



**CITY OF MAYER  
REGULAR CITY COUNCIL MEETING  
CITY COUNCIL CHAMBERS  
MONDAY, SEPTEMBER 28, 2020  
6:30 PM**

**AGENDA**

- 1. Call Meeting to Order**
- 2. Pledge of Allegiance**
- 3. Approval of Agenda**
- 4. Public Comment (Please limit comments to 5 minutes)**
- 5. Consent Agenda**
  - A. Minutes
    1. September 14, 2020 City Council Meeting Minutes
    2. September 14, 2020 City Council Workshop Meeting Minutes
  - B. Claims
  - C. General Election – Election Judge List Approval – Resolution 9.28.20.38
  - D. Mayer Fire Department – Approval to Submit a Grant Application
  - E. COVID-19 Expenditures - September – Resolution 9.28.20.39
  - F. Reports
    1. City Engineer’s Report
    2. City Administrator’s Report
    3. Public Work’s Report
    4. Fire Department Report
    5. Sheriff’s Department Report
- 6. Reports and Recommendations of City Departments, Consultants, Commissions and Committee**
  1. Administrative
    - a. 2021 Preliminary Budget – Resolution 9.28.20.40
    - b. 2021 Preliminary Levy – Resolution 9.28.20.41
    - c. Widmer Construction – 2020-2021 Snow Removal Contract
    - d. Sheriff’s Department Contract
  2. Public Works
    - a. Make Up Air Unit Proposal

**7. City Council Reports**

**8. Other Business**

**9. Upcoming Meetings & Events**

October 6, 2020 – Planning Commission Meeting

October 12, 2020 – City Council Meeting

October 13, 2020 – Park Commission Meeting

October 26, 2020 – City Council Meeting

**10. For Your Information**

September 23, 2020 Public Works Committee Meeting Minutes

**11. Adjournment**

MAYER CITY COUNCIL MEETING MINUTES – AUGUST 24, 2020

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

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

ABSENT:

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

ALSO PRESENT: Ivan Raconteur, Abby Chmielewski, Joonypoup Kim, Josh Masters, Andrew Guetzkow, Liam Schultz, Chris Mickelson, Deputy Sheriff Jacobson

The meeting was opened with the Pledge of Allegiance.

APPROVE AGENDA

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

PUBLIC COMMENT

None

APPROVE CONSENT AGENDA

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

1. Approve Minutes of the August 24, 2020 Regular Council Meeting.
2. Approve Minutes of the August 24, 2020 Council Workshop Meeting.
3. Approve Claims for the Month of September 2020. Check numbers 23227 to 23259. E-check numbers 5753 to 5776. Bank check numbers 50144 to 50145.
4. Approve Resolution 9-14-20-36 2021 Prosecution Contract with Carver County Attorney.

ADMINISTRATION

1. **Approve Audio/Visual Upgrade to City Council Chambers** – A MOTION to approve the audio/visual upgrades to the City Council Chambers was made by Council Member Stieve-McPadden and seconded by Council Member Butterfield. Motion carried 5/0.  
*Council Member Stieve-McPadden asked if there will be any unforeseen expenses for televising Council Meeting. City Administrator stated that there is a designated tv channel for televising Council Meetings with the current carrier. Council asked if there will be training for Staff once the system has been upgraded and City Administrator stated yes. Mayor Dodge shared his concerns about paying for additional upgrades and nothing happening. He asked City Administrator to draft a policy commitment so that projects get done in real time.*
2. **Approve Resolution 9-14-20-37 Awarding Sale of \$118,000 General Obligation Equipment Certificate**  
Chris Mickelson with Ehlers Financial Consultant, informed Council that six bids were received and Cortrust Bank came in with the lowest bid at 1.25%. Mr. Mickelson stated that due to the low interest rates the G.O. Bond Certificate was reduced to \$114,000. A MOTION to Approve Resolution 9-14-20-37 awarding the sale of the G.O. Bond Equipment Certificate, Series 2020A in the amount of \$114,000, was made by Council Member Boder and seconded by Council Member Stieve-McPadden. Motion Carried 5/0.

## PUBLIC WORKS

1. **Accept Resignation of Jason Hilgers Public Works Worker II** – Tabled
2. **Approve Filling Position for Public Works Worker II** – Council discussed filling the Public Works Worker II position and proposing a counteroffer to Jason Hilgers. Council discussed concerns regarding snow plowing and the need to contract out snow plowing for the 2020-2021 snow season. Mayor Dodge asked if Widmer had been contacted and Public Works Kuntz stated he reached out to them and was told they can provide the service. Mayor Dodge and Council Members Butterfield and McNeilly agreed that a good faith counteroffer should be presented to Jason Hilgers and acknowledged that the City would be losing a valued employee. Council Members Boder and Stieve-McPadden both stated to accept resignation and move forward and look for a new employee. A MOTION to counteroffer, via the union, for \$2.00 per hour for Public Works Worker I and II, and if rejected then post the Public Works Worker II position was made by Mayor Dodge and seconded by Council Member Butterfield. Motion Carried 3/2. *Council Members Boder and Stieve-McPadden a nay. Council Member Stieve-McPadden asked what the next step will be. Mayor Dodge stated the counteroffer will be presented to Jason Hilgers and if rejected then post position.*

## ENGINEERING

1. **Approval Feasibility Study for 2021 Street Improvements** – City Engineer Martini Informed Council that Bolton & Menk has prepared a scope of services and fee estimate to complete a feasibility study for the proposed 2021 Street Improvement Project. The scope of the project will include reconstruction of 5<sup>th</sup> Street east and west of TH 25 and 3<sup>rd</sup> Street between Bluejay Avenue and TH 25. City Engineer Martini stated it was his understanding that this project will be assessed, therefore, a feasibility study would be required. The feasibility study will include estimated costs of the project, costs apportionments, and a preliminary assessment role. During the feasibility phase of the project Bolton & Menk proposes to hold an open house with the affected property owners and will administer the required Improvement Hearing. He stated that the fee for the scope of services presented prosed, not-to-exceed fee of \$18,500 to be billed on an hourly basis. A MOTION to approve Feasibility Study for the 2021 street improvement by Bolton & Menk for an amount not-to-exceed \$18,500 was made by Council Member McNeilly and seconded by Boder. Motion carried 5/0. *Council Member Butterfield if the City has and Assessment Policy. City Administrator stated she would investigate it.*

## COUNCIL REPORTS

- Council Member Boder reported that Waste Management still has not swapped out the recycling bins in his neighborhood. He asked City Administrator if she could drive through the neighborhoods to find out how many residents do not have the 96-gallon recycling bin.
- Council Member Stieve-McPadden stated she attended a Fire Station Committee Meeting.
- Mayor Dodge stated he attended a Personnel Meeting.

## OTHER BUSINESS

- Deputy Sheriff Jacobson updated Council on recent activities within the City of Mayer.

ADJOURN

There being no further business, a MOTION was made by Council Member McNeilly and seconded by Council Member Butterfield to adjourn the meeting at 7:19 p.m. Motion Carried 5/0

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Mike Dodge, Mayor

Attest:

\_\_\_\_\_  
Janell Gildemeister, Deputy Clerk MCMC

MAYER COUNCIL WORKSHOP MEETING MINUTES – AUGUST 14, 2020

Call Work Session to order at 7:21 p.m. by Mayor Dodge.

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

ABSENT:

STAFF: City Administrator McCallum and Deputy Clerk Gildemeister

ALSO PRESENT: Ivan Raconteur, Deputy Sheriff Jacobson

1. **Discussion on 2021 Police Contract with Carver County Sheriff's Department:** Each year City Council and the Carver County Sheriff's Department work through a contract that best meets the needs of the City of Mayer. City Administrator McCallum asked Council for direction for the 2021 Police Contract. She stated that 1FTE with collaboration with New Germany for 2021 would be \$124,638.00. She informed Council that this would be an increase of \$3,018.00 from 2020. Deputy Sheriff Jacobson was present and answered questions from Council regarding code violations. She informed Council that she would be fulfilling the remainder of Deputy Sheriff Bengtson's contract. Council appreciated Deputy Sheriff Jacobson's update. After further discussion, Council shared concerns regarding the number of tickets issued for code violators. Some Council members felt the City was not getting their moneys worth. Council stated they have voiced their concerns to the Carver County Sheriff's Department, and nothing has changed. Council directed Staff to invite Commander Moline of the Carver County Sheriff's Department to a future Work Session Meeting to discuss City priorities.
2. **Discussion on ATV Ordinance:** The City Council has been approached by residents to consider an ordinance that would allow for lawful operation of these vehicles on City streets. Current City ordinance prohibits the operation of ATVs on municipal streets under Chapter 72 of municipal code. Staff presented information on Class 1 ATVs and Class 2 ATVs. State statutes permit the operation of Class 2 ATVs, which are multi-passenger vehicles with a width of 50" to 65" from rim to rim on roadways with provisions. These vehicles must have a steering wheel, roll cage, and seat belts for two or more people. These vehicles are commonly called "side by sides" or UTVs. Per state statute the operation of these vehicles is allowed on state highways, state aid roads, county roads, and give the option of local jurisdictions to regulate operation on local roads. Council was all in agreement on allowing Class 2 ATVs (side by sides) on municipal streets with the lawful operation provisions to those contained in state statutes 84.92-84.928. This includes where they can operate and required equipment, registration, and licensing provisions. Council does not want Class 1 ATVs allowed in the ordinance.
3. **2020 Preliminary Budget Review:** City Administrator, McCallum presented the 2021 budget to the Council for review. After some discussion, the council agreed to some minor expenditure and revenue changes. McCallum thought that with those changes, she predicted that there would be a decrease in the tax rate for 2021. Council and staff agreed to review additional budgets items related the proposed Fire Station expenditures, City positions, and decreasing revenue from new construction. Council asked how much the City would need to cut out of the budget to get the tax rate down. Staff stated approximately \$45,000. Council asked Staff to send them a copy of last years preliminary budget showing the tax rate.

4. **Proclamation Request:** Diana Kelly, Founder and Executive Director of Infants Remembered In Silence (IRIS) submitted a request of Council to adopt the Infants Remembered In Silence proclamation/resolution once again for October 15, 2020. Council asked Staff to draft a policy proclaiming October 15 as IRIS day and bring to next Council Meeting for approval.
  
5. **Discussion on Rebates for Smart Irrigation Systems:** City Administrator has received a request from a resident to consider rebates for smart irrigation systems. The Metropolitan Council has a grant program that cities can apply for to cover a portion of the costs for residents to upgrade to a smart irrigation system; specifically smart controllers that connect into a resident's home WIFI, read local weather reports and decide whether or not a yard needs additional water. Grants are made available with a minimum of \$2,000 and a maximum of \$50,000. The Metropolitan Council would provide 75% of the rebate and the City would be responsible for the remaining 25%. Council had concerns on how to manage the reporting and the fact that current smart irrigation systems would not qualify for a grant. Council stated that it would be too tough to manage and there has not been enough interest.

MEETING ADJOURNED

There being no further business, the work session was adjourned at 8:00 p.m.

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

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

**ACCOUNTS PAYABLE LIST  
 SEPTEMBER 28, 2020  
 Checks: 23260 - 23286, 5777E -**

23260	RHOME Builders	Escrow Reimbursements	\$15,000.00
23261	VISA	Election Supplies - Primary	\$298.67
23262	All America Pressure Washer	WWTP - Pressure Washer	\$6,855.00
23263	Aspen Mills	Fire Department - Names Tags	\$6.85
23264	Bobs Repair	Mower Blades - Lift Station Generator	\$273.06
23265	Cargill Incorporated	Delcer	\$4,645.83
23266	Cintas	Uniforms and Rugs	\$143.97
23267	DPC Industries Inc	Chemicals	\$489.60
23268	Grainger	LED Bulbs - Downtown Lights	\$1,845.60
23269	Great America Financial Services	Copier Lease Payment	\$190.41
23270	Greater MN Communications	September Utility Billing/Newsletter	\$850.29
23271	Hillyard Of Hutchinson	Community Center Supplies	\$92.64
23272	In Control Inc	WTP Discharge Pump	\$5,000.00
23273	Kjohaug Environmental Services	Wetland Maintenance	\$1,209.34
23274	Lincoln National Life Insurance Co.	Employee Benefits	\$202.80
23275	Litzau Excavating Inc	Hauling of Sludge	\$8,599.00
23276	Mini Biffs	Mayer Car Shows	\$97.92
23277	Mobil - Exxon/Mobil	Gas	\$17.75
23278	Municipal Development Group	Planning Services	\$190.00
23279	Owens Companies Inc	WWTP Motor Repairs	\$261.75
23280	Ratwik Roszak and Maloney	Legal fees	\$560.00
23281	Taft	GO Water Revenue Bond - Legal Bond Counsel Fees	\$8,000.00
23282	Tom Goepfert	On Call	\$100.00
23283	USA Bluebook	Traffic Cones	\$814.93
23284	Utility Consultants	WWTP Samples	\$1,054.30
23285	VISA	PW Supplies - Safety Gaiters, samples, cord, printer	\$520.99
23286	Volunteer Firefighters Benefit	25 FF/2 New FF	\$278.00
5777E	McLeod Coop Power Assn	City Sign	\$36.98
5778E	McLeod Coop Power Assn	Street Lights	\$684.21
5779E	Centerpoint Energy	City Hall	\$62.51
5780E	Centerpoint Energy	Fire Dept	\$56.02

5781E	Centerpoint Energy	WWTP	\$69.54
5782E	Centerpoint Energy	PW	\$17.06
5783E	Centerpoint Energy	WTP	\$22.72
5784E	Techstar IT Solutions	Phone and Software Support	\$390.80
5785E	VOID	VOID	
5786E	Utility Accounts	Overpayment - Fix	\$163.58
5787E	Delta Dental	Dental Plan	\$57.37
5788E	Security Bank	NSF Fee	\$4.00
5789E	Security Bank	NSF - Returned Utility Payment	\$37.79
			<hr/>
			\$59,201.28

**CITY OF MAYER**  
**RESOLUTION 9.28.20.38**  
**APPOINTING 2020 GENERAL ELECTION JUDGES**

WHEREAS, the City of Mayer is required to hold a Primary and General Election in 2020; and,

WHEREAS, Minnesota Statutes require that all Elections be conducted by duly appointed and qualified Election Judges; and,

WHEREAS, notice has been given that the General Election is on Tuesday, November 3, 2020 in all election precincts of Carver County, and a City Election will be held on Tuesday, November 3, 2020 for the City of Mayer.

WHEREAS, the following individuals have applied and have been found eligible to serve in such capacity.

NOW THEREFORE BE IT RESOLVED, that the City of Mayer City Council hereby ordains that the City of Mayer shall appoint the following individuals to serve as election judges for the 2020 general election:

Lois Maetzold  
Diane Plocher  
Deborrah Pauly  
Susan Weinzierl  
Gerald Schwanke  
Allan Edholm  
Judith Edholm  
Michael Wegner  
Alice Keppel  
Pat Keppel  
Lucas Graunke  
Russ Landes  
Janell Gildemeister  
Margaret McCallum

BE IT FURTHER RESOLVED that the City Administrator is hereby directed to notify the Secretary of State and the Carver County Auditor of the above action. The hourly rate of pay for Election Judge will be \$10.00 per hour, \$11.00 per hour for Head Judge for hours worked during the elections including training time. The City Administrator is authorized to seek substitutions as necessary.

Adopted by the City Council of the City of Mayer, Minnesota, this 28<sup>th</sup> day of September, 2020.

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Mike Dodge, Mayor

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Margaret McCallum, City Administrator



## Request for Council Action Memorandum

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Item: Mayer Fire Department – Approval to Submit a Grant Application

**Meeting Date: September 28, 2020**

Presented By: Margaret McCallum, City Administrator

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

To review and approve the Mayer Fire Department in applying for a grant from the Minnesota Department of Public Safety for Turnout Gear Washer/Extractor/Dryer.

**Details:**

The Mayer Fire Department is looking to apply for a grant that would assist in the purchasing of a turnout gear washer/extractor/dryer.

Firefighters experience cancer at higher rates than those in the communities that they serve. This is because studies show that they are exposed to known carcinogens during fires and then are continually exposed via turnout gear that is soiled.

Many Departments are now implementing turnout gear decontamination procedures post fire events to help reduce exposure. As part of that, mechanical turnout gear washers/extractors have been introduced as an effective and efficient means by which firefighters can best clean their soiled gear and greatly reduce exposure.

This equipment can be very expensive nonetheless. To assist, the Minnesota Department of Public Safety has authorized \$600,000 in matching funds to assist Departments in the purchasing of washers and dryers.

Funding will pay for individual grants of no more than \$10,000 for a gear washer and \$8,000 for a dryer. A local match is required. For the City of Mayer's population size, it would be a 10% match. That would be \$1,000 match for the washer and \$800 for the dryer if awarded the grant.

The City of Mayer Fire Department is requesting approval from the City Council to move forward with applying for the grant for both a washer and a dryer.

**Attachments:**

Grant Application Information.

## State Fire Marshal

445 Minnesota Street • Suite 145 • Saint Paul, Minnesota 55101-5145

Phone: 651-201-7218 • Fax: 651-215-0525

[www.dps.state.mn.us](http://www.dps.state.mn.us)

### Minnesota Fire Department Turnout Gear Washer/Extractor/Dryer Award Program 2021 Program Year (July 1, 2020 – June 30, 2021)

#### Introduction:

Despite being more physically fit and healthier than the general population firefighters, both career and volunteer/paid-on-call, experience cancer at a higher rates than those in the communities they serve. Studies continue to show that firefighters are acutely exposed to known carcinogens during structure and other fires and are continually exposed via turnout gear that is soiled due to exposure to toxic combustion byproducts.

In recent years, fire departments across Minnesota have implemented turnout gear decontamination procedures post fire events to help reduce firefighter exposure to toxic combustion byproducts. At the same time mechanical turnout gear washers/extractors have been introduced as an effective and efficient means by which firefighters can best clean their soiled turnout gear and greatly reduce their exposure to combustion byproducts.

Many fire departments, however, have found commercial turnout gear washer/extractors, which can cost upwards of \$10,000, to be cost prohibitive. Therefore, the Minnesota Department of Public Safety, with funding from the Fire Safety Account, through the State Fire Marshal Division, has authorized a \$600,000 matching award program to assist eligible fire departments in the purchase of commercial turnout gear washer/extractor and/or a gear dryer.

Since 2015, the first year of the Turnout Gear washer/Extractor Program, the Department of Public Safety has awarded over \$1,500,000 to over 205 MN fire departments for the purchase of turnout gear washers/extractors and/or a gear dryer(s).

