



**CITY OF MAYER
REGULAR CITY COUNCIL MEETING
CITY COUNCIL CHAMBERS
MONDAY, OCTOBER 14, 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. September 23, 2019 City Council Meeting
 2. September 23, 2019 City Council Workshop Meeting
 - B. Claims
 - C. Proclamation – Pregnancy and Infant Loss Remembrance Day
 - D. New Hire – Fire Department – Olson _ Resolution 10.14.19.34
- 6. Reports and Recommendations of City Departments, Consultants, Commissions and Committees**
 1. Fire Department
 - a. PERA Benefit Increase _ Resolution 10.14.19.35
 - b. 2020 Fire Contracts
 2. Watertown Mayer School District
 - a. School District Referendum Update – Superintendent Wilke
 3. Administrative
 - a. Audio/Visual Upgrades – Council Chambers
 - b. 2020 Sheriff’s Department Contract – Resolution 10.14.19.36
 4. Engineering
 - a. MPCA Phosphorus Limits – Wastewater Treatment Facility
 - b. New Germany - Waste Water Treatment Study
 - c. 2020 Well, Water Tower and WTP Projects
- 7. City Council Reports**

8. Other Business

9. Upcoming Meetings & Events

October 28, 2019 City Council Meeting

November 5, 2019 – Election Day

November 6, 2019 – Planning Commission Meeting – Rescheduled Date

10. For Your Information

October 8, 2019 Park Commission Minutes

11. Adjournment

MAYER CITY COUNCIL MEETING MINUTES – SEPTEMBER 23, 2019
Call Regular meeting to order at 6:30 p.m. by Mayor Dodge

PRESENT: Mayor Dodge, Council Members Boder, and Butterfield

ABSENT: Council Members McNeilly, and Stieve-McPadden

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

ALSO PRESENT: Deputy Sheriff Bengtson, Ivan Raconteur, Don Wachholz, Manuel Marco, Lucah Tjosaas, Micah Tjosaas

The meeting was opened with the Pledge of Allegiance.

APPROVE AGENDA

A MOTION was made by Council Member Boder with a second by Council Member Butterfield to approve the agenda as presented. Motion Carried 3/0

PUBLIC COMMENT

None

APPROVE CONSENT AGENDA

A MOTION was made by Council Member Boder with a second by Council Member Butterfield to approve the Consent Agenda except for Fire Department Report which was moved to Regular Council Meeting for discussion. Motion Carried 3/0.

1. Approve Minutes of the September 9, 2019 Regular Council Meeting.
2. Approve Minutes of the September 9, 2019 Council Workshop Meeting.
3. Approve Claims for the Month of September 2019. Check numbers 22506 to 22541. E-check numbers 5405E to 5413E. Bank check number 50097.
4. Acknowledge City Engineer Summary Report of Projects for the month of August 2019.
5. Acknowledge City Administrators Report for the Month of September 2019.
6. Acknowledge Public Works Report of Activities from August 23, 2019 to September 18, 2019.
7. Acknowledge Sheriff's Department Report for the Month of August 2019.

FIRE DEPARTMENT

1. **Discussion on Fire Department Report for the Month of August 2019** – Council Member Boder questioned why the Fire Department Minutes stated that the City shot down the building of new Fire Station and is concerned about the message communicated to the Volunteer Fire Fighter Staff and residents. The City approved a loan application at the August 12, 2019 Council Meeting. Council requested additional data from Fire Chief Maetzold for further discussion. No decision has been made by Council to date. Mayor Dodge directed Staff to find out what message was communicated by the Fire Department.

CITY ADMINISTRATOR

1. **Approve Resolution 9-23-19-32 2020 Preliminary Budget** – Council previously reviewed the draft preliminary 2020 budget at the September 9, 2019 Workshop Meeting. City Administrator McCallum presented the preliminary budget, emphasizing a tax rate of 52% and the general operating expenditures in the amount of \$1,005,374.41.

Total Levy (General + Capital + Debt)	\$1,285,453.87
Fiscal Disparities	\$ 226,107.00
New Actual Levy	\$1,059,346.87
Actual (Projected) Tax Capacity	\$2,134,422.00
Fire Dept Contribution	\$ 96,240.00
Adjusted Tax Capacity	\$2,038,182.00
Actual (Projected) Tax Rate	52.00% (Actual Levy/Adjusted Tax Cap.)

After further discussion, Council Member Butterfield asked City Administrator, considering labor negotiation, if labor increases are reflected in the budget. Mayor Dodge wanted to know if the budget captures enough flexibility for unknowns. City Administrator McCallum stated labor increases have been factored in based on discussions and that there is plenty of wiggle room in the budget to shift funds to cover unknowns. A MOTION to Approve Resolution 9-23-19-32 2020 Preliminary Budget was made by Council Member Butterfield and seconded by Council Member Boder. Motion Carried 3/0.

Council directed Staff to provide additional data and bring back for further discussion.

PUBLIC WORKS

1. **Approve Road Repairs** – Public Works compiled a list of 61 manholes and 11 catch basins that need road repairs before the snow season. These repairs will prevent damage to manhole structures and plowing equipment. City Staff received two quotes and recommended the lowest bid from WM Mueller and Sons in the amount of \$17,782. A MOTION to Approve Road Repairs in the amount of \$17,782 by WM Mueller and Sons was made by Mayor Dodge and seconded by Council Member Boder. Motion carried 3/0.

COUNCIL REPORTS

- Council Member Butterfield informed Council of a Community Education meeting on October 10, 2019.

ADJOURN

There being no further business, a MOTION was made by Council Member Boder and seconded by Council Member Butterfield to adjourn the meeting at 6:55 p.m. Motion Carried 3/0

Mike Dodge, Mayor

Attest: _____
Janell Gildemeister, Deputy City Clerk

MAYER CITY COUNCIL WORK SESSION MINUTES – SEPTEMBER 23, 2019

Call Work Session to order at 6:56 p.m. by Mayor Dodge.

PRESENT: Mayor Dodge, Council Members Butterfield, and Boder

ABSENT: Council Member McNeilly and Stieve-McPadden

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

ALSO PRESENT:

1. **Discussion on Infants Gone Too Soon Proclamation Request:** October 15 is a day of remembrance for pregnancy loss and infant death, which includes miscarriage, stillbirth, SIDS, and the death of a newborn. 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 the death of their children and to increase awareness, remembrance, support programs and services for families who experience bereavement. Council agreed that after reading the proclamation they do not have any issues with this proclamation and directed Staff to bring to next Council Meeting.
2. **Discussion on 2020 Sheriff's Department Contract:** City Administrator brought back the 2020 Carver County Sheriff's Department Contract for further discussion as requested by Council. Staff invited Deputy Sheriff Bengtson to address questions and concerns. Council continued discussion on the needs of the City and agreed that a sheriff presence in the evening and night when residents are home would better benefit the City. Council Member Butterfield asked Deputy Bengtson if he would be willing to shift to nights from Memorial Day to Labor Day. Deputy Bengtson said he would be willing to flex his hours and work 3-11p.m. during the week and 3p.m.-1a.m. on the weekends. Mayor Dodge was concerned about the increased cost and stated he would like to make a change in steps. After further discussion, Council could not come to an agreement on the best fit for the City and requested further data. Council thanked Deputy Bengtson for coming to the Council Meeting.

MEETING ADJOURNED

There being no further business, the work session was adjourned at 7:43 p.m.

Mike Dodge, Mayor

Attest: _____
Janell Gildemeister, Deputy City Clerk

ACCOUNTS PAYABLE LIST

OCTOBER 14, 2019

Checks: 22542 - 22570, 5414E - 5442E, 50098 - 50100

22542	Pinnacle Roofing Systems	City Re-Roof Project - 50%	\$50,984.50
22543	Kluver Consulting	September - Second Half - WWTP Consultant	\$900.00
22544	Janell Gildemeister	Travel Reimbursement - April - August	\$120.00
22545	Security Bank	H.S.A. - Employee Benefit	\$875.00
22546	AEM Financial Solutions	Second Quarter Financial Report	\$1,750.00
22547	AME Electric	Ice Skating Rink Lights, Parking Lot Light	\$10,915.00
22548	Bolton and Menk Engineering	City Engineering. Including West Ridge Park Project	\$8,897.50
22549	Carverlink	City Buildings - Internet	\$160.00
22550	Culligan Water	Fire Department Building	\$72.62
22551	Election Systems and Software	Watertown-Mayer Election - Equipment Testing	\$135.00
22552	Erosion Products LLC	Stormwater Management	\$190.00
22553	Fremont Industries Inc	Coagulant	\$972.00
22554	Gopher State One Call Inc	Locates	\$68.85
22555	Great America Financial Services	Copier Lease Agreement Payment	\$183.33
22556	Greater MN Communication	FD Recruitment Flyers	\$309.66
22557	Guardian Pest Control Inc	Pest Control - City Buildings	\$44.26
22558	Herald Journal Publishing	Mayer Promotion Ad	\$299.00
22559	Hydro Klean LLC	2019 CIPP Lining Sewer Project	\$102,983.04
22560	Kluver Consulting	October - First Half - WWTP Consultant	\$900.00
22561	Lano Equipment	Min Excavator	\$250.00
22562	League of Minnesota Cities Insurance	Workers Compensation Insurance	\$17,528.00
22563	Mayer Lumber Co Inc	Public Works/Fire Department Equipment	\$643.66
22564	Mini Biff LLC	Park Potties	\$621.18
22565	Municipal Development Group	Planning and Zoning Services	\$472.50
22566	Prairie Restoration	2019 Vegetation Management - Wetland Project	\$3,200.00
22567	Squeaky Clean	Community Center/City Hall Cleaning Services	\$711.17
22568	USA Bluebook	Chemicals	\$711.17
22569	Vesco Inc	WTP Maintenance and Repairs	\$1,989.92
22570	Westside Wholesale Tire	F550 Truck Tires	\$1,414.80
5414E	ADP LLC	Employee Wages	\$6,263.16
5415E	ADP LLC	Employee Taxes	\$2,684.96

5416E	PERA	Public Employees Retirement	\$1,266.86
5417E	Delta Dental	Dental Benefits	\$261.10
5418E	Preferred One	Health Insurance Benefits	\$4,142.35
5419E	Techstar IT Solutions	Phone and IT Services	\$390.80
5420E	Centerpoint Energy	City Hall	\$49.90
5421E	Centerpoint Energy	Public Works	\$15.00
5422E	Centerpoint Energy	WWTP	\$71.50
5423E	Centerpoint Energy	Fire Station	\$21.99
5424E	Centerpoint Energy	Water Treatment Plant	\$30.79
5425E	Frontier	Water Treatment Plant	\$84.56
5426E	Frontier	WWTP	\$101.82
5427E	Verizon Wireless	Old School House Lift Station	\$14.54
5428E	Verizon Wireless	City Cell Phones	\$245.85
5429E	Xcel Energy	WWTP	\$5,802.39
5430E	ADP LLC	Employee Wages	\$6,416.30
5431E	ADP LLC	Employee Taxes	\$2,525.91
5432E	ADP LLC	Council Wages	\$2,525.91
5433E	ADP LLC	Council Taxes	\$1,178.84
5434E	PERA	Public Employees Retirement	\$1,305.43
5435E	ADP LLC	Payroll Processing Fee	\$84.29
5436E	Centerpoint Energy	City Hall	\$70.82
5437E	Centerpoint Energy	Public Works	\$15.00
5438E	Centerpoint Energy	WWTP	\$101.93
5439E	Centerpoint Energy	Fire Department Building	\$23.71
5440E	Centerpoint Energy	Water Treatment Plant	\$20.88
5441E	Verizon Wireless	Fire Department Cell	\$41.21
5442E	Frontier	FD Cell	\$114.35
50098	ADP LLC	Edholm PR	\$191.22
50099	ADP LLC	Edholm PR	\$91.06
50100	ADP LLC	Dodge - PR	\$939.19
			<hr/>
			\$245,395.78



Council Memorandum – Workshop

Item: Pregnancy and Infant Loss Remembrance Day
Meeting Date: October 14, 2019
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, 2019 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.

At the September 23, 2019 City Council Workshop meeting, the City Council decided to approve the proclamation at the next City Council meeting.

Attachments:

IRIS Informational Handout.
Proclamation



IRIS INFANTS REMEMBERED IN SILENCE

Founded in 1987

218 Third Ave. NW Faribault MN 55021

Phone: (507) 334-4748 E-mail: support@irisRemembers.com Website: www.irisRemembers.org

Infants Remembered In Silence, Inc. a 501(c)3 nonprofit organization (#41-1700704) would like to respectfully request that the city adopt a resolution endorsing October 15th as Pregnancy and Infant Loss Remembrance Day in accordance with the requirements within the city/county.

Infants Remembered In Silence, Inc. (IRIS) works with thousands of people across Minnesota and across the USA who have experienced the death of child during pregnancy 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. Many of these parents live in, deliver in, have a child die in, or bury a child in this community.

Bereaved parents remember these children annually with a 7 pm candle lighting on October 15th. Some will remember their child/children in their homes while others will remember them in small gatherings around the state and across the nation. This resolution / proclamation would unify these parents in tribute of their children.

United States Government Proclamations:

- 1988 President Ronald Reagan Proclaimed October as National Pregnancy and Infant Loss Awareness Month.
- 2001 House Resolution
107th Congress – 1st Session
H.RES.254 IH
- 2006 House Resolution
109th Congress – 1st Session
H.CON.RES.222

If you do choose to adopt this proclamation/resolution you may send us any certificates via e-mail to support@irisremembers.com or we can arrange for someone to pick it up.

Respectively submitted September 5, 2019.

Diana Kelley - Founder and Executive Director
Infants Remembered In Silence, Inc. © (IRIS)
218 3rd Ave. NW
Faribault MN 55021
(507) 334-4748
Email: support@irisRemembers.com
Website: www.irisRemembers.org
IRIS was founded in 1987

Recognizing National Pregnancy and Infant Loss Awareness Day

Whereas, Infants Remembered In Silence, Inc. (IRIS) and many other nonprofit organizations work with thousands of parents all over Minnesota and across the United States who have experienced the death of a child during pregnancy through early childhood; and

Whereas, Many of these parents live in, deliver in, have a child die in, or a bury a child in our community; and

Whereas, Infants Remembered In Silence (IRIS) a 501(c)(3) nonprofit organization was founded 1987, 32 years ago, to offer support for parents whose child/children died from miscarriage, ectopic pregnancy, molar pregnancy, stillbirth, neo-natal death, birth defects, sudden unexplained death of a child (SUDC), sudden infant death syndrome (SIDS), illness, accidents, and all other types of infants and early childhood death; and

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

Whereas, In honor of the thousands of children that die each year in Minnesota Infants Remembered In Silence, Inc. (IRIS) respectfully request that October 15th, 2019 be recognized as Pregnancy and Infant Loss Remembrance Day.

