



**CITY OF MAYER  
REGULAR CITY COUNCIL MEETING  
CITY COUNCIL CHAMBERS  
MONDAY, NOVEMBER 13, 2017  
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. October 10, 2017 Park Commission Meeting Minutes
    2. October 23, 2017 City Council Meeting Minutes
    3. October 23, 2017 City Council Workshop Meeting Minutes
    4. November 7, 2017 Planning Commission Meeting Minutes
  - B. Claims
  - C. Letter of Credit Request for Reduction #5 – Cold Water Crossing
- 6. Closed Session meeting pursuant to Minn. Stat. 13D.05, Subd. 2(a)(1) and 2(b) to discuss allegations against an individual subject to the City’s authority.**
- 7. Reports and Recommendations of City Departments, Consultants, Commissions and Committees**
  - A. Administrative
    1. Community Center Policy
    2. Personnel Committee Structure
    3. Request for November 25, 2017 off
    4. Liability Coverage Waiver
- 8. City Council Reports**
- 9. Other Business**
- 10. Upcoming Meetings & Events**
- 11. For Your Information**

## 12. Adjournment

**CITY OF MAYER  
REGULAR MEETING – PARKS AND RECREATION COMMISSION  
TUESDAY, OCTOBER 10, 2017 @ 6:30 P.M.  
CITY HALL COUNCIL CHAMBERS**

**AGENDA**

1. Call to Order

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

Those present were Park Commissioners, Alisa Johnson, Troy Congdon, Mike Wegner, and Elizabeth Butterfield. Also present was public works Kyle Kuntz, City Administrator, Margaret McCallum, and City Planner, John Anderson. .

Also present: Tice Stieve-McPadden.

2. Approve Agenda

**Wegner moved to adopt the agenda as is. Congdon seconded. Motion passed 4-0.**

3. Business

A. Comprehensive Plan – Parks Shelter

Anderson presented a draft copy of the Parks, Trails and Recreation Chapter of the 2040 Comprehensive Plan. He highlighted that the document is a mandated document in the seven county metro that is done every 10 years. He informed that it is a guide for the community for growth and vision for the long term. Anderson stated that the chapter for parks, trails and recreation is intended to serve as a guide for the development of new parks, as annexation occurs as well as redevelopment of existing parks and to budget for those improvements. Anderson reviewed the entire chapter that explained the proposed park and recreation plans for the community. He asked that commissioners review the document further and offer any suggestions or additional information.

B. Park Shelter Update

McCallum informed that the site plan review for the proposed picnic shelter at Old Schoolhouse Park and the relocation of the public works building went to the planning commission and the council. She said that the Planning Commission did a review and provided some conditions for the picnic shelter; that is have a steel roof and that it be earth toned in color. McCallum said that the Planning Commission recommended to Council approval of the plan with those

conditions. She said that at the October 9, 2017 City Council meeting, the Council approved the site plan. She said that the next step in the process is to put the project out for bid to see how much it will cost and then send it to Council for final approval.

Butterfield stated that the Council asked if the Park Commission was comfortable spending most of their funds on the shelter. The Commission unanimously agreed to spend the money.

Kuntz said that he did receive the engineers estimate for the project, but that once it is put out for bid that the project could come in less than the estimate. He said it is likely to be bid next spring.

C. Park Fund Budget Review – Expenditures

McCallum reviewed the current budget with the Park Commission.

D. 2018 Capital Improvement Plan

Butterfield provided McCallum with information from a previous meeting on the 2018 Capital Improvement Plan for the Park Commission.

E. Skating Rink Update

Kuntz informed that he was uncertain whether the proposed skating rink at the park by the water treatment facility would work. He said that there would be trouble getting electricity to the warming house and that he was concerned about being so close to cars and buildings if kids brought hockey equipment.

The Commission asked Kuntz to look at a place at Old Schoolhouse Park.

4. Staff Reports/Comments

McCallum informed that the gaga pit was approved by the Council. She said that staff posted for the Commission position opening and hadn't received any response yet. She reminded of the Trail Clean Up on Monday October 30<sup>th</sup>, 2017 at 5:30 p.m. She provided an explanation on donations.

McCallum said that the City is updating its website.

Kuntz informed that it was recommended that the gaga pit be 8 foot boards instead of 10 foot boards. He said that public works has been replacing garbage cans at the parks.

5. Commissioner Reports/Comments

Johnson asked that the Commission start thinking about movies for an upcoming event.

6. Adjournment

**Wegner moved to adjourn the meeting at 8:16 p.m. Butterfield seconded. Motion passed 4-0.**

MAYER CITY COUNCIL MEETING MINUTES – OCTOBER 23, 2017

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

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

ABSENT: None

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

ALSO PRESENT: Don Wachholz, Ivan Raconteur, Chris Mickelson

The meeting was opened with the Pledge of Allegiance.

APPROVE AGENDA

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

PUBLIC COMMENT

None

APPROVE CONSENT AGENDA

A MOTION was made by Council Member Stieve-McPadden with a second by Council Member McNeilly to approve the Consent Agenda. Motion Carried 5/0.

1. Approve the Minutes of the October 9, 2017 Regular Council Meeting.
2. Approve the Minutes of the October 9, 2017 Council Workshop Meeting.
3. Approve Additional Claims for the Month of October 2017.
4. Approve City Administrators Report for the Month of October 2017.
5. Approve Carver County Sheriff's Department Report from September 1, 2017 to September 30, 2017.
6. Approve Fire Department Report for the Month Ending September, 2017.
7. Approve Public Works Department Report from September 21, 2017 to October 19, 2017.

COUNCIL REPORTS

None

CITY ADMINISTRATOR

1. **Approve Resolution 10-23-17-37 Approving the Contract for Property Assessment Services for 2018**  
The City of Mayer has a responsibility to assess the value of the real property in the City for tax purposes. The City contracts with the Carver County Assessor to conduct assessments of the parcels in the City of Mayer. A MOTION to Approve Resolution 10-23-17-37 Approving the Contract for Property Assessment Services with Carver County Assessor for 2018 was made by Council Member McNeilly and seconded by Council Member Boder. Motion carried 5/0
2. **Approve Resolution 10-23-17-38 Providing for the Issuance and Sale of \$2,960,000 General Obligation Sewer and Water Refunding Bonds, Series 2017A** – Chris Mickelson with Ehlers, gave an update on the bidding of the G.O. Boand. He reported that bidding closed at 10:00 am today and it went better than expected. They received 6 solid bids. Mr. Mickelson stated that the City received a new rating through the refunding process and that S & P affirmed the City's AA rating. A MOTION to Approve Resolution 10-23-17-38 Providing for the Issuance and Sale of \$2,960.00 General Obligation Sewer and Water Refunding Bonds, Series 2017A was made by Council Member Boder and seconded by Council Member Butterfield. Motion Carried 5/0.

