



**CITY OF MAYER
REGULAR CITY COUNCIL MEETING
CITY COUNCIL CHAMBERS
MONDAY, OCTOBER 12, 2020
6:30 PM**

AGENDA

- 1. Call Meeting to Order**
- 2. Pledge of Allegiance**
- 3. Approval of Agenda**
- 4. Public Comment (Please limit comments to 5 minutes)**
- 5. Consent Agenda**
 - A. Minutes
 1. September 28, 2020 City Council Meeting Minutes
 2. September 28, 2020 City Council Workshop Meeting Minutes
 - B. Claims
 - C. 2020 Street Improvements – Pay Request #1
 - D. 2020 Water Tower – Pay Request # 1
 - E. Transfer of Funds – 2020 Budget – Resolution 10.12.20.42
- 6. Proclamation – Domestic Violence Awareness Month**
- 7. Proclamation – Pregnancy and Infant Remembrance Day**
- 8. Reports and Recommendations of City Departments, Consultants, Commissions and Committee**
 1. Administrative
 - a. Waste Management Update – Jason Hartman
 - b. Watertown/Mayer School – Introduction of Superintendent Darren Schuler
 - c. Proclamation Policy
 2. Engineering
 - a. WWTP Facility Study Proposal
 3. Fire Department
 - a. Fire Station Update
- 9. City Council Reports**

10. Other Business

11. Upcoming Meetings & Events

12. For Your Information

September 29, 2020 Personnel Meeting Minutes

13. Adjournment

MAYER CITY COUNCIL MEETING MINUTES – SEPTEMBER 28, 2020

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

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

ABSENT: None.

STAFF: City Administrator McCallum, City Engineer Kotta, Public Works Kuntz.

ALSO PRESENT: Don Wachholz.

The meeting was opened with the Pledge of Allegiance.

APPROVE AGENDA

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

PUBLIC COMMENT

None

APPROVE CONSENT AGENDA

McCallum informed that the dates on the September 14, 2020 City Council meeting and City Council Workshop meeting minutes were incorrect and needed to be changed.

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

1. Approve Minutes of the September 14, 2020 Regular Council Meeting.
2. Approve Minutes of the September 14, 2020 Council Workshop Meeting.
3. Approve Claims for the Month of September 2020. Check numbers 23260 to 23286. E-check numbers 5777 to 5789.
4. Approve Resolution 9.28.20.38 Election Judge List Approval
5. Approve Mayer Fire Department to submit a Grant Application
6. Approve Resolution 9.28.20.39 September COVID-19 Expenditures
7. Reports from the City Engineer, City Administrator, Public Works Department, Fire Department and Sheriff's Department.

ADMINISTRATION

1. 2021 Preliminary Budget – Resolution 9.28.20.40

McCallum presented the preliminary budget to the City Council. She informed that the preliminary levy is currently at 54.70%; a 5.35% increase from the final levy of 2020. She stated that in the next few months, the City Council would work to get that down further around the 2020 level. McCallum explained that taxable market values increase 2.29% and that this is a significant decrease from the past few years. The 2021 budget goals were highlighted. McCallum provided detailed information on historical data and trends to the Council. She highlighted where increases and decreases in revenues and expenditures are being seen within the preliminary budget for 2021. McCallum informed that the Preliminary budget is due to Carver County by September 30, 2020.

A MOTION was made to approve Resolution 9.28.20.40 approving the Preliminary Budget for 2021 by McNeilly and seconded by Council Member Butterfield. Motion carried 5/0.

A MOTION was made to approve Resolution 9.28.20.41 approving the Preliminary Tax Levy for 2021 by McNeilly and seconded by Council Member Boder. Motion carried 5/0.

Dodge stated that the budget and levy is higher than used to and want and that the City Council will work on getting it lower in the next coming month at a special budget workshop meeting.

2. Widmer Construction – 2020 – 2021 Snow Removal Contract

McCallum stated that Council was being asked to review and approve the snow removal contract for the 2020 – 2021 winter season. She stated that over the past couple years, the City has been working on bringing snow plowing in house and has all the equipment to do so. She mentioned that with the resignation of one of its public works employees, the City is short staffed and may not be able to do the work for this season. McCallum recommended working with the previous snow removal contractor, Widmer Construction, for another season. She stated that Widmer Construction agreed to the same rates as the 2019 – 2020 season.

Boder moved to approve the 2020-2021 Snow Removal contract with Widmer Construction. Butterfield seconded. Motion passed 5-0.

Dodge appreciated Widmer Construction coming back for the 2020 – 2021 season and keeping the rates the same as the previous season.

3. Sheriff’s Department Contract

McCallum informed that the City Deputy is currently out until a projected date of October 7, 2020. McCallum stated that the Sheriff’s Department does not automatically backfill these hours and wanted direction as to whether the Council was interested in backfilling. She informed that the Contract allows for the purchasing of hours. Butterfield stated she would like to see some coverage until the Deputy returns with a recommendation of 3-7 p.m.

Butterfield moved to backfill hours for 4 hours per day Monday – Friday from 3-7p.m. McNeilly seconded. Motion passed 4-1. Stieve-McPadden voted against.

PUBLIC WORKS

1. Make Up Air Unit Proposal

Kuntz explained that staff is asking Council for a motion to approve the replacement of the Make-Up-Air Unit for the pre-treatment building at the Wastewater Treatment Facility. He explained that it is identified in the Capital Improvement Plan and that the cost to replace would be \$28,500.00. Kuntz stated that the unit is used to heat and provide air exchange in the building due to raw sewage fumes that enter the facility. He informed that the current unit is at the end of its life and needs repairs. Therefore, Kuntz is recommending replacement.

Stieve-McPadden moved to approve the purchase of a Make-Up-Air Unit in the amount of \$28,500.00 with Owens Companies Inc. Boder Seconded. Motion passed 5-0.

COUNCIL REPORTS

- Council Member Stieve-McPadden stated she attended a Fire Station Committee Meeting and that the Committee has been making final decisions on the Station design.

OTHER BUSINESS

None.

ADJOURN

There being no further business, a MOTION was made by Council Member McNeilly and seconded by Council Member Stieve-McPadden to adjourn the meeting at 6:54 p.m. Motion Carried 5/0

Mike Dodge, Mayor

Attest: _____
Margaret McCallum, City Administrator

MAYER COUNCIL WORKSHOP MEETING MINUTES – SEPTEMBER 28, 2020

Call Work Session to order at 6:55 p.m. by Mayor Dodge.

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

ABSENT: None.

STAFF: City Administrator McCallum. Public Work Kuntz, City Engineer Kotta.

ALSO PRESENT: Don Wachholz, Carver County Sheriff's Department Mike Wollin and Dewitt Meier

1. **Waste Water Treatment Facility Update – New Germany:**

Kotta provided information on the Waste Water Treatment Facility (WWTF). He stated that the Minnesota Pollution Control Agency (MPCA) recently approved a 10 year compliance schedule for the City's WWTF to meet a new stringent phosphorus limit. Kotta said that the MPCA also proposed a new chloride limit in which the City has requested a 15 year variance hold. Kotta explained that to meet the new limits, the City needs to start the planning process for improvements to the facility. This would include a facility plan review at some point. Kotta explained that while the City has 10 years to get into compliance, there is a lot of planning and work that takes years to accomplish.

Kotta went on to explain that the City of New Germany in the past has expressed interest to tie into the WWTF. As part of the feasibility study for this, the Metropolitan Council paid for the review of whether this would be a feasible option. As part of that review, the Metropolitan Council offered to fund a study to analyze impacts to the Mayer WWTF. This portion of the study is \$15,000 and would be the first third of a facility plan. As a result, staff is recommending that Council complete the entire facility study since the Metropolitan Council would pay for the first third and the City needs the study anyways in the near future. Kotta said that the expense to the City would be \$30,000.

Dodge agreed that it made sense to move forward with the facility plan document because the City will need to complete one in the next couple years anyways for WWTF upgrades and to apply for and obtain grants.

McCallum agreed to look into where the City could budget for this study.

Kotta stated that the study is eligible to be reimbursable with grant money. He stated that we would put together a formal proposal for the October meeting.

2. **2021 Police Contract**

McCallum introduced this item to the Council stating that there have been discussions at prior workshops and that further discussion is needed on the 2021 contract and work plan.

Dodge stated that he liked the 2-10 hours and that he would like to see increased Code Enforcement highlighted in the 2021 work plan. He also liked the idea of more community involvement participation.

Butterfield asked who would be the Deputy in 2021.

Wollin stated that they are still working on position assignments, but that the current Deputy has expressed interest.

Dodge informed that he thought that the current Deputy was a great fit and liked their philosophy.

Wollin asked what changes the Council would like to see in the work plan.

The Council wanted to see more Code Enforcement assistance.

Butterfield stated that she liked the Monday – Friday schedule, but wanted to see some weekend coverage as well.

Wollin stated that the Department could work with that in different ways. He said that employees tend to prefer a work life balance. He suggested a 10 hour shift, 4 days a week that would rotate from Tuesday – Friday and Wednesday – Saturday,

McNielly stated that she was ok with the current hours.

Dodge agreed with McNielly. Dodge said that he would look more to the Deputy for guidance on setting hours as they know when things are happening in the community and at what times.

Meier stated that some flexibility in the schedule is available and even desirable to employees. He said that the Department can work with the City Administrator if the Deputy can be flexible with some hours during the week to cover on the weekend.

Dodge stated that he would like to see more enforcement.

3. **Rental Ordinance – Further Discussion.**

McCallum introduced this item for discussion. She asked Council for additional guidance on the ordinance asking if they wanted it to be more proactive or reactive. She said some communities work off a more complaint based ordinance instead of a proactive approach.

Butterfield asked if rental property complaints were in issue for the City.

McCallum stated that they receive some complaints from these properties. She said external code issues can be addressed by the City, but that internal issues cannot.

Butterfield listed off some resources at the County and State level that assist in these cases.

Stieve-McPadden expressed concern about ongoing enforcement.

Dodge stated that he would like to proactive rental license process instead of the reactive operating license option.

Butterfield asked if the Planning Commission could review this.

4. **Proclamation Policy – Sample Policy**

McCallum provided the Council with a sample Proclamation Policy. She stated that the City has been receiving more requests for Proclamations and don't have a policy in place on how to process them. She said that the policy would provide standards and guidance on an approval process before they went to Council.

The Council agreed on the policy.

Dodge asked that the City Administrator be the decision maker in the policy instead of the Mayor.

MEETING ADJOURNED

There being no further business, the work session was adjourned at 7:30 p.m.