Now, Therefore, be it Resolved by the City Council of the City of

PROCLAMATION

Declaring October 15, 2019 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, 2019 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, 2019 be recognized as Pregnancy and Infants Loss Remembrance Day.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF MAYER ON THIS 14th DAY OF OCTOBER 2019.

BY:

ATTEST:

Mike Dodge
Mayor

Margaret McCallum
City Administrator

(Seal)

CITY OF MAYER, MINNESOTA

RESOLUTION 10.14.19.34

A RESOLUTION REGARDING THE APPOINTMENT OF CARL OLSON TO THE MAYER FIRE DEPARTMENT

WHEREAS, the City of Mayer made the decision to appoint members to the Fire Department,

WHEREAS, the City and Fire Department need Firefighters,

WHEREAS, a background check was completed by the State of Minnesota, Department of Public Safety,
Bureau of Criminal Apprehension,

WHEREAS, Carl Olson has passed all requirements of the Mayer Fire Department and the Fire Chief is
recommending the appointment of Carl Olson.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Mayer, Minnesota, that Carl Olson
start as a firefighter for the Mayer Fire Department upon approval.

Adopted this October 14, 2019 by the Mayer City Council.

Attest:

Margaret McCallum, City Administrator

Mike Dodge, Mayor



Request for Council Action Memorandum

Item: Request to discuss an increase in Volunteer Firefighter PERA retirement plan.

Meeting Date: October 14, 2019

Presented By: Margaret McCallum, City Administrator

Recommendations/Council Action/Motion Requested:

To review the request from the Fire Chief to discuss resolution 10.14.19.35 authorizing an increase in benefit for the PERA retirement plan from \$2,600 to \$2,800.

The increase would require a 2020 budget amount of \$10,966.00 to pay for the benefit.

Details:

Currently, the Mayer Fire Department Pension plan is through Public Employees Retirement Association of Minnesota (PERA). It is called the Statewide Volunteer Firefighter Retirement Plan. It provides a plan for volunteer firefighters who provide service to a municipal fire department or an independent firefighting corporation. (see additional information pamphlet).

The current benefit level is at \$2,500 per year. The Plan provides for the payment of retirement benefits based on a specific dollar value paid for each year of credited services.

The City Council passed resolution 9-24-28-31 increasing the plan from \$2,200 to \$2,500 in September 2018.

The City Council passed resolution 9.26.19.30 increasing the plan from \$2,500 - \$2,600 in August 2019.

The lump sum benefits payable from the Plan are funded by existing fire state aid allocated to the municipality and additional municipal contributions as applicable.

Referencing the attachment:

At the \$2,600 benefit level – all benefits are funded by the existing fire state aid.

If the City chooses to go to the \$2,700 benefit level, the City would budget for and contribute \$5,261.00

If the City chooses to go to the \$2,800 benefit level, the City would budget for and contribute \$10,966.00

Once the benefit is increased, it cannot be decreased.

Other Fire Department Benefit Levels

NEW GERMANY \$1,600 - not with PERA

MAYER \$2,600 – with PERA

WATERTOWN \$2,600 – with PERA

NYA \$2,700 - with PERA (looking to do an increase this year)

VICTORIA \$3,500 - with PERA

WACONIA \$3,500 with PERA looking to go to \$4500 TO \$4700

ST BONI \$4,000 - not with PERA (looking to go to \$4,200)

Attachments:

Resolution 10.14.19.35

Letter from PERA

SVFRP Pamphlet

Statewide Volunteer Firefighter Retirement Plan

INTRODUCTION

Created in 2009, the Statewide Volunteer Firefighter Retirement Plan (SVFRP) is specifically designed for volunteer firefighters who provide service to a municipal fire department or an independent nonprofit firefighting corporation. It is voluntary and open to fire departments as a replacement of their existing volunteer firefighter retirement plan. It is also open to municipalities that do not currently have a retirement plan for their firefighters. The tax-qualified status of the plan was approved by the IRS in August 2012.

Benefits

The Plan provides for lump-sum benefits payable to retiring volunteer firefighters. This benefit is based on years of credited service earned by the firefighter and the benefit level chosen by the volunteer fire department's sponsor. Benefit levels range from \$500 to \$7,500 in \$100 increments for each full year of "good-time" service credit for firefighters who have 20 or more years of service. Prorated benefits are paid to retiring firefighters with between five and 20 years of service.

To be eligible for a benefit, a firefighter must:

- be at least 50 years old;
- be vested, which means having acquired a minimum of 5 years of "good-time" service credit in the plan; and,
- have severed his or her employment relationship with the fire department for a minimum of 30 days.

Funding

Each participating department in the plan will have a separate account in which the assets necessary to fund the benefits are maintained. The State Board of Investment is responsible for the investment of these assets. Funding for the plan is through the current Fire State Aid that is issued to municipalities. If state funding is not sufficient to cover the cost of the benefits chosen by the municipality, additional municipal contributions will be required.

Getting Started

The decision to participate in the SVFRP is made jointly by the entity operating a fire department and the volunteer firefighter relief association (if one exists). Individual firefighters can not join the plan on their own.

Municipalities who wish to participate in the SVFRP can contact PERA for a cost analysis for the benefit level(s) requested. The governing body of the municipality must then approve coverage and PERA will begin administering the plan the following January.

Here is a brief outline of the process:

1. The volunteer firefighters and department sponsor(s) jointly submit a request for a cost analysis from PERA.
2. PERA prepares estimated costs for the benefit level(s) requested.
3. The State Board of Investment (SBI) reviews the investment portfolio of the existing relief association (if one exists) and determines which assets could be transferred to SBI and which must be sold before December 31st should the entity elect to join the plan.
4. Upon receipt of the cost analysis, the governing body of the municipality(ies) associat-

ed with the fire department has 120 days to approve coverage in the SVFRP and notify PERA of acceptance. If the retirement coverage change is not acted upon within 120 days, it is deemed to be disapproved. If coverage is approved, PERA begins administering the plan for the entity the following January 1 and issues all future benefit payments.

5. On the day immediately prior to the effective date of the coverage change (December 31), the special fund of the applicable volunteer firefighters' relief association ceases to exist as a pension fund of the relief association and legal title to the assets of the special fund transfers to the State Board of Investment. With some modifications, the relief association may continue as a non-profit organization and maintain its general fund.

More on benefits

As noted earlier, the fire department sponsor chooses a benefits level ranging from \$500 to \$7,500 per year of "good-time" service. This is for a firefighter with a minimum of 20 years of service (fully vested).

A benefit is payable after only five years of service, but this payment is a prorated amount of the full benefit. (Survivor benefits are identical should the firefighter not collect his or her benefit.)

In addition to the benefit payable from the SVFRP, retiring firefighters also receive a supplemental benefit of 10 percent of the lump-sum benefit, up to a maximum of \$1,000 (20 percent, up to \$2,000, for survivors).

Benefits may be rolled over to an IRA or 401(k) with no tax withholding. If the benefit

(Continued on reverse side)

payment is not rolled over, it is subject to 20 percent federal withholding at the time of distribution.

The table below lists prorated benefits based on a full, unreduced pension after 20 years:

Completed full years of good-time service credit	Nonforfeitable Percentage of the full service pension
5	40%
6	44%
7	48%
8	52%
9	56%
10	60%
11	64%
12	68%
13	72%
14	76%
15	80%
16	84%
17	88%
18	92%
19	96%
20 or more	100%

Transition Period

Because the Statewide Volunteer Firefighter Retirement Plan requires participants to have a minimum of five years of good-time service to be vested in the plan, special rules apply to firefighters who have at least five years of service with their department but are not yet vested in the statewide plan. Until an individual has five years under the SVFRP, any benefit due is based on the qualification rules and benefit level of the relief association at the time it joined the statewide plan. The same is true for firefighters who have already retired but have not yet collected a pension. Once a firefighter has earned five years of good-time service under the SVFRP, all future benefits are based on the level chosen by the participating department.

Advantages for Volunteer Departments

- Your department is relieved of its annual reporting and auditing requirements
- You transfer your plans administration headaches to PERA
- You use the investment expertise of the State Board of Investment (6 percent assumed earnings vs. your current 5 percent)
- The SVFRP offers comparable or higher benefits to your firefighters at the same cost to your municipality
- Benefits are portable between all plans covered by the SVFRP
- Your department can concentrate on its first duty, protecting lives and property in your community

Questions:

Visit our website at www.mnpera.org or call 1-800-652-9026.

PERA
60 Empire Drive, Suite 200
St. Paul, MN 55103

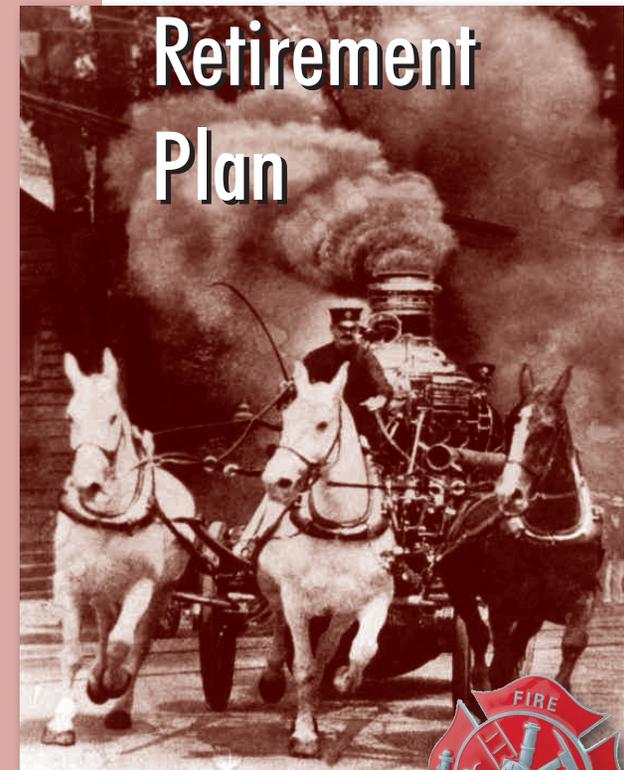
This document is available in alternative formats to individuals with disabilities by calling 1 800 652-9026 or through the Minnesota Relay Service at 1-800-627-3529.

This pamphlet is meant to explain the Public Employees Retirement Association law as simply and accurately as possible. If there is any discrepancy between this publication and the actual law, the provisions of the law will govern.

5.2.2017



Statewide Volunteer Firefighter Retirement Plan



Public Employees Retirement Association of Minnesota

Public Employees Retirement Association of Minnesota

60 Empire Drive, Suite 200
 St. Paul, MN 55103-2088
 Phone: 651-296-7460 or 1-800-652-9026
 Website: www.mnpera.org



August 12, 2019 6% Annual; 6 mos PERA ID 6168-00

Janell Gildemeister
 City of Mayer
 413 Bluejay Ave
 Mayer, MN 55360

janell.GILDEMEISTER@cityofmayer.com

We received your request for a cost analysis to estimate the cost of increasing the benefit level in the statewide volunteer firefighter retirement plan administered by PERA. Based on current information, we have developed this spreadsheet and a cost analysis for the benefit levels you requested. The results are shown below.

	\$ 2,600	\$ 2,700	\$ 2,800
A. Benefit Level (per year of service):			
B. Projected Present Assets 12/31/2019 [Attached]	862,742	862,742	862,742
C. Accrued Liability 12/31/2019[Attached]	898,883	944,909	978,310
D. Surplus/ (Deficit) [B-C]	(36,140)	(82,166)	(115,568)
E. Funding Ratio at 12/31/2019 [B/C]	96%	91%	88%
F. Accrued Liability 12/31/2020 [Attached]	960,435	1,008,934	1,044,721
G. Financial Requirement: Increase in Liability [F -C]	61,553	64,026	66,411
H. Financial Requirement: PERA Fees [\$30/member]	960	960	960
I. Financial Requirement: 1/10th of Deficit/(Surplus, if 3rd yr) [D/10]	3,614	8,217	11,557
J. Financial Requirement: Total [G+H+I]	66,127	73,202	78,928
K. Reductions to Financial Requirement:			
Projected Fire State Aid [2019 Amount @1.035]	16,177	16,177	16,177
Investment Earnings [6% on Present Assets]	51,765	51,765	51,765
L. Estimated Required Contribution [J-K]	None	\$ 5,261	\$ 10,986

Please note that these are estimates only. The figures shown above on Line L are estimates of required contributions that would be due on December 31, 2020 and beyond at the given benefit levels.

The estimate calculations were based on member information that was available at the time of preparing the analysis. Please review the membership data and make any corrections to that data. If you return that to me, I will prepare an updated cost estimate for you to review.

If you have any questions, please do not hesitate to contact me by phone (651-201-2666) or by email at sharyn.north@mnpera.org.

Sincerely,

Sharyn North
 Principal Accounting Officer, PERA

cc: Fire Chief
mayerfd@frontiernet.net

Statewide Volunteer Firefighter Retirement Plan

CITY OF MAYER
RESOLUTION No. 10.14.19.35

**A RESOLUTION OPTING TO INCREASE THE BENEFIT LEVEL FOR
FIREFIGHTERS WHO ARE VESTED IN THE VOLUNTARY STATEWIDE
VOLUNTEER FIREFIGHTER (SVF) RETIREMENT PLAN**

The City Council of the City of Mayer, Minnesota, does ordain:

- WHEREAS: The City previously authorized the fire department to join the Voluntary Statewide Volunteer Firefighter Retirement Plan administered by the Public Employees Retirement Association (PERA); and
- WHEREAS: The City requested and obtained a cost analysis of increasing the benefit level for firefighters who are vested in the Voluntary Statewide Volunteer Firefighter Retirement Plan from PERA not more than 120 days ago; and
- WHEREAS: The City understands that Minnesota statute allows an increase in benefit levels if the plan is fully funded, but does not have provisions for a decrease in benefit levels; and
- WHEREAS: The City highly values the contributions of City Fire Department members to the safety and well being of our community and wishes to safeguard their pension investments in a prudent manner.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MAYER, MINNESOTA:

- 1) The City hereby approves an increase in the benefit level for firefighters who have completed at least 5 years of good time service credit as a member of the Voluntary Statewide Volunteer Firefighter Retirement Plan administered by PERA at the \$_____ benefit level per year of service, effective January 1, 2020; and
- 2) The City Clerk/Administrator and Mayor are hereby authorized to execute all documents necessary to effectuate the intent of this resolution.

The motion for the adoption of the foregoing resolution was proposed by Councilmember _____ and was duly seconded by Councilmember _____ and upon vote being taken thereon, the following voted in favor:

And the following voted against the same:

Whereupon said resolution was declared duly passed and adopted by the City Council of the City of Mayer, on October 14, 2019.

BY:

ATTEST:

Mike Dodge, Mayor

Margaret McCallum, City Administrator



Request for Council Action Memorandum

Item: 2020 Fire Contracts

Meeting Date: October 14, 2019

Presented By: Margaret McCallum, City Administrator

Recommendations/Council Action/Motion Requested:

The make a motion approving the 2020 Fire Contracts with Camden, Hollywood, Waconia, and Watertown Townships and authorizing the Mayor’s signature on the contracts.