CITY ENGINEER

1. **Discussion on the Comprehensive Plan** – The Metropolitan Council adopted a new comprehensive development guide known as Thrive MSP 2040. The City of Mayer, along with all the communities in the seven County Metro areas, will have until the end of 2018 to update their Comprehensive Plans. The Council reviewed a proposal from Bolton & Menk which estimates the fees to complete the comprehensive plan update and each section of the plan. Council asked Staff to bring back for approval at a future meeting.
2. **Discussion on Capital Improvement Plan for Waste Water Treatment Facility** – Council asked Staff to bring back discussion on Capital Improvement Plan for Waste Water Treatment Facility at a future Budget Workshop in November 2017.

OTHER BUSINESS

None

ADJOURN

There being no further business, a MOTION was made by Council Member Stieve-McPadden and seconded by Council Member Butterfield to adjourn the meeting at 7:05 p.m. Motion Carried 5/0

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Mike Dodge, Mayor

Attest: \_\_\_\_\_  
Janell Gildemeister, Deputy City Clerk

Call Work Session to order at 7:06 p.m. by Mayor Dodge.

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

ABSENT:

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

ALSO PRESENT: Diane Langenbach

1. **Discussion on 2020 Highway 25 Project** – Diane Langenbach, MNdot South Area Engineer, presented the Council with an update on the 2020 Highway 25 project. The project is to include
  - Resurfacing pavement from CR 30 (1<sup>st</sup> St. NW) in Mayer to State St. in Watertown.
  - Construct right turn lane at 32<sup>nd</sup> St.
  - Construct ADA improvements to meet current standards.
  - Replace outdated guardrail with safer design.
  - Make “complete streets” improvements based on community needs and values.

MNdot has transition plans to bring all ADA infrastructure up to standards.

January 2018: Begin Design Activities

April 2018: Finalize Construction Limits and begin Right of Way Acquisitions

Spring 2018: Municipal Consent

Fall 2018-Fall 2019: Final Design Activities

Winter 2019/2020 Advertise and Award to Contractor

2020: Project construction

2. **Discussion on Highway 25 Speed Sign** - Council inquired on the status of the speed signs on Hwy 25. The Council addressed the crosswalk issue and stated that a speed study was completed last year and MNdot approved the moving of the signs. Diane Langenbach stated that she would look into the matter and get back to Staff.
3. **Discussion on Community Center Policy:** Council continued discussion with members of a local home school group who are requesting to use the Community Center at little or no cost. Council agreed that the language on the Community Center Policy should be updated and that Mayer residents who are members of a local Home School Co-op would be allowed to rent the Community Center at no fee. Council requested that they submit to City Hall their State Home School Registrations to be classified under the “Educational/Non-Profit” terms of the policy. Council instructed Staff to draft a new Community Center Policy for approval.
4. **Discussion on Improvements to Community Center/City Hall** – The status of the Community Center chairs have been brought to City Hall’s attention and are in need of being replaced. Council requested Staff to take an inventory of the tables and chairs and replace all that are damaged and outdated.

MEETING ADJOURNED

There being no further business, the work session was adjourned at 8:07 p.m.

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Mike Dodge, Mayor

Attest: \_\_\_\_\_  
Janell Gildemeister, Deputy City Clerk

**City of Mayer**  
**Planning Commission**  
Meeting Minutes  
Tuesday, November 7, 2017

**Commission Members Present:** Chairperson Tom Stifter, Council Liaison Erick Boder and Commissioners Les Hahn, Barney Johnson, Patty Lanting, Rod Maetzold and Don Wachholz.

**Commission Members Absent:** None.

**Others Present:** Bill Reimers.

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

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**CALL MEETING TO ORDER.**

Meeting called to order at 6:30 PM by Chairperson Stifter.

**ADOPT AGENDA.**

A motion to approve the agenda was made by Commissioner Hahn and seconded by Commissioner Johnson. Motion carried 6/1.

**APPROVAL OF MINUTES.**

A motion to approve the October 3, 2017 Planning Commission minutes was made by Commissioner Wachholz and seconded by Commissioner Maetzold. Motion carried 7/0.

**PUBLIC HEARING FOR A TEXT AMENDMENT TO TITLE XV: LAND USAGE, CHAPTER 152: ZONING, SECTION 152.003 DEFINITIONS AND SECTION 152.026 DRIVEWAY, PARKING AREA AND HARD SURFACE IMPROVEMENTS.**

At 6:34 PM Chairperson Stifter opened the public hearing.

Planning Consultant Anderson explained that since the planning packet for this text amendment was not delivered to the Planning Commission members, that it makes sense to continue the public hearing until the December meeting. He also stated that the text amendment was regarding the parking of recreational vehicles on yard space and definitions and new text were being added to the zoning ordinance in regards to this.

A motion to continue the public hearing to the December 5, 2017 meeting was made by Council Liaison Boder and seconded by Commissioner Johnson. Motion carried 7/0.

**DISCUSSION ON THE POTENTIAL REZONING OF PROPERTY LOCATED AT 185 7TH STREET NE.**

Planning Consultant Anderson stated that the owner of the property was in attendance and that they had a conversation about rezoning the property to allow for potential additional uses on this property and that prior to submitting the application the owner wanted to have a conversation with the Planning Commission first. He stated the property is zoned C-1 General Commerce District and that the discussion focused on rezoning the property to C/I Commercial/Industrial District.

Bill Reimers, who is the owner of the property, stated that they would like to sell the property and would like to see if it was possible to change the zoning to allow for more uses on the property.

Commissioner Hahn asked how much road frontage was on the property.

Bill Reimers said he thought around two hundred feet.

Planning Consultant Anderson told the Planning Commission members what the permitted uses are in the C-1 General Commerce District and what the permitted and conditional uses are in the C/I Commercial/Industrial District. He stated that it may make more sense to add additional uses to the C-1 district rather than rezone the property since the property adjacent to this property are also zoned C-1. He said that he would bring back some potential uses that could be added to the C-1 district in December for discussion.

**UPDATE ON THE 2018 COMPREHENSIVE PLAN UPDATE.**

Planning Consultant Anderson stated that he is waiting on the transportation chapter and public utilities chapter from the City Engineer and that will not be approved for funding until after the first of the year. He also stated that he is planning on bringing the EDA chapter forward in January and discussing that chapter at the January EDA meeting as well. For December he plans on having the draft land use chapter ready for review.

**NEXT MEETING.**

Next scheduled meeting is Tuesday, December 5, 2017.

**COMMISSIONERS REPORT.**

Commissioner Johnson brought up a discussion point regarding the potential to require public notice to neighbors of residences building additions to their house.

Planning Consultant Anderson spoke about property owners rights and asked how do you force someone to change what they want to build if they meet the setbacks and requirements of the zoning district.

After discussion it was the consensus of the Planning Commission that no changes are made.

Commissioner Maetzold asked about the status of the picnic shelter and public works building relocation.

Council Liaison Boder stated that no final decision has been made but the project is still in the planning stages.

**ADJOURNMENT.**

A motion was made by Commissioner Johnson and seconded by Commissioner Hahn to adjourn the meeting at 7:17 PM. Motion carried 7/0.