A good turnout gear decontamination program should also include equipment to quickly dry turnout gear after washing so that it can be more quickly played back into service. Turnout gear dryers can dry wet gear in 4 hours or less as opposed to the much longer "hang dry method". Wet turnout gear is difficult to don and can cause steam burns to the wearer. Also, if the decontamination process (washing/drying) can be accomplished more quickly and efficiently, firefighters will be more likely to regularly clean their gear thus leading to more healthy firefighters in the long-term.



Alcohol and  
Gambling  
Enforcement

Bureau of  
Criminal  
Apprehension

Driver  
and Vehicle  
Services

Emergency  
Communication  
Networks

Homeland  
Security and  
Emergency  
Management

Minnesota  
State Patrol

Office of  
Communications

Office of  
Justice Programs

Office of  
Pipeline Safety

Office of  
Traffic Safety

State Fire  
Marshal



**Individual Grant Amounts:**

Available funding will pay for individual grants of no more than \$10,000 for a gear washer/extractor and \$8,000 for a dryer. A local match of the grant award, as indicated in the chart below, is required. The required local match amount will be based on the population of the applicant’s fire department coverage area. The type of equipment purchased will first need to meet the approval of the State Fire Marshal prior to funds being awarded. Fire departments will indicate whether they are applying to purchase a gear washer/extractor, a dryer, or both.

Population	Required Match %
Up to 10,000	10%
10,001-25,000	25%
25,001-50,000	35%
Over 50,000	50%

**Eligible Applicants:**

Only Minnesota fire departments that currently use the MNFIRS reporting system will be eligible to receive funds.

Any fire service agency applying for an award must include a letter from the jurisdiction indicating their intent to purchase a turnout gear washer/extractor/dryer(s). The letter must be from the governance entity (e.g. the city council, township board). A fire service agency is defined as having a fire department identification number (FDID) from the State Fire Marshal Division.

Awards will be made to the jurisdiction submitting the award application. The award contract must be signed by a representative of the lead jurisdiction having the legal authority to sign contracts for that jurisdiction. Legal authority may be documented by a resolution or official minutes from the jurisdiction and will be required at the time that the award contract is to be signed. It is not required for the grant application.

The Committee will consider the following factors and prioritize awards based on, but not limited to:

- Overall jurisdiction/fire department budget
- Number of firefighters 28
- Sets of turn out gear 30
- Population serviced CITY TWP 9/2
- Current inventory of turnout gear cleaning equipment 1 WASHER 1 DRYER
- Average annual number of fires

Jurisdictions of two or more, in close proximity, may submit joint applications.

**Grant Process:**

An evaluation committee will review and score the applications based on the above criteria and present a recommendation to the Commissioner of Public Safety who will make the final determination. Once a request has been awarded, a formal award agreement will be prepared and must be signed by the awardee organization and the Department of Public Safety. Once the signature process has been completed, the award is considered fully executed and becomes a legally binding agreement between the grantee organization and the Department of Public Safety.

**Audit/Compliance:**

The award funds are available on a cost reimbursement basis for FY21 (July 1, 2020 – June 30, 2021) where costs are reimbursed after they are incurred and paid by the grantee agencies. The grantee organization will be required to provide to the State Fire Marshal Division the written summary of all expenditures, including documentation on how the award and matching funds were spent.

**Application Submission:**

A complete application packet must be received by **4:00 pm CST Tuesday October 20, 2020**, preferably by email at [nolan.pasell@state.mn.us](mailto:nolan.pasell@state.mn.us) or by mail:

State Fire Marshal Division  
Attn: Nolan Pasell  
445 Minnesota Street, Suite #145  
St. Paul, MN 55101-5145

Applications not received by this deadline will not be considered. It is the responsibility of the applicants to ensure that their application is received by the deadline.

Any questions about the application process should be directed to Nolan Pasell at (651) 201-7218 or [Nolan.pasell@state.mn.us](mailto:Nolan.pasell@state.mn.us).



## **Memorandum**

Item: Certification of CARES Act Expenditures and review potential expenditures – Resolution 9.28.20.39

Meeting Date: September 28, 2020

Presented By: Margaret McCallum, City Administrator

### **Details:**

#### **City of Mayer Current Use and Potential Use of Funds**

Since March 1, 2020 the City of Mayer has taken steps to ensure the safety of staff, volunteers and residents. Some of the financial spending has been related cleaning, education and safety measures.

The City has:

- Passed a Preparedness Plan related to COVID-19.
- Increased cleaning of public high use spaces such as City Hall/Community Center from 1 day per week to 2 days per week.
- Hand sanitizer bottles available at City Hall/Community Center for use when conducting business.
- Purchased social distancing signs to educate the public on park use safety.
- Purchased additional cleaning supplies and signs for the upcoming elections.
- Initiated the purchase of face masks for City Staff, Council, Commission, and Volunteers.
- Started to look into additional funding for remote, virtual and live meeting setup capability.

In June, the Governor of Minnesota made available to cities CARES Act Funding for COVID-19 expenses. The City submitted the required request form and received \$172,906.00. One of the State's requirements is for the City to certify expenditures by a report.

The funds may be used for eligible expenses. The guidance on expenditures is changing frequently. Currently, to qualify, expenses must satisfy three district elements:

1. Necessary expenditures incurred due to the public health emergency with respect to COVID-19. An expenditure that is reasonably necessary for its intended use in the reasonable judgment of the government officials responsible for spending Coronavirus

Fund payments. Expenditures must be used for actions taken to respond to the public health emergency, including expenditures incurred to respond directly to the emergency, as well as expenditures incurred to respond to the second order effects, such as by providing economic support to those suffering from employment or business interruptions due to COVID-19 related business closures.

2. Costs not accounted for in the city’s budget most recently approved as of March 27, 2020.
3. Performance or delivery must occur during the covered period, but payments of funds need not be made during that time (though it is generally expected that this will take place within 90 days of costs being incurred). For cities, the covered period is March 1, 2020 to November 15, 2020.

At the August 10, 2020 meeting, expenses were approved for necessary, unbudgeted expenses between March 1, 2020 and August 5, 2020. That amount was \$2,617.51 on expenses ranging from Attorney Consultation on COVID-19, to extra cleaning services, to masks and disinfectant.

Since then, the City has put together another list for approval to report to the State of Minnesota. For the month of September, the City has put together another list of necessary, unbudgeted items in the amount of \$14,574.48 for extra cleaning services, AV upgrades in the Council Chambers and a WWTP Pressure Washer.

Please see the “Proposed Expenditures” List as well for discussion on additional needs for the City related to COVID-19.

The City Council approved \$100,000 for two CDA programs, one for business and one for residents, in the amount of \$100,000. To date, four businesses have applied for the program and zero residents.

Approved in August	\$2,617.51
Expenses to be approved for September	\$14,574.48
Proposed Expenditures – (Bathroom Toilers, Sinks, Dryers)	\$15,000.00
WWTP – PPE – Rain Gear	\$2,000.00
CDA Programs – In process	\$100,000.00
<b>TOTAL</b>	<b>\$134,191.99</b>
	- \$172,906.00
<b>Remaining</b>	<b>\$38,741.01</b>

**Attachments.**

Expenditure List – September.

Resolution 9.28.20.39

**CITY OF MAYER**  
**RESOLUTION NO. 9.28.20.39**

**RESOLUTION CERTIFYING CARES ACT EXPENDITURES FOR SEPTEMBER 2020 REPORTING**

**WHEREAS**, the Mayor of the City of Mayer, Minnesota (the “City”) by Mayoral Declaration of Emergency declared a local emergency on March 19, 2020, (the “Mayor’s Declaration”); and

**WHEREAS**, The City Council of the City of Mayer agreed and confirmed an extension of the local emergency on March 19, 2020 with Resolution 3.19.20.14, to protect the health, safety and welfare of the City and the community; and

**WHEREAS**, in June, the State of Minnesota established a plan to distribute CARES Act funding the assist with the management of COVID-19; and

**WHEREAS**, the City submitted the required documentation to obtain the funding allocated for the City of Mayer; and

**WHEREAS**, the City has expended funds related to management of COVID-19, to make sure that the City services can be delivered in a manner that is safe as possible.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Mayer hereby finds that the expenditures in Exhibit A are:

1. Necessary expenditures due to the public health emergency with respect to COVID-19, and
2. The expenditures were not accounted for in the adopted 2020 budget as of March 27,2020, and
3. The payments shown in Exhibit A were made between the limited timeframe of March 1, 2020 and November 15, 2020.

**NOW, THEREFORE, BE IT FURTHER RESOLVED**, that the City Council of the City of Mayer hereby approve the attached expenditures as part of the CARES Act spending.

Adopted by the City Council of the City of Mayer on this 28<sup>th</sup> day of September, 2020.

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Mike Dodge, Mayor

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Margaret McCallum, City Administrator

**CURRENT EXPENDITURES**

7/6/2020 Extra Cleaning	\$50.00	100-41940-300
7/13/2020 Extra Cleaning	\$50.00	100-41940-300
7/20/2020 Extra Cleaning	\$50.00	100-41940-300
7/27/2020 Extra Cleaning	\$50.00	100-41940-300
8/3/2020 Extra Cleaning	\$50.00	100-41940-300
8/10/2020 Extra Cleaning	\$50.00	100-41940-300
8/17/2020 Extra Cleaning	\$50.00	100-41940-300
8/24/2020 Extra Cleaning	\$50.00	100-41940-300
8/31/2020 Extra Cleaning	\$50.00	100-41940-300
9/7/2020 Extra Cleaning	\$50.00	100-41940-300
9/14/2020 A/V Upgrades - Council	\$7,069.48	235-49000-430
9/14/2020 Extra Cleaning	\$50.00	100-41940-300
9/21/2020 Extra Cleaning	\$50.00	100-41940-300
9/28/2020 Extra Cleaning	\$50.00	100-41940-300
9/28/2020 WWTP Pressure Washer	\$6,855.00	235-49000-430
	<b>\$14,574.48</b>	



## MEMORANDUM

**Date:** September 25, 2020  
**To:** Mayer City Council  
**From:** David Martini  
**Subject:** Projects in Progress

For your convenience, the following is a summary of the projects Bolton & Menk worked on during the August billing period:

### **Miscellaneous Engineering**

Miscellaneous engineering included the following:

- Attendance at the July 27<sup>th</sup> Council Meeting.
- Reviewing drainage issues on Foxtail Glen.
- Preparing a landscaping plan for the TH 25 Roundabout.
- Coordination for wetland banking credits.
- Reviewing a retaining wall with a property owner on Ash Avenue.

6 hours of time was provided at the City's reduced hourly rate and the Council meeting was attended at **no charge**, which resulted in a savings to the City of **\$840.50**.

### **Development Review**

During the billing period, time was spent:

- Reviewing lot surveys in Cold Water Crossing and Hidden Creek.

### **2020 Street Improvements**

During the billing period, time was spent on construction administration activities including notices to residents and construction inspection.

### **Fire Station Engineering Support**

During the billing period, time was spent gathering survey information for the proposed fire station lot.

### **2020 Pond Assessments**

During the billing period, time was spent finalizing the inspection reports and reviewing pond policies.

### **TH 25 Coordination**

During the billing period, time was spent attending the pre-construction meeting for the project and reviewing shop drawings for the pedestrian crossing lights.

## City Administrator's Report

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**Water Tower Project** – The sandblasting started the week of September 14, 2020. The contractors are working 7 days a week. They are from out of town and would like to keep working continuously while they are here. This will also allow the project to get completed more quickly and the tower back online sooner.

**Waste Management** – It looks like things are finally getting situated with Waste Management. We have put a lot of information out there and we are gradually getting less calls about wrong carts sizes and concerns.

**CDA Partnership with CARES Money** – I posted on social media the Business and Housing Assistance Programs multiple times to advertise these programs

The CDA and I emailed businesses educating them on the business program. 4 businesses have applied. No residents have applied.

**Public Works Resignation** – Public Works Worker II resigned and put in their two week notice. Last day was September 18,2020. This has gone out for advertisement of this position. We are accepting applications at this time.

**MnDOT Project** – This project is still on track as of today. Sidewalks are being poured this week on the West side of town. Turn lane is being constructed at 32<sup>nd</sup> street this week. New trail from 5<sup>th</sup> street to the high school is being done this week and next week. Milling and paving to start next week as well.

If weather stays good and little rain, MnDOT will be on track to complete mid-October with blanket, seed, punchlist type work.

**Water Treatment Plant/Well Projects** – These projects are almost complete as far as planning purposes. Actual work will likely start the beginning of October. Most information will be made available as we get closer.

**Street Lights – Downtown** – The public works department has been switching the street lights in the downtown to LED lights.

**2021 Budget** – A lot of my time has been spent on final preparation of the preliminary budget. That will be presented at the September 28, 2020 meeting.

Margaret McCallum



**To:** Mayor and Council Members

**From:** Kyle Kuntz

**Re:** Public Works Activities from August 20<sup>th</sup> (2020) to September 23<sup>rd</sup> (2020)

**Besides normal day-to-day operations the Mayer Public Works Department performed the following tasks:**

### **Parks**

Public works staff removed the sections of trail in Discovery Park and West Ridge Park that needed to be replaced. Staff also dug out a significant amount of clay/bad soil that was under the trails and repacked the trails with class 5 gravel. The poor quality of base is what caused the trails rapid deterioration.

Public works staff received the new skate park equipment and started assembling it. Staff is currently waiting on four more sections of railing for the quarter pipes that wasn't originally ordered with the equipment. Once staff receives the railing public works staff will finish installing the new equipment in Meadow Park.

### **Roads**

Public Works Staff started installing some of the new street signs. Staff is starting with the signs that are in the worst condition.

Public works staff is working closely with the contractors on the HWY 25 project. Currently, staff is working on cleaning the lenses of the street lights and making some necessary repairs to the poles while they're being stored at the public works facility. Staff is also assisting with retrofitting the street lights to LED.

Staff has met with a contractor that is going to be trimming boulevard trees in the Fieldstone development.

Contractor will be in the area within the next few weeks to crack seal the rest of the roads in the coldwater crossing development.

### **Water Treatment Plant**

Public works staff continues to work with city engineers to discuss the well, water treatment plant, and water tower projects. Contractor is looking to start working on the new well once the tower rehab project starts to wrap up.

Staff worked with contractor to install a system pressure gauge in the water treatment plant. This will help maintain system pressure in the distribution system while the tower is out of service. It will also send the plant into alarm if system pressure drops or climbs below or above a certain point.

Staff drained the water tower and took the tower out of service for the rehab project. Staff is closely monitoring the plant while the tower remains out of service.

### **Wastewater Treatment Plant**

Public works staff met with contractor to discuss replacing some of the old diffusers in the digester.

### **Storm Water**

Public works staff has been reviewing the pond study that was recently done by the city engineer. Staff is currently visiting the inlet and outlet structures that are in need of the most maintenance, and staff is also putting together some budget numbers for future cleaning of the city's inlet and outlet structures. So far staff as not found any structures that are causing back-ups or other significant issues.

### **COVID-19**

Public works staff is taking the necessary precautions needed to prevent the spread of the COVID-19 virus. Public works employees are distancing themselves from one another by taking separate vehicles a majority of the time, and by working at separate facilities as much as possible. Cleaning at all the facilities and vehicles has also been increased. At this time the public works department's primary focus is keeping the water and wastewater treatment facilities operating at their highest standard. As restrictions begin to ease public works staff will begin doing more park related projects.

Public works created an emergency response plan that highlights the public works department's primary focus.

Date: SEPTEMBER 10, 2020

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

SUBJECT: FIRE REPORT FOR MONTH ENDING – 08/31/20

**TOWNSHIP CALLS:**

<u>DATE</u>	<u>TIME</u>	<u>TWP</u>	<u>DESCRIPTION/ADDRESS</u>	<u>MAN HOURS</u>	<u>Trucks used</u>
8-30-20	952	Waconia	Medical / 12934 Co Rd 30	13	R11

**CITY OF MAYER CALLS:**

<u>DATE</u>	<u>TIME</u>	<u>DESCRIPTION/ADDRESS</u>	<u>MAN HOURS</u>	<u>Trucks used</u>
8-3-20	2123	Lift Assist / 2512 Riverbend Trail	18	R11
8-4-20	1751	Grill Fire / 113 Bluejay Ave	14	E11
8-8-20	657	Lift Assist / 419 Bluejay Ave	14	R11
8-9-20	1525	Medical / 135 Morning Dr	11	R11
8-18-20	136	Medical / 1331 Evergreen Place	16	R11
8-22-20	644	Medical / 515 Ridge Rd	15	R11
8-25-20	42	Fire/CO alarm / 2478 Deerwoods Ct	14	E11

**FIRE DEPARTMENT TRAININGS/ACTIVITIES**

8-3-20	Regular Business Meeting / Truck checks
8-6-20	Building Committee Meeting
8-10-20	Group training
8-10-20	City Council meeting – Chief 1 Chief 2
8-17-20	Officer Meeting
8-20-20	Building Committee Meeting
8-24-20	Department Training

NIBRS - Activity Codes

Activity Code	Descriptor	
<b>GROUP A</b>		
AC	Animal Cruelty	Abuse or neglect of animal
AR	Arson	Intentionally destroy property by fire
A	Assault	Altercation between parties where physical harm occurred
AA	Aggravated Assault	Assault where substantial injury is caused or weapon used
BB	Bribery	Offering, giving, receive anything of value to sway judgement
B	Burglary	Unlawful entry into a structure to commit a crime
CF	Counterfeiting/Forgery	Alter, copy, imitation, passing a copy as an original
P	Property Damage	All damage to property
D	Drugs	All drug violations, possession of, sale of, manufacture of
EM	Embezzlement	Misappropriation of money, property entrusted to person
EX	Extortion/Blackmail	Unlawful obtain money, property by use or threat of force
U	Fraud	Intentional perversion of truth to obtain money or property
G	Gambling	Unlawful operate, promote or assist in operation of gambling
H	Homicide	Intentional taking of a persons life
HT	Human Trafficking	Induce a person to perform sex act or labor via force, fraud or coercion
K	Kidnapping	Unlawful seizure, transport or detain person against their will
T	Theft/larceny	Taking of property, stealing
V	Motor Vehicle Theft	Theft of a motorized vehicle
PO	Pornography	Manufacture, publish, sell, buy, possess sexually explicit material
PR	Prostitution	Unlawfully engage in or promote sexual activity for anything of value
R	Robbery	Taking of property by use of force
S	Sex Offenses	Forcible sexual assault
SN	Sex Offenses, Nonforcible	Nonforcible sexual intercourse (incest, statutory rape)
SP	Stolen Prop Offenses	Receive, buy, sell possess, conceal, transport known stolen property
W	Weapons	Violation of manufacture, sale purchase, transport use firearm