Details:

The Fire Contracts with the townships is an annual contract that provides for fire services for the year.

The City calculates the fee for services that is due to the City by the number of parcels with buildings served in each township. Staff has township officials verify the number of parcels before calculating the fees. Below is the breakdown of the amounts for each township.

MAYER FIRE DEPARTMENT 2020 BUDGET FIRE CONTRACT BREAKDOWN

2020 FIRE DEPARTMENT BUDGET: \$201,525.00
WITH DEBT: \$247,750.00

	Parcels			% of Contract	
	2017	2018	2019	2020 (Estimate)	By Parcel
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%
	1030	1065	1099	1129	100.00%

TOTAL	Expenses	Truck Payment	Total Contract
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>

For 2020, the townships will pay 25.59% of the operating budget of the fire department. They will pay roughly 34% of the fire truck payment.

Staff is recommending the approval of the contract amounts and authorization of the Mayor's signature on the contracts.

Attachments:

Contract Template

CITY OF MAYER
 413 BLUEJAY AVENUE
 MAYER, MN 55360
 PHONE: 952-657-1502

FIRE SERVICE CONTRACT FOR 2020

This Fire Service Contract for 2020 (the “Agreement”), made by and between the City of Mayer, Carver County, Minnesota and _____ Township, Carver County, Minnesota, dated _____, 2019 in consideration of the payment of the sum of \$_____ to the City of Mayer, Carver County, Minnesota, by _____ Township, Carver County, Minnesota , through its duly elected officers, the City of Mayer agrees to have its fire department answer any and all fire and emergency calls to _____ Township and will respond to such calls with suitable apparatus, and render all assistance possible in the saving of life and property, subject to the rules and regulations adopted by the Mayer Fire Department, which rules and regulations are made a part hereof by reference, for such portion of _____ Township, for the year of 2020, described as follows:

SECTIONS: 19, 29, 30, 31, 32, & 33

The said fire protection service shall be furnished by the City of Mayer for the annual consideration as determined by result of the application of the following:

The Fire Department Fair Share Formula is per unit calculation for the 2020 budget.

Semi-annual payments to the contract will be made in July and December of the contract year.

	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%

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

The Mayer Fire Department agrees to answer any fire calls and emergency calls of the purpose of fighting fires which occur in the portion of _____ Township above described. No liability shall be incurred by the City of Mayer for loss or destruction of any property by fire or for damage thereto resulting from smoke, water, or explosion, for any reason contributory or otherwise, and more particularly because of inability of said Mayer Fire Department to respond to a fire call because of loss or failure of truck and apparatus, adverse weather and road conditions, previous call for said service, or for any other reason whatsoever.

The City of Mayer agrees to the creation of a Fire Board, made up of contracting Township members and representatives of the City of Mayer. The Fire Board will meet the 5th Monday of a month.

The City of Mayer agrees to defend and indemnify _____ Township against any claims brought or actions filed against _____ Township, or any officer, employee, or volunteer of _____ Township for injury to, death of, or damage to, the property of any third person or persons arising from the performance and provision of the obligations of the City of Mayer assumed pursuant to this Agreement.

Under no circumstances, however, shall either party to this Agreement be required to pay on behalf of itself and other party, any amounts in excess of the limits on liability established in Minnesota Statutes Chapter 466 applicable to any one party. The limits of liability for some or all parties may not be added together to determine the maximum amount of liability for any party.

The intent of this section is to simplify the defense of claims by eliminating conflicts among defendants, and to permit liability claims against multiple defendants from a single occurrence to be defended by a single attorney.

IN TESTIMONY WHEREOF, The City of Mayer has caused this Agreement to be executed by its Mayor and City Clerk this ____ day of _____, 2019.

CITY OF MAYER

TOWNSHIP OF _____

By _____

By _____

Mayor

Chairman

By _____

By _____

Clerk

Clerk

Date _____

Date _____



Watertown Mayer
Public Schools

Connections • Opportunities

Referendum Updates

October, 2019





Survey Says

73%

of Watertown-Mayer residents agreed that ongoing investments in the schools are needed.

From a recent 2019 community opinion survey

**Centered on
Community.**

**Focused on
Success.**

**2019 Referendum
Watertown-Mayer
School District**

Profile of a Graduate



CREATIVE PROBLEM SOLVER

- Use a wide range of solution creation techniques to solve unfamiliar problems.
- Demonstrate originality and inventiveness in work and understand the real world limits to adopting new ideas.
- View failure as an opportunity to learn; understand that creativity and innovation is a long-term, cyclical process of small success and frequent mistakes.

EFFECTIVE COMMUNICATOR

- Listen effectively to decipher meaning, including knowledge, values, attitudes and intentions.
- Articulate thoughts and ideas effectively using oral, written and nonverbal communication skills in a variety of forms and contexts and for various purposes.
- Use digital technologies, communication/networking tools, and social networks appropriately to access, manage, integrate, evaluate and create information to successfully function in a knowledge economy.

RESOURCEFUL

- Access, manage, integrate and create information efficiently, effectively and appropriately.
- Evaluate information critically and competently.
- Work effectively in various roles and in climate of ambiguity and changing priorities.

SELF-MOTIVATED LEARNER

- Aware of strengths and weaknesses, routinely reflect on one's work and experiences, and apply insights to future situations.
- Develop positive attitudes and beliefs about themselves as learners that increase their perseverance and prompt them to engage in productive and quality learning behaviors both in and outside of school.
- Take initiative to advance skill levels towards a professional level and develop a commitment to learning as a lifelong process.

PERSONAL RESPONSIBILITY

- Listen with an open mind to understand others' perspectives, needs, and situations.
- Demonstrate personal integrity, honesty and ethical behavior.
- Manage own emotions and conduct self in a respectable, professional manner.

CRITICAL THINKER

- Effectively analyze and evaluate evidence, arguments, claims and beliefs.
- Identify and ask significant questions that clarify various points of view and lead to better solutions.
- Persist in complex problems through reasoning and constructing arguments to support ideas.

Be
kind
Be a royal

Bully

Aw
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WHAT IS THE PLAN?

Here is what is proposed:

The school board unanimously approved a two-question ballot for a November 5, 2019 referendum:

Question 1: is asking voters to approve an increase in the operating levy that would provide an extra \$425 per student in revenue (currently \$67 per student). If approved, Watertown-Mayer's operating levy would be in the middle of neighboring districts' operating levies.

Question 2: is asking voters to approve a facilities/bond levy to pay for classroom modernization, outdoor education and activities, parking lot safety, and long-term maintenance. *
Question 1 must pass for Question 2 to pass.

** For specific details and a list of where the bond money will be spent, visit the website*

// We need to take care of ourselves locally because we are not getting the equivalent help from the state that we have in the past. //

*Tim Thompson,
school board member, Mayer resident.*



Operating Fund Challenges

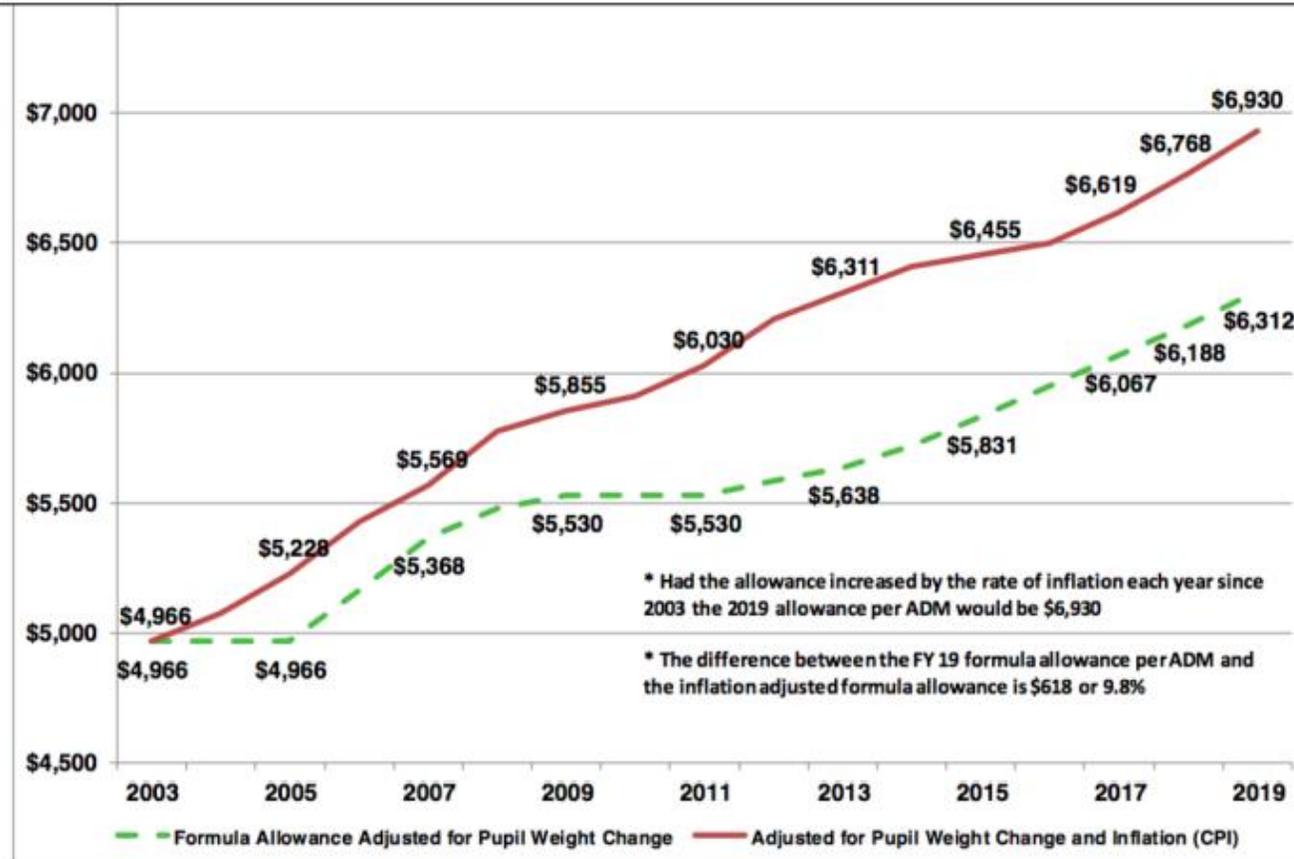
**Watertown-Mayer
Public Schools:
per pupil
funding**

*Source: 2018-2019
Schools for Equity in
Education Revenue
Ranking Report*

BOTTOM 10%

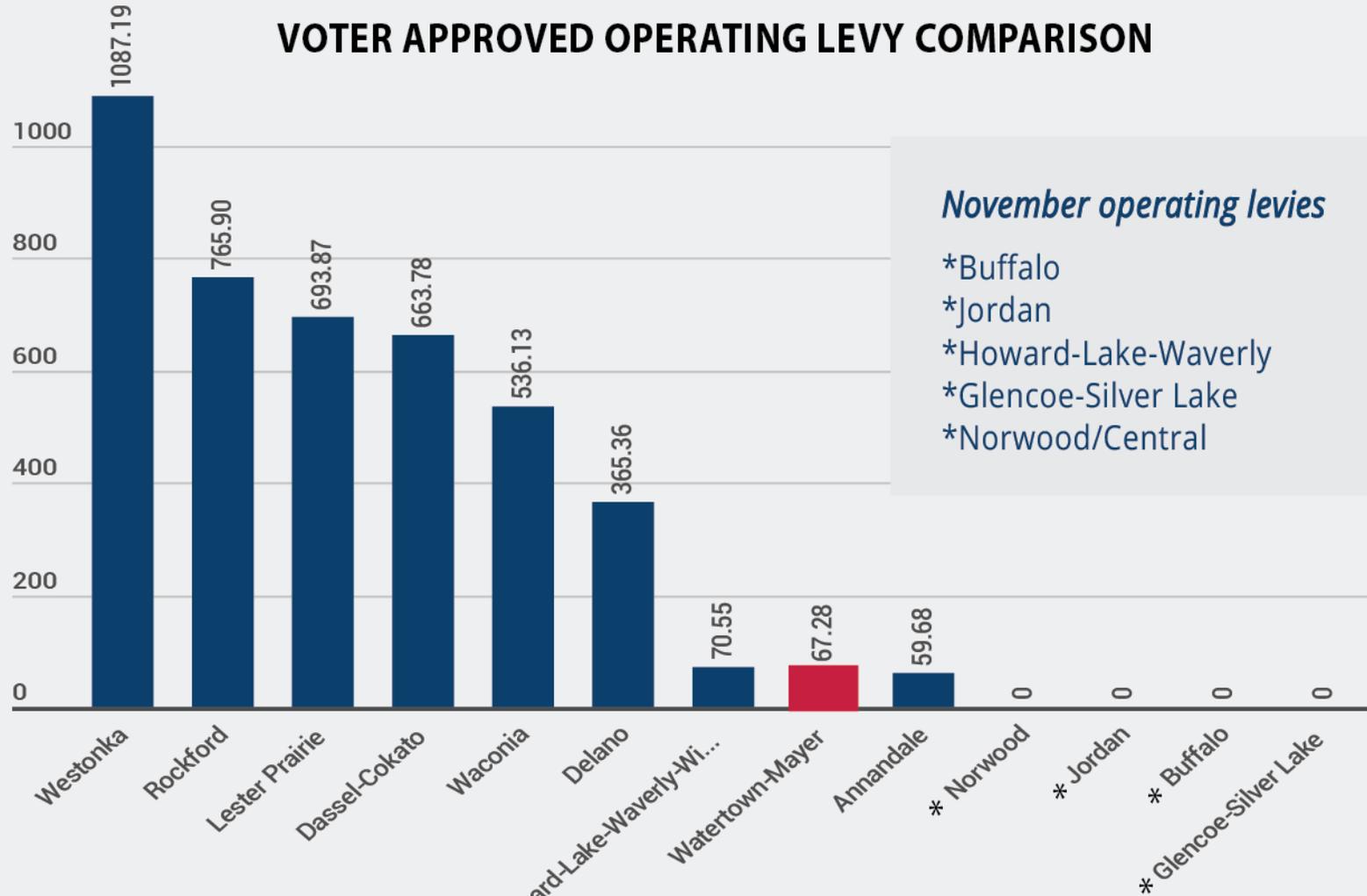


The basic funding formula would be \$618 per pupil higher today if it had simply kept up with inflation.