Payments

Current Period: October 2017

Batch Name	10/31/17PAY	User Dollar Amt	\$9,841.66		
Payments		Computer Dollar Amt	\$9,841.66		
				\$0.00	In Balance
Refer	323 <u>MAYER RISING COMM FESTIVAL</u>	Ck# 021117	10/12/2017		
Cash Payment	E 100-41000-490 Donations to Civic Org s	PAYMENT TO MRFC FROM BASEBALL DONATIONS		\$2,000.00	
Invoice	10/10/2017				
Transaction Date	10/12/2017	Security Bank	10100	Total	\$2,000.00
Refer	352 <u>KLUVER CONSULTING LLC</u>	Ck# 021118	10/19/2017		
Cash Payment	E 640-49480-300 Professional Svcs	WWTF CONTRACT SERVICES FROM 10/1-15/17		\$900.00	
Invoice	19-17 10/11/2017				
Transaction Date	10/19/2017	Security Bank	10100	Total	\$900.00
Refer	356 <u>TOM GOEPFERT</u>	Ck# 021119	10/20/2017		
Cash Payment	E 620-49440-300 Professional Svcs	10/7/2017		\$50.00	
Invoice	10/19/2017				
Cash Payment	E 640-49480-300 Professional Svcs	10/8/2017		\$50.00	
Invoice	10/19/2017				
Transaction Date	10/20/2017	Security Bank	10100	Total	\$100.00
Refer	359 <u>DELTA DENTAL OF MINNESOTA</u>	Ck# 021139	10/24/2017		
Cash Payment	G 100-21707 Dental	EMPLOYEE BENEFITS		\$233.50	
Invoice	7072067 10/23/2017				
Transaction Date	10/24/2017	Security Bank	10100	Total	\$233.50
Refer	360 <u>PREFERRED ONE INS CO</u>	Ck# 021140	10/24/2017		
Cash Payment	G 100-21706 Hospitalization/Medical Ins	EMPLOYEE BENEFITS		\$2,760.21	
Invoice	172900006358 10/23/2017				
Transaction Date	10/24/2017	Security Bank	10100	Total	\$2,760.21
Refer	361 <u>VISA</u>	Ck# 021141	10/24/2017		
Cash Payment	E 100-43100-400 Repairs & Maint Cont	TOPLINK		\$21.49	
Invoice	9/14/2017				
Cash Payment	E 100-43100-400 Repairs & Maint Cont	P/W MISC SUPPLIES		\$198.84	
Invoice	9/18/2017				
Cash Payment	E 100-41000-200 Office Supplies	PAPER, BINDER, DESK CALANDER		\$86.46	
Invoice	9/18/2017				
Cash Payment	E 100-43700-200 Office Supplies	LABELER, USB'S, OFFICE SUPPLIES		\$55.72	
Invoice	9/18/2017				
Cash Payment	E 100-43700-200 Office Supplies	1 TB EXT HARD DRIVE		\$59.99	
Invoice	9/18/2017				
Cash Payment	E 640-49490-400 Repairs & Maint Cont	4 DRAWER FILING CABINET		\$137.88	
Invoice	9/16/2017				
Cash Payment	E 100-41000-200 Office Supplies	DESK SIGN FOR MAGGIE		\$10.49	
Invoice	9/24/2017				
Cash Payment	E 100-41000-433 Dues and Subscriptions	ADOBE MONTHLY FEE		\$6.99	
Invoice	8/30/2017				
Cash Payment	E 100-41000-322 Postage	3 ROLL OF STAMPS		\$147.00	
Invoice	9/28/2017				

Payments

Current Period: October 2017

Cash Payment	E 100-41000-322 Postage	.21 STAMPS		\$16.80
Invoice	10/6/2017			
Cash Payment	E 100-43700-200 Office Supplies	P/W		\$21.99
Invoice	10/9/2017			
Cash Payment	E 100-43100-400 Repairs & Maint Cont	RETURNED TOPLINK		-\$63.99
Invoice	8/17/2017			
Transaction Date	10/24/2017	Security Bank	10100	<b>Total</b> \$699.66
Refer	362 MN LIFE INSURANCE CO	Ck# 021142	10/24/2017	
Cash Payment	G 100-21708 Life/Disability	EMPLOYEE BENEFITS		\$32.00
Invoice	72860044 10/13/2017			
Transaction Date	10/24/2017	Security Bank	10100	<b>Total</b> \$32.00
Refer	363 FRONTIER	Ck# 021144	10/24/2017	
Cash Payment	E 100-41000-321 Telephone	952-657-1148 CITY HALL		\$314.89
Invoice	9/22/2017			
Cash Payment	E 100-43700-321 Telephone	952-657-2870 P/W		\$242.25
Invoice	9/22/2017			
Transaction Date	10/24/2017	Security Bank	10100	<b>Total</b> \$557.14
Refer	383 WEINZIERL, GERALD	Ck# 021145	10/26/2017	
Cash Payment	E 100-49505-100 Wages and Salaries	4 HOURS @ \$9.75/HR		\$39.00
Invoice	10/7/2017			
Transaction Date	10/26/2017	Security Bank	10100	<b>Total</b> \$39.00
Refer	387 CORE & MAIN LP	Ck# 021146	10/27/2017	
Cash Payment	E 620-49440-226 Fire Hydrant Supplies	HYDRANT WRENCH		\$1,397.07
Invoice	0380512 6/27/2017			
Cash Payment	E 620-49440-226 Fire Hydrant Supplies	HYD STOP & LOWER NUT		\$223.08
Invoice	0380566 6/27/2017			
Transaction Date	10/27/2017	Security Bank	10100	<b>Total</b> \$1,620.15
Refer	388 KLUVER CONSULTING LLC	Ck# 021147	10/30/2017	
Cash Payment	E 640-49480-300 Professional Svcs	WWTF SERVICE CONTRACT 10/16-31/17		\$900.00
Invoice	20-17 10/28/2017			
Transaction Date	10/30/2017	Security Bank	10100	<b>Total</b> \$900.00

Fund Summary

	10100 Security Bank
100 GENERAL FUND	\$6,183.63
620 WATER FUND	\$1,670.15
640 SEWER FUND	\$1,987.88
	<b>\$9,841.66</b>

Pre-Written Checks	\$9,841.66
Checks to be Generated by the Computer	\$0.00
<b>Total</b>	<b>\$9,841.66</b>