<b>GROUP B</b>		
BC	Bad Checks	Intentional issuance of check against insufficient or nonexistent funds
CL *	Curfew/Loitering	Curfew violation/ person remain in area w/o visible means of support
DP *	Disorderly Conduct	Behavior tends to disturb public peace/shock public sense of morality
J	Driving Under Influence	Traffic stop or accident involving drive under influence
DR *	Drunkness	Drink alcohol to extent substantial impairs mental and physical function
FO	Family Offense, Non violent	Unviolent acts by family member against another family member
LV	Liquor Law Viol	Illegal consumption, sale, possession of liquor
PT *	Peeping Tom	Secretly look in windows, doorway, keyhole for purpose of voyeurism
RU	Runaway	Juvenile runaway
TR *	Trespassing	Unlawfully enter land, dwelling or other real property
M	All Other Offenses	OFP/Danco violation, Traffic - Hit & run accident
		All other offense not included in other A & B classifications
O *	Ordinances	Laws/rules created by county or cities.
*		Use only when Enforcement used (citation or arrest)

**Activity Codes**  
**Non-criminal, Traffic and Administrative**

<b>NON CRIMINAL</b>		
<b>Code</b>	<b>Description</b>	
1	Misc. NonCriminal	Gen law enforcement questions: citizen assists, lost and found property civil disputes, juvenile disciplinary issues, etc
2	Unlock Veh/Bldg	Unlock doors of automobile, residence or business for owners
3	Alarm	Checking on an alarm at a private residence or business
4	Domestic	Verbal argument between parties. Must have relationship. No charges
5	Missing Person	Missing / Lost person (not runaway)
6	Abuse/Neglect - Info only	Abuse or neglect of children or adults
9	Animal	Animal bites, stray animals. All calls involving animals
10	Medical	Assist persons with medical issues, natural cause deaths
11	House/Business Check	Check on residences or business when owners are away from property
12	Assist other Agency	Assist other law enforcement, state patrol, govt depts, EMT or medical
13	Fire Call	Fires and assist to fire departments
15	Mental Health	Suicides, 72 hr holds for mental health issues
16	Civil Process	Service of civil papers. Assist with civil standby situations
17	Transport	Transport persons for various reasons.
19	Warrant Service	Service of warrant for Carver County and other counties.
20	Boat & Water	All incidents involving boats, watercraft and/or lakes
21	Snowmobile	All incidents involving snowmobiles
22	ATV	All incidents involving ATV
30	Suspicious Activity	Suspicious persons, acts or vehicles. Accidental 911 calls
31	Open Door	Located an open door to a business or residence
34	Drug - Info Only	Drug information only
35	Disturbance - Info Only	Noise complaint, disturbing peace
60	Child Custody Dispute	Incidents involving dispute over child custody

<b>TRAFFIC RELATED</b>		
<b>Code</b>	<b>Description</b>	
8	Traffic - Misc	Misc. traffic issues, stalled vehicle, debris on roadway, traffic control, veh in ditch, assists, all parking issues
38	Traffic - Stops	All traffic stops initiated by officers
50	Auto Accd - Prop Damage	Auto accident in which only property damage occurred
51	Auto Accd - MV vs deer	Auto accident involving a motor vehicle and deer
52	Auto Accd - Injury	Auto accident in which injury and property damage occurred
54	Auto Accd - Fatality	Auto accident in which a fatality occurred
80	Driving Complaint	Complaints of bad driving behavior.

**ADMINISTRATIVE**

Code	Description	
0	Call Error	Calls for service created in error
18	Warrant Issued	Warrant issued by Carver County Court Administration
23	Explosive/Firearm Dealer	Application for a permit for explosives or firearms dealer license.
24	Gun Permit - Acquire	Application for a permit to purchase a handgun.
25	Gun Permit -Carry (new)	Application for a permit to carry a handgun.
26	Gun Permit - Transfer	Application for the transfer of a reg. gun from one individual to another.
28	Gun Permit - Carry (renewa	Application to renew a permit to carry a handgun.
32	Gun Permit - Carry Late Re	Application to renew a permit to carry a handgun after 90 day expiration
37	Rec Ck - Immigration	Records check for updating immigration status
39	Rec Ck - Gambling Permit	Records check for gambling permit
40	Rec Ck - Citizen Academy	Records check for citizens academy
41	Rec Ck - Adoption	Records check for adoption
42	Rec Ck - Carver Cty Employ	Records check for Carver County employment
43	Rec Ck - SO Employ	Records check for Carver County Sheriff's Office employment
44	Rec Ck - SO Volunteer	Records check for Carver County Sheriff's Office Volunteer
45	Rec Ck - DHS	Records check for Dept of Human Services
46	Rec Ck - Name Change	Records check for Name change purposed
47	Rec Ck - Other Employ	Records check for other employment
48	Rec Ck - Individual	Records check for an individual
49	Rec Ck - Military	Records check for the military
61	License - Day Care	Records check for a day care license
62	License - Foster Care	Records check for a foster care license
63	License - Liquor	Records check for a liquor license
64	License - Massage Parlor	Records check for a massage parlor license
65	License - Fireworks	Records check for fireworks permit
66	License - Peddler	Records check for peddlers license
999	Sealed	Records are sealed by Court Order



**City of Mayer**

**August 2020**



# Carver County Sherff's Office Arrest Summary For: Mayer City From: 08/01/2020 To: 08/31/2020

	Total Charges	Total Arrestees	Total Incidents
<b>Mayer City</b>			
13B - Simple Assault	1	1	1
13C - Intimidation	1	1	1
220 - Burglary/Breaking & Entering	1	1	1
23D - Theft from Building	1	0	
Totals for Mayer City	4	3	3



**Carver County Sheriff's Office**  
**Monthly Calls for Service**  
**From: 08/01/2020 To: 08/31/2020**

# Mayer City

## Patrol

### A Offense

Assault	2
Extortion/Blackmail	1
Theft	1

**Total A Offense:** 4

### B Offense

Misc - criminal	1
-----------------	---

**Total B Offense:** 1

### Non Criminal

Misc Non-criminal	10
Alarm	5
Domestic	1
Abuse/Neglect (Info Only)	2
Animal	1
Medical	5
Assist Other Agency	1
Fire Call	2
Civil Process	1
Suspicious Activity	7
Open Door	3
Disturbance (Info Only)	3

**Total Non Criminal:** 41

### Traffic

Traffic - Misc	2
Traffic Stop	9
Pd Accident	1

**Total Traffic:** 12

**Total Patrol: 58**

## Administrative

### Administrative

GunPermit-Acquire	11
GunPermit-CarryNew	4
GunPermit-CarryRenew	1

**Total Administrative:** 16

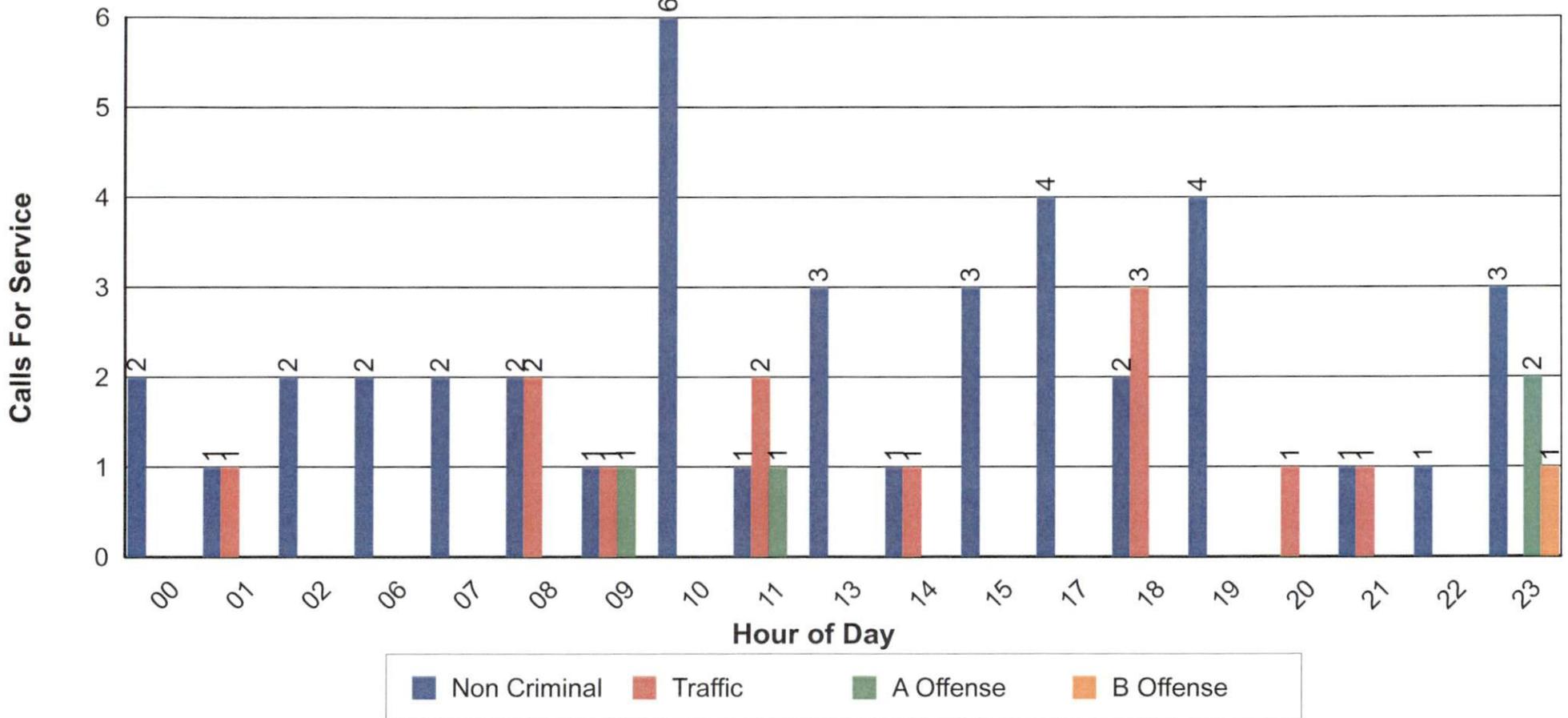
**Total Administrative: 16**

**Total Mayer City: 74**



**Carver County Sheriff's Office**  
**Hour of Day Analysis of Calls for Service**  
**Patrol Activity**  
**From: 08/01/2020 To: 08/31/2020**

## Mayer City

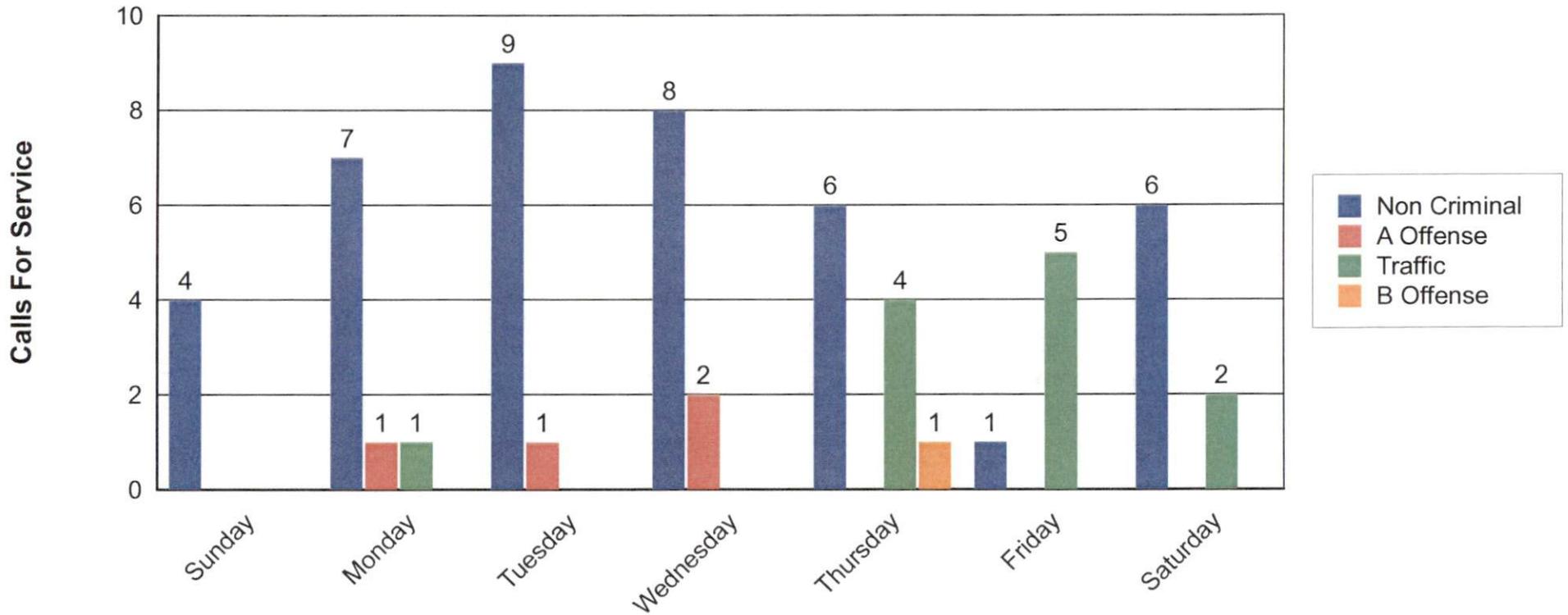


**Total Mayer City: 58**



**Carver County Sheriff's Office**  
**Day of Week Analysis of Calls for Service**  
**Patrol Activity**  
**From: 08/01/2020 To: 08/31/2020**

## Mayer City

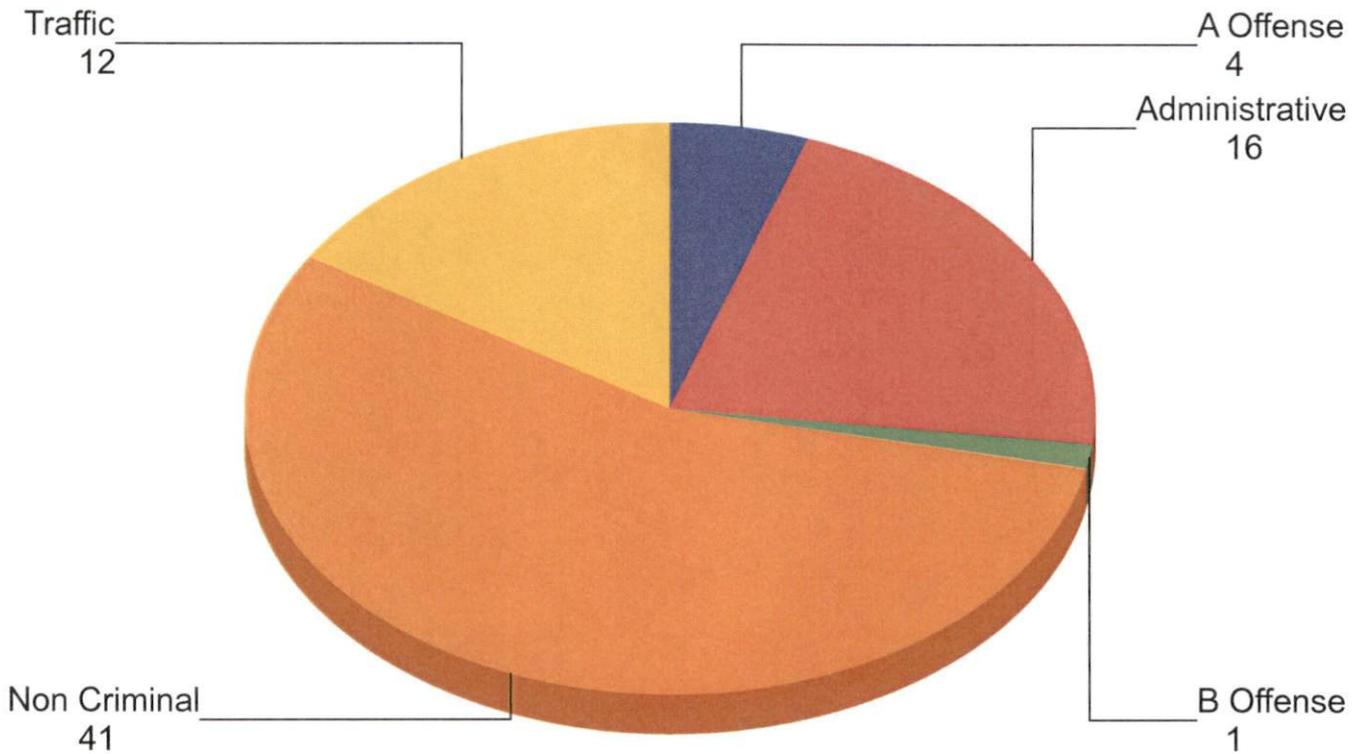


**Total Mayer City: 58**



**Carver County Sheriff's Office  
Monthly Calls for Service  
From: 08/01/2020 To: 08/31/2020**

**Mayer City**



Total A Offense:	4
Total B Offense:	1
Total Non Criminal:	41
Total Traffic:	12
Total Administrative:	16

**Total Mayer City: 74**



**Carver County Sherff's Office**  
**Traffic Citation Summary**  
**From: 08/01/2020 To: 08/31/2020**

**Mayer City**

Speed:	2
Total Mayer City:	2



**Carver County Sheriff's Office  
Verbal Warnings  
From: 08/01/2020 to 08/31/2020**

**Mayer City**

Misc Non-criminal:	1
Traffic Stop:	7
Grand Total Verbal Warnings:	8



**City of Mayer**

**September 2020**



**Carver County Sherff's Office**  
**Arrest Summary**  
**For: Mayer City**  
**From: 08/01/2020 To: 08/31/2020**

	Total Charges	Total Arrestees	Total Incidents
<b>Mayer City</b>			
13B - Simple Assault	1	1	1
13C - Intimidation	1	1	1
220 - Burglary/Breaking & Entering	1	1	1
23D - Theft from Building	1	0	
Totals for Mayer City	4	3	3



**Carver County Sheriff's Office**  
**Monthly Calls for Service**  
**From: 08/01/2020 To: 08/31/2020**

## Mayer City

### Patrol

#### A Offense

Assault	2
Extortion/Blackmail	1
Theft	1

**Total A Offense:** 4

#### B Offense

Misc - criminal	1
-----------------	---

**Total B Offense:** 1

#### Non Criminal

Misc Non-criminal	10
Alarm	5
Domestic	1
Abuse/Neglect (Info Only)	2
Animal	1
Medical	5
Assist Other Agency	1
Fire Call	2
Civil Process	1
Suspicious Activity	7
Open Door	3
Disturbance (Info Only)	3

