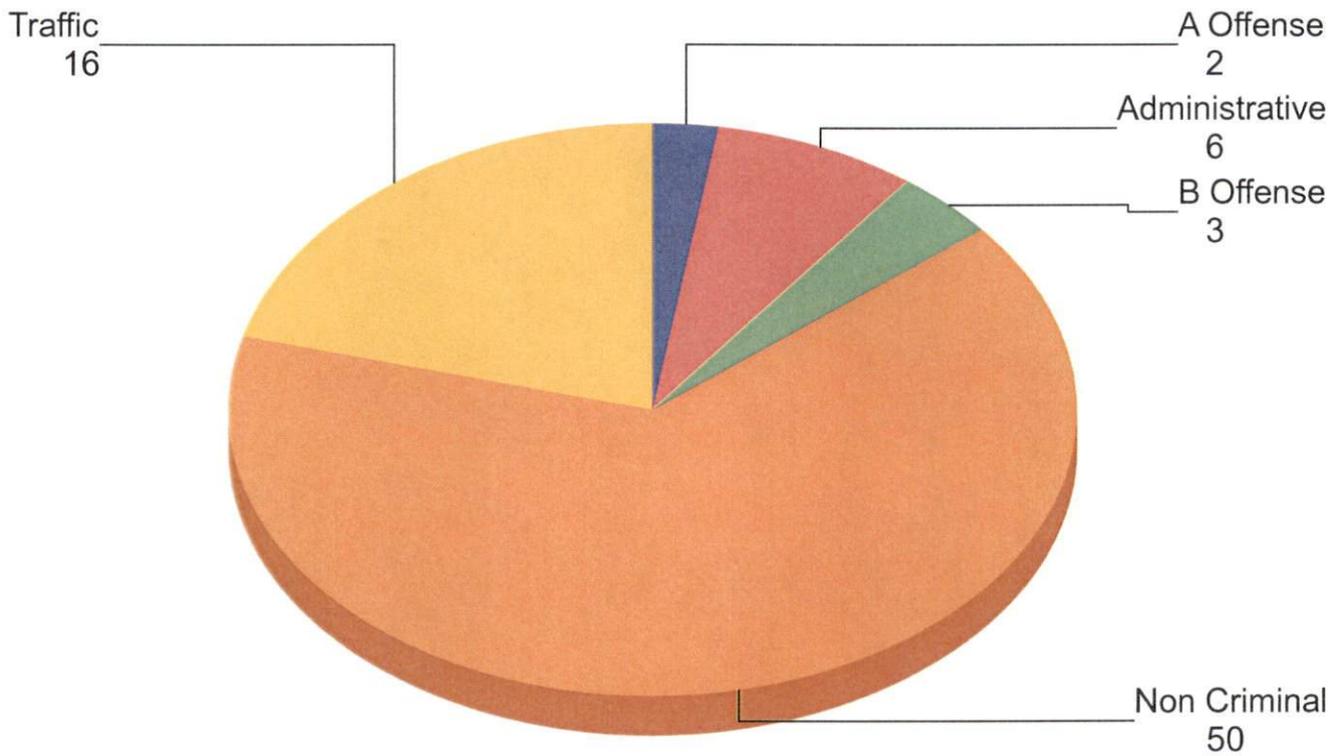
Total Administrative: 6

Total Mayer City: 77



**Carver County Sheriff's Office
Monthly Calls for Service
From: 05/01/2020 To: 05/31/2020**

Mayer City



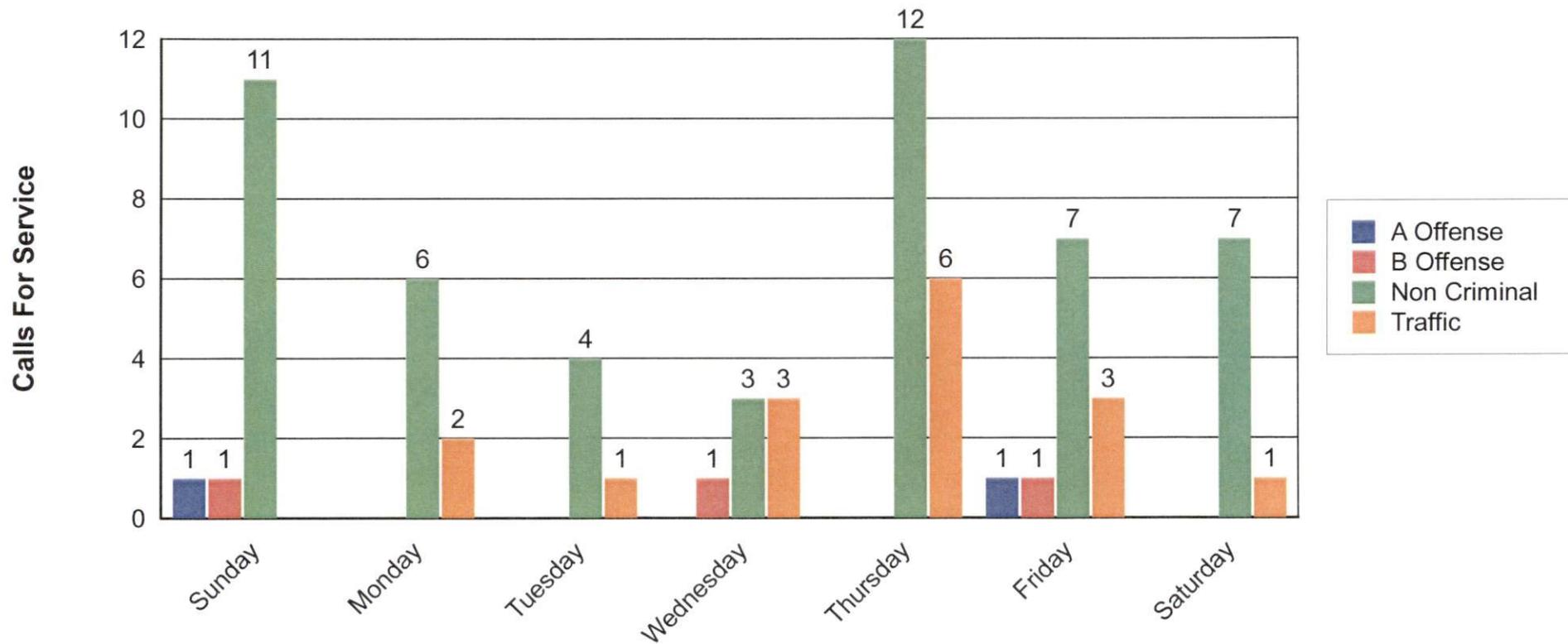
Total A Offense:	2
Total B Offense:	3
Total Non Criminal:	50
Total Traffic:	16
Total Administrative:	6

