



**CITY OF MAYER  
REGULAR CITY COUNCIL MEETING  
CITY COUNCIL CHAMBERS  
MONDAY, NOVEMBER 25, 2019  
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. November 12, 2019 City Council Meeting Minutes
    2. November 12, 2019 City Council Workshop Meeting Minutes
  - B. Claims
  - C. Reports
    1. City Administrator Report
    2. Public Works Report
    3. City Engineer Report
    4. Carver County Sheriff Department Report
    5. Fire Department Report
  - D. Gambling License – Watertown Rod and Gun Club – Resolution 11.25.19.45
  - E. Quarter 3 (2019) – Financial Report
- 6. Truth in Taxation – Public Hearing**
- 7. Reports and Recommendations of City Departments, Consultants, Commissions and Committees**
  1. Administrative
    - A. 2020 Benefits – Resolution 11.25.19.46
    - B. 2020 Police Contract – Resolution 11.25.19.47
  2. Public Works
    - A. Kluver Consulting LLC - Contract Termination – Resolution 11.25.19.48
- 8. City Council Reports**

**9. Other Business**

**10. Upcoming Meetings & Events**

- November 28, 2019 Thanksgiving – Offices Closed
- November 29, 2019 Thanksgiving – Offices Closed
- December 3, 2019 Planning and Zoning Commission
- December 9, 2019 City Council Meeting
- December 10, 2019 Park Commission Meeting

**11. For Your Information**

- November 13, 2019 Park Commission Minutes
- November 19, 2019 Fire Board Minutes

**12. Adjournment**

MAYER CITY COUNCIL MEETING MINUTES –NOVEMBER 12, 2019

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, and City Engineer Martini.

ALSO PRESENT: Don Wachholz,

The meeting was opened with the Pledge of Allegiance.

APPROVE AGENDA

A MOTION was made to approve the agenda as presented. Motion Carried 5/0

PUBLIC COMMENT

None

APPROVE CONSENT AGENDA

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

1. Approve the Minutes of the October 28, 2019 Regular Council Meeting.
2. Approve Claims for the Month of May 2019. Check numbers 22591-22617, E-Check numbers 5452E to 5468E, 50102.
3. Request for November 29, 2019 Off – Day After Thanksgiving
4. Liability Coverage Waiver – League of Minnesota Cities Insurance Trust – Resolution 11.12.19.40
5. West Ridge Parking Lot – Pay Request #1

ADMINISTRATION

**1. MnDOT Presentation – 2020 Highway 25 Project**

Diane Lagenbach, South Area Engineer, for MnDOT provided a presentation for the 2020 Highway 25 Improvement Project. Curt Kobilarcsik, Senior Project Manager for MnDOT was also present.

Lagenbach summarized that the project would be a resurfacing project from County Road 30 in Mayer to State Street in Watertown. The project would include, within Mayer, the constructing of American with Disabilities Act (ADA) improvements to meet current standards, update guardrails, and add some “complete street” elements.

Langebach informed that the Main Street Funding was acquired for the project to help create the “complete street” designs in the downtown areas of both cities.

She informed that more emphasis will be placed on sidewalk improvements, curb ramps and drainage issues. She also stated that instead of the movement of 3 street lights originally proposed, there would be 28 moved in Mayer.

The project will include widening sidewalks. The existing 12 foot driving lanes would remain, but the parking along the edge of the road would go down to 10 feet instead of the 12+ foot parking lanes currently.

Langenbach informed that a new trail connection between 5<sup>th</sup> Street and 7<sup>th</sup> Street would be constructed to create a new connection to the school and enhance connectivity. She stated that the City has expressed desire in the past to install an Enhanced Pedestrian Crossing Sign at 4<sup>th</sup> Street and that this improvement could be made with the project.

The project itself according to Langenbach will have minimal impact in Mayer for the resurfacing of the Highway. No road closure is expected in Mayer. Nonetheless, Watertown will have closure and therefore have some rerouting. Access to residential properties, the fire station, etc. will remain open at all times. She informed that most impact will be seen with the improvements made to sidewalks and curb ramps.

Langenbach explained that the planning process for the project has been years in the making with several public involvement events. She informed that they will continue to educate and provide methods of communication for the project as it comes forth.

She stated that the project is expected to start in June and go to October 2020.

Some of the City's responsibilities will be to assist in the lighting relocation design (City Engineer), make a decision on the Rapid Flashing Beacon at 4<sup>th</sup> Street, provide a Limited Use Permit for the trail installation and provide a Cooperative Construction/Agency Utility Agreement.

Langenbach informed that the resurfacing of Highway 25 south of County Road 30 is now projected to state in 2021, instead of 2023. They will be starting the planning and meetings soon.

Mayor Dodge asked what costs the City would be responsible for related to the light design work.

Langenbach informed that the City would pay for the engineering costs for the relocating plans and that MnDOT would pay for the actual construction and movement of the lights.

Dodge asked about how the staging process for the project would look and that if anything could be done to make sure there was less impact to the businesses.

Martini suggested that a timeframe be put in place for the contractor so that businesses are aware of a the timeline.

McNeilly expressed concern about the parking impact in the downtown area.

## **2. Collective Bargaining Agreement – Local 49**

McCallum introduced this item for discussion. She informed that over the past several months, the City's negotiation team has been negotiating a collective bargaining agreement with the International Union of Operating Engineers Union, Local 49.

McCallum stated that a review of the agreement was done in a closed session at the October 28, 2019 City Council meeting. She said that the City Attorney was present and that it was then that the Council reviewed and discussed the contract.

She stated that as of November 8, 2019, the agreement had been finalized and voted on by the employees represented by the contract.

McCallum informed that the next step in the process would be for the Council to move on approving the agreement between the City of Mayer and the Union. She informed that the new date range of the contract is January 1, 2020 to July 31, 2021.

She also recommended that the Council consider moving the allow the Mayor and City Administrator to sign the contract on behalf of the City.

**Stieve-McPadden moved to approve the Collective Bargaining Agreement between the City of Mayer and the International Union of Operating Engineers Union, Local 49. Butterfield seconded. Motion passed 5-0.**

**Butterfield moved to allow the Mayor and the City Administrator to sign the contract on behalf of the City. McNeilly seconded. Motion passed 5-0.**

## PLANNING

### 1. Site Plan Review for New Building – 185 7th Street NW & Parking Variance

McCallum introduced this item to the Council. She informed that the Council was being asked to approve or deny a site plan for a new commercial building and parking lot for Excel Mechanical to be located at 185 7<sup>th</sup> Street NE.

In addition, the Council was being asked to approve or deny the request for a variance to reduce off-street parking requirements for the new building.

McCallum informed that the off-street parking is shown on the site plan, but that the number of proposed off-street stall is less than the required number because the applicant does not need the number of required stalls at this time for the use of the building.

Generally, for the size of the building, in this case 4,960 square feet, a total of 17 spaces are identified by the code to be required. The applicant proposed 7 on the site plan (to be paved) with room for the additional 10 spaces if needed in the future.

McCallum reviewed additional details, requirements and conditions proposed by the City for the applicant. She said that they are listed in the resolution for consideration. Therefore staff proposed to Council approving the site plan and variance with Conditions of approval.

McCallum informed that the Planning Commission approved the site plan and variance at their November meeting with a 6-0 vote.

There was discussion by the Council about the request for a variance for parking. Stieve-McPadden stated that the plan does show where the off-street parking could be placed if needed in the future.

The Council asked the applicant why they felt a variance was needed. Jeremey Scheuble, the applicant, informed that he does not need the extra parking at this time for the plumbing business that will be using the building. He informed that he has a small number of employees. But reiterated that the there is available space if needed in the future.

**Stieve-McPadden moved to approve resolution 11.12.19.41 approving the site plan for a new commercial building to be located at 185 7<sup>th</sup> Street in the C-1 General Commerce District. Boder seconded. Motion passed 5-0.**

**Boder Moved to approve resolution 11.12.19.42 approving and granting a variance to allow to reduce the required number of off-street parking from the seventeen (17) stalls to seven (7) stalls to allow for the construction of new commercial building in the C-1 General Commerce District at 185 7<sup>th</sup> Street NW.**

**2. Site Plan for New Building – 856 Shimmcor and Parking Variance**

McCallum introduced this item to the Council. She informed that the Council was being asked to approve or deny a site plan for a new commercial building and parking lot for Waconia Roll-Off to be located at 856 Shimmcor Street.

In addition, the Council was being asked to approve or deny the request for a variance to reduce off-street parking requirements for the new building.

McCallum informed that the off-street parking is shown on the site plan, but that the number of proposed off-street stall is less than the required number because the applicant does not need the number of required stalls at this time for the use of the building.

Generally, for the size of the building, in this case 4,500 square feet, a total of 14 spaces are identified by the code to be required. The applicant proposed 4 on the site plan (to be paved) with room for the additional 10 spaces if needed in the future.

McCallum reviewed additional details, requirements and conditions proposed by the City for the applicant. She said that they are listed in the resolution for consideration. Therefore staff proposed to Council approving the site plan and variance with Conditions of approval.

McCallum informed that the Planning Commission approved the site plan and variance at their November meeting with a 6-0 vote.

There was discussion by the Council about the request for a variance for parking.

The Council asked the applicant why they felt a variance was needed. Randy Peitz, the applicant, informed that he does not need the extra parking at this time for business and how they will be using the building. He informed that he has a small number of employees and need at this time. He stated that there will be 3-4 trucks on site at a time; to be used for construction debris disposal, nonetheless that the trucks will only be on site for storage.

**Butterfield moved to approve resolution 11.12.19.43 approving the site plan for a new industrial building to be located at 856 Shimmcor Street in the C/I Commercial/Industrial District. Stieve-McPadden Seconded. Motion passed 5-0.**

**McNeilly Moved to approve resolution 11.12.19.44 approving and granting a variance to allow to reduce the required number of off-street parking from the fourteen (14) stalls to four (4) stalls to allow for the construction of new industrial building in the C/I Commercial/Industrial District at 856 Shimmcor Street.**

COUNCIL REPORTS

- Stieve-McPadden informed that at the Planning Commission meeting, the City Planner, John Anderson, provided an update on the Fieldstone Development and how there was interest in a company to start the development process again.
- Stieve-McPadden stated that after the approval of the 2040 Comprehensive Plan, the Planning Commission will start looking at the parking requirements ordinance to see if any changes could be made since so many businesses are asking for variances.
- Stieve-McPadden asked McCallum to look into a concern that was presented for a property on Shimmcor that has yet to meet the pavement requirements of its approved site plan.
- Butterfield informed that there is an upcoming Community Education meeting got Watertown-Mayer Schools.
- McNielly informed that the Park Commission meeting will be on November 13, 2019.

ADJOURN

**There being no further business, a MOTION was made by Council Member Butterfield and seconded by Council Member Stieve-McPadden to adjourn the meeting at 7:39 p.m. Motion Carried 5-0**

\_\_\_\_\_  
Mike Dodge, Mayor

Attest: \_\_\_\_\_  
City Administrator, Margaret McCallum

MAYER CITY COUNCIL WORK SESSION MINUTES – NOVEMBER 12, 2019

Call Work Session to order at 7:40 p.m. by Mayor Dodge.

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

ABSENT: None.

STAFF: City Administrator McCallum

ALSO PRESENT: None.

**1. Call Meeting to Order**

Meeting called to order at 7:40 p.m.

**2. 2020 Police Contract**

McCallum introduced this item to the Council for discussion. She informed that the purpose of the item on the agenda was to further discuss the contract between the City of Mayer and the Carver County Sheriff's Department for 2020 police services.

She said that the contract is approved annually for the next year.

She provided some reminders of the current contract that the City is currently contracting at a .67 FTE rate. The City also receives 130 Community Service Officer (CSO) hours.

McCallum said that the Council has been trying to come to a consensus on how much to increase the FTE hours (from .67 to .88 or to 1.0). and what hours they want the Deputy to patrol the community. The current services are for the day shift. There has been discussion to switch it to evening coverage.

The City currently shares a contract with New Germany who represented .12 FTE of a contract.

McCallum stated that the City currently had budget \$145,000.00 for 2020 police services. In 2019, the budget was \$100,000.00. She informed that coverage at .88 would be \$121,620.00.

Boder informed that he would like to see evening hours.

There was much discussion between the Council on the hours. They discussed options including keeping day coverage, evening coverage, night coverage and some shifts the include the weekend.

Commander, Mike Wollin, of the Sheriff's Department was available to answer questions.

The Council agreed to the increase to a .88 FTE.

Butterfield expressed concern over having an officer in the community that lives in the community. She was concerned that there could be unfair treatment and discomfort enforcing law on neighbors.

Wollin stated that the current Deputy is a professional officer who needs to be fair and will do the job.

Dodge expressed concern about the cost jump for the City for 2019 to 2020.

There was discussion on whether a C.S.O. was needed in the community. Wollin informed that the City could get rid of the C.S.O. if they desired.

The Council discussed the option available to them with regards to purchasing extra police hours.

The Council agreed that it should be a 5 day shift, Monday – Friday and not a 4 day shift. They did not want to lose the presence in the community for a day.

The Council agreed to look into a day-evening schedule (for example 2-10). Commander Wollin and McCallum said they would reach out to the deputy. Wollin confirmed that this shift has been done in the past in the City of Mayer.

The Council asked staff to also have the attorney look at the language of the Contract regarding the maintenance of the contract.

There was much discussion by the Council on providing more detailed directions to the Deputy with regards to what they want to see them do in the community. They would like to see more enforcement of code and less education on code.

### **3. Street Renaming and Property Readdressing – 62<sup>nd</sup> Street/7<sup>th</sup> Street**

McCallum introduced this item to the Council for review and discussion. She informed that over the past several year, there has been discussion on readdressing Mayer Lutheran High School. She said that as the school continues to grow and host more events, there have been complaints from residents that live on 5<sup>th</sup> street because of the increased traffic.

The current address is off of 5<sup>th</sup> Street, which is the south entrance to the school.

While the school has made an effort to reroute people and visitors to the north entrance, maps still direct people to the 5<sup>th</sup> street entrance. Therefore, the school is requesting a change in address to 7<sup>th</sup> Street NE.

McCallum stated that the City has the authority to rename City streets. However, changing the name of the street from 62<sup>nd</sup> Street (Township Road name) to 7<sup>th</sup> Street NE (City name), it would impact other properties as well that have a 62<sup>nd</sup> Street postal address.

The Council agreed that a name change was necessary for the school to help alleviate traffic off of 5<sup>th</sup> Street. They directed staff to reach out to the residents of 62<sup>nd</sup> Street to educate them on the desire the change the street name.

### **4. 2020 General Fund Budget**

McCallum provided a short update on the 2020 General Fund Budget. She said that not much change has occurred between the last meeting discussion and this meeting with regards to numbers. She said she felt comfortable with most of the numbers. She did make a decrease in the Streets Capital Fund and therefore the tax rate went from 52% to 51.35%. She said that once the police contract was finalized, she expected it to go down more to a projected 50%.

## 5. **2020 Enterprise Budget**

McCallum informed that based on the 2018 utility rate study that identified future projects, operations, and ongoing maintenance of the water, sewer, and stormwater systems, that the City could envision next years budget plan.

She said that according to the study, the City should be increasing rates at 3% to provide for a solid budget coverage all around.

McCallum explained that the expenditures for the Water Fund for 2020 is expected to be about \$668,752.00 (an increase of \$60,487.00 or \$608,265.00 from 2019). She informed that the main increase is seen in the engineering planning for three large water capital projects in 2020.

She informed that the engineering costs for 2020 is projected to be around \$121,500.00 with the three projects to be between \$1,125,000.00 - \$1,475,000.00.

She stated that the current reserves for the water fund is \$1,132,392.00.

McCallum said that based on the utility study, the revenue projections for the water fund in 2020 is expected to be \$753,359.00. She said that revenues are expected to be over expenditures and that an overages are put into the reserve fund for capital projects.

For the Sewer Fund, the 2020 budget for debt, operations, and maintenance is expected to be about \$909,741.00. That is an increase of about \$73,428.00 from 2019 or \$836,313.00.

The budget increase is partly for projected engineering costs related to Waste Water Treatment Facility upgrades and some capital projects.

The projected revenue is projected to be about \$1,008,669.00. Revenues are expected to be over expenditures. Any remaining revenues will go into the current reserve fund.

## 6. **2020 Water/Sewer Rates**

McCallum provided a copy of the 2018 utility rate study to the Council, Based on the study that identifies the large projects, operations and debt over the upcoming years, the study suggests a 3% increase in rates.

The Council agreed that this was necessary. But also agreed to relook at the study next year to reassess.

### MEETING ADJOURNED

There being no further business, the work session was adjourned at 9:22 p.m.

\_\_\_\_\_  
Mike Dodge, Mayor

Attest: \_\_\_\_\_  
Margaret McCallum, City Administrator

DRAFT

**ACCOUNTS PAYABLE LIST**

**NOVEMBER 25, 2019**

**Checks: 22618 - 22641, 5469E - 5474E**

22618	VISA	Elections - Equipment and Food	\$194.43
22619	VISA	Stamps	\$64.10
22620	ABI Attachments Inc	Baseball Field - Drag Equipment	\$4,821.86
22621	AEM Financial Solutions	Quarter 3, 2019 Financial Report	\$1,750.00
22622	Bobs Repair of Mayer	Hitch Pin and Clip	\$1,073.96
22623	Bolton and Menk	Engineering	\$21,346.00
22624	Carverlink	City Buildings - Internet	\$160.00
22625	Emergency Reponse Solutions	FD Multigas Detector, Charger	\$1,693.17
22626	Fremont Industries	WWTP Coagulant	\$972.00
22627	Greater MN Communications	FD Locker Nametags	\$662.04
22628	Guardian Pest Control	Community Center Pest Control	\$44.26
22629	Jerrys Transmissions Services	FD Truck 2014 Spartan Maintenance	\$523.43
22630	Kjolhaug Environmental Services	Wetland Maintenance	\$318.56
22631	Lincoln National Life Insurance Co	Employee Life Insurance	\$202.80
22632	Mayer Baseball Club	Donation Refund	\$2,000.00
22633	MN Department of Health	2020 Concession Stand Fee	\$290.00
22634	MN Department of Health	Utility Connection - State Fee	\$1,339.00
22635	Mobil - Exxon Mobil	PW/FD gas	\$520.78
22636	Motorola Solutions	Fire Department - Radios	\$3,738.75
22637	Municipal Development Group	Planning Services	\$1,427.50
22638	Squeaky Clean	Cleaning Services	\$711.17
22639	Utility Consultants	Samples	\$1,780.00
22640	Valley Paving	West Ridge Park Improvements - Parking Lot	\$59,726.22
22641	VISA	Public Works - Saw	\$1,185.89
5469E	ADP LLC	Employee Payroll	\$6,416.28
5470E	ADP LLC	Administrative - Payroll Fee	\$92.76
5471E	Security Bank	ACH Processing Fee	\$34.70
5472E	ADP LLC	Employee Payroll	\$6,366.07
5473E	ADP LLC	Employee Payroll Taxes	\$2,669.44
5474E	ADP LLC	Payroll Admin Fee	\$84.29
			<hr/>
			\$122,209.46



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# Administrators Report

**Watertown-Mayer School District Elections** – The Election took place on November 5, 2019. City staff administered the election at Mayer City Hall on behalf of the School District.

**MnDOT – 2020 Project** –An update on the project was presented at the November 12, 2019 meeting.

**Planning Commission Meeting in November** – The Planning Commission approved two sites plans in November and recommended approval to the City Council. Both plans requested variances for off-street parking requirements.

**Truth in Taxation** – This public hearing will be at the November 25, 2019 meeting. Notices were sent to residents. This provides an opportunity for residents to participate in the 2020 budget discussion.

**2020 Enterprise Budgets**- This came to Council at the November 12, 2019 workshop meeting. It will be on the December 9, 2019 meeting for final approval.

**2020 General Budget** – This came to Council at the November 12, 2019 workshop meeting. It will be on the December 9, 2019 for final approval.

**2020 Utility Rates** – A 3% increase was discussed by the Council, recommended and based on the 2018 rate study. This will come back to Council at the December 9, 2019 meeting.

**Veterans Dinner – November 7, 2019 at 5:00 p.m. – MLHS** – I attended this event. All proceeds go to the veterans memorial in the City of Mayer.

**Union Contract** – The contract was finalized between the City of Mayer and Union Employees at the November 12, 2019 meeting.

**Audio/Visual** – City officials and staff met with a representative from Teirney this week regarding upgrades to Audio/Visual in the Council Chambers. They will be at the December 9, 2019 meeting for further review and discussion.

**Preliminary Audit – Next Week** – Abdo, Eick and Meyer will be out next week performing their preliminary audit. The regular full audit will be the end of January.

**Fire Department Board Meeting** – The Fire Board met on Tuesday to review the 2020 Fire Department budget. There was also discussion on future goals and plans. The Board decided to meet twice a year moving forward.