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Payments

Current Period: November 2017

Batch Name	11/13/17PAY	User Dollar Amt	\$107,451.21	
	Payments	Computer Dollar Amt	\$107,451.21	
			\$0.00	<b>In Balance</b>
Refer	366	<i>CENTRAL FIRE PROTECTION, INC.</i>	-	
Cash Payment	E 100-41940-400	Repairs & Maint Cont	CITY HALL 3 EXTINGUISHERS	\$19.75
Invoice	37783	10/25/2017		
Cash Payment	E 100-43100-400	Repairs & Maint Cont	P/W 3 EXTINGUISHERS	\$19.75
Invoice	37783	10/25/2017		
Cash Payment	E 620-49440-400	Repairs & Maint Cont	WTP 4 EXTINGUISHERS	\$24.50
Invoice	37783	10/25/2017		
Cash Payment	E 640-49490-400	Repairs & Maint Cont	WWTF 4 EXT, 7 20# HYDRO TANKS	\$297.50
Invoice	37783	10/25/2017		
Transaction Date	10/25/2017	Security Bank	10100	<b>Total</b> \$361.50
Refer	367	<i>ZTS PRODUCTIONS</i>	-	
Cash Payment	E 100-46500-340	Advertising	WED NIGHT CAR SHOW BUSINESS CARDS & MAGNETS	\$110.00
Invoice	17006	8/13/2017		
Transaction Date	10/25/2017	Security Bank	10100	<b>Total</b> \$110.00
Refer	368	<i>LEAGUE OF MINNESOTA CITIES</i>	-	
Cash Payment	E 100-41000-433	Dues and Subscriptions	MEMBERSHIP DUES SEPT 2017 TO SEPT 2018	\$2,224.00
Invoice	257810	10/10/2017		
Transaction Date	10/25/2017	Security Bank	10100	<b>Total</b> \$2,224.00
Refer	369	<i>BATTERIES PLUS BULBS</i>	-	
Cash Payment	E 640-49480-404	Repairs/Maint Machinery	WWTF 12V LEAD DURA BATTERY	\$21.99
Invoice	020-381629	10/9/2017		
Transaction Date	10/25/2017	Security Bank	10100	<b>Total</b> \$21.99
Refer	370	<i>OVERLINE &amp; SON, INC</i>	-	
Cash Payment	E 640-49480-404	Repairs/Maint Machinery	VACTOR SERVICES FOR WWTF	\$592.00
Invoice	565	10/6/2017		
Cash Payment	E 640-49470-400	Repairs & Maint Cont	VACTOR SERVICES FOR WTP	\$1,184.16
Invoice	566	10/6/2017		
Transaction Date	10/25/2017	Security Bank	10100	<b>Total</b> \$1,776.16
Refer	371	<i>MUNICIPAL EMERGENCY SERVIC</i>	-	
Cash Payment	E 100-42260-400	Repairs & Maint Cont	RIDID ROCKER ADAPTER & STORZ	\$26.39
Invoice	IN1140573	6/20/2017		
Transaction Date	10/25/2017	Security Bank	10100	<b>Total</b> \$26.39
Refer	372	<i>ROD MAETZOLD</i>	-	
Cash Payment	E 100-42200-331	Travel Expenses	MILEAGE FOR MSFCC CONFERENCE	\$120.91
Invoice		10/19/2017		
Cash Payment	E 100-42200-208	Training and Instruction	LODGING FOR ROD, ADAM, ANDY	\$900.24
Invoice		10/19/2017		
Transaction Date	10/25/2017	Security Bank	10100	<b>Total</b> \$1,021.15
Refer	373	<i>MINI BIFF INC</i>	-	
Cash Payment	E 100-45000-300	Professional Svcs	OSH PARK	\$86.19
Invoice	A-91459	10/18/2017		

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Payments

Current Period: November 2017

Cash Payment	E 100-45000-300 Professional Svcs	W RIDGE PARK		\$86.19
Invoice A-91471	10/18/2017			
Cash Payment	E 100-45000-300 Professional Svcs	MEADOW PARK		\$86.19
Invoice A-91490	10/18/2017			
Cash Payment	E 100-45000-300 Professional Svcs	DISCOVERY PARK		\$86.19
Invoice A-91551	10/18/2017			
Transaction Date	10/26/2017	Security Bank	10100	<b>Total</b> \$344.76
Refer	374 WM MUELLER & SONS INC	-		
Cash Payment	E 100-43100-400 Repairs & Maint Cont	MILL END & BITUMINOUS PATCHING		\$2,655.00
Invoice 17-342	9/29/2017			
Transaction Date	10/26/2017	Security Bank	10100	<b>Total</b> \$2,655.00
Refer	375 AVENET, LLC	-		
Cash Payment	E 100-41000-430 Miscellaneous (GENERA	LICENSES & UPGRADE OF CITY WEBSITE		\$2,970.00
Invoice 41509	10/23/2017			
Transaction Date	10/26/2017	Security Bank	10100	<b>Total</b> \$2,970.00
Refer	376 GREATER MN COMMUNICATIONS	-		
Cash Payment	E 620-49440-350 Print/Binding	OCT 17 NEWSLETTER, BILLING, POSTAGE		\$92.81
Invoice 14202	10/17/2017			
Cash Payment	E 620-49440-322 Postage	OCT 17 NEWSLETTER, BILLING, POSTAGE		\$150.86
Invoice 14202	10/17/2017			
Cash Payment	E 640-49490-350 Print/Binding	OCT 17 NEWSLETTER, BILLING, POSTAGE		\$92.81
Invoice 14202	10/17/2017			
Cash Payment	E 640-49490-322 Postage	OCT 17 NEWSLETTER, BILLING, POSTAGE		\$150.86
Invoice 14202	10/17/2017			
Cash Payment	E 100-41000-350 Print/Binding	OCT 17 NEWSLETTER, BILLING, POSTAGE		\$201.75
Invoice 14202	10/17/2017			
Transaction Date	10/26/2017	Security Bank	10100	<b>Total</b> \$689.09
Refer	378 FRONTIER	Ck# 004706E 11/9/2017		
Cash Payment	E 640-49480-321 Telephone	WWTF		\$137.70
Invoice				
Transaction Date	10/26/2017	Security Bank	10100	<b>Total</b> \$137.70
Refer	379 XCEL ENERGY	Ck# 004707E 11/14/2017		
Cash Payment	E 640-49480-381 Electric Utilities	WWTF		\$2,306.01
Invoice 565976592	10/17/2017			
Cash Payment	E 100-42280-381 Electric Utilities	FD		\$193.13
Invoice 565976592	10/17/2017			
Cash Payment	E 620-49410-381 Electric Utilities	WELL #2		\$621.68
Invoice 565976592	10/17/2017			
Cash Payment	E 100-41940-381 Electric Utilities	CITY HALL		\$780.00
Invoice 565976592	10/17/2017			
Cash Payment	E 640-49470-381 Electric Utilities	OSH LIFT		\$382.64
Invoice 565976592	10/17/2017			
Cash Payment	E 620-49410-381 Electric Utilities	WATER TOWER		\$111.16
Invoice 565976592	10/17/2017			
Cash Payment	E 100-43700-381 Electric Utilities	P/W		\$69.07
Invoice 565976592	10/17/2017			
Cash Payment	E 620-49410-381 Electric Utilities	WTP		\$1,062.07
Invoice 565976592	10/17/2017			