VOTER APPROVED OPERATING LEVY COMPARISON





Operating Fund Challenges – History & Projected:

- Expenditure reductions:
enrollment adjustments, district reorganization work, delayed/deferred curriculum purchases, years without investing in staff development, pursuit of additional funding opportunities
- Spending down fund balance
- Additional budget reductions will be needed - \$1.5 million over next 3 years
- \$1.5 million = increased class sizes, reduced course offerings & extra-curricular activities



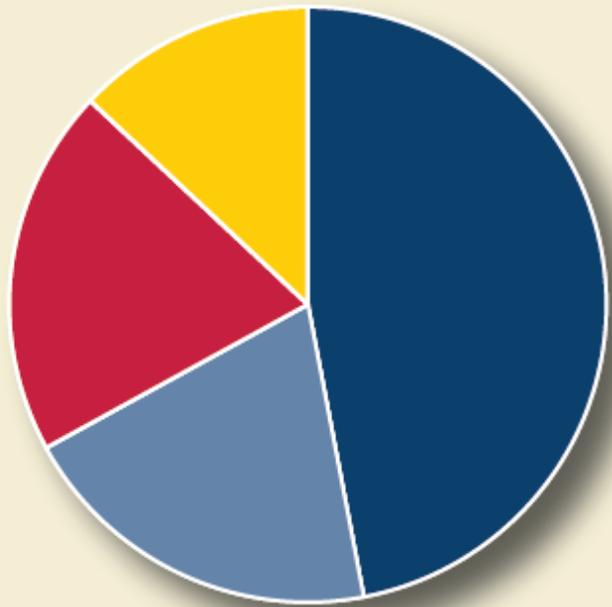
**Operating Fund
Challenges – Seeking
to Maintain:**

- Elective and extra curricular offerings at HS & MS
- Maintain current class sizes
- Support purchase of current and relevant curriculum resources
- District professional development activities in support of current and relevant instructional practice



How Will The Money Be Spent?

Q1, Operating Levy



47% Maintain class size, electives, after school activities

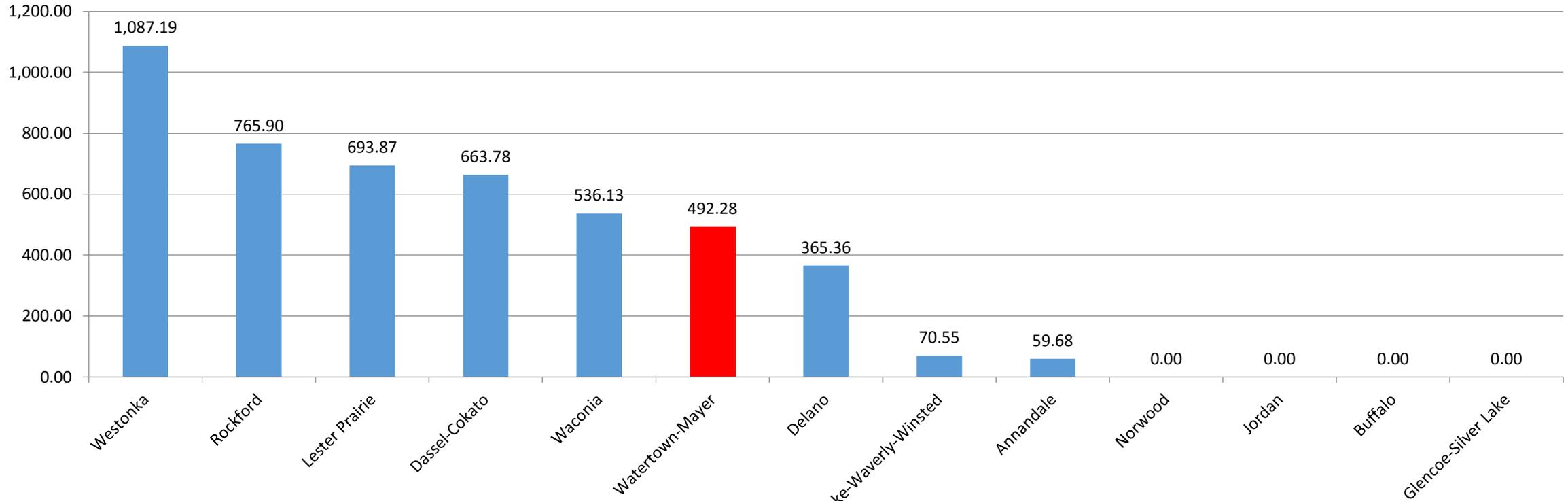
20% Current/relevant curriculum resources

20% Technology infrastructure

13% Teacher training



Watertown-Mayer Operating Levy, If Approved



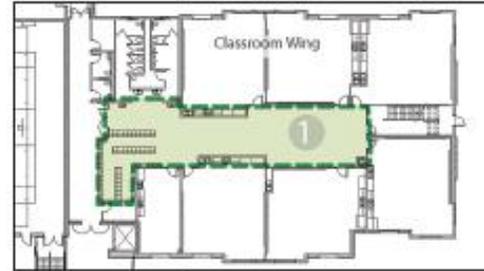


Bond Levy – Facilities Challenges

- Facility needs exceed capacity to support with annual revenue
- \$25.3 million to maintain/support 10 – 15 year major capital projects schedule



Facilities Challenges – Something for Everyone



Loud elementary commons workspaces



Inadequate playground surface



No small-group work spaces



Old shop equipment



Underutilized library spaces



Portions of track are unusable

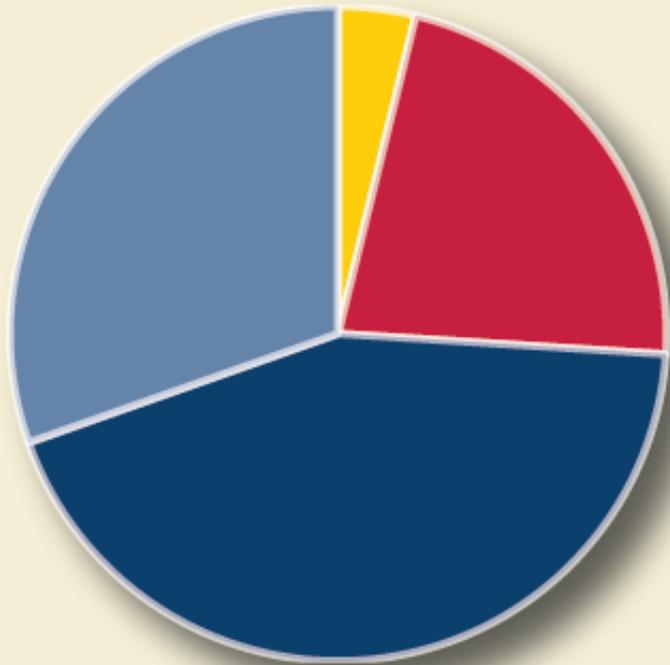


Poor field drainage



How Will The Money Be Spent?

Q2, Bond Referendum



- 44%** Educational Space Improvements
- 30%** Infrastructure and Physical Facility Needs
- 22%** Activities and Athletics Improvements
- 4%** Safety and Security



How Much Will It Cost Me?

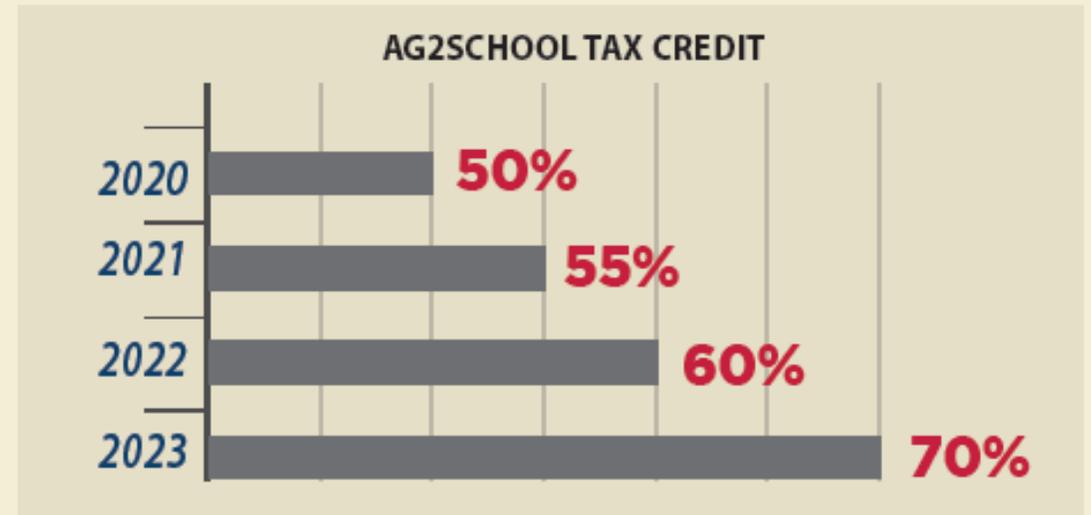
Home Value	Q1 Annually	Q1 Monthly	Q2 Annually	Q2 Monthly	Q 1 & 2 Annually	Q 1 & 2 Monthly
\$150,000	\$105	\$8.75	\$6.00	\$0.50	\$111	\$9.25
\$230,000*	\$161	\$13.42	\$11.08	\$0.92	\$172	\$14.33
\$350,000	\$245	\$20.42	\$16.96	\$1.41	\$262	\$21.00



* Average home value in the Watertown-Mayer area according to Carver County records. Visit the district website to find a tax calculator for your property.

Does farm property receive some school tax relief?

Yes. For decades, farm families paid school operating levies on 1 acre of property that included the house, but paid school bond levies on all property. In 2017, the Minnesota Legislature approved a 40 percent tax credit for farm land school bond taxes. This year (2019), the legislature approved higher tax credits to be phased in over time:





How Do I Vote?

Early & Absentee Voting – Watertown-Mayer School District Office

- Beginning Sept. 20 - On days school is in session, 7:30 am – 4:00 pm
- Friday, Sept. 27, 4:00 pm – 7:00 pm
- Tuesday, Oct. 15, 4:00 pm – 7:00 pm
- Thursday, Oct. 24, 4:00 pm – 7:00 pm

Tuesday, November 5 – Two Polling Places:

- Watertown City Hall
- Mayer City Hall



For More Information....

[Referendum Website](#)

[Referendum Video](#)

Community Information Open Houses:

- Monday, Sept. 16: Mayer City Hall, 7:00 pm
- Tuesday, Oct. 1: W-M HS/MS, 7:00 pm
- Monday, Oct. 14: W-M Elementary, 7:00 pm

**Centered on
Community.**

**Focused on
Success.**

2019 Referendum
Watertown-Mayer
School District



Memorandum

Item: Audio/Visual upgrades in the Council Chambers

Meeting Date: August 26, 2019

Presented By: Margaret McCallum, City Administrator

Details:

The current Audio/Visual Equipment in the Mayer City Council Chambers is aging and beginning to fail. The audio equipment in particular has had issues with maintaining a charge and staff and personnel on the video are often hard to hear.

At the June 10, 2019 City Council workshop meeting, the Council decided to move ahead with using funding from a tower lease agreement. As part of that agreement, the company agreed to a \$40,000 signing bonus. The money had yet to be allocated. The City Council decided that they would use this money towards needed projects including audio/visual updates.

Three quotes have been received. Two of the quotes are for audio upgrades only (ESCI and Tierney). One quote is for audio/visual from ZTS Productions.

All three companies came to City Hall to do a walk through of the City Council Chambers.

ZTS Productions (Audio and Visual Replacement)

ZTS Productions is suggesting wired desktop microphones, replacing the audio mixer, having a computer in which everything is tied in and managed, a new camera and additional appropriate cords and equipment to support the new audio/visual equipment.

The cost for the equipment is \$8,236.50. The cost for installation is \$1,500.00. The total cost is \$9,736.50.

Tierney (Audio Replacement)

Tierney was asked to quote replacing the audio equipment. They suggested upgrading the microphones with 8 wireless 5 inch gooseneck microphones. They would reuse the current recorder.

The proposed a mounted rack monitor to be installed to provide for checking the microphones as well as include a headphone output.

Four ceiling speakers and supporting equipment.

The cost for the equipment and installation is \$19,919.08.

ECSI

ECSI was asked to quote replacing the audio equipment. They suggested upgrading the microphones to 8 tabletop directional microphones, 1 gooseneck for the podium and 1 lapel.

They suggested using the existing recorder.

They would install a wall rack that is lockable.

The system would be controlled with a 7" Touchpad mounted in the wall.

The total cost for the equipment and installation and supporting equipment is \$30,945.00.

Staff Recommendation:

Staff is recommending going with the ZTS Productions quote for both audio/visual in the amount of \$9,736.50 (not to exceed \$10,000.00).

Attachments:

ESCI Quote.

Tierney Quote.

ZTS Productions Quote

Tuesday, June 04, 2019

Margaret Mccallum
City of Mayer

Proposal for Audio-Visual Service

RE: Council Chambers Update

Opportunity Number: 16694 R2

Scope of Integration Services

Summary of Work to be completed by Tierney Brothers, Inc. at **413 Bluejay Avenue North, Mayer, MN 55360.**

(Please initial if address is correct or provide correct address. _____)

Quote 118555/118557

Tierney (TBI) proposes the following updates to the Council Chambers.

~~A new ceiling mounted projector will be installed that supports WUXGA resolution (HD) and 5500 ANSI lumens. It will replace the existing portable projector. The existing wall mounted manual screen will be replaced with a new wide format (16:10) 57.5" x 92" wall mounted projection screen with Controlled Screen Return (CSR).~~

~~For presentations, an HDMI input plate will be installed by TBI behind the Dias near the staff location. A surface mounted wall box will extend up the wall and above the ceiling with surface mounted raceway.~~

The existing camera, camera controller and recorder will be reused.

The audio system will be upgraded with eight (8) desktop wireless gooseneck microphones. The microphones will be used for audio recording by the Owner furnished recorder. Seven (7) microphones will be located on the Dias and one (1) will be located on the lectern. Each has a 5" gooseneck. The microphones are not used for in-room voice reinforcement.

A wireless Access Point Transceiver will be ceiling mounted near the center of the room. The digital Dante audio output of the Transceiver will be connected via an Ethernet switch to a Digital signal Processor (DSP) which will provide all required audio processing and provide a mix of the microphones to the owner furnished recorder. Microphone level control will be preset by Tierney and fine-tuned automatically by the DSP with its built-in Auto Gain Control (AGC) circuitry.

Note: if the City elects to add Web conferencing and/or telephone conferencing, the DSP is capable of the addition of those functions at a later date. TBI has added acoustic echo cancellation for each microphone input.

A new rack mounted audio monitor will be installed to provide a speaker for checking the microphones as well as include a headphone output.

Audio for program (computer) audio will be provided by four (4) powered ceiling speakers connected in the future to the new video projector.

~~Control for the video projector will be provided by the manufacturer's provided remote control. Control will include program volume up/down.~~

All equipment will be located in a new equipment rack located at the front of the room. The existing video monitor and camera controller will be located on top of the new equipment rack. The camera CCU will be located on a shelf in the equipment rack.