**Maggie McCallum, City Administrator**



**To:** Mayor and Council Members

**From:** Kyle Kuntz

**Re:** Public Works Activities from October 25<sup>th</sup> (2019) to November 21<sup>st</sup> (2019)

#### **Roads**

- Started cutting high gate valves
- Started trimming boulevard trees in Fieldstone development
- Spread salt/sand when necessary
- Fixed plugged drain tile line on West Ridge Road
- Received 50 tons of treated road salt and pushed pile into salt storage building

#### **Parks**

- Final mowed and weed whipped all parks for the season
- Hauled and leveled 25 tons of ball field lime to field number #3
- Dug in curbing and four square pad in Meadow Park
  - Added 100 yards of playground mulch
  - Final graded area around curbing and reopened park (will seed area in the spring)

#### **Water Treatment Facility**

- Took water samples for Minnesota Department of Health
- Troubleshoot issues with high service pump #2 VFD
  - VFD needs to be replaced as soon as possible (work is scheduled to be completed within the next couple weeks)

#### **Wastewater Treatment Facility**

- Contractor came to clean influent lift station
- Started cleaning and modifying digester aerators
- Removed UV modules for the 2019 season
  - Cleaned bulbs and put into storage
- Drained, cleaned, inspected, and refilled clarifier
  - Washed down walls and floor in clarifier building

#### **Lift Stations & Collection System**

- Started looking at 2020 collection system projects
- Contractor came to clean all lift stations
- Contractor came to fix issue with the generator at lift station #1
- Issues with force main for pump #1 on lift station #1
  - Sections of pipe need to be replaced as soon as possible (work is scheduled to be completed within the next couple weeks)

#### **Miscellaneous**

- Hauled out old pallets and other miscellaneous items from public works yard
  - Added additional rock
- Put caster wheels on new council chambers desk and moved desk into City Hall
- Attended safety training in Waconia
- Pinnacle Roofing started reroofing City Hall/Community center
  - Most of the work has been completed just a few minor details need to be addressed

#### **Equipment**

- Ordered and assembled new grading/baseball field drag
- Moved snow removal equipment over from old public works building



## MEMORANDUM

**Date:** November 21, 2019  
**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 October billing period:

### Miscellaneous Engineering

Miscellaneous engineering included the following:

- Attendance at the City Council meeting on October 14
- Site plan review for the proposed building at 185 7<sup>th</sup> Street
- Reviewing lot surveys in Cold Water Crossing
- Reviewing sodding and grading concerns in Cold Water Crossing
- Reviewing drainage issues on Rustic Road
- Correspondence related to pond maintenance questions from a resident
- Continued management of the wetland restoration project and wetland banking application
- Review of New Germany's request to explore wastewater treatment options
- Planning for water system improvement projects
- Response letter to EPA for proposed discharge limit changes

18 hours of time was provided at the City's reduced hourly rate and the City Council Meeting was attended at **no charge**, which resulted in a savings to the City of **\$2,121**.

### Comprehensive Plan Support

During the billing period, we continued to update the plan and provide additional information to Met Council for the Storm Water Management, Transportation, and Land Use sections of the plan.

### Sanitary Sewer Improvements

During the billing period, time was spent reviewing televising information and processing a pay request.

### Street Improvements

During the billing period, time was spent developing the scope of work and preliminary cost estimates for the project.

### Cold Water Crossing 7<sup>th</sup> Addition

During the billing period, time was spent performing an erosion and sediment control inspection.

### Hidden Creek 7<sup>th</sup> Addition

During the billing period, time was spent performing an erosion and sediment control inspection.

**Old Schoolhouse Trail Improvements**

During the billing period, time was spent collecting survey information to determine the improvements that are necessary to make the trail ADA compliant.

**Sprint Upgrade**

During the billing period, time was spent on administrating a pre-construction meeting and observing shop coating applications.

**TH 25 Coordination**

During the billing period, time was spent reviewing preliminary plans for the 2020 project, which included a meeting with Mn/DOT and the City.

**West Ridge Park**

During the billing period, time was spent providing construction staking and observation, which included a meeting with the contractor to review construction issues.

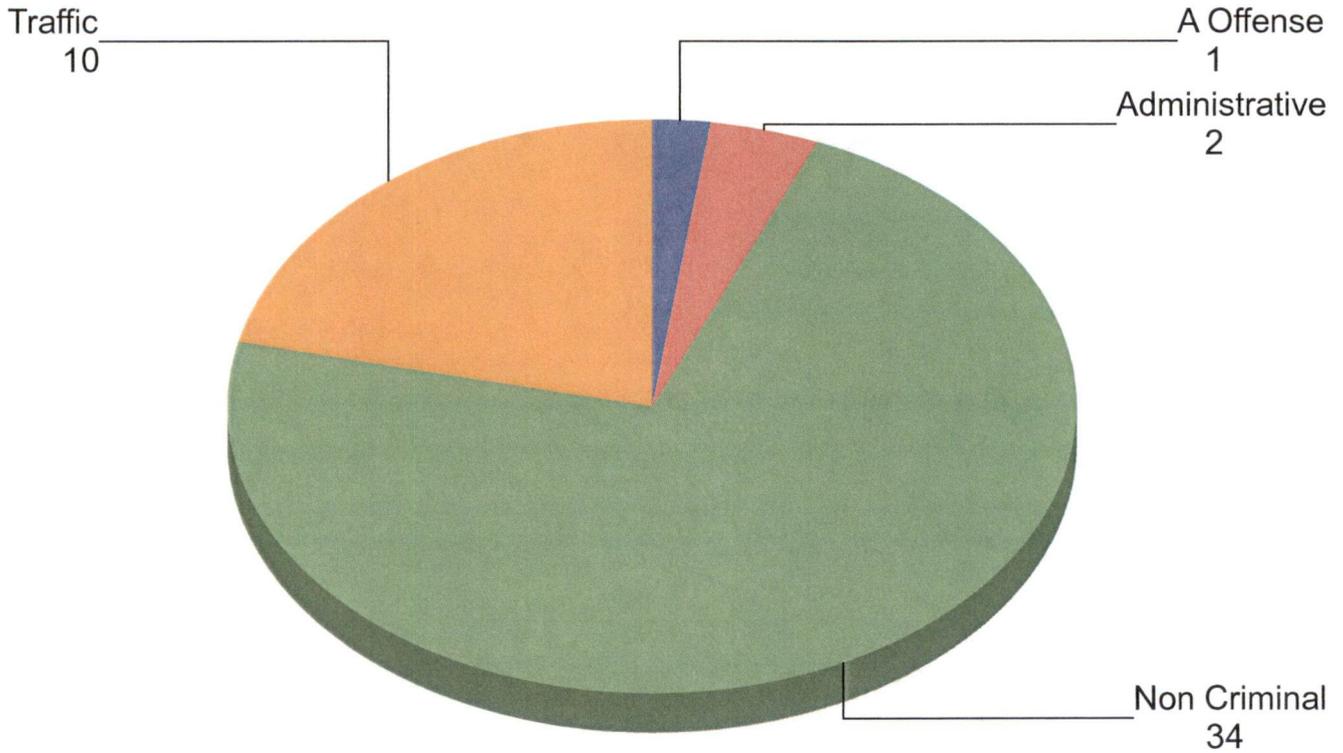


**City of Mayer  
October 2019**



**Carver County Sheriff's Office  
Monthly Calls for Service  
From: 10/1/2019 To: 10/31/2019**

**Mayer City**



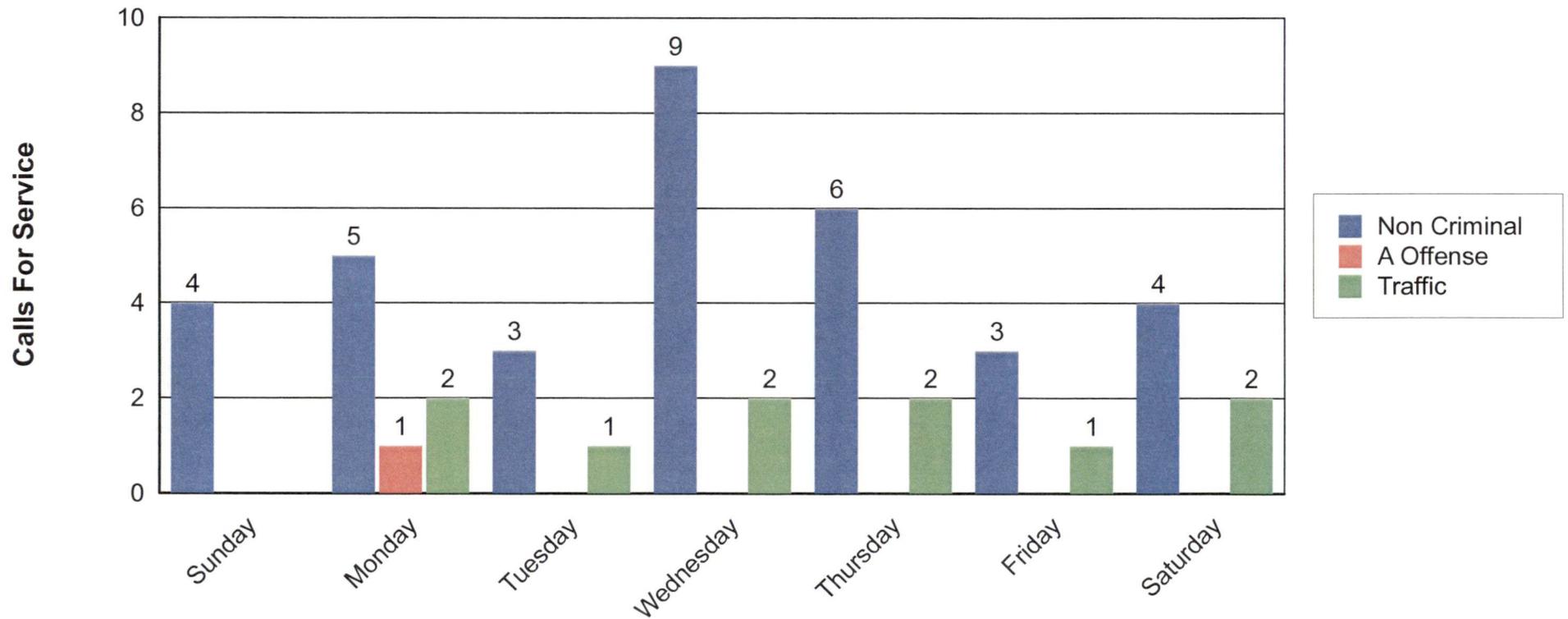
Total A Offense:	1
Total Non Criminal:	34
Total Traffic:	10
Total Administrative:	2

**Total Mayer City: 47**



**Carver County Sheriff's Office**  
**Day of Week Analysis of Calls for Service**  
**Patrol Activity**  
**From: 10/1/2019 To: 10/31/2019**

## Mayer City

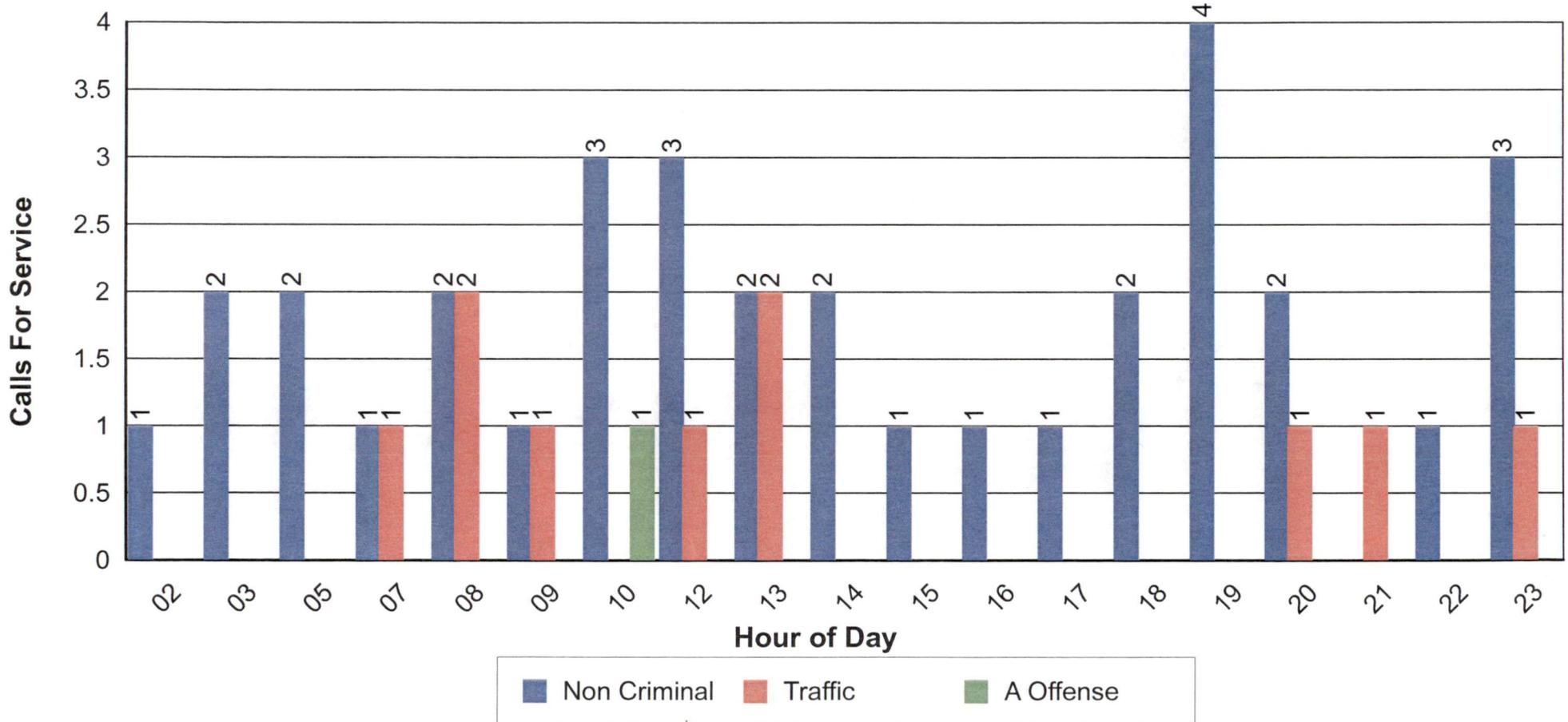


**Total Mayer City: 45**



**Carver County Sheriff's Office**  
**Hour of Day Analysis of Calls for Service**  
**Patrol Activity**  
From: 10/1/2019 To: 10/31/2019

## Mayer City



**Total Mayer City: 45**



**Carver County Sheriff's Office  
Monthly Calls for Service  
From: 10/1/2019 To: 10/31/2019**

## Mayer City

### Patrol

#### A Offense

Property Damage 1

**Total A Offense: 1**

#### Non Criminal

Misc Non-criminal 4

Alarm 4

Missing Person 1

Abuse/Neglect (Info Only) 3

Animal 2

Medical 7

Fire Call 3

Warrant Service 2

Suspicious Activity 1

Open Door 5

Disturbance (Info Only) 2

**Total Non Criminal: 34**

#### Traffic

Traffic - Misc 2

Traffic Stop 4

Pd Accident 1

Pd Accident Mv/deer 1

Driving Complaint 2

**Total Traffic: 10**

**Total Patrol: 45**

### Administrative

#### Administrative

GunPermit-Acquire 1

GunPermit-CarryNew 1

**Total Administrative: 2**

**Total Administrative: 2**

**Total Mayer City: 47**



**Carver County Sherff's Office**  
**Arrest Summary**  
**For: Mayer City**  
**From: 10/1/2019 To: 10/31/2019**

**Mayer City**

250 - Counterfeiting/Forgery

Totals for Mayer City

Total Charges	Total Arrestees	Total Incidents
1	1	1
1	1	1



# Carver County Sherff's Office Traffic Citation Summary From: 10/1/2019 To: 10/31/2019

## Mayer City

No Proof Of Insurance:	1
Total Mayer City:	1



**Carver County Sheriff's Office  
Verbal Warnings  
From: 10/1/2019 to 10/31/2019**

**Mayer City**

Animal:	1
Traffic Stop:	3
Grand Total Verbal Warnings:	4

Date: November 6, 2019

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

SUBJECT: FIRE REPORT FOR MONTH ENDING – 10/31/19

**TOWNSHIP CALLS:**

<u>DATE</u>	<u>TIME</u>	<u>TWP</u>	<u>DESCRIPTION/ADDRESS</u>	<u>MAN HOURS</u>
10/16/19	0921	Camden	Smoke Detector Alarm, 14875 Co Rd 32	8
10/17/19	1330	Waconia	Mutual Aid Waconia, Gas Leak, Lakeview Terrace/Wac Pkwy	25
10/17/19	1411	Hollywood	Mutual Aid New Germany, 4247 Vernon Ave	9
10/17/19	1643	Waconia	2 Vehicle Crash, Co Rd 32/Hwy 25	15
10/29/19	1040	Watertown	Medical, 4660 Quaas Ave	7

**CITY OF MAYER CALLS:**

<u>DATE</u>	<u>TIME</u>	<u>DESCRIPTION/ADDRESS</u>	<u>MAN HOURS</u>
10/02/19	0730	City of Hutchinson Mutual Aid, River Search missing person	24
10/06/19	0724	Fire Alarm, 209 Bluejay Ave	16
10/10/19	1910	Basement Fire, 1369 Foxtail Glen	32
10/14/19	1858	Medical, 2421 416 5 <sup>th</sup> St NE, Apt #1	19
10/16/19	0551	Medical, 2308 Coldwater Crossing	12
10/17/19	1932	Medical, 1667 Hidden Trail	19
10/17/19	2024	CO Alarm, 2028 River Bend Trail	19
10/23/19	1621	Medical Alarm, 150 W Ridge Rd	9
10/27/19	1933	Medical, 2495 River Bend Trail	19

**FIRE DEPARTMENT TRAININGS/ACTIVITIES FOR MONTH ENDING 10/31/19**

10/07/19	Regular Meeting
10/10/19	Chiefs Meeting - Mayer
10/14/19	Regular Training
10/16-19/19	MSFCA Conference - Duluth
10/21/19	Groups 3 & 4 Training, set-ups
10/28/19	Officers Meeting



CITY OF MAYER  
RESOLUTION 11.25.19.45  
APPROVING LAWFUL GAMBLING EXEMPTION

WHEREAS, the Watertown Rod and Gun Club has applied to the Minnesota gambling control board for a lawful gambling exemption (raffle) on, at the Mayer Community Center; and

WHEREAS, the Mayer City Council has received copies of said exemption applications to the Minnesota gambling control board and has 30 days in which to present a resolution to said Minnesota gambling control board objecting to the exemption applications; and

WHEREAS, the city council approves of the exemption applications and this application is acknowledged with a 30-day waiting period, and allows the board to issue a permit after 30 days.

NOW, THEREFORE, BE IT RESOLVED, that the Mayer City Council hereby approves of the Minnesota gambling control board issuing a lawful gambling exemption to the Watertown Rod and Gun Club (raffle) on March 7, 2020 at the Mayer Community Center.

RESOLVED FURTHER, that the city clerk is hereby authorized and directed to send a copy of this resolution to the Minnesota gambling control board immediately after its passage.

Adopted by the City Council of the City of Mayer, Carver County, Minnesota, this 25th day of November 2019.

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Mike Dodge, Mayor

ATTEST:

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Margaret McCallum, City Administrator



## Request for Council Action Memorandum

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Item: Quarter 3 (2019) Financial Report

Meeting Date: November 25, 2019

Presented By: Margaret McCallum, City Administrator

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

To approve the Quarter 3 Financial Report for the City of Mayer.

### **Details:**

The City contracts with Abdo, Eick and Meyers to consolidate and compile quarterly financial reports.

### **Page 4 Review**

The City's Year to Date revenue is budgeted to be at \$898,411. The City is currently at \$693,959 (77.2%).

This is because Local Government Aid and the second half of taxes comes in in the month of December. We are also waiting for the Fire Department Payments from the townships in the 4<sup>th</sup> quarter.

The City's Year to Date expenditures is guided to be at \$898,411 The actual amount is \$744,036 (82.8%).

### **Page 6 Review**

This page reflects page 4, nonetheless goes into greater detail and provides explanations for large discrepancies.

### **Page 7 Review**

This page shows the cash balances by Fund and explanation for large changes. It shows budget changes from December 31, 2018 to current.

General fund is down because the City has been paying for budgeted expenditures, but has not received the second settlement for taxes and Local Government Aid.

### **Page 9 and 10 Review**

This page shows the schedule of investment types, maturity schedule and totals in each category.

### **Page 11 – Water Fund**

This page looks at the Water Enterprise Fund. This section compares revenues at the same time as last year.

The current revenue for the year is \$415,512. In 2018, the revenue at this time was \$443,388. The charges for services is a little more. It is the connection fees that are down. This is because there hasn't been as many houses built this year.

The current expenditures budget for 2019 is \$603,165. The City has spent 164,279 to date.