**Total Non Criminal:** 41

#### Traffic

Traffic - Misc	2
Traffic Stop	9
Pd Accident	1

**Total Traffic:** 12

**Total Patrol: 58**

### Administrative

#### Administrative

GunPermit-Acquire	11
GunPermit-CarryNew	4
GunPermit-CarryRenew	1

**Total Administrative:** 16

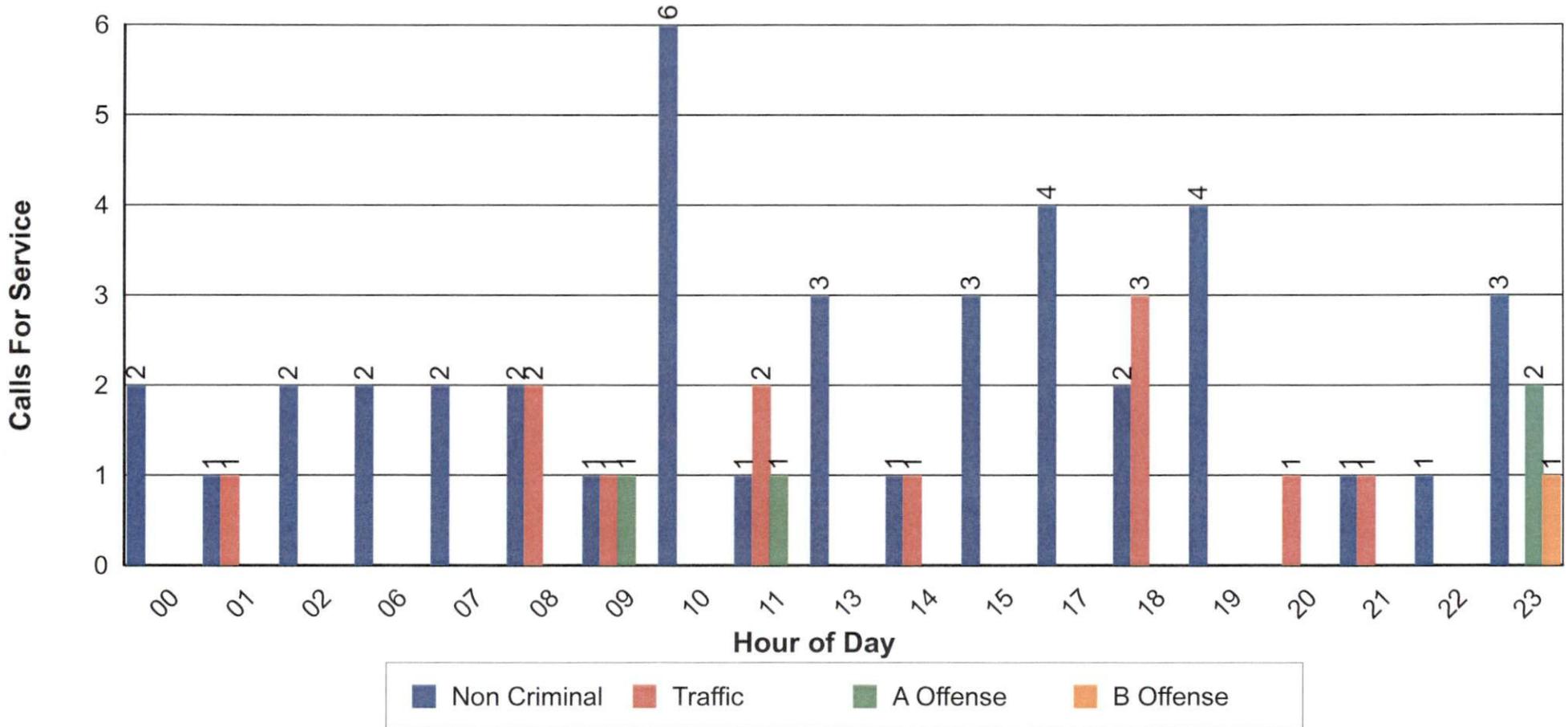
**Total Administrative: 16**

**Total Mayer City: 74**



**Carver County Sheriff's Office  
Hour of Day Analysis of Calls for Service  
Patrol Activity  
From: 08/01/2020 To: 08/31/2020**

## Mayer City

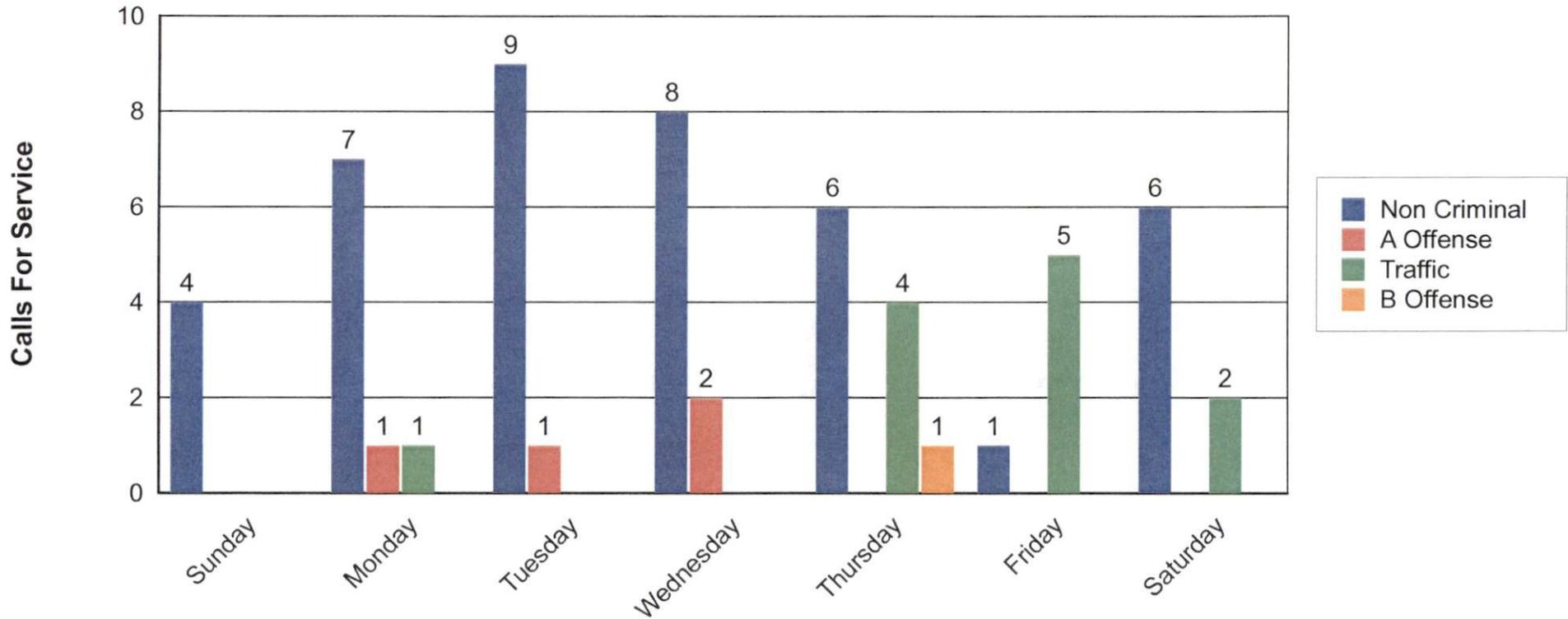


**Total Mayer City: 58**



**Carver County Sheriff's Office**  
**Day of Week Analysis of Calls for Service**  
**Patrol Activity**  
**From: 08/01/2020 To: 08/31/2020**

## Mayer City

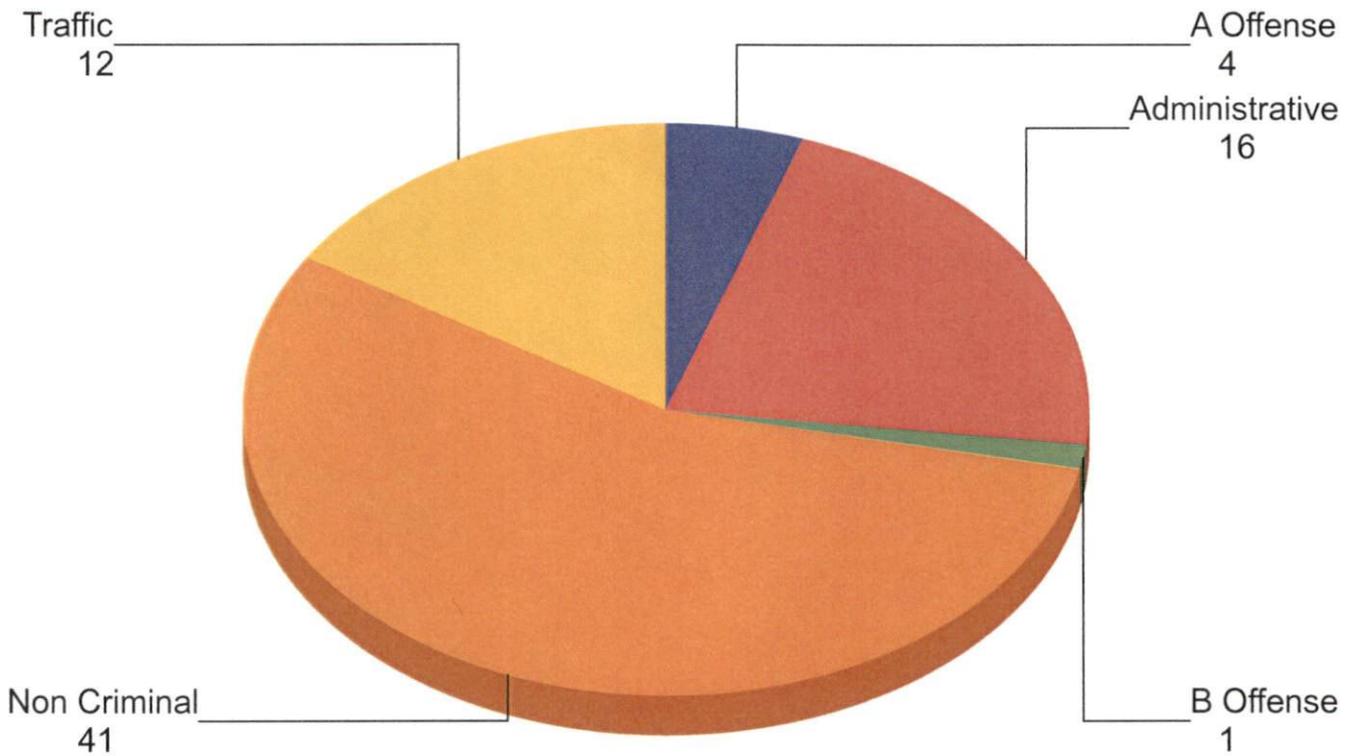


**Total Mayer City: 58**



**Carver County Sheriff's Office  
Monthly Calls for Service  
From: 08/01/2020 To: 08/31/2020**

**Mayer City**



Total A Offense:	4
Total B Offense:	1
Total Non Criminal:	41
Total Traffic:	12
Total Administrative:	16

**Total Mayer City: 74**



**Carver County Sherff's Office**  
**Traffic Citation Summary**  
**From: 08/01/2020 To: 08/31/2020**

**Mayer City**

Speed:	2
Total Mayer City:	2



**Carver County Sheriff's Office  
Verbal Warnings  
From: 08/01/2020 to 08/31/2020**

**Mayer City**

Misc Non-criminal:	1
Traffic Stop:	7
Grand Total Verbal Warnings:	8

## City Administrator's Budget Summary

To the Honorable Mayor, Members of the City Council and citizens of Mayer:

I am pleased to present the proposed 2021 budget for the City of Mayer. The 2021 budget for each City fund was thoughtfully prepared to continue providing the standard level of service residents expect in a fiscally responsible manner.

The proposed preliminary 2021 tax levy is 54.70% or 5.35% more than the 2020 levy. In the next couple months, we will review the budget further and reduce where possible.

The City's preliminary tax levy proposed for 2021 is \$1,128,432.58, an increase of \$128,379.63 or 12.8% from the 2020 tax levy of 1,000,052.92. The City's proposed tax rate will allow it to remain competitive compared to other Carver County municipal tax rates.

The City's property tax levy generates only 46.4% of General Fund Revenues, illustrating the City's successful efforts to diversify revenue sources to minimize tax impacts to residents and commercial property owners. The City receives Local Government Aid from the state which helps to offset the levy as well.

The City continues to see growth and improvement in the local economy. Property values continue to rise in the City of Mayer. Overall the City's taxable market value increased 2.29% over the prior years' assessed value. Nonetheless, the City continues to face some challenges in maintaining current service levels while continuing moderate property taxes. The City is committed to its long term planning. This includes a detailed street improvement plan, and maintenance and replacement of other infrastructure and equipment. The City is also looking at a new fire station. The City Council and staff will continue to explore additional revenue options to help retain the City's levy as a reasonable level now and into the future.

Sincerely,

Margaret McCallum  
City Administrator

## **City of Mayer Goals and Objectives**

2021 goals discussed were to:

1. Keep tax rate at or below current rate.
2. Increase transparency and civic engagement.
3. Update Capital Improvement Plan to focus on long-term expansion and maintenance of current buildings
4. Do research on 2021 staffing needs.
5. Continue to be proactive in long term planning

## **General Information**

### **Fund Types**

The City maintains the following fund types:

General Fund – the primary operating fund of the City which is used to account for all financial resources except those to be accounted for in another fund.

Debt Service Funds – established to account for activity related to general long-term debt principal and interest.

Capital Project Funds – used to account for resources to be used for the acquisition or construction of major capital projects.

Enterprise Funds – established to account for the activities of a government which provide goods or services primarily to the public at large on a consumer charge basis. Most business-type activities of a government are accounted for and reported in this type of fund.

Fiduciary Fund – used to account for assets held by the City in a trust capacity or as an agent.

### **Fund Balance**

The City's current fund balance policy was established in 2011 and reviewed in 2015, and includes the following provision:

- The minimum unassigned General fund balance should be 10-25% of the subsequent year's budgeted expenditures and transfers out.

The Office of the State Auditor recommends that, at year-end, local governments maintain an unassigned fund balance in their general fund and special revenue funds of approximately 35 to 50 percent of fund operating reviews or no less than five months of operating expenditures. The City's independent auditors recommend that the City have approximately \_\_\_\_ percent of the following year's expenditures on hand at the end of the year. The City will continue to monitor fund balances to ensure compliance with the State Auditor's recommendations as well as City policy.

**Property Tax Information**

**Taxing Districts**

The following taxing districts noted in the table below collect a portion of your property tax dollars.

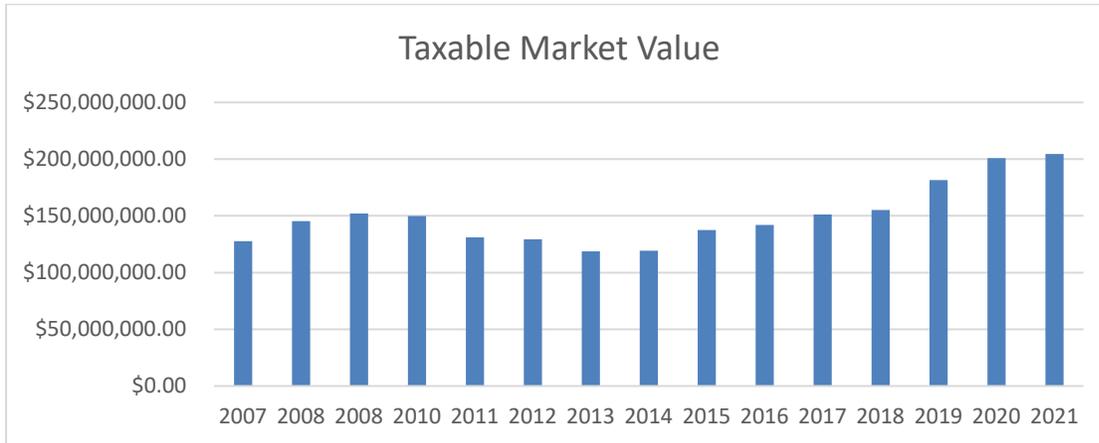
<b>Services by Taxing District</b>				
<b>City of Mayer</b>	<b>Carver County</b>	<b>Independent School District # 0111</b>	<b>Metropolitan Special Taxing Districts</b>	<b>Other Special Taxing Districts</b>
Fire and Police	Social Services	K-12 Education	Transportation	Public Housing
Roads and Streets	Public Health	Community Education	Mosquito Control (public health)	Regional Railroads
Park and Recreation	Roads and Highways			Watershed Management
Building Safety	Libraries			
	Sheriff/Corrections			
	Environmental Services			

\*Metropolitan Special Taxing Districts include the Metropolitan Council and Metropolitan Mosquito Control.

\*\*Other Special Taxing Districts include a Watershed District and Carver County Community Development Authority, Carver County Rail Authority.

### City's Taxable Market Value

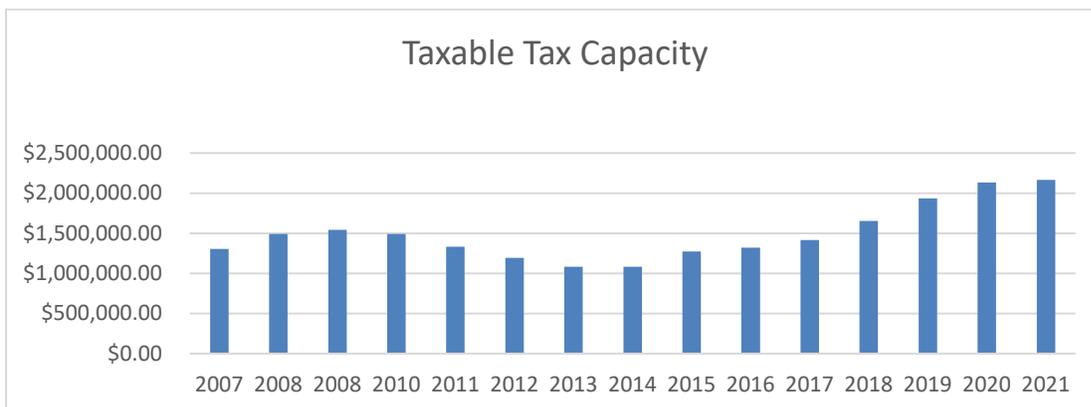
The City's taxable market value continues to increase. The projected 2021 taxable market value has increased for the 9th consecutive year, showing approximately 1.89% growth between 2020 and 2021.



### City's Tax Capacity and Tax Rate

The City's tax capacity, under current legislation, is used as the denominator to determine the property tax rate of a jurisdiction. All properties are divided into several classes: residential, commercial/industrial, farm, apartments and personal property. An individual's parcel's property tax capacity value is determined by applying various rules governing the class which that property is classified into the taxable market value of the property. The sum of all individual parcels tax capacities provides the overall City's tax capacity, which is then reduced by the City's contribution of tax capacity to the Fiscal Disparities Program and the tax capacity of the property values within active Tax Increment Financing Districts (TIF) districts that are located within the City. The City of Mayer does not currently have any active TIF Districts.