Mike Dodge, Mayor

Attest: _____
Margaret McCallum, City Administrator

ACCOUNTS PAYABLE LIST

OCTOBER 12, 2020

Checks: 23287 - 23317, 5790E - 5800E

23287	VISA	Janell - Pre Stamped City Envelopes	\$773.05
23288	AEM Financial Solutions	Accounting Services - Reporting	\$1,096.25
23289	AEM Workforce Solutions	Payoll Prep - Sept	\$470.00
23290	AME Electric Inc	Retro Fit Lights - Fire Department	\$1,660.00
23291	American Ramp Company	Skate Park Rails	\$1,400.00
23292	Ancom Communications	FD Radios	\$266.75
23293	Bolton and Menk Inc	Well/WTP/Street Projects/General Engineering	\$45,942.25
23294	Brunton Architects	Fire Station Phase	\$54,218.00
23295	Bryan Rock Products Inc	Rock	\$893.40
23296	BSN Sports	Basketball Hoops	\$9,584.08
23297	Carver County Attorneys	Prosecution contract - 3rd quarter	\$435.22
23298	Carverlink	Internet - All City Buildings	\$727.28
23299	Central Pension Fund	HRA - Payments	\$84.00
23300	Ehlers and Associates	GO Bond Series 2020A - Support	\$5,625.00
23301	Fill Me Up Food and Fuel	FD - Gas	\$89.57
23302	Kurita America Inc	Coagulant	\$2,352.00
23303	Gopher State Seal Coat inc	Crack Sealing	\$5,816.00
23304	Herald Journal Publishing	Subscription Renewal	\$48.00
23305	IUOE Local 49 Union Dues	Union Dues - Passthrough	\$70.00
23306	Jaguar Communications	Alarm Lines	\$106.66
23307	Jefferson Fire and Safety	FD Hydrant Wrench	\$86.08
23308	Mayer Lumber Co Inc	Shop Items	`55.85
23309	Metrowest Inspections	Finald Permits	\$1,486.16
23310	Mini Biff LLC	Parks	\$881.28
23311	Minn Dept of Transportation	City Payment - 2020 Project	\$58,901.28
23312	Municipal Emergency Services	FD Supplies	\$2,967.43
23313	Brian and Sarah Sandeen	Utility Credit	\$120.78
23314	Squeaky Clean	Cleaning Services	\$761.17
23315	Scott and Ashley Swiggum	Utility Credit	\$54.12
23316	Trugreen Commercial	Weed Control	\$85.00
23317	VISA	McCallum - Software	\$75.00
5790E	McLeod Coop Power Assn	City Sign	\$36.98
5791E	ADP LLC	Payroll	\$7,118.12

5792E	ADP LLC	Payoll fee	\$92.35
5793E	ADP LLC	Payroll Taxes	\$2,856.85
5794E	<i>Misc</i>	<i>Accounting Fix</i>	\$80.22
5795E	Arinna LLC	Solar Subscription	\$948.68
5796E	Centerpoint Energy	Gas Utility	\$328.13
5797E	Verizon Wireless	OSH Lift Station Auto dialer	\$14.20
5798E	Verizon Wireless	FD	\$41.26
5799E	Verizon Wireless	City Cell Phones	\$325.80
5800E	Xcel Energy	WWTP	\$4,763.51
			<hr/>
			\$213,681.91



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Chaska, MN 55318-1172

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

August 26, 2020

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

Re: 2020 Street Improvements

Dear Ms. McCallum:

Enclosed is Payment Request No. 1 from William Mueller & Sons, Inc. for work completed on the 2020 Street Improvements Project through August 21, 2020. This estimate includes common excavation, aggregate base, concrete curb and gutter, bituminous street paving, turf establishment and other related work.

We have reviewed the estimate, verified the quantities, and recommend payment in the amount of **\$155,091.20**, which includes a retained percentage of 5%.

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

Sincerely,
BOLTON & MENK, INC.

David P. Martini
Principal Engineer

Contractor's Application for Payment

Owner: <u>City of Mayer</u>	Owner's Project No.: _____
Engineer: <u>Philip J. Schrupp</u>	Engineer's Project No.: <u>C13.120246</u>
Contractor: <u>WM. Mueller & Sons</u>	Contractor's Project No.: _____
Project: <u>2020 Street Improvements</u>	
Contract: _____	
Application No.: <u>1</u>	Application Date: <u>8/20/2020</u>
Application Period: From <u>8/1/2020</u> to <u>8/20/2020</u>	

1. Original Contract Price	\$	181,215.40
2. Net change by Change Orders	\$	-
3. Current Contract Price (Line 1 + Line 2)	\$	181,215.40
4. Total Work completed and materials stored to date (Sum of Column G Lump Sum Total and Column J Unit Price Total)	\$	163,253.90
5. Retainage		
a. <u>5%</u> X \$ <u>163,253.90</u> Work Completed	\$	8,162.70
b. _____ X \$ <u>-</u> Stored Materials	\$	-
c. Total Retainage (Line 5.a + Line 5.b)	\$	8,162.70
6. Amount eligible to date (Line 4 - Line 5.c)	\$	155,091.20
7. Less previous payments (Line 6 from prior application)		
8. Amount due this application	\$	155,091.20
9. Balance to finish, including retainage (Line 3 - Line 4)	\$	17,961.50

Contractor's Certification

The undersigned Contractor certifies, to the best of its knowledge, the following:

- (1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;
- (2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such liens, security interest, or encumbrances); and
- (3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Contractor: WM. Mueller & Sons

Signature:  **Date:** 8/26/20

Recommended by Engineer	Approved by Owner
By: <u></u>	By: _____
Title: <u>Project Engineer</u>	Title: _____
Date: <u>8/20/2020</u>	Date: _____
Approved by Funding Agency	
By: _____	By: _____
Title: _____	Title: _____
Date: _____	Date: _____

Progress Estimate - Unit Price Work

Contractor's Application for Payment

Owner: City of Mayer
 Engineer: Philip J. Schrupp
 Contractor: WM. Mueller & Sons
 Project: 2020 Street Improvements
 Contract: _____

Owner's Project No.: _____
 Engineer's Project No.: C13.120246
 Contractor's Project No.: _____

Application No.: 1 Application Period: From 08/01/20 to 08/20/20 Application Date: 08/20/20

A	B	C	D	E	F	G	H	I	J	K	L
Bid Item No.	Description	Contract Information				Work Completed		Materials Currently Stored (not in G) (\$)	Work Completed and Materials Stored to Date (H + I) (\$)	% of Value of Item (I / F) (%)	Balance to Finish (F - J) (\$)
		Item Quantity	Units	Unit Price (\$)	Value of Bid Item (C X E) (\$)	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) (\$)				
Original Contract											
1	MOBILIZATION	1.00	LS	11,400.00	11,400.00	1.00	11,400.00		11,400.00	100%	-
2	TRAFFIC CONTROL	1.00	LS	1,950.00	1,950.00	1.00	1,950.00		1,950.00	100%	-
3	REMOVE AND DISPOSE CONCRETE (ANY THICKNESS)	100.00	SF	2.50	250.00	-	-		-	-	250.00
4	SALVAGE AND REINSTALL LANDSCAPE ROCK	50.00	SF	10.00	500.00	-	-		-	-	500.00
5	COMMON EXCAVATION PATCHING (CV)	55.00	CY	32.00	1,760.00	30.00	960.00		960.00	55%	800.00
6	CLASS 5 AGGREGATE BASE	55.00	TON	29.00	1,595.00	-	-		-	-	1,595.00
7	TYPE SP 12.5 NON-WEARING COURSE MIX (2,B) (PATCHING)	50.00	TON	129.00	6,450.00	45.00	5,805.00		5,805.00	90%	645.00
8	TYPE SP 9.5 WEARING COURSE MIX (2,B)	1,580.00	TON	62.58	98,876.40	1,415.00	88,550.70		88,550.70	90%	10,325.70
9	MILL BITUMINOUS PAVEMENT (THICKNESS VARIES)	13,000.00	SY	1.08	14,040.00	12,865.00	13,894.20		13,894.20	99%	145.80
10	BITUMINOUS SURFACE CRACK REPAIR	640.00	LF	14.10	9,024.00	640.00	9,024.00		9,024.00	100%	-
11	ADJUST FRAME & RING CASTING	5.00	EACH	630.00	3,150.00	-	-		-	-	3,150.00
12	ADJUST CATCH BASIN	5.00	EACH	275.00	1,375.00	-	-		-	-	1,375.00
13	MANHOLE RISER RING	27.00	EACH	170.00	4,590.00	2.00	340.00		340.00	7%	4,250.00
14	ADJUST VALVE BOX	15.00	EACH	230.00	3,450.00	10.00	2,300.00		2,300.00	67%	1,150.00
15	VALVE BOX RISER RING	5.00	EACH	110.00	550.00	6.00	660.00		660.00	120%	(110.00)
16	INLET PROTECTION	23.00	EACH	85.00	1,955.00	19.00	1,615.00		1,615.00	83%	340.00
17	REMOVE AND DISPOSE CONCRETE CURB (ANY TYPE)	400.00	LF	7.25	2,900.00	620.00	4,495.00		4,495.00	155%	(1,595.00)
18	CONCRETE CURB (ANY TYPE)	400.00	LF	29.00	11,600.00	620.00	17,980.00		17,980.00	155%	(6,380.00)
19	6" CONCRETE DRIVEWAY	100.00	SF	12.00	1,200.00	-	-		-	-	1,200.00
20	SOD	90.00	SY	40.00	3,600.00	107.00	4,280.00		4,280.00	119%	(680.00)
21	LANDSCAPING ALLOWANCE	1.00	ALLOW	1,000.00	1,000.00	-	-		-	-	1,000.00
Original Contract Totals					\$ 181,215.40		\$ 163,253.90	\$ -	\$ 163,253.90	90%	\$ 17,961.50

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VIA EMAIL

October 7, 2020

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

RE: Pay Request No. 1
Water Tower No. 2 Rehabilitation
City of Mayer, MN
Project No.: M24.120257

Dear Ms. McCallum,

Enclosed is Payment Request No. 1 from M.K. Painting, Inc. for work completed on the Tower No. 2 Rehabilitation project. This request includes painting of the tower fill pipe, surface preparation of the tower exterior and the painting of the tower exterior prime coat. We have reviewed this request and recommend payment in the amount of \$97,200.00. The work completed to date, and including retainage, represents 40% of the value of the contract.

If you have any questions, please do not hesitate to contact me.

Sincerely,
BOLTON & MENK, INC.

Ryan Kotta, P.E.
Environmental Engineer
Enclosures

cc: David Martini, City Engineer
Files

Contractor's Application for Payment No. 1

Application Period: August 31 - September 30, 2020		Application Date: September 30, 2020
To (Owner): City of Mayer 413 Bluejay Ave., Mayer, MN 55360	From (Contractor): M. K. Painting, Inc. 4157 7th Street, Wyandotte, MI 48192	Via (Engineer): Bolton & Menk 7533 Sunwood Drive NW, Suite 206, Ramsey, MN 55303
Project: 400,000 Gallon Elevated Spheroid Exterior Repainting	Contract:	
Owner's Contract No.:	Contractor's Project No.: 793	Engineer's Project No.: M24.120257

Application For Payment Change Order Summary

Approved Change Orders		
Number	Additions	Deductions
TOTALS		
NET CHANGE BY CHANGE ORDERS		

1. ORIGINAL CONTRACT PRICE.....	\$ 271,550.00
2. Net change by Change Orders.....	\$
3. Current Contract Price (Line 1 ± 2).....	\$ 271,550.00
4. TOTAL COMPLETED AND STORED TO DATE (Column F on Progress Estimate).....	\$ 108,000.00
5. RETAINAGE:	
a. ##### X \$108,000.00 Work Completed.....	\$ 10,800.00
b. X Stored Material.....	\$
c. Total Retainage (Line 5a + Line 5b).....	\$ 10,800.00
6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5c).....	\$ 97,200.00
7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application).....	\$
8. AMOUNT DUE THIS APPLICATION.....	\$ 97,200.00
9. BALANCE TO FINISH, PLUS RETAINAGE (Column G on Progress Estimate + Line 5 above).....	\$ 163,550.00

Contractor's Certification

The undersigned Contractor certifies that to the best of its knowledge: (1) all previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with Work covered by prior Applications for Payment; (2) title of all Work, materials and equipment incorporated in said Work or otherwise listed in or covered by this Application for Payment will pass to Owner at time of payment free and clear of all Liens, security interests and encumbrances (except such as are covered by a Bond acceptable to Owner indemnifying Owner against any such Liens, security interest or encumbrances); and (3) all Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