NOTE – Staff has a request to review this number with Abdo, Eick and Meyer. The current expenditures should reflect the principal bond payment of \$291,000 and it does not. Therefore the spent budget should be \$455,279.

### **Page 13 – Sewer Fund**

This page looks at the Sewer Enterprise Fund. This section compares revenues at the same time last year.

The current revenue for the year is \$611,146. In 2018, the revenue at this time was \$631,258. The charger for services is a little more than last year. It is the connection fees that are down.

The current expenditures for 2019 is 833,313. The City has spent \$271,986 to date.

NOTE – Staff has a request to review this number with Abdo, Eick and Meyer. The current expenditures should reflect the principal bond payment of \$356,900.00 and it does not. Therefore the spent budget should be \$628,886.

### **Page 15 – Storm Sewer Fund**

This page looks that the Storm Sewer Fund. This section compares revenues at the same time last year.

The current revenue for the year is \$29,952. In 2018, the revenue at this time was \$16,084.

The current expenditures for 2019 is \$7,758. In 2018, the expenditures were \$27,112. These expenditures are going towards the maintenance of the wetland project.

### **Attachments:**

3<sup>rd</sup> Quarterly Report.

# 3rd Quarter Report

**City of Mayer**  
Mayer, Minnesota

As of September 30, 2019



*AEM Financial Solutions™*

**People  
+ Process.**  
Going  
Beyond the  
Numbers

## ACCOUNTANT'S COMPILATION REPORT

Honorable Mayor and City Council  
City of Mayer  
Mayer, Minnesota

Management is responsible for accompanying financial statements of the City of Mayer, Minnesota (the City) which comprise the budget to actual statement of revenues and expenditures for the General and enterprise funds as of September 30, 2019 in accordance with accounting principles generally accepted in the United States of America. We have performed a compilation engagement in accordance with *Statements on Standards for Accounting and Review Services* promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

Management has elected to omit substantially all of the disclosures and the statement of cash flows required by accounting principles generally accepted in the United States of America. If the omitted disclosures and the statement of cash flows were included in the financial statements, they might influence the user's conclusions about the City's financial position, results of operations, and cash flows. Accordingly, the financial statements are not designed for those who are not informed about such matters.

Sincerely,

AEM FINANCIAL SOLUTIONS, LLC

Honorable Mayor and City Council  
 City of Mayer  
 Mayer, Minnesota

Dear Honorable Mayor and City Council:

We have reconciled all bank accounts through September 30, 2019 and reviewed activity in all funds. The following is a summary of our observations. All information presented is unaudited.

**Cash and Investments**

The City's cash and investment balances are as follows:

	<u>09/30/2019</u>	<u>12/31/2018</u>	<u>Increase/ (Decrease)</u>
Checking and Savings	\$ 1,548,874	\$ 1,523,316	\$ 25,558
Investments (at Market Value)	<u>4,606,861</u>	<u>4,507,539</u>	<u>99,322</u>
 Total Cash and Investments	 <u>\$ 6,155,735</u>	 <u>\$ 6,030,855</u>	 <u>\$ 124,880</u>
 <u>Investment Type</u>	 <u>09/30/2019</u>	 <u>12/31/2018</u>	 <u>Increase/ (Decrease)</u>
Checking and Savings	\$ 1,548,874	\$ 1,523,316	\$ 25,558
Money Market	919,121	641,471	277,650
Negotiable CD's	3,687,740	3,866,068	(178,328)
Municipal Bond	-	-	-
Government Agency Securities	<u>-</u>	<u>-</u>	<u>-</u>
 Total Investments	 <u>\$ 6,155,735</u>	 <u>\$ 6,030,855</u>	 <u>\$ 124,880</u>



Current short-term rates being offered by financial institutions are very low as evidenced by the table of U.S. Treasury rates below. The U.S. Treasury rates provide a benchmark perspective for rate of return.

<b>Treasury Yields</b>									
<b>Date</b>	<b>1 mo</b>	<b>3 mo</b>	<b>6 mo</b>	<b>1 yr</b>	<b>2 yr</b>	<b>3 yr</b>	<b>5 yr</b>	<b>7 yr</b>	<b>10 yr</b>
12/31/2010	0.07	0.12	0.19	0.29	0.61	1.02	2.01	2.71	3.30
12/30/2011	0.01	0.02	0.06	0.12	0.25	0.36	0.83	1.35	1.89
12/31/2012	0.02	0.05	0.11	0.16	0.25	0.36	0.72	1.18	1.78
12/31/2013	0.01	0.07	0.10	0.13	0.38	0.78	1.75	2.45	3.04
12/31/2014	0.03	0.04	0.12	0.25	0.67	1.10	1.65	1.97	2.17
03/31/2015	0.05	0.03	0.14	0.26	0.56	0.89	1.37	1.65	1.87
06/30/2015	0.02	0.01	0.11	0.28	0.64	1.01	1.63	2.07	2.35
09/30/2015	-	-	0.08	0.33	0.64	0.92	1.37	1.75	2.06
12/31/2015	0.14	0.16	0.49	0.64	1.06	1.31	1.76	2.09	2.27
03/31/2016	0.18	0.21	0.39	0.59	0.73	0.87	1.21	1.54	1.78
06/30/2016	0.20	0.26	0.36	0.45	0.58	0.71	1.01	1.29	1.49
09/30/2016	0.20	0.29	0.45	0.59	0.77	0.88	1.14	1.42	1.60
12/31/2016	0.44	0.51	0.62	0.85	1.20	1.47	1.93	2.25	2.45
03/31/2017	0.74	0.76	0.91	1.03	1.24	1.50	1.93	2.22	2.40
06/30/2017	0.84	1.03	1.14	1.24	1.38	1.55	1.89	2.14	2.31
09/30/2017	0.96	1.06	1.20	1.31	1.47	1.62	1.92	2.16	2.33
12/31/2017	1.28	1.39	1.53	1.76	1.89	1.98	2.20	2.33	2.40
03/31/2018	1.63	1.73	1.93	2.09	2.27	2.39	2.56	2.68	2.74
06/30/2018	1.77	1.93	2.11	2.33	2.52	2.63	2.73	2.81	2.85
09/30/2018	2.12	2.19	2.36	2.59	2.81	2.88	2.94	3.01	3.05
12/31/2018	2.44	2.45	2.56	2.63	2.48	2.46	2.51	2.59	2.69
03/29/2019	2.43	2.40	2.44	2.40	2.27	2.21	2.23	2.31	2.41
06/28/2019	2.18	2.12	2.09	1.92	1.75	1.71	1.76	1.87	2.00
09/30/2019	1.91	1.88	1.83	1.75	1.63	1.56	1.55	1.62	1.68

**Budget Summary**

A more detailed analysis of funds is included as Attachment A.

**Cash Balance Summary**

A detailed view of department totals compared with budget is included as Attachment B.

**Investment Summary**

A detailed summary of current investments is included as Attachment C.

**Enterprise Fund Summary**

A detailed summary of enterprise fund financial results is included as Attachment D.

**Revenue and Expenditures**

A detail of revenues and expenditures can be provided upon request.

\* \* \* \* \*

This information is unaudited and is intended solely for the information and use of management and City Council and is not intended and should not be used by anyone other than these specified parties.

If you have any questions or wish to discuss any of the items contained in this letter or the attachments, please feel free to contact us at your convenience. We wish to thank you for the continued opportunity to be of service and for the courtesy and cooperation extended to us by your staff.

Sincerely,

AEM FINANCIAL SOLUTIONS, LLC

City of Mayer, Minnesota  
Statement of Revenue and Expenditures -  
Budget and Actual -  
General Fund (Unaudited)  
For the Nine Months Ended September 30, 2019

ATTACHMENT A

	Annual Budget	Budget Through 09/30/2019	Actual Through 09/30/2019	Variance - Favorable (Unfavorable)	Percent Received or Expended Based on Budget through 09/30/2019
<b>Revenues</b>					
Taxes	\$ 656,608	\$ 492,456	\$ 347,904	\$ (144,552) *	70.6 %
Special assessments	-	-	-	-	-
Licenses and permits	102,400	76,800	93,722	16,922 (1)	122.0
Intergovernmental	348,058	261,044	174,689	(86,355) *	66.9
Charges for services	65,316	48,987	23,121	(25,866) (2)	47.2
Fines and forfeitures	1,000	750	4,920	4,170	656.0
Rent	19,000	14,250	12,674	(1,576)	88.9
Contributions and donations	-	-	10,845	10,845	N/A
Interest on investments	2,500	1,875	13,981	12,106	745.6
Miscellaneous revenue	3,000	2,250	12,104	9,854	538.0
<b>Total Revenues</b>	<b>1,197,882</b>	<b>898,411</b>	<b>693,959</b>	<b>(204,452)</b>	<b>77.2</b>
<b>Expenditures</b>					
General government	159,900	119,925	43,602	76,323 (3)	36.4
City administrator	105,448	79,086	71,647	7,439	90.6
Mayor and council	21,300	15,975	12,895	3,080	80.7
City clerk	25,124	18,843	19,165	(323)	101.7
Elections	1,050	788	494	294	-
Assessor	14,000	10,500	-	10,500	-
Accounting/auditing	45,000	33,750	39,472	(5,722)	117.0
Legal services	15,000	11,250	26,051	(14,801)	231.6
Engineering	15,000	11,250	37,024	(25,774) (4)	329.1
Planning and zoning	9,610	7,208	16,040	(8,833)	222.5
Community center	41,000	30,750	33,891	(3,141)	110.2
Police	102,100	76,575	47,245	29,330	61.7
Fire	242,674	182,006	70,977	111,028 (5)	39.0
Building inspection	25,000	18,750	27,949	(9,199)	149.1
Street and highways	208,863	156,647	198,196	(41,549) (6)	126.5
Maintenance	14,960	11,220	11,000	220	98.0
Parks	139,913	104,935	79,537	25,398 (7)	75.8
Compost	5,390	4,043	2,742	1,301	67.8
EDA	4,550	3,413	1,237	2,175	36.3
Miscellaneous	2,000	1,500	4,870	(3,370)	324.7
<b>Total Expenditures</b>	<b>1,197,882</b>	<b>898,411</b>	<b>744,036</b>	<b>154,375</b>	<b>82.8</b>
<b>Excess Revenues (Expenditures)</b>	<b>-</b>	<b>-</b>	<b>(50,077)</b>	<b>(50,077)</b>	<b>N/A</b>
<b>Other Financing Sources (Uses)</b>					
Transfers in	-	-	-	-	N/A
Operating transfers out	-	-	-	-	N/A
<b>Total Other Financing Sources (Uses)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Excess (Deficiency) of Revenues and Other Financing Sources Over (Under) Expenditures and Other Uses</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (50,077)</b>	<b>\$ (50,077)</b>	<b>N/A %</b>

\* Property taxes, assessments, and local government aids are only paid twice a year.

Item      Explanation of Items Percentage Received/Expended Less than 80% or Greater Than 120% and \$ Variance Greater than \$15,000.

- (1) Building permits are higher than anticipated.
- (2) 2nd half of Carver County Police contract has not been paid yet.
- (3) Budgeted Capital purchases have not been made yet for the year.
- (4) Budgeted Capital purchases have not been made yet for the year.
- (5) Budgeted Capital purchases have not been made yet for the year.
- (6) Salaries and contract services are higher than budget.
- (7) Budgeted Capital purchases have not been made yet for the year.

City of Mayer, Minnesota  
 Unaudited Cash Balances by Fund  
 September 30, 2018, December 31, 2018, September 30, 2019

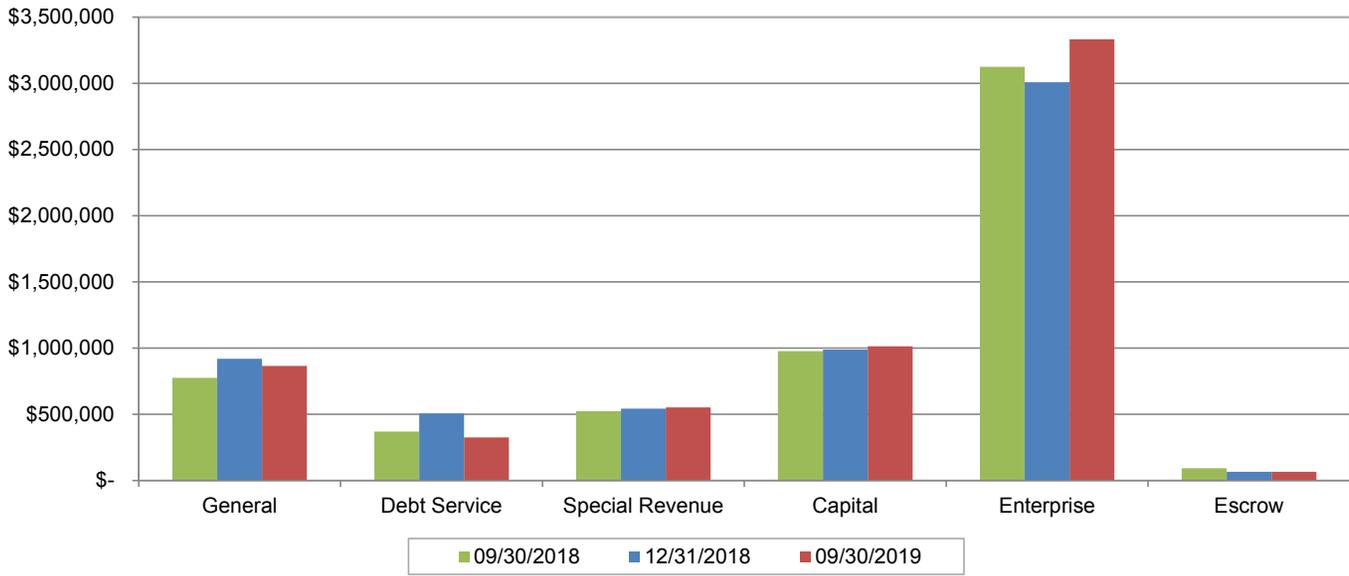
ATTACHMENT B

Fund	Balance 09/30/2018	Balance 12/31/2018	Balance 09/30/2019	YTD Change From 12/31/2018
100 General fund	\$ 775,852	\$ 920,059	\$ 865,704	\$ (54,356) (1)
210 Fire Truck Fund	152,170	152,535	155,299	2,764
212 Fire Dept Grant & Contributions	21,419	13,844	13,956	112
215 Fire Dept Fema Grant	(9,986)	-	-	-
220 Park Improvement	334,654	356,644	363,105	6,461
222 Old Schoolhouse Park	5,486	-	2	2
225 EDA	19,880	19,748	20,106	358
325 Hwy 25/2007 St Bond	290,846	368,547	222,482	(146,065) (2)
350 2015 Fire Truck Fund	78,890	137,704	103,656	(34,048)
400 70th Street Improvement	43,642	-	-	-
405 Street Improvement Fund	69,010	113,149	115,199	2,050
410 Comm Ctr Capital Outlay Fund	24,379	24,438	24,880	442
435 Capital Projects	840,096	850,874	873,662	22,788
620 Water Fund	1,105,631	1,101,171	1,173,692	72,521 (3)
640 Sewer Fund	1,996,620	1,889,275	2,118,584	229,309 (4)
650 Storm Water Fund	21,866	17,476	39,670	22,194
700 Investment Fund	-	-	-	-
800 Escrow Fund	92,459	65,391	65,739	348
Total	<u>\$ 5,862,915</u>	<u>\$ 6,030,855</u>	<u>\$ 6,155,735</u>	<u>\$ 124,880</u>

Item Explanation of changes with \$ variance greater than \$50,000.

- (1) The decrease is an expected result from excess of expenditures over revenues.
- (2) Bond payment was made in 1st Quarter.
- (3) Excess of Revenues over Expenditures in the Water Fund; Additional variance due to principal payments on debt.
- (4) Excess of Revenues over Expenditures in the Sewer Fund; Additional variance due to principal payments on debt.

**Cash Balance by Fund Compared to Prior Year**



<b>Fund</b>	
➔ General	➔ Capital
➔ Debt Service	⬆ Enterprise
➔ Special Revenue	➔ Escrow

<b>Key</b>	
⬆	Balance increased more than 10% over prior year
⬇	Balance decreased more than 10% over prior year
➔	Balance within 10% of prior year

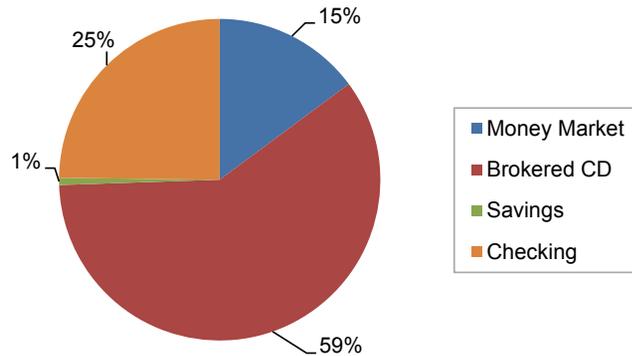
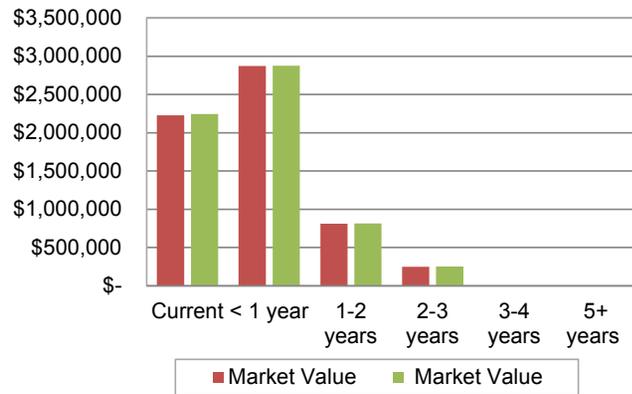
City of Mayer, Minnesota  
Schedule of Investments  
For the Nine Months Ended September 30, 2019