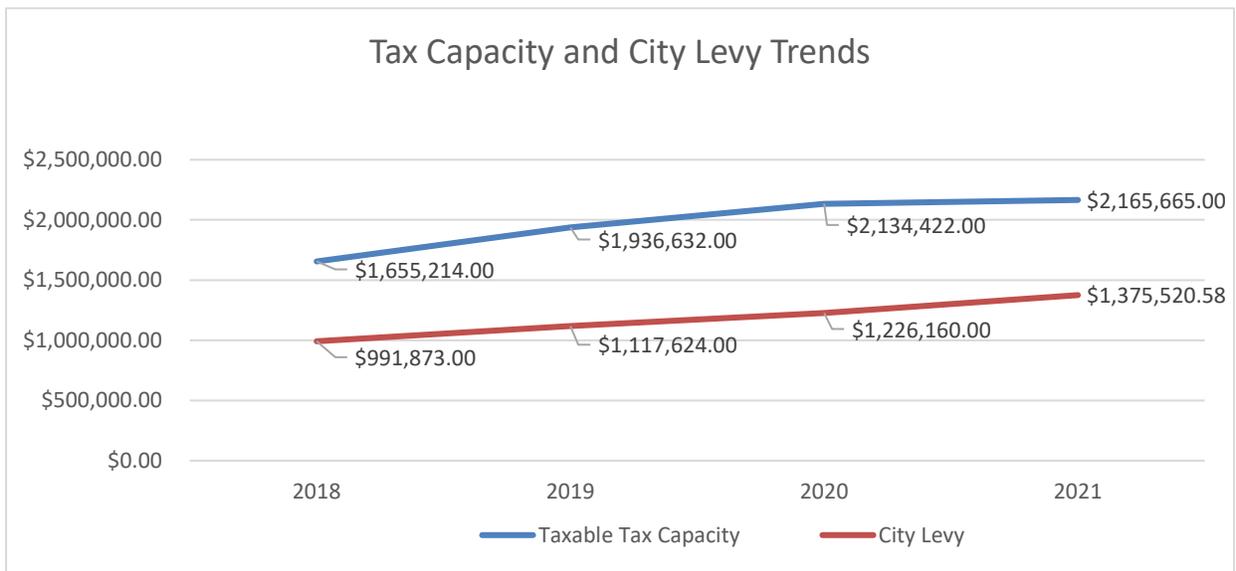
The City's proposed overall tax capacity used for calculating the property tax rate has increased approximately 1.46% to a new high of \$2,165,665.00 for taxes collectible in 2021.



Tax capacity increased substantially for taxes over the last years which caused the tax rate to decrease even while the City’s levy increased.

2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
59.47%	65.62%	68.83%	67.78%	59.57%	58.91%	51.50%	50.60%	49.10%	49.35%	54.70%

The graph below shows the increases in both tax capacity (blue) and City levy (red) over the prior four years, and further illustrates the relationship between the growth rates in the City’s tax capacity and City levy. Over the four-year period 2018 – 2021, the City’s taxable tax capacity increased \$510,451.00 or 30.8% while the City levy grew \$383,647.58 or 38.7%.



### City Property Tax Levy

The City of Mayer relies on property tax revenue to support the City’s general operations such as public safety, streets, parks, and other core general government services, as well as to service long-term debt issued to improve the City’s aging streets infrastructure.

In 2021, the City requires a General Revenue levy of \$507,218.58 to support the governmental activities described above and to ensure sufficient capital asset improvement and replacement reserves. The City also requires a Debt levy of \$568,202.00 to service its outstanding bonds that have been issued for infrastructure improvement projects.

The City’s increase in the 2021 **preliminary** levy is 12.8 percent, or \$128,379.66 more than the 2020 levy. With property values also increasing, the increase in the levy doesn’t necessarily result in an increase in an individual parcel’s tax rate.

**General Fund Levy**

The General Levy is collected to provide funding for basic governmental services that are part of the City's General Fund. The 2021 **Preliminary** General Levy is \$507,218.58 which is an increase of \$79,268.66 or 18.52% from the 2020 General Fund Levy. The major contributor to the increase is reviewed further down under the 2021 city expenditures section.

**Capital Improvement Levy**

In 2020, the City of Mayer started the Capital Improvement Levy. The 2021 budgeted **preliminary** capital Improvement Levy is \$300,000.00 and is proposed as a means for future projects for Street Projects, Fire Department Capital Needs, Park and Recreation Capital and a future Public Works Building Expansion.

**Debt Service Levy**

The City has debt service levies related to the General Obligation bonds issued for the projects.

The City currently has a rating of AA. The City's bond rating reflects Mayer's strong economy, management, budgetary performance and flexibility, and liquidity.

The City's debt levy may increase about \$94,992.00 in 2021 to \$568,202.00 from \$473,210.00 in 2020 because of new debt related to financing a new tanker for the Fire Department and possibly a new fire station building.

**Fiscal Disparities**

The fiscal disparities program is a tax base sharing program where the taxing jurisdictions in the seven county metro area contribute into an area-wide shared pool. Since 1971, forty percent of the growth in commercial and industrial property tax base has been contributed to this pool. The pool is redistributed to each taxing jurisdiction based on population and the value of the jurisdiction's property, relative to the value of the entire pool.

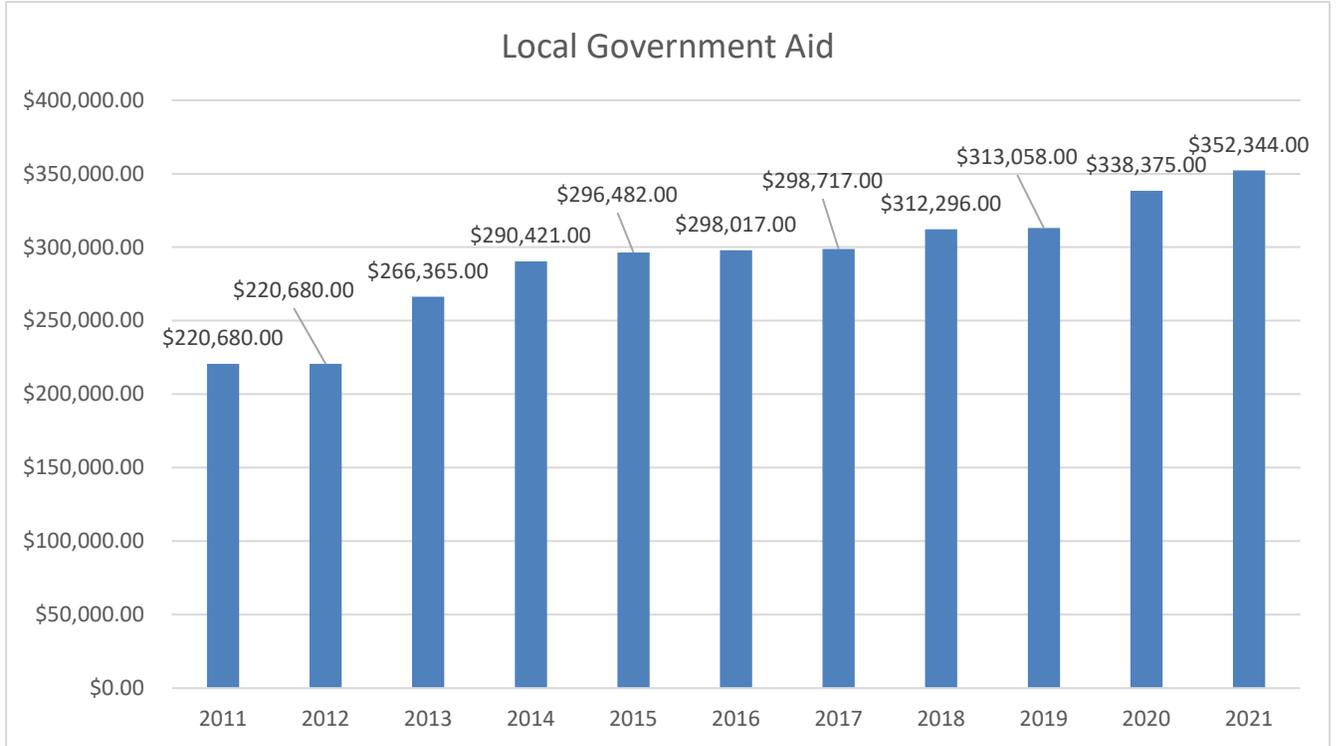
The City is a net receiver of the Fiscal Disparities program.

In 2021, the City is projected to receive \$246,988.00 worth of commercial/industrial tax capacity to the metro-area pool and pay in \$102,855.00.

### Local Government Aid

The City receives Local Government Aid (LGA).

In 2021, the City will see an increase of \$13,969.00 from \$338,375.00 in 2020 to \$352,344.00 in 2021.



## **Summary of Significant Changes to the General Fund Budget**

### **Revenues**

Total General Fund revenues for 2021 are projected to be \$1,092,924.98. This is an increase of 9.13%, or \$91,521.92 more than the 2020 budgeted revenues. Most of this increase is due to budgeted property tax revenues.

Property Taxes - the 2021 budget includes a \$79,268.66 or 18.5% increase to the general fund levy. The increase in property tax revenue is to cover the cost of additional planned expenditures for 2021. More information will be provided below under the expenditure's sections.

Licenses and Permits – this revenue category includes items such as alcoholic beverage licenses and building permits. This category also includes the charges for services category that covers items such as: planning and zoning fees. The 2021 revenue is being projected to stay the same as 2020 at \$96,900.00.

Intergovernmental Revenues – The City of Mayer is expected to receive \$352,344.00 in Local Government Aid in 2021. In addition, the City sees some reimbursements for Police State Aid, County Grants for the Compost Site, and Small City Assistance grants for streets. The total amount for projected intergovernmental revenues is \$387,344.00 for 2021, an increase of \$13,969.00 from 2020 at \$373,375.00.

### Rents –

Overall, this revenue category stayed the same at \$5,000.00 for the community center rentals. The City rents the community center for events such as weddings, parties, and other community gatherings. The Antenna Rent for the tower will stay the same at about \$19,000.00 as well preliminarily but could see an increase in the final budget because additional providers are coming in to utilize the tower at the end of 2020.

Interest Earnings – the City is attempting to budget more conservatively for interest and investment Returns. The City currently has budgeted \$2,500.00 for interest earning revenue. The same as 2020.

Miscellaneous Revenue - this revenue category includes various items such as court fines, township fire contracts, charitable gambling revenues.

### **Expenditures**

Total General Fund expenditures for 2021 are projected to be \$1,092,924.98 which is an increase of \$91,521.02 or 9.1% from 2020. Most of the increase is because of wage/payroll and benefit increase expenses. It is also including increased costs for consultant contracts such as public safety, county attorney, snow plowing, and other city consultants.

Citywide Salary/Benefit/Payroll related expenses - the 2021 budget includes a wage increase of 3.00% for all City employees, in line with the settled union contract. Health insurance premiums are preliminarily set at a 3% increase. Dental insurance premiums are preliminarily set at 3.00% as well. Additionally, there will be a transition of a position in the administrative department from Deputy Clerk to City Clerk. Also, in the budget is an administrative internship.

General Government – the general government function makes up approximately 42.9% of the General Fund budget. Departments included in general government are: City Council, City Administrator/Clerk,

Elections, Finance, Planning and Zoning, and City Administration (City Hall building maintenance and general City contracts). General Government will see an increase of \$5,960.56 for a total of \$469,730.62 from \$463,770.06 in 2020. Significant changes to General Government include the position transition, wage increases and the internship position.

Public Safety – the public safety category of expense includes contracted police, fire and building inspection services. For 2020 Public Safety expense items make up approximately 25.5% of the General Fund budget. The Carver County Sheriff's Department has set the 2021 budget at an overall increase of \$5,000.00 or 3.79% for a total amount of \$137,100.00. 2020 was \$132,100.00.

The Mayer Fire Department is proposing an increase of \$12,000.00 or 5.95% from 201,525.00 in 2020 to \$213,525.00. The increase is seen in liability insurance rates and new equipment.

Building inspections will go up from \$25,000.00 to \$30,000.00. This is based on historical trends. The city continues to grow at a steady rate. This expenditure is paid for by permit revenues.

Public Works – the public works expense category accounts for 22.2% of the General Fund budget and includes costs related to the maintenance of the City's streets and infrastructure. The streets budget increased slightly due to increases in supplies and materials, as well as professional services and tree care. This area will see an increase of \$54,085.68 or 37.03%; most seen in the capital outlay budget line. The Capital Outlay budget went from \$65,000.00 to \$100,000.00. The reason being for the purchase and saving up for a payloader. Additional increases are seen as wage and benefit increases.

Culture and Recreation – park maintenance and recreation programs are part of this category and account for 8.6% of the General Fund budget. The parks budget has increases in wages and benefits. It increases \$25,835.68 or 37.7% to \$94,335.18 from \$68,499.50. The main areas for the increases are \$15,000.00 in beautification funds for the roundabout on Highway 25 and an additional \$5,000 for repairs and maintenance of parks in 2021 based on historical trends.

Compost – The compost site accounts for 0.7% of the budget. This fund goes towards maintenance of the site and for a part time staff member. This budget will go from \$5,400.00 to \$6,350.00 for an increase of \$950.00 or 17.6%. This increase is due to increased maintenance and an potential increase in wages for the part time staff member.

Operating EDA – The Mayer EDA makes up 0.4% of the budget. This item will stay the same at \$4,550.00. This goes to pay commissions for their meetings attended and for advertising.

# **2021 General Fund Budget - Preliminary**

*Margaret McCallum, City Administrator*  
*September 28, 2020*



## Important Dates:

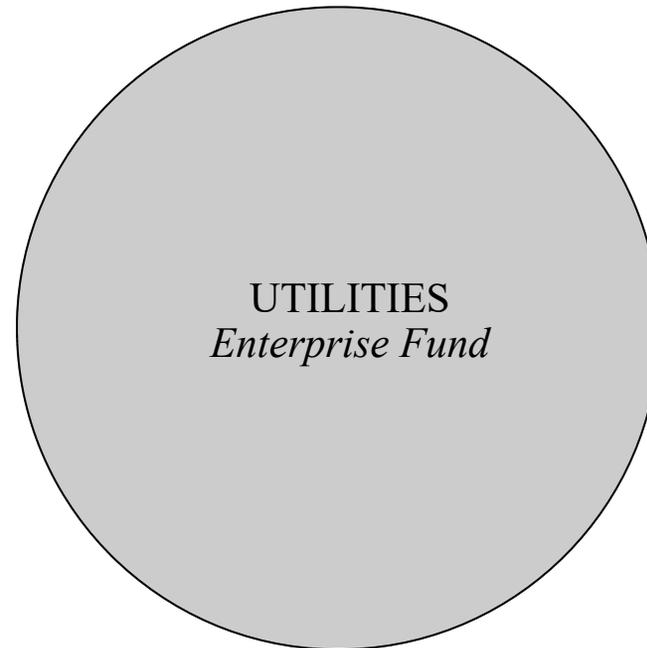
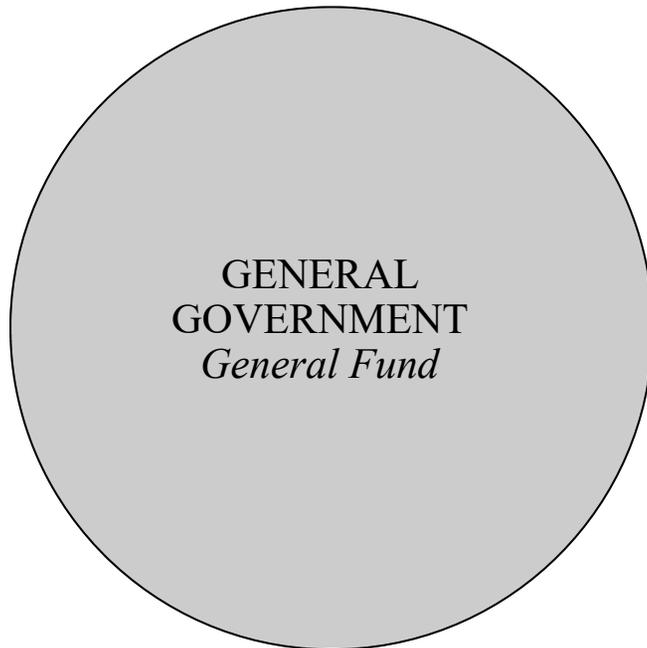
### Preliminary 2021 Budget

- September 28, 2020 - Mayer City Council passes preliminary levy.
- September 30, 2020 - City preliminary levy certification due to Carver County.

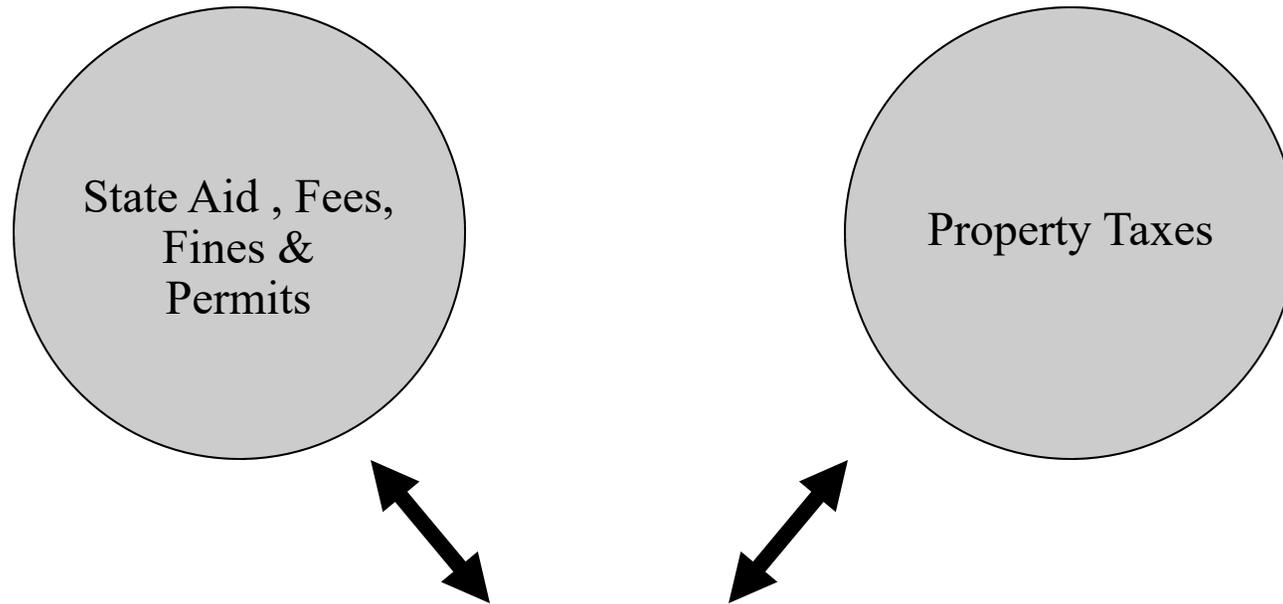
### Final 2021 Budget

- November 23, 2020 - Truth in Taxation Hearing meeting
- December 14, 2020 - Mayer City Council passes final levy
- December 31, 2020 - City final levy certification due to Carver County.