By: Harry Elmaza Date: 10/07/2020

97,200.00

Payment of: \$ _____
(Line 8 or other - attach explanation of the other amount)

is recommended by: Ryan Kot 10/7/20
(Engineer) (Date)

Payment of: \$ _____
(Line 8 or other - attach explanation of the other amount)

is approved by: _____
(Owner) (Date)

Approved by: _____
Funding Agency (if applicable) (Date)

Progress Estimate

Contractor's Application

Project: 400,000 Gallon Elevated Spheroid Exterior Repainting				Application Number: ONE				
Application Period: August 31 - September 30, 2020				Application Date: September 30, 2020				
A		B	Work Completed		E	F		G
Item	Description	Scheduled Value	C	D	Materials Presently Stored (not in C or D)	Total Completed and Stored to Date (C + D + E)	% (E) B	Balance to Finish (B - F)
Specification Section No.			From Previous Application (C+D)	This Period				
1	Mobilization	\$10,000.00		\$5,000.00		\$5,000.00	50.0%	\$5,000.00
2	Grinding							
	A - Up to 10 hours @ \$250.00/per hour	\$2,500.00						\$2,500.00
3	Welding							
	A - Up to 10 lineal feet @ \$150.00/per foot	\$1,500.00						\$1,500.00
4	Pit Filling							
	A - Up to 1 hour @ \$250.00/per hour	\$250.00						\$250.00
5	Caulking							
	A - Up to 100 lineal feet @ \$8.00/per foot	\$800.00						\$800.00
6	Exterior Repainting							
	A - Surface Preparation	\$45,000.00		\$45,000.00		\$45,000.00	100.0%	
	B - Prime Coat	\$18,000.00		\$18,000.00		\$18,000.00	100.0%	
	C - First Intermediate Coat	\$18,000.00						\$18,000.00
	D - Second Intermediate Coat	\$18,000.00						\$18,000.00
	E - Topcoat	\$21,000.00						\$21,000.00
7	Dry Interior Coating Repair							
	A - Surface Preparation	\$8,000.00						\$8,000.00
	B - Prime Coat	\$4,000.00						\$4,000.00
	C - Intermediate Coat	\$4,000.00						\$4,000.00
	D - Topcoat	\$4,000.00						\$4,000.00
8	Remove Pipe Insulation for Evaluation	\$1,000.00						\$1,000.00
9	Repaint Fill Pipe							
	A - Surface Preparation	\$4,000.00		\$4,000.00		\$4,000.00	100.0%	
	B - Prime Coat	\$2,000.00		\$2,000.00		\$2,000.00	100.0%	
	C - Intermediate Coat	\$2,000.00		\$2,000.00		\$2,000.00	100.0%	
	D - Topcoat	\$2,000.00		\$2,000.00		\$2,000.00	100.0%	
10	Containment	\$50,000.00		\$25,000.00		\$25,000.00	50.0%	\$25,000.00
11	Overflow Screen	\$500.00						\$500.00
12	Tank Logos							
	A - 3 each @ \$6,000	\$18,000.00						\$18,000.00
13	Remove Damaged Grout/Concrete and Repair	\$5,000.00		\$5,000.00		\$5,000.00	100.0%	
14	Aviation Light and Pivoting Post	\$8,000.00						\$8,000.00
15	Disinfection	\$2,000.00						\$2,000.00
16	Site Restoration	\$2,000.00						\$2,000.00
17	Construction Allowance	\$20,000.00						\$20,000.00
Totals		\$271,550.00		\$108,000.00		\$108,000.00		\$161,550.00



City Council Meeting Memorandum

Item: Transfer of Funds - 2020 Budget – Resolution 10.12.20.42

Meeting Date: October 12, 2020

Presented By: Margaret McCallum, City Administrator

Details:

The 2019 Audit was completed in March 2020.

With that audit, some routine transfers were suggested from the General Fund to Capital Funds based on the balance of the General Fund.

As part of that audit, it was determined that the Fire Department had an excess of \$18,214.75 of unspent funds in 2019 that needs to be transferred into the Capital Account.

In addition, the 2020 budget, the City of Mayer, for its capital accounts, budgeted for:

\$100,000.00 in Fire Department Capital

\$125,000.00 in Streets Capital

\$100,000.00 in Parks Fund

The City receives the capital levy from the County where it is currently put into the General Fund.

As a result, these need to be transferred into the Capital Funds Accounts.

Transfer of money between accounts must be always be approved by the City Council.

Staff is asking Council to pass resolution 10.12.20.42 to transfer the 2020 capital from the General Fund to Capital Accounts.

Attachments.

Resolution 10.12.20.42

CITY OF MAYER
RESOLUTION NO. _____

RESOLUTION APPROVING THE TRANSFER OF FUNDS

WHEREAS, the City of Mayer desires to transfer available funds into capital funds to fund future projects.

WHEREAS, the City of Mayer is able to transfer funds from its General Fund based on its Fund Policy.

WHEREAS, any routine and all transfers must be approved by the City Council.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Mayer, Minnesota, hereby agrees to make the following adjustments to the City Funds as follows:

1. Transfer \$100,000.00 from the General Fund 100 to the Fire Capital Fund 210 for the purpose of future fire department capital purchases.
2. Transfer \$18,214.75 from the General Fund 100 to the Fire Capital Fund 210 for funds that were unused by the Fire Department within the Fire Fund in 2019.
3. Transfer \$100,000.00 from the General Fund 100 to the Streets Improvement Fund.
4. Transfer \$100,000.00 from the General Fund 100 to the Park Capital Fund.

Adopted by the City Council of the City of Mayer this 12th day of October, 2020.

Mike Dodge, Mayor

ATTEST: _____
Margaret McCallum, City Administrator



Council Memorandum – Workshop

Item: Domestic Violence Awareness Month – Proclamation

Meeting Date: October 12, 2020

Presented By: Margaret McCallum, City Administrator

Recommendations/Council Action/Motion Requested:

To approve a proclamation that focuses on domestic violence.

Details:

Southern Valley Alliance is a non-profit organization from Belle Plaine Minnesota that is dedicated to providing support to victims of domestic violence and their families.

The serve Carver County including the City of Mayer.

“We are a prevention and solutions-focused organization partnering with law enforcement, county legal systems, social services and healthcare providers to make the communities of Scott and Carver counties a better, safer place to live. Our journey continues as we support and empower victims, survivors and their families, and create awareness to **End Domestic Violence** in our communities”.

The organization is asking the Mayer City Council to pass a proclamation that proclaims October Domestic Violence Awareness Month.

Attachments:

Proclamation.

CITY OF MAYER
PROCLAMATION FOR
DOMESTIC VIOLENCE AWARENESS MONTH

The City of Mayer recognizes the critical work being done by domestic violence advocates in service of the survivors and victims they serve.

WHEREAS, more than 20,000 calls are placed to domestic violence hotlines nationwide every day;

WHEREAS, the impact of domestic violence is felt not only by individuals and families, but by communities and the nation as a whole,

WHEREAS, the City of Mayer joins with others across the state of Minnesota and nationwide in supporting domestic violence victims and survivors, as well as the advocates and organizations who serve them.

Now, Therefore, be it Resolved by the City Council of the City of Mayer that the month of October 2020 be recognized as Domestic Violence Awareness Month.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF MAYER ON THIS 12th DAY OF OCTOBER 2020.

BY: ATTEST:

Mike Dodge
Mayor

Margaret McCallum
City Administrator



Council Memorandum – Workshop

Item: Pregnancy and Infant Loss Remembrance Day
Meeting Date: October 12, 2020
Presented By: Margaret McCallum, City Administrator

Recommendations/Council Action/Motion Requested:

To approve a proclamation that focuses on pregnancy and infant loss.

Details:

A resident requested that the City consider a proclamation that would focus on Infant loss and declare October 15, 2020 as Pregnancy and Infant Loss Remembrance Day.

An associated organization is a non-profit organization called IRIS (Infants Remembered in Silence). The organization works with thousands of people across Minnesota and the United States who have experienced the death of a child during pregnancy and through early childhood. This includes death from miscarriage, ectopic pregnancy, molar pregnancy, stillbirth, neo-natal death, sudden unexplained death of a child (SUDC), sudden infant death syndrome (SIDS), birth defects, illness, accidents, and all other types of early childhood death.

According to IRIS, bereaved parents remember these children annually with a 7 pm candle lighting on October 15th. The resolution/proclamation, according to IRIS, would unify these parents in tribute of their children.

Attachments:

IRIS Informational Handout.
Proclamation.

PROCLAMATION

Declaring October 15, 2020 as “Pregnancy and Infant Loss Remembrance Day” in the City of Mayer

Whereas, In October 1988, President Ronald Reagan proclaimed October as National Pregnancy and Infant Loss Awareness month; and

Whereas, October 15 is a day of remembrance for pregnancy loss and infant death, which includes, however is not limited to, miscarriage, stillbirth, SIDS, and the death of a newborn.

Whereas, Too many families grieve in silence, sometimes never coming to terms with their loss.

Whereas, The significance of the day is to recognize and raise awareness of the prominence of pregnancy loss and infant death with an aim to support families who experience to death of their children and to increase awareness, remembrance, support programs and services for families who experience bereavement.

Whereas, Bereaved parents around the world remember their children annually on October 15 with a candle lighting at 7 pm. Some will remember their child/children in their homes while other will remember them in small gatherings around the state, across the nation and around the world; and would unify these parents in tribute to their children; and

Whereas, In honor of the children that die each year, the City of Mayer declares that October 15th, 2020 be recognized as Pregnancy and Infants Loss Remembrance Day.

Now, Therefore, be it Resolved by the City Council of the City of Mayer that October 15th, 2020 be recognized as Pregnancy and Infants Loss Remembrance Day.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF MAYER ON THIS 12th DAY OF OCTOBER 2020.

BY:

ATTEST:

Mike Dodge
Mayor

Margaret McCallum
City Administrator

(Seal)



City Council Action Memorandum

Item: Waste Management Update – Jason Hartman

Meeting Date: October 12, 2020

Presented By: Margaret McCallum, City Administrator

Recommendations/Council Action/Motion Requested:

To receive an update from Jason Hartman with Waste Management on the transition process and current operations on the contract.

Details:

At the February 24, 2020 City Council meeting, the Council approved publication of a Request for Proposals (RFP) for a new contract that would start on September 1, 2020.

Staff solicited proposals by posting on the League of Minnesota Cities website and the newspaper.

The RFP requested services similar to those currently provided, including garbage and recycling, a clean up day, special bins for community events, and special pickups upon request.

At the April 27, 2020 City Council meeting, the City Council moved to move forward with a contract with Waste Management based on their proposal that was submitted.

The contract was approved and services started on September 1, 2020.

Attachments:

None.



City Council Meeting Memorandum

Item: Watertown/Mayer School – Introduction of Superintendent Darren Schuler

Meeting Date: October 12, 2020

Presented By: Margaret McCallum, City Administrator

Details:

Watertown Mayer Superintendent, Darren Schuler, was recently appointed to his new position with the Watertown Mayer School District.

He will be attending the meeting to introduce himself and to meet the City Council.

Attachments.

None.



City Council Memorandum

Item: Proclamation Policy – Sample Policy

Workshop Meeting Date: October 12, 2020

Presented By: Margaret McCallum, City Administrator

Details:

Proclamations and ceremonial resolution by the City Council are requested from time to time by individuals or organizations to provide public awareness and recognition of certain events, achievements, activities, etc.