Total Mayer City: 77



Carver County Sheriff's Office
Day of Week Analysis of Calls for Service
Patrol Activity
From: 05/01/2020 To: 05/31/2020

Mayer City

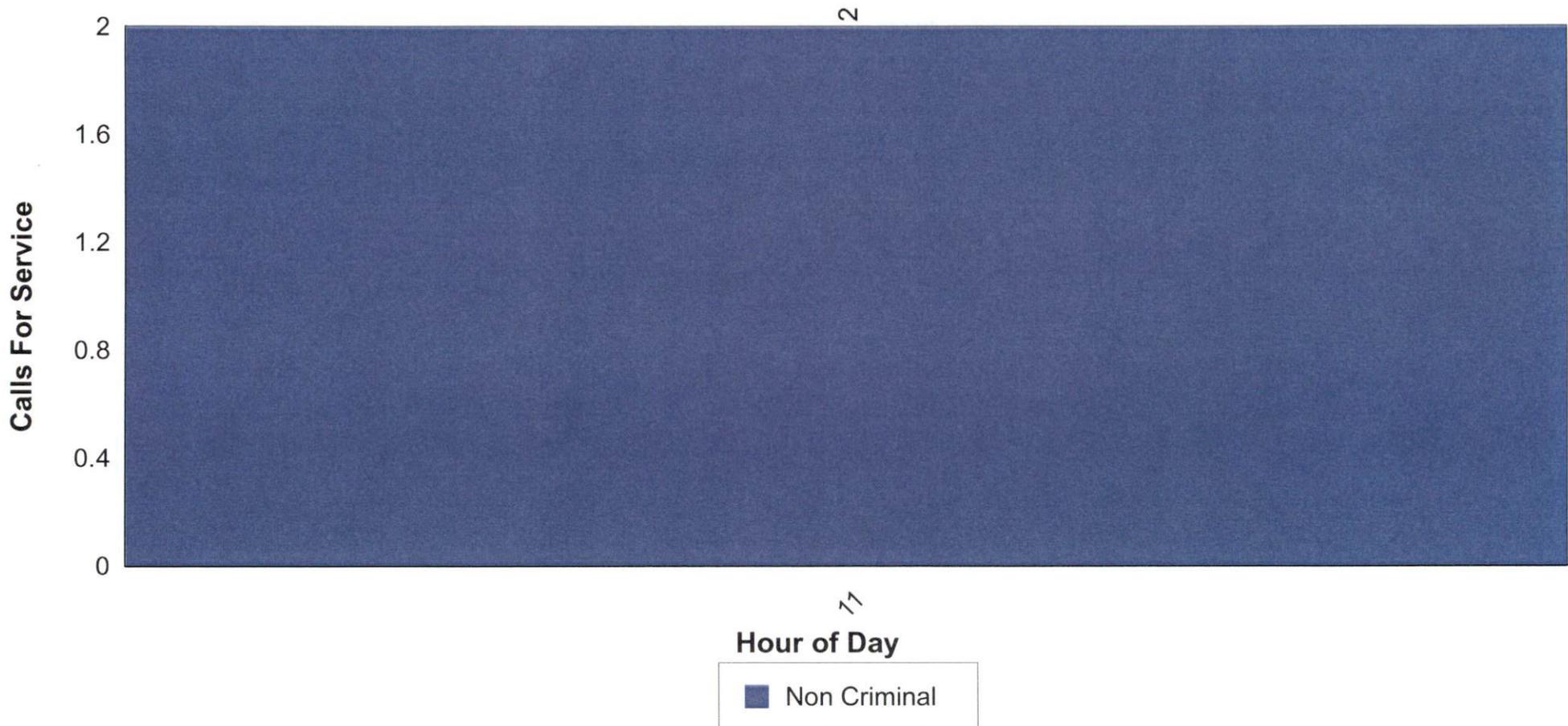


Total Mayer City: 71



Carver County Sheriff's Office
Hour of Day Analysis of Calls for Service
Patrol Activity
From: 05/31/2020 To: 05/31/2020

Mayer City



Total Mayer City: 2



**Carver County Sherff's Office
Arrest Summary
For: Mayer City
From: 05/01/2020 To: 05/31/2020**

	Total Charges	Total Arrestees	Total Incidents
Mayer City			
13C - Intimidation	1	1	1
90Z - All Other Offenses	2	2	2
Totals for Mayer City	3	3	3