ATTACHMENT C

Institution	Description	Type	Market Value	Deposits -	Expenditures -			Unadjusted	Market Value	Unrealized
			1/1/2019	Purchases	Sales	Transfers	Interest	9/30/2019	9/30/2019	gain / loss
Security Bank & Trust	40002	Checking	\$ 1,534,547.31	\$ 1,889,347.60	\$ (1,891,764.03)	\$ -	\$ 2,804.00	\$ 1,534,934.88	\$ 1,534,934.88	\$ -
Security Bank & Trust	788491	Savings	44,119.42	-	-	-	132.13	44,251.55	44,251.55	-
Security Bank & Trust	300708	Money Market	97,242.21	-	-	-	363.57	97,605.78	97,605.78	-
Security Bank & Trust	FEMA Grant 766823	Savings	297.32	-	-	-	0.21	297.53	297.53	-
Security Bank & Trust	8725	Brokered CD	21,719.44	-	-	-	244.50	21,963.94	21,963.94	-
Security Bank & Trust	143337	Brokered CD	28,414.23	-	-	-	363.38	28,777.61	28,777.61	-
Security Bank & Trust	94601	Brokered CD	215,883.78	-	-	-	4,771.03	220,654.81	220,654.81	-
			1,942,223.71	1,889,347.60	(1,891,764.03)	-	8,678.82	1,948,486.10	1,948,486.10	-
First MN Bank	82799	Brokered CD	105,780.89	-	-	-	1,934.25	107,715.14	107,715.14	-
First MN Bank	82786	Brokered CD	262,512.98	-	(263,690.76)	-	1,177.78	(0.00)	-	0.00
First MN Bank	82807	Brokered CD	208,034.36	-	(211,523.52)	-	2,306.87	(1,182.29)	-	1,182.29
First MN Bank	82809	Brokered CD	214,858.06	-	-	-	5,260.67	220,118.73	218,786.83	(1,331.90)
First MN Bank	82825	Brokered CD	105,711.04	-	-	-	2,020.43	107,731.47	107,731.47	-
First MN Bank	82837	Brokered CD	-	263,690.76	-	-	-	263,690.76	263,690.76	-
First MN Bank	82881	Brokered CD	-	211,523.52	-	-	-	211,523.52	211,523.52	-
			896,897.33	475,214.28	(475,214.28)	-	12,700.00	909,597.33	909,447.72	(149.61)
Ehlers	Cash	Cash	-	(2,974,549.79)	2,974,197.69	-	32.72	(319.38)	-	319.38
Ehlers	941410412	Money Market	852.12	1,116,356.49	(1,115,110.88)	4,892.10	114.93	7,104.76	7,981.70	876.94
Ehlers	Federated Govt Obl Inst	Money Market	-	38,302.42	(38,314.92)	-	12.50	-	-	-
Ehlers	United States Treasury	Money Market	-	252,792.86	-	-	-	252,792.86	253,626.62	833.76
Ehlers	United States Treasury	Brokered CD	-	499,368.02	(8,947.68)	(1,441.75)	8,875.84	497,854.43	493,909.56	(3,944.87)
Ehlers	Wells Fargo Bank NA	Brokered CD	202,287.47	0.65	(2,530.56)	(431.03)	3,587.92	202,914.45	203,609.00	694.55
Ehlers	Wells Fargo Bank NA	Brokered CD	45,711.58	-	(46,256.90)	-	284.12	(261.20)	-	261.20
Ehlers	Goldman Sacks Bk	Brokered CD	245,800.24	220.64	(250,742.95)	(231.69)	1,835.01	(3,118.75)	-	3,118.75
Ehlers	Capital One BK USA	Brokered CD	245,800.24	220.34	(250,992.31)	(252.76)	1,981.49	(3,243.00)	-	3,243.00
Ehlers	Ally BK Midvale Utah	Brokered CD	245,800.24	220.34	(250,984.15)	(252.76)	1,981.49	(3,234.84)	-	3,234.84
Ehlers	Morgan Stanley Bank	Brokered CD	245,947.78	1.98	(5,928.00)	(503.47)	4,435.78	243,954.07	247,538.46	3,584.39
Ehlers	Sallie Mae Bk Murray Utah	Brokered CD	245,947.78	1.98	(5,928.00)	(503.47)	4,435.78	243,954.07	247,538.46	3,584.39
Ehlers	Metabank Storm Lake Iowa CD	Brokered CD	232,704.09	-	(233,000.00)	(150.01)	2,865.25	2,419.33	-	(2,419.33)
Ehlers	Bank of the West	Brokered CD	244,853.00	-	(249,642.25)	-	1,107.83	(3,681.42)	-	3,681.42
Ehlers	BMO Harris	Brokered CD	244,853.00	-	(249,655.00)	-	651.24	(4,150.76)	-	4,150.76
Ehlers	Bank of America	Brokered CD	-	247,977.80	-	-	728.71	248,706.51	248,302.56	(403.95)
Ehlers	United States Treasury	Brokered CD	263,347.98	-	(266,000.00)	-	2,027.72	(624.30)	-	624.30
Ehlers	Brookline	Brokered CD	-	83,974.52	(164.09)	(322.88)	513.44	84,000.99	84,516.60	515.61
Ehlers	Morgan Stanley Private Bank, NA	Brokered CD	-	246,911.83	-	(534.94)	2,001.71	248,378.60	251,779.45	3,400.85
Ehlers	TIAA FSB Holdings, Inc.	Brokered CD	-	237,955.50	-	(267.34)	1,082.73	238,770.89	239,040.06	269.17
Ehlers	Capital One, N.A.	Brokered CD	-	247,764.52	-	-	747.40	248,511.92	248,662.16	150.24
			2,463,905.52	(2,479.90)	(0.00)	0.00	39,303.61	2,500,729.23	2,526,504.63	25,775.40
4M Fund		Money Market	543,376.24	249,988.14	(242,000.00)	-	8,542.05	559,906.43	559,906.43	-
4M Fund	Bank of the West	Brokered CD	240,100.00	-	(249,988.14)	-	9,888.14	(0.00)	-	0.00
4M Fund	Servisfirst Bank	Brokered CD	-	242,000.00	-	-	-	242,000.00	242,000.00	-
			783,476.24	491,988.14	(491,988.14)	-	18,430.19	801,906.43	801,906.43	0.00
Total Cash and Investments			\$ 2,839,121.04	\$ 2,854,070.12	\$ (2,858,966.45)	\$ 0.00	\$ 79,112.62	\$ 6,160,719.09	\$ 6,186,344.88	\$ 25,625.79

City of Mayer, Minnesota  
Investments  
For the Nine Months Ended September 30, 2019

**Maturities**



Maturity	Unadjusted Market Value 9/30/2019	Market Value 9/30/2019	Variance 9/30/2019
Current	\$ 2,226,704.32	\$ 2,244,977.87	\$ 18,273.55
< 1 year	2,872,352.37	2,875,368.74	3,016.37
1-2 years	813,283.80	814,218.82	935.02
2-3 years	248,379	251,779	3,401
3-4 years	-	-	-
5+ years	-	-	-
	<u>\$ 6,160,719.09</u>	<u>\$ 6,186,344.88</u>	<u>\$ 25,625.79</u>
	-	\$ -	
Weighted Average Rate of Return	0.78%	9/30/2019	
Average Maturity (Years)	0.11	9/30/2019	

Investment Type	Market Value 9/30/2019
Money Market	\$ 919,120.53
Brokered CD	3,687,740.39
Savings	44,549.08
Government Securities	-
Municipal Securities	-
Checking	<u>1,534,934.88</u>
	<u>\$ 6,186,344.88</u>

<b>Operating Account</b>	
O/S Deposits	\$ -
O/S Checks	<u>(30,608.09)</u>
Reconciled Balance	<u>\$ 6,155,736.79</u>

City of Mayer, Minnesota  
Statement of Revenues and Expenses -  
Budget and Actual -  
Water Fund (Unaudited)  
For the Nine Months Ended September 30, 2019

ATTACHMENT D

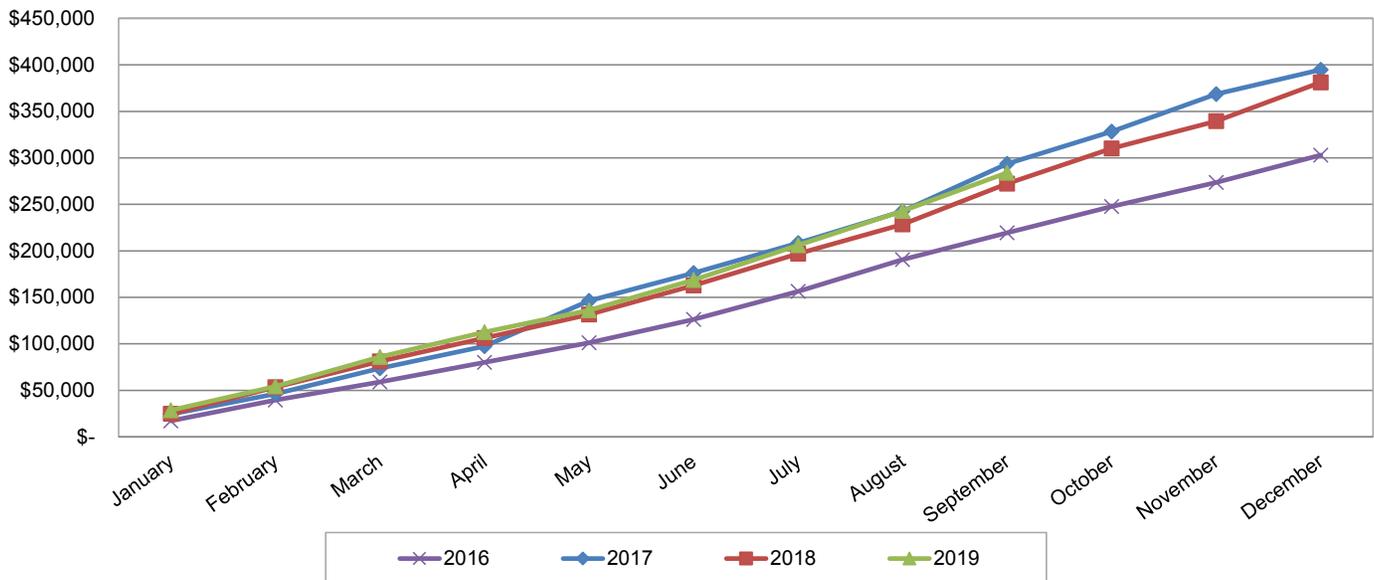
**WATER FUND**

	Annual Budget	Actual Thru 9/30/2018	Actual Thru 9/30/2019	Variance - Favorable (Unfavorable)	Percent Received or Expended Based on Actual Thru 09/30/2019
<b>Revenues</b>					
Charges for services	\$ -	\$ 278,771	\$ 292,644	\$ 13,874	95.3 %
Connection fees	-	130,500	83,530	(46,970) (1)	156.2
Developer area fee	-	-	-	-	N/A
Special assessment	-	1,244	629	(615)	197.7
Interest earnings	-	7,696	20,457	12,761	37.6
Miscellaneous	-	25,178	18,251	(6,927)	138.0
<b>Total Revenues</b>	<b>-</b>	<b>443,388</b>	<b>415,512</b>	<b>(27,877)</b>	<b>-</b>
<b>Expenses</b>					
Salaries and benefits	62,926	37,439	50,516	(13,077) (2)	74.1
Supplies	8,600	3,499	4,324	(825)	80.9
Other services and charges	19,460	12,195	11,573	623	105.4
Repair and maintenance	13,750	6,864	6,628	236	103.6
Utilities	24,800	18,311	19,063	(752)	96.1
Capital outlay	122,500	60,421	29,202	31,219 (3)	206.9
Depreciation	-	-	-	-	-
Insurance	4,050	2,737	4,524	(1,788)	60.5
Bond principal	291,000	-	-	-	N/A
Bond interest	56,079	30,509	38,449	(7,940)	79.3
<b>Total Expenses</b>	<b>603,165</b>	<b>171,975</b>	<b>164,279</b>	<b>7,696</b>	<b>104.7</b>
Transfers in	-	-	-	-	N/A
Transfers out	-	-	-	-	N/A
<b>Excess Revenues Over (Under) Expenses</b>	<b>\$ (603,165)</b>	<b>\$ 271,414</b>	<b>\$ 251,233</b>	<b>\$ (20,181)</b>	<b>(180.1) %</b>

Item Explanation of Items Percentage Received/Expended Less than 80% or Greater than 120% and \$ Variance Greater than \$10,000.

- (1) There have been less building permits in 2019, which has caused the new connection fees to drop compared to 2018.
- (2) Salaries have increased due do to more salaries being allocated to the enterprise funds in 2019.
- (3) Purchase of a compressor control panel, a well repair and a capital improvement plan study for the water treatment facility were done in the first half of 2018.

**Water Sales Comparison 2016 - 2019**



City of Mayer, Minnesota  
Statement of Revenues and Expenses -  
Budget and Actual -  
Sewer Fund (Unaudited)  
For the Nine Months Ended September 30, 2019

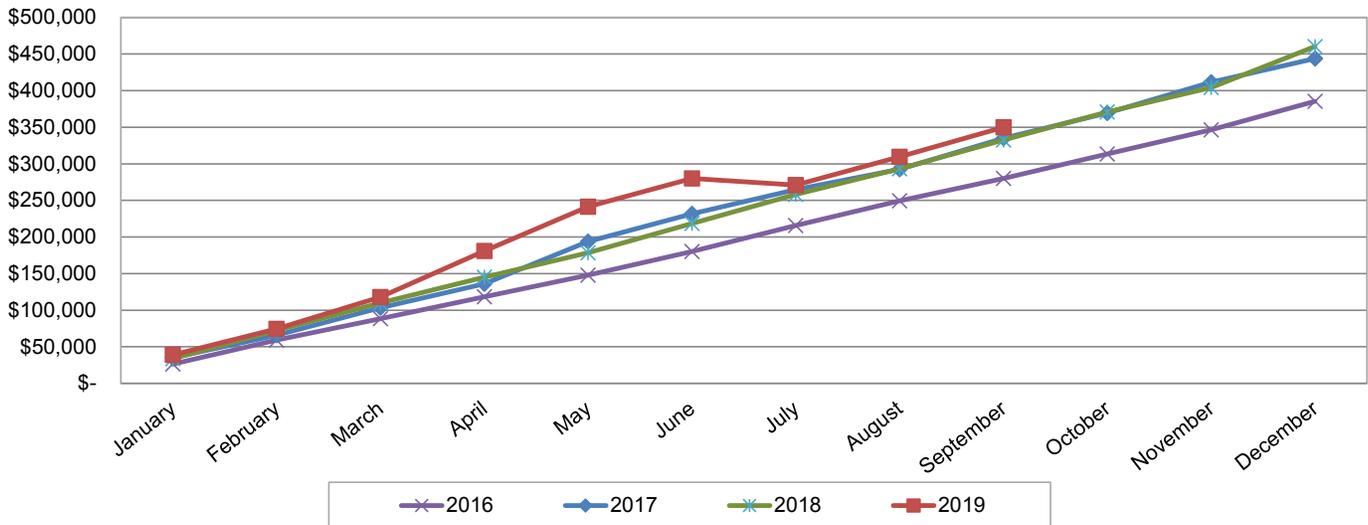
**SEWER FUND**

	Annual Budget	Actual Thru 09/30/2018	Actual Thru 09/30/2019	Variance - Favorable (Unfavorable)	Percent Received or Expended Based on Actual Thru 09/30/2019
<b>Revenues</b>					
Taxes	\$ -	\$ 141,287	\$ 127,899	\$ (13,388)	110.5 %
Capital grants & contributions	-	2,814	2,883	69	97.6
Charges for services	-	341,042	360,598	19,556	94.6
Connection fee	-	130,500	83,530	(46,970) (1)	156.2
Developer area fee	-	-	-	-	N/A
Special assessments	-	1,244	629	(615)	N/A
Interest income	-	14,371	35,577	21,206	40.4
Miscellaneous	-	-	30	30	N/A
<b>Total Revenues</b>	<b>-</b>	<b>631,258</b>	<b>611,146</b>	<b>(20,112)</b>	<b>103.3</b>
<b>Expenses</b>					
Salaries and benefits	62,926	37,452	50,095	(12,643) (2)	74.8
Supplies	61,055	35,360	39,166	(3,806)	90.3
Other services and charges	49,535	36,446	41,307	(4,861)	88.2
Repair and maintenance	111,650	36,654	37,322	(667)	98.2
Utilities	46,430	27,881	32,775	(4,894)	85.1
Depreciation	-	-	-	-	N/A
Capital outlay	56,017	50,735	99,412	(48,677) (3)	51.0
Insurance	13,200	11,329	12,173	(843)	93.1
Bond principal	356,900	-	-	-	N/A
Bond interest	75,600	31,625	26,910	4,715	117.5
<b>Total Expenses</b>	<b>833,313</b>	<b>267,484</b>	<b>339,160</b>	<b>(71,676)</b>	<b>78.9</b>
Transfers in	-	-	-	-	N/A
Transfers out	-	-	-	-	N/A
<b>Excess Revenues Over (Under) Expenses</b>	<b>\$ (833,313)</b>	<b>\$ 363,774</b>	<b>\$ 271,986</b>	<b>\$ (91,789)</b>	<b>133.7 %</b>

Item Explanation of Items Percentage Received/Expended Less than 80% or Greater than 120% and \$ Variance Greater than \$10,000.

- (1) There have been less building permits in 2019, which has caused the new connection fees to drop compared to 2018.
- (2) Salaries have increased due do to more salaries being allocated to the enterprise funds in 2019.
- (3) Purchase of improvements for Waste Water Treatment Facility.

**Sewer Sales Comparison 2016 - 2019**



City of Mayer, Minnesota  
 Statement of Revenues and Expenses -  
 Budget and Actual -  
 Storm Sewer Fund (Unaudited)  
 For the Nine Months Ended September 30, 2019

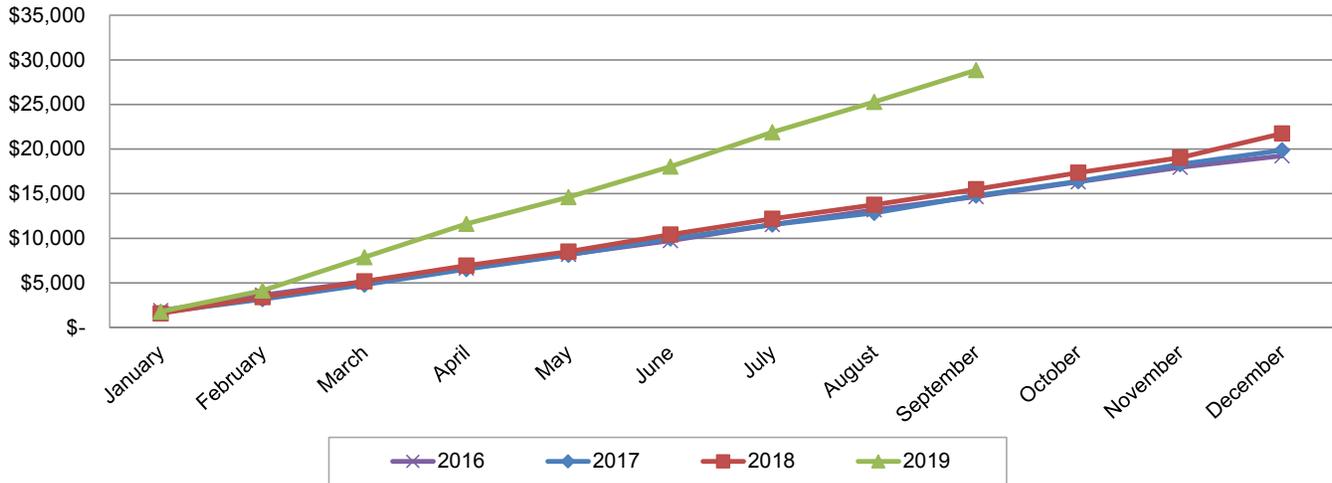
**STORM SEWER FUND**

	Actual Thru 09/30/2018	Actual Thru 09/30/2019	Variance - Favorable (Unfavorable)	Percent Received or Expended Based on Actual Thru 09/30/2019
<b>Revenues</b>				
Charges for services	\$ 15,890	\$ 29,466	\$ 13,576 (1)	53.9 %
Interest earnings	194	485	291	40.0
Intergovernmental	-	-	-	N/A
Special assessments	-	-	-	N/A
Miscellaneous	-	-	-	N/A
<b>Total Revenues</b>	<u>16,084</u>	<u>29,952</u>	<u>13,868</u>	<u>53.7</u>
<b>Expenses</b>				
Other services and charges	4,052	7,758	(3,706)	52.2
Capital outlay	23,070	-	23,070 (2)	N/A
Depreciation	-	-	-	N/A
<b>Total Expenses</b>	<u>27,122</u>	<u>7,758</u>	<u>19,364</u>	<u>349.6</u>
Transfers in	-	-	-	N/A
Transfers out	-	-	-	N/A
<b>Excess Revenues Over (Under) Expenses</b>	<u>\$ (11,038)</u>	<u>\$ 22,193</u>	<u>\$ 33,232</u>	<u>(49.7) %</u>

Item Explanation of Items Percentage Received/Expended Less than 80% or Greater than 120% and \$ Variance Greater than \$10,000.

- (1) Storm Water rates have increased from \$2 in 2018 to \$4 in 2019 per month per resident.
- (2) Wetland restoration expenditures in 1st Quarter 2018.

**Storm Sewer Sales Comparison 2016 - 2019**



# **2020 General Fund Budget—Final**

## **TRUTH IN TAXATION**

*Margaret McCallum, City Administrator*  
*November 25, 2019*



## Important Dates:

### Preliminary 2020 Budget

- September 23, 2019 - Mayer City Council passes preliminary levy.
- September 30, 2019 - City preliminary levy certification due to Carver County.

### Final 2020 Budget

- November 25, 2019 - Truth in Taxation Hearing meeting
- December 9, 2019 - Mayer City Council passes final levy
- December 31, 2019 - City final levy certification due to Carver County.

# What is Truth in Taxation?

- It is a process that enhances public participation in Minnesota's property tax system.
- It educates the public on how property taxes are determined.
- It encourages the public to understand the local government's budget process.
- It encourages the public to become involved in helping local officials set spending priorities.

## Property Valuation Questions

- That is not the focus of this meeting.
- 
- The Board of Equalization meeting is held annually in April to answer those types of questions.