The City of Mayer does not currently have a proclamation policy.

A policy would help the Council make determinations when requests come in as to whether the requests meet the standards outlined in the policy.

The policy would outline how applicants can apply for their request and how staff and Council will process requests.

The City of Mayer has seen a few requests over the years for proclamations and therefore staff is requesting consideration of a policy that would assist in handling such requests moving forward.

At the September 28, 2020 City Council meeting, the Council agreed to move forward with the proclamation policy and bring it to a regular council meeting for a vote.

Attachments.

Proclamation Policy.

CITY OF MAYER

CONSIDERATION OF PROCLAMATIONS OR CEREMONIAL RESOLUTIONS BY THE CITY COUNCIL POLICY

I. PURPOSE AND NEED FOR POLICY

The purpose of this policy is to provide a vehicle that will encourage public awareness and provide recognition for events, achievements, and activities that are significant to the community of Mayer, through recognition by the City Council.

It provides a mechanism to acknowledge individuals who have achieved national or international distinction, and / or whose contribution to the community demands significant recognition.

The Council finds that this is valid and important work. This policy also defines those types of events, achievements, and activities that will not to be considered for recognition. The subjects may include certain organizations' occasions of importance and significance, days that are noteworthy or historically significant, charitable fundraising campaigns, arts and cultural celebrations and other special honors or special events.

The proclamation will be issued to acknowledge the effort and commitment of the organization or individual but should not be interpreted as an endorsement by either the Mayor or the City Mayer. Conversely in making these observances, the Council does not wish to offend or promote any other particular point of view. Proclamations are strictly honorary and they are issued as a courtesy. They are not legally binding. To help assure that proclamations are considered in this context, the following policy and procedure is established.

II. POLICY

A. The City of Mayer will issue proclamations at no charge to individual(s) and organization(s). However neither will the City incur any expenses relating to the advertising or promotion of a proclamation unless a City department initiates the proclamation. Recipients are responsible for organizing related activities and for all associated costs.

B. Proclamations will not be issued for commercial purposes, such as the opening of a new business, a new product, or a new professional service. This includes business anniversaries that are less than 50 (fifty) years.

C. Proclamations will not be issued for deceased persons, retirements, birthdays, weddings, or family reunions.

D. Individuals or organizations seeking proclamations in successive years must annually request the proclamation and provide new information for the proclamation.

Proclamations are not automatically renewed each year and are limited to one (1) recipient per event, per calendar year

E. It is best if a representative from the sponsoring organization is at the Council meeting at the time the proclamation is adopted.

F. No organization has exclusive rights to the day, week or month of their proclamation.

G. Proclamations will be issued upon request by a resident of the City in compliance with the following guidelines:

1. For promotion of charitable and non-profit organizations, including arts, athletic and cultural celebrations to help increase public awareness of their programs and activities;
2. For affirmation of individuals who have achieved national or international distinction, or whose significant contribution to the community demands recognition;
3. For observance of extraordinary events, accomplishments and causes of interest affecting a broad range of citizens;
4. For promotion of service clubs in their furtherance of benevolent programs.

H. Proclamations will not be issued for:

1. Matters of political controversy, ideological or religious beliefs, or individual conviction;
2. Campaigns or events contrary to City policies;
3. Causes espousing hatred, violence, or racism; or
4. Events or organizations with no relationship to the City of Mayer

I. As an alternative to a proclamation the Mayor at his / her sole discretion may issue Mayoral Certificates of Recognition and/or Achievement. These awards are honorary documents issued by the Mayor that may be similarly used to honor special events or individuals. These may include but are not limited to conferences, conventions, seminars, professional celebrations, retirements, family reunions, award ceremonies, college graduations, significant birthdays, anniversaries and other noteworthy achievements.

Certificates of Recognition and/or Achievement as with proclamations and ceremonial resolutions are not automatically renewed and are limited to one (1) recipient per event, per calendar year.

J. The City reserves the rights to approve or reject any request for a proclamation, to modify the text for any requested proclamation and to read a summarized version of the proclamation if time constraints warrant. All requests are reviewed on a case-by case basis. The Council also reserves the right to vary from the exact provisions of this policy when it finds it to be in the public interest to do so.

III.PROCEDURE

A. Filing a request:

1. All requests must be made in writing to the City of Mayer at the Office of the City Administrator. Completed requests should be mailed, hand-delivered or

submitted electronically. If mailed, the applicant should verify receipt.

2. Requestors may use the City's Proclamation and Certificate Request Form or a letter to submit their request. The request must be received at least 10 (ten) business days in advance of the date needed. The exception to this rule is condolence requests- these should be made as soon as possible after the death.

The Proclamation Request Form is available on the City's website at www.cityofmayer.com and at the Office of the City Administrator.

B. Required Content in the Request:

1. Contact person's first and last name, address, telephone number and email address.
2. The name and date (s) of the day, week, month or event to be proclaimed.
3. A brief summary and/or background of the event, organization, or person.
4. Draft text for the proclamation, including 4-6 "whereas" clauses.
5. A date when the proclamation is desired.
6. As noted above, the submission of a request for a Proclamation does not guarantee issuance.

C. The City Administrator will review all requests and make the final decision on whether a proclamation is placed on the Council agenda, in accordance with these guidelines. The Mayor may opt to issue a Mayoral Certificate of Recognition and/or Achievement instead.

D. If the City Administrator determines that the request meets the intent of the Policy, the City Administrator shall place the proclamation on the earliest agenda taking into account the terms of the request and the other items needing Council attention.

E. A copy of the proclamation will be submitted to each Council Member in the agenda package sent prior to each City Council meeting.

F. If any Council Member objects to the proclamation they should advise the City Administrator in advance of the meeting and when the item is up for consideration request a vote on the proclamation prior to its reading. If the measure fails to achieve the required majority the proclamation will not be read.

III. RESPONSIBILITY

A. The City Administrator shall prepare and post the Proclamation and Certificate Request Form on the city website and make hard copies available on request.

B. Upon receipt of a Request form or a letter request the City Administrator will review.

C. The City Administrator shall review and make the final determination as to whether to place the request on an agenda for consideration, to formulate a Mayoral Certificate or to decline the request.

- D. Upon review approval, the City Administrator shall prepare a Mayoral Certificate.
- E. Upon review approval, the City Administrator shall place the proclamation on the earliest appropriate Council agenda.

V. AUTHORITY

Administrative Implementation of Policy



Real People. Real Solutions.

1960 Premier Drive
Mankato, MN 56001-5900

Ph: (507) 625-4171
Fax: (507) 625-4177
Bolton-Menk.com

October 7, 2020

The Honorable Mike Dodge
Mayor of the City of Mayer
413 Bluejay Avenue
Mayer, MN 55360-2106

RE: Wastewater Treatment Facility
Facility Planning Proposal
City of Mayer, Minnesota

Honorable Mayor and Council:

Bolton & Menk, Inc. (BMI) is pleased to present this proposal for professional engineering services related to the Wastewater Treatment Facility Plan for the City of Mayer. This proposal will define our scope of work and provide you with an estimate of the cost of these services.

PROJECT DESCRIPTION

The City of Mayer's Wastewater Treatment Facility was constructed in 2005. The Minnesota Pollution Control Agency (MPCA) has issued new proposed phosphorus and chloride limits. The MPCA is granting a ten (10) year compliance schedule to meet the phosphorus limit. The City has applied for a chloride variance of fifteen (15) years and it is currently being reviewed by the Environmental Protection Agency (EPA). This proposal is to provide engineering services to prepare a Wastewater Facility Plan. The report will allow the City to determine the most suitable improvements needed to meet new and existing limits for the next 20 years of wastewater treatment.

The following paragraphs provide a summary of the scope of work required to prepare a Facility Plan for the City of Mayer.

SCOPE OF WORK – FACILITY PLAN

Meetings

BMI would propose to meet with Mayer for a kick-off meeting to review the site again, gather data, and discuss the City' preferences and goals.

BMI would attend a meeting with the City of Mayer to review the completed report and discuss recommendations.

BMI would attend a public hearing for presentation of the Facility Plan to Mayer residents and City Council as required by MPCA.

Report

Our team will prepare a Facility Plan that will comply with all MPCA requirements for Facility Plans including:

1. Review of historical flow and loading data and projections of future flow and loadings.
2. An evaluation of the existing system and any deficiencies.
3. Review of treatment alternatives to address current needs and proposed new limits.
5. Provide estimated operational and construction costs of treatment alternative improvements.
6. Provide discussion on financing alternatives.
7. Provide environmental review worksheet to MPCA.
8. Assist City in submitting the report to MPCA for Clean Water Revolving Fund financing and any grant opportunities thru the Minnesota Public Facilities Authority.

Fees

The first two items of the report above will be completed through the New Germany regionalization study funded by Metropolitan Council that will provide a savings to the City of approximately \$15,000.

The following is a summary of our fees for the remainder of the work described above. These fees would be billed hourly and shall not exceed the amount shown.

Meetings / Report / Facility Plan	\$30,000
-----------------------------------	----------

Schedule

Our team will need to begin work on the facility plan immediately upon receiving authorization. Facility Plan submittal due date is March 1st of each year. We will work with City Staff to meet a submittal date of March 1, 2021 while providing time for input from City Staff and Council.

We appreciate this opportunity to continue working with the City of Mayer for your wastewater treatment needs. If you or the Council should have any questions, please feel free to contact me.

Sincerely,

BOLTON & MENK, INC.

Sincerely,

Bolton & Menk, Inc.



David Martini, P.E.

Principal Engineer

cc: Margaret McCallum, City Administrator

Ryan Kotta – Bolton & Menk, Inc.
File



Council Memorandum

Item: Fire Station Project

Meeting Date: October 12, 2020

Presented By: Margaret McCallum, City Administrator

Details:

To review and receive an update from the Mayer Fire Department on the proposed Fire Station building to be located at 409 Shimmcor Street.

At the August 10, 2020 City Council meeting, a majority of the City Council moved to approve a building with the construction cost of \$2,800,000.

The current design has been drafted according to that motion and it for the City Council to review at this meeting.

The current design has the main floor of the building that is 11,643 square feet. It also includes a storage mezzanine with 1,727.7 square feet.

The architect and Fire Station Committee have been working over that last few months to reduce the cost of the project to meet the construction cost of \$2,800,000. This included reducing square footage in some areas and making changes in some areas while still meeting the needs of the department. To reduce cost, the bidding will include the following optional alternates (it order of priority):

1. Two extra bays
2. In floor heating option
3. Epoxy Floors (instead of sealed concrete)
4. Door thickness

Separate from the Construction Cost that still needs to be taken into consideration:

Design Costs by the Architect (8% of Construction Cost) –	Current Estimate - \$224,000.00
FF&E	Current Estimate - \$143,353.00
Contingency 3%	Current Estimate - \$84,000.00

The City Planner did a preliminary site plan review for the project on September 21, 2020 and provided feedback to the Architect to meet city standards. A site plan review will be scheduled and performed by the Planning Commission at a special Planning Commission meeting the week of October 19th (TBD).

The project is currently in the Construction Document Phase (see attachment of Scope of Services for more detailed information on this phase).

The next phase is the Bidding and Construction Administration Phase.