**Carver County Sheriff's Office
CSO Calls For Service
From: 05/01/2020 To: 05/31/2020
Mayer City**

<u>Incident Nr</u>	<u>Status Name</u>	<u>Activity</u>	<u>Start Time</u>		<u>End Time</u>		<u>Minutes Spent</u>	<u>Running Total Minutes</u>
202000012661								
5F740								
202000012661	DISP	Animal	05/15/2020	7:14:49AM	05/15/2020	7:14:52AM	0.05	0.05
202000012661	Follow Up	Animal	05/15/2020	7:14:52AM	05/15/2020	7:31:10AM	16.30	16.35
202000012661	Available	Animal	05/15/2020	7:31:10AM	05/15/2020	7:31:10AM	0.00	16.35
5F744								
202000012661	DISP	Animal	05/14/2020	1:50:39PM	05/14/2020	1:50:44PM	0.08	16.43
202000012661	Enroute	Animal	05/14/2020	1:50:44PM	05/14/2020	2:06:13PM	15.48	31.92
202000012661	Scene	Animal	05/14/2020	2:06:13PM	05/14/2020	2:40:50PM	34.62	66.53
202000012661	Available	Animal	05/14/2020	2:40:50PM	05/14/2020	2:40:50PM	0.00	66.53
202000013461								
5F744								
202000013461	DISP	Misc Non-criminal	05/22/2020	4:27:54PM	05/22/2020	4:27:58PM	0.07	66.60
202000013461	Enroute	Misc Non-criminal	05/22/2020	4:27:58PM	05/22/2020	4:38:59PM	11.02	77.62
202000013461	Scene	Misc Non-criminal	05/22/2020	4:38:59PM	05/22/2020	4:47:29PM	8.50	86.12
202000013461	Available	Misc Non-criminal	05/22/2020	4:47:29PM	05/22/2020	4:47:29PM	0.00	86.12
202000013892								
5F740								
202000013892	DISP	Misc Non-criminal	05/27/2020	2:49:56PM	05/27/2020	2:49:59PM	0.05	86.17
202000013892	Enroute	Misc Non-criminal	05/27/2020	2:49:59PM	05/27/2020	3:12:32PM	22.55	108.72
202000013892	Available	Misc Non-criminal	05/27/2020	3:12:32PM	05/27/2020	3:12:32PM	0.00	108.72

Total Minutes: 108.72



Carver County Sheriff's Office
CSO Calls For Service
From: 05/01/2020 To: 05/31/2020
Hamburg City

<u>Incident Nr</u>	<u>Status Name</u>	<u>Activity</u>	<u>Start Time</u>	<u>End Time</u>	<u>Minutes Spent</u>	<u>Running Total Minutes</u>
202000012886						
5F742						
202000012886	DISP	Animal	05/16/2020 1:35:40PM	05/16/2020 1:35:43PM	0.05	0.05
202000012886	Enroute	Animal	05/16/2020 1:35:43PM	05/16/2020 1:53:02PM	17.32	17.37
202000012886	Scene	Animal	05/16/2020 1:53:02PM	05/16/2020 2:00:22PM	7.33	24.70
202000012886	Available	Animal	05/16/2020 2:00:22PM	05/16/2020 2:00:22PM	0.00	24.70

Total Minutes: 24.70

NIBRS - Activity Codes

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

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

Activity Codes
Non-criminal, Traffic and Administrative

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

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

ADMINISTRATIVE

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

Date: June 5, 2020

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

SUBJECT: FIRE REPORT FOR MONTH ENDING – 05/31/20

TOWNSHIP CALLS:

<u>DATE</u>	<u>TIME</u>	<u>TWP</u>	<u>DESCRIPTION/ADDRESS</u>	<u>MAN HOURS</u>
5-2-20	1553	Benton	Mutual aid structure fire NYA / 13030 Co Rd 51	12
5-2-20	1640	City NYA	Mutual aid Structure fire NYA / 20 2 nd Ave SE	12
5-3-20	306	Benton	Mutual aid structure fire NYA / 13030 Co Rd 51	27
5-3-20	1506	Watertown	Medical / 13240 50 th St	15
5-14-20	1237	Camden	Mutual aid structure fire NYA / 14700 102 nd St	10
5-19-20	1758	Watertown	Medical / 13180 Hwy 7	17

CITY OF MAYER CALLS:

<u>DATE</u>	<u>TIME</u>	<u>DESCRIPTION/ADDRESS</u>	<u>MAN HOURS</u>
5-31-20	1158	C.O. alarm / 2211 Coldwater Crossing	12

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

5-4-20	Zoom Regular Business Meeting
5-6-20	Group 1 truck checks
5-7-20	Group 2 truck checks
5-11-20	Group 4 truck checks
5-11-20	City Council meeting – Chief 1 Chief 2
5-11-20	Group training
5-18-20	Department Training
5-19-20	Group 3 truck check
5-26-20	City Council meeting – Chief 1 Chief 2
5-27-20	MSFCA webinar meeting – Chief 1



**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 18, 2020

City of Mayer
Attn: Margaret McCallum, City Administrator
413 Bluejay Avenue
Mayer, MN 55360

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

Dear Maggie:

As requested, we have reviewed the applicants request to reduce the letter of credit for the Cold Water Crossing 7th Addition. In general, the obligations of the developer have been met. However, there are some cracked concrete sidewalk panels that should be addressed before the LOC is completely released. Therefore, we recommend reducing the Letter of Credit to **\$5,000**.

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

Sincerely,

Bolton & Menk, Inc.

David P. Martini, P.E.
Principal Engineer



Request for Council Action Memorandum

Item: Proclamation – International Widow Day – June 23, 2020

Meeting Date: June 22, 2020

Presented By: Margaret McCallum, City Administrator

Recommendations/Council Action/Motion Requested:

To consider adopted the attached proclamation that proclaims June 23, 2020 International Widows Day.

Details:

Generally, proclamations will come to the City Council for discussion at a workshop.

As the request for the adoption of the proclamation was made on June 17, 2020 and the date of the proclamation for June 23, 2020, it will be presented at the June 22, 2020 meeting.

The proclamation will be presented by the Mayor, Mike Dodge. City Council members have the opportunity to support the proclamation as well if desired.

Attachments:

Proclamation – International Widows Day – June 23, 2020.

PROCLAMATION

Declaring June 23, 2020 as “International Widows Day” in the City of Mayer

WHEREAS, International Widows Day is a global awareness day that takes place annually on June 23. The day was launched by the United Nations in 2010 to raise awareness of the needs and plight of widows and their families globally, nationally and locally in order to give them a voice to be heard, seen, understood, and served; and

WHEREAS, International Widows Day serves to raise awareness of the needs and plight of widows and their families globally, nationally and locally in order to give them a voice to be heard, seen, understood, and served; and

WHEREAS, there are currently nearly 14 million widows in the United States, 258 million widows globally, and 585,000 children who are directly affected by the loss of a father; and

WHEREAS, consequently, the Modern Widows Club, an Orlando-founded national non-profit founded in 2011, leads the United States in advocacy, mentoring, and leadership for women in widowhood; and

WHEREAS, the Minneapolis West chapter serves to empower women in widowhood within the greater Minneapolis area and provide them with the tools to lean into life, build resilience, and make positive differences in their own lives and those of others in their communities; and

WHEREAS, supportive communities are able to greatly assist and empower widows and their families to become thriving and vital members of society through understanding the crucial needs in widows’ lives and aiding in the development of services, programs, outreach, and community involvement from all those within our city, state, and nation to ensure widows and their families become thriving and vital members of society at large; and

WHEREAS, it is fitting and proper that the City of Mayer recognizes the Minneapolis West Chapter of Modern Widows Club and honors June 23rd as Widows Day of Awareness in conjunction with International Widows Day of Awareness.