# **Valuation Questions & Concerns**

Carver County Assessor's Office

Angela Johnson

Carver County Assessor

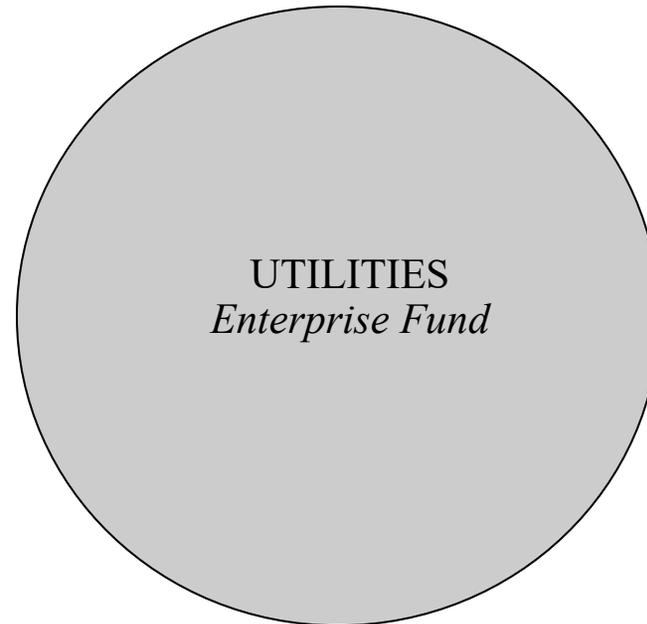
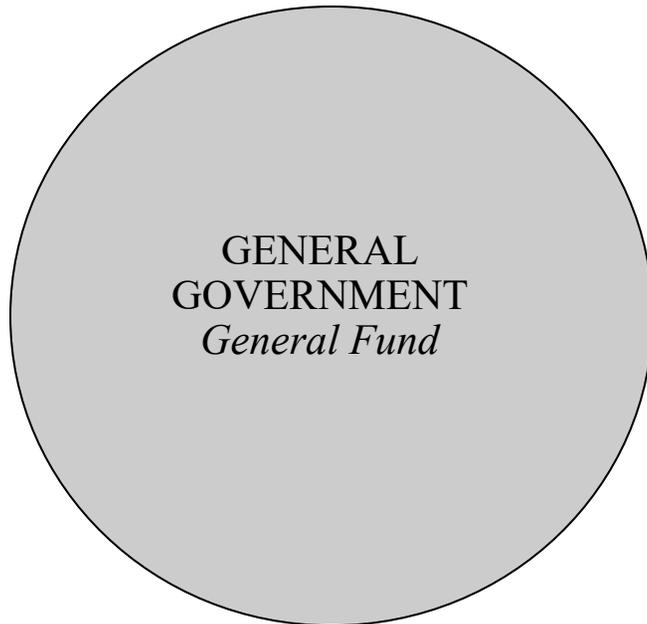
952-361-1961

[ajohnson@co.carver.mn.us](mailto:ajohnson@co.carver.mn.us)

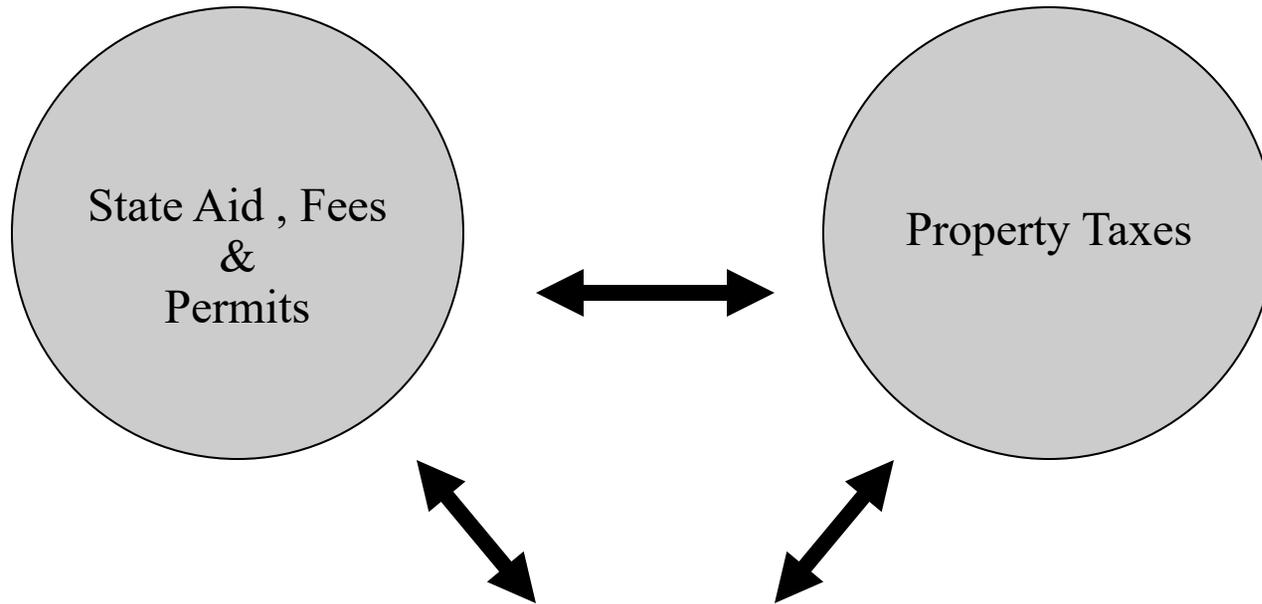
# City Tax Rates

2011	59.47%
2012	65.62%
2013	68.83%
2014	67.78%
2015	59.57%
2016	58.91%
2017	51.5%
2018	50.6%
2019	49.1%
2020—Preliminary	52.00%
2020—Proposed Final	50.57%

# Two Primary Business Functions



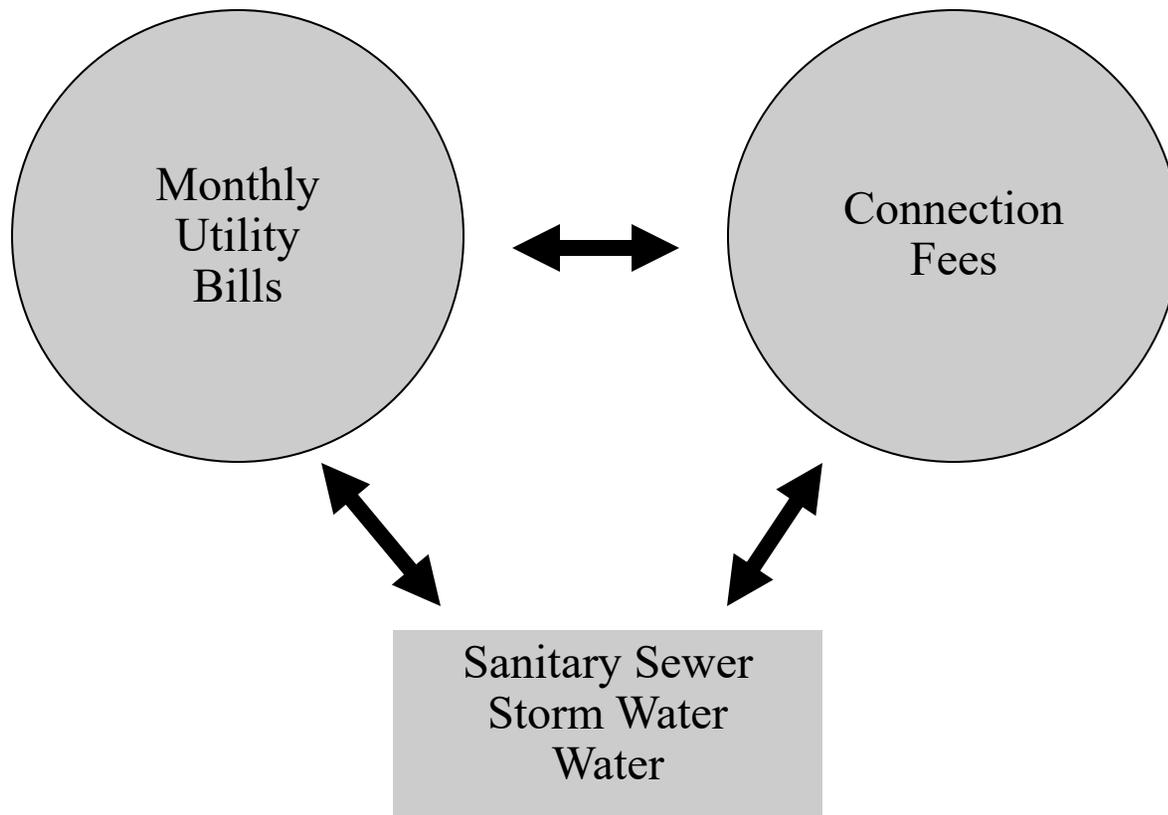
# Anatomy of a Budget General Fund



Administration, Building Inspections, Debt Service, Elections, Engineering, Fire, Police, Planning, Legal, and Recreation Programming.

Buildings, Grounds, Parks and Street Maintenance.

# Anatomy of a Budget Enterprise Funds



# Budget Process

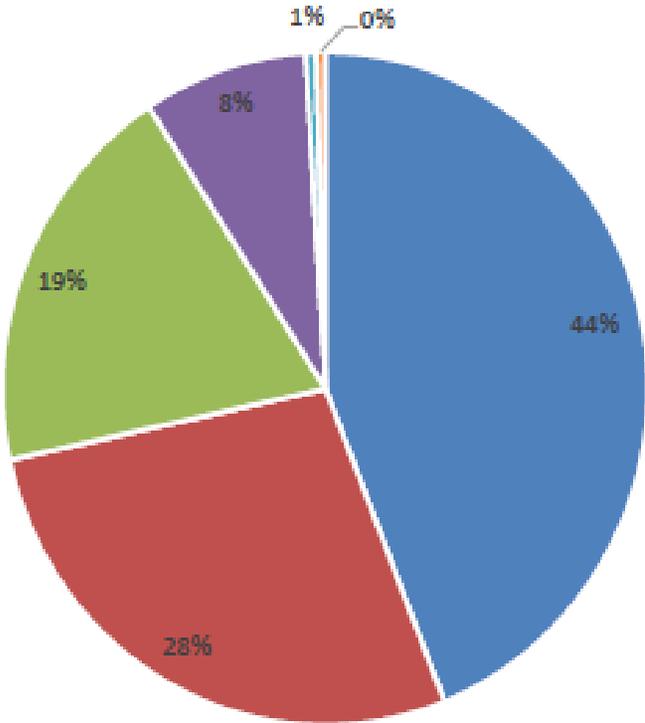
- Staff Prepares Proposed Budgets
- Proposed Budgets are reviewed
  - City Council and Staff Review
  - Occurs During Meetings that are open to the public
- Preliminary Tax Levy and Budget
  - Certified to Carver County - September 2019
- Additional Budget Review
- Truth in Taxation - Additional Public Input
- Final Budget Adoption - December 2019

## Debt Tax Levies - 2020

<b>Debt Service Levies</b>	<b>2018 Final</b>	<b>2019 Final</b>	<b>2020 Preliminary &amp; Final</b>
2015A (Roundabout)	\$48,221.00	\$47,100.00	\$46,961.00
2014A (Highway 25 2007A) (Water Tower)	\$150,664.00	\$153,079.00	\$218,079.00
Fire Station - Security Bank	\$8,308.00	\$3,320.00	\$0.00
Fire Truck	\$21,749.00	\$21,749.000	\$21,749.00
Debt Service (Sewer)	\$282,000.00	\$253,000.00	\$254,500.00
<b>Total Debt Service Levy</b>	<b>\$510,942.00</b>	<b>\$477,978.00</b>	<b>\$541,289.00</b>
<b>Total Debt and Capital Levy</b>	<b>\$510,942.00</b>	<b>\$477,978.00</b>	<b>\$541,289.00</b>

# 2020 General Fund Operating Expenditures - \$1,005,374.41

	Preliminary	Proposed—Final
General Government	\$446,640.41	\$461,650.00
Public Safety	\$270,374.00	\$266,174.00
Public Works	\$194,960.00	\$190,960.00
Park and Recreation	\$83,450.00	\$72,450.00
Compost	\$5,400.00	\$5,400.00
Operating EDA	\$4,550.00	\$4,550.00
	<b>\$1,005,374.41</b>	<b>\$999,184.00</b>



■ General Government   
 ■ Public Safety   
 ■ Public Works  
■ Park and Recreation   
 ■ Compost   
 ■ Operating EDA

# General Levy

	2019	2020—Preliminary	(\$ Change	2020 - Proposed Final	(\$ Change
General Government	\$353,331.78	\$446,640.41	\$93,308.63	\$455,650.00	\$ 102,318.22
Public Safety *	\$370,874.00	\$270,374.00	-\$100,500.00	\$266,174.00	-\$104,700.00
Public Works	\$223,823.00	\$194,960.00	-\$28,863.00	\$194,960.00	-\$28,863.00
Park and Recreation*	\$139,913.00	\$83,450.00	-\$56,463.00	\$72,450.00	-\$67,463.00
Streets*	\$100,000.00	\$0.00	-100,000.00	\$0.00	-\$100,000.00
Compost	\$5,390.00	\$5,400.00	\$10.00	\$5,400.00	\$10.00
Operating EDA	\$4,550.00	\$4,550.00	\$0.00	\$4,550.00	\$0.00
	<b>\$1,197,881.78</b>	<b>\$1,005,374.41</b>	<b>-\$192,507.37</b>	<b>\$999,184.00</b>	<b>-\$186,697.78</b>

**Preliminary -  
16.04% decrease in  
General Fund Levy**

**\*These funds have money shifting  
into Capital Levy Funds**

**Proposed Final -  
16.59% decrease in  
General Fund Levy**

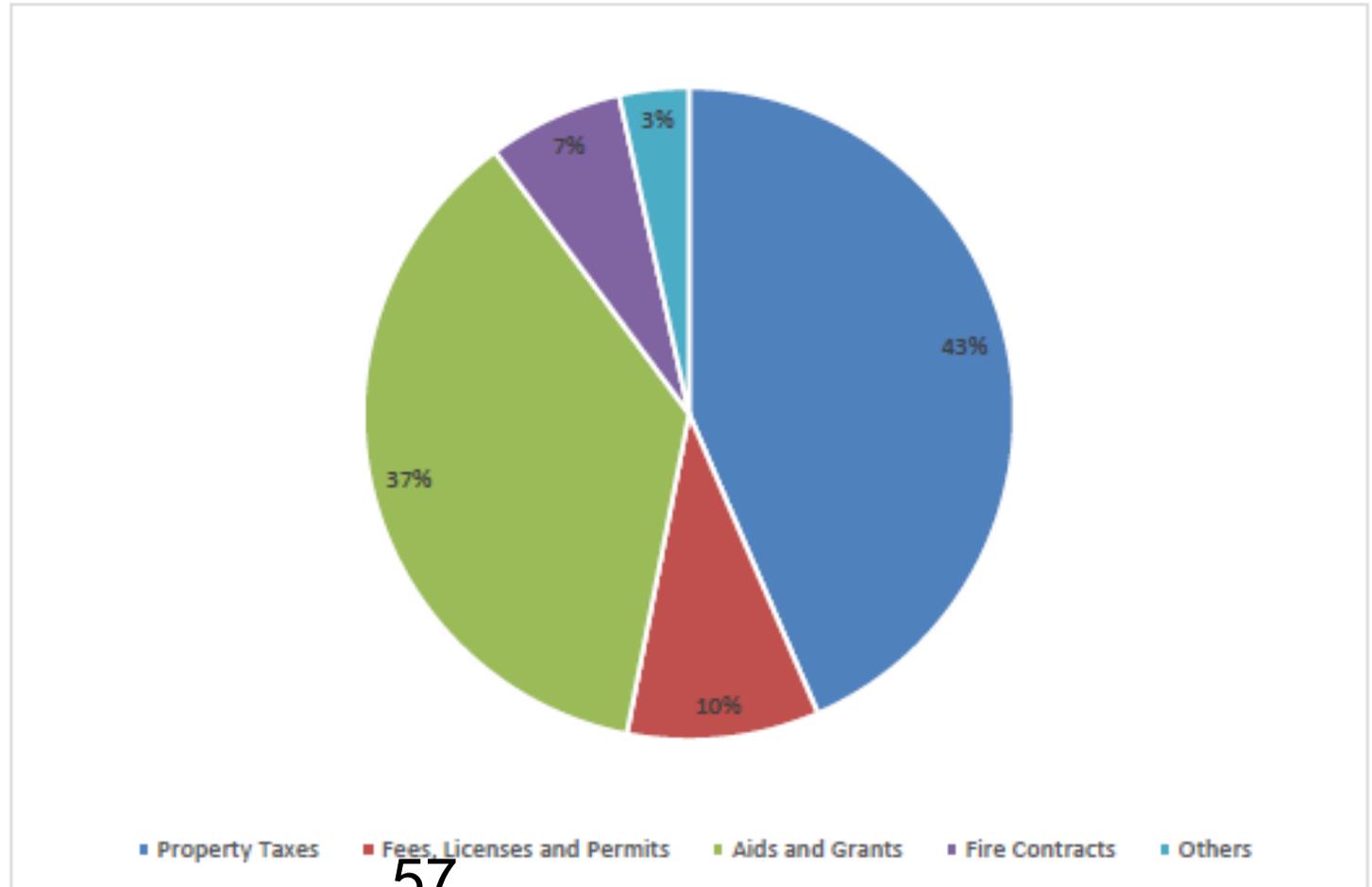
# Revenue Overview

- Anticipating 25-30 housing starts in 2020.
- **Local Government Aid** will increase \$25,317 from \$313,058 to \$338,375

<b>Years</b>	<b>Houses Built</b>	<b>Total at Year End</b>	<b>Years</b>	<b>LGA Amount</b>
2012	15	610	2011	\$220,680.00
2013	12	622	2012	\$220,680.00
2014	20	642	2013	\$266,365.00
2015	26	668	2014	\$290,421.00
2016	31	698	2015	\$296,482.00
2017	34	732	2016	\$298,017.00
2018	34	766	2017	\$298,717.00
2019	20 (to date)	786	2018	\$312,296.00
2020	-		2019	\$313,058.00
			2020	\$338,375.00

# 2020 General Fund Revenues -

	Preliminary	Proposed Final
<b>Property Taxes</b>	<b>\$431,921.27</b>	<b>\$425,730.86</b>
<b>Fees, Licenses and Permits</b>	<b>\$96,900.00</b>	<b>\$96,000.00</b>
<b>Aids and Grants</b>	<b>\$373,375.00</b>	<b>\$373,375.00</b>
<b>Fire Contracts</b>	<b>\$68,178.14</b>	<b>\$68,178.14</b>
<b>Others</b>	<b>\$35,000.00</b>	<b>\$35,000.00</b>
	<b>\$1,005,374.41</b>	<b>\$999,184.00</b>



# Capital Levy (New)

	2019	2020 - Preliminary	(\$) Change	2020 - Proposed Draft	(\$) Change
Fire Dept Capital Levy	\$100,000.00	\$100,000.00	\$0.00	\$100,000.00	\$0.00
Streets Fund Capital Levy	\$100,000.00	\$112,500.00	\$12,500.00	\$100,000.00	\$0.00
Park & Recreation Levy	\$70,000.00	\$100,000.00	\$30,000.00	\$90,000.00	\$20,000.00
	<b>\$270,000.00</b>	<b>\$312,500.00</b>	<b>\$42,500.00</b>	<b>\$300,000.00</b>	<b>\$20,000.00</b>

Staff is proposing a separate Capital Levy for these funds to keep them separate from the operating general funds.

This money will be placed in the capital funds to spend on projects that are needed in the future.

The projects are highlighted in more detail in the City's Long Term Capital Improvement Plan Document.

