



**CITY OF MAYER
REGULAR CITY COUNCIL MEETING
CITY COUNCIL CHAMBERS
MONDAY, MARCH 23, 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. March 9, 2020 City Council Meeting Minutes
 2. March 9, 2020 City Council Workshop Meeting Minutes
 - B. Claims
 - C. Reports
 1. City Engineer
 2. Sheriff's Department
 3. Public Works
 4. City Administrator
 5. Fire Department
- 6. Reports and Recommendations of City Departments, Consultants, Commissions and Committees**
 1. Administration
 - A. 2020 Summer Hours
 - B. Administrative Internship
 2. City Planning
 - A. Coldwater Crossing 8th Addition – Extension
 - B. 2040 Comprehensive Plan Update – Resolution 3.23.20.16
 3. City Engineer
 - A. 5th Street Lot Development
- 7. City Council Reports**
- 8. Other Business**

9. Upcoming Meetings & Events

April 13, 2020 City Council Meeting

10. For Your Information

March 10, 2020 Park Commission Meeting Minutes

March 17, 2020 Personnel Committee Meeting Minutes

11. Adjournment

MAYER CITY COUNCIL MEETING MINUTES – MARCH 9, 2020

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

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

ABSENT: Council Member Boder

STAFF: City Administrator McCallum, City Engineer Martini, Fire Chief I Maetzold, Fire Chief II Maetzold, and Deputy Clerk Gildemeister

ALSO PRESENT: Steve, McDonald, Don Wachholz, Gerry Thomas, Lisa Stine, and Deputy Sheriff Bengtson

The meeting was opened with the Pledge of Allegiance.

APPROVE AGENDA

A MOTION was made by Council Member Stieve-McPadden with a second by Council Member Butterfield to approve the agenda as presented. Motion Carried 4/0.

PUBLIC COMMENT

None

APPROVE CONSENT AGENDA

A MOTION was made by Council Member Butterfield with a second by Council Member McNeilly to approve the Consent Agenda as presented. Motion Carried 4/0.

1. Approve Minutes of the February 10, 2020 Regular Council Meeting.
2. Approve Minutes of the February 10, 2020 Council Workshop Meeting.
3. Approve Minutes of the February 24, 2020 Regular Council Meeting with name correction.
4. Approve Claims for the Month of February 2020. Check numbers 22847 to 22890. E-check numbers 5564 to 5587.

CITY ADMINISTRATOR

1. **2020 Long Term Plan Presented by Abdo, Eick, & Meyer** – Representative Steve McDonald, from Abdo, Eick, and Meyer presented the 2020 Long Term Plan to Council. The Long Term Plan is compiled and used by the City to plan for projects accordingly with the resources available. The long term plan includes property tax information, tax rate, fund balance and debt projections based on project input from City Council, City Staff, and Commissions. These projection estimates carry the City through to December 31, 2025. Mr. McDonald summarized the assumptions used: inflation, revenue growth, interest earnings, and housing growth, and answered questions from Council. He stated the City is in a good position and has healthy cash reserves. Mayor Dodge stated the Long Term Plan is a very useful tool for the City of Mayer and thanked Mr. McDonald for his presentation.

2. **Approve Resolution 3-9-20-13 Five Year Street Reconstruction Plan** –Tabled

PARKS COMMISSION

1. **Approve Discovery Park Playground Replacement Project** – As part of the Park Commission’s 2020 plan, the Park Commission planned to replace the playground equipment at Discovery Park. At the February 11, 2020 Park Commission Meeting an Open House was held to discuss concept plans for Discovery Park. At the February 18, 2020 Special Park Commission Meeting, the commission recommended to spend up to \$85,000 on the replacement of the playground equipment which will include two play areas for differing age groups, a swing set, two swirly chairs, three benches, and additional mulch. The actual cost for equipment,

installation, and 10-year warranty came in at \$81,094.91. Public Works will be removing the current equipment. A MOTION was made by Council Member Butterfield and seconded by Council Member McNeilly to Approve the Discovery Park Playground Replacement Project excluding turf, for \$81,094.91. Motion Carried 4/0.

ENGINEERING

1. **2020 Street Improvement Project Bid Results** – City Engineer Dave Martini informed Council that the City received nine bids for the 2020 Street Improvement Project. The project includes the milling and paving of various streets in the Coldwater Crossing Development. The highest bid came in at \$277,695.22 and the lowest bid came in at \$181,215.40. City Engineer Martini recommended awarding the project to the low bidder, W.M. Mueller and Sons, Inc. in the amount of \$181,215.40. Council was pleased to hear the low bid came in under the projected estimate. A MOTION to Approve the 2020 Street Improvement Project to be completed by W.M. Mueller and Sons, Inc., for \$181,215.40 was made by Council member McNeilly and seconded by Council Member Butterfield. Motion carried 4/0.
City Engineer Martini clarified the scope of work is from Coldwater Crossing to County Rd 30, and Big Oak Lane to Old School House Rd. The improvements will cause only minor disruption to the area and he will be working with the City Administrator on drafting a letter notifying the homeowners of the upcoming projects.

COUNCIL REPORTS

- Council Member McNeilly stated there is a Park Commissions Meeting tomorrow, March 10, 2020.

OTHER BUSINESS

- Council Member Butterfield stated the condition of some trails and sidewalks are in poor condition and asked Staff to place cones at some locations.

ADJOURN

There being no further business, a MOTION was made by Council Member McNeilly and seconded by Council Member Butterfield to adjourn the meeting at 7:20 p.m. Motion Carried 4/0.

Mike Dodge, Mayor

Attest: _____
Janell Gildemeister, Deputy Clerk MCMC

MAYER CITY COUNCIL WORK SESSION MINUTES – MARCH 9, 2020

Call Work Session to order at 6:53 p.m. by Mayor Dodge.

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

ABSENT: Council Member Boder

STAFF: City Administrator McCallum, City Engineer Martini, and Deputy Clerk Gildemeister

ALSO PRESENT: Don Wachholz, Gerry Thomas, Lisa Stine, Andy Maetzold, Rod Maetzold, Brad Quaas

1. **Discussion on Architect Contract for Proposed Fire Station:** City Administrator McCallum stated that Corey Brunton, Architect, and the City Attorney are still negotiating terms of a Cost of Work for Project contract and a draft contract will be brought to Council as soon as it is available. City Attorney Sullivan provided an update to Council stating he is reviewing the terms of the contract proposed by Brunton Architects & Engineers. He advises researching comparative contracts with architects for new construction projects of similar scope, stating the figure appears high for similar projects. Finally, stating the Contract as proposed requires a payment of \$20,000 at the time of signing.

After reviewing the update from City Attorney, Council was concerned with Brunton Architect using percentages in the contract and stated they want to see actual dollar amounts. Council also stated they want to see a breakdown of the \$20,000. Mayor Dodge was concerned with the figures and stated it is his opinion the City should go out for Architectural bids. Council Member Stieve-McPadden opposed going out for bids, stating that the City is too far into the architecture and it would not be a good idea to start over. Mayor Dodge reminded Council that Council needs to do the right thing and follow necessary steps regarding a project of this magnitude. Council agreed that it is difficult to have any discussion without seeing a first draft.