Payments

Current Period: November 2017

Cash Payment	E 640-49470-381 Electric Utilities	RED BARN LIFT		\$26.98
Invoice	565976592	10/17/2017		
Cash Payment	E 100-45000-381 Electric Utilities	OSH CONCESS		\$11.55
Invoice	565976592	10/17/2017		
Cash Payment	E 100-43160-381 Electric Utilities	ASH AVE STREETLIGHTS		\$14.71
Invoice	565976592	10/17/2017		
Transaction Date	10/26/2017	Security Bank	10100	<b>Total</b> \$5,579.00
Refer	380 VERIZON WIRELESS	Ck# 004708E 11/8/2017		
Cash Payment	E 640-49470-321 Telephone	OSH AUTO DIALER		\$15.62
Invoice				
Transaction Date	10/26/2017	Security Bank	10100	<b>Total</b> \$15.62
Refer	381 CARVER COUNTY	-		
Cash Payment	E 100-42100-300 Professional Srvs	2017 2ND HALF PYMT/ POLICE CONTRACT		\$42,343.50
Invoice	SHERI002958	10/16/2017		
Transaction Date	10/26/2017	Security Bank	10100	<b>Total</b> \$42,343.50
Refer	384 THEIN WELL	-		
Cash Payment	E 620-49435-400 Repairs & Maint Cont	ANNUAL INSP OF PUMPS & WELLS		\$410.00
Invoice	5979	10/19/2017		
Transaction Date	10/26/2017	Security Bank	10100	<b>Total</b> \$410.00
Refer	385 KARAJEN CORP	-		
Cash Payment	E 100-45000-500 Capital Outlay (GENERA	GAGA BALL KIT SYSTEM		\$1,488.50
Invoice	26238	10/9/2017		
Transaction Date	10/26/2017	Security Bank	10100	<b>Total</b> \$1,488.50
Refer	386 UTILITY CONSULTANTS, INC.	-		
Cash Payment	E 620-49440-215 Samples	SAMPLES		\$40.00
Invoice	96235	10/5/2017		
Transaction Date	10/26/2017	Security Bank	10100	<b>Total</b> \$40.00
Refer	389 VERIZON WIRELESS	Ck# 004709E 11/16/2017		
Cash Payment	E 640-49480-321 Telephone	CITY ON CALL PHONE		\$14.16
Invoice	9794961604	10/21/2017		
Cash Payment	E 620-49410-321 Telephone	CITY ON CALL PHONE		\$14.16
Invoice	9794961604	10/21/2017		
Cash Payment	E 100-43100-321 Telephone	CITY ON CALL PHONE		\$14.16
Invoice	9794961604	10/21/2017		
Transaction Date	10/30/2017	Security Bank	10100	<b>Total</b> \$42.48
Refer	390 VERIZON WIRELESS	Ck# 004710E 11/15/2017		
Cash Payment	E 100-42280-321 Telephone	TABLET		\$40.01
Invoice	9794877788	10/20/2017		
Cash Payment	E 100-42280-321 Telephone	CELL PHONE		\$1.22
Invoice	9794877788	10/20/2017		
Transaction Date	10/30/2017	Security Bank	10100	<b>Total</b> \$41.23
Refer	391 FRONTIER	-		
Cash Payment	E 100-41000-321 Telephone	ROLLOVER LINE		\$323.70
Invoice		10/22/2017		
Cash Payment	E 100-41000-321 Telephone	FAX		\$21.86
Invoice		10/22/2017		

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Transaction Date	10/30/2017	Security Bank	10100	<b>Total</b>	\$345.56
Refer	392 FRONTIER	Ck# 004711E	11/15/2017		
Cash Payment	E 620-49410-321 Telephone	WTP			\$79.68
Invoice	10/22/2017				
Transaction Date	10/30/2017	Security Bank	10100	<b>Total</b>	\$79.68
Refer	393 METRO WEST INSPECTION SERVI				
Cash Payment	E 100-42400-300 Professional Srvs	FINALED PERMITS FOR SEPTEMBER 2017			\$12,579.81
Invoice 1262	10/26/2017				
Transaction Date	10/30/2017	Security Bank	10100	<b>Total</b>	\$12,579.81
Refer	396 DPC INDUSTRIES INC				
Cash Payment	E 620-49410-216 Chemicals and Chem Pr	CHEMICALS			\$492.25
Invoice 827001761-17	10/18/2017				
Cash Payment	E 620-49410-216 Chemicals and Chem Pr	CHEMICALS			\$596.40
Invoice 827001778-17	10/18/2017				
Transaction Date	10/30/2017	Security Bank	10100	<b>Total</b>	\$1,088.65
Refer	397 RDJ SPECIALTIES, INC				
Cash Payment	E 100-42200-208 Training and Instruction	COLORING BOOKS			\$224.91
Invoice 102847	10/4/2017				
Cash Payment	E 100-42200-208 Training and Instruction	MOOD PENCILS			\$322.90
Invoice 103144	10/22/2017				
Transaction Date	10/30/2017	Security Bank	10100	<b>Total</b>	\$547.81
Refer	11736 GOPHER STATE ONE-CALL INC				
Cash Payment	E 620-49440-355 Gopher State Locates	OCTOBER 2017 LOCATES			\$41.85
Invoice 7100554	10/31/2017				
Cash Payment	E 640-49490-355 Gopher State Locates	OCTOBER 2017 LOCATES			\$41.85
Invoice 7100554	10/31/2017				
Transaction Date	11/2/2017	Security Bank	10100	<b>Total</b>	\$83.70
Refer	11737 BOBS REPAIR				
Cash Payment	E 100-42260-400 Repairs & Maint Cont	2000 SPARTON PUMBER HEADLIGHT			\$12.95
Invoice 93191	10/5/2017				
Cash Payment	E 100-42260-400 Repairs & Maint Cont	2015 FORD F550 OIL & FLUIDS			\$98.82
Invoice 93452	10/23/2017				
Transaction Date	11/2/2017	Security Bank	10100	<b>Total</b>	\$111.77
Refer	11738 SCHNEIDER EXCAVATING & GRAD				
Cash Payment	E 620-49440-400 Repairs & Maint Cont	WATER MAIN LEAK REPAIR			\$4,125.00
Invoice SE1464	10/31/2017				
Cash Payment	E 620-49440-400 Repairs & Maint Cont	WATER MAIN LEAK REPAIR			\$2,345.00
Invoice SE1465	10/31/2017				
Transaction Date	11/2/2017	Security Bank	10100	<b>Total</b>	\$6,470.00
Refer	11739 HILLYARD OF HUTCHINSON				
Cash Payment	E 100-41940-400 Repairs & Maint Cont	COMM CTR CLEANING SUPPLIES			\$556.61
Invoice 3000007522	10/30/2017				
Transaction Date	11/2/2017	Security Bank	10100	<b>Total</b>	\$556.61
Refer	11740 FREMONT INDUSTRIES, INC				
Cash Payment	E 640-49480-216 Chemicals and Chem Pr	COAGULANT			\$972.00
Invoice 2017-10214-00	10/20/2017				