THEREFORE, I, Mike Dodge, Mayor of the City of Mayer do hereby proclaim June 23 as International Widows Day, a United Nations Day of Observance and I encourage all citizens to join me in recognizing and supporting the Minneapolis West Chapter of Modern Widows Club in raising awareness for the need for advocacy, mentoring, and leadership for women in widowhood.

PASSES AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF MAYER ON THIS 22 DAY OF JUNE, 2020.

BY:

ATTEST:

MIKE DODGE
MAYOR

MARGARET MCCALLUM
CITY ADMINISTRATOR



Request for Council Action Memorandum

Item: Well & Water Treatment Facility Improvements – 2020 Bids

Meeting Date: June 22, 2020

Presented By: Margaret McCallum, City Administrator

Recommendations/Council Action/Motion Requested:

To review the bids for the Well & Water Treatment Facility Improvements and consider adopting the lowest bid from Minnesota Mechanical Solutions, Inc at \$980,171.00.

Details:

In October, 2019, the City Council approved moving forward with the New Production Well and Well Rehabilitation Improvement Project.

This project has been identified and planned for in the Capital Improvement Plan.

The project qualified for funding through the Minnesota Drinking Water Revolving Fund that provides low interest loans for a 20 year term.

The project is projected to start in September 2020 and be completed in June 2021.

Attachments:

Bid memo from City Engineer Dave Martini.



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Chaska, MN 55318-1172

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

June 17, 2020

City of Mayer
Attn: Margaret McCallum, City Administrator
413 Bluejay Ave.
Mayer, MN 55360

RE: Well & Water Treatment Facility Improvements 2020

Dear Maggie:

Enclosed are the bid tabulations for the Well & Water Treatment Facility Improvements 2020 project. The scope of the improvement work includes the addition of a third filter cell, upgrading the high service pumps, controls upgrades, and replacing Well No. 1 with a new a production well.

The following five bids were received:

	Total Bid
Minnesota Mechanical Solutions, Inc.	\$980,171.00
Magney Construction, Inc.	\$1,041,273.00
Municipal Builders, Inc.	\$1,043,529.00
Gridor Construction, Inc.	\$1,167,783.00
KHC Construction, Inc.	\$1,197,000.00

Based on our review of the bids, we recommend awarding the project to Minnesota Mechanical Solutions, Inc. in the amount of \$980,171.00

Please let me know if you have any questions or need additional information.

Sincerely,

Bolton & Menk, Inc.

David P. Martini, P.E.
Principal Engineer



City Council Meeting - Memorandum

Item: Network Updates – City of Mayer

Meeting Date: June 22, 2020

Presented By: Margaret McCallum, City Administrator

Details:

Beginning in fall of 2019, staff has been working with Brand Networking for professional IT services to review the city’s current IT set up and identify areas that need improvement and upgrades.

Brand Networking has been in business since 1989 providing networking services to various law enforcement agencies, fire departments, municipalities, and other small businesses.

Assessment:

The City is currently faced with outdated and an inefficient network of hardware, including wireless.

Goals:

The goal of this project is to provide a unified network scenario encompassing all departments (Public Works, Administration, and Fire Department), including a fiber ring for phones, network connectivity and high-speed wireless across all city buildings.

In addition, the long-term solution would be for increased speed, data security and protection in a changing world with respect to high speed internet.

Collaborations and Cancellations:

The City would work with Carver County and Jaguar Communications to connect all departments in the fiber ring.

The City would eliminate all services currently on Frontier Communications and would transfer phones to Jaquar, Office 365 email services to Belay Host [Brand Networking approved vendor] and network software to Brand Networking. This will eliminate the need for Techstar IT Solutions.

What's Included:

The project would reduce redundancies and increase efficiencies. It would increase network security and gaps in the system.

It would clean up and remove all old, outdated infrastructure in city offices and put it in the locked and secured storage room.

Furthermore, the project would be done at a reduced cost, as we would have the public works department assist in removal and cabling where possible.

2020 Cost Investment (Hardware, Software, Engineering):

**See Network Upgrades Document in Attachment for more detailed information.*

The City budgeted \$20,000.00 in Capital Outlay for the project at City Hall/Public Works and the Fire Department. The cost for the City Hall portion is \$17,654.50.

For the Water Treatment Plant and Waste Water Treatment Plant, staff is proposing using money from capital reserve funds to pay for the \$3,775.25 for each facility.

	Hardware	Software	Engineering	TOTAL
City Hall/Public Works	\$10,417.25	\$562.00	\$2,900.00	\$13,879.25
Fire Department	\$1,763.25	\$562.00	\$1,450.00	\$3,775.25
WTP	\$1,763.25	\$562.00	\$1,450.00	\$3,775.25
WWTP	\$1,763.25	\$562.00	\$1,450.00	\$3,775.25
				\$25,205.00

Cost Analysis – Current vs Future

**Please see Cost Analysis of Phones, Internet and Email in Attachment for more detailed information.*

In comparing the current internet, phone, and Office 365 costs with future, the cost analysis shows a \$59.22 difference per month (or \$710.64 annually).

While there is an increase in some areas, the City is also benefitting in a more reliable, connected, efficient, protected system.

Adding Internet at Old School House Park

Staff is proposing that the Council consider adding internet at the ball fields at Old School House Park. It would be an additional \$75/month or \$900/year.