Remaining positive on moving forward, Council directed City Administrator to schedule a Special Workshop Meeting on March 16, 2020.

2. **Discussion on Fire Station Informational Session Materials:** The Fire Station Committee has been working on putting together informational materials for the proposed Fire Station. The Fire Station Committee provided Council with a sample and asked for their input and suggestions before the materials are printed. Fire Chief Andy Maetzold stated the materials will be provided to residents at the March 14 and 28, 2020 Public Information Sessions held at the current Fire Station. Council was pleased with the materials presented to them and suggested a couple of minor changes to the flyer. Council provided additional input on signage, placing people at station with clip boards, providing a comment box. Council recommends getting resident input on what they would like done with the current Fire Station. Council directed Staff to include flyer in City newsletter.
3. **Discussion on Future Use of Compost Site:** City Staff is seeking guidance and direction on future plans for the compost site location off County Road 30. The current location is currently being used as a compost and recycling site for the City of Mayer and Carver County Environmental Services. Staff stated the Park Commission has been interested in using part of the site for an Archery Range. Council recommended Staff draw up a site plan and provide costs and bring back for future discussion.

4. **Discussion on Asset Management Software:** Staff has been looking into a cloud based asset tracking software that would allow Staff to keep track of the assets in the public buildings. Staff presented two cloud based tracking software companies: AssetPanda and DudeSolutions. The cost ranges from \$2,000 per year and \$2500 per year. Council agreed that in the future this type of software would be useful, but for now the cost is too great for the size of Mayer.

MEETING ADJOURNED

There being no further business, the work session was adjourned at 7:59 p.m.

Mike Dodge, Mayor

Attest: _____
Janell Gildemeister, Deputy Clerk MCMC

DRAFT

ACCOUNTS PAYABLE LIST

MARCH 23, 2020

Checks: 22891 - 22922, 5588E - 5619E, 50135-50136

22891	AEM Financial Solutions LLC	1099 Prep Forms	\$570.00
22892	AEM Financial Solutions LLC	2020 - 2025 Long Term Plan	\$4,000.00
22893	AEM Workforce Solutions LLC	Payroll/HR solutions	\$375.00
22894	Community Center	Community Center Rental Refund	\$250.00
22895	Community Center	Community Center Rental Refund	\$175.00
22896	Arinna LLC	Electric Utility	\$17.90
22897	Bob's Repair of Mayers	Repairs and Maintenance/FD and PW	\$1,226.30
22898	Cintas	PW uniforms and City Hall Rugs	\$173.12
22899	Deb Pauly	Election Judge Pay	\$105.00
22900	Emergency Medical Products Inc	Splint Set	\$419.99
22901	Fremont Industries Inc	Coagulant	\$972.00
22902	Gerald Schwanke	Election Judge Pay	\$102.25
22903	Greater MN Communications	FD Helmet Decal	\$7.50
22904	Hecksel Machine Inc	Materials and Shop Service - PW	\$172.00
22905	IUOE Local 49	Union Dues	\$105.00
22906	Jeff Jackson	Utility Reimbursement	\$42.99
22907	Kjohuag Environmental Services	Wetland Monitoring	\$2,010.00
22908	Lincoln National Life Insurance	Life and Disability Benefits	\$202.80
22909	League of Minnesota Cities	2020 MCMA conference registration	\$520.00
22910	Lois Matzold	Election Judge Pay	\$243.00
22911	MARC	Veg A Kill	\$251.42
22912	Mayer Lumber Co	Community Center Rental Refund	\$250.00
22913	Metro West Inspection Services	Finald Permits for Feb 2020	\$2,757.36
22914	MN Pollution Control Agency	WWTP Annual Permit Fee	\$1,450.00
22915	Municipal Development Group	Planning Services	\$580.00
22916	Ratwik Roszak and Maloney	Legal Services	\$739.50
22917	Anna Russell	Utility Reimbursement	\$258.57
22918	Squeaky Clean	Cleaning Services Community Center/City Hall	\$561.17
22919	Tom Goepfert	On Call Pay	\$100.00
22920	Utility Consultants	Samples	\$950.70
22921	VISA	Water Permits, PW supplies, Vehicle Registration	\$1,805.73

22922	Sue Weinzierl	Election Judge Pay	\$193.00
5588E	PERA	Employee Benefits	\$1,391.75
5589E	Security Bank	FEB ACH Fee	\$35.50
5590E	ADP LLC	Employee Wages	\$7,245.85
5591E	ADP LLC	Employee Taxes	\$2,897.37
5592E	ADP LLC	Employee Wages	\$7,253.98
5593E	ADP LLC	Employee Taxes	\$2,869.07
5594E	McLoed Coop Power Assn	City Sign	\$37.05
5595E	McLoed Coop Power Assn	Street Lights	\$694.75
5596E	Frontier	PW Internet	\$113.98
5597E	ADP LLC	Payroll Processing	\$84.29
5598E	Centerpoint Energy	WWTP	\$1,401.70
5599E	Centerpoint Energy	WTP	\$81.00
5600E	Centerpoint Energy	PW	\$175.65
5601E	Centerpoint Energy	City Hall	\$844.72
5602E	Centerpoint Energy	FD	\$676.80
5603E	Techstar IT	Phone Support	\$390.80
5604E	Verizon Wireless	FD	\$41.19
5605E	Verizon Wireless	OSH Lift Station	\$14.97
5606E	Xcel Energy	Street Lights	\$1,813.60
5607E	Xcel Energy	Street Lights	\$1,841.15
5608E	Xcel Energy	City Buildings	\$4,997.31
5609E	Misc	Returned Utility Payment - ACH	\$89.61
5610E	Delta Dental	McCallum - Dental	\$57.37
5611E	PERA	Employee Benefits	\$1,409.43
5612E	Techstar IT	Phone Support	\$390.80
5613E	McLoed Coop Power Assn	City Sign	\$37.48
5614E	VOID	VOID	
5615E	ADP LLC	Employee Wages	\$7,522.11
5616E	ADP LLC	Employee Taxes	\$2,985.52
5617E	ADP LLC	Employee Wages	\$7,355.99
5618E	ADP LLC	Employee Tac	\$2,905.54
50135	ADP LLC	Edholm	\$73.88
50136	ADP LLC	Edholm	\$73.88

\$79,391.39





MEMORANDUM

Date: March 19, 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 February billing period:

Miscellaneous Engineering

Miscellaneous engineering included the following:

- Attendance at the January 27th Council Meeting
- Attendance at the CCWMO Technical Advisory Committee Meeting
- Wetland Restoration Project administration
- Reviewing MPCA Correspondence for the Wastewater Treatment Plant

4 hours of time was provided at the City's reduced hourly rate and the Council meeting was attended at **no** charge, which resulted in a savings to the City of **\$641**.

Comprehensive Plan Support

During the billing period, time was spent on the Land Use Plan.

Development Review (Pass Thru)

During the billing period, time was spent reviewing the following:

- Vinkemeier Development Plans
- 5th Street Lot Development

Street Improvements

During the billing period, time was spent finalizing the plans and specifications and advertising the project for bids.