~~A liberty HDMI adapter ring with the following adapters will be supplied to allow for most mobile devices to be input to the system.~~

The ring includes:

- ~~DisplayPort Plug (Male) to HDMI Jack (Female)~~
- ~~Mini DisplayPort Plug (Male) to HDMI Jack (Female)~~
- ~~Mini HDMI (C) Plug (Male) to HDMI Jack (Female)~~
- ~~Micro HDMI (D) Plug (Male) to HDMI Jack (Female)~~
- ~~DVI-D Plug (Male) to HDMI Jack (Female)~~
- ~~Apple Certified Adapter Lightning (M) to HDMI (F) MD826ZM/A~~

The Owner will be responsible for:

- Power at the equipment rack and video projector locations
- All OFE equipment to be in good working order
- Clear, clean, accessible cable pathways

Customer Expectations:

If multiple rooms were quoted, installation pricing for this proposal assumes that all quotes will be signed off on and installed at the same time. If one or more of the quotes in this proposal are not approved, existing quotes will need to be revised to reflect those changes and additional charges may apply.

Equipment locations such as closets, or cabinetry may require additional venting, or in some cases dedicated cooling units to keep equipment operating at standard temperatures.

We appreciate the opportunity to present this proposal. If you have any questions, please do not hesitate to contact us at your convenience at 612-331-5500. Our fax number is 612-331-3424.

Proposal Prepared By:

Sales Representative - Heidi Harvey

Systems Engineer - Mark Odneal

Please initial to acknowledge and authorize the Scope of Integration Services presented here. _____



Quote

#118555

1771 Energy Park Drive, Suite 100, St. Paul, MN 55108
 (612) 331-5500 | (800) 933-7337 | Fax (612) 331-3424
 www.tierneybrothers.com

6/4/2019

Bill To
 Margaret McCallum
 City of Mayer
 413 Bluejay Ave N
 Mayer MN 55360

Ship To
 Margaret McCallum
 City of Mayer
 413 Bluejay Ave N
 Mayer MN 55360

Memo:
 A - Council Chambers Update (SC) R2

Expires	Sales Rep	Contract	Terms
9/2/2019	209 Heidi Harvey	MNS-CPV 152129	NEW

Qty	Item	MFG	Price	Ext. Price	Cost	Ext Cost	Markup %	Category
	A - Council Chambers Update (SC) R2							
	-----Audio Equipment-----							
8	MXW8=-Z10 Desktop Base Transceiver	Shure	\$429.40	\$3,435.20	\$380.00	\$3,040.00	13%	Audio Products
8	Integration Item Shure MX405LP/C Goose neck Microphone 5" with bi-color status indicator, less preamp, cardioid pattern	Shure	\$175.15	\$1,401.20	\$155.00	\$1,240.00	13%	Audio Products
1	MXWAPT8=-Z10 8-Channel Access Point Transceiver -Z10 Frequency (10 MHz) 1920 D 1930 MHz	Shure	\$2,655.50	\$2,655.50	\$2,350.00	\$2,350.00	13%	Audio Products
2	MXWNCS8 8-CH NETWORKED CHARGING STATION	Shure	\$1,384.25	\$2,768.50	\$1,225.00	\$2,450.00	13%	Audio Products
1	TesiraFORTE DAN VT TesiraFORTE DSP fixed I/O server with 12 analog inputs, 8 analog outputs, 8 channels configurable USB audio, 32 x 32 channels of Dante™, Acoustic Echo Cancellation (AEC) technology (all 12 inputs), 2 channel VoIP and standard FXO telephone interface	Biamp	\$2,371.87	\$2,371.87	\$2,099.00	\$2,099.00	13%	Audio Products
1	QT615-CFS Qt615-Cfs Qt Series Selfamplified Quad System Speaker	AMK	\$638.45	\$638.45	\$565.00	\$565.00	13%	Audio Products
	-----A/V Furniture and Rack-----							
1	ERK-2120LRD ERK Series Rack, 21 RU, 20"D, w/o Rear Door	Middle Atlantic	\$344.59	\$344.59	\$304.95	\$304.95	13%	Audio-Visual Furniture
	Custom Package of Equipment Rack Accessories Includes: Sliding Shelf, Universal Rack Shelf Kit, Lacing Bar, Power Distribution, Vent Panel, Misc Hardware							





Quote

#118555

1771 Energy Park Drive, Suite 100, St. Paul, MN 55108
 (612) 331-5500 | (800) 933-7337 | Fax (612) 331-3424
 www.tierneybrothers.com

6/4/2019

Qty	Item	MFG	Price	Ext. Price	Cost	Ext Cost	Markup %	Category
2	SSL LAMINATED SLIDING SHELF 1 RU	Middle Atlantic	\$75.37	\$150.74	\$66.70	\$133.40	13%	Mounting Hardware
1	60-190-01 Universal Rack Shelf Kit for 9.5" Deep Products 1U Gray	Extron	\$73.45	\$73.45	\$65.00	\$65.00	13%	Mounting Hardware
1	RRF18 RACKRAIL, 10-32, 18 RU Heavy-gauge 10-32 threaded rail, sold as a pair	Middle Atlantic	\$29.63	\$29.63	\$26.22	\$26.22	13%	Cabling
1	LBP-1A "L" SHAPED LACING BAR, 10 PC. PACK	Middle Atlantic	\$25.47	\$25.47	\$22.54	\$22.54	13%	Cabling
1	IRUR1 Rack Header-Image Series1 Rack-Logo	Liberty	\$15.80	\$15.80	\$13.98	\$13.98	13%	Cabling
1	PDU1215 Tripp Lite PDU Single Phase Basic 120V Outlets 13 5-15R 5-15P 15ft cord 1U RM - 13 x NEMA 5-15R - 15 - 1U 19" Rack-mountable NEMA 13 5-15R 5-15P 15FT CORD	Tripp Lite	\$70.83	\$70.83	\$62.71	\$62.71	13%	Video Products
3	VT1 VT1 1-Space Vent Panel -1 3/4"	Middle Atlantic	\$10.92	\$32.76	\$9.66	\$28.98	13%	Audio-Visual Furniture
1	PTSW25 Phillips Truss 10/32 X3/4" & Washers Qty: 25 Custom Package of Cables, Connectors and Hardware Includes: Cat5e, Wiremold, Bulk Cabling and Misc Hardware	Chief	\$3.79	\$3.79	\$3.35	\$3.35	13%	Mounting Hardware
3	CAT5E-ASY-3BLK CAT5e 350 MHz Assembly Cable Black 3ft.	Comprehensive	\$1.57	\$4.71	\$1.39	\$4.17	13%	Cabling
2	CAT5E-ASY-7BLK CAT5e 350 MHz Assembly Cable Black 7ft.	Comprehensive	\$2.65	\$5.29	\$2.34	\$4.68	13%	Cabling
1	PPCE5B050BL CAT5e RJ45 to RJ45 Patch Cable PL 50'	Liberty	\$34.38	\$34.38	\$30.42	\$30.42	13%	Cabling
1	PCG1960EPCL 1 Gang Plate1" Oval Hole TBI Logo	Liberty	\$13.53	\$13.53	\$11.97	\$11.97	13%	Cabling
1	Minnesota State Contract - Associated Hardware		\$500.00	\$500.00				
4	Minnesota State Contract - Design / Engineering Professional/Technical Design Service; Engineering and Design		\$120.00	\$480.00				



118555



Quote

#118555

1771 Energy Park Drive, Suite 100, St. Paul, MN 55108
 (612) 331-5500 | (800) 933-7337 | Fax (612) 331-3424
 www.tierneybrothers.com

6/4/2019

Qty	Item	MFG	Price	Ext. Price	Cost	Ext Cost	Markup %	Category
11	Minnesota State Contract - Project Management		\$90.00	\$990.00				
8	Minnesota State Contract - In-House Installation		\$90.00	\$720.00				
13	Minnesota State Contract - On-Site Installation		\$90.00	\$1,170.00				
6	Minnesota State Contract - Programming and Configuration Professional/Technical Design Service; Programming and Configuration		\$120.00	\$720.00				
1	Minnesota State Contract - Maintenance / Service (1 Year) Maintenance / Service; One Year Installation Warranty		\$899.00	\$899.00				
<p>If tax has not been included on this proposal, pricing does not include Minnesota General Sales Tax under Minnesota Statutes Chapter 297A Section 70 "Exemptions for Governments and Nonprofit Groups." Please inform us if this project will be used for taxable purposes.</p> <p>If tax has been included on this proposal, we do not have a tax exempt form on file for your account. Please provide a completed Form ST3, Certificate of Exemption if applicable.</p>								

Subtotal \$19,554.69

Tax (0%) \$0.00

Shipping Cost \$364.39

Total \$19,919.08

To accept this quotation, sign here : _____

Please reference this quote number on your purchase order.

Please inspect product upon delivery. State of Minnesota Contract Return Policy will apply.

Standard Times for Delivery from Receipt of PO*:

- Stocked Product Equipment Only Sales - Three to Five Business Days
- Non-Stocked Product Equipment Only Sales - Ten to 14 Business Days
- Integration Projects - Two to Eight Weeks

*All days include time in transit and assume product is not on back order with the manufacturer.





Quote

#118557

1771 Energy Park Drive, Suite 100, St. Paul, MN 55108
(612) 331-5500 | (800) 933-7337 | Fax (612) 331-3424
www.tierneybrothers.com

6/4/2019

Bill To
Margaret McCallum
City of Mayer
413 Bluejay Ave N
Mayer MN 55360

Ship To
Margaret McCallum
City of Mayer
413 Bluejay Ave N
Mayer MN 55360

Memo:
A - Council Chambers Update (NC) R2

Expires	Sales Rep	Contract	Terms
9/2/2019	209 Heidi Harvey	Transaction Not Eligible	NEW

Qty	Item	MFG	Price	Ext. Price
	A - Council Chambers Update (NC) R2			
	Non-Contract Services - This sale is consistent with the "Contract Release Construction Language Modification" associated with the MN State Contract.			
1	AMS-1208P Luxul AV Series 12Port/8PoE+ Giga Switch	Luxul	\$374.67	\$374.67
1	AR-AM1 1 Analog Stereo Balanced XLR Input with 1 Passive Stereo Balanced XLR Output	Marshall Electronics	\$439.67	\$439.67

Subtotal \$814.34

Tax (0%) \$0.00

Shipping Cost \$38.00

Total \$852.34

To accept this quotation, sign here : _____

If accepting this quote via purchase order please reference this quote number on your PO. To order via credit card please contact customer service at 612-331-5500.

This document is subject to the terms and conditions found here: www.tierneybrothers.com/SOTC

Please inspect product upon delivery. All claims for defective merchandise or errors in shipping must be made within five days after receipt of goods. Clients using their own carriers will be responsible for filing their own freight claims if product is damaged in transit. Returns require an authorization number and must be made within 30 days. Custom orders and "Consumables", such as projector lamps, may not be returned. Returns are subject to restocking fees with the exception of out of box failures and replacements under warranty. Restocking fees varying depending on the product line, expect a minimum charge of 25%.





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800.933.7337 | info@tierneybros.com

Responsibilities and Conditions

Client Responsibilities

Contract a licensed electrician to provide high voltage power connections. The system design will determine if optimum placement of outlets is best achieved before or after the installation of the AV equipment. The assigned Project Manager will communicate the specific to you during the project planning. Tierney Brothers recommends that each projector, TV, plasma, LCD, etc. have a dedicated quad electrical outlet.

Provide Tierney Brothers with any existing system design specifications, diagrams, room drawings or other materials that would facilitate completion of the proposed Scope of Integration Services.

All necessary ceiling tile work involved in the installation, unless an alternative has been indicated in the Scope of Integration Services in this proposal.

Prepare, replace, repair or modify any structural or cosmetic changes that Tierney Brothers has made or needs to make. This includes, but is not limited to, ceiling grids, floor tiles, walls and pre-existing equipment. This does not include repair for accidental damage caused by Tierney Brothers.

Confirm area is ready for installation when scheduled. This includes but is not limited to the room being vacated, physical conditions confirmed and owner furnished equipment (OFE) available. If the area is not prepared for installation when scheduled or the client has not notified Tierney Brothers five business days in advance of any schedule change or installation cancellation, there will be a \$350.00 charge. Rescheduling of the installation will be set for a later date as determined by Tierney Brothers.

TBI will not be responsible for the condition and functionality of any existing OFE during the installation process. This includes de-install and reinstall of OFE. Should existing equipment fail or not work properly with our system design, the customer will have the option of sourcing a TBI approved replacement part or TBI will offer a billable replacement alternative. If OFE malfunction causes delays in the installation timeframe, additional billable labor charges may apply.

Clients purchasing SMART product are responsible for loading all SMART software on the applicable computers and connection of these computers to the SMARTboard prior to any scheduled training sessions.

Complete Customer Configuration Worksheets as requested by Tierney Brothers within five business days. This information is required to properly integrate the new equipment with your existing IT infrastructure.

TBI requires access to customer's computer and network at the time of installation to be able to complete installation and testing of the designed system. Return visits to test equipment and functionality may result in additional charges.

TBI's initial estimates assume all work may be completed using standard ladders. If a lift is required, additional charges will be incurred and presented as part of a change request.

For U of M Installations only: University of Minnesota customers are responsible for contacting their Facilities Management Department to coordinate conduit installation for all A/V wire and cable installations.

Tierney Brothers Responsibilities (Upon Authorization)

Proceed with ordering the specified equipment and preparing a schedule for completion of the proposed services.

Conduct pre-installation site visit (if necessary) involving the main site contact, site facilities representatives and a Tierney Brothers' project manager or a qualified alternate.

Review scope, terms and conditions of the installation with the client at the pre-installation site visit. This will include, but is not limited to electrical, construction and cosmetic responsibilities.

Basic system training, separate from Professional Development, is included in this proposal. This training will be scheduled and completed by a Tierney Brothers' representative at the end of the project installation.

If Professional Development is part of this proposal, sessions must be scheduled within six months of install completion.

Clients purchasing SMARTboards: After the installation of the SMARTboard is complete, the SMARTboard USB connection will be tested using the Tierney Brothers installer's laptop. After system functionality is confirmed, the USB connection will be hooked into the client's computer if it is present in the space.

For safety reasons, Tierney Brothers will not modify/cut the trays on existing white boards or chalk boards. A solution for mounting over the existing board will be proposed. Any modifications to the existing board would need to be made by the customer prior to the arrival for Tierney Brothers' installation personnel.

Scheduling

Installations are typically scheduled six to eight weeks from receipt of the customer's purchase order. Custom ordered product may increase the time needed to complete the proposed services.

Standard service and support is limited to Monday through Friday, 8:00 AM to 5:00 PM central standard time, excluding national holidays. Expanded service hours may be available for an additional charge if determined necessary.

This schedule assumes no delays or obstacles will be encountered in gaining access for the installation.

Site Conditions

Tierney Brothers cannot enter into work in or otherwise disturb any areas containing asbestos.

Tierney Brothers recommends that each Projector, TV, Plasma, LCD, etc. have a duplex receptacle fed off of a dedicated 20 amp circuit available for use. Systems containing multiple racks of amplifiers or other equipment may require additional circuits.

