

**CITY OF MAYER
CITY COUNCIL WORKSHOP MEETING
CITY COUNCIL CHAMBERS
MONDAY, MARCH 9, 2020
AFTER REGULARLY SCHEDULED CITY COUNCIL MEETING**

1. Call Meeting to Order
2. Fire Station – Architect Contract
3. Fire Station – Informational Session Materials
4. Compost Site – Future Use Discussion
5. Asset Management Software
6. Adjournment



Workshop - Memorandum

Item: Status Update – Contract with Brunton Architects and Engineers

Workshop Meeting Date: March 9, 2020

Presented By: Margaret McCallum, City Administrator

Details:

The Mayer Fire Department is currently working with Brunton Architects and Engineers on work related to a new fire station.

As part of that process to keep moving forward, the City of Mayer and Brunton Architects and Engineers need to finalize a contract.

The City Attorney has provided an update on the review of the contract.

The City Attorney and Brunton Architects and Engineers continue to work the contract and negotiate. It will be sent to Council as soon as it is available.

The City Administrator is recommending a Special Council Meeting on March 16, 2020 to discuss the contract and consider approval.

Attachments.

Letter from the City Attorney.

CITY ATTORNEY STAFF REPORT

Date: March 9, 2020

To: City Council

From: Timothy A. Sullivan, City Attorney

Re: **Status Update re: Contract with Brunton Architects & Engineers**

City Attorney Sullivan is reviewing the terms of the contract proposed by Brunton Architects & Engineers. While this is a form AIA agreement, City Attorney Sullivan advises numerous changes in order to protect the legal and financial interests of this project. These provisions include, but are not limited to, language pertaining to insurance coverage requirements, dispute resolution, termination fees, and the calculation of expenses. City Attorney Sullivan has been in communication with Brunton, and they are aware that changes to the terms of the agreement will likely be proposed.

City Attorney Sullivan also advises researching comparative contracts with architects (Brunton as well as others) for new construction projects of similar scope. As proposed by Brunton, the Agreement provides that Brunton will be compensated in an amount equal to nine percent (9%) of the total Cost of Work for the project. Given the total cost of the proposed project, this is not a small sum of money and City Attorney Sullivan advises seeking additional comparative information to ensure that this Agreement is consistent with market trends. This 9% figure appears high for a new construction project that appears similar to other projects performed by Brunton.

Finally, the Agreement as proposed by Brunton provides for payment of \$20,000.00 at the time of signing. The City Council should determine what services have been provided to date as well as a source for funding at this stage in the project prior to agreeing to any payment prior to commencement of work.

City Attorney Sullivan will remain in contact with the City Administrator as the contract review and negotiation process continues.

RRM: #365993



Workshop - Memorandum

Item: Fire Station – Informational Session Materials

Workshop Meeting Date: March 9, 2020

Presented By: Margaret McCallum, City Administrator

Details:

The Fire Station Committee is working on putting together informational materials that will be presented at the workshop meeting.

The Committee will be asking for input and suggestions on the material before it is printed for the March 14 and 28 Public Information Sessions at the Fire Station on the proposed Fire Station.

Attachments.

None.



Workshop - Memorandum

Item: Compost Site – Future Use Discussion

Workshop Meeting Date: March 9, 2020

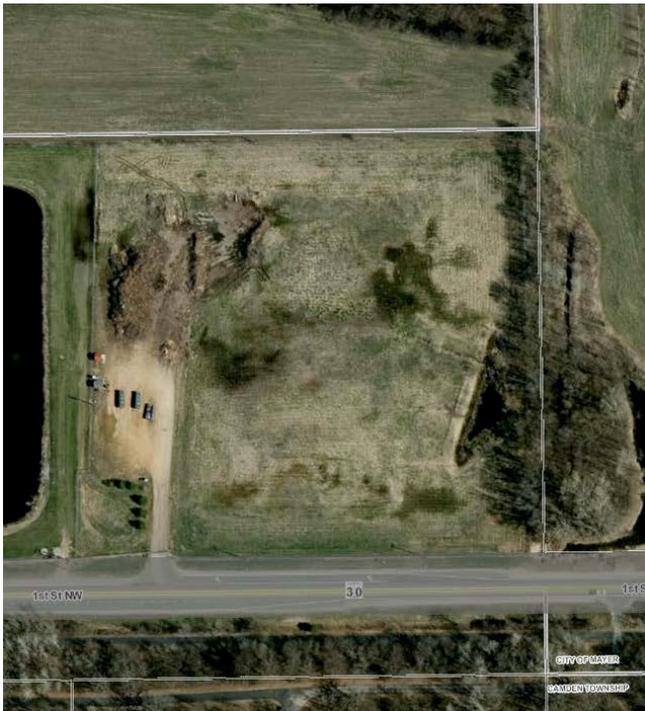
Presented By: Margaret McCallum, City Administrator

Details:

City staff is seeking some guidance and direction on the future plans for the compost site location off of County Road 30.

It is currently being used as a compost and recycling site for the City of Mayer and Carver County Environmental Services.

The Park Commission has been interested in using part of the site for an Archery Range.



Attachments.

None.



Workshop - Memorandum

Item: Asset Management Software

Workshop Meeting Date: March 9, 2020

Presented By: Margaret McCallum, City Administrator

Details:

Staff has been looking into a cloud based asset tracking software that would allow staff to better keep track of the assets in the public buildings.

Buildings include:

The Community Center/City Hall

The Fire Station

Wastewater Treatment Facility and supporting structures

Water Treatment Facility and supporting structures

Public Works Building

Public Works Shed

The software would be able to identify the assets, label if needed, take pictures of each asset, and monitor and schedule maintenance or replacement.

Staff has looked at two cloud based asset tracking software companies: AssetPanda and DudeSolutions.

The two companies ranges between \$2,000 per year with a \$500 onboarding one time fee and \$2,500 per year.

Staff is looking for guidance on if this is something that the City Council is interested in pursuing.

Attachments.

None.