Sprint Upgrades

During the billing period, time was spent developing a punch list for the project and visiting the site for a final inspection.

TH 25 Coordination

During the billing period, time was spent working on plans for the pedestrian crossing RRFB and developing utility plans for insertion into MnDOT's plan set.

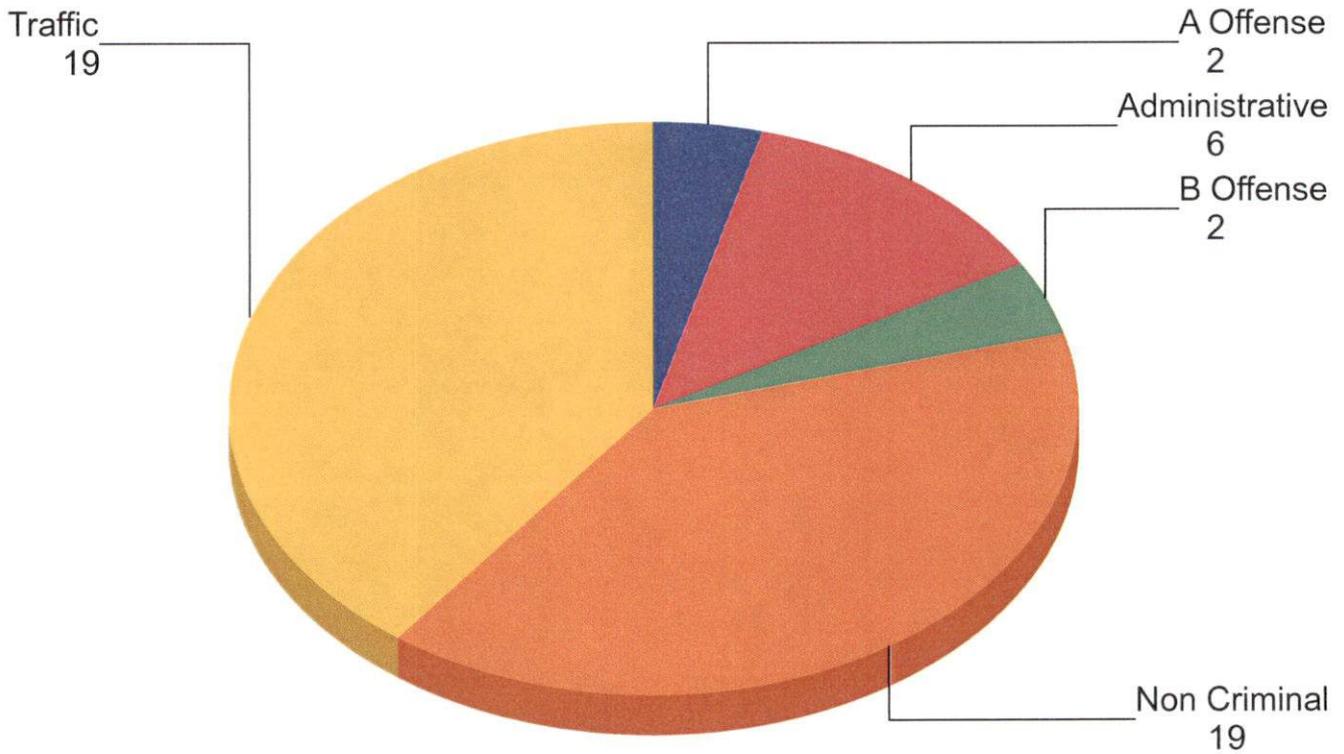


**City of Mayer
February 2020**



**Carver County Sheriff's Office
Monthly Calls for Service
From: 2/1/2020 To: 2/29/2020**

Mayer City



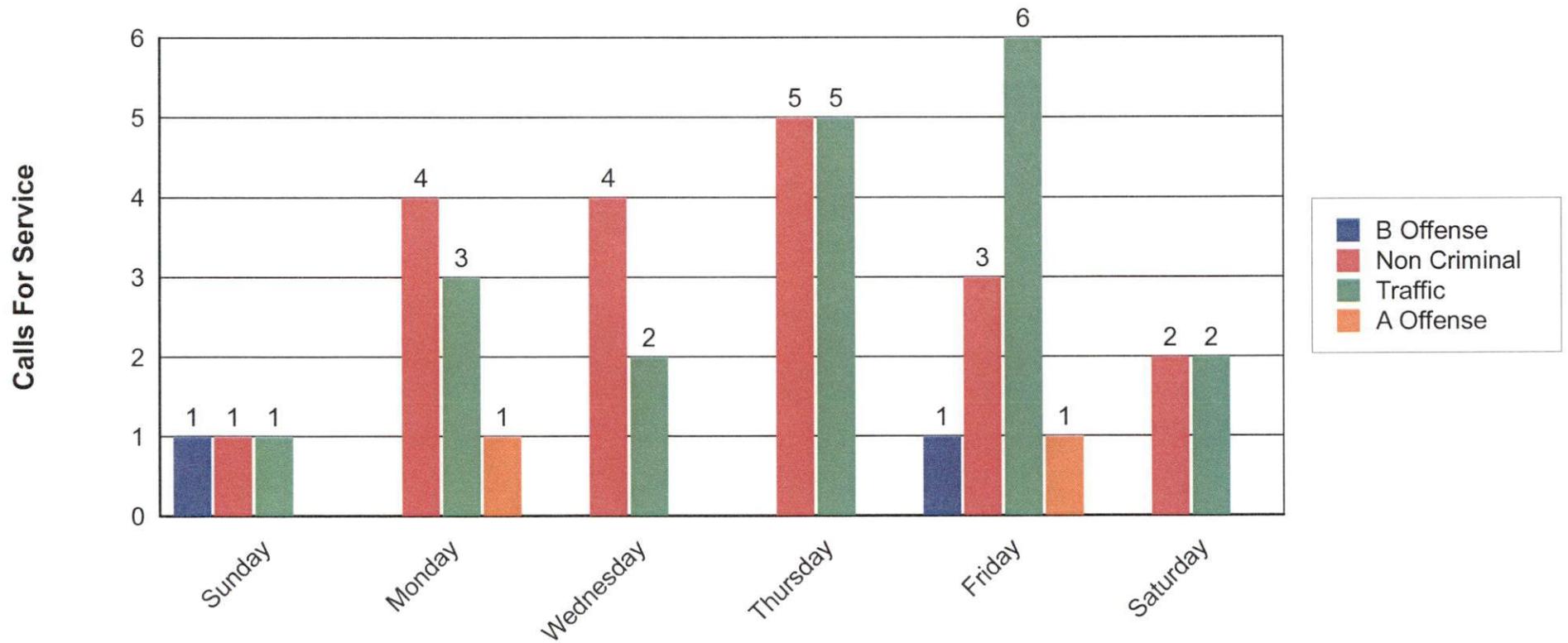
Total A Offense:	2
Total B Offense:	2
Total Non Criminal:	19
Total Traffic:	19
Total Administrative:	6