<b><u>TAXES LEVIED FOR GENERAL</u></b>	<b>\$431,934.87</b>	<b>425,730.86</b>
<b><u>TAXES LEVIED FOR CAPITAL FUNDS</u></b>		
Street Capital Fund	\$112,500.00	\$100,000.00
Fire Capital Fund	\$100,000.00	\$100,000.00
Parks Capital Fund	\$100,000.00	\$90,000.00
<b>TOTAL CAPITAL</b>	<b>\$312,500.00</b>	<b>\$290,000.00</b>
<b><u>TAXES LEVIED FOR DEBT</u></b>		
Fire Station	\$0.00	\$0.00
GO Improvement and Utility Refunding Bonds 2014A	\$218,079.00	\$218,079.00
Fire Truck	\$21,479.00	\$21,479.00
GO Bonds 2015A	\$46,961.00	\$46,961.00
GO Water & Sewer Refunding Bonds - 2007A	\$254,500.00	\$254,500.00
<b>TOTAL DEBT</b>	<b>\$541,019.00</b>	<b>\$541,019.00</b>
<b>Total Levy (Gen +Capital+Debt)</b>	<b>\$1,285,453.87</b>	<b>\$1,256,749.86</b>
<b>- Fiscal Disparities</b>	<b>\$226,107.00</b>	<b>\$226,107.00</b>
<b>New Actual Levy</b>	<b>\$1,059,346.87</b>	<b>\$1,030,642.86</b>
<b>Actual (Projected) Tax Cap.</b>	<b>\$2,134,422.00</b>	<b>\$2,134,422.00</b>
<b>- FD Contribution</b>	<b>\$96,240.00</b>	<b>\$96,240.00</b>
<b>Adjusted Tax Capacity</b>	<b>2,038,182.00</b>	<b>\$2,038,182.00</b>
<b>Actual (Projected) Tax Rate (Actual Levy/Adj TC)</b>	<b>52.00%</b>	<b>50.57%</b>

## **2020 Tax Levy - Factors**

### **. Market Value**

- Carver County is responsible for valuations
- Current Increasing Trends
  - \* 2019 Assessment/2020 Payable ~9.76% Increase

### **. Tax Capacity**

- Change is dependent on market value
- New Construction in 2019
  - 20 New Homes (to date)

### **. Tax Levy**

- General Operating Fund Decrease of 16.04% - Preliminary and 16.59% - Proposed Final (shift of funds)
- Tax Levy Percentage increase of 2.75% - Preliminary and 1.47% - Proposed Final
  - \* Growing City = Growing Needs
  - \* Future Planning (Capital Reserves)
  - \* Debt Service

### **. Other Districts**

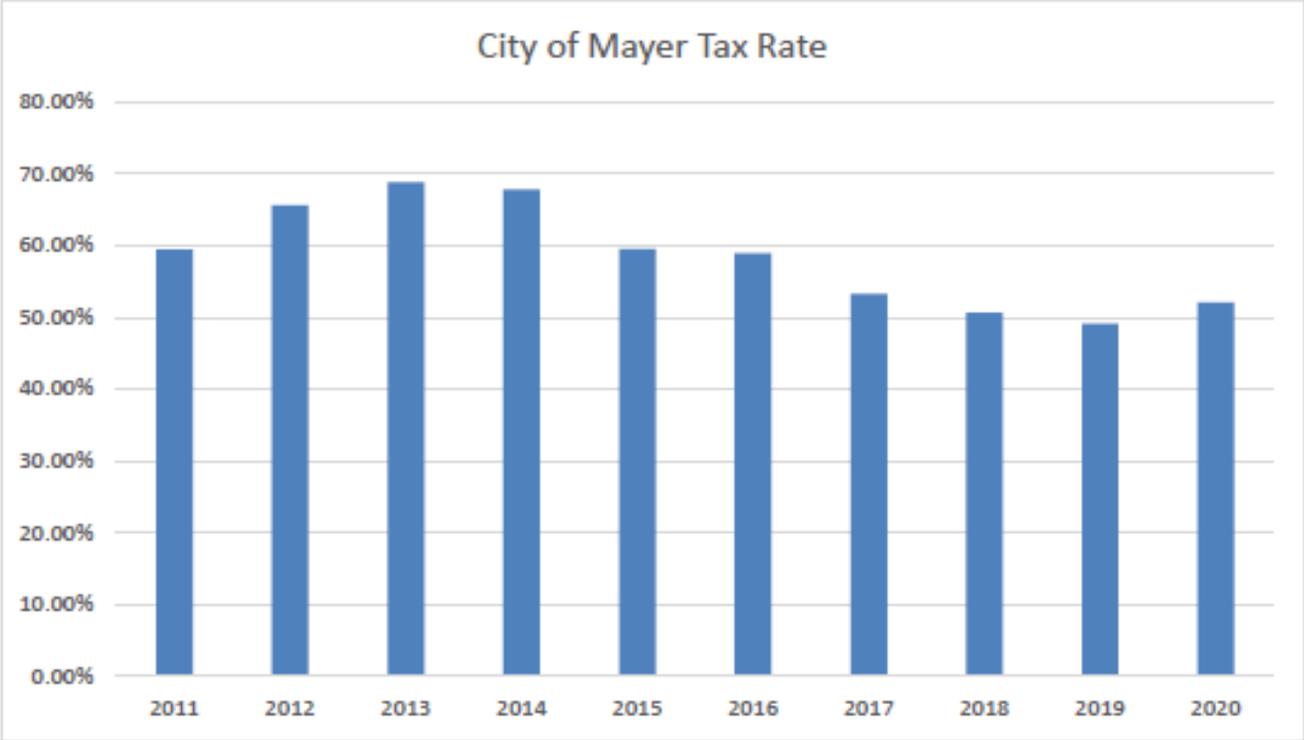
- Carver County
- School District (Watertown - Mayer)
- Other special taxing districts

# Carver County Market Values

## City of Mayer 2019 Assessment Summary

	Residential	Commercial/Industrial	Apartment	Ag	Total
2019 EMV	\$195,714,400	\$11,394,600	\$835,900	\$1,584,900	\$209,529,800
2018 EMV	\$178,446,900	\$10,307,100	\$756,600	\$1,384,800	\$190,895,400
Total Value Change	\$17,267,500	\$1,087,500	\$79,300	\$200,100	\$18,634,400
New Construction	\$8,838,900	\$0	\$0	\$0	\$8,838,900
Market Change	\$8,428,600	\$1,087,500	\$79,300	\$200,100	\$9,795,500
% New Construction	4.52%	0.00%	0.00%	0.00%	4.22%
% Market Change	4.72%	10.55%	10.48%	14.45%	5.13%
2018 Total % Increase	9.68%	10.55%	10.48%	14.45%	9.76%

**The City of Mayer tax rate is determined by dividing the jurisdiction’s levy by the jurisdiction’s taxable net tax capacity.**



YEAR	TAX RATE	STATUS
2012	65.66%	FINAL
2013	68.84%	FINAL
2014	67.78%	FINAL
2015	59.57%	FINAL
2016	58.91%	FINAL
2017	53.29%	FINAL
2018	50.61%	FINAL
2019	49.10%	FINAL
2020	52.00%	PRELIM
2020	50.57%	P-FINAL

## TOTAL LEVY (Debt Levy + General Levy)

	2018 Final	2019	2020— Preliminary	2020— Proposed Final
General Levy	\$480,931.00	\$639,646.00	\$431,921.27	\$425,730.86
Debt Service Levy	\$510,942.00	\$477,978.00	\$541,289.00	\$541,019.00
Capital Levy			\$312,500.00	\$290,000.00
Total Levy	\$991,873.00	\$1,117,624.00	\$1,285,710.27	\$1,256,749.86
Percent Change	-	12.7%	15.1%	12.4%

### Levy Information W/ Capital— Preliminary

\$1,285,710.27

Tax Capacity Based Levy Amount (After LGA)

- \$226,107

Fiscal Disparities Distribution Dollars

**\$1,059,603.27**

**Local Levy for 2020**

**2020 Adjusted Tax Capacity—\$2,038,182.00**

**\$1,059,603.27/\$2,038,182 x 100 = 52.00%**

**Each local taxing jurisdiction certifies a levy equal to the amount it intends to raise from property taxes in the upcoming year.**

### Levy Information W/ Capital— Proposed - Final

\$1,256,749.86

Tax Capacity Based Levy Amount (After LGA)

- \$226,107

Fiscal Disparities Distribution Dollars

**\$1,030,642.86**

**Local Levy for 2020**

**2020 Adjusted Tax Capacity—\$2,038,182.00**

**\$1,030,642.86/\$2,038,182.00 x 100 = 50.57%**

# Comparison to other Carver County Cities

<b>CITY</b>	<b>2019 FINAL RATE</b>
<b>Chanhassen</b>	<b>21.10 %</b>
<b>Chaska</b>	<b>27.67%</b>
<b>Victoria</b>	<b>31.27%</b>
<b>Mayer</b>	<b>49.25%</b>
<b>Carver</b>	<b>50.59%</b>
<b>Waconia</b>	<b>52.50%</b>
<b>Watertown</b>	<b>56.47%</b>
<b>Cologne</b>	<b>62.41%</b>
<b>NYA</b>	<b>70.39%</b>
<b>New Germany</b>	<b>97.65%</b>
<b>Hamburg</b>	<b>122.13%</b>

# Example Calculation of Property Taxes



Estimated Market Value \$300,000  
 Homestead Exclusion (\$10,200)  
**Taxable Market Value \$289,800**

<b>\$289,800</b>	<b>X</b>	<b>1%</b>	=	<b>\$2,898</b>
Taxable Market Value	x	Residential Tax Class Rate	=	Tax Capacity
<b>\$2,898</b>	<b>X</b>	<b>52.00%</b>	=	<b>\$1,503.96</b>
Tax Capacity	x	City of Mayer Tax Rate	=	City of Mayer Property Taxes
<b>\$289,800</b>	<b>X</b>	<b>1%</b>	=	<b>\$2,898</b>
Taxable Market Value	x	Residential Tax Class Rate	=	Tax Capacity
<b>\$2,898</b>	<b>X</b>	<b>50.57%</b>	=	<b>\$1,465.51</b>
Tax Capacity	x	City of Mayer Tax Rate	=	City of Mayer Property Taxes

## Property Taxes Represented as a monthly Bill for City Services

Preliminary - A home with an estimated Market Value of \$300,000 will pay an estimated \$1,503.96 per year in City of Mayer property taxes, or **\$125.58 per month.**

Proposed Final- A home with an estimated Market Value of \$300,000 will pay an estimated \$1,465.51 per year in City of Mayer property taxes, or **\$122.13 per month.**

<i>City of Mayer Monthly Services</i>	<i>Preliminary</i>	<i>P-Final</i>
<i>Street Repairs, Snow Plowing, Fleet Maintenance</i>	<i>\$12.23</i>	<i>\$12.23</i>
<i>Debt Payments</i>	<i>\$35.86</i>	<i>\$35.86</i>
<i>General Administration</i> <i>Including: Administration, Assessor, auditor, legal, elections, IT support, Supplies and projects</i> <i>Planning and Zoning, Engineering, Building Inspection.</i>	<i>\$32.30</i>	<i>\$32.30</i>
<i>Fire Protection</i>	<i>\$8.54</i>	<i>\$8.54</i>
<i>Police Protection</i>	<i>\$10.08</i>	<i>\$8.51</i>
<i>Park Recreation Facilities and Programming</i>	<i>\$5.78</i>	<i>\$5.78</i>
<i>Capital</i>	<i>\$20.10</i>	<i>\$18.22</i>
<i>Compost</i>	<i>\$0.37</i>	<i>\$0.37</i>
<i>Operating EDA</i>	<i>\$0.32</i>	<i>\$0.32</i>
<i>Total</i>	<i>\$125.58</i>	<i>\$122.13</i>





## Memorandum

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Item: Employee Benefits

Meeting Date: November 25, 2019

Presented By: Margaret McCallum, City Administrator

### **Details:**

According to the City Personnel Policy and the Agreement between the City of Mayer and Local Union of Operating Engineers, Local 49, the City will provide certain benefits to qualified employees.

#### **Health and Dental Insurance – Union Employees**

For Union Employees, they will be covered under the Local Union of Operating Engineers, Local 40, Health and Dental Plan.

The City, as part of the agreement, will contribute \$504.00 towards an H.R.A. account for union employees.

$\$504.00 \text{ per year per employee} \times 3 = \$1,512.00$

The premium for the union health and dental plan is \$1,240.00 per employee regardless if claiming single or family coverage.

The total cost for the yearly premium for union employees is:

$\$14,880 \text{ per year per employee} \times 3 = \$44,640.00$

#### **Health and Dental Insurance – Non-Union Employees**

For Non-Union Employees, they will be covered under a High Deductible Health Insurance Plan through Preferred One. It will be a \$3,000 (single)/\$6,000 (family) deductible plan, with a health savings account (H.S.A.). The City has historically contributed half of the deductible into the H.S.A. Therefore, \$1,500 for single and \$3,000 for family.

$\$1,500 \text{ per year per employee} \times 1 = \$1,500.00$

The premium for the non-union employees is about \$450.00 per month or \$5,400.00 per year.

For Non-Union Employees, they will be covered under a Delta Dental Plan. Historically, the City has been for 100% of single coverage and 80% family coverage premiums.

The premium for the Non-Union Employee is about \$58.00 per month or \$696.00 per year.

**Life Insurance**

Historically, the City has provided Life Insurance for the employee only covering \$100% of the premium for first \$15,000.00 of coverage.

Life insurance is proposed to stay the same as last year.

Would stay the same at \$15,000 coverage at \$3.00 per month for each employee.

\$144.00 per year for the City.

Employee can elect additional coverage.

**Long Term and Short Term Disability Coverage**

In 2019, the City started to provide Long-Term and Short-Term Disability Coverage for Employees.

In 2020, it is proposed to maintain the same Long Term and Short Term Disability Coverage.

For \$40 per month, the cost for LTD AND STD would cover all 4 employees for a total of \$1,920.00 for the City.

**2020 Total Benefit Cost –**

Union Health and Dental with H.R.A. -	\$44,640.00
	\$1,512.00
Non-Union Health with H.S.A. -	\$6,900.00
Non-Union Dental	\$696.00
Life Insurance (All Employees) -	\$144.00
Long-Term and Short-Term Disability -	\$1,920.00
	<b>\$55,812.00</b>

**2019 Total Benefit Cost**

2019 Benefit Cost was \$60,629.38.

CITY OF MAYER  
RESOLUTION 11.25.19.46  
BENEFITS

WHEREAS, the City of Mayer provides benefits to qualified employees in the form of paid leave and/or insurance coverage.

WHEREAS, the personnel policy of the City of Mayer states that the city will contribute a monthly amount toward group health, dental and life insurance benefits for each employee and his/her dependents.

WHEREAS, the City currently offers health insurance, dental insurance and life insurance (up to \$15,000).

WHEREAS, the difference between the actual cost of the coverage and the City's contribution is deducted from the employee's paycheck.

WHEREAS, the City of Mayer will continue to offer life insurance and pay 100% for the first \$15,000. The employee has the ability to pay for anything above the \$15,000.

WHEREAS, the City of Mayer will add Short-Term Disability and Long-Term Disability coverage to qualified employees and cover the premium 100%.

WHEREAS, some employees are part of the Local Union of Operating Engineers, Local 49.

WHEREAS, Union Employees will be covered by Union Insurance for Health and Dental Coverage.

WHEREAS, for union employees, the city of Mayer will contribute a yearly contribution towards the employee's H.R.A. of \$504.00.

WHEREAS, for non-union employees, the City of Mayer will continue to offer a High Deductible Health Insurance Plan with a Health Saving Account of which the City will pay 100% of the premium for employees and 80% for family. The City of Mayer will also contribute a yearly contribution towards the employee's H.S.A of \$3,000 for family and \$1,500 for individual.

WHEREAS, for non-union employees, the City of Mayer will select a Dental Plan in which the City will pay 100% of the premium for the employee and 80% of the premium for family.

NOW THEREFORE BE IT RESOLVED, that the City of Mayer City Council approves the changes to benefits offered to City Employees.

Adopted by the City Council of the City of Mayer, Minnesota, this 25<sup>th</sup> day of November, 2019.

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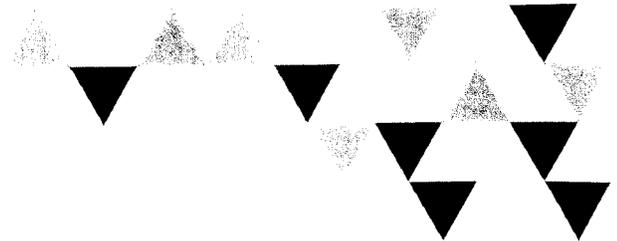
Mike Dodge, Mayor

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Margaret McCallum, City Administrator



Delta Dental of Minnesota



# 2019 Delta Dental Individual and Family™ - Elite Plans

### Plans feature:

- Up to 4 cleanings per year, based on your dentist's recommended treatment
- Preventive services do not apply towards the annual maximum
- With prior, comparable Delta Dental coverage, waiting periods may be waived

## Elite 3500

**\$3,500**

Plan Year Maximum

per person per year

**\$50**

Deductible

per person per year

### Services Covered Immediately

- Cleanings including periodontal maintenance (up to 4 per year)
  - Exams (up to 2 per year) ✓ | 100%
  - Sealants and fluoride (for children)
- Preventive services do not count toward annual maximum and the deductible is waived*

### \*\*Services Covered After 6 Months

- Periodontal (gum) care
- Fillings (white-composite)
- Root canals, oral surgery, and crowns ✓ | 50%
- Dentures and bridges

### \*Networks

- Delta Dental PPO™
- Delta Dental Premier™

**\$57.37**

per member per month

Children under age three are covered at no additional cost

Not sure which plan is right for your unique needs?

Visit [DeltaDentalMN.org/Shop](http://DeltaDentalMN.org/Shop)

Call 1-866-764-5350

- Schedule conversation
- Chat with a licensed agent
- Email plan details
- Speak with a licensed agent
- Enroll over the phone

\*Care from an out-of-network dentist is not covered by these plans

\*\*Waiting periods may be waived with prior, comparable Delta Dental coverage

All plans require annual contract

This is a summary of benefits only and does not guarantee coverage. For a complete list of covered services and limitations/exclusions, please refer to the Dental Benefit Plan Summary.  
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DDMN.9.12.18

	<b>PARTICIPATING PROVIDER</b> <i>These benefits apply for health services provided by In- network providers</i>	<b>NON-PARTICIPATING PROVIDER<sup>1</sup></b> <i>These benefits apply for health services provided by Out-of-network providers</i>
<b>Individual Contract</b>		
■ Calendar Year Deductible	\$3,000 per individual contract	\$7,500 per individual contract
■ Calendar Year Out-of-Pocket Limit	\$3,000 per individual contract	\$24,000 per individual contract
<b>- OR -</b>		
<b>Family Contract</b>		
■ Calendar Year Deductible	\$6,000 per family contract (\$3,000 per family member)	\$15,000 per family contract
■ Calendar Year Out-of-Pocket Limit	\$6,000 per family contract (\$3,000 per family member)	\$48,000 per family contract
<b>PARTIAL LISTING OF HEALTH SERVICES</b>		
<b>Preventive Health Care Services</b>		
■ Services such as preventive exams, immunizations and cancer screenings.	Covered 100% ( <i>deductible does not apply</i> )	Covered 50% after deductible
■ Prenatal/ Postnatal	Covered 100% ( <i>deductible does not apply</i> )	Covered 100% ( <i>deductible does not apply</i> )
<b>Office Visits</b>		
■ Sickness or injury	Covered 100% after deductible	Covered 50% after deductible
■ Specialist	Covered 100% after deductible	Covered 50% after deductible
■ Convenience care	Covered 100% after deductible	Covered 50% after deductible
■ Online care	Covered 100% after deductible	Not covered
■ Urgent care center	Covered 100% after deductible	Covered 50% after deductible
■ Chiropractic services	Covered 100% after deductible	Covered 50% after deductible ( <i>coverage limited to 15 visits per member per calendar year</i> )
■ Allergy injections	Covered 100% after deductible	Covered 50% after deductible
<b>Hospital Services</b>		
■ Outpatient services	Covered 100% after deductible	Covered 50% after deductible
■ Inpatient services	Covered 100% after deductible	Covered 50% after deductible* ( <i>coverage limited to 120 days per member per calendar year for all inpatient services combined</i> )
<b>Emergency Care</b>		
■ Hospital emergency room	Covered 100% after deductible	Covered same as participating provider benefit
■ Emergency ambulance	Covered 100% after deductible	Covered same as participating provider benefit

<sup>1</sup> For non-participating providers, in addition to any deductibles and coinsurance, member pays all charges that exceed the PIC Non-Participating Provider Reimbursement Value.

	PARTICIPATING PROVIDER	NON-PARTICIPATING PROVIDER <sup>1</sup>
<b>Prescription Drugs</b>		
■ Prescription drugs that can be self administered; up to a 93- calendar day supply for generic drugs, and a 31-day supply for all other drugs. Up to a 31-day supply for one type of insulin.	Generic: covered 100% after deductible Preferred brand: covered 100% after deductible Non-preferred brand drugs: covered 100% after deductible	Covered 50% after deductible
■ Mail order drugs for up to a 93- calendar day supply	Generic: covered 100% after deductible Preferred brand: covered 100% after deductible Non-preferred brand drugs: not covered	Not covered
■ Specialty/ injectable drugs up to a 31- calendar day supply	Covered 100% after deductible	Not covered
<b>Durable Medical Equipment &amp; Prosthetics</b>	Covered 100% after deductible	Covered 50% after deductible**
<b>Skilled Nursing Facility Services</b>	Covered 100% after deductible	Covered 50% after deductible
<b>Physical, Occupational and Speech Therapy</b>	Covered 100% after deductible	Covered 50% after deductible (coverage limited to 15 visits per member per calendar year)
<b>Pediatric Vision (to age 19)</b>		
■ Eye Exam (1 per year)	Covered 100% (deductible does not apply)	Covered 50% after deductible
■ Eligible non-preventive services	Covered 100% after deductible	Not covered
<b>Pediatric Dental (to age 19)</b>		
■ Routine Dental Exams (2 per year)	Covered 100% after deductible	Not covered
■ Basic Care	Covered 100% after deductible	Not covered
■ Major Care	Covered 50% after deductible	Not covered
■ Orthodontia	Covered 50% after deductible	Not covered

**Value Added Services:**

- Fitness Advantage - Discounts at participating fitness facilities
- VITAL WorkLife™ - Employee Assistance Program
- Member Discount Programs

- 24/7 Online Care
- Online Health Risk Assessment
- Case Management Services
- Chronic Conditions Management

\* Pre-certification required; failure to obtain pre-certification may result in a reduction of non-participating provider benefits; limits may apply; call Customer Service.

\*\*Prior authorization recommended when eligible charges may exceed \$5,000; call Customer Service.

This brochure summarizes your PIC benefit coverage. If there is a discrepancy between information in this summary and your Certificate of Coverage (COC), the COC will take precedence in determining your benefits. For a complete description of benefits and exclusions, read your Certificate of Coverage. Medical policies and pharmacy services information are available at PreferredOne.com. Please contact Customer Service at 763.847.4477 (Twin Cities area), 1.800.997.1750 (outside the metro area) or 763.847.4013 (TTY) for more information.





## Council Memorandum

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Item: 2020 Contract for Police Services  
Meeting Date: November 25, 2019  
Presented By: Margaret McCallum, City Administrator

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

To discuss the contract with the Carver County Sheriff's Department for 2020 Police Services.

### **Details:**

#### ***Current Coverage:***

The City of Mayer contracts with Carver County Sheriff's Department for its police services.

Each year both parties work through an agreement that will work for the City of Mayer and the Carver County Sheriff's Department.