2020 Phase II

Phase II would be a 2021 project that the City would potentially budget for. This would include the installation of security cameras at all public buildings.

Attachments.

Network Upgrades Document – Detailed Explanation of Work.

Network Upgrades – By Line Item and Cost Quote.

Cost Analysis.

City of Mayer

Network Upgrade Notes [April 24, 2020]

Brand Networking has been in business since 1989 providing networking services to various law enforcement agencies, fire departments, municipalities and other small businesses.

The following points are relating to topics surrounding this project:

- Mission of upgrade project
 - To provide a unified network scenario encompassing all departments, including a fiber ring for network connectivity and high-speed wireless across the campus
- File Server
 - HP ProLiant series file server with redundant disks, redundant power supplies and global hot spare disks
 - Virtualization of servers using Microsoft Hyper-V
 - Centralized data storage for all departments
 - Rack mounted in locked data room for security
 - Replaces older Lacie NAS storage by Janelle's desk
- Switches
 - Managed gigabit switches with fiber transceivers
 - Quality of service [QOS] for IP phone voice quality
 - Rack mounted switches in all locations
 - Eliminate unmanaged switches in various locations that do not have fiber capability
- Fiber Ring
 - Connecting all departments on a fiber ring through Carver County
 - Eliminate the need for independent firewalls at each location
 - Consolidate internet traffic via one firewall at City Hall
- Firewall
 - Fortinet firewall to manage all network and internet traffic
 - Intrusion detection and protection on internet usage
 - High speed interfaces to take advantage of fiber internet
 - Upgrade to outdated WatchGuard firewall
 - Eliminates all outdated department routers and access points

- Solid State Technology
 - Upgrade several workstations to solid state disks
 - Current Windows 10 workstations are adequate for network
- Battery Backup
 - Rack mounted UPS in server room
 - Provides battery backup for all devices in rack
 - Departments have wall or floor rack mounted UPS for all equipment
- Cabling
 - Public Works employees to assist in pulling Cat5e cable to server room
 - Installation of patch panel in server room
 - Remove existing cables that terminates in Maggie's office
 - Remove old Avaya phone system in Maggie's office
- Wireless
 - Install high-speed access points in all departments
 - Campus wide SSID's for unified Wi-Fi solution at each location
 - Guest Wi-Fi and Council Wi-Fi independent of network access
 - Firewall protection for all Wi-Fi users
- Software
 - Microsoft Server 2016 operating system for host server and all virtualized servers
- Virus Protection
 - Trend Micro virus protection for all servers and workstations across the network
 - Automatic virus updates on daily basis
- Backups
 - Veeam virtual server for server backups
 - iDrive cloud backup for data server and workstations
- Remote Access
 - Screen Connect remote access for city employees using dual factor authentication
 - Remote support from Brand Networking for cost savings
- IP Phones
 - Connection of current 3CX IP phones to QOS switches
 - Management of phones on separate VLAN

- Email
 - Continued use of Office 365 for all users
 - Move Office 365 to Belay Host [Brand Networking partner] with dual authentication for security
- Rack Mounting
 - Wall and floor rack mounts for various departments depending on location
 - Switch, battery backup and surge protector all rack mounted for security purposes and to keep areas clean and dust free
- Printing/Scanning
 - Setup network wide shared printers for convenience

The big picture is to provide the City of Mayer with a professionally managed network solution for all data needs, and to secure all corporate data in event of disaster.

Currently the City is faced with outdated and inefficient network hardware, including wireless. Our proposal is a long-term solution for speed, data security and protection in a changing world with respect to high speed internet.

We look forward to providing the City of Mayer with a custom-tailored solution that addresses all facets of the network infrastructure on a long-term planning basis.

City of Mayer
Network Upgrades
4/24/20 Rev. I

Product Description	Qty	Unit Cost	Ext. Cost
Hardware-City Hall			
HP DL380p Gen8 Xeon 10-core E5-2670v2 2.5Ghz; 25SFF Bays; P420i 2Gb Flash; 128Gb Memory; Redundant 750W Power; Dual CPU's; 2U; Qty 10 1.2Tb SAS 10K Hard Disks [RAID 1 and 5 for Hyper-V virtual servers] 1Gb Ethernet 4-port Gen8 3 Year Parts Warranty; Refurbished HP Server parts	1	3,750.00	3,750.00
FortiSwitch Layer 2 24-port PoE Gigabit Switch	1	880.00	880.00
FortiSwitch Forticare 24x7 1 Yr. 24-port	1	90.00	90.00
Fortigate Firewall 60F 24x7 3 Yr. with Forticare and UTM Bundle	1	1,430.00	1,430.00
Fortinet Rack Mount Kit for Firewall	1	142.00	142.00
Fortinet SFP Transceiver Module [Fiber link to Jaquar for all switches]	2	39.00	78.00
500Gb 2.5" Solid State Drive [for upgrading Janelle's workstation to solid state disk]	1	99.00	99.00
APC Smart-UPS 2200Va Rack Mount [Battery Backup]	1	1,150.00	1,150.00
2U Rack Mount Kit for Server and UPS Battery Backup [to fit existing 19" rack]	2	190.00	380.00
24-port Patch Panel [for rack mounting in server room]	1	165.00	165.00
FortiAP 221e Access Point	1	365.00	365.00
Seagate 5Tb Backup Plus 2.5" Portable Hard Disk	1	125.00	125.00
Hardware Subtotal for City Hall			8,654.00
Hardware-Public Works, Fire Dept, Water Treatment, Wastewater			
FortiSwitch 8-port PoE Gigabit Switch [Fire, Public Works, Wastewater, Water]	4	360.00	1,440.00
FortiSwitch Forticare 24x7 1 Yr. 8-port [Departments]	4	40.00	160.00
Fortinet Rack Mount Kit for Switches	4	109.00	436.00
Fortinet SFP Transceiver Module [Fiber link to Jaquar for all switches]	4	39.00	156.00
500Gb 2.5" Solid State Drive [for upgrading older workstations to solid state disks]	2	99.00	198.00
APC UPS 500Va Lithium Ion Short Depth 1U Rack Mount	4	345.00	1,380.00
APC SurgeArrest Rack Mount 1U	4	97.00	388.00
Wall/Floor Mount Rack Enclosure Cabinet [Qty 2 Wall; Qty 2 Floor]	4	230.00	920.00
Rolling Caster Kit for Rack Enclosure Cabinet	2	75.00	150.00
FortiAP 221e Access Point [Qty 2 for Fire Dept]	5	365.00	1,825.00
Hardware Subtotal for Departments			7,053.00
Software			
Windows Server 2019 Standard-Government; 16-cores; Volume Licensing; Downgradable to Server 2016; Licensed for Qty 4 Hyper-V virtual servers	2	760.00	1,520.00
Trend Micro Worry Free Advanced 2-25 1 Yr. Virus Protection	13	56.00	728.00
Subtotal Software			2,248.00
Engineering			
Prepaid Engineering Contract [Discounted from Std. Rate of \$175.00/Hr.]	50	145.00	7,250.00
Total Hardware/Software/Engineering			25,205.00