## Payments

Current Period: November 2017

Transaction Date	11/2/2017	Security Bank	10100	<b>Total</b>	<b>\$972.00</b>
Refer	11741 LEAGUE OF MINNESOTA CITIES	-			
Cash Payment	E 100-41300-208 Training and Instruction	2017 REGIONAL MEETINGS FOR MARGARET MCCALLUM			\$75.00
Invoice	265137	10/31/2017			
Transaction Date	11/2/2017	Security Bank	10100	<b>Total</b>	<b>\$75.00</b>
Refer	11742 WATER CONSERVATION SERV IN	-			
Cash Payment	E 620-49440-400 Repairs & Maint Cont	2017 WATERMAIN LEAK SURVEY, LEAK LOCATES			\$1,007.00
Invoice	7916	10/25/2017			
Transaction Date	11/2/2017	Security Bank	10100	<b>Total</b>	<b>\$1,007.00</b>
Refer	11744 TOM CLEMENSEN	-			
Cash Payment	E 100-43100-400 Repairs & Maint Cont	FORM & POUR CURB MEADOW PKWY IN HC			\$780.00
Invoice	659766	10/30/2017			
Transaction Date	11/2/2017	Security Bank	10100	<b>Total</b>	<b>\$780.00</b>
Refer	11745 BARGEN INC	-			
Cash Payment	E 100-43100-400 Repairs & Maint Cont	CRACK REPAIR/NUVO GAP REPAIR PROJECT 2017			\$14,512.00
Invoice	217554-1	10/26/2017			
Transaction Date	11/2/2017	Security Bank	10100	<b>Total</b>	<b>\$14,512.00</b>
Refer	11746 EMERGENCY RESPONSE SOLUTI	-			
Cash Payment	E 100-42260-580 New Equipment	4500PSI CYLINDER,RETURNED CYLINDER			\$763.30
Invoice	9620	10/26/2017			
Transaction Date	11/2/2017	Security Bank	10100	<b>Total</b>	<b>\$763.30</b>
Refer	11748 CENTERPOINT ENERGY	Ck# 004715E 11/28/2017			
Cash Payment	E 620-49410-383 Gas Utilities	WTP			\$24.30
Invoice		10/31/2017			
Transaction Date	11/7/2017	Security Bank	10100	<b>Total</b>	<b>\$24.30</b>
Refer	11749 CENTERPOINT ENERGY	Ck# 004716E 11/28/2017			
Cash Payment	E 640-49480-383 Gas Utilities	WWTF			\$84.41
Invoice		10/31/2017			
Transaction Date	11/7/2017	Security Bank	10100	<b>Total</b>	<b>\$84.41</b>
Refer	11750 CENTERPOINT ENERGY	Ck# 004717E 11/28/2017			
Cash Payment	E 100-42280-383 Gas Utilities	FD			\$60.51
Invoice		10/31/2017			
Transaction Date	11/7/2017	Security Bank	10100	<b>Total</b>	<b>\$60.51</b>
Refer	11751 CENTERPOINT ENERGY	Ck# 004718E 11/28/2017			
Cash Payment	E 100-41940-383 Gas Utilities	CITY HALL			\$185.93
Invoice		10/31/2017			
Transaction Date	11/7/2017	Security Bank	10100	<b>Total</b>	<b>\$185.93</b>
Refer	11752 CENTERPOINT ENERGY	Ck# 004719E 11/28/2017			
Cash Payment	E 100-43700-383 Gas Utilities	P/W			\$16.98
Invoice		10/31/2017			
Transaction Date	11/7/2017	Security Bank	10100	<b>Total</b>	<b>\$16.98</b>
Refer	11753 TECHSTAR IT SOLUTIONS	-			

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## Payments

Current Period: November 2017

<b>Cash Payment</b>	E 100-41940-400 Repairs & Maint Cont	MONTHLY BILLING OFFICE 365		\$60.00
Invoice 7358	11/1/2017			
<b>Cash Payment</b>	E 100-41920-312 Software Support	3CX PHONE SOFTWARE SUPPORT/PHONE BILL		\$262.00
Invoice 7345	11/1/2017			
Transaction Date	11/7/2017	Security Bank	10100	<b>Total</b> \$322.00
Refer	11754 <i>MINI BIFF INC</i>	-		
<b>Cash Payment</b>	E 100-45000-300 Professional Svcs	MEADOW PARK		\$50.04
Invoice A-91987	10/30/2017			
<b>Cash Payment</b>	E 100-45000-300 Professional Svcs	OSH PARK		\$50.04
Invoice A-91988	10/30/2017			
<b>Cash Payment</b>	E 100-45000-300 Professional Svcs	WEST RIDGE PARK		\$50.04
Invoice A-91989	10/30/2017			
<b>Cash Payment</b>	E 100-45000-300 Professional Svcs	DISCOVERY PARK		\$50.04
Invoice A-91990	10/30/2017			
Transaction Date	11/7/2017	Security Bank	10100	<b>Total</b> \$200.16
Refer	11755 <i>ADP, LLC</i>	Ck# 004720E 11/10/2017		
<b>Cash Payment</b>	E 100-41300-300 Professional Svcs	PAYROLL 22 PROCESSING FEE		\$16.70
Invoice 502687564	11/3/2017			
<b>Cash Payment</b>	E 100-41400-300 Professional Svcs	PAYROLL 22 PROCESSING FEE		\$14.03
Invoice 502687564	11/3/2017			
<b>Cash Payment</b>	E 100-43100-300 Professional Svcs	PAYROLL 22 PROCESSING FEE		\$16.70
Invoice 502687564	11/3/2017			
<b>Cash Payment</b>	E 620-49440-300 Professional Svcs	PAYROLL 22 PROCESSING FEE		\$18.04
Invoice 502687564	11/3/2017			
<b>Cash Payment</b>	E 640-49490-300 Professional Svcs	PAYROLL 22 PROCESSING FEE		\$18.04
Invoice 502687564	11/3/2017			
Transaction Date	11/7/2017	Security Bank	10100	<b>Total</b> \$83.51
Refer	11756 <i>MAYER LUMBER CO INC</i>	-		
<b>Cash Payment</b>	E 100-43100-400 Repairs & Maint Cont	GALV'D SAWHORSE, 100' RUBBER HOSE		\$124.97
Invoice 149136	10/3/2017			
<b>Cash Payment</b>	E 100-42280-400 Repairs & Maint Cont	12' GARAGE DOOR & PARTS		\$3,432.52
Invoice 149143	10/3/2017			
<b>Cash Payment</b>	E 100-45000-500 Capital Outlay (GENERA	ADHSIVE FAST'NR, RAWL WEDGE ANC, CONCRETE MIX		\$236.18
Invoice 149408	10/10/2017			
<b>Cash Payment</b>	E 100-43100-210 Operating Supplies	MAGIC CLEANR CONCENTRATE		\$28.18
Invoice 149432	10/10/2017			
<b>Cash Payment</b>	E 100-45000-500 Capital Outlay (GENERA	LUMBER, RE-RODS, CONC FORM TUBE		\$60.86
Invoice 149581	10/12/2017			
<b>Cash Payment</b>	E 100-43100-400 Repairs & Maint Cont	STAKES, CUT OFF WHEEL		\$42.95
Invoice 149616	1/13/2017			
<b>Cash Payment</b>	E 100-45000-500 Capital Outlay (GENERA	NEW TRASH CANS FOR PARKS		\$22.47
Invoice 149685	10/16/2017			
<b>Cash Payment</b>	E 100-45000-400 Repairs & Maint Cont	CEMENT MIXR RENTAL		\$22.00
Invoice 149702	10/16/2017			
<b>Cash Payment</b>	E 100-45000-400 Repairs & Maint Cont	POST HOLE AUGER RENTAL		\$70.00
Invoice 149757	10/17/2017			