Total Mayer City: 48



Carver County Sheriff's Office
Day of Week Analysis of Calls for Service
Patrol Activity
From: 2/1/2020 To: 2/29/2020

Mayer City

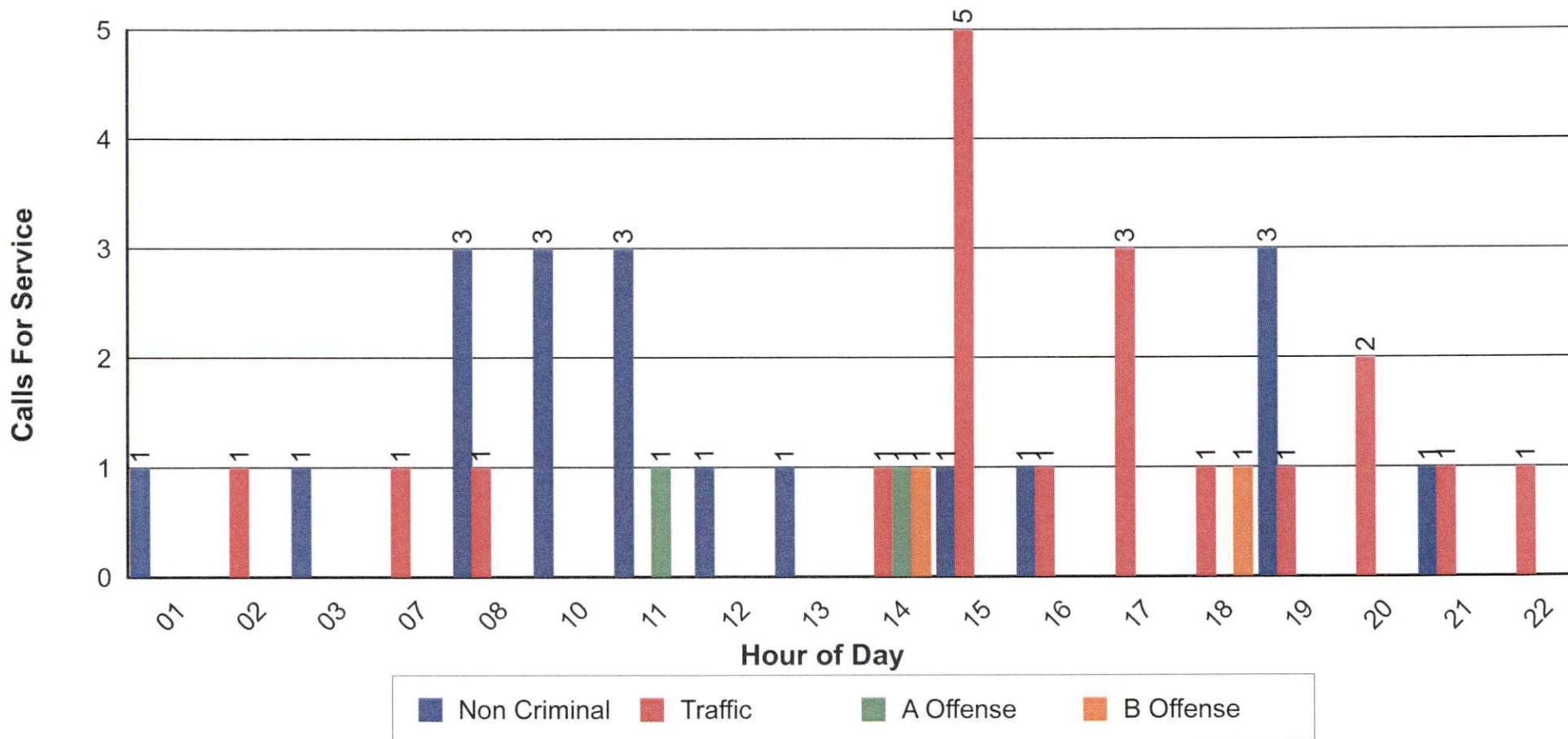


Total Mayer City: 42



Carver County Sheriff's Office
Hour of Day Analysis of Calls for Service
Patrol Activity
From: 2/1/2020 To: 2/29/2020

Mayer City



Total Mayer City: 42



Carver County Sherff's Office

Arrest Summary

For: Mayer City

From: 2/1/2020 To: 2/29/2020

	Total Charges	Total Arrestees	Total Incidents
Mayer City			
23F - Theft from Motor Vehicle	1	0	0
240 - Motor Vehicle Theft	1	1	1
26A - False Pretenses/Swindle/Confidence Garr	1	1	1
90C - Disorderly Conduct	2	2	2
Totals for Mayer City	5	4	4



**Carver County Sheriff's Office
CSO Calls For Service
From: 2/1/2020 To: 2/29/2020
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>
202000003107 5F744						
202000003107	DISP	Animal	2/1/2020 11:17:20AM	2/1/2020 11:17:24AM	0.07	0.07
202000003107	Enroute	Animal	2/1/2020 11:17:24AM	2/1/2020 11:33:56AM	16.53	16.60
202000003107	10-25 At Sce	Animal	2/1/2020 11:33:56AM	2/1/2020 12:03:05PM	29.15	45.75
202000003107	10-24 At Sce	Animal	2/1/2020 12:03:05PM	2/1/2020 12:09:40PM	6.58	52.33
202000003107	10-25 At Sce	Animal	2/1/2020 12:09:40PM	2/1/2020 12:32:49PM	23.15	75.48
202000003107	Available	Animal	2/1/2020 12:32:49PM	2/1/2020 12:32:49PM	0.00	75.48
202000004063 5F742						
202000004063	DISP	Animal	2/10/2020 7:08:49PM	2/10/2020 7:08:52PM	0.05	75.53
202000004063	Enroute	Animal	2/10/2020 7:08:52PM	2/10/2020 7:11:01PM	2.15	77.68
202000004063	Available	Animal	2/10/2020 7:11:01PM	2/10/2020 7:11:01PM	0.00	77.68
202000005754 5F740						
202000005754	DISP	Animal	2/27/2020 10:09:00AM	2/27/2020 10:09:02AM	0.03	77.72
202000005754	Enroute	Animal	2/27/2020 10:09:02AM	2/27/2020 10:34:30AM	25.47	103.18
202000005754	Scene	Animal	2/27/2020 10:34:30AM	2/27/2020 10:34:33AM	0.05	103.23
202000005754	10-25 At Sce	Animal	2/27/2020 10:34:33AM	2/27/2020 11:18:02AM	43.48	146.72
202000005754	Available	Animal	2/27/2020 11:18:02AM	2/27/2020 11:18:02AM	0.00	146.72
202000005759 5F740						
202000005759	Traffic	Animal	2/27/2020 11:21:49AM	2/27/2020 11:21:58AM	0.15	146.87
202000005759	10-25 At Sce	Animal	2/27/2020 11:21:58AM	2/27/2020 11:25:11AM	3.22	150.08
202000005759	Available	Animal	2/27/2020 11:25:11AM	2/27/2020 11:25:11AM	0.00	150.08

Total Minutes: 150.08



Carver County Sheriff's Office
Monthly Calls for Service
From: 2/1/2020 To: 2/29/2020