Engineering Notes:

- Install HP Proliant Server with Updates
- Install Qty 4 Hyper-V virtual servers [Active Directory, Backup Controller; Data; Backup]
- Install 24-port FortiSwitch at City; Install 4 Switches in other buildings
- Install Fortigate Firewall
- Stream existing Lacie data to external disk and take off-site
- Stream data to new file server off-site
- Add users for City, Fire Department and Public Works
- Configure data mapping and security
- Deliver and install equipment to City Hall
- Public Works to run new Cat5e cable; Brand Networking to punch patch panel
- Configure profiles for all user workstations
- Upgrade older workstations to solid state disks for performance reasons
- Configure backup system to local disk and cloud
- Configure printers and scanners
- Work with vendors on software apps
- Install iDrive on workstations and servers for cloud backup

City of Mayer

Cost Analysis of Phones, Internet & Email

Vendor	Place	Description	Qty	Unit Cost	Current/Mo.	Proposed/Mo.	Diff./Mo.
Internet							
Carverlink	City Hall	Jaguar Fiber			40.00	40.00	0.00
Carverlink	Waste Water	Jaguar Fiber			40.00	75.00	35.00
Carverlink	Water Treatment	Jaguar Fiber			40.00	75.00	35.00
Carverlink	Fire Dept	Jaguar Fiber			40.00	75.00	35.00
Frontier	Public Works	DSL Internet			113.98	0.00	(113.98)
Carverlink	Public Works	Jaguar Fiber			0.00	75.00	75.00
Carverlink	City Hall	Fiber Ring Hub			0.00	225.00	225.00
Total Internet					273.98	565.00	291.02
Phones							
Carverlink	Waste Water	Alarm-Jaquar			44.10	44.10	0.00
Carverlink	Public Works	Alarm-Jaquar			44.10	44.10	0.00
Techstar	City Hall	IP Phone System			265.80	0.00	(265.80)
Jaquar	Jaquar Cloud Host	Cloud Hosted Access				50.00	50.00
Jaquar	Jaquar Cloud Host	Auto Attendant				10.00	10.00
Jaquar	Jaquar Cloud Host	Hunt Group				3.00	3.00
Jaquar	Jaquar Cloud Host	DID Numbers [Qty 20]				10.00	10.00
Total Phones					354.00	161.20	(192.80)
Office 365							
Techstar	All Employees	Exchange Online	4	5.00	20.00	0.00	(20.00)
Techstar	All Employees	Office 365 Premium	7	15.00	105.00	0.00	(105.00)
Belay Host	All Employees	Office 365 Business Essential	11	6.00	0.00	66.00	66.00
Belay Host	All Employees	Office 2016 [10 licenses]	2	10.00		20.00	20.00
Total Office 365					125.00	86.00	(39.00)

Phone Rent vs. Own

Polycom	All Sites	VVX411 IP Phone	9	119.00	1,071.00
Polycom	City Hall	Attendant Module	2	188.00	376.00
Total Cost to Own Phones					1,447.00
Jaquar	All Sites	VVX411 IP Phone Rent	9	4.20	37.80
Jaquar	City Hall	Attendant Module Rent	2	6.00	12.00
Total Rent per Month					49.80
Cost to Rent for 60 Month			49.80	60	2,988.00
Cost to Rent for 120 Month			49.80	120	5,976.00

Switch Rent vs. Own

Fortinet	City Hall	24-port PoE Switch			0.00
Note: City owns new switch [\$880.00] for network workstations and phones					
Jaquar	City Hall	PoE Switch Rental	1	15.00	15.00
Total Rent over 60 Month Contract					900.00
Note: Deemed necessary to rent a 2nd switch					

Summary	Current	Proposed	Difference
Internet	273.98	565.00	291.02
Phones	354.00	161.20	(192.80)
Office 365	125.00	86.00	(39.00)
		Difference per Month	59.22
		Difference per Year	710.64

Brand Networking
1724 Canary Lane
Mound, MN 55364

Voice: (952) 472-2000



Invoice

Invoice Number: 17476
 Invoice Date: June 18, 2020
 Page: 1

Bill To:

City of Mayer
 413 Bluejay Avenue
 Mayer, MN 55360

Customer PO	Payment Terms	Due Date	Sales Rep ID
	Net Due	6/18/20	

Quantity	Description	Unit Price	Extension
1.00	HP DL380p Gen8 Xeon 10-core E5-2670v2 2.5Ghz; 25SFF Bays; P420i 2Gb Flash; 128Gb Memory; Redundant 750W Power; Dual CPU's; 2U; Qty 10 1.2Tb SAS 10K Hard Disks [RAID 1 and 5 for Hyper-V virtual servers]	3,750.00	3,750.00
1.00	FortiSwitch Layer 2 24-port PoE Gigabit Switch	880.00	880.00
1.00	FortiSwitch Forticare 24x7 1 Yr. 24-port	90.00	90.00
1.00	Fortigate Firewall 60F 24x7 3 Yr. with Forticare and UTM Bundle	1,430.00	1,430.00
1.00	Fortinet Rack Mount Kit for Firewall	142.00	142.00
2.00	Fortinet SFP Transceiver Module [Fiber link to Jaquar for all switches]	39.00	78.00
1.00	500Gb 2.5" Solid State Drive [for upgrading Janelle's workstation to solid state disk]	99.00	99.00
1.00	APC Smart-UPS 2200Va Rack Mount [Battery Backup]	1,150.00	1,150.00
2.00	2U Rack Mount Kit for Server and UPS Battery Backup [to fit existing 19" rack]	190.00	380.00

Subtotal	Continue
Sales Tax	Continue
Shipping & Handling	
Total Invoice Amount	Continue
Payment Received	
TOTAL	Continue

Overdue invoices are subject to late charges.