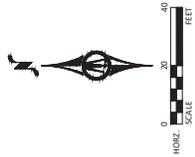
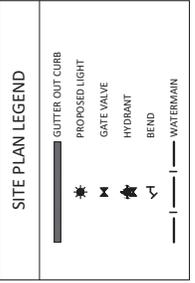
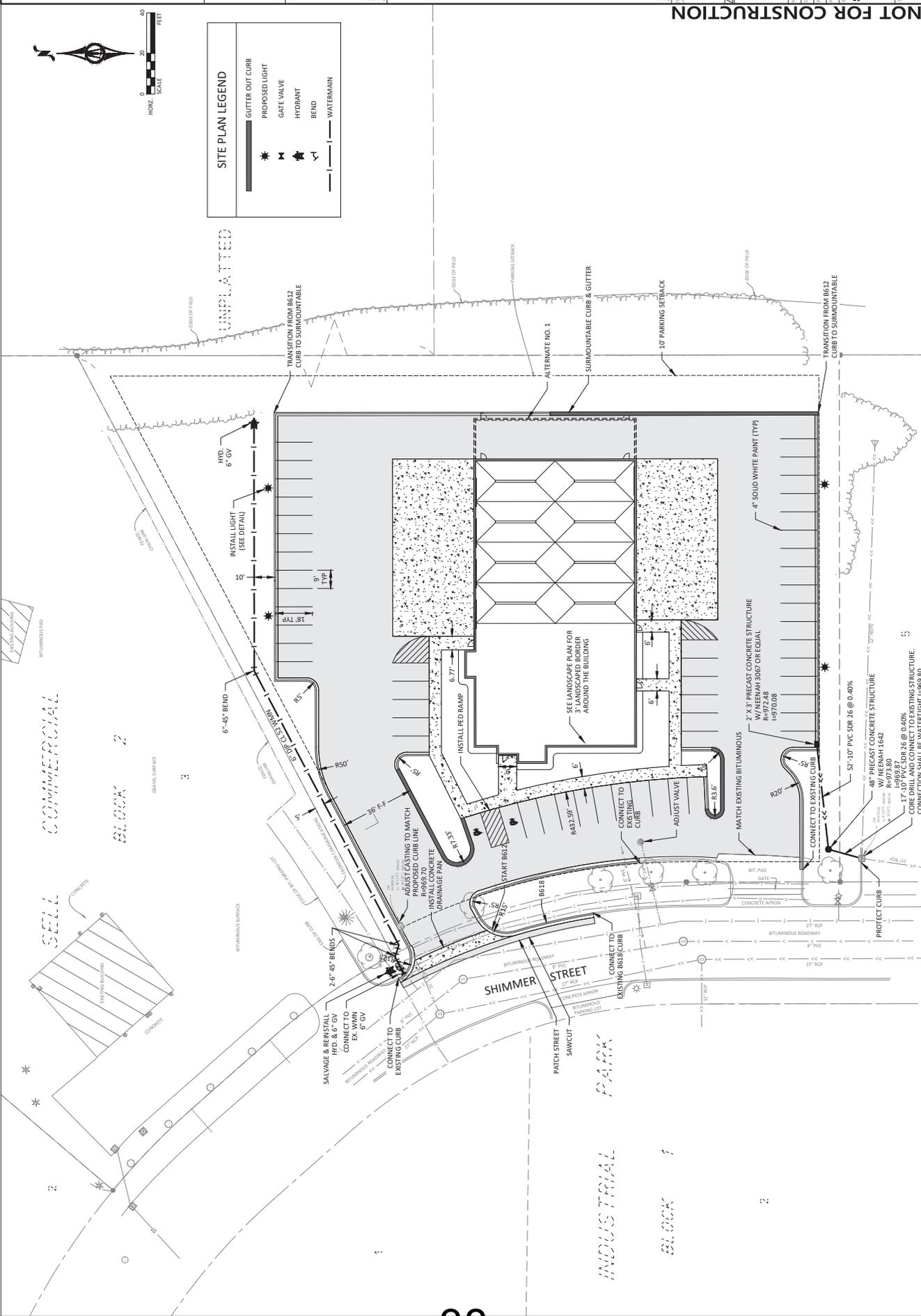
Attachments.

Preliminary Final Plans.

Scope of Service – Brunton Architects.

City Planner Preliminary Site Plan Review.

Timeline.



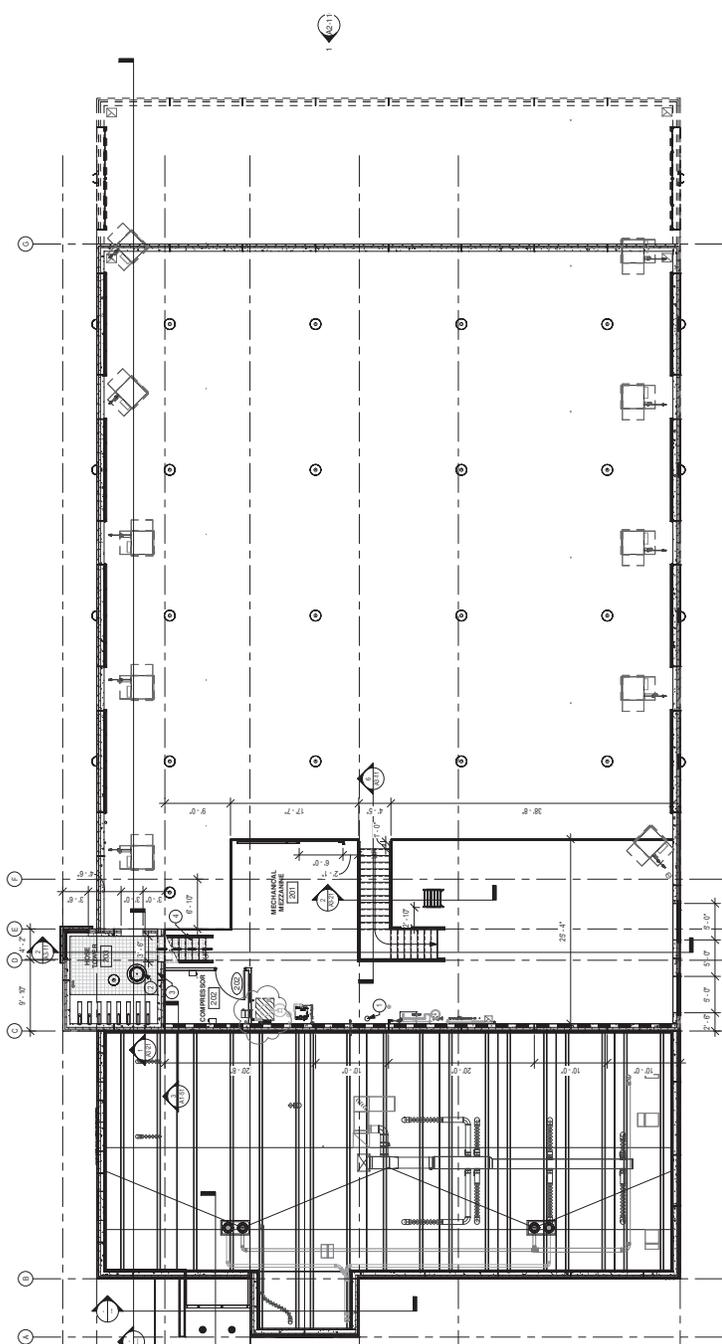
- KEYED PLAN NOTES - MEZZANINE**
1. WALL-CASTED PRECAST CONCRETE
 2. REINFORCED PRECAST CONCRETE
 3. REINFORCED PRECAST CONCRETE
 4. METAL GRATING STAIRS SEE STRUCTURAL

- FLOOR PLAN NOTES:**
1. DO NOT SCALE DRAWINGS. DIMENSIONS ARE DIMENSIONAL ONLY. REPORT DIMENSIONS TO ARCHITECT FOR CLARIFICATION.
 2. SEE CIVIL DRAWINGS FOR BALDING, SITE, SIDEWALK, DRIVE, AND DRIVEWAY.
 3. LOCATE R.O.C. FACE OF DOOR JAMB 1/4" FROM THE FACE OF ADJACENT WALLS, UNLESS OTHERWISE NOTED.
 4. EACH TRADE IS RESPONSIBLE FOR RE-MARKING AND FINISHING FLOORS AND WALLS.
 5. FINISH FLOORING SHALL BE AS NOTED.
 6. DOWNDRAFT GRATE SHALL BE COULDED UNDER THE CLOSED POSITION OF THE DOOR.
 7. GRATE TO BE RE-OPENED ON THE FACE OF FLOOR.
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- SYMBOL KEY**
- SEE SHEET 11 FOR DIMENSIONS AND OTHER DRAWING SYMBOL IDENTIFICATION
- PARTITION TYPE - SEE SHEET 11.11
- DOOR NUMBER - SEE SHEET 11.11
- FOR SCHEDULE - SEE SHEET 11.11
- FOR WINDOW TYPES - SEE SHEET 11.11
- ROOM NUMBER - SEE SHEET 11.11
- FOR FINISHES SCHEDULE