Mayer City

Patrol

A Offense

Theft	1
Fraud	1

Total A Offense:	2
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B Offense

Disorderly Conduct	2
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Total B Offense:	2
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Non Criminal

Misc Non-criminal	3
Alarm	2
Abuse/Neglect (Info Only)	1
Animal	4
Medical	4
Suspicious Activity	2
Disturbance (Info Only)	3

Total Non Criminal:	19
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Traffic

Traffic Stop	18
Driving Complaint	1

Total Traffic:	19
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Total Patrol: 42

Administrative

Administrative

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

Total Administrative:	6
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Total Administrative: 6

Total Mayer City: 48



Carver County Sherff's Office Traffic Citation Summary From: 2/1/2020 To: 2/29/2020

Mayer City

DAS, DAR, DAC:	1
Speed:	1
Use Electronic Device While Drivng-Adi	1
Total Mayer City:	3



**Carver County Sheriff's Office
Verbal Warnings
From: 2/1/2020 to 2/29/2020**

Mayer City

Traffic Stop:	15
Grand Total Verbal Warnings:	15



To: Mayor and Council Members

From: Kyle Kuntz

Re: Public Works Activities from February 20th (2020) to March 19th (2020)

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

Ice Skating Rink

Public works staff had been working diligently on maintaining the ice skating rink over the past few weeks. Ice has to be built up in thin layers to avoid boils and rough patches. Staff has been flooding the rink in the late evening and/or early morning. Mother Nature closed the rink for the season at the end of February. Overall, Public Works staff feels like the first year of flooding went very well despite the few hiccups in weather. Staff is talking about other innovative ideas and changes for next year that will help improve the process/experience overall.

Public Works Building Organization

Staff continues to organize the public works building to better accommodate spare parts, tools, and equipment.

Water Treatment Plant

Public works staff had another water main break on Apple Circle. Overall, the break went smoothly and the public works staff was able to turn water back on within three hours of being shut off.

Public works staff met with city engineer to discuss the well, water treatment plant, and water tower projects. Staff has been playing with the idea of changing the bottom of the bowl on the water tower to a darker color to help hide the dirt/mildew that collects in-between cleanings.

Wastewater Treatment Plant

Staff purchase some new tools and shelving for the wastewater treatment facility. Staff has been reorganizing some of the spare parts and inventory that the city currently has on hand.

Staff patched and painted walls in the administration building and installed a new corner desk to better accommodate the computers and to help expand the overall workspace.

Staff has been cleaning and modifying the digester diffuser lines. Overtime the diffusers become plugged resulting in poor mixing and aerating. There are also some areas that don't see any mixing or aerating at all, so staff has been modifying/extending the piping so that the proper movement can be achieved.

Staff put together locations and distances for this year's jetting and televising and started obtaining bids on the project.

Training

Public works staff attended the Minnesota Rural Water Association water and wastewater conference in St. Cloud MN.

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, 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.

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

Equipment

Public works staff started collecting quotes on a new lawn mower. Staff purchased, painted, and installed side boards for the new Mack Dump truck, and public works staff also "lined" the dump box on the new Toolcat.

Administrators Report

Presidential Primary – March 3, 2020 – We had the Presidential Primary Election this Tuesday. It went well. We had 182 voters. Monday and Tuesday were mostly focused on the election preparation.

2020 Long Term Plan –The City of Mayer’s Long Term Plan was presented at the March 9, 2020 meeting.

Ice Rink – Due to the fluctuations of weather, the rink is now closed.

2020 Street Project Bids- The City Engineer put the 2020 Street Project out for bid. Those bids came in on Tuesday. The lowest bid was at about \$182,000.00. Bolton and Menk projected it to be around \$205,000.00. This went to Council at the March 9, 2020 meeting for approval.

COVID – 19

This month staff has had to shift from regular duties and focus more so on COVID-19.

Community Update-

As the City continues to monitor and prepare for the spread of COVID-19, the City of Mayer has been making some temporary adjustments to operations and facilities.

The health and safety of residents, businesses and employees is our top priority. Adjustments are being made to mitigate the spread of COVID-19. These adjustments are based upon the most recent guidance from State and Federal agencies, including the Centers for Disease Control (CDC), the Minnesota Department of Health (MDH), our community health agencies, and other health resources.

The City has currently taken steps to implement social distancing in its public spaces including closing the Community Center to all events. There will be no cancellation fee for previously scheduled events, and any deposits will be refunded. The City is also suspending rental requests for the Community Center until further notice.

City hall remains open, although closure could happen at a later date. If closure occurs, city staff will continue to work on site or remotely to keep all critical services active. If City Hall closes, appointments could be made if necessary. Staff have started cross training.

Public Works will assist property owners more over the phone and will only do home visits in emergency situations. Administrative staff is promoting anything that can be done through mail, email, or phone to be done through that method.

Staff is also being told to stay home if feeling ill. If at work, staff is being told to maintain the social distancing requirements when they can. Public Works Employees have started to drive in separate vehicles.

Staff continues to be updated regularly through conference calls, emails and phone calls with County offices and other City entities. Topics include the latest discussions on COVID-19 that is happening globally, nationally and locally.

Staff continues to post important updates and resources on the City website and social media sites.

Critical Services – To Continue –

Critical City services will continue. This includes, for the Public Works Department water, sewer, and vital maintenance. It also includes fire and police response services. Administrative staff will maintain services that are vital keeping the city running. This includes accounts payable, accounts receivable, payroll, project management, and the like.

At this time, most consultants are working remotely, with the exception of the building inspector.

In worse case scenarios, staff have been in contact with neighboring community staff and private consultants to utilize as back up if needed.

Limiting Non-Essential Services

For services that can be done over the phone, by email or through the website, the City is promoting doing business in this manner if possible. For those items that can wait, staff will assess and set aside for the time being.

Response from other City Service Organizations –

Xcel Energy – The called to update that services will be as usual and that residents will see no impact. They also informed that they will be extending their cold weather rule and will not be shutting off any services at this time for nonpayment.

WeCAB – They are temporarily suspending transportation services until further notice.

Sheriff's Department – The Sheriff's Department has started to limit certain areas of their Office. They are staggering schedule assignments and working off site if possible. Social visits to the jail are suspended. Deputies are not responding to flu-like symptom calls unless lifesaving intervention is needed or requested by paramedics. Deputy Bengston is currently doing rotations as usual.

Fire Department – Cancelled all non-essential meetings/trainings. Putting new measures in place with regards to responding to calls. Those who respond to calls and do not make the response truck, are sent home immediately. Cancelled all meetings/trainings Conducting education/training via internet. No ride-alongs or tours. They are cleaning their gear and building more often.

Carver County Government – Suspension of walk-up services, except for emergency operations. Closing public entrances to County facilities starting March 17, 2020. Justice Center and County Courts will remain open. Staggered work scheduled.

Carver County Libraries – Closed

Southwest Transit Prime – has reduced services.

Metro-West Inspection Services – No changes at this time. Inspections are going forward as normal.

Republic Services – Maintaining routes as usual. Cleaning trucks more frequently. Supplying drivers with additional PPE.