The current 2019 contract is for a Full Time Equivalent (FTE) Deputy (2080 hours) at .67%. The City also receives 130 hours in Community Service Officer Hours.

#### ***Coverage Discussions and Changes***

Over the past few months, the City Council has been researching and discussing the contract and desired changes. One of the desires was to have more of an evening presence in the community.

Based on the previous discussion at meetings, the discussions have focused on:

1. Increasing FTE hours from the current .67 FTE to a .88 FTE or 1.0 FTE
2. Change the hours from a standard day presence to a rotating 3p.m. – 1a.m. shift (Tuesday – Friday) and (Wednesday – Saturday) or other evening hours.
3. Maintain the ability to purchase extra shifts as desired and needed.

#### ***Cost Changes – 1FTE Without collaboration with New Germany***

The cost for 2020 would be \$137,440.00; an increase of \$49,515.00. This is mainly do to the shift from .67 to 1.0 FTE.

#### ***Cost Changes – 1FTE With collaboration with New Germany***

The cost for 2020 would be \$121,620.00; an increase of \$33,695.00. The City would have a .88 FTE and New Germany a .12 FTE.

<b>Personnel Cost</b>	<b>2017 (.67)</b>	<b>2018 (.67)</b>	<b>2019 (.67)</b>	<b>2020 (1.0)</b>	<b>2020 (.88)</b>
Corporal	\$66,205.00	\$68,652.00	\$69,148.00	\$107,475.00	\$94,578.00
CSO 130 Hours	\$4,350.00	\$5,022.00	\$5,006.00	\$5,607.00	\$5,607.00
Vehicle Cost	\$21,093.00	\$13,896.00	\$13,771.00	\$24,358.00	\$21,435.00
<b>Total</b>	<b>\$91,648.00</b>	<b>\$87,570.00</b>	<b>\$87,925.00</b>	<b>\$137,440.00</b>	<b>\$121,620.00</b>

***Additional Shifts Available For Purchase -***

The current contract reads that if the city wants additional hours beyond the level of contracted services, hours would be billed at \$68.42 per hour.

***Preliminary Budget -***

The City had a preliminary budgeted amount of \$145,000.00 for the year 2020. It has since been reduced to \$133,000.00.

In 2019, the City budgeted, \$100,000.00.

***Attachments:***

2020 Police Contract at .88 sharing with New Germany.

# CONTRACT FOR POLICE SERVICES

## Mayer

THIS AGREEMENT, made and entered into this        day of        ,        by and between the County of Carver, through its Sheriff's Office (hereinafter, "County"), and the City of Mayer (hereinafter, the "City"), and, collectively known as the "parties".

WHEREAS, the City desires to enter into a contract with the County whereby the County will provide police services within the boundaries of the City; and

WHEREAS, the County agrees to render such services upon the terms and conditions hereinafter set forth; and

WHEREAS, Minnesota Statutes Section 471.59 authorizes governmental units in the State of Minnesota to enter into agreements by resolution with any other governmental unit to perform on behalf of that unit any service or function which that unit would be authorized to provide for itself; and

WHEREAS, said contract is authorized by Minnesota Statute, Section 471.59, 436.05, and Minnesota Statute, Section 366 and 367;

NOW, THEREFORE, it is agreed between the parties as follows:

### ARTICLE I

PURPOSE: The purpose of this Agreement is to secure police contracting services for the City. Minnesota Statutes, Section 471.59 authorizes two or more governmental units to jointly exercise any power common to the contracting parties. Minnesota Statutes, Section 436.05 allows municipalities to contract with other municipalities for police services.

### ARTICLE II

1. POLICE SERVICES. The County agrees to provide police service within the corporate limits of the City to the extent and in the manner set forth below:
  - 1.1 Police services to be provided under this contract shall encompass those police duties and functions which are the type statutorily deemed to be the responsibility of the local communities;
  - 1.2 With input from the City, the County shall assign personnel as necessary;
  - 1.3 All matters incident to the performance of such service or the control of personnel employed to render such service shall be and remain in the control of the County;

- 1.4 In the event a dispute arises between the parties concerning the type of service to be rendered, or the manner in which such service is provided, the County shall retain sole discretion in determining a solution to said dispute (e.g., re-assignment of personnel, types of patrol, level of service available); and
- 1.5 The police services will be provided to the City for the selected number of contracted hours and/or full time equivalent (FTE) personnel. Such services shall not include situations in which, in the opinion of the County, a police emergency occurs which requires a different use of the personnel, patrol vehicle, equipment, or the performance of special details relating to police services. It shall also not include the enforcement of matters which are primarily administrative or regulatory in nature (e.g., zoning, building code violations).

### ARTICLE III

SPECIAL EVENT OR ADDITIONAL SERVICES. If the City desires additional police services over and above the hours and/or FTE's contracted for in this Agreement, the City shall contact the Sheriff's Office contract manager or designee noted in this Agreement. The County will invoice the City for these additional services pursuant to Minnesota Statute, Section 471.425, Prompt payment of local government bills, Subdivision 2(a) For municipalities who have governing boards which have regularly scheduled meetings at least once a month, the standard payment period is defined as within 35 days of the date of receipt.

### ARTICLE IV

COOPERATION AMONG PARTIES. It is hereby agreed that the parties and all of their officials, personnel, agents and employees shall render full cooperation and assistance to each other to facilitate the provision of the services selected herein.

### ARTICLE V

1. PROVISION OF EQUIPMENT. It is agreed that the County shall provide all necessary labor, supervision, vehicle, equipment, and supplies to maintain and provide the police services selected herein.
2. OFFICE SPACE. If an FTE is requested, the City shall provide office and work space for the assigned personnel.
3. FINANCIAL LIABILITY. The City does not assume liability for the direct payment of any salaries, wages, or other compensation to personnel employed by the County to perform the selected services. It is agreed that all personnel shall be employees of the County and the County shall be responsible for providing worker's compensation insurance and all other benefits to which such personnel shall become entitled by reason of their employment with the County.

4. MUTUAL INDEMNIFICATION. Each party shall be liable for its own acts to the extent provided by law and hereby agrees to indemnify, hold harmless and defend the other, its personnel and employees against any and all liability loss, costs, damages, expenses, claims or actions, including attorney's fees which its personnel and employees may hereafter sustain, incur or be required to pay, arising out of or by reason for any act or omission of the party, its agents, servants or employees, in the execution, performance, or failure to adequately perform its obligations pursuant to this contract. Liability of the County or other Minnesota political subdivisions shall be governed by the provisions of the Municipal Tort Claims Act, Minnesota Statutes, Chapter 466, and other applicable laws.

It is further understood that Minnesota 471.59, Subd. 1a applies to this Agreement. To the full extent permitted by law, actions by the parties pursuant to this Agreement are intended to be and shall be construed as a "cooperative activity" and it is the intent of the parties that they shall be deemed a "single governmental unit" for the purposes of liability, all as set forth in Minnesota Statutes Section 471.59, Subd. 1a(a); provided further that for purposes of that statute, each party to this Agreement expressly declines responsibility for the acts or omissions of the other party.

Each party agrees to promptly notify the other party if it knows or becomes aware of any facts or allegations reasonably giving rise to actual or potential liability, claims, causes of action, judgments, damages, losses, costs or expenses, including attorney's fees, involving or reasonably likely to involve the other party, and arising out of acts or omissions related to this Agreement.

5. LIABILITY

(a) It is understood and agreed that liability shall be limited by the provisions of Minnesota Statutes Chapter 466. This Agreement to indemnify and hold harmless does not constitute a waiver by any participant of limitations on liability provided under Minnesota Statutes Section 466.04. To the full extent permitted by law, actions by parties pursuant to this Agreement are intended to be and shall be construed as a "cooperative activity" and it is the intent of the parties that they shall be deemed a "single governmental unit" for the purposes of liability, all set forth in Minnesota Statutes, Section 471.59, Subdivision 1a(a); provided further that for purposes of that statute, each party to this Agreement expressly declines responsibility for the acts or omissions of the other party.

(b) For purposes of determining total liability damages, the participating governmental units and the joint board, if one is established, are considered a single governmental unit and the total liability for the participating governmental units and the joint board, if established, shall not exceed the limits on governmental liability for a single governmental unit as specified in State Statute, Section 3.736 or Section 466.04, Subdivision 1, or as waived or extended by the joint board or all participating governmental units under State Statute, Section 3.736, Subdivision 8 or Section 471.981. The parties of this Agreement are not liable for the acts or omissions of the other participants to this Agreement except to the extent to which they have agreed in writing to be responsible for acts or omissions of the other parties.

6. INSURANCE. The County agrees that all insurance required to adequately insure vehicles, personnel and equipment used by the County in the provision of the selected services will be provided by the County.

#### ARTICLE VI

1. TERM. The term of this contract shall be January 1, 2020 to December 31, 2020. The term of this Agreement may be extended for up to an additional sixty (60) days under the same terms and conditions, provided the parties are attempting in good faith to negotiate a new Agreement. This Agreement extension shall automatically terminate upon the parties' entering into a new written Agreement, or on the sixtieth (60<sup>th</sup>) day, whichever occurs first.
2. RATE. As contained in this contract.
3. NOTICE.
  - 3.1 If the County does not desire to enter into a contract for police service for 2021, the City shall be so notified in writing six (6) months prior to the expiration of the current contract.
  - 3.2 On or before August 15 of the current contract year, the County shall notify the City of the police contract rates for the following year.
  - 3.3 The City shall notify the County of its intention to contract for police services for the following year no later than October 15 of the current contract year.
  - 3.4 In the event the City shall fail to give notice as required above, the County shall presume the City does not desire to enter into an Agreement with the County for police services.
  - 3.5 Notice under the above provisions shall be sent to:

Commander Mike Wollin  
Carver County Sheriff's Office  
606 East 4<sup>th</sup> Street  
Chaska, MN 55318  
[mwollin@co.carver.mn.us](mailto:mwollin@co.carver.mn.us)  
Office: 952-361-1857  
Cell: 952-220-7926

City of Mayer  
Margaret McCallum, Administrator  
413 Blue Jay Ave.  
Mayer, MN 55360  
Phone: 952-657-1502  
[Margaret.mccallum@cityofmayer.com](mailto:Margaret.mccallum@cityofmayer.com)

ARTICLE VII

MENU OF POLICE SERVICES

1. POLICE STAFFING OPTIONS

1.1 FULL TIME EQUIVALENT (FTE) PERSONNEL OPTION

1.1.1 FTE personnel are Full Time Employees dedicated to the contract community. The FTE deputies compensated time includes regular assignment duties, training, holidays, vacation, sick leave and other benefited time. The FTE deputy position is not automatically backfilled when the deputy is away from assignment for the above types of compensated time. The FTE deputy costs include: salary, benefits, supervision, administration, training, clerical support, insurance, and county overhead. The FTE costs do not include additional hours which are necessary for court or filling a shift for a compensated day off.

The first eighty (80) hours the deputy is gone from the community while on military leave will not be backfilled. The Sheriff's Office will backfill the position or credit back the time for military leave after the first 80 hours.

The first eighty (80) hours a deputy is gone from the community on FMLA leave will not be backfilled; it will be treated like sick leave. The Sheriff's Office will backfill the position or credit back the time for FMLA after the first 80 hours of FMLA is completed.

If the City requests coverage for compensated days off noted above, it is recommended the City set aside a contingency for additional hours. Additional hours for deputies will be billed at \$68.42.

The SouthWest Metro Drug Task Force will invoice \$2,100 separately.

Hours worked on a designated holiday will be billed at double the FTE's hourly pay rate per the collective bargaining agreement(s).

PERSONNEL COST

Deputy .88 (2080 FTE)	\$94,578
CSO – 130hours	\$5,607

VEHICLE COST

Patrol Vehicle – .88	<u>\$21,435</u>
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<u>TOTAL POLICE SERVICES</u>	\$121,620
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2. PAYMENT. The Sheriff shall invoice one half of the total amount of the current year police staffing option cost hereunder, or \$60,810.00 to be paid on or before June 30 of the current contract year. The Sheriff shall invoice the remaining half, or \$60,810.00 to be paid on or before November 30 of the current contract year.
3. MINNESOTA STATE POLICE AID. The County, upon receiving Minnesota State Police Aid, shall reimburse the City pursuant to Minnesota Statute, Section 69.011.

#### ARTICLE VIII

1. DATA. All data collected, created, received, maintained or disseminated in any form for any purposes by the activities of this Agreement is governed by the Minnesota Data Practices Act, Minnesota Statute Section 13, or the appropriate Rules of Court and shall only be shared pursuant to laws governing that particular data.
2. AUDIT. Pursuant to Minnesota Statute Section 16C.05, Subdivision 5, the parties agree that the State Auditor or any duly authorized representative at that time during normal business hours and as often as they may reasonably deem necessary, shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc. which are pertinent to the accounting practices and procedures related to this Agreement. All such records shall be maintained for a period of six (6) years from the date of termination of this Agreement.
3. NONWAIVER, SEVERABILITY AND APPLICABLE LAWS. Nothing in this Agreement shall constitute a waiver by the parties of any statute of limitation or exceptions on liability. If any part of this Agreement is deemed invalid such shall not affect the remainder unless it shall substantially impair the value of the Agreement with respect to either party. The parties agree to substitute for the invalid provision a valid one that most closely approximates the intent of the Agreement.

The laws of the State of Minnesota apply to this Agreement.

4. MERGER AND MODIFICATION. It is understood and agreed that the entire Agreement between the parties is contained herein and that this Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof. All items referred to in this Agreement are incorporated or attached and are deemed to be part of this Agreement. Any alterations, variations, modifications, or waivers of provisions of this Agreement shall only be valid when they have been reduced to writing as an amendment to this Agreement and signed by the parties hereto.

IN WITNESS THEREOF, the Municipality has caused this Agreement to be executed by its Mayor and by the authority of its governing body on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

SIGNED: \_\_\_\_\_  
Mayor

DATE: \_\_\_\_\_

SIGNED: \_\_\_\_\_  
City Administrator

DATE: \_\_\_\_\_

IN WITNESS THEREOF, the County of Carver has caused this Agreement to be executed by its Chair and attested by its Administrator pursuant to the authority of the Board of County Commissioners on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

COUNTY OF CARVER:

SIGNED: \_\_\_\_\_  
CHAIR, BOARD OF COMMISSIONERS

DATE: \_\_\_\_\_

SIGNED: \_\_\_\_\_  
SHERIFF

DATE: \_\_\_\_\_

Attest

SIGNED: \_\_\_\_\_  
COUNTY ADMINISTRATOR

DATE: \_\_\_\_\_

**RESOLUTION 11.25.19.47  
APPROVING THE CONTRACT FOR POLICE SERVICES  
FOR CALENDAR YEAR 2020  
CITY OF MAYER**

WHEREAS, The City of Mayer (the “City”) desires to contract police services with Carver County and the Carver County Sheriff’s Department; and

WHEREAS, such contracts are authorized by the provisions of Minnesota Statutes, Chapter 471.59, and the 1961 Sessions Laws, Chapter 693; and

WHEREAS, said contract will be for police services provided during the 2020 calendar year under the terms and conditions contained in the contract.

WHEREAS, the 2020 contracted hours as established between the City Council and the Sheriff’s Department will be:

\_\_\_\_\_  
\_\_\_\_\_

NOW THEREFORE BE IT RESOLVED, that the City Council of the City of Mayer, Carver County, Minnesota, hereby approves the Contract for Police Services for 2020 calendar year, attached hereto and by said references incorporated herein in its entirety.

BE IT FURTHER RESOLVED, that the Mayer and City Administrator are hereby authorized and directed to execute said contract on behalf of the City.

Adopted this 25<sup>th</sup> day of November, 2019 by the Mayer City Council.

\_\_\_\_\_  
Margaret McCallum, City Administrator

\_\_\_\_\_  
Michael Dodge, Mayor



**OFFICE OF THE  
SHERIFF**



**The City of New Germany**

## **2020 NW Regional Work Plan Cities of Mayer and New Germany**

### **Introduction**

The Work Plan is designed as a guide for the delivery of law enforcement services in coordination with area cities and resources. The Work Plan allows for input from the communities and Sheriff's Office to develop goals, objectives, work direction, and/or focus areas within the region.

The Work Plan is not meant to be all inclusive of the law enforcement mission in the contract communities, but instead, helps identify specific work direction, concerns, priorities, or areas of interest brought forth by the Contract Communities and Sheriff's Office personnel.

The Work Plan is divided into four main categories:

### **CONTRACT ADMINISTRATION**

- Goals, objectives, work direction, focus on areas related to administration of the police contract and the work conducted by the Contract Communities and Sheriff's Office Staff.

### **LAW ENFORCEMENT OPERATIONS**

- Goals, Objectives, work direction, focus on areas related to the work conducted by the Contract Liaison Corporal and other law enforcement services provided by the Sheriff's Office.

### **CRIME PREVENTION / PUBLIC SAFETY EDUCATION**

- Goals, objectives, work direction, focus areas related to the coordination of work between the Contract Communities and the Sheriff's Office.

## **COMMUNITY INVOLVEMENT / PARTICIPATION**

- Goals, objectives, work direction, focus on the areas related to citizen involvement in law enforcement and crime prevention issues and the Sheriff's Office involvement in the Communities.

## **CONTRACT ADMINISTRATION**

It is the desire of the Sheriff's Office to build a strong working relationship with the "Town Cop" in the Cities of Mayer, and New Germany. To accomplish this goal the following supervision and administrative process will be followed:

- ✓ Administration for law enforcement contract and work plan will be the responsibility of the Sheriff's Commander of Operations and the staff of the Contract Community.
- ✓ Overall supervision of the contract Corporal assigned to the Cities will be the responsibility of the Lieutenant of Patrol Services.
- ✓ Daily supervision of the contract Corporal will be the responsibility of the on duty patrol supervisor.

### **Patrol Activity and Hours of Work**

The contract Corporal is required to maintain an electronic activity log. The Corporal is also required to submit a signed time sheet verifying the hours of work in the contract areas. These documents are available for review by the contract community on a regular basis.

### **Annual Work Plan Evaluation**

A summary of annual accomplishments of the law enforcement services and work plan will be submitted to the Contract Communities.

## **LAW ENFORCEMENT OPERATIONS**

- 1. Continue to establish a strong working relationship with the city leaders of Mayer and New Germany, both Fire Department's, it's youth, the elderly (TRIAD), schools, and businesses.**
- 2. Proactively patrol all residential neighborhoods. Identify any "problem" areas of those neighborhoods. Maintain a high level of visibility to community members.**
- 3. Target high traffic areas such as County Road 30, County Road 33, and Hwy 25, entering and exiting both city limits. Educating motorists on reducing speeds and wearing seatbelts through town. Watch for pedestrians and bicyclists on the Dakota Trail going through both cities. Educating motorists on being mindful of pedestrians in cross walks.**

4. Patrol public parks and the trail system in order to deter vandalism, educate, and enforce trail signs for the safety of all bicyclists, pedestrians and animal owners.
5. Continue to educate the citizens of all new, and existing, city ordinances such as watering bans, street parking, grass clippings, junk on yards, etc.
6. Communicate with city administrators of any significant events that may have taken place at night, on holidays, and/or on weekends.
7. Work together with the Southwest Drug Task Force, Carver County Community Social Services, Carver County Mental Health, and Ridgeview Medical Center Ambulance Services.
8. Continue to work with other town cops, or district cars, and with TZD operations throughout the year, i.e. seatbelt enforcement, speed details, crosswalk enforcement.
9. Be a part of, and have an active presence at National Night Out, Mayer Rising Community Festival, NCFD Firefighters softball tourney, Drug Take Back Program, or any and all city functions city administrators deem needed.
10. Get out of the squad car and speak to local businesses and residents on a personal level. Get their feedback on their concerns on what they see and want done. Be a liaison for them to the City and the Sheriff's Office.

### **CRIME PREVENTION / PUBLIC SAFETY EDUCATION**

It is recognized that a Community with citizen participation in the public safety mission, strengthens the quality of life in the area they live. The Liaison Corporal will promote neighborhood involvement in the law enforcement mission in the contract cities. This will include the Liaison Corporal attending the Northwest Area events to promote community policing and liaison with the citizens.

### **COMMUNITY INVOLVEMENT / PARTICIPATION**

Sheriff's Office staff will look for opportunities to discuss with the City Councils and staff, ways to promote future work plan initiatives. This may include hosting community meetings, public speaking engagements, news articles in the community newsletter, and using community newspapers to highlight law enforcement activity in the community.

### **Policing and Population**

The city of Mayer is looking to increase their police service from a .67 to a .88 FTE. At this time the city of New Germany does not see any increase in additional hours of contract police service. Mayer has had continual growth with many new homes being built around the city.

**Thank you for your commitment to the Carver County Sheriff's Office and for your policing contract, we look forward to our continued working relationship in 2020.**



## Request for Council Action Memorandum

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Item: Kluver Consulting LLC – Contract Termination

Meeting Date: November 25, 2019

Presented By: Margaret McCallum, City Administrator

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

To review and discuss the early termination of the contract agreement between the City of Mayer and Kluver Consulting, LLC for Interim Wastewater Treatment Plant Superintendent Services.