WALL LEGEND

NEW WALL
THICKENED WALLS



MEZZANINE LEVEL FLOOR PLAN
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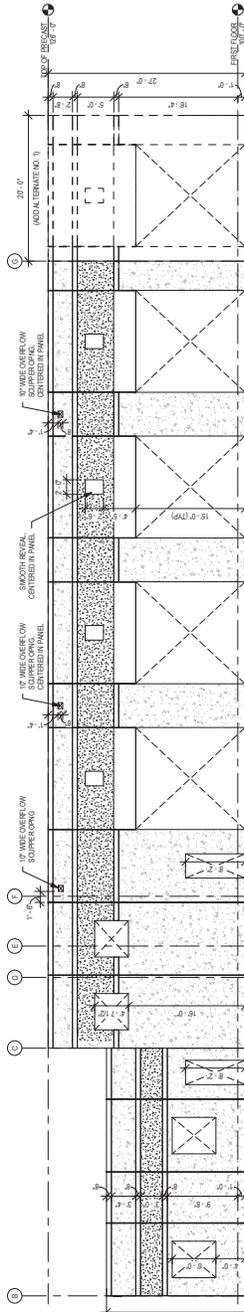
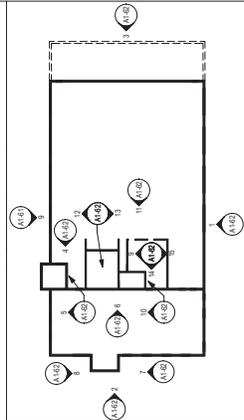
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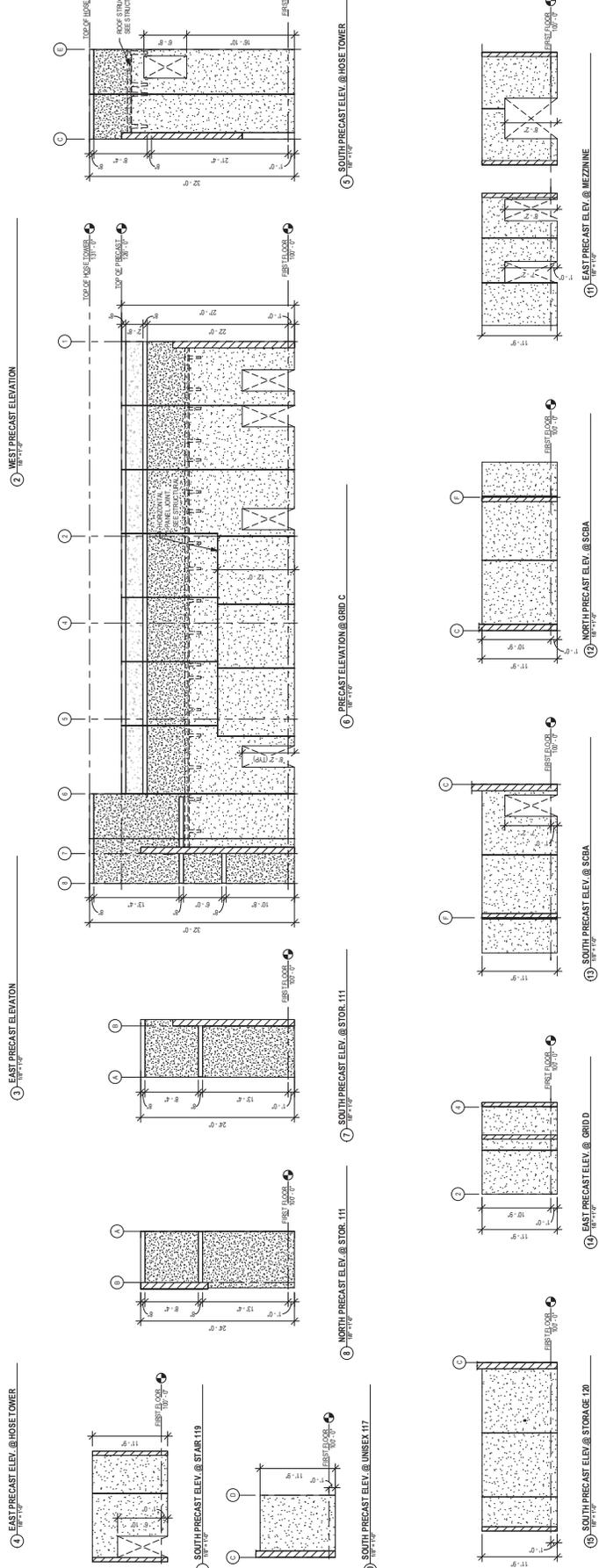
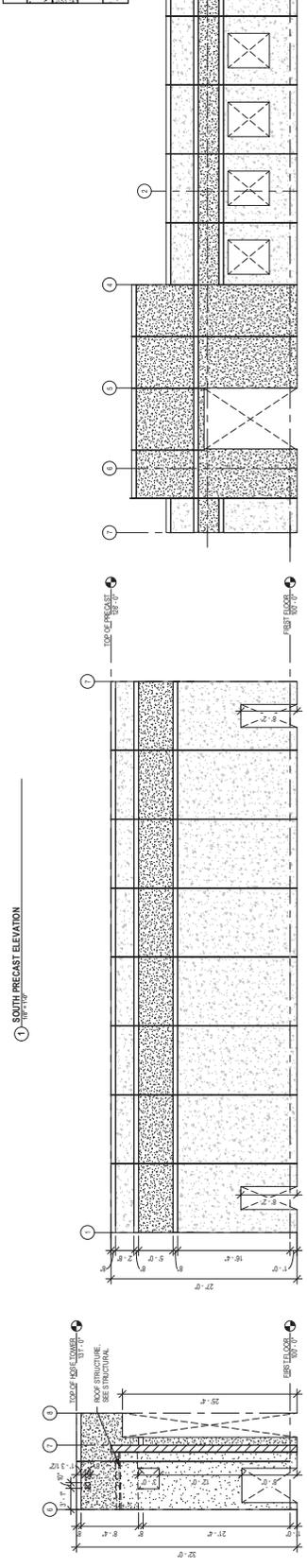
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PRECAST PLAN KEY

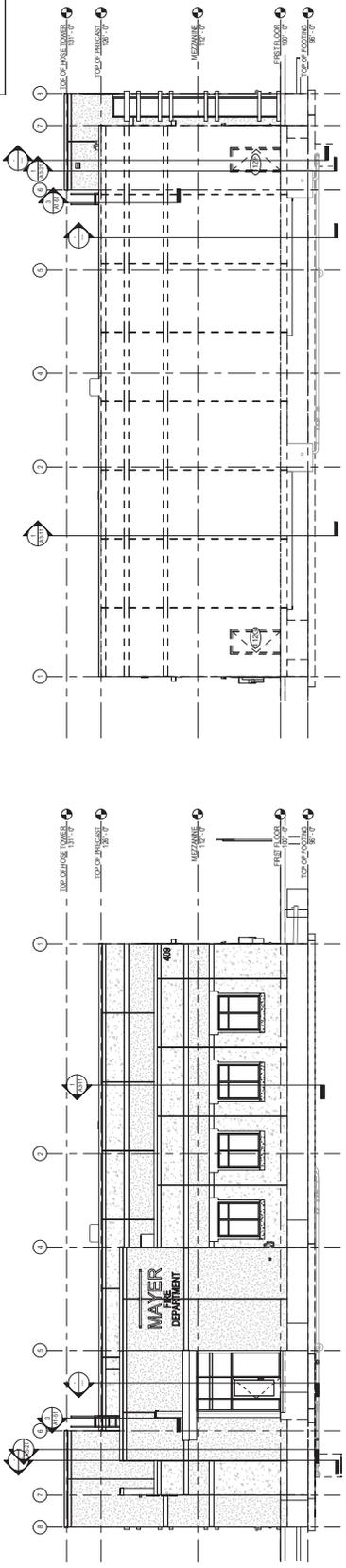


PRECAST FINISHES

EXPOSED AGGREGATE
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HARD TROWEL AT ALL INTERIOR LOCATIONS

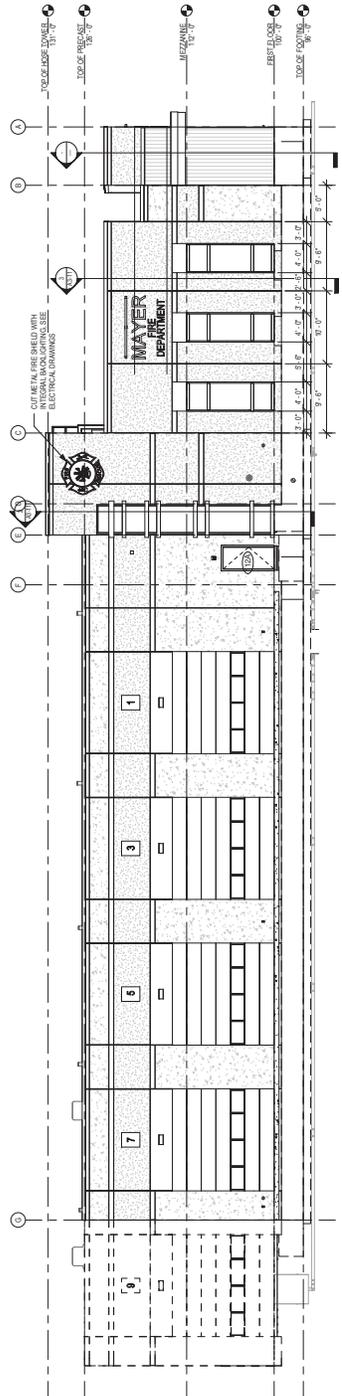


EXTERIOR ELEV. NOTES:
1. DO NOT SCALE DRAWINGS. DRAWINGS ARE TO BE USED AS A GUIDE ONLY. DIMENSIONS TO BRUNTON ARCHITECTS AND ENGINEERS SHALL GOVERN OVER DIMENSIONS SHOWN ON DRAWINGS.
2. SEE OTHER BUILDING ELEVATIONS FOR MATERIAL NOT SHOWN.

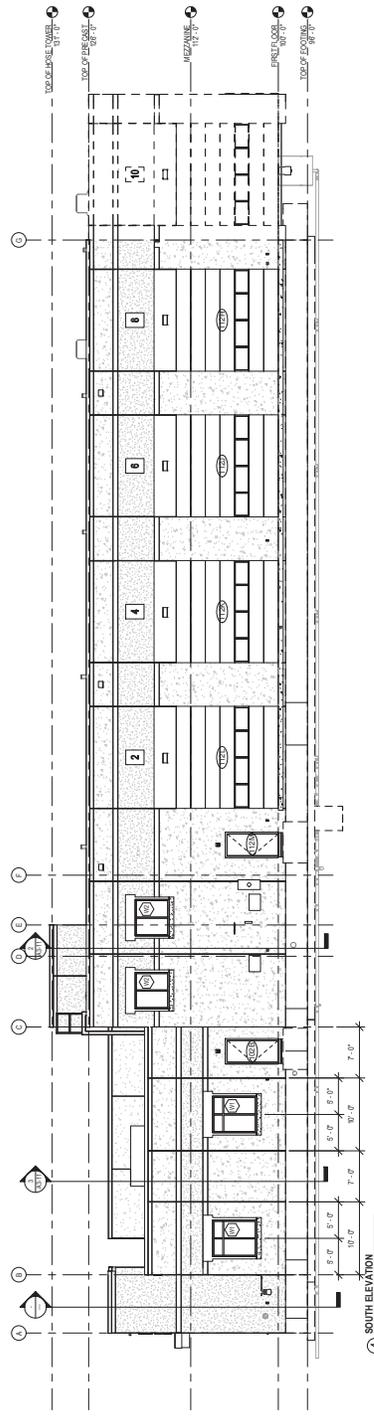


① EAST ELEVATION
1/8" = 1'-0"

② WEST ELEVATION
1/8" = 1'-0"



③ NORTH ELEVATION
1/8" = 1'-0"



④ SOUTH ELEVATION
1/8" = 1'-0"

SCOPE OF SERVICE

PRE-DESIGN PHASE

This phase will focus on developing a detailed scope of work to ascertain the necessary project information in order to develop the conceptual floor plans and overall design intent.

This phase shall include the following:

- **Attend a meeting**, for initial project kick-off and scope development. Openly discuss the design process and steps that lie ahead.
- **Develop a wish list** of items to be addressed in the design process; specific to wants, needs, and wow factors.
- **Create a working program** of space needs that exist. Meet with various members of the fire department and City to determine project goals and gain a better understanding of the challenges of the project.
- **Send out the comprehensive list of spaces**, with approximate sizes listed, to verify an understanding of the space needs and help develop a reasonable understanding of proposed construction costs that can be expected.

SCHEMATIC DESIGN PHASE

This phase will utilize the space needs/requirements that were approved in the pre-design phase.

This phase shall include the following:

- **Concept floor plans and exterior/design aesthetic** will be developed based on the approved scope. In addition, design solutions will be provided for the exterior elevation studies.
- **Preliminary building code analysis report**
- **Hold a meeting** for review and approval of the Schematic Design Phase documents and drawings.

DESIGN DEVELOPMENT PHASE

This phase shall include the following:

- **Prepare necessary drawings** to convey the next level of detail based on the approved Schematic Design Phase. Brunton Architects & Engineers will refine the design, prepare draft specifications, and prepare material options for approval.
- **Coordination with design team**; structural, mechanical, electrical, and plumbing.
- **Develop** an interior design finish plan and review with the Building Committee.

SCOPE OF SERVICE CONT.

CONSTRUCTION DOCUMENT PHASE

This phase shall include the following:

- **Preparation and coordination** of detailed architectural, interior finish, structural, mechanical and electrical plan documents in preparation for permit review and City approval.
- **Meeting** with the Building Committee to review plans at the 90% stage prior to design completion.
- **Final review** of the International Building Code and Minnesota State Building Code and (ADA) accessibility code compliance.
- **Prepare** applicable architectural drawings, details and specifications in preparation for the building permit application.

BIDDING & CONSTRUCTION ADMINISTRATION PHASE

This phase shall include the following:

- **Provide bidding & construction administration services** for monitoring the construction phase and for compliance with the approved building permit and construction documents.