# Two Primary Business Functions



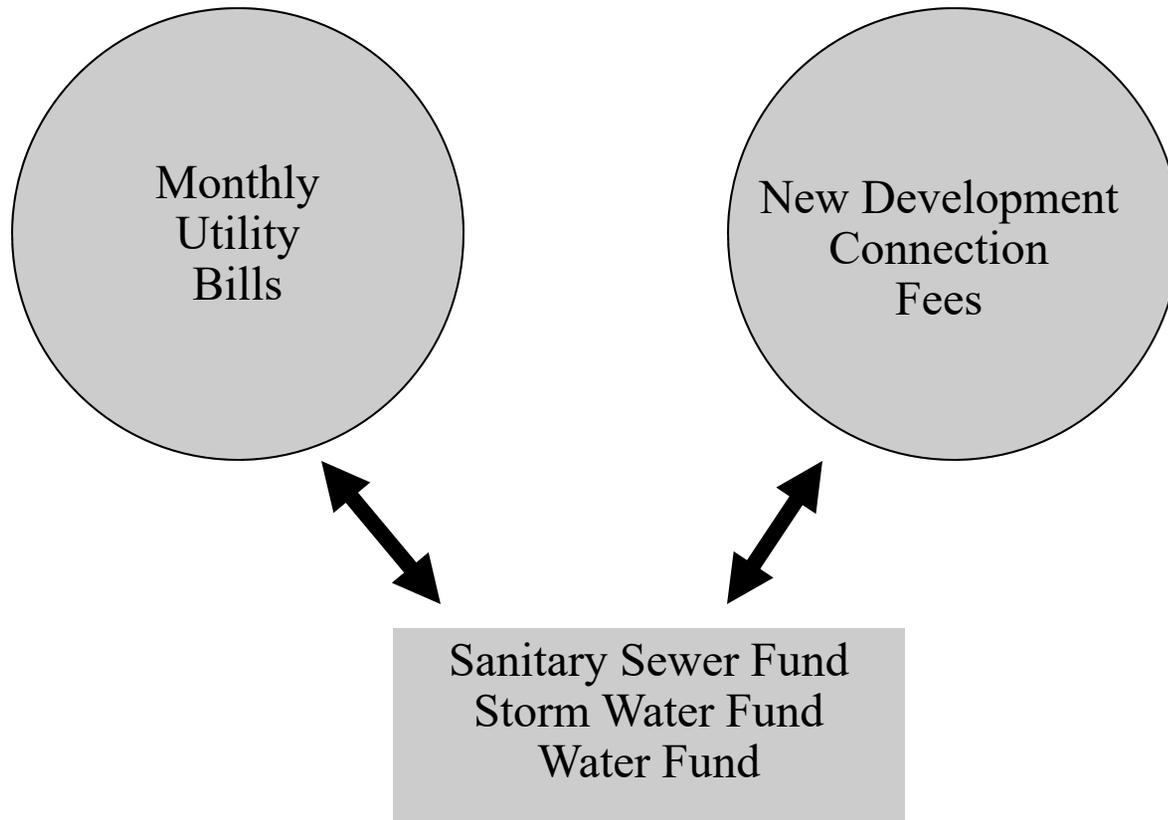
# General Fund Explained



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

Buildings, Grounds, Parks and Street Maintenance.

# Enterprise Funds Explained



# General Fund Budget Process

- Staff Prepares Draft Budgets - **June - July - August**
- Proposed Budgets are reviewed - **August - September**
  - City Council and Staff Review
  - Occurs During Meetings that are open to the public
- Preliminary Tax Levy and Budget
  - Certified to Carver County - By **September 30, 2020**
- Additional Budget Review - **October - November**
- Truth in Taxation - Additional Public Input - **November 23, 2020**
- Final Budget Adoption - December 2020
  - Certified to Carver County - **December 31, 2020**

Council Sets the Maximum Tax Levy (Preliminary Levy)  
The Budget is still in Draft Form

Following the adoption by the City Council, the Preliminary Levy can be lowered, but not raised.

# General Fund Budget Process - Cont'd

Residents Receive Preliminary Property Tax Statements  
“Truth in Taxation” - **October - November**

Truth in Taxation - Residents Invited to Comment on Proposed Budget and Property Taxes -  
**November 23, 2020**

Final Budget Adoption -  
Council Considers adoption of 2021 Budget and Property Tax Levy - **December 14, 2020**

# City - Historical Tax Rates

2011	59.47%
2012	65.62%
2013	68.83%
2014	67.78%
2015	59.57%
2016	58.91%
2017	51.5%
2018	50.6%
2019	49.1%
2020	49.35%
2021—Preliminary	54.70%

# Debt Tax Levy - 2021

<b>Debt Service Levies</b>	<b>2019 Final</b>	<b>2020 Final</b>	<b>2021 - Prelim</b>
2015A (Roundabout)	\$47,100.00	\$46,961.00	\$49,289.00
2014A (Highway 25 2007A) (Water Tower)	\$153,079.00	150,000.00	\$155,000.00
<i>Fire Station (FINAL TBD)</i>	-	-	<i>\$85,000.00</i>
Fire Tanker (5 year loan)	-	-	\$22,664.00
Fire Truck	\$21,749.000	\$21,749.00	\$21,749.00
Debt Service (Sewer)	\$253,000.00	\$254,500.00	\$234,500.00
<b>Total Debt Service Levy</b>	<b>\$477,978.00</b>	<b>\$473,210.00</b>	<b>\$568,202.00</b>

**Difference from previous  
year**

**\$94,992.00**

**Or 20% increase**

# 2021 General Fund Operating Expenditures - \$1,092,924.98

	<b>Final - 2020 Preliminary –2021</b>		
General Government	\$463,770.06	\$469,730.62	42.9%
Public Safety	\$263,174.00	\$275,874.00	25.2%
Public Works	\$196,009.50	\$242,085.18	22.2%
Park and Recreation	\$68,499.50	\$94,335.18	8.6%
Compost	\$5,400.00	\$6,350.00	0.7%
Operating EDA	\$4,550.00	\$4,550.00	0.4%
	<b>\$1,001,403.06</b>	<b>\$1,092,924.98</b>	

**Difference from previous  
year**

**\$91,521.92**

**Or 9.1%**

# General Levy

	2020	2021—Preliminary	(\$ Change	2021 - Proposed Final	(\$ Change
General Government	\$463,770.06	\$469,730.62	\$5,960.56	-	-
Public Safety *	\$263,174.00	\$275,874.00	\$12,700.00	-	-
Public Works	\$196,009.50	\$242,085.18	\$46,075.68	-	-
Park and Recreation*	\$68,499.50	\$94,335.18	\$25,885.68	-	-
Compost	\$5,400.00	\$6,350.00	\$950.00	-	-
Operating EDA	\$4,550.00	\$4,550.00	\$0.00	-	-
	\$1,001,403.06	<b>\$1,092,924.98</b>	<b>\$91,521.92</b>	-	-

## **Preliminary - 9.1% increase in General Fund Levy**

**General Government** - 3% wage increases. Transition from Deputy Clerk to City Clerk, Administrative Internship.

**Public Safety** - Increase in Police Contract Cost from 2020 to 2021. Small cost increases for Fire Department.

**Public Works** - 3% wage increases. Capital Outlay increase of \$35,000.00.

**Park and Recreation** - 3% wage increases. Increase in repair in maintenance, City Beautification fund increase of \$13,000 to replace current banners and brackets in Downtown.

**Compost** - Planning for additional hours open and wage increase for employee.

**Operating EDA** - Same.

# 2021 Revenue Overview

- Anticipating 20-25 housing starts in 2021.
- **Local Government Aid** will increase \$13,969 from \$338,375 to \$352,344

<b>Years</b>	<b>Houses Built</b>	<b>Total at Year End</b>	<b>Years</b>	<b>LGA Amount</b>
2012	15	610	2011	\$220,680.00
2013	12	622	2012	\$220,680.00
2014	20	642	2013	\$266,365.00
2015	26	668	2014	\$290,421.00
2016	31	698	2015	\$296,482.00
2017	34	732	2016	\$298,017.00
2018	34	766	2017	\$298,717.00
2019	33	799	2018	\$312,296.00
2020	18 (to Date)		2019	\$313,058.00
			2020	\$338,375.00
			2021	\$352,344.00

## 2021 General Fund Revenues -

	2020 - Final	2021	
Property Taxes	\$427,949.92	\$507,218.58	46.4%
Fees, Licenses and Permits	\$96,900.00	\$96,000.00	8.7%
Aids and Grants	\$373,375.00	\$387,344.00	35.4%
Fire Contracts	\$68,178.14	\$66,462.40	6.1%
Others	\$35,000.00	\$35,000.00	3.4%
	<b>\$1,001,403.06</b>	<b>\$1,092,924.98</b>	

# Capital Levy

	2020—Final	2021 - Preliminary	(\$) Change	2020 - Final	(\$) Change
Fire Dept Capital Levy	\$100,000.00	\$100,000.00	100,000.00	-	-
Streets Fund Capital Levy	\$125,000.00	\$75,000.00	-\$50,000.00	-	-
Park & Recreation Levy	\$100,000.00	\$75,000.00	-\$25,000.00	-	-
Public Works Building	New	\$50,000.00	\$50,000.00	-	-
	<b>\$325,000.00</b>	<b>\$300,000.00</b>	<b>-\$25,000.00</b>	-	-

Capital Levy funds are levied separately from the operating general funds.

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

The projects are highlighted in more detail in the City’s 2020 Long Term Capital Improvement Plan Document.

	2020 - Final	2021- Preliminary
<b><u>TAXES LEVIED FOR GENERAL</u></b>	<b>\$427,949.92</b>	<b>\$507,218.58</b>
<b><u>TAXES LEVIED FOR CAPITAL FUNDS</u></b>		
Street Capital Fund	\$125,000.00	\$75,000.00
Fire Capital Fund	\$100,000.00	\$100,000.00
Parks Capital Fund	\$100,000.00	\$75,000.00
Public Works Building Fund	-	\$50,000.00
<b>TOTAL CAPITAL</b>	<b>\$325,000.00</b>	<b>\$300,000.00</b>
<b><u>TAXES LEVIED FOR DEBT</u></b>		
Fire Station (FINAL TBD)		\$85,000.00
GO Improvement and Utility Refunding Bonds 2014A	\$150,000.00	\$155,000.00
Fire Truck	\$21,479.00	\$21,479.00
GO Bonds 2015A	\$46,961.00	\$49,289.00
GO Water & Sewer Refunding Bonds - 2007A	\$254,500.00	\$234,500.00
Fire Tanker (5 year loan)		\$22,664.00
<b>TOTAL DEBT</b>	<b>\$473,210.00</b>	<b>\$568,202.00</b>
<b>Total Levy (Gen +Capital+Debt)</b>	<b>\$1,226,159.92</b>	<b>\$1,375,420.58</b>
<b>- Fiscal Disparities</b>	<b>\$226,107.00</b>	<b>\$246,988.00</b>
<b>New Actual Levy</b>	<b>\$1,000,052.92</b>	<b>\$1,128,432.58</b>
<b>Actual (Projected) Tax Cap.</b>	<b>\$2,134,422.00</b>	<b>\$2,165,665.00</b>
<b>- FD Contribution</b>	<b>\$96,240.00</b>	<b>\$102,855.00</b>
<b>Adjusted Tax Capacity</b>	<b>2,038,182.00</b>	<b>\$2,062,810.00</b>
<b>Actual (Projected) Tax Rate (Actual Levy/Adj TC)</b>	<b>49.35%</b>	<b>54.70%</b>

# 2021 Tax Levy - Factors

- **Market Value**

- Carver County is responsible for valuations
- Current decreasing Trends
  - \* 2020 Assessment/2021 Payable—2.29%

- **Tax Capacity**

- Change is dependent on market value
- New Construction in 2020
  - 18 New Homes (to date)

- **Tax Levy**

- General Operating Fund Decrease of 3.9%
- Tax Levy Percentage increase of 5.29% - Preliminary
  - \* Growing City = Growing Needs
  - \* Future Planning (Capital Reserves)
  - \* Debt Service

- **Other Districts**

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

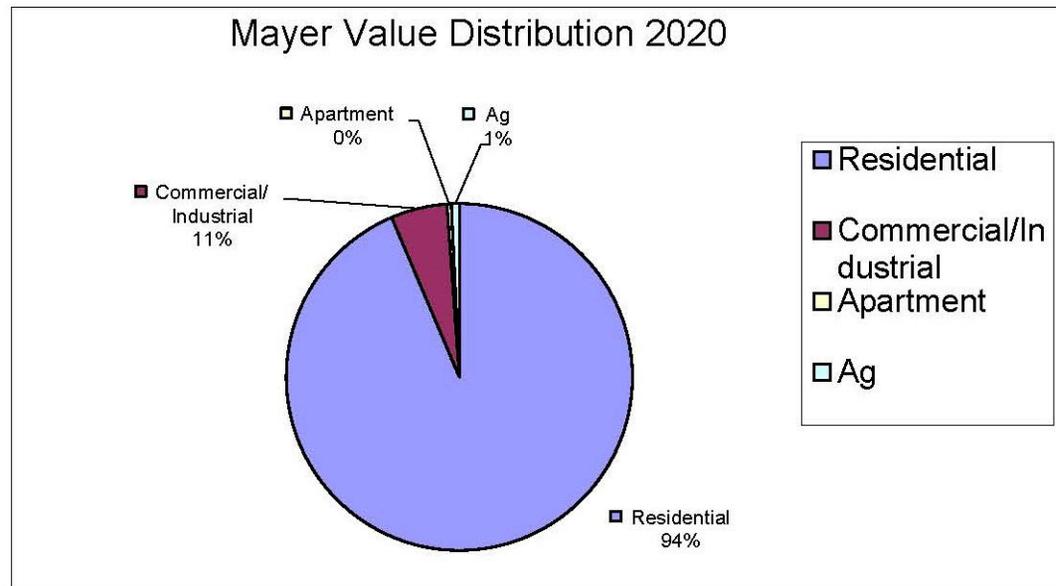
# Carver County Market Values

**2020 - 9.76%**  
**2021 - 2.29%**

City of Mayer 2020 Assessment Summary

	Residential	Commercial/Industrial	Apartment	Ag	Total
2020 EMV	\$200,411,700	\$11,259,900	\$858,600	\$1,584,900	\$214,115,100
2019 EMV	\$195,517,200	\$11,385,600	\$835,900	\$1,584,900	\$209,323,600
Total Value Change	\$4,894,500	(\$125,700)	\$22,700	\$0	\$4,791,500
New Construction	\$5,030,300	\$0	\$0	\$0	\$5,030,300
Market Change	(\$135,800)	(\$125,700)	\$22,700	\$0	(\$238,800)
% New Construction	2.51%	0.00%	0.00%	0.00%	2.35%
% Market Change	-0.07%	-1.10%	2.72%	0.00%	-0.11%
2020 Total % Increase	2.50%	-1.10%	2.72%	0.00%	2.29%

These values compare our Fall Mini Abstract to our Spring Mini Abstract and can change due to appeals and tax court cases



## TOTAL LEVY (Debt Levy + General Levy)

	2020—Final	2021— Preliminary
General Levy	\$427,949.92	\$507,218.58
Debt Service Levy	\$473,210.00	\$568,202.00
Capital Levy	\$325,000.00	\$300,000.00
Total Levy	\$1,226,159.92	\$1,375,520.58
<b>Percent Change</b>		<b>12.2%</b>

### Levy Information Preliminary

\$1,375,520.58	Tax Capacity Based Levy Amount (After LGA)
- \$246,988.00	Fiscal Disparities Distribution Dollars
<b>\$1,128,432.58</b>	<b>Local Levy for 2020</b>
\$2,165,665.00	Actual (Projected) Tax. Cap.
- \$102,855.00	- FD Contribution
<b>\$2,062,810.00</b>	<b>Adjusted Tax Capacity</b>

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

$$\$1,128,432.58 / \$2,062,180.00 \times 100 = \mathbf{54.70\%}$$

# Comparison to other Carver County Cities

<b>CITY</b>	<b>2020 FINAL RATE</b>	<b>ETIMATED CITY TAX ON A \$300,000 HOME</b>
<b>Chanhassen</b>	<b>21.18 %</b>	<b>\$615.00</b>
<b>Chaska</b>	<b>28.42%</b>	<b>\$824.00</b>
<b>Victoria</b>	<b>31.04%</b>	<b>\$900.00</b>
<b>Waconia</b>	<b>46.71%</b>	<b>\$1,354.00</b>
<b>Mayer</b>	<b>49.35%</b>	<b>\$1,430.00</b>
<b>Carver</b>	<b>49.45%</b>	<b>\$1,433.00</b>
<b>Watertown</b>	<b>54.74%</b>	<b>\$1,586.00</b>
<b>Cologne</b>	<b>63.71%</b>	<b>\$1,846.00</b>
<b>NYA</b>	<b>73.75%</b>	<b>\$2,137.00</b>
<b>New Germany</b>	<b>95.86%</b>	<b>\$2,778.00</b>
<b>Hamburg</b>	<b>105.09%</b>	<b>\$3,045.00</b>

# Example Calculation of Property Taxes



Estimated Market Value	\$300,000
Homestead Exclusion	(\$10,200)
<b>Taxable Market Value</b>	<b>\$289,800</b>

<b>\$289,800</b>	<b>X</b>	<b>1%</b>	<b>=</b>	<b>\$2,898</b>
Taxable Market Value	x	Residential Tax Class Rate	=	Tax Capacity
<b>\$2,898</b>	<b>X</b>	<b>54.70%</b>	<b>=</b>	<b>\$1,585.21</b>
Tax Capacity	x	City of Mayer Tax Rate	=	City of Mayer Property Taxes

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

Preliminary - A home with an estimated Market Value of \$300,000 will pay an estimated \$1,585.21 per year in City of Mayer property taxes, or **\$132.10 per month.**