### **Details:**

The City currently contracts with Kluver Consulting, LLC for Interim Wastewater Treatment Plant Superintendent Services for the City's Wastewater Treatment Facility.

The current contract has a term of September 1, 2015 – August 31, 2020.

The scope of work includes, but is not limited to:

1. Performing and providing technical training to the City's staff on the treatment process
2. Perform monitoring, sampling, analyzing, and reporting as required by the Minnesota Pollution Control Agency (MPCA) with respect to NPDES permit for wastewater treatment.
3. Perform and train staff on daily operations of the wastewater treatment facility.

\*\*For more information on scope of work, see EXHIBIT A of the attached Contract.

The City currently pays \$1,800 per month (\$21,600.00) for these services.

The City currently has the ability to transfer these services into the City's Public Works Department, as one of employees has recently obtained their Class A License for Wastewater. In addition to their current duties, they will take on an Assignment of Utility Lead title for the Wastewater Treatment Facility.

Per the contract the City is able to terminate the contract with or without cause, by either party, upon written notice. The City would provide a 30 day notice on or before December 1, 2019 and the agreement will be terminated as of December 31, 2019. This will allow for a transition period between the Kluver Consulting, LLC and the Public Works Department.

The MPCA will have to be notified of the licensure transfer.

The City has had discussion with Kluver Consulting with regards to maintaining their services on an as needed hourly basis contract. This will come back to Council at a later date.

**Attachments:**

Contract Servicing Agreement.

Resolution 11.25.19.48

CITY OF MAYER RESOLUTION 11.25.19.48

CITY OF MAYER  
RESOLUTION TERMINATING CONTRACT WITH KLUPER CONSULTING, LLC  
AS INTERIM WASTEWATER TREATMENT PLANT SUPERINTENDENT

Member \_\_\_\_\_ introduced the following resolution and moved its adoption:

WHEREAS, the City of Mayer entered into the current contract for interim Wastewater Treatment Plant Superintendent (“Agreement”) with Kluper Consulting, LLC (“Kluper Consulting”) on September 1, 2015; and

WHEREAS, pursuant to the Agreement, either party may terminate the Agreement with or without cause by providing the other with written notice; and

WHEREAS, the City of Mayer wishes to terminate the Agreement, effective December 31, 2019;

NOW, THEREFORE, it is resolved by the City Council of the City of Mayer, Minnesota, as follows:

1. That the Agreement will be terminated effective December 31, 2019.
2. That the City Administrator is directed to inform Kluper Consulting LLC of this decision by the City Council in writing on or before December 1, 2019, and to provide Kluper Consulting LLC with a copy of this resolution.

Member \_\_\_\_\_ seconded the foregoing resolution and upon vote being taken thereon, the following voted in favor thereof:

And the following voted against:

Whereupon said resolution was declared duly passed and adopted.

\_\_\_\_\_  
Mike Dodge, Mayor

\_\_\_\_\_  
Margaret McCallum, City Administrator

[TO BE PLACED ON CITY LETTERHEAD]

[Date]

**VIA CERTIFIED MAIL AND U.S. MAIL**

Kliver Consulting, LLC  
44327 Heinen Court  
Sauk Centre, MN 56378

Re: Termination of Contract for Interim Wastewater Treatment Plant Superintendent

Greg:

On September 15, 2015, the City of Mayer, Minnesota (“City”) entered into a contract for an interim Wastewater Treatment Plant Superintendent (“Agreement”) with Kliver Consulting, LLC (“Kliver Consulting”). Pursuant to the terms of the Agreement, either party may terminate the Agreement with or without cause by providing written notice to the other party. Enclosed please find a Resolution terminating the contract between the City of Mayer and Kliver Consulting which was passed by the City Council on November 25, 2019. This letter constitutes the City’s formal notification to Kliver Consulting that the Agreement is hereby terminated, effective December 31, 2019.

Sincerely,

Margaret McCollum  
City Administrator

## CONTRACT SERVICING AGREEMENT

**THIS AGREEMENT**, made by and between the City of Mayer, a Municipal Corporation organized and existing under the laws of the State of Minnesota, ("City") and Kluver Consulting, LLC a Limited Liability Corporation organized and existing under the laws of the State of Minnesota ("Contractor") is made pursuant to the terms and conditions set forth herein:

1. Scope of Work. City engages Contractor to serve as the Interim Wastewater Treatment Plant Superintendent for the City and perform the services described on the attached Exhibit "A" which is incorporated by reference as if fully set forth herein. The manner in which these services shall be performed and the length of time required to perform said services is in the sole discretion of Contractor but shall be in compliance with MPCA guidelines. Those services which Contractor shall perform pursuant to this Agreement to direct the facility operation and maintenance shall be performed a minimum of six hours per week for the entire duration of this Agreement.

2. Term of Agreement. The term of this Agreement shall be for a period commencing on September 1, 2015, and terminating on August 31, 2020. Prior to such date, with reasonable cause, either party may terminate this Agreement effective immediately upon the giving of written notice of termination for cause as more specifically set forth in provisions 12, 15 and 16 of this Agreement.

3. Extension of Agreement. This Agreement may be extended by written agreement of the parties for subsequent terms.

4. Payment for Services. City shall pay Contractor the sum of One Thousand Eight Hundred and No/100 Dollars (\$1,800.00) per month in accordance with the provisions of this Agreement for the services performed by Contractor pursuant to this Agreement. Contractor shall submit monthly invoices for payment. Each invoice shall state the dates of the performance period covered by the invoice. The City shall make payment to Contractor within twenty-five days following submission of the invoice to the City if the invoice is not incorrect, defective, or otherwise improper. If the invoice is incorrect, defective, or otherwise improper, the City will notify Contractor within ten days of receiving the incorrect invoice. Upon receiving the corrected invoice from Contractor, the City will make payment as described above. The City may refuse to pay any claim which is not specifically authorized by this Agreement. Payment of a claim shall not preclude the City from questioning the propriety of the claim. The City reserves the right to offset any overpayment or disallowance of claim by reducing future payment. In the event this Agreement is terminated before the completion of services, the City shall pay to Contractor for services provided in a satisfactory manner, a sum based upon the actual time spent at the rate stated above.

5. Compliance with Laws/Standards. Contractor shall abide by all Federal, State or local laws, statutes, ordinances, rules and regulations now in effect or hereinafter adopted pertaining to this Agreement or to the facilities, programs and staff for which Contractor is responsible. Contractor shall procure and maintain, at its own expense, all licenses required by the MPCA for operation of wastewater treatment plant for the City. Contractor's certificate number for its Class A license is \_\_\_\_\_. Contractor shall inform the City of any changes in the above within five days of occurrence. The Contractor, in its absence, is responsible for having a properly licensed operator on duty to perform all of the functions the Contractor is responsible to perform in accordance with this Agreement.

6. Subcontractors of Contractor. Contractor shall not enter into any subcontract for the performance of the services contemplated under this Agreement nor assign any interest in the Agreement without prior written consent of the City and subject to such conditions and provisions as it deems necessary, except as stated in Section 5. The subcontracting or assigning party shall be responsible for the performance of its subcontractors or assignees unless otherwise agreed upon with the City.

7. Employees and Subcontractors of Contractor. The Contractor shall be solely responsible for paying all of his employees or subcontractors. The Contractor shall be solely responsible for paying any and all taxes, FICA, worker's compensation, unemployment compensation, medical insurance, life insurance, vacations, holidays, pensions, profit sharing plans and any other benefits for the Contractor and his employees, servants or agents.

8. Independent Contractor Status. Contractor is an independent contractor and is not an employee, servant, agent, partner, sales representative or joint venturer of the City. It shall be Contractor's sole responsibility to determine the means and timing by which it accomplishes the services which it must perform under this Agreement. The City is not responsible for withholding and shall not withhold FICA or taxes of any kind from payments which it owes Contractor. Neither the Contractor nor his employees or subcontractors shall be entitled to receive any benefits which employees of the City are entitled to receive and shall not be entitled to workers' compensation, unemployment compensation, medical insurance, life insurance, paid vacations, paid holidays, pensions, profit sharing plans or social security, PERA, or any other employee benefits because of any services provided for the City under this Agreement.

9. Equipment, Materials and Supplies. It shall be the responsibility of Contractor to provide all equipment, materials and supplies necessary for providing the services specified herein.

10. Reimbursement of Expenses. Contractor shall be solely responsible for all expenses incurred by performance of the obligations set forth in this Agreement. The City will not reimburse Contractor for any expenses incurred. Contractor covenants that he currently has a State of Minnesota Certificate number for all permits required to act as the interim Superintendent for the City and Contractor agrees to take all steps necessary to maintain said certificates during the duration of this Agreement at his own expense.

11. Best Efforts of Contractor. It is anticipated that Contractor will use his best efforts to perform the obligations set forth herein. Nothing in this Agreement precludes Contractor from undertaking any other contract or performing any other services for third parties.

12. Termination. This Agreement may be terminated with or without cause, by either party, upon written notice. Notice of Termination shall be made by certified mail or personal delivery to the authorized agent of the party. Notice of termination is deemed effective upon delivery to the address of the party as stated in Section 15. Termination of this Agreement shall not discharge any liability, responsibility, or right of any party which arises from the performance of or failure to adequately perform the terms of this Agreement prior to the effective date of termination.

13. Contract Rights/Remedies. All remedies available to either party under the terms of this Agreement or by law are cumulative and may be exercised concurrently or separately, and the exercise of any one remedy shall not be deemed an election of such remedy to the exclusion of other remedies.

14. Waiver. Waiver of any default shall not be deemed to be a waiver of any subsequent default. Waiver of breach of any provision of this Agreement shall not be construed to be modification of the terms of this Agreement unless stated to be such in writing and signed by authorized representatives of the City and Contractor.

15. Authorized Representative. Notification required to be provided pursuant to this Agreement shall be provided to the following named persons and addresses unless otherwise stated in this Agreement, or in a modification of this Agreement.

To Contractor:

Kliver Consulting, LLC  
44327 Heinen Court  
Sauk Centre, MN 56378

To the City:

Attn: City Administrator  
City of Mayer  
413 Bluejay Avenue  
P.O. Box 102  
Mayer, MN 55360

16. Notifications. Any alterations, variations, modifications, or waivers of the provisions of this Agreement shall be valid only after they have been reduced to writing and signed by authorized representatives of the City and Contractor. The City shall notify the MPCA at least 30 days in advance of the contract termination if this Agreement is terminated prior to the expiration date.

17. Indemnity. Contractor shall indemnify and hold the City harmless from and against any and all liability, loss, damage, cost or expense (including reasonable attorney's fees) arising out of or relating to Contractor's performance of the services identified in paragraph 1, or which the City may incur or sustain by reason of any malpractice, negligence, or other legal liability of Contractor. Contractor shall insure its liability under

this Agreement for the services it performs and shall provide to the City a Certificate of Insurance showing compliance with the terms of this provision prior to commencing work under this Agreement. Said Certificate of Insurance evidencing the above insurance coverage shall also provide that the insurance will not be materially changed or cancelled prior to 30 days after written notice to the City.

18. Choice of Law. Any dispute under this Agreement or related to this Agreement shall be decided in accordance with the laws of the State of Minnesota and any action shall be venued in the State of Minnesota, County of Carver.

19. Dispute Resolution. Before bringing any action or legal proceeding of any kind with respect to this Agreement, Contractor will promptly notify the City of any dispute he has with the City under this Agreement. No action or legal proceeding of any kind will be brought by Contractor against the City until: 1) both parties conduct an investigation or study of the dispute or disagreement; 2) a meeting between the parties is held to try to resolve the dispute; and 3) if after such meeting takes place, one of the parties sends a letter to the other stating that it is unable to resolve the matter in dispute.

20. Miscellaneous. This is the entire agreement of the parties. All agreements and covenants contained herein are severable and in the event any of them shall be held to be invalid by any court of general jurisdiction, this Agreement shall be interpreted as if such invalid agreements or covenants were not contained herein. This Agreement may be amended, only in writing, signed and notarized by both parties.

**CITY OF MAYER**

Dated: \_\_\_\_\_

By: \_\_\_\_\_

Its: \_\_\_\_\_

**CONTRACTOR**

Dated: \_\_\_\_\_

By: \_\_\_\_\_

Its: \_\_\_\_\_



## EXHIBIT "A"

1. Perform and provide technical training to the City's staff on treatment process.
2. Perform monitoring, sampling, analyzing, and reporting as required by the Minnesota Pollution Control Agency (MPCA) with respect to the NPDES permit for wastewater treatment.
3. Perform and train City's staff on the daily operations of the wastewater treatment facility.
4. Develop a comprehensive, preventative maintenance program to ensure the projected life expectancy of plant equipment, enforcement of existing equipment warranties and guarantees: and maintain all warranties on any new equipment purchased after the effective date of an agreement.
5. Assist in developing an annual budget for all utilities, consumable supplies, chemicals, vehicle fuels, and materials and services necessary for safe and efficient day to day operations.
6. Provide a liaison between the City of Mayer and the MPCA in matters relating to compliance with water quality and discharge requirements, and other liaison activities, as required.
7. Provide supervision and assistance to the City's staff for maintaining cleanliness of process equipment at the wastewater plant.
8. Provide quarterly written reports to the City of Mayer summarizing plant performance, production, flows. Major projects or accomplishments, and preventative and corrective maintenance activities for the month.
9. Assist the City in dealing with any area groups concerned with a facet of the operations, including tours and other public relations programs.
10. Certify the monthly wastewater monitoring and operation reports to the MPCA.
11. Contractor to be on-site as required by the MPCA for six hours per week.
12. Provide daily operations of the wastewater treatment facility (except holidays and weekends)
13. Answer and provide wastewater operations assistance via telephone on an as needed basis to the City staff during on-call periods.

14. Maintain workers compensation insurance for contract employees who are involved in the operation of the wastewater facility.
15. Operate and maintain the wastewater treatment facility in a manner consistent with MPCA rules and in accordance with the operation and maintenance plans.

**CITY OF MAYER**  
**REGULAR MEETING – PARKS AND RECREATION COMMISSION**  
**NOVEMBER 13, 2019 @ 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, Troy Congdon, Mike Wegner, Brian Schaeppi, Nikki McNeilly and Melissa Gomes. Also present was City Administrator, Margaret McCallum.

Absent: None.

Also present: Mike Dodge.

2. Approve Agenda

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

3. Minutes

October 8, 2019 Park and Recreation Commission Meeting Minutes

**Congdon moved to approve the October 8, 2019 Park and Recreation Commission Minutes. Gomes seconded. Motion passed 5-0.**

4. Business

A. Christmas Tree Lighting Event

The Commission discussed the 2<sup>nd</sup> Annual Tree Lighting Event. McNeilly stated that the Fire Department would be hosting their Photo with Santa event at the Fire Station on December 7, 2019 from 3 pm – 5 pm. She informed that the City would then do the tree lighting afterwards at Old School House Park at 5:30 p.m.

McCallum asked in what ways did the Park Commission want to get involved in the event.

McNeilly informed that the Fire Department would provide the fire truck with lights and that the Lions Club would provide hot chocolate and cookies. She asked if the City would be able to open up the Public Works Building again for shelter.

Wegner said that he contacted the local high school choir to see if they were interested in coming to sing.

The Commission discussed the purchasing of fire rings.

**Schaeppi moved to approve the purchase of two (2) fire rings for the Christmas Tree Lighting Event in the amount not to exceed \$300.00. Congdon Seconded. Motion Passed 5-0.**

B. Archery Range and Dog Park

The Commission had previously discussed the possible location of the archery range and dog park out by the City compost site off of County Road 30. McCallum informed that there would be some things to consider with that location such as the cost of parking, fencing and other logistics.

Kuntz informed that the site would likely not be a good fit for a dog park because the site is an old compost site that has remnants and debris of garbage on the site. He said that the site would also need to be prepared and graded for a bituminous parking lot.

The Commission agreed that it shouldn't be a dog park and that there are other locations for the park.

McNeilly suggested that the archery range still be possibly located at this site. She suggested that it go to City Council at a workshop for discussion.

The Commission discussed what would be needed and what could fit in as far as an archery range out at the site. They also discussed improvements that would need to be made including a berm, trees, etc.

Schaeppi explained the vision for the number of lanes and length of the lanes.

McNeilly asked McCallum to look at the City of Carver's archery range.

The Commission talked about the dog park being located at Meadow Park. They said they go look at the City of Watertown's Park for additional information.

C. Skate Park Equipment.

McCallum informed that as part of the 2020 goals, the Commission identified updating the skate park equipment as a priority.

McCallum said that she reached out to an organization that specializes in the work. She said that they informed that some grant funding may be available for upgrades.

McCallum asked the Commission for guidance on whether the City should pursue grants for a larger park or just try and replace some of the current equipment.

The Commission agreed to work on obtaining grant funds.

5. Staff Updates

A. Discovery Park Play Equipment

McCallum said that this would come to the Park Commission in December. She said that a representative from Flagship will be present for the meeting to discuss and review equipment upgrades.

The Commission agreed to hold an open house in February with residents to review the park design.

B. West Ridge Parking Lot Update –

McCallum said that the construction was completed at the end of September. Nonetheless, that there were some fixes that still need to be made before staff will consider the project to be complete. She said that they would be back in the spring to fix the issues.

C. Old School House Park Trail – ADA Compliance

McCallum informed that the City Engineer responded on this project, but that it will be too late to do the work in 2019. Therefore, she informed that it will be a 2020 project.

D. Moving Old Public Works Building

McCallum informed that staff tried to get somehow to move the building this year, but that contractors already have full schedules and therefore cannot perform the project until 2020.

E. Memorial Benches

McCallum said that this will go into the December 2019 newsletter for advertisement.

F. Adopt a Park Program

McCallum said that this would be in the December 2019 newsletter to promote the Adopt A Park Program for 2020 – 2022.

G. Batting Cage

McCallum informed that Park Commission Congdon, the Public Works Department and she met to discuss the construction of a batting cage at Old School House Park in 2020.

6. Commissioner Reports/Comments

McNeilly asked McCallum to print and hang up signs for the Christmas Tree Lighting Event.

The Commission discussed attracting and getting baseball teams to come to Mayer for events.

7. Adjournment

**McNeilly moved to adjourn the meeting at 7:10 p.m, Congdon seconded. Motion passed 5-0.**

DRAFT

**MAYER FIRE ADVISORY BOARD  
AGENDA**

**NOVEMBER 19, 2019**

**6:00 P.M.**

**MAYER CITY HALL – 413 BLUEJAY AVENUE**

**Call To Order**

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

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

**Regular Business**

**1. 2020 Budget and Contract Rates**

McCallum provided a summary of the history of the contract between the townships and the City of Mayer Fire Department. She informed that every year the City asks the townships for updated information on the number of parcels in each township. Based on the number of parcels, the township is responsible for that percentage of the budget. McCallum provided the following information to the Board for the 2020 budget:

	Parcels				% of Contract By Parcel
	2017	2018	2019	2020	
City of Mayer	743	776	810	840	74.40%
Camden	71	71	71	71	6.29%
Hollywood	70	70	70	70	6.20%
Waconia	74	74	74	74	6.55%
Watertown	72	74	74	74	6.55%
	989	1030	1101	1129	100.00%

	Expenses	Truck Payment	Total Contract
<b>TOTAL</b>			
City of Mayer	\$149,938.88	\$31,762.60	\$181,701.48
Camden	\$12,673.41	\$3,615.60	\$16,289.01

Hollywood	\$12,494.91	\$3,615.60	\$16,110.51
Waconia	\$13,208.90	\$3,615.60	\$16,824.50
Watertown	\$13,208.90	\$3,615.60	\$16,824.50
	<u>\$201,525.00</u>	<u>\$46,225.00</u>	<u>\$247,750.00</u>

McCallum noted that the City saw an increase in the number of parcels, however the townships did not.

McCallum provided a copy of the 2020 Fire Department budget to the Board. She also provided the letters of explanation that were sent to the townships and a sample contract.

The Board asked about future Capital Improvements and the schedule for those improvements and purchases. Fire Chief, Maetzold provided a 5 year capital plan. He informed that next year, the City would be looking at replacing the 1989 Tanker for \$300,000. McCallum said that they were unsure as to how the financing would be done and how much responsibility would go to the townships.

The Board asked for a copy of the debt schedule and a fund balance.

The Board discussed the WAFTA training site and the future of that site. McCallum said that the WAFTA site is still owned and managed by the western cities and that there is no real plan yet for the site. The site is highly contaminated and the WAFTA Board is still trying to get funding or aid to clean up the site.

## **2. Fire Department Reports**

The Board informed that they were getting their Fire Reports every month.

## **3. Future Meetings**

The Board agreed to meet at least twice a year (March and September) and as needed.

## **Other Business/Board Reports**

### **Adjourn**

The meeting was adjourned at 6:36 p.m.

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Mayor, Mike Dodge

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City Administrator, Margaret McCallum