The following items are anticipated:

- **Prepare required addendums** as necessary during the bidding phase.
- **Site visits** are included for the construction phase.
- **Provide a review** of all required architectural and engineering shop drawing submittals.
- **Provide support** to address questions during construction.
- **Generate a list** of items in need of repair/replacement at project close-out.
- **Verify** finished product continues to meet Owner's expectations.

SCHEDULE

Brunton Architects & Engineers is prepared to commence allocated resources immediately for this project upon authorization to proceed. Brunton Architects & Engineers recognizes the time sensitive nature of this work and will endeavor to complete the above noted tasks in a timely manner. Once a reasonable understanding of the scope of the project can be acquired, design deliverables and schedules can be developed further for review and comment.

FEE PROPOSAL

It is anticipated that the proposed construction costs for a 12,560 SF precast building plus a 1,700 SF precast mezzanine, if constructed in 2019, is likely to cost \$210/SF for main floor area and \$100/SF for the mezzanine.

PROFESSIONAL FEE

Anticipated Construction Cost	\$210/SF x 12,560 SF= \$2,637,600 \$100/SF x 1,700 SF = \$170,000
Subtotal	\$2,807,600
Professional Fees	9% of Construction Cost
Professional Fee/Construction Cost	\$252,684
TOTAL	\$3,060,284

These costs do not include the following:

Fixtures - Example would be blinds for the windows, TV's, telephones, projectors, sound systems, etc.

Furnishings - Example would be tables & chairs, desks, beds, dressers, etc.

Equipment - Example would be copiers, washers, dryers, extractors, gear grid, etc.

*If the project is not constructed until 2020, then it would be expected to add 5% to the budget.

Professional Fees Breakdown: (see descriptions in "Scope of Services")

Schematic Design	25% of Fee
Design Development	20% of Fee
Construction Documents	45% of Fee
Bidding	5% of Fee
Construction Administration	5% of Fee

FEE PROPOSAL CONT.

BRUNTON ARCHITECTS & ENGINEERS

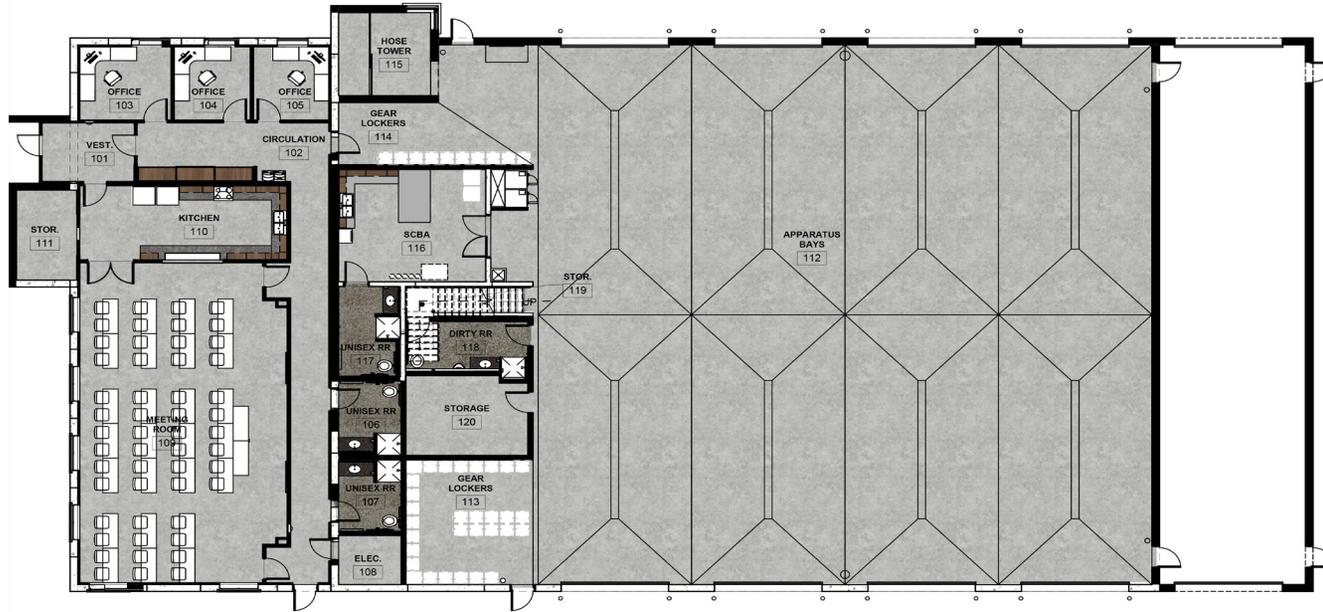
Senior Architect / Principal	\$165.00
Project Architect 2	\$138.00
Project Architect 1	\$126.00
Project Manager	\$126.00
Architect Intern	\$108.00
Technician 2	\$96.00
Technician 1	\$75.00
Interior Designer	\$105.00
Mechanical Engineer	\$156.00
Clerical	\$60.00
Mileage Charge	\$0.58

Rates are valid for the 2019 calendar year and are customarily adjusted on an annual basis as dictated by market conditions.