Please initial to acknowledge and authorize the Responsibilities and Conditions presented here. _____



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Proposal Terms

Accounting Terms

For installations scheduled to take 30 days or less from the first day on site to the last, Tierney Brothers will invoice the total project in full upon substantial completion. Tierney Brothers reserves the right to bill progressively for installations which are scheduled to take more than 30 days on site. The balance is due Net 30 days from the installation completion date, with 2% interest added to unpaid balance.

Sales Taxes

All applicable sales tax amounts will be charged on the sale of goods or services according to each governing law and remitted to the proper taxing authority. If your organization is tax exempt, please complete an exemption certificate and return to Tierney Brothers.

Proposal Changes

If additional products or services are requested prior to receipt of your signed purchase order or quote proposal, Tierney Brothers will provide an updated quote proposal, including a revised scope. If additional products or services are requested after receipt of your signed purchase order or quote proposal, Tierney Brothers will provide a change request quote with the requested equipment and scope to detail the requested changes for your approval.

Upon receipt of your signed purchase order or quote proposal, Tierney Brothers will proceed with the authorized services and invoice in accordance with the purchase order or quote proposal. Verbal agreements will not be processed until confirmation, in writing, has been received.

There may be a 20% to 30% restocking fee plus freight charges for those items ordered which have to be returned to the manufacturer due to customer request or by change of order. Custom order products and certain product lines not typically carried by Tierney Brothers may not be returned.

Other Terms

Installation Warranty

See specific warranty coverage program outlined in this proposal.

Repair or replacement service for TBI installed consumer grade monitors/displays are subject to manufacturer warranty and service. TBI does offer de-install/re-install assistance for vendor warranty repair or replacement at an additional charge.

Programming Warranty

The programming warranty is 90 days, starting at the commission of the system. Changes or fixes to the system after this time will be billable at our standard service call rates."

Labor Classifications and Assumptions

Unless mutually agreed upon in writing prior to executing this agreement, it is the understanding of both parties that Union and/or Prevailing Wage regulations, specifically those contained in 40 U.S.C. 276a-5, or MN Stat § 177.41-177.44, do not apply to the work to be performed under this contract.

Unless travel charges are specified, this proposal assumes Tierney Brothers, Inc. has local certified, licensed and insured technicians available to complete the integration services. In the event, the job site is located in a geographical area where this does not apply or a specific installation time is requested for which this personnel is not available, additional charges may apply.

All hours for installation are assumed to be between 8am and 5pm (normal business hours) unless specified in this proposal. Request for work outside of normal business hours will be subject to the following increased hourly labor rates:

- Second Shift (3:00pm to 10:00pm) will be billed at one and a half times our standard labor rate.
- Weekend or Holiday hours will be billed at two times our standard labor rate.

Requests for installations outside our normal business hours are subject to approval by the Director of Post Sales Integration.

NOTICE CONFIDENTIAL INFORMATION - The information in this proposal is proprietary and strictly confidential. It is intended solely for the use of the named parties. If the reader of this proposal is not the intended recipient or the employee or agent responsible to deliver it to the intended recipient, any dissemination, distribution, copying or other use of the information contained in this document is strictly prohibited. If this has been received in error, please notify the responsible party immediately and then delete this proposal from all data storage devices and destroy all hard copies.

Video recording of a Tierney Brothers SMART Certified Trainer or Professional Development session, and copying or distribution of any printed material supplied by Tierney Brothers Inc., is protected content under copyright licensing and can be used only with express permission from Tierney Brothers, Inc. Any video or digital content created during a training session can be used only within the organization paying for such services and cannot be shared online or distributed in any manner.

This quotation is valid for a period of 90 days.

Please initial to acknowledge and authorize the Proposal Terms presented here. _____



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800.933.7337 | info@tierneybros.com

Tierney Brothers Premium Warranty Program
Designed for:
City of Mayer

Terms and Conditions

Tierney Brothers, Inc. warrants the installation you have purchased from Tierney Brothers, Inc. from defects in materials and workmanship, under normal use, during the One Year Premium Warranty period. Normal use is defined as operating the system within its designed specifications. Included in the One Year Premium Warranty the customer will receive:

- Unlimited Phone Support
- On-site service
- Discounts on Lamps and Accessories
- Preventative Maintenance Check

Preventative Maintenance Check will be completed toward the end of the one year warranty period. The warranty period commences on the date of customer signoff, at the completion of the install by Tierney Brothers, Inc.

During the warranty period, Tierney Brothers, Inc. will first work to resolve any problems by troubleshooting over the phone. If Tierney Brothers, Inc. Support Specialists determine that the issue cannot be resolved over the phone, a Technician will be dispatched to your location(s) within 24 hours (if necessary) of the original call (Monday through Friday 8:00am – 5:00pm, excluding national holidays). Customers outside of a 150 mile radius of Tierney Brothers, Inc. are subject to mileage and trip charges. If service is required after the One Year Premium Warranty period has expired, the customer will be billed at Tierney Brothers, Inc. current labor rates. If the customer has purchased a Tierney Brothers, Inc. Extended Maintenance Agreement, that will commence at the end of the One Year Premium Warranty. If you would like additional information regarding Tierney Brothers, Inc. Extended Maintenance Agreements, please contact your Tierney Brothers, Inc. Sales Representative at 612-331-5500.

Obtaining Warranty Service

To obtain warranty service, please use your custom support portal (support.tierneybrothers.com) and contact us via chat, phone, or email:

<https://support.tierneybrothers.com/>

Click here for a short video explaining how to log in to your support portal your first time:

<http://content.jwplatform.com/players/TpGSX21s-kaM9q1Ga.html>

If you have any questions, please email support@tierneybrothers.com or call us at 800-933-7337. You can also call our advanced support line, 855-612-7762.

Obtaining Your Preventative Maintenance Check

Tierney Brothers, Inc. will send out an email 60 days prior to one year warranty expiration requesting the customer go to www.tierneybrothers.com to schedule their preventative maintenance check. Customers can also call into our Support Specialist at 612-331-5500 or by email at techservice@tierneybrothers.com to schedule a Preventative Maintenance Check. Customer may call to schedule Preventative Maintenance Check prior to the 60 day period if they require it done at an earlier date. Preventative Maintenance Checks are done Monday through Friday 8:00am – 5:00pm. Customer is responsible for providing access for up to 2 hours per room for Preventative Maintenance Check. If Customer doesn't schedule their preventative maintenance check before one year warranty has expired, the Preventative Maintenance Check will be void.

Limitations of coverage

The following items are excluded from coverage under the warranty:

- a. Equipment that has been removed or reinstalled in a different location
- b. Damage or other equipment failure due to causes beyond our control including, but not limited to, operator negligence, the failure to maintain the equipment according to the owner's manual instructions, abuse, vandalism, theft, fire, flood, wind, freezing, power failure, inadequate power supply, acts of war or acts of God.
- c. Any utilization of equipment that is inconsistent with either the design of the equipment or the way the manufacturer intended the equipment to be used.
- d. Premium Warranty covers all hardware related failures. Network or software related failures are not covered under Tierney Brothers, Inc. Premium Warranty.



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800.933.7337 | info@tierneybros.com

Tierney Brothers Premium Warranty Program
Designed for:
City of Mayer

- e. Operational or mechanical failure which is not reported prior to expiration of this contract.
- f. Equipment where the serial plate attached to the equipment is removed, defaced or made illegible.
- g. Damage resulting from unauthorized repair, software virus, improper electrical wiring and connections.
- h. Existing Owner Furnished equipment.
- i. Lift and Scaffolding rental is not included.

This maintenance contract refers to:
Council Chambers Update
16694 R2

I have read, understand and agree to the above terms and conditions per the plan elected.

Authorized Signature: _____

Date: _____



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800.933.7337 | info@tierneybros.com

City of Mayer
Council Chambers Update
16694 R2

Proposal Summary

Please Check the Quotes Intended for Purchase Order

<u>A - Council Chambers Update R2</u>	
State Contract Total:	\$ 19,919.08
Non Contract Total:	\$ 852.34
Proposal Total:	\$ 20,771.42 <input type="checkbox"/>
Project Total:	\$ 20,771.42

6/21/19

Maggie McCallum
City of Mayer

RE: City Council Chambers A/V R1

For your consideration, ECSI is pleased to provide you with this proposal for the work associated with the above referenced project. This proposal is inclusive of all material, labor and training as to ensure a complete installation in accordance with the material listed below.

Base System will provide a new wireless microphone system that will be comprised of 8 tabletop directional microphones, 1 gooseneck for the podium and 1 lapel. The audio from each microphone can be adjusted individually based on user. This audio will be mixed and delivered to the existing video recorder for the public cable channel. All the components for this system will be in a wall rack that is lockable. The system will be controlled with a 7" Touchpad mounted in the wall. This keypad will be an easy to use interface that will turn the system on to preset levels but also allow you to adjust the volume levels of each microphone. In addition, this control system is expandable to control projectors and speakers within the room when you add to the system.

Bill of Materials:

Manufacture	Product Description	Quantity
AUDIO HEADEND		
STRONG	WALL RACK 12RU	1
FURMAN	PRO-POWER CONDITIONER	1
REVOLABS	WIRELESS MIC SYSTEM INCLUDES	1
	8 CHANNEL BASE STATION	1
	4 CHANNEL BASE STATION	1
	DIRECTIONAL TABLE TOP MICROPHONES (COUNCIL TABLE)	8
	GOOSENECK 12" MICROPHONE (PODIUM)	1
	WEARABLE LAPEL MICROPHONE(PRESENTATIONS)	1
CRESTRON	12 CHANNEL MIXER	1
MISC	CABLES/CONNECTORS/HARDWARE	1
CONTROL PANEL		
CRESTRON	ROOM MEDIA CONTROLLER	1
CRESTRON	TOUCH SCREEN 7"	1
Installation & Misc		
/IN-012	Installation	1

/MS-003	Design & Engineering	1
/MS-006	Programming	1
/PM-001	Project Management	1
/TR-005	Rack Build	1
/IN-013	Installation Supplies	1
TOTAL \$30,945.00		

ADD ALTERNATE A: \$620.00

Add HDMI Input to Wall, program touch panel to turn on/off projector.

ADD ALTERNATE B: \$770.00

Upgrade to larger touch screen controller (from 7" to 10"). Easier to see and control items.

Pricing includes shipping and tax.

Exclusions & Clarifications

- All work performed during normal business hours.
- Painting/Patching by Others

Thank you for the opportunity to provide you with this quotation. If you should have any questions or require further information, please contact me at your convenience.

Sincerely,



Chad Fellman

ZTS Productions
 2001 River Bend Trail
 Mayer, MN 55360

Estimate

Name/Address
City of Mayer 413 Blue Jay Ave Mayer, MN 55360

Date	Estimate No.	Project
08/10/19	17216	

Item	Description	Quantity	Cost	Total
Video Productions	Desktop Microphones	7	299.00	2,093.00
Video Productions	Audio Mixer	1	525.00	525.00
Video Productions	Pro Recording Setup: Computer / Camera / Equip	1	5,449.50	5,449.50
Video Productions	Misc. Addt'l Cables / XLR Extension Cords / Misc. Equip.		169.00	169.00
Video Productions	Install / Set up / Program Audio & Visual System		1,500.00	1,500.00
Video Productions	Optional Microphone in Desk Option	7	825.00	5,775.00
	Sales Tax		7.375%	0.00
			Total	\$15,511.50

**CITY OF CARVER
CARVER COUNTY, MINNESOTA
RESOLUTION NO. 143-19**

**A RESOLUTION DECLARING CERTAIN PROPERTY SURPLUS AND
AUTHORIZING SALE AND/OR DISPOSAL THEREOF**

WHEREAS, certain property is no longer needed for public service, and can be offered for sale; and

WHEREAS, property may also be considered for donation to a nonprofit organization as stipulated in Minnesota Statue § 471.3459; and

WHEREAS, the City Council adopted a policy for donation of surplus Equipment to a non-profit organization; and

WHEREAS, The City has no obligation to make a Donation of Surplus Equipment. Surplus Equipment that is not donated may be sold, recycled or discarded in the discretion of the City Manager; and

WHEREAS, surplus property is “as is” with no warranty, guarantee or representation of any kind, express or implied, as to the condition, utility, or usability of the Surplus Equipment offered. The Surplus Equipment may be defective and cannot be relied upon for safety purposes; and

WHEREAS, the property listed below is recommended to be designated as surplus by City staff:

Quantity	Description	Detail	Estimated Value
1	Council Dias (Desk)	N/A	\$200
14	Office Chairs	N/A	\$10/each
3	Monitors	Supersonic	\$25/each
2	Speakers	UBL	\$30/each
9	Microphones	Shure	\$40/each
1	Microphone Mixer	Shure SCM810	\$900
1	Microphone Mixer	Shure SCM410	\$500
1	Equalizer	Shure DBX	\$300

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Carver, a municipal corporation, the property listed within this resolution be declared surplus and authorized to be sold or donated.

Adopted by the Carver City Council of the City of Carver on this 7th day of October 2019.

Courtney Johnson, Mayor

ATTEST:

Vicky Sons-Eiden, City Clerk/Treasurer



Council Memorandum – Workshop

Item: 2020 Contract for Police Services

Meeting Date: October 14, 2019

Presented By: Margaret McCallum, City Administrator

Recommendations/Council Action/Motion Requested:

To discuss and possibly finalize 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 the September 23, 2019 City Council Workshop meeting, it was decided to draft a contract that would:

1. Increase from a .67 FTE to a full 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).
3. Maintain the ability to purchase extra shifts as desired and needed.

Cost Changes

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

Personnel Cost	2016	2017	2018	2019	2020
.67 Corporal	\$63,055.00	\$66,205.00	\$68,652.00	\$69,148.00	\$107,475.00
CSO 130 Hours	\$4,033.00	\$4,350.00	\$5,022.00	\$5,006.00	\$5,607.00
Vehicle Cost .67	\$15,480.00	\$21,093.00	\$13,896.00	\$13,771.00	\$24,358.00
Total	\$82,568.00	\$91,648.00	\$87,570.00	\$87,925.00	\$137,440.00

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 currently budgeted \$145,000.00 for the year 2020. In 2019, the City budgeted, \$100,000.00.

Attachments:

2020 Police Contract.

Resolution 10.14.19.36- Approving the Contract for Police Services in 2020.

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 (60th) 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 4th Street
Chaska, MN 55318
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

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 1 (2080 FTE)	\$107,475
CSO – 130hours	\$5,607

VEHICLE COST

Patrol Vehicle – 1	<u>\$24,358</u>
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<u>TOTAL POLICE SERVICES</u>	\$137,440
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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 \$68,720.00 to be paid on or before June 30 of the current contract year. The Sheriff shall invoice the remaining half, or \$68,720.00 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: _____ DATE: _____
Mayor

SIGNED: _____ DATE: _____
City Administrator

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: _____ DATE: _____
CHAIR, BOARD OF COMMISSIONERS

SIGNED: _____ DATE: _____
SHERIFF

Attest

SIGNED: _____ DATE: _____
COUNTY ADMINISTRATOR

**RESOLUTION 10.14.19.36
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.

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 14th day of October, 2019 by the Mayer City Council.