<i>City of Mayer Monthly Services</i>	<i>Preliminary</i>
<i>Street Repairs, Snow Plowing, Fleet Maintenance</i>	<i>\$14.86</i>
<i>Debt Payments</i>	<i>\$40.72</i>
<i>General Administration</i> <i>Including: Administration, Assessor, auditor, legal, elections, IT support, Supplies and projects</i> <i>Planning and Zoning, Engineering, Building Inspection.</i>	<i>\$34.98</i>
<i>Fire Protection</i>	<i>\$8.98</i>
<i>Police Protection</i>	<i>\$10.60</i>
<i>Park Recreation Facilities and Programming</i>	<i>\$6.08</i>
<i>Capital</i>	<i>\$21.14</i>
<i>Compost</i>	<i>\$0.39</i>
<i>Operating EDA</i>	<i>\$0.34</i>
<i>Total</i>	<i>\$132.10</i>



**CITY OF MAYER**  
**General Fund EXP 2020**  
 Current Period: July 2020

Account Descr	2019 Budget	2020 Budget	Proposed 1 Budget
<b>FUND 100 GENERAL FUND</b>			
Dept 41000 General Government			
E 100-41000-200 Office Supplies	\$3,000.00	\$3,000.00	\$3,000.00
E 100-41000-208 Training and Instruction	\$0.00	\$0.00	\$0.00
E 100-41000-300 Professional Svcs	\$0.00	\$0.00	\$0.00
E 100-41000-301 Auditing and Acct g Services	\$45,000.00	\$40,000.00	\$45,000.00
E 100-41000-303 Engineering Fees	\$15,000.00	\$50,000.00	\$30,000.00
E 100-41000-304 Legal Fees	\$15,000.00	\$20,000.00	\$22,500.00
E 100-41000-315 ACH Processing Fees	\$0.00	\$0.00	\$0.00
E 100-41000-321 Telephone	\$3,000.00	\$3,000.00	\$2,000.00
E 100-41000-322 Postage	\$1,500.00	\$1,500.00	\$1,500.00
E 100-41000-331 Travel Expenses	\$0.00	\$0.00	\$0.00
E 100-41000-340 Advertising	\$900.00	\$1,000.00	\$1,000.00
E 100-41000-350 Print/Binding	\$2,000.00	\$2,000.00	\$2,000.00
E 100-41000-351 Legal Notices Publishing	\$2,000.00	\$2,000.00	\$2,000.00
E 100-41000-355 Gopher State Locates	\$0.00	\$0.00	\$0.00
E 100-41000-360 Insurance (GENERAL)	\$15,500.00	\$15,500.00	\$15,500.00
E 100-41000-430 Miscellaneous (GENERAL)	\$6,000.00	\$9,000.00	\$9,000.00
E 100-41000-432 Uncollectable Checks	\$0.00	\$0.00	\$0.00
E 100-41000-433 Dues and Subscriptions	\$1,000.00	\$1,500.00	\$1,500.00
E 100-41000-490 Donations to Civic Org s	\$0.00	\$0.00	\$0.00
E 100-41000-500 Capital Outlay (GENERAL)	\$100,000.00	\$0.00	\$0.00
E 100-41000-620 Fiscal Agent s Fees	\$900.00	\$0.00	\$0.00
E 100-41000-700 Transfers (GENERAL)	\$0.00	\$0.00	\$0.00
E 100-41000-810 Refunds/Reimbursements	\$0.00	\$0.00	\$0.00
Dept 41000 General Government	\$210,800.00	\$148,500.00	\$135,000.00
Dept 41100 Council Wages			
E 100-41100-100 Wages and Salaries	\$15,500.00	\$15,500.00	\$15,500.00
E 100-41100-180 Employee Withholdings	\$2,500.00	\$2,500.00	\$2,500.00
E 100-41100-208 Training and Instruction	\$1,000.00	\$1,000.00	\$1,000.00
E 100-41100-300 Professional Svcs	\$1,800.00	\$1,800.00	\$1,800.00
E 100-41100-331 Travel Expenses	\$500.00	\$500.00	\$500.00
Dept 41100 Council Wages	\$21,300.00	\$21,300.00	\$21,300.00
Dept 41300 Administrator			
E 100-41300-100 Wages and Salaries	\$79,567.50	\$83,545.88	\$86,052.25
E 100-41300-120 Employer Contrib Ret	\$5,967.56	\$6,265.94	\$6,453.00
E 100-41300-131 Employer Paid Health	\$7,000.00	\$5,500.00	\$5,665.00
E 100-41300-133 Employer Paid Dental	\$600.00	\$700.00	\$721.00
E 100-41300-134 Employer Paid Life	\$36.00	\$36.00	\$38.00
E 100-41300-180 Employee Withholdings	\$6,086.91	\$6,391.26	\$6,583.00

Account Descr	2019 Budget	2020 Budget	Proposed 1 Budget
E 100-41300-208 Training and Instruction	\$3,000.00	\$3,000.00	\$3,000.00
E 100-41300-300 Professional Svcs	\$1,250.00	\$1,250.00	\$11,250.00
E 100-41300-331 Travel Expenses	\$500.00	\$500.00	\$500.00
Dept 41300 Administrator	\$104,007.97	\$107,189.08	\$120,262.25
Dept 41330 Boards and Commissions			
E 100-41330-430 Miscellaneous (GENERAL)	\$1,440.00	\$1,500.00	\$1,500.00
Dept 41330 Boards and Commissions	\$1,440.00	\$1,500.00	\$1,500.00
Dept 41400 City Clerk/Deputy			
E 100-41400-100 Wages and Salaries	\$14,674.40	\$17,094.00	\$19,015.36
E 100-41400-120 Employer Contrib Ret	\$1,100.58	\$1,132.05	\$1,259.29
E 100-41400-130 Employer Paid Ins	\$0.00	\$0.00	\$0.00
E 100-41400-131 Employer Paid Health	\$5,260.00	\$5,288.00	\$5,446.64
E 100-41400-133 Employer Paid Dental	\$204.00	\$0.00	\$0.00
E 100-41400-134 Employer Paid Life	\$12.24	\$12.24	\$12.61
E 100-41400-180 Employee Withholdings	\$1,122.59	\$1,154.69	\$1,284.47
E 100-41400-208 Training and Instruction	\$1,000.00	\$1,000.00	\$1,000.00
E 100-41400-300 Professional Svcs	\$1,250.00	\$1,250.00	\$1,250.00
E 100-41400-331 Travel Expenses	\$500.00	\$500.00	\$500.00
Dept 41400 City Clerk/Deputy	\$25,123.81	\$27,430.98	\$29,768.37
Dept 41410 Elections			
E 100-41410-100 Wages and Salaries	\$0.00	\$2,000.00	\$0.00
E 100-41410-210 Operating Supplies	\$0.00	\$1,500.00	\$1,050.00
E 100-41410-331 Travel Expenses	\$0.00	\$0.00	\$0.00
E 100-41410-350 Print/Binding	\$1,050.00	\$0.00	\$0.00
E 100-41410-351 Legal Notices Publishing	\$0.00	\$0.00	\$0.00
E 100-41410-430 Miscellaneous (GENERAL)	\$0.00	\$0.00	\$0.00
Dept 41410 Elections	\$1,050.00	\$3,500.00	\$1,050.00
Dept 41550 Assessment Services			
E 100-41550-300 Professional Svcs	\$14,000.00	\$15,000.00	\$16,000.00
Dept 41550 Assessment Services	\$14,000.00	\$15,000.00	\$16,000.00
Dept 41910 Planning and Zoning			
E 100-41910-100 Wages and Salaries	\$0.00	\$0.00	\$0.00
E 100-41910-110 Other Pay Boards & Commissions	\$3,110.00	\$3,250.00	\$3,250.00
E 100-41910-120 Employer Contrib Ret	\$0.00	\$0.00	\$0.00
E 100-41910-131 Employer Paid Health	\$0.00	\$0.00	\$0.00
E 100-41910-180 Employee Withholdings	\$0.00	\$0.00	\$0.00
E 100-41910-208 Training and Instruction	\$0.00	\$0.00	\$0.00
E 100-41910-300 Professional Svcs	\$6,500.00	\$7,000.00	\$7,500.00
E 100-41910-303 Engineering Fees	\$0.00	\$0.00	\$0.00
E 100-41910-331 Travel Expenses	\$0.00	\$0.00	\$0.00
Dept 41910 Planning and Zoning	\$9,610.00	\$10,250.00	\$10,750.00

Account Descr	2019 Budget	2020 Budget	Proposed 1 Budget
Dept 41920 Computer			
E 100-41920-312 Software Support	\$3,000.00	\$4,000.00	\$3,000.00
E 100-41920-400 Repairs & Maint Cont	\$7,000.00	\$1,000.00	\$1,000.00
E 100-41920-500 Capital Outlay (GENERAL)	\$15,000.00	\$20,000.00	\$15,000.00
Dept 41920 Computer	\$25,000.00	\$25,000.00	\$19,000.00
Dept 41940 Community Center			
E 100-41940-100 Wages and Salaries	\$0.00	\$0.00	\$0.00
E 100-41940-120 Employer Contrib Ret	\$0.00	\$0.00	\$0.00
E 100-41940-180 Employee Withholdings	\$0.00	\$0.00	\$0.00
E 100-41940-300 Professional Svcs	\$6,000.00	\$7,000.00	\$7,000.00
E 100-41940-321 Telephone	\$0.00	\$0.00	\$0.00
E 100-41940-381 Electric Utilities	\$8,000.00	\$8,000.00	\$8,000.00
E 100-41940-383 Gas Utilities	\$7,000.00	\$7,000.00	\$7,000.00
E 100-41940-400 Repairs & Maint Cont	\$10,000.00	\$10,000.00	\$10,000.00
E 100-41940-438 Comm Ctr Pop	\$0.00	\$0.00	\$0.00
E 100-41940-500 Capital Outlay (GENERAL)	\$10,000.00	\$15,000.00	\$20,000.00
E 100-41940-720 Transfer Out	\$0.00	\$0.00	\$0.00
E 100-41940-810 Refunds/Reimbursements	\$0.00	\$0.00	\$0.00
Dept 41940 Community Center	\$41,000.00	\$47,000.00	\$52,000.00
Dept 42100 Police Contract			
E 100-42100-300 Professional Svcs	\$100,000.00	\$130,000.00	\$135,000.00
E 100-42100-430 Miscellaneous (GENERAL)	\$2,100.00	\$2,100.00	\$2,100.00
Dept 42100 Police Contract	\$102,100.00	\$132,100.00	\$137,100.00
Dept 42200 Fire Protection			
E 100-42200-100 Wages and Salaries	\$39,000.00	\$39,000.00	\$42,000.00
E 100-42200-129 PENSION EXPENSE	\$0.00	\$5,300.00	\$0.00
E 100-42200-180 Employee Withholdings	\$4,400.00	\$4,400.00	\$4,400.00
E 100-42200-200 Office Supplies	\$200.00	\$200.00	\$200.00
E 100-42200-208 Training and Instruction	\$8,500.00	\$8,500.00	\$8,500.00
E 100-42200-230 Fire Department Explorer s	\$500.00	\$750.00	\$750.00
E 100-42200-300 Professional Svcs	\$0.00	\$0.00	\$0.00
E 100-42200-305 Medical and Physicals	\$2,000.00	\$2,000.00	\$2,000.00
E 100-42200-322 Postage	\$125.00	\$125.00	\$125.00
E 100-42200-331 Travel Expenses	\$350.00	\$500.00	\$500.00
E 100-42200-360 Insurance (GENERAL)	\$10,000.00	\$10,000.00	\$15,000.00
E 100-42200-430 Miscellaneous (GENERAL)	\$500.00	\$750.00	\$750.00
E 100-42200-433 Dues and Subscriptions	\$1,500.00	\$1,500.00	\$1,500.00
E 100-42200-500 Capital Outlay (GENERAL)	\$0.00	\$0.00	\$0.00
E 100-42200-700 Transfers (GENERAL)	\$0.00	\$0.00	\$0.00
E 100-42200-720 Transfer Out	\$0.00	\$0.00	\$0.00
E 100-42200-810 Refunds/Reimbursements	\$0.00	\$0.00	\$0.00

Account Descr	2019 Budget	2020 Budget	Proposed 1 Budget
Dept 42200 Fire Protection	\$67,075.00	\$73,025.00	\$75,725.00
Dept 42247 WAFTA			
E 100-42247-400 Repairs & Maint Cont	\$2,000.00	\$2,000.00	\$2,000.00
Dept 42247 WAFTA	\$2,000.00	\$2,000.00	\$2,000.00
Dept 42260 Fire Equipment			
E 100-42260-212 Motor Fuels	\$1,800.00	\$2,000.00	\$2,500.00
E 100-42260-400 Repairs & Maint Cont	\$14,000.00	\$15,000.00	\$15,000.00
E 100-42260-406 800 Mgz Radios	\$22,750.00	\$0.00	\$0.00
E 100-42260-417 Uniform Rental	\$0.00	\$0.00	\$0.00
E 100-42260-500 Capital Outlay (GENERAL)	\$0.00	\$0.00	\$0.00
E 100-42260-517 PPE Purchase	\$100,000.00	\$0.00	\$0.00
E 100-42260-580 New Equipment	\$0.00	\$7,500.00	\$10,000.00
E 100-42260-720 Transfer Out	\$0.00	\$0.00	\$0.00
Dept 42260 Fire Equipment	\$138,550.00	\$24,500.00	\$27,500.00
Dept 42280 Fire Station			
E 100-42280-210 Operating Supplies	\$500.00	\$500.00	\$500.00
E 100-42280-321 Telephone	\$1,500.00	\$1,500.00	\$1,500.00
E 100-42280-381 Electric Utilities	\$1,800.00	\$1,800.00	\$1,800.00
E 100-42280-383 Gas Utilities	\$3,000.00	\$3,000.00	\$3,000.00
E 100-42280-400 Repairs & Maint Cont	\$3,000.00	\$3,000.00	\$5,000.00
E 100-42280-500 Capital Outlay (GENERAL)	\$0.00	\$0.00	\$0.00
E 100-42280-600 Debt Srv Principal	\$3,500.00	\$0.00	\$0.00
E 100-42280-601 Debt Srv Interest	\$0.00	\$0.00	\$0.00
Dept 42280 Fire Station	\$13,300.00	\$9,800.00	\$11,800.00
Dept 42282 Fire Dept Land			
E 100-42282-600 Debt Srv Principal	\$0.00	\$0.00	\$0.00
E 100-42282-601 Debt Srv Interest	\$0.00	\$0.00	\$0.00
Dept 42282 Fire Dept Land	\$0.00	\$0.00	\$0.00
Dept 42285 FD Truck Payment			
E 100-42285-600 Debt Srv Principal	\$19,293.00	\$19,293.00	\$19,293.00
E 100-42285-601 Debt Srv Interest	\$2,456.00	\$2,456.00	\$2,456.00
Dept 42285 FD Truck Payment	\$21,749.00	\$21,749.00	\$21,749.00
Dept 42290 FD Relief Association			
E 100-42290-124 Fire Pension Contributions	\$0.00	\$0.00	\$0.00
Dept 42290 FD Relief Association	\$0.00	\$0.00	\$0.00
Dept 42400 Building Inspection			
E 100-42400-300 Professional Svcs	\$25,000.00	\$25,000.00	\$30,000.00
E 100-42400-430 Miscellaneous (GENERAL)	\$0.00	\$0.00	\$0.00
Dept 42400 Building Inspection	\$25,000.00	\$25,000.00	\$30,000.00

Account Descr	2019 Budget	2020 Budget	Proposed 1 Budget
Dept 42500 Civil Defense			
E 100-42500-381 Electric Utilities	\$0.00	\$0.00	\$0.00
E 100-42500-400 Repairs & Maint Cont	\$450.00	\$450.00	\$450.00
E 100-42500-500 Capital Outlay (GENERAL)	\$0.00	\$0.00	\$0.00
Dept 42500 Civil Defense	\$450.00	\$450.00	\$450.00
Dept 42700 Animal Control			
E 100-42700-300 Professional Svcs	\$650.00	\$650.00	\$650.00
Dept 42700 Animal Control	\$650.00	\$650.00	\$650.00
Dept 43000 Public Works			
E 100-43000-360 Insurance (GENERAL)	\$0.00	\$0.00	\$0.00
E 100-43000-720 Transfer Out	\$0.00	\$0.00	\$0.00
Dept 43000 Public Works	\$0.00	\$0.00	\$0.00
Dept 43100 Hwys, Streets, & Roads			
E 100-43100-100 Wages and Salaries	\$30,000.00	\$33,000.00	\$39,566.82
E 100-43100-120 Employer Contrib Ret	\$2,250.00	\$2,475.00	\$2,975.22
E 100-43100-131 Employer Paid Health	\$9,250.00	\$7,932.00	\$8,169.96
E 100-43100-133 Employer Paid Dental	\$650.00	\$0.00	\$0.00
E 100-43100-134 Employer Paid Life	\$18.00	\$18.00	\$18.54
E 100-43100-180 Employee Withholdings	\$2,295.00	\$2,624.50	\$3,154.64
E 100-43100-208 Training and Instruction	\$1,000.00	\$1,000.00	\$1,500.00
E 100-43100-210 Operating Supplies	\$4,000.00	\$4,000.00	\$5,000.00
E 100-43100-212 Motor Fuels	\$5,000.00	\$5,000.00	\$5,500.00
E 100-43100-300 Professional Svcs	\$2,000.00	\$2,000.00	\$2,000.00
E 100-43100-303 Engineering Fees	\$0.00	\$0.00	\$0.00
E 100-43100-304 Legal Fees	\$0.00	\$0.00	\$0.00
E 100-43100-310 Contract Services	\$2,500.00	\$2,500.00	\$6,500.00
E 100-43100-321 Telephone	\$500.00	\$500.00	\$750.00
E 100-43100-331 Travel Expenses	\$400.00	\$500.00	\$500.00
E 100-43100-360 Insurance (GENERAL)	\$2,000.00	\$3,500.00	\$3,500.00
E 100-43100-400 Repairs & Maint Cont	\$15,000.00	\$15,000.00	\$20,000.00
E 100-43100-430 Miscellaneous (GENERAL)	\$1,000.00	\$1,000.00	\$1,000.00
E 100-43100-500 Capital Outlay (GENERAL)	\$74,000.00	\$65,000.00	\$100,000.00
Dept 43100 Hwys, Streets, & Roads	\$151,863.00	\$146,049.50	\$200,135.18
Dept 43124 Sidewalks and Crosswalk			
E 100-43124-300 Professional Svcs	\$0.00	\$0.00	\$0.00
Dept 43124 Sidewalks and Crosswalk	\$0.00	\$0.00	\$0.00
Dept 43125 Ice & Snow Removal			
E 100-43125-229 Sand & Salt	\$7,000.00	\$10,000.00	\$20,000.00
E 100-43125-300 Professional Svcs	\$20,000.00	\$20,000.00	\$0.00
Dept 43125 Ice & Snow Removal	\$27,000.00	\$30,000.00	\$20,000.00