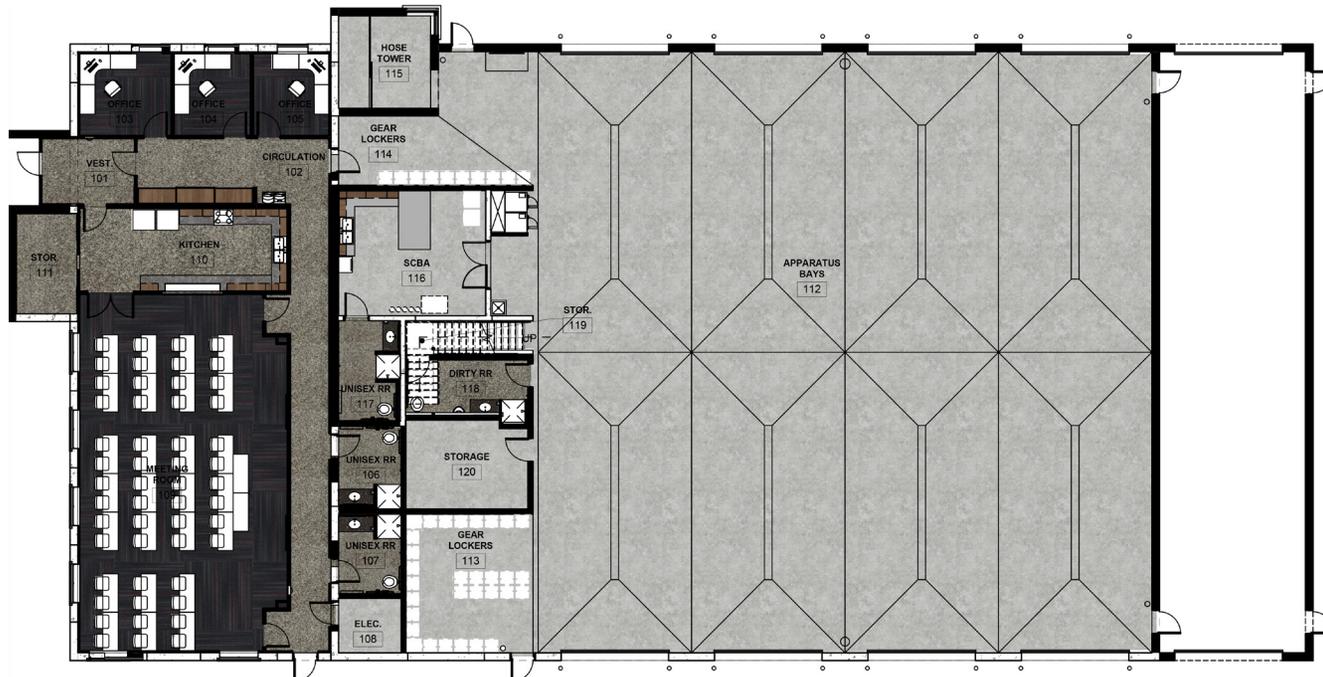
OPTION A



OPTION A



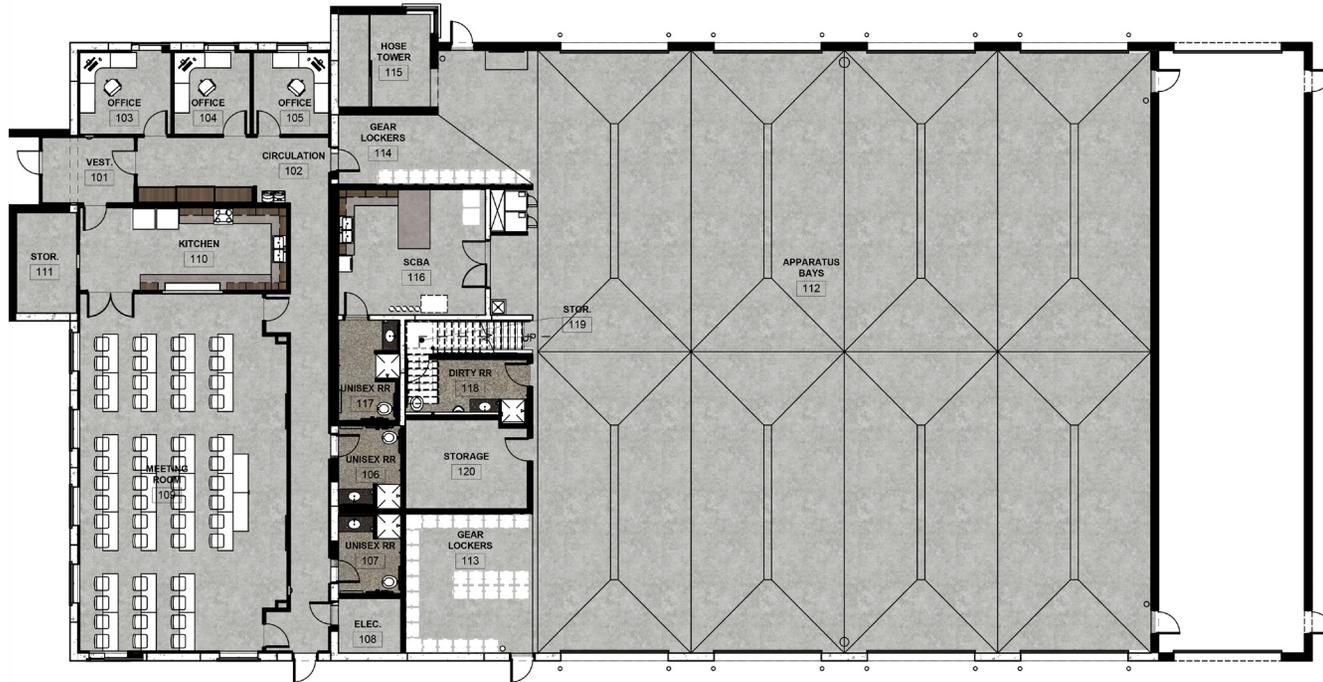
Alternate



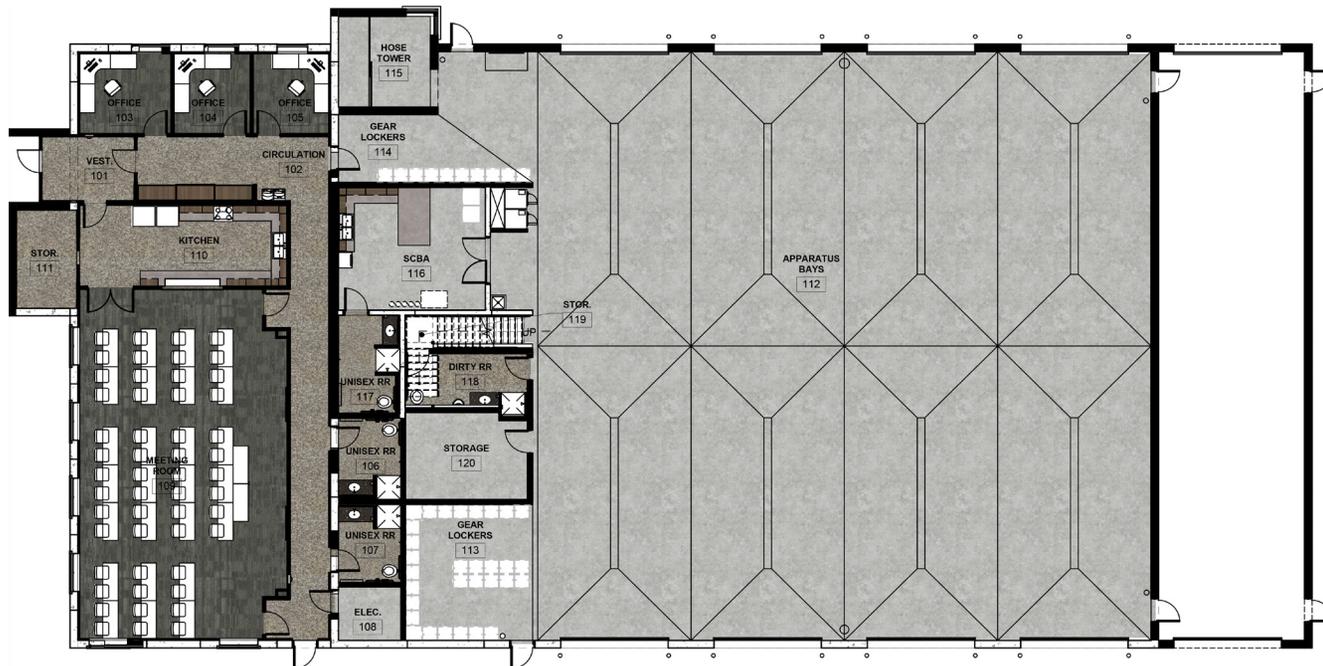
OPTION B



OPTION B



Alternate





September 21, 2020

Re: Preliminary Site Plan Review for Fire Station

To Whom it May Concern:

The purpose of this letter is to provide preliminary site plan review comments for the proposed fire station to be located at 409 Shimmcor Street (Lot 4, Block 2, Sell Commercial Industrial Park). The property is zoned C/I Commercial/Industrial District and is guided for Commercial/Industrial on the future land use map. A fire station is considered a government building and earlier this year the City Council approved a text amendment allowing government buildings and structures as a permitted use in the C/I district. The property is currently vacant and a new City of Mayer fire station is being proposed and since a fire station is considered a government building the only approval item needed through planning is a site plan review as required under section 152.031 of the zoning ordinance. Once the site plan review is approved a building permit would be able to reviewed and issued.

Existing uses to the north, south and west are industrial type uses and to the east, on property is located within Waconia Township, the use consists of farm fields. There is a significant tree line along the east property line and access to the property would come off of Shimmcor Street.

Setbacks and lot requirements in the C/I district are as follows.

Front Yard	30 feet
Rear Yard	30 feet
Side Yard	20 feet
Lot Coverage	85%
Building Height	40 feet
Parking & Maneuvering Areas	10 feet

It appears the proposed building and parking/maneuvering areas meet all the setbacks in the C/I district on the site plan, but there is some uncertainty regarding the rear yard setback on the east property line. There may be some additional bays added to the east side of the building and if that is the case the maneuvering area may be pushed east as well and the setback may be less than 30 feet for the building and 10 feet for the maneuvering area. If that is the case, a variance would be required. It should be noted that the tree line along this property should be preserved as much as possible but if the building and parking area moves to the east it could encroach into this treeline. It should also be noted that a 30 foot wide drainage and utility easement exists on the east property

line and if the building or parking area encroaches into this easement, the easement would have to be vacated and that would take a public hearing.

Off-street parking is also required for the proposed building. To calculate the off-street parking exact square footages of the interior uses of the building would need to be supplied. The site plan shows 58 off-street parking spaces and the requirements for off-street parking for a government building are not spelled out in the zoning ordinance but similar uses require the following amounts.

Office:	5/1,000 square feet of gross floor area
General Service:	4/1,000 square feet of gross floor area
Other Industry:	3/1,000 square feet of gross floor area

The two access points proposed to Shimmcor Street need to be a maximum of 30 feet wide. The width dimension is not shown so that would have to be determined. The parking area and drive lanes would have to be paved. Two access points currently exist on the lot and the proposal shows the northern access point being removed and moved to the north. The southern access point is proposed to be used.

Landscaping is also required in the C/I district. One over-story tree is required for every 30 feet of street frontage. This lot has 225.95 feet of street frontage meaning 8 overstory trees would be required. The landscape plan would be required as part of the site plan review process and should show the location of any trees and bushes proposed on the site and any existing trees or treelines such as the east property line has.

Building elevations are also required and the building requirements for new structures in the C/I district must include design treatments to all-metal-exterior structures. Such treatments include but are not limited to steep-pitch roofs, awnings, wainscoting, color bands, shutters, extra windows, and combinations of other building materials. Structural systems of all buildings shall be in compliance with the Uniform Building Code as adopted and in effect in the City of Mayer at the time of application for a building permit. The lower 30% of the exterior front of all buildings, as measured from ground elevation, facing the main access street shall consist of materials comparable in grade and quality to the following:

- (a) Brick;
- (b) Natural stone;
- (c) Pre-cast concrete units and concrete block, provided that surfaces are molded, serrated or treated with a textured material in order to give the wall surface a three-dimensional character;
- (d) Wood, provided surfaces are finished for exterior use and only woods of proven exterior durability such as cedar, redwood and cypress.

The 30% requirement may be varied as determined appropriate to accommodate taller buildings or new buildings constructed next to or in the immediate vicinity of other buildings in order to provide a uniform and consistent effect for the area.

Other items to discuss or possibly review with this site include the possibility of a future through street on the south property line to the property to the east. There has been discussion of that property annexing to the City and developing and access to the property has been discussed. Ideally, if possible, an access from Shimmcor Street would be help out the traffic flow. Two locations have been discussed, one on the south property line of this property and one to the south across an outlot by the water tower.

No signage is shown on the site plan but any signage will have to meet the requirements of the zoning ordinance.

Full utility and grading plans should also be submitted for review by the City Engineer and any required permits from the state such as a NPDES permits most likely will be required.

Once full plans are submitted with the site plan application, a more in-depth review can be completed. If you have any further questions please feel free to contact me at: jandersonmdg@gmail.com or call direct at 952-855-4596.

Sincerely,

MUNICIPAL DEVELOPMENT GROUP, INC.

John Anderson

John Anderson, Associate
Consulting Planner, City of Mayer

New Mayer Fire Station Project Schedule



MANKATO
225 BELGRADE AVE
NORTH MANKATO, MN 56001

MINNETONKA
5900 GREEN OAK DRIVE, STE 300A
MINNETONKA, MN 55343

COMPLETED – Design Contract being reviewed by City Attorney with edits to be sent to Architect. Council votes to move forward with project.

COMPLETED – Design Contracts signed by City and sent to Architect along with “Notice to Proceed” to produce plans/specifications for the proposed Fire Hall project.

COMPLETED – Meeting with building committee to review concept plans/costs/site design and any programming revisions needed or added.

May, 2020 – Schematic Design Completed – includes concept floor plan, site plan, exterior rendering, and rough SF cost estimate.

June 1, 2020 – Meeting with Fire Department to review updated plans and design work/renderings

June 12, 2020 – Updated cost estimate, mirrored site, and completed floor plan revisions.

June 23, 2020 – **Open House** at the existing Station from 6:30 – 8:00 pm.

June 29, 2020 - Design Development Completed – includes updated floor plans, site plan, inclusion of structural concept sizing, electrical, mechanical, and civil design

June 30, 2020 - Meeting with committee to review updated and refined design work. Review budget and refine cost estimate as needed. Discuss schedule.

July 9, 2020 - **Open House** at the existing Station from 6:30 – 8:00 pm.

July 22, 2020 - Meeting with committee to review 50% Construction Drawings (CD's)

August 12, 2020 - Meeting with Fire Department to review 75% Construction Drawings (CD's)

September 16, 2020 - Review 90% CD's / plans/specifications with Client.

Late September, 2020 - Request permission from City Council to go to bids

October 1, 2020 – Construction Drawings sent out for bids

November 3, 2020 - Receive bids (2 week review to qualify bids)

Mid November, 2020 - Bid Award recommendation at next Council meeting

Late November 2020 - Construction begins – Precast ordered

April, 2021 – Excavation begins for sitework/footings & foundations

May/June, 2021 - Precast erection begins and will be enclosed within 45 days

End October - Substantial Completion of Construction / punch list generated

Mid November, 2021 – Final Completion/project close out and Fire Department MOVE IN!

**CITY OF MAYER
PERSONNEL
SEPTEMBER 29 @ 4:30 P.M.
CITY HALL COUNCIL CHAMBERS**

AGENDA

1. Open Meeting

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

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

Also present: Tim Sullivan, City Attorney (Phone).

2. Minutes

A. September 10, 2020 Meeting Minutes were approved.

3. Business

A. Public Works Worker II – Position Update

McCallum stated that on September 8, 2020, Public Works Worker II put in their two week notice, resigning from the position in Mayer. The employee's last day was September 18, 2020, the following tentative timeline was proposed:

Monday, September 14, 2020 – Accept resignation and approve posting the position.

Tuesday, September 15, 2020 – Post job for two weeks.

Tuesday, September 29, 2020 – Deadline to apply

Monday, October 5, 2020 – Interviews for position

Monday, October 12, 2020 – Tentative offer made

Monday, October 26, 2020 earliest start date.

She stated that the City had received some applications so far.

McCallum reviewed current impact to operation that included possibly needing to contract out work or delaying work.

She reviewed the interview process that would include the City Administrator and Public Works Worker I reviewing applications and interviewing. They decided that there would be a skills test as part of the interview process.

Dodge expressed concern about rushing into a decision too quickly. He stated that he wants to make sure that the City hires the right person for the position. The Committee agreed.

B. Superintendent Position – Public Works Department – Discussion

The Committee discussed relooking at a superintendent or director position within the Public Works Department. The Committee discussed that historically the City had looked into creating this position in 2018. There was discussion on if the City could create the position now that the Public Works Department positions were union. Sullivan stated that the position would have to be a supervisory position over the Public Works Department. The Committee agreed to continue looking into this as an option.

C. Public Works Worker III – Discussion

McCallum introduced this item for discussion. She asked the Committee to discuss a position that would be more entry level within the Public Works Department and would focus on plowing/shoveling/mowing and other supportive duties.

Dodge suggested that this person could possibly do the cleaning of City Hall as well.

The Committee discussed getting more numbers on the position and what the budget impact would be.

D. Deputy Clerk to City Clerk

The Committee further discussed the transition for the Deputy Clerk to City Clerk position.

The Committee discussed a wage for the City Clerk position. There was also discussion on a 6 month training period that sets goals and expectations that would be reviewed at the 6 month period.

The Committee agreed to recommend to Council the transition.

4. The meeting was adjourned at 4:43 p.m.