Margaret McCallum, City Administrator

Michael Dodge, Mayor



**BOLTON
& MENK**

Real People. Real Solutions.

7533 Sunwood Drive NW
Suite 206
Ramsey, MN 55303-5119

Ph: (763) 433-2851
Fax: (763) 427-0833
Bolton-Menk.com

MEMORANDUM

Date: October 10, 2019
To: Mayer City Council
From: Ryan Kotta, PE, Bolton & Menk, Inc.
Subject: MPCA Phosphorus WQBEL Notification Letter
City of Mayer, MN

The Minnesota Pollution Control Agency (MPCA) notified the City of a new proposed phosphorus limit on June 21, 2019. The MPCA has indicated that a new water quality-based effluent limit (WQBEL) is needed for phosphorus to ensure compliance with water quality after setting River Eutrophication Standards (RES) for the South Fork of the Crow River. MPCA's proposed phosphorus WQBEL is 0.63 mg/L with a requirement to meet 0.30 mg/L from June-September. MPCA's notification letter is inquiring about the existing wastewater treatment facility's (WWTF) ability to meet the new phosphorus limit. A request was made and granted by MPCA to respond to the notification letter by October 30, 2019. MPCA has requested the following information:

- An evaluation of the Facility's capability of maintaining compliance with the limit during the next 5-year permit term,
- Estimated increases in flow and loading over the next 5-year permit term,
- Projected population/industry growth in the next 5-year permit term,
- Projected operating conditions that when reached would likely result in noncompliance with the limit, and
- Timeline and milestone events that will trigger the need to take action to assure that the Facility will remain in compliance.

Through review of existing discharge monitoring reports (DMR), MPCA stated that the existing facility may be able to meet the new limit. Current flows and loadings to the Mayer WWTF are approximately 50-55% of the design capacity. The existing facility was designed to meet a phosphorus limit of 1.0 mg/L at the design flow. It is possible the existing facility can meet the new limit at current flows however the chemical usage and sludge production will increase. As flows and loadings increase the facility will not be able to meet the limit.

Such a stringent phosphorus limit requires tertiary treatment which is typically some form of filtration. The Mayer WWTF does have a traveling bridge filter, but this process is intended for solids polishing and the lack of media depth (18 inches) will not capture pin solids (which includes phosphorus). In addition, the traveling bridge filter would require frequent backwashes. Removal of phosphorus to meet the new limit will also increase sludge production which will affect storage and processing capabilities.

If the City agrees to accept the new limit as is and in the future when flows and loadings increase and the facility is not able to meet the limit, grant funding will not be available for phosphorus improvements

Name: Mayer City Council
Date: October 10, 2019
Page: 2 of 2

because the permit limit will be considered existing. If the City responds that the facility cannot meet the new limit during the next five years and request a compliance schedule the City will be eligible for a Point Source Implementation Grant (PSIG). PSIG funding would be available for 80% of eligible phosphorus improvement costs up to a maximum of \$7 million dollars.

If the City decides to request a compliance schedule the basis of the response would be that the existing WWTF was not designed to meet such a stringent phosphorus limit. To meet the new limit the facility would need to incorporate some type of tertiary phosphorus treatment and additional sludge processing improvements. For Mayer, it is anticipated that a compliance schedule would be 5 years and include 2 years of facility planning, 1 year of design, and 2 years of construction of the new improvements.

As indicated above, it is possible the facility could currently meet the new limit as it is operating well below design capacity. However, at some point as flows and loadings increase the facility will not be able to comply with the limit and the City would not be eligible for grant funding because it will be considered an existing limit. To meet the new limit in the near term without improvements, the City would be giving away existing capacity that required significant investment.

For these reasons, Bolton & Menk, Inc. recommends that the response letter indicates that the City's existing WWTF cannot meet the new limit and request a compliance schedule. We appreciate this opportunity to continue working with the City of Mayer on their wastewater treatment needs. If the Council or City staff should have any questions, please feel free to contact me at 612-328-3318.

Sincerely,

Bolton & Menk, Inc.



Ryan Kotta, P.E.
Environmental Engineer

cc: Margaret McCallum – Courtland City Administrator
Dave Martini – Bolton & Menk, Inc.
File



Request for Council Action Memorandum

Item: New Germany – Waste Water Treatment Review

Meeting Date: October 14, 2019

Presented By: Margaret McCallum, City Administrator

Recommendations/Council Action/Motion Requested:

To review and discuss the request by the City of New Germany to consider connection to the City of Mayer's Waste Water Treatment Facility as one of their possible future options.

Details:

The City of New Germany's City Council has approved going through an Antidegradation Review Plan for future waste water treatment options. This is because they are currently over capacity with their wastewater treatment facility (current flow is greater than the design capacity of their facility) and they have also been given a new phosphorus (P) limit.

Currently 3-4 possible options are being researched. Once complete, the City Council would have to make a decision as to which option is best for the long range planning for the City of New Germany and its future growth.

The City is currently having their City Engineer, SEH perform the review on the following options:

1. Aerated ponds and expansion of existing ponds. (This would require land acquisition).
2. Wastewater Mechanical Treatment Facility.
3. Regionalization with the City of Mayer.
4. Stabilization Pond/Regionalization Combination with the City of Mayer.

Before the City of New Germany and the City of Mayer initiate the research process into connecting the City of New Germany into the City of Mayer's Waste Water Treatment Facility, the City Council needs to discuss and determine if this would be beneficial and consider the positive and negative impacts.

The identified pros to allowing New Germany to connect into the Mayer Waste Water Treatment Facility would be:

1. The addition results in more users to spread the costs out.
2. It increase the economy of scale for future expansion and improvements.

3. It may include New Germany's waste load allocation that could be added to Mayer's.

The identified cons would be:

1. Adding New Germany with their current flows will take up roughly 25% of the existing facility capacity. For 2018, the average wet weather flows/loadings to Mayer's Treatment Facility was roughly 50-55% of design capacity. The MPCA requires permittees to start the expansion process when a facility is at 85% of its design capacity. Adding New Germany would push the facility a lot closer to expansion.

Other considerations that the City would have to take would be a fair and strong agreement between the cities. How are payments going to be received. How will future decisions be made regarding planning/financing and expansions and improvements. There are many more questions to be answered.

Attachments:

None.



Request for Council Action Memorandum

Item: 2020 Water Tower Rehabilitation, New Production Well and Well Rehabilitation, and Water Treatment Plant Improvement Projects

Meeting Date: October 14, 2019

Presented By: Margaret McCallum, City Administrator

Recommendations/Council Action/Motion Requested:

To review and discuss the 2020 Water Tower Rehabilitation, New Production Well and Well Rehabilitation, and Water Treatment Plant Improvement Projects and the engineering scope and fee for preliminary design, financing assistance, and final design.

Details:

Water Tower Rehabilitation –

The water tower needs to have the exterior repainted.

This project was submitted for funding with the Minnesota Drinking Water Revolving Fund but did not qualify for funding.

The project will take 1 summer to complete.

Project scope by Bolton and Menk includes:

1. Specifications for exterior painting
2. Review meetings and modifications with City staff
3. Modifications and preparation of final specifications for contract documents
4. Bidding services through award of the project

The total estimated project cost is projected to be around \$350,000.00 - \$500,000.00

The total design fee for engineering the project is projected to be \$25,000.00.

New Production Well and Well Rehabilitation Improvements –

Over the last few years, there has been discussion in the need for well improvements.

This project was submitted for funding with the Minnesota Drinking Water Revolving Fund and the project did qualify for funding. It is a low interest loan for a 20 year term.

The project would be about a 6 month project.

Project Scope by Bolton and Menk includes:

1. PFA funding coordination and application
2. Design for new Well 3 and raw watermain
3. Specifications for rehabilitation of Well No. 1
4. Electrical design of Water Treatment Facility improvements
5. Electrical design of new Well No. 3 and Water Treatment Facility improvements
6. Review meetings and modifications with City staff
7. Modifications and preparation of final plans and specifications for contract documents
8. Bidding services through award of the project

The total estimated project cost is projected to be between \$400,000.00 - \$500,000.00.

The total well design fee for engineering the project is projected to be \$51,500.00.

Water Treatment Plant Improvements –

There is a need for Water Treatment Improvements and Water System upgrades.

This project was submitted for funding with the Minnesota Drinking Water Revolving Fund and the project did qualify for funding. It is a low interest loan for a 20 year term.

The project would take about 1 year to complete.

Project Scope by Bolton and Menk includes:

1. PFA funding coordination and application
2. Design of third filter cell, high pump replacement, chlorination system replacement, existing filter cell minor rehabilitation, and office SCADA and lad equipment upgrades
3. Electrical design of Water Treatment Plant improvements
4. Review meetings and modifications with City staff
5. Modifications and preparation of final plans and specifications for contract documents
6. Bidding services including the bid evaluation provided to council

The total estimated project cost is projected to be between \$375,000.00 - \$475,000.00

The total design fee for engineering the project is projected to be \$45,000.00

Financing the projects –

The project cost for all three projects is estimated to be:

Water Tower Rehabilitation - \$350,000.00 - \$500,000.00.

New Production Well and Well Rehabilitation Improvements – \$400,000.00 - \$500,000.00.

Water Treatment Plant Improvements - \$375,000.00 - \$475,000.00

The total being between \$1,125,000.00 - \$1,475,000.00

The total engineering for the project is projected to be \$121,500.00.

These projects were taken into account for in the rate study that was completed in 2018. The projects were projected to be completed in 2021 and 2022. Nonetheless it shouldn't be an issue if they are moved forward to 2020.

Loan Program – Minnesota Drinking Water Revolving Fund

The New Production Well and Well Rehabilitation Improvement and the Water Treatment Plant Improvements can be paid for through the Minnesota Drinking Water Revolving Fund Loan Program. This would be a loan amount of about 775,000.00 – 975,000.00.

Paying with Cash –

Staff has reviewed the current funds for the City's water utility fund and believes that the Water Tower Rehabilitation project can be paid for with cash. The cash amount would be between the amounts of \$350,000.00 - \$500,000.00.

The City currently has \$1,132,292.00 in cash reserves in the water fund.

Attachments:

Water Tower Rehabilitation Memo – Bolton and Menk

New Production Well and Well Rehabilitation Improvements Memo – Bolton and Menk

Water Treatment Plant Improvements Memo – Bolton and Menk

Water, Sewer and Stormwater Rate Study – Capital Projects Financial Planning Schedule



**BOLTON
& MENK**

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1960 Premier Drive
Mankato, MN 56001-5900

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

Via Email and U.S. Mail

October 10, 2019

The Honorable Mike Dodge
Mayor of the City of Mayer
413 Bluejay Avenue
Mayer, MN 55360-0102

RE: Tower Rehabilitation Engineering Proposal for Preliminary Design, Financing Assisting, and Final Design for the City of Mayer, Minnesota

Honorable Mayor and Council:

We have discussed the need to rehabilitate the water tower over the past few years and have submitted for funding for the work. The Minnesota Drinking Water Revolving Fund Intended Use Plan has been published but the tower project did not qualify for funding. This project will require approximately 1 summer to complete. This letter presents a proposal for the design services for this work to begin the process.

The scope of this proposal is for design services thru the bidding of the project. Specifically, the project design scope includes:

- Specifications for Tower No. 2 exterior painting
- Review meetings and modifications with City staff
- Modifications and preparation of final specifications for contract documents
- Bidding services through award of the project

Based on estimated hours for our design staff and our sub-consultants, we have calculated an estimated design fee of \$27,000 for the tower work. The City of Mayer is a valued client, and we greatly appreciate the City's business. Because of our past work on the City's water facility and level of familiarity with your system and staff, we believe some savings can be realized when performing engineering services. Below is a breakdown of the engineering design fees as well as a general payment schedule for City planning purposes.

Estimated Project Cost and Engineering Design Cost Breakdown by Major Work Task

The estimated project costs for the improvements is as follows:

Estimated Total Project Cost Breakdown Water Tower Rehabilitation	
Item	Cost
Mobilization, Bonds, Insurance	\$30,000
Exterior Rehabilitation of Water Tower	\$300,000
Contingencies	\$10,000
Construction Subtotal	\$340,000
Engineering, Legal, and Administration	\$70,000
Total	\$410,000
Project Cost	\$350,000 - \$500,000

A breakdown of the estimated hours and associated costs for the major engineering design work tasks is as follows:

Design Fee Breakdown Water Tower Rehabilitation		
Task 1 – Tower Final Design		\$21,500
	• Final Contract Documents	
	• Submittal to MDH	
Task 2 – Bidding Tower (Bids Received)		\$3,500
TOTAL TOWER DESIGN FEE		\$25,000

Construction Fees

Construction services will be proposed just prior to bidding. We are hopeful these improvements will be completed at the same time to provide the City some additional savings on construction administration and observation time required.

Schedule

As this project continues to move forward, there are several dates that would be met to get this project ready for funding. I have laid out a critical path below as a guide to these key dates.

October 2019	• Authorization of engineering for tower specifications, and bidding
October 2019 – January 2020	• Prepare specifications
January 2020	• Review specifications with City staff
February – April 2020	• Final preparation of bidding documents
February 2020	• Submit specifications to Minnesota Department of Health (MDH)
April 2020	• MDH approval and comments back to City • Council approval of tower rehabilitation and authorization to bid
April/May 2020	• Bid tower rehabilitation
May 2020	• Award tower rehabilitation
May 2020	• Construction
Late Summer 2020	• Final project closeout

We appreciate this opportunity to continue working with the City of Mayer on the water treatment facility improvements and tower project. If you or the Council should have any questions, please feel free to contact me at 612-756-4315.

Sincerely,

Bolton & Menk, Inc.



David Martini, P.E.
Principle Engineer

cc: Margaret McCallum – Courtland City Administrator
Ryan Kotta – Bolton & Menk, Inc.
File



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1960 Premier Drive
Mankato, MN 56001-5900

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

VIA EMAIL AND U.S. MAIL

October 10, 2019

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

RE: New Production Well and Well Rehabilitation Improvements Engineering Scope and Fee for Preliminary Design, Financing Assisting, and Final Design for the City of Mayer, Minnesota

Honorable Mayor and Council:

We have discussed the need for well improvements over the past few years and have submitted for funding of the improvements in preparation of the project need. The Minnesota Drinking Water Revolving Fund Intended Use Plan has been published and the project has qualified for funding. This provides low interest loans (typically one to two percent) for a 20-year term. It would be our intention to work with the City to design the improvements, so the project is shovel-ready when funding is available for bidding in early 2020. This project will require approximately six months before it is completed and ready to use. This letter presents a scope and fee for the preliminary design, final design and funding assistance services for the proposed water plant work.