Supporting City Businesses –

Mailed Small Business Resources.

Posted Small Business Resources on the website.

Encourage supporting business through delivery, curbside pickup.

Monitoring and Preparing –

The City has been and continues to work with Community Partners, including Carver County Public Health and the League of Minnesota Cities, to prepare for and adjust to this rapidly changing environment. All updates will be available via social media and the city website.

At the March 19, 2020 Special City Council meeting, the City Council decided to:

- Cancel all Non-essential in person meetings until April 30, 2020. This includes the April 7, 2020 Planning Commission meeting, the April 14, 2020 Park Commission Meeting and the use of the Community Center/City Hall by private groups.
- The City Council will continue to meet in person and practice social distancing. The City Council did pass a resolution that would allow them to meet via teleconference if needed. Minn. Stat. § 13D.021 permits meetings to occur by telephone or other electronic means when in-person meetings are not practical or prudent because of a health pandemic or an emergency declared under Chapter 12.
- The City Council Authorized extra cleaning at City Hall, Public Works Building and Fire Station.
- The City Council decided to keep City Hall open at this time and have staff work their shifts as normal while practicing social distancing.
- The City Council voted to not shut off any water services at this time for nonpayment for 6 weeks.
- The City Council was updated on Federal law that was signed on March 18, 2020 that stated that, starting April 2, 2020, full-time employees will be entitled to 80 hours of paid emergency leave for certain COVID-19 related situations. This is not added to their existing sick leave balance (cannot be carried forward), but is a separate bank that will be available.

Date: March 3 ,2020

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

SUBJECT: FIRE REPORT FOR MONTH ENDING – 2/29/20

TOWNSHIP CALLS:

<u>DATE</u>	<u>TIME</u>	<u>TWP</u>	<u>DESCRIPTION/ADDRESS</u>	<u>MAN HOURS</u>
2/9/20	1845	Watertown	Shed Fire / 4485 Co Rd 123	65
2/14/20	2135	Hollywood	Mutual Aid Fire Watertown / 14660 22 nd St	28
2/16/20	1558	Watertown	Medical / 4265 Co Rd 123	9
2/25/20	1806	Hollywood	Medical / 15950 62 nd St	12
2/26/20	0104	Watertown	Medical / 4610 Hwy 25	12
2/27/20	1902	Watertown	Car Accident / Hwy 25 & Hwy 7	13

CITY OF MAYER CALLS:

<u>DATE</u>	<u>TIME</u>	<u>DESCRIPTION/ADDRESS</u>	<u>MAN HOURS</u>
2/7/20	1105	Medical / 1736 Hidden Trail	7
2/14/20	1047	Medical / 413 Bluejay Ave	12
2/15/20	1506	Medical / 104 Ridgeway Rd	13
2/20/20	0844	Medical / 2495 Riverbend Trail	12

FIRE DEPARTMENT TRAININGS/ACTIVITIES FOR MONTH ENDING 2/29/20

2/3/20	Regular Business meeting / Truck checks
2/5/20	Station Committee Meeting
2/10/20	Group Training / Target Solutions
2/10/20	Council Meeting / Present Station timeline proposal
2/17/20	Medical Training / Peds
2/13/20	Camden Township meeting
2/19/20	Station Committee meeting



Request for Council Action Memorandum

Item: 2020 Summer Hours

Meeting Date: March 23, 2020

Presented By: Margaret McCallum, City Administrator

Recommendations/Council Action/Motion Requested:

To discuss summer hours for 2020.

Details:

Historically, the City of Mayer has at times allowed staff to go to summer hours. Staff is asking to consider summer hours for 2020.

Current regular hours for staff:

City Hall – 8:00 am – 4:30 pm – Monday -Friday

Public Works – 7:00 am – 3:30 pm – Monday – Friday

Proposed summer hours for staff

City Hall – 7:00 am – 4:30 pm – Monday – Thursday

7:00 am – 11:00 am – Friday

Public Works - 6:00 am – 3:30 p.m. – Monday – Thursday

6:00 am – 10:00 am – Friday

Attachments:

None.



Request for Council Action Memorandum

Item: 2020 Administrative Internship

Meeting Date: March 23, 2020

Presented By: Margaret McCallum, City Administrator

Recommendations/Council Action/Motion Requested:

To discuss an administrative internship for 2020.

Details:

Staff has contacted three universities regarding a partnership for an administrative internship opportunity.

The three universities were: Hamline University, St. Cloud State University, and Mankato State University.

The City does not have to work with universities exclusively. Nonetheless, partnerships with universities can be used to attract students in the field of public administration or similar field or those who have an interest in local government.

The City could also post on the League of Minnesota Cities website.

Staff is recommending that this position be a part time temporary position working similar hours to current administrative staff.

Some proposed projects would focus on data retention (Laserfiche), social media and communications management, grant-writing, other administrative support, etc. Staff is asking the personnel committee for additional input.

While some internships are unpaid, a paid internship could further incentivize and garner interest in the position. Staff is proposing around \$12.00-\$13.00/hour. The City Administrator is proposing transferring \$10,000.00 from the General Fund to administrative salaries to fund the position. The position would be non-union eligible and would be about four (4) months.

Attachments:

Advertisement.

Job Posting

- Position:** **Administrative Intern**
The City of Mayer has a part-time position available for a service oriented, organized, efficient, and dependable individual to fill the position of Administrative Intern. This position will assist in a data retention project, social media and communications management, grant-writing and other administrative support. This position will assist creation of strategic communications plan, including special events and periodic electronic communications. Working with our staff to create public education tools and positive media opportunities to promote Mayer through the City's website, social media, and mass media.
- Hours:** Part-time position working up to 40 hours per week. The internship can start in mid-May through mid-September. The typical work schedule is Monday-Friday, 8 a.m. - 4:30 p. m. Position may be requested to attend evening meetings; the City will work to flex the weekly schedule if an evening meeting is required.
- Qualifications:** Bachelor's degree in Public Administration or related field; ability to read, write, speak and comprehend the English language; experience working with Microsoft Applications; successfully complete a criminal background check; must possess and maintain a valid Minnesota Class D Driver's License.
- Salary:** Starting salary range \$12.00-\$13.00 per hour.
- To Apply:** All applicants must complete a City application which is available at Mayer City Hall or by request. Application must be received by _____ . Position is open until filled.

EQUAL OPPORTUNITY EMPLOYER



Request for Council Action Memorandum

Item: Coldwater Crossing 8th Addition Extension

Meeting Date: March 23, 2020

Presented By: Margaret McCallum, City Administrator

Recommendations/Council Action/Motion Requested:

To review and discuss allowing an extension for the Coldwater Crossing 8th Addition review for the final plat, final planned unit development plan and right of way vacation.

Details:

In July 2018, Coldwater X, LLC initiated the review process with the City of Mayer for the Coldwater Crossing 8th Addition in the Coldwater Crossing Development.

Approval of the preliminary plat and preliminary planned unit development for Coldwater Crossing 8th addition are set to expire on September 10, 2019. Coldwater X, LLC is asking for a one year extension to allow for the maintenance and approval of those documents to be good through September 10, 2020.