Brand Networking
1724 Canary Lane
Mound, MN 55364

Voice: (952) 472-2000



Invoice

Invoice Number: 17476
 Invoice Date: June 18, 2020
 Page: 2

Bill To:

City of Mayer
 413 Bluejay Avenue
 Mayer, MN 55360

Customer PO	Payment Terms	Due Date	Sales Rep ID
	Net Due	6/18/20	

Quantity	Description	Unit Price	Extension
1.00	24-port Patch Panel [for rack mounting in server room]	165.00	165.00
1.00	FortiAP 221e Access Point	365.00	365.00
1.00	Seagate 5Tb Backup Plus 2.5" Portable Hard Disk	125.00	125.00
4.00	FortiSwitch 8-port PoE Gigabit Switch [Fire, Public Works, Wastewater, Water]	360.00	1,440.00
4.00	FortiSwitch Forticare 24x7 1 Yr. 8-port [Departments]	40.00	160.00
4.00	Fortinet Rack Mount Kit for Switches	109.00	436.00
4.00	Fortinet SFP Transceiver Module [Fiber link to Jaquar for all switches]	39.00	156.00
2.00	500Gb 2.5" Solid State Drive [for upgrading older workstations to solid state disks]	99.00	198.00
4.00	APC UPS 500Va Lithium Ion Short Depth 1U Rack Mount	345.00	1,380.00
4.00	APC SurgeArrest Rack Mount 1U	97.00	388.00
4.00	Wall/Floor Mount Rack Enclosure Cabinet [Qty 2 Wall; Qty 2 Floor]	230.00	920.00
2.00	Rolling Caster Kit for Rack Enclosure Cabinet	75.00	150.00
5.00	FortiAP 221e Access Point [Qty 2 for Fire Dept]	365.00	1,825.00

Subtotal	Continue
Sales Tax	Continue
Shipping & Handling	
Total Invoice Amount	Continue
Payment Received	
TOTAL	Continue

Overdue invoices are subject to late charges.

Brand Networking
1724 Canary Lane
Mound, MN 55364

Voice: (952) 472-2000



Invoice

Invoice Number: 17476
 Invoice Date: June 18, 2020
 Page: 3

Bill To:

City of Mayer
 413 Bluejay Avenue
 Mayer, MN 55360

Customer PO	Payment Terms	Due Date	Sales Rep ID
	Net Due	6/18/20	

Quantity	Description	Unit Price	Extension
2.00	Windows Server 2019 Standard-Government; 16-cores; Volume Licensing;	760.00	1,520.00
13.00	Trend Micro Worry Free Advanced 2-25 1 Yr. Virus Protection	56.00	728.00
50.00	Prepaid Engineering Hours [Discounted from \$175.00/Hr. Std Rate	145.00	7,250.00

Subtotal	25,205.00
Sales Tax	
Shipping & Handling	
Total Invoice Amount	25,205.00
Payment Received	
TOTAL	25,205.00

Overdue invoices are subject to late charges.

CITY OF MAYER
PUBLIC WORKS MEETING MINUTES
JUNE 8, 2020 @ 8:00 A.M.
CITY HALL COUNCIL CHAMBERS

Those in attendance: Mayor, Mike Dodge, City Engineer, Dave Martini, City Administrator, Margaret McCallum (VIA Phone), Public Works, Kyle Kuntz, and Public Works, Jason Hilgers.

1. Open Meeting

The meeting was started at 8:00 a.m.

2. Business

a. 2020 Street M/O Project

Martini informed that the schedule for the Mill and Overlay Project for a section of Coldwater Crossing would be start in July. Martini explained that the City would start to educate residents on the project with door hangars in June.

The Committee agreed to do to the door hangars when more concrete dates were established with the contractor.

The Committee agreed to put messaging on social media and the website as well.

b. Sidewalk Improvement Plan

McCallum introduced this item stating that there have been some concerns brought to the City's attention regarding areas of sidewalk that need to be replaced and maintained.

Dodge stated that there should be discussion on maintenance of current sidewalk sections that need maintenance, as well as a policy that looks at the sidewalks adjacent to any street projects that the City is doing.

Martini informed that the City Engineering firm could send out interns to walk the sidewalks and trails and do an assessment of the current system. He also informed that he could then put together a general cost estimate of replacement costs for sections of sidewalk, including the replacement material.

Hilgers informed that the Public Works Department would do the preventative maintenance on hazardous sections.

c. Pond Assessment Plan Update

Martini provided an update on the status of this project. He informed that the next phased of the project would be the Engineering Firm starting to notify residents that they will be walking through backyards to access the ponding and drainage systems to assess conditions.

He said that once that phase is complete, a report of the results will be presented to Council.

d. 2021 Street Project and Sealcoating Plan

The Committee discussed the reconstruction of 5th Street NE as the 2021 Street Project. There was much discussion on whether it would be a full reconstruction with utility replacements, curb and gutter additions and possible assessments.

The Committee acknowledged that the City Council would be discussing this item at the City Council meeting and decided to get additional guidance from the Council.

The Sealcoating Plan was discussed as well for future maintenance of streets.

e. Speed Trailer

Dodge asked that the Public Works Department start placing the Speed Trailer throughout the City to educate residents on how fast they are driving in certain areas.

There was discussion on collecting data from the Speed Trailer. Kuntz said he would look into the data collection software on how to pull the data.

The meeting was adjourned at 9:00 a.m.