The scope of work for design services thru the bidding of the project, construction related service will be part of a subsequent scope during bidding. Specifically, the project design scope includes:

- PFA funding coordination and application
- Design for new Well No. 3 and raw watermain
- Specifications for rehabilitation of Well No. 1
- Electrical design of Water Treatment Facility improvements
- Electrical design of new Well No. 3 and Water Treatment Facility improvements
- Review meetings and modifications with City staff
- Modifications and preparation of final plans and specifications for contract documents
- Bidding services through award of the project

Based on estimated hours for our design staff and our sub-consultants, we have calculated an estimated design fee of \$51,500 for the design work of the water treatment facility (WTF). The City of Mayer is a valued client, and we greatly appreciate the City's business. Because of our past work on the City's water facility and level of familiarity with your system and staff, we believe some savings can be realized when performing engineering services. Below is a breakdown of the engineering design fees as well as a general payment schedule for City planning purposes.

Estimated Project Cost and Engineering Design Cost Breakdown by Major Work Task

The estimated project costs for the improvements is as follows:

Estimated Total Project Cost Breakdown Well Improvements	
Item	Cost
Mobilization, Bonds, Insurance	\$25,000
Construction of New Well No 3	\$300,000
Rehabilitation of Well No 1	\$30,000
Contingencies	\$25,000
Construction Subtotal	\$380,000
Engineering, Legal, and Administration	\$70,000
Total	\$450,000
Project Construction Cost	\$400,000 - \$500,000

A breakdown of the estimated hours and associated costs for the major engineering design work tasks is as follows:

Design Fee Breakdown Well Improvements	
Task 1 – Site Work	\$25,000
• Well Siting	
• Survey Work	
• Final Site Layout and Piping Plan	
• Grading and Storm Water Plan	
Task 2 – DWRF	\$3,500
• PFA Loan Applications and Data Collection	
Task 3 – Final Design – Well Improvements (Submitted to MDH)	
• Final Design and Preparation of Contract Documents	\$18,000
- Well No. 3	
- Specifications for Rehabilitation of Well No. 1	
• Review Meeting(s)	
• Final Contract Documents with Comment Incorporation	
Task 4 – Bidding Services – Well Improvements (Receiving Bids)	\$5,000
• Bidding Services	
TOTAL WELL DESIGN FEE	\$51,500

Construction Fees

Construction services will be proposed at bidding time. Due to the variability of contractors, schedules, and design unknowns, a more accurate estimate of construction can occur after design details are worked out. We are hopeful these improvements will be completed at the same time to provide the City some additional savings on construction administration and observation time required.

Schedule

As this project continues to move forward, there are several dates that would be met to get this project ready for funding. I have laid out a critical path below as a guide to these key dates.

October 2019	<ul style="list-style-type: none">• Authorization of engineering for well improvements design
October 2019 – January 2020	<ul style="list-style-type: none">• Prepare DWRP application• Preliminary and Final Design work
February 2020	<ul style="list-style-type: none">• Review partial design of improvements with City staff
February – April 2020	<ul style="list-style-type: none">• Final design of well improvements and preparation of bidding documents
February 2020	<ul style="list-style-type: none">• Submit plans and specifications to Minnesota Department of Health (MDH)
April 2020	<ul style="list-style-type: none">• MDH approval and comments back to City• Council approval of well improvements and authorization to bid
April/May 2020	<ul style="list-style-type: none">• Bid well improvements
May 2020	<ul style="list-style-type: none">• Finalize all funding• Award well improvements• Lock-in PFA interest rate and reimbursement of costs to date
May 2020	<ul style="list-style-type: none">• Construction
Fall 2020	<ul style="list-style-type: none">• Final project closeout

We appreciate this opportunity to continue working with the City of Mayer on the water treatment facility improvements and tower project. If you or the Council should have any questions, please feel free to contact me at 612-756-4315.

Sincerely,

Bolton & Menk, Inc.



David Martini, P.E.
Principal Engineer

cc: Margaret McCallum, City Administrator
Ryan Kotta – Bolton & Menk, Inc.
File



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VIA EMAIL AND U.S. MAIL

October 10, 2019

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

RE: Water Treatment Plant Improvements Engineering Scope and Fee for Preliminary Design,
Financing Assisting, and Final Design for the City of Mayer, Minnesota

Honorable Mayor and Council:

We have discussed the need of Water Treatment Plant Improvements and Water System upgrades over the past few years and have submitted for funding of the improvements in preparation of the project need. The Minnesota Drinking Water Revolving Fund Intended Use Plan has been published and the project has qualified for funding. This provides low interest loans (typically one to two percent) for a 20-year term. It would be our intention to work with the City to design the improvements, so the project is shovel-ready when funding is available for bidding in early 2020. This project will require approximately one year before it is completed and ready to use. This letter presents a scope and fee for the preliminary design, final design and funding assistance services for the proposed water plant work.

The scope of work for design services thru the bidding of the project, construction related service will be part of a subsequent scope during bidding. Specifically, the project design scope includes:

- PFA funding coordination and application
- Design of third filter cell, high service pump replacement, chlorination system replacement, existing filter cell minor rehabilitation, and office SCADA and lab equipment upgrades.
- Electrical design of Water Treatment Plant improvements
- Review meetings and modifications with City staff
- Modifications and preparation of final plans and specifications for contract documents
- Bidding services including the bid evaluation provided to council

Based on estimated hours for our design staff and our sub-consultants, we have calculated an estimated design fee of \$58,500 for the design work of the water treatment plant (WTP). The City of Mayer is a valued client, and we greatly appreciate the City's business. Because of our past work on the City's water facility and level of familiarity with your system and staff, we believe some savings can be realized when performing engineering services. Below is a breakdown of the engineering design fees as well as a general payment schedule for City planning purposes.

Estimated Project Cost and Engineering Design Cost Breakdown by Major Work Task

The estimated project costs for the improvements is as follows:

Estimated Total Project Cost Breakdown WTP Improvements	
Item	Cost
Mobilization, Bonds, Insurance	\$50,000
Filter Cell Addition	\$80,000
Install New High Service Pumps	\$85,000
Chlorine Feed System Replacement	\$30,000
Existing Filter Cell Minor Rehabilitation	\$35,000
Office SCADA Upgrades and Lab Equipment	\$10,000
Contingencies	\$60,000
Construction Subtotal	\$350,000
Engineering, Legal, and Administration	\$70,000
Total	\$420,000
Project Cost	\$375,000 - \$475,000

A breakdown of the estimated hours and associated costs for the major engineering design work tasks is as follows:

Design Fee Breakdown WTP Improvements	
Task 1 – DWRP	\$3,500
• PFA Loan Application and Data Collection	
Task 2 – Final Design – WTP (Submitted to MDH)	
• Final Design and Preparation of Contract Documents	\$36,500
- Filter Cell No. 3	
- High Service Pump Replacement	
- Chlorination System Replacement	
- Electrical Engineering	
• Review Meeting(s)	
• Final Contract Documents with Comment Incorporation	
Task 4 – Bidding Services – WTP (Receiving Bids)	\$5,000
• Bidding Services	
TOTAL WTP DESIGN FEE	\$45,000

Construction Fees

Construction services will be proposed at bidding time. Due to the variability of contractors, schedules, and design unknowns, a more accurate estimate of construction can occur after design details are worked out. We are hopeful these improvements will be completed at the same time to provide the City some additional savings on construction administration and observation time required.

Schedule

As this project continues to move forward, there are several dates that would be met to get this project ready for funding. I have laid out a critical path below as a guide to these key dates.

October 2019	<ul style="list-style-type: none">• Authorization of engineering for water treatment plant design
October 2019 – January 2020	<ul style="list-style-type: none">• Prepare DWRP application• Preliminary and Final Design work
January 2020	<ul style="list-style-type: none">• Review partial design of improvements with City staff
February – April 2020	<ul style="list-style-type: none">• Final design of water treatment plant improvements and preparation of bidding documents
February 2020	<ul style="list-style-type: none">• Submit plans and specifications to Minnesota Department of Health (MDH)
April 2020	<ul style="list-style-type: none">• MDH approval and comments back to City• Council approval of water treatment plant improvements and authorization to bid
April/May 2020	<ul style="list-style-type: none">• Bid water treatment plant improvements
May 2020	<ul style="list-style-type: none">• Finalize all funding• Award water treatment plant improvements• Lock-in PFA interest rate and reimbursement of costs to date
April 2020 – June 2021	<ul style="list-style-type: none">• Construction
Summer 2021	<ul style="list-style-type: none">• Final project closeout

We appreciate this opportunity to continue working with the City of Mayer on the water treatment plant improvements and tower project. If you or the Council should have any questions, please feel free to contact me at 612-756-4315.

Sincerely,

Bolton & Menk, Inc.



David Martini, P.E.

Principal Engineer

cc: Margaret McCallum, City Administrator
Ryan Kotta – Bolton & Menk, Inc.
File

City of Mayer, Minnesota
Water, Sewer and Stormwater Rate Study
October 8, 2018

II. Assumptions (Continued)

A schedule of the planned capital projects are listed below.

The assumption is that the City will be doing these projects at some point during the projection period.

Water	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027
Well no. 3	\$ -	\$ -	\$ -	\$ 400,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
* Additional Water Treatment 500 gal	-	-	-	-	100,000	-	-	-	-	-
* Water Tower	-	-	-	-	1,200,000	-	-	-	-	-
Total Water Fund Capital	\$ -	\$ -	\$ -	\$ 400,000	\$ 1,300,000	\$ -				
Average annual cost over a 5 year period	\$ 340,000									
<i>*Bonding</i>										

Sewer	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027
Annual budgeted amount	\$ 87,000	\$ 87,000	\$ 87,000	\$ 87,000	\$ 87,000	\$ -	\$ -	\$ -	\$ -	\$ -
Slip Lining 2018	60,000	-	-	-	-	-	-	-	-	-
Slip Lining 2019	-	60,000	-	-	-	-	-	-	-	-
Enlargement of the Main	-	-	-	100,000	-	-	-	-	-	-
* WWTF -Expansion	-	-	-	3,000,000	-	-	-	-	-	-
Lift Station 4	-	-	-	250,000	-	-	-	-	-	-
Expansion of Lift Station 2	-	-	-	-	75,000	-	-	-	-	-
Lift Station 3	-	-	-	-	250,000	-	-	-	-	-
Total Sewer Fund Capital	\$ 147,000	\$ 147,000	\$ 87,000	\$ 3,437,000	\$ 412,000	\$ -				
Average annual cost over a 5 year period (excludes WWTF-Expansion)	\$ 246,000									
<i>*Bonding</i>										

Stormwater	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027
Storm Water 2018	\$ 52,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Storm Water 2019	-	73,000	-	-	-	-	-	-	-	-
Storm Water 2020	-	-	73,000	-	-	-	-	-	-	-
Storm Water 2021	-	-	-	73,000	-	-	-	-	-	-
Storm Water 2022	-	-	-	-	73,000	-	-	-	-	-
Total Sewer Fund Capital	\$ 52,500	\$ 73,000	\$ 73,000	\$ 73,000	\$ 73,000	\$ -				
Average annual cost over a 5 year period	\$ 68,900									
<i>*Bonding</i>										

CITY OF MAYER
REGULAR MEETING – PARKS AND RECREATION COMMISSION
OCTOBER 8, 2019 @ 6:30 P.M.
CITY HALL COUNCIL CHAMBERS

---Meet and Greet With New Commissioners---

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: None.

2. Approve Agenda

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

3. Minutes

September 10, 2019 Park and Recreation Commission Meeting Minutes

Congdon moved to approve the September 10, 2019 Park and Recreation Commission Minutes. Gomes seconded. Motion passed 5-0.

4. Business

A. 2020 Goals and Priorities

McCallum presented this topic for discussion. She informed that over the last few meetings, the Park Commission has been discussing the next 5 years of projects. With that, she asked the Commission to focus in on 2020 projects and priorities.

The Commission agreed that the archery range, Discovery Park playground equipment, Meadow Park Gazebo and Dog Park were all priorities for 2020.

McCallum mentioned that the Old School House Trail reconstruction and skate park equipment would be 2019 projects that would get shifted into 2020.

The Commission talked about the archery range and dog park potentially being located to the east of the compost site. They discussed continuing this conversation and discussing the feasibility.

They also discussed a connection to the Dakota Trail to the south and working with Carver County to see if it would be an option.

B. Memorial Benches

McCallum provided pricing on three bench options for the parks. The Commission agreed that the 6 foot bench made with a solid recycled plastic for \$450.00 would be the best option for memorial benches.

The Commission discussed that they would like to see at least one memorial bench at each park. They discussed having a concrete pad underneath.

The Commission agreed to market and promote the benches at \$500 to cover the bench cost and plaque cost. The Commission would pick up the concrete and shipping costs.

There was discussion about allowing multiple memorial plaques per bench. The Commission agreed to allow this.

C. Christmas Tree Lighting Event

The Commission discussed being involved in the Christmas Tree Lighting Event this year with the Mayer Fire Department and the Lions Club. Commission members agreed to reach out to these organizations to get more information on the collaboration.

The Commission agreed to bring this to the November meeting for more planning.

D. Gaga Pit – West Ridge Park

The Commission has been discussing adding another Gaga Pit in the City. This one would be located at West Ridge Park.

Congdon moved to approve the West Ridge Park Gaga Pit in the amount of up to \$2,000. Gomes Seconded. Motion passed 5-0.

E. Adopt a Park

McCallum asked the Commission about the Adopt a Park program and how to promote the program for the next two years.

Congdon mentioned that the Boys Scouts currently have Old School House Park and that the Lions Club has West Ridge Park. There was uncertainty as to if any other parks were adopted.

McCallum said she would look for paperwork from the past years and promote the adoption of the parks for the next two years.

Congdon said that the parks are supposed to be cleaned 3 times a year.

5. Staff Updates

A. Discovery Park Play Equipment

McCallum said that she is working with a company to get booklets and information on equipment for the Commission to consider.

McNeilly suggested having an “open house” to let residents come in to comment on what they would like to see at the park.

The Commission agreed that doing an open house over the winter months would make sense.

B. Skate Park Equipment

The Commission agreed to have an open house for the skate park equipment as well.

C. West Ridge Parking Lot Update

McCallum informed that the parking lot was installed the week of September 30, 2019 and is working with the contractor to fix some minor concerns.

D. Old School House Trail – ADA compliance

McCallum stated that this will likely be a 2020 project as the trail needs to have some more intricate specifications drawn up to meet ADA requirements.

E. Moving Old Public Works Building

McCallum informed that staff is looking at getting quotes to move the public works building located at Old School House Park out of the park. She said that this will likely be a 2020 project as contractors are busy finalizing their 2019 projects.

F. Batting Cage

McCallum said that she will be working with the Public Works Department to see if they can construct a batting cage at Old School House Park in 2020.

G. Meadow Park Playground – Curbing Installation

McCallum informed that due to weather, the installation has been delayed. She stated that it should be completed by the end of the week nonetheless.

A. Adjournment

McNeilly moved to adjourn the meeting at 7:40 p.m, Congdon seconded. Motion passed 5-0.

DRAFT