Coldwater X, LLC is also giving the City of Mayer the authority of extend the review deadline for the final plat and final planned unit development planned for the 8th addition and the right of way vacation of Park Point to April 1, 2021.

The developer is aware of the additional items needed and required to be submitted or finalized by the applicant in order for the City Council to take action on the application requests.

Attachments:

Letter from Coldwater X, LLC developer Jude Lague.

March 10, 2020

Margaret MacCallum
City of Mayer
413 Bluejay Avenue
Mayer, MN 55360

Re: Coldwater Crossing 8th Addition final plat, final planned unit development plan and right of way vacation review extension

As owner of Coldwater X, LLC, I am giving the City of Mayer the authority to extend the review deadline for the final plat and final planned unit development plan for Coldwater Crossing 8th Addition and the right of way vacation for Park Point to April 1, 2021. I am fully aware of what additional items are required to be submitted or finalized by the applicant in order for the City Council for the City of Mayer to take action on these application requests.

At this time I am also asking for an additional one year extension on the preliminary plat and preliminary planned unit development approvals for Coldwater Crossing 8th Addition. These approvals currently would expire on September 20, 2019 and the one year extension would allow the approvals to be good through September 20, 2020. I do understand the preliminary plat extension needs to be approved by the City Council.

Thank you.

Sincerely,



Jude Lague, Chief Manager
Coldwater X, LLC



APPLICATION DATA

Meeting Date: March 23, 2020
Applicant: City of Mayer

ACTION REQUESTED

To officially adopt the City of Mayer 2040 Comprehensive Plan.

BACKGROUND DATA

Background: The Metropolitan Council and State Statutes require cities within the seven county metropolitan area to update their comprehensive plans every 10 years. The most recent update has been worked on by the City over the last few years and on June 24, 2019 the City Council held a public hearing to officially submit the comprehensive plan to the Metropolitan Council for official review and approval. Comments were received from the Metropolitan Council last summer and the changes were made and the current version of the City of Mayer 2040 Comprehensive Plan was submitted to the Metropolitan Council on November 11, 2019.

On February 28, 2020 the City received a letter from the Metropolitan Council stating the Metropolitan Council found the City of Mayer 2040 Comprehensive Plan meets all Metropolitan Land Planning Act requirements; conforms to the regional system plans including transportation, aviation, water resources management, and parks; is consistent with *Thrive MSP 2040*; and is compatible with the plans of adjacent jurisdictions. This letter has been included with this memo.

At this time the City needs to adopt a resolution to place the City of Mayer 2040 Comprehensive Plan into effect.

CITY COUNCIL ACTION REQUIRED

After review and discussion by the City Council, a motion is needed to adopt the attached resolution authorizing to put the City of Mayer 2040 Comprehensive Plan into effect.

Possible action items

1. Adopt the City of Mayer 2040 Comprehensive Plan.
2. Table the adoption of the City of Mayer 2040 Comprehensive Plan.

If you have any questions relating to the City of Mayer 2040 Comprehensive Plan prior to the City Council meeting, please feel free to contact me at: jandersonmdg@gmail.com or call direct at 952-855-4596.

Sincerely,

MUNICIPAL DEVELOPMENT GROUP, INC.

John Anderson

John Anderson, Associate
Consulting Planner, City of Mayer

**CITY OF MAYER
CITY COUNCIL RESOLUTION 3.23.20.16**

A RESOLUTION APPROVING THE CITY OF MAYER 2040 COMPREHENSIVE PLAN, A COMPILATION OF POLICY STATEMENTS, GOALS, STANDARDS AND MAPS FOR GUIDING THE OVERALL DEVELOPMENT AND REDEVELOPMENT OF THE MUNICIPALITY

WHEREAS, pursuant to Minnesota Statute 462.355 and 473.864; the City shall adopt and amend from time to time a comprehensive municipal plan; and

WHEREAS, the City Council of the City of Mayer, authorized the updating of its Comprehensive Plan; and

WHEREAS, the proposed City of Mayer 2040 Comprehensive Plan is based on local and regional historical facts, trends, and governmental planning standards; and

WHEREAS, the City of Mayer 2040 Comprehensive Plan is a dynamic planning tool intended to guide the future growth and development of the City; and

WHEREAS, the attached document (Exhibit A) presents the 2040 Comprehensive Plan for Mayer, Minnesota, reflective of a community planning process conducted in the years 2017, 2018 and 2019 involving elected officials, appointed officials, city staff, community organizations, the public at large, developers and others; and

WHEREAS, before submitting the City of Mayer 2040 Comprehensive Plan to the Metropolitan Council, the City held a public hearing on June 24, 2019; and

WHEREAS, a copy of the City of Mayer 2040 Comprehensive Plan was on display at the City Offices for public review; and

WHEREAS, a copy of the proposed Comprehensive Plan was sent to the adjacent townships, Carver County, Watertown-Mayer Public Schools, Waconia Public Schools, and other required jurisdictions, meeting the statutory notification period; and

WHEREAS, on November 11, 2019 the City of Mayer 2040 Comprehensive Plan was submitted to the Metropolitan Council for final review and approval; and

WHEREAS, on February 26, 2020, the Metropolitan Council reviewed the City of Mayer Comprehensive Plan and found that the plan meets all Metropolitan Land Planning Act requirements; conforms to the regional system plans including transportation, aviation, water resources management, and parks; is consistent with *Thrive MSP 2040*; and is compatible with the plans of adjacent jurisdictions; and

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL FOR THE CITY OF MAYER, MINNESOTA, that it hereby approves the adoption of the City of Mayer 2040 Comprehensive Plan.

Adopted by the Mayer City Council this 23rd day of March, 2020.

Mayor Mike Dodge

Attest:

Margaret McCallum, City Administrator

The following Council Members voted in favor:

The following Council Members voted against or abstained:

Whereupon the motion was duly passed and executed.

Published:

Filed with Carver County:

Attachments:

Exhibit A - City of Mayer 2040 Comprehensive Plan



**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

March 20, 2020

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

RE: 5th Street Lot Development

Dear Maggie:

The City has had a request from the owner of a vacant lot at the end of 5th Street to construct a residential building (see attached location map). The lot currently has water and sewer service stubs that are available for hook-up, however, 5th Street will need to be extended to provide access to the lot.

Currently, the paved surface of 5th Street ends at the west edge of the lot. To develop the lot, the street would need to be extended approximately 100' to the east edge of the lot, which will be the responsibility of the developer. The cost to extend the road (28' wide, 100' long) is approximately \$13,000. The assumption for the road extension is that the City will allow the road to be extended without curb and gutter and that a portion of the existing gravel driveway for the MLHS storage shed can be reused for base.

Also, after a cursory review of the right of way records for 5th Street, it has been discovered that the right of way only covers the south half of the road. The north half, which is adjacent to Mayer Lutheran High School has no right of way or easement for the road. Joel Landskroener from MLHS has indicated that getting an easement from the school for both the proposed road extension and the existing portion of the road should not be an issue. However, it is proposed that the City would incur the cost of preparing and recording the easement documents.