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**Payments**

**Current Period: November 2017**

<b>Cash Payment</b>	E 100-45000-400 Repairs & Maint Cont	CEMENT MIXR RENTAL		<b>\$30.00</b>
Invoice 149798	10/18/2017			
<b>Cash Payment</b>	E 100-43100-400 Repairs & Maint Cont	TURF BLDR, GRASS SEED, MASKG TAPE		<b>\$56.56</b>
Invoice 149861	10/20/2017			
<b>Cash Payment</b>	E 100-42260-400 Repairs & Maint Cont	GALV NIPPL, BUSHING, 420' ROSIN		<b>\$17.57</b>
Invoice 149976	10/23/2017			
<b>Cash Payment</b>	E 100-42260-400 Repairs & Maint Cont	GALV NIPPL RETURNED		<b>-\$1.79</b>
Invoice 150161	10/27/2017			
<b>Cash Payment</b>	E 100-45000-400 Repairs & Maint Cont	DWV ADAPTR		<b>\$0.79</b>
Invoice 150214	10/30/2017			
<b>Cash Payment</b>	E 100-45000-430 Miscellaneous (GENERA	TRASH BAGS FOR TRAIL CLEAN UP		<b>\$27.99</b>
Invoice 150238	10/30/2017			
<b>Cash Payment</b>	E 620-49430-400 Repairs & Maint Cont	COPER PIPE & ADPTR'S		<b>\$25.91</b>
Invoice 150309	10/31/2017			
<b>Cash Payment</b>	E 100-45000-400 Repairs & Maint Cont	PIN HINGE		<b>\$5.29</b>
Invoice 150337	10/31/2017			
Transaction Date	11/7/2017	Security Bank	10100	<b>Total \$4,202.45</b>

**Fund Summary**

	10100 Security Bank	
100 GENERAL FUND		\$89,829.81
620 WATER FUND		\$11,282.67
640 SEWER FUND		\$6,338.73
		\$107,451.21

Pre-Written Checks	\$6,351.35
Checks to be Generated by the Computer	\$101,099.86
<b>Total</b>	<b>\$107,451.21</b>



**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

October 31, 2017

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

RE: Cold Water Crossing 7<sup>th</sup> Addition  
Request for LOC Reduction

Dear Margaret:

As requested, we have reviewed the applicants request to reduce the letter of credit for the Cold Water Crossing 7<sup>th</sup> Addition. In general, the remaining work includes on-going erosion and sediment control, restoration, the bituminous wearing course, and punch list items. Based on the current status of the project, we recommend reducing the Letter of Credit to **\$94,277**:

- Retained amount of 5% for completed improvements - \$38,396
- 125% of remaining work - \$55,881
  - Restoration and on-going erosion and sediment control - \$10,000
  - Bituminous Wear Course (includes adjusting castings and valves) - \$34,705

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

Sincerely,

**Bolton & Menk, Inc.**

**David P. Martini, P.E.**  
Principal Engineer

# MAYER COMMUNITY CENTER

## Rental Fees and Policies

## Rental Fees

	<b>Resident</b>	<b>Non-Resident</b>
Weekend Rental for Weddings (Includes evening of day before)	\$350.00	\$350.00
<i>Other large events:</i>		
Gym, Bar and Kitchen	\$250.00	\$350.00
Bar area and kitchen only	\$150.00	\$200.00
Gym Weekday Rental (2 hour min.)	\$18.50/hour	\$18.50/hour
Reservation of day before/after rental date	\$75.00	\$75.00
Church/Funeral	\$50.00	\$50.00
Birthday Party Rental (4 hours)	\$75.00	\$100.00
Damage Deposit	\$150.00	\$150.00

\*Damage deposit will be held and returned after the event if no damage is found.

# **CITY OF MAYER**

## **FACILITY USE POLICY AND PROCEDURES**

### **PRIORITIES FOR FACILITY USE**

Applications for the use of the Community Center will be processed and scheduled in the following order:

1. City sponsored events and governmental elections and caucuses.
2. All others are on a first come first serve basis.

### **HOW TO APPLY TO USE THE COMMUNITY CENTER**

Use of the Community Center is scheduled through City Hall. The place an application:

1. Obtain a Community Center Application by calling City Hall at 952-657-1502 or by picking an application up at Mayer City Hall at 413 Bluejay Avenue, Mayer, MN 55360.
2. A completed Application must be received at least ten days prior to the planned use.
3. Requests for use of City equipment, as well as set up times and needs, must be included on the Application.
4. Upon receipt of an Application, City staff will verify space availability and estimate applicable costs.

### **LIABILITY**

The City of Mayer assumes no responsibility or liability for damage, loss, or personal injury resulting from non-city use of the Community Center.

The individual named on the permit and or the group whose name is on the permit is responsible for the use of the facility and will accept responsibility for the payment or rent and/or other charges including damages.

The individual names on the permit and the group whose name is on the permit is jointly required to assume full responsibility for personal injury to any participants or spectators.

## RULES AND GUIDELINES FOR USE

Rules and regulations exist to protect the public's investment in the Community Center. The following rules must be observed by all persons using the building/grounds. Failure to do so may cause for cancellation of the use permit and/or denial of future use.