**CITY OF MAYER
PARKS AND RECREATION COMMISSION
JUNE 9, 2020 @ 6:30 P.M.
CITY HALL COUNCIL CHAMBERS**

1. Call to Order

The meeting was called to order at 6:34 p.m.

Those present were Park Commissioners, Mike Wegner, Troy Congdon, Brian Schaeppi and Melissa Gomes and Nikki McNeilly. Kyle Kuntz, Public Works. Margaret McCallum, City Administrator (Via ZOOM).

Absent: None.

Also present: Joe Dvorak.

2. Approve Agenda

McNeilly moved to approve the agenda as presented. Congdon Seconded. Motion passed 5-0.

3. Minutes

May 12, 2020 Park and Recreation Commission Meeting Minutes

Congdon moved to approve the Park and Recreation Commission Minutes for May 12, 2020. Schaeppi seconded. Motion passed 5-0.

4. Business

A. Lions Club

Dvorak, with the Mayer Lions Club, expressed additional interest in working with the Park Commission on a partnership between the Lions Club and the Park Commission. He stated that the long term vision work for the Lions Club to sponsor Old School House Park and possibly rename it "Lions Park".

Dvorak informed that Park Commission that the Lions Club recently received grant funds for Old School House Park for inclusive playground equipment. The Commission discussed what would have to be done to the footprint of the park to include additional equipment. Kuntz stated that additional area would potentially need to be added.

Dvorak and the Commission discussed continuing to work together on a partnership and future budget responsibilities and fundraising opportunities.

B. 2020 – 2021 Goals and Long Term Plan Review

The Commission discussed what projects could still be completed in 2020 and future projects.

They discussed moving the Discovery Park Basketball Court to 2021, the OSH Bathrooms to 2022 and the splash pad to 2023.

There was discussion about the installation of a gazebo at Discovery Park and Meadow Park in 2020/2021.

The Commission agreed to continue to discuss this at the July meeting.

C. Adopt a Trail – Dakota Trail – Schedule Day

The Commission scheduled, June 23, 2020 at 6:30 p.m. for the clean up event for the adopted section of the Dakota Trail.

D. Skate Park

The Commission reviewed replacing a quarter pipe at Meadow Park. The current half pipe was removed because of deteriorating conditions and safety issues. The cost would be \$7,500.00 without assembly. Public works would assemble.

McCallum and Kuntz reviewed some concept plans for future phases of the skate park that the Park Commission could budget for.

McNeilly expressed support for continuing to invest in the skate park.

The Commission discussed getting quotes for two quarter pipes for 2020 and then continuing to review phases and costs for upcoming years.

Schaeppi moved to have staff look into the purchasing of two quarter pipes not to exceed \$25,000. Gomes seconded. Motion passed 5-0.

5. Staff Updates

A. Discovery Park – Basketball Court

Staff received cost estimates for the basketball hoops for the Discovery Park Basketball Court project. The costs for both would be about \$12,000.00. Staff estimated that the concrete and base for the court would be about \$29,000.00.

B. Discovery Park – Bench Installation

The benches were installed at Discovery Park the week of May 25, 2020.

C. Baseball Batting Cage – Old School House Park -

The Public Works Department is working on the installation.

D. Archery Range and Dog Park -

These are still priorities of the Park Commission.

E. Gaga Pit – West Ridge Park -

Public Works has the materials and will be installing soon.

F. Misc. Park Projects

Adopt-A-Park signs have been put up for parks that have been adopted. Soccer and Volleyball nets are up. West Ridge Parking Lot has been completed (concerns from last year addressed).

a. Adjournment

The meeting adjourned at 7:56 p.m..

**MAYER FIRE ADVISORY BOARD
AGENDA**

JUNE 15, 2020

6:00 P.M.

MAYER CITY HALL – 413 BLUEJAY AVENUE

Call To Order

The meeting was called to order at 6:00 p.m.

Those present – Margaret McCallum, City Administrator, Mike Dodge, Mayor, Andy Maetzold Fire Chief, Rod Maetzold, Assistant Fire Chief, Scott Wakefield, Waconia Township, William Devine, Camden Township, and Ron Kassulkes, Hollywood Township.

Absent: Watertown Township

Proposed New Tanker

McCallum introduced this item for discussion. She informed that the Mayer Fire Department is looking at replacing the 1989 International Tanker that has a 3,200 gallon stainless steel tank.

Andy Maetzold explained that the current tanker over 30 years old and has been patched and repaired over the years several times. He stated that currently there are leaks in the tank and when it went in for repair it was deemed worse than originally thought.

Maetzold explained that as part of the Capital Improvement Plan for the Fire Department, large equipment is replaced every 30 years.

He informed that the proposed tanker would be a 2021 Freightliner, 3,000 gallon poly tank tanker.

Maetzold received a quote from Midwest Fire for \$262,470.00.

There was discussion from the Board on whether the current tanker could be sold for money. Maetzold informed that he had sought out interest and that an engine that is unfixed and depending on the condition could be sold for about \$5,000.00.

Dodge explained that the new tanker had not been approved by the City Council yet, but that township input was necessary before a final decision was made.

McCallum provided some history on the purchasing of other fire truck apparatus and how the payments had been broken down between the City and Townships. McCallum asked the Board to have a discussion on how to finance the tanker.

Wakefield provided an example from Norwood Young America where they recently purchased equipment with a one time payment and the townships provided a one time payment as well.

There was discussion on bonding for the tanker versus paying cash.

McCallum informed that historically payments have been broken down based on the percentage of parcels split between the City and townships.

There was discussion on following this format for the tanker:

Fire Department -		\$100,000.00
City of Mayer -	74.40%	\$120,878.00
Camden-	6.29%	\$10,219.00
Hollywood-	6.21%	\$10,089.00
Waconia -	6.55%	\$10,641.80
Watertown-	6.55%	\$10,641.80
Total		\$262,470.00

The Board agreed to bring the numbers back to their committees, boards and council for discussion and approval.

Adjourn

The meeting was adjourned at 6:34 p.m.

Mayor, Mike Dodge

City Administrator, Margaret
McCallum