Staff is asking if the City Council agrees with the steps necessary to develop the vacant lot including securing the road easement from MLHS. I will be attending the March 23rd Council Meeting to answer questions related to this topic. Please let me know if you have questions or need additional information before then.

Sincerely,
Bolton & Menk, Inc.

David P. Martini, P.E.



5th St NE

Birch Ave N

Ridge Rd

4th St NE



Carver County GIS, Ayres 2019

This map was created using Carver County's Geographic Information Systems (GIS), it is a compilation of information and data from various City, County, State, and Federal offices. This map is not a surveyed or legally recorded map and is intended to be used as a reference. Carver County is not responsible for any inaccuracies contained herein.

**CITY OF MAYER
PARKS AND RECREATION COMMISSION
MARCH 10, 2020 @ 6:30 P.M.
CITY HALL COUNCIL CHAMBERS**

1. Call to Order

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

Those present were Park Commissioners, Mike Wegner, Nikki McNeilly and Melissa Gomes. Margaret McCallum, City Administrator

Absent: Troy Congdon, Brian Schaeppi

Also present: Joe Dvorak, Mayer Lions Club.

2. Approve Agenda

McCallum added Mayer Lions Club to the agenda.

Gomes moved to approve the agenda with addition of Mayer Lions Club. McNeilly Seconded. Motion passed 3-0.

3. Minutes

February 18, 2020 Park and Recreation Commission Meeting Minutes

Gomes moved to approve the Park and Recreation Commission Minutes for February 18, 2020. McNeilly seconded. Motion passed 3-0.

4. Business

A. Lions Club (Added)

McCallum introduced Joe Dvorak from the Mayer Lions Club to the Commission.

Dvorak informed that he is the president of the Mayer Lions Club which is an international organization. He explained that the local Mayer Lions Club's goal is to raise money for the community to better the community. He stated that besides raising money, the organization does service projects around the community as well. Dvorak said that they raise money through different methods including bingo night, pancake breakfasts, etc.

Dvorak asked the Commission if they would be interested in a partnership for Old School House Park and changing the name of the park to Lions Park.

Dvorak explained that the Lions would do maintenance work and help raise funds for other projects.

The Commission agreed that a partnership would be beneficial and that considering a name change would be something that could be considered.

McNeilly stated that the Commission and the Club would have to work together to agree on a long term vision for the park.

Dvorak agreed to take it back to the Lions Club for more discussion.

B. 5K – Mayer Rising Community Festival

McCallum asked if the Park Commission would be interested in hosting a 5K as part of the Mayer Rising Community Festival.

The Commission discussed historical attempts at hosting a 5K and found them to be unsuccessful. They agreed to not host a 5K at this time as part of Mayer Rising Community Festival.

C. Discovery Park – Basketball Court/Gazebo/Picnic Tables

The Commission discussed additional projects for 2020 including a half basketball court at Discovery Park.

The Commission asked staff to get bids for the project.

The Commission agreed to focus on the basketball court this year and the gazebo at Discovery Park a different year.

D. Discovery Park Playground – Turf

The Commission discussed adding sections of turf as part of the Discovery Park Playground equipment replacement project.

The cost of the turf would be \$11,304.64.

The Commission decided against adding the turf.

E. Ninja Course

The Commission discussed the idea of adding a ninja course into one of the parks as it is a popular amenity throughout the region.

The Commission agreed that they would keep it in mind when planning future projects, nonetheless, did not think it was feasible to do at this time.

F. Adopt a Park Application

McCallum provided the Park Commission with the application information for the Adopt A Park program.

The following parks were adopted:

Old School House Park – Security Banks and Trust Co.

Meadow Park – The Sliwa Family

West Ridge Park – Sellners

McCallum informed that the program is a two year commitment where the volunteers to clean up events twice a year. The City purchases signs with their names on it acknowledging their commitment.

The Commission suggested asking the Car Club to adopt Bluejay Park.

5. Staff Updates

A. Ice Skating Rink – Closed

McCallum informed that the ice rink is now closed due to the warm weather and the inability to maintain ice.

B. Discovery Park Play Equipment – Concept Plan Review and Approval.

McCallum informed that the City Council approved the purchase of the Discovery Park Play Equipment.

C. 2020 Goals and Long Term Plan

McCallum stated that the Long Term Plan was updated according to the discussion of the Park Commission at their February 18, 2020 meeting. She said that the Plan was presented to Council at their March 9, 2020 meeting.

D. Baseball Batting Cage

McCallum informed that public works has purchased the equipment and will be doing site preparation and installation as soon as they are able.

E. Compost Site

McCallum stated that at the March 9, 2020 City Council meeting, the Council was open to reorganization of the compost site to allow for an archery range.

F. Archery Range and Dog Park

McCallum informed that the compost site was a possible site for an Archery Range. The Commission continues to discuss these items.

6. Commissioner Reports/Comments

None.

7. Adjournment

The meeting adjourned at 7:40 p.m..

**CITY OF MAYER
PERSONNEL
MARCH 17 @ 4:30 P.M.
CITY HALL COUNCIL CHAMBERS**

AGENDA

1. Open Meeting

The meeting was opened at 4:30 p.m.

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

Also present: None.

2. Minutes

A. January 7, 2020 Meeting Minutes were approved.

3. Business

A. Fire Department Policy Manual and Standard Operating Procedures.

The Personnel Committee discussed and reviewed the Fire Department Policy Manual and Operating Procedures with regards to alcohol consumption.

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

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

There was discussion on the previous discussion between the Personnel Committee and the Fire Chief and Chief 2. At that time, the Committee talked about a range between 4-8 hours; preferring 6 hours. The Committee discussed recommending to Council no alcohol use with 4 hours of consumption.

B. Fire Department Salaries/Pension

The Committee discussed being competitive and asked the City Administrator to look at what other cities are currently paying their firefighters.

C. 2020 Administrative Intern

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

She stated that the position would be funded by transferring \$10,000.00 from the General Fund.

The Committee agreed to pursue an administrative intern.

D. Summer Hours

McCallum stated that in the past, the City has allowed summer hours for staff. She stated that staff is asking to Council to consider allowing the following summer hours again between Memorial Day and Labor Day:

Proposed summer hours for staff

City Hall –	7:00 am – 4:30 pm – Monday – Thursday
	7:00 am – 11:00 am – Friday
Public Works -	6:00 am – 3:30 p.m. – Monday – Thursday
	6:00 am – 10:00 am – Friday

The Committee agreed to recommend to Council going to summer hours.

E. Fire Department – Snap Fitness Membership

McCallum provided information relating to a gym membership for the Fire Department with Mayer Snap Fitness.

McCallum informed that the membership cost for 26 full membership would be about \$9,000.00.

The Committee discussed options between paying the full amount or half the amount. The Committee asked the City Administrator to reach out to the department to ask how many would use the membership.

F. Internal Response – COVID -19

The Committee discussed COVID-19 and the internal response with employees. The Committee agreed that at this time, staff should take precaution and do social distancing. The Committee

also stated that they would continue to monitor COVID-19 and reconvene if necessary to review and recommend to Council any changes.

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

DRAFT