1. A permit will not be granted for any application, which, in the judgment of the City of Mayer may be in any way prejudicial to the best interests of the City. The City of Mayer may modify, deny, cancel or revoke any or all use applications or permits at any time. If violations occur during the course of any event and are not immediately remedied by the applicant, the City may immediately terminate the event and revoke the use permit.
2. All local and state ordinances and laws pertaining to the use of public buildings and facilities must be observed.
3. The City enforces the following:
  - a. The use of tobacco in City buildings is strictly forbidden at all times.
  - b. The possession and/or use of alcohol or controlled substances on City premises is prohibited at all times, except as specifically authorized by permit.
  - c. Proof of insurance must be provided prior to the issuance of any use permit.
  - d. All public events must have prior City Council approval.
4. Adequate adult supervision (21 years or older) must be provided during the entire use. The applicant will be responsible for compliance with rules, general behavior and safety. Use is limited to those areas of the building that are specifically approved and includes the lavatories.
5. Equipment brought in and its manner of use is subject to approval by the City.
6. The City of Mayer assumes no liability or responsibility for loss or damage to equipment or personal items belonging to the applicant or attendees. The applicant shall indemnify and hold harmless both the City from any such claims.
7. The City equipment may be used if advance arrangements have been made. Charges for staff time may be assessed, depending on the extent of set-up and or take-down needed.
8. All groups shall leave the City facility in the same manner in which they found it, returning everything to its original order. Charges for staff time may be assessed depending on the extent of clean-up needed.
9. If food and/or drink are to be served; this is to be indicated on the Application.
10. All required permits must be secured in advance of any events in which alcoholic beverages are served or are present. Prior to any function where alcoholic beverages are served, the applicant must acknowledge that they are aware of possible statutory dram

shop liability or common law liability that may arise due to property damage, personal injury, death or other damages resulting from the furnishing of alcoholic beverages. Applicant shall agree in writing to fully indemnify and hold harmless the City from such liability and shall provide proof of both general liability and dram shop insurance coverage acceptable to the City.

11. All licensed peace officer is required to be present at all public functions where alcoholic beverages and music are available.
12. Alcoholic beverages cannot be sold at any function, either directly or indirectly without a permit to sell intoxicating beverages.
13. There shall be absolutely no sales or furnishing of any alcoholic beverages under 21 years of age.
14. The use of the kitchen is included with the use of the Community Center.
15. Groups or individuals approved to use the Community Center may not assign, sublet, transfer, or charge a fee for use of the facility.
16. Those using the Community Center may display banners, signs, streamers, or any materials of any advertising nature on the City premises during the hours scheduled. These displays/signs may not cause damage to or deface City premises; and must meet all requirements imposed by other governmental agencies. No decorations may be tacked, stapled or in any way adhered to walls, ceilings, or windows except with an all-mounting removable adhesive.
17. Confetti of any type is not allowed.

## CANCELLATIONS OR CHANGES

In the event of cancellations or changes in use, the applicant shall notify the City at least 2 business days prior to the scheduled use. The City reserves the right to charge a non-refundable deposit for activities located in the Community Center.

## RATES FOR FACILITY USE

Rental Rates will apply to all groups and activities as listed in the categories below. All groups using the facilities are responsible for staff costs. In addition, groups and individuals are responsible for the repair and/or replacement of damage, theft or loss to premises resulting from their use.

## STAFFING

Groups/individuals using the Community Center may be responsible for staff charges if used.

1. Custodian – could include opening and closing the building. Set-up, clean-up or presence during a time when not otherwise staffed. A two hour minimum charge will be assessed if a custodian is called to the building beyond normal work hours. Custodian time is charged at the current hourly rate, including overtime and holiday pay, if applicable.

## RENTAL CATEGORIES

Determination of rental fees for use of the Community Center is based on the following groups:

### **GROUP A – CITY**

These groups will not be charged rental fees.

City sponsored events events. These groups will not be charged for regular gatherings, but any other event a janitorial fee may be charged.

### **GROUP B – LOCAL TAX SUPPORTED PUBLIC AGENCIES OR NON-PROFIT ORGANIZATIONS**

These groups will not be charged rental fees.

Local tax supported public agencies and local civic service, and charitable groups. Also, local non-profit groups.

### **GROUP C – LOCAL RELIGIOUS**

These groups will be charged a reduced rental fee.

Local groups of a religious nature for worship, instruction, meetings or funerals.

### **GROUP D**

These groups will be charged rental fees.

Individuals, private agencies and private clubs, companies, vendors, business or special interest groups and non-profit groups with a regional or statewide clientele, for activities of a commercial, business or revenue generating nature. Non-local (outside of the City of Mayer city limits) youth, civic service, charitable and religious groups.

**GROUP E**

These groups will not be charged a rental fee.

Local Home School Organizations.

	Personnel Committee	Number of Councilmembers	Additional Members	Additional Comments
City of Cologne	Yes		2 City Administrator*	*Only involved in meetings that involve salary adjustments and reviews of employees Makes recommendations to the Council.
City of Waconia	Yes		2 City Administrator	
City of Hamburg	Yes		2 City Administrator	
City of NYA	Yes		2 City Administrator & City Clerk	
City of New Germany	Yes		2 City Administrator	
City of Watertown	No			



## Request for Council Action Memorandum

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Item: Authorization to Close City Hall on Friday, November 24, 2017

Meeting Date: November 13, 2017

Presented By: Margaret McCallum, City Administrator

**Recommendations/Council Action/Motion Requested:**

A motion approving the closing of City Hall for the day after Thanksgiving on Friday November 24, 2017.

**Details:**

The City of Mayer has been closed the day after Thanksgiving for the past several years. Staff is proposing to be closed again this year on Friday, November 24, 2017.

Staff would use PTO to replace the hours. Conducting business the day after Thanksgiving is very limited because many other organizations and businesses that would utilize City services are closed.

**Attachments:**

None.



## LIABILITY COVERAGE – WAIVER FORM

**LMCIT members purchasing coverage must complete and return this form to LMCIT before the effective date of the coverage. Please return the completed form to your underwriter or email to [pstech@lmc.org](mailto:pstech@lmc.org)**

This decision must be made by the member's governing body every year. You may also wish to discuss these issues with your attorney.

League of Minnesota Cities Insurance Trust (LMCIT) members that obtain liability coverage from LMCIT must decide whether to waive the statutory tort liability limits to the extent of the coverage purchased. The decision has the following effects:

- *If the member does not waive the statutory tort limits*, an individual claimant would be able to recover no more than \$500,000 on any claim to which the statutory tort limits apply. The total all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would be limited to \$1,500,000. These statutory tort limits apply regardless of whether the city purchases the optional excess liability coverage.
- *If the member waives the statutory tort limits and does not purchase excess liability coverage*, a single claimant could potentially recover up to \$2,000,000 for a single occurrence. (Under this option, the tort cap liability limits are waived to the extent of the member's liability coverage limits, and the LMCIT per occurrence limit is \$2 million.) The total all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would also be limited to \$2,000,000, regardless of the number of claimants.
- *If the member waives the statutory tort limits and purchases excess liability coverage*, a single claimant could potentially recover an amount up to the limit of the coverage purchased. The total all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would also be limited to the amount of coverage purchased, regardless of the number of claimants.

Claims to which the statutory municipal tort limits do not apply are not affected by this decision.

City of Mayev  
LMCIT Member Name

Check one:

- The member **DOES NOT WAIVE** the monetary limits on municipal tort liability established by Minnesota Statutes, Section 466.04.
- The member **WAIVES** the monetary limits on municipal tort liability established by Minnesota Statutes, Section 466.04 to the extent of the limits of the liability coverage obtained from LMCIT.

Date of city council/governing body meeting \_\_\_\_\_

Signature \_\_\_\_\_ Position \_\_\_\_\_