Account Descr	2019 Budget	2020 Budget	Proposed 1 Budget
Dept 43150 Storm Drainage			
E 100-43150-303 Engineering Fees	\$0.00	\$0.00	\$0.00
E 100-43150-430 Miscellaneous (GENERAL)	\$0.00	\$0.00	\$0.00
E 100-43150-500 Capital Outlay (GENERAL)	\$0.00	\$0.00	\$0.00
Dept 43150 Storm Drainage	\$0.00	\$0.00	\$0.00
Dept 43160 Street Lighting			
E 100-43160-381 Electric Utilities	\$30,000.00	\$31,000.00	\$32,000.00
E 100-43160-400 Repairs & Maint Cont	\$0.00	\$0.00	\$0.00
Dept 43160 Street Lighting	\$30,000.00	\$31,000.00	\$32,000.00
Dept 43700 Maintenance Bldg			
E 100-43700-200 Office Supplies	\$0.00	\$0.00	\$0.00
E 100-43700-321 Telephone	\$960.00	\$960.00	\$1,200.00
E 100-43700-381 Electric Utilities	\$2,500.00	\$2,500.00	\$2,750.00
E 100-43700-383 Gas Utilities	\$1,500.00	\$1,500.00	\$1,750.00
E 100-43700-400 Repairs & Maint Cont	\$5,000.00	\$5,000.00	\$5,250.00
E 100-43700-500 Capital Outlay (GENERAL)	\$0.00	\$5,000.00	\$5,500.00
E 100-43700-580 New Equipment	\$5,000.00	\$5,000.00	\$5,500.00
Dept 43700 Maintenance Bldg	\$14,960.00	\$19,960.00	\$21,950.00
Dept 45000 Park and Rec			
E 100-45000-100 Wages and Salaries	\$30,000.00	\$33,000.00	\$39,566.82
E 100-45000-110 Other Pay Boards & Commissions	\$1,500.00	\$1,500.00	\$1,500.00
E 100-45000-120 Employer Contrib Ret	\$2,250.00	\$2,475.00	\$2,975.22
E 100-45000-131 Employer Paid Health	\$9,250.00	\$7,932.00	\$8,169.96
E 100-45000-133 Employer Paid Dental	\$650.00	\$0.00	\$0.00
E 100-45000-134 Employer Paid Life	\$18.00	\$18.00	\$18.54
E 100-45000-180 Employee Withholdings	\$2,295.00	\$2,624.50	\$3,154.64
E 100-45000-212 Motor Fuels	\$1,300.00	\$1,300.00	\$1,300.00
E 100-45000-300 Professional Svcs	\$7,000.00	\$5,000.00	\$5,000.00
E 100-45000-303 Engineering Fees	\$2,000.00	\$2,000.00	\$2,000.00
E 100-45000-360 Insurance (GENERAL)	\$5,000.00	\$5,000.00	\$5,000.00
E 100-45000-370 Recreation Program	\$1,000.00	\$0.00	\$0.00
E 100-45000-381 Electric Utilities	\$150.00	\$150.00	\$150.00
E 100-45000-400 Repairs & Maint Cont	\$5,000.00	\$5,000.00	\$10,000.00
E 100-45000-430 Miscellaneous (GENERAL)	\$500.00	\$500.00	\$500.00
E 100-45000-490 Donations to Civic Org s	\$0.00	\$0.00	\$0.00
E 100-45000-500 Capital Outlay (GENERAL)	\$70,000.00	\$0.00	\$0.00
E 100-45000-530 City Beautification	\$2,000.00	\$2,000.00	\$15,000.00
E 100-45000-580 New Equipment	\$0.00	\$0.00	\$0.00
E 100-45000-720 Transfer Out	\$0.00	\$0.00	\$0.00
Dept 45000 Park and Rec	\$139,913.00	\$68,499.50	\$94,335.18
Dept 45300 Baseball Park			

Account Descr	2019 Budget	2020 Budget	Proposed 1 Budget
E 100-45300-400 Repairs & Maint Cont	\$0.00	\$0.00	\$0.00
E 100-45300-500 Capital Outlay (GENERAL)	\$0.00	\$0.00	\$0.00
E 100-45300-580 New Equipment	\$0.00	\$0.00	\$0.00
Dept 45300 Baseball Park	\$0.00	\$0.00	\$0.00
Dept 46340 Other Redevelopment/Housing			
E 100-46340-300 Professional Srvs	\$0.00	\$0.00	\$0.00
Dept 46340 Other Redevelopment/Housing	\$0.00	\$0.00	\$0.00
Dept 46500 Economic Develop mt (GENERAL)			
E 100-46500-110 Other Pay Boards & Commissions	\$450.00	\$450.00	\$450.00
E 100-46500-300 Professional Srvs	\$1,100.00	\$1,100.00	\$1,100.00
E 100-46500-321 Telephone	\$0.00	\$0.00	\$0.00
E 100-46500-322 Postage	\$0.00	\$0.00	\$0.00
E 100-46500-331 Travel Expenses	\$0.00	\$0.00	\$0.00
E 100-46500-340 Advertising	\$3,000.00	\$3,000.00	\$3,000.00
E 100-46500-350 Print/Binding	\$0.00	\$0.00	\$0.00
E 100-46500-720 Transfer Out	\$0.00	\$0.00	\$0.00
Dept 46500 Economic Develop mt (GENERAL)	\$4,550.00	\$4,550.00	\$4,550.00
Dept 47000 Debt Service (GENERAL)			
E 100-47000-610 Interest	\$0.00	\$0.00	\$0.00
Dept 47000 Debt Service (GENERAL)	\$0.00	\$0.00	\$0.00
Dept 49503 Refuse Collection/ Residents			
E 100-49503-300 Professional Srvs	\$0.00	\$0.00	\$0.00
Dept 49503 Refuse Collection/ Residents	\$0.00	\$0.00	\$0.00
Dept 49505 Compost			
E 100-49505-100 Wages and Salaries	\$3,150.00	\$3,150.00	\$4,000.00
E 100-49505-180 Employee Withholdings	\$240.00	\$250.00	\$350.00
E 100-49505-300 Professional Srvs	\$0.00	\$0.00	\$0.00
E 100-49505-322 Postage	\$0.00	\$0.00	\$0.00
E 100-49505-400 Repairs & Maint Cont	\$2,000.00	\$2,000.00	\$2,000.00
E 100-49505-430 Miscellaneous (GENERAL)	\$0.00	\$0.00	\$0.00
Dept 49505 Compost	\$5,390.00	\$5,400.00	\$6,350.00
Dept 49507 Organics			
E 100-49507-300 Professional Srvs	\$0.00	\$0.00	\$0.00
Dept 49507 Organics	\$0.00	\$0.00	\$0.00
Dept 49508 Recycling			
E 100-49508-300 Professional Srvs	\$0.00	\$0.00	\$0.00
Dept 49508 Recycling	\$0.00	\$0.00	\$0.00
Dept 49570 Sales Tax			
E 100-49570-450 Sales Tax Payment	\$0.00	\$0.00	\$0.00

Account Descr	2019 Budget	2020 Budget	Proposed 1 Budget
Dept 49570 Sales Tax	\$0.00	\$0.00	\$0.00
FUND 100 GENERAL FUND	\$1,197,881.78	\$1,001,403.06	\$1,092,924.98

Date Entered In: GRM \_\_\_\_\_  
 PC \_\_\_\_\_  
 Comparison \_\_\_\_\_  
 Levy Limit \_\_\_\_\_

**City of Mayer  
 Proposed Levy Certification  
 Payable 2021**

	FUND	Budget Amount (Prior to <b>any</b> state aid adjustments) <b>(A)</b>	Debt Fund? <b>(Y or N)</b>	G.O. Bond? <b>(Y or N)</b>	Tax Based Upon? (✓ one)		LGA Percent Distribution (A) / Total (A) <b>(B)</b>	Local Govt Aid (LGA) (as certified by Dept of Rev) Total (C) X (B) <b>(C)</b>	Certified Levy to County Auditor (A) - (C) = (D) <b>(D)</b>
					Net TC	EMV			
1	Revenue	\$ 1,159,563	N	N	✓		0.671134674	\$ 236,470	\$ 923,093
4	Debt Service (Sewer)	\$ 234,500	Y	Y	✓		0.135724476	\$ 47,822	\$ 186,678
5	Fire Dept.	\$ -	Y	N	✓		0	\$ -	\$ -
48	Debt Fire Dept - Fire Truck	\$ 21,749	Y	Y	✓		0.012587939	\$ 4,435	\$ 17,314
55	Local Street Improv (2007 East Side Reconstruct)	\$ 155,000	Y	Y	✓		0.089711274	\$ 31,609	\$ 123,391
169	Go Bond 2015A	\$ 49,289	Y	Y	✓		0.028527606	\$ 10,052	\$ 39,237
	Fire Dept. Tanker 2020A	\$ 22,664	Y	Y	✓		0.013117525	\$ 4,622	\$ 18,042
	Proposed Fire Station 2021	\$ 85,000	Y	Y	✓		0.049196505	\$ 17,334	\$ 67,666
	<b>TOTAL</b>	<b>\$ 1,727,765</b>					<b>100.000%</b>	<b>\$ 352,344</b>	<b>\$ 1,375,421</b>

**MUST BE IN DOLLAR AMOUNTS ONLY! (NO CENTS)**

**Please verify that all lines add across and all columns add up to the number reported on the total line.**

By signing this form I am certifying that the monies levied will be sufficient to meet all bond and interest payments.

\_\_\_\_\_  
 Authorized Signature

\_\_\_\_\_  
 Date

## ESTIMATED TAX RATE CALCULATION

**Please Enter Your City's Information in the Highlighted Cells:**

**Levy Information**

\$	1,375,421	Tax Capacity Based Levy Amount (after LGA)
\$	-	Market Value Based Levy

**You can find the following information on the Tax Capacity Estimate Sheet Included**

\$	246,988	FD Distribution Dollars
\$	2,062,810	Adjusted Tax Capacity = Tax Capacity - TIF Capt'd TC - FD Contribution TC
\$	-	Ref Market Value

TAX TYPE	CERTIFIED LEVY	CARVER CO FD	LOCAL LEVY	TAXABLE VALUE	TAX RATE
Market Value Based	0	0	0	0	#DIV/0!
Tax Capacity Based	1,375,421	246,988	1,128,433	2,062,810	54.70366054%

**CITY OF MAYER PRELIMINARY BUDGET  
RESOLUTION 9.28.20.40**

WHEREAS, The 2021 Proposed budget must be adopted by September 30, 2020; and  
WHEREAS, The 2021 Actual Final Budget adopted subsequent to this resolution may be lower and such amounts are not preordained; and  
WHEREAS, the City Council will further review the budget for cost savings and reductions before establishing the final budget; and  
BE IT RESOLVED, By the City Council of the City of Mayer, Minnesota that the budgeted expenditures, excluding depreciation, for each fund during the 2021 calendar be as follows:

**General Fund**

General Government	\$469,730.62
Public Safety	\$275,874.00
Public Works Streets	\$242,085.18
Parks and Recreation	\$94,335.18
Compost	\$6,350.00
Operating EDA	\$4,550.00

**Total General Fund** **\$1,092,924.98**

**Capital**

Fire Department	\$100,000.00
Streets	\$75,000.00
Park and Recreation	\$75,000.00
Public Works Building	\$50,000.00

**Total Capital** **\$300,000.00**

**Debt**

Proposed Fire Station (2021)	\$85,000.00
Fire Station 2020A	\$22,664.00
GO Bonds 2014A	\$155,000.00
GO Bonds 2015A	\$49,289.00
GO Bonds 2007A	\$234,500.00
Fire Truck	\$21,479.00

**Total Debt** **\$568,202.00**

**Total Expenditures for the 2021 Budget** **\$1,375,420.58**

Adopted by the City Council of the City of Mayer this 28<sup>th</sup> day of September, 2020.

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

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

**RESOLUTION 9.28.20.41  
ADOPTING YEAR 2020  
PRELIMINARY TAX LEVY  
FOR THE CITY OF MAYER  
COLLECTION IN 2021**

WHEREAS, The 2021 Preliminary Levy must be adopted by September 30, 2020; and

WHEREAS, The City of Mayer is dependent upon collection of a tax to fund a portion of its operating budget, capital budget and to pay bonded debt; and

NOW THEREFORE BE IT RESOLVED, that the City Council of the City of Mayer, Carver County, Minnesota, hereby adopts the following preliminary tax levy for collection in 2021 upon taxable property in the City of Mayer for the following purposes:

<b>GENERAL FUND LEVY</b>	<b>\$507,218.58</b>
<b>CAPITAL LEVY</b>	<b>\$300,000.00</b>
<b>DEBT SERVICE LEVY</b>	
GO Improvement and Utility Refunding Bonds 2014A	\$218,079.00
Fire Truck	\$21,470.00
GO Bonds 2015A	\$46,961.00
GO Water and Sewer Refunding Bonds 2007A	\$234,500.00
Fire Department Tanker	\$22,644.00
Proposed Fire Station	\$85,000.00
<b>Total Debt</b>	<b>\$568,202.00</b>
<b>Total Levy</b>	<b>\$1,375,420.58</b>

Adopted this 28<sup>rd</sup> day of September, 2020 by the Mayer City Council.

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Margaret McCallum, City Administrator

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Michael Dodge, Mayor



## Request for Council Action Memorandum

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Item: Widmer Construction - Snow Removal Contract

**Meeting Date: September 28, 2020**

Presented By: Margaret McCallum, City Administrator

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

To review and approve the snow removal contract with 2020-2021 rates provided by Widmer Construction for 2020- 2021 winter season.

**Details:**

Since 2018, the City has been planning on bringing snow plowing operations within city operations in the Public Works Department. The City purchased a plow truck and has the equipment necessary.

The City recently had a resignation of one of its two Public Works Personnel; leaving the city currently short staffed. The earliest projected hire date would be early November 2020. The City is unsure at this time what the qualifications of this employee will be and what training they will need.

Therefore, it was decided to reach out to the City's previous snow plowing contractor, Widmer Construction, to ask if they would be willing to take on the 2020-2021 snow plowing operations for the City of Mayer.

The contract is the same as the 2019-2020 season. The rates would be the same as well.

***Widmer Construction agreed to provide rates for the 2020-2021 season:***

Equipment:	Hourly Rate
Bobcat	\$180/hour
Single Axle Plow/Wing/Sander	\$180/hour
Payloader/Plow	\$180/hour
Tandem Truck/Hauling	\$125/hour
Pickup/Plow	\$125/hour

**Attachments:**

2020-2021 Widmer Contract with City of Mayer

**CITY OF MAYER  
AGREEMENT FOR STREET SNOW REMOVAL**

**1. PURPOSE/INTENT**

A. Street Snow Removal.

The purpose of this Agreement is to provide the City of Mayer, 413 Bluejay Avenue, Mayer, MN 55360 (hereinafter called "CITY") and Widmer Construction LLC (hereinafter called "CONTRACTOR") with a mutually acceptable agreement to provide planned and emergency scheduled snow removal operations on local city streets and roadways within the City of Mayer, Minnesota.

B. Routes.

This Agreement is for the Contractor to provide for snow removal operations for all of the city street of the City according to the City of Mayer Snow Plowing/Ice Control Policy (Attached as Exhibit A).

Exhibit A is provided only as a reference to the location and approximate scope of the snow removal services required under this Agreement. The City has the right to expand, decrease or modify the designated routes (Exhibit A) without prior notice to the Contractor and without affecting any condition or provision contained within this Agreement including compensation.

C. Administration.

This Agreement is entered into with the City Council of the City and shall be administered by the Public Works Department and under the direct operation and supervision of a designated Public Works representative. The Contractor shall take direction from the designated representative as to specific plowing instructions.

D. Street Snow Removal Policy.

The City's snow removal policy requires the removal of snow from face to curb to face to curb (F-F) of all local streets, road, and cul-de-sacs after the accumulation of one (1) or more inches of snow.

It is the intention of the City to retain the services of the Contractor for each snow fall requiring the removal under the City current Snow Removal Policy. However, the City cannot and will not guarantee a minimum number of work hours for any snow removal operation or number of operations.

E. Mail Box Repair Policy and Sod Repair Policy

The Contractor shall follow and adhere to the guidelines presented in the City's Mail Box Repair Policy and Sod Repair Policy. (Exhibit C).

## **2. LENGTH OF AGREEMENT**

- A. This Agreement is limited to the snow removal season commencing November 1, 2020 and ending April 30, 2021. However, this Agreement is subject to the right of the City to review the performance of the Contractor after each snow removal season and to determine if the Agreement should be continued for another snow removal season. The City will notify the Contractor of its decision by June 15<sup>th</sup> of each year.
- B. This Agreement may be terminated for good cause, including failure to perform in accordance with the terms of this Agreement, by the City during the Agreement period subject to written notice being sent to the Contractor by certified mail, return receipt requested at the address set forth on the Contractor's bid form attached as Exhibit B.

## **3. EQUIPMENT AND RATES**

- A. The Contractor shall provide the equipment set forth on the Contractor's bid form attached as Exhibit B and the City shall pay the Contractor the hourly rates for actual hours worked as set forth on the Contractor's bid form attached as Exhibit B.
- B. Accessories and Safety Equipment.  
All vehicles shall be properly equipped and outfitted to meet all local, county, state and federal laws required for on-the-road emergency snow removal operations. They shall provide the operator with full visibility in all directions and shall have a back-up warning system. The operator's cab shall be fully enclosed and properly equipped with all equipment necessary to allow for the efficient and safe operation of that vehicle. The City reserves the right to reject, at any time, without notice to the Contractor, any vehicle that does not appear to comply with all rules or regulations required for over-the-road snow removal operation. Rejection of vehicle acceptability will also take into consideration the condition and limitations of operation of the vehicle or its accessory equipment.

## **4. OPERATION AND MAINTENANCE**

- A. Operator.  
The Contractor shall ensure that the operator, provided with each piece of equipment, is fully trained and properly licensed with the State of Minnesota to operate the bid vehicle or any anticipated replacement. The Contractor shall make every effort possible to ensure that the same operator performs the snow removal operation during the length of the Agreement.
- B. Parts and Fuel.  
The hourly rates contained herein shall cover all operation and maintenance expenses including, but not limited to, fuels, lubricants, supplies and support services. It shall also include depreciation on the vehicle and related equipment including the repair,

maintenance, and replacement of all materials and supplies including cutting edges and tire chain cross links. It shall also include all labor, tools, and equipment necessary for making any and all repairs or replacement which may be necessary to keep and maintain the machine and all parts thereof in proper and safe working order and serviceable repair.

C. Storage.

The Contractor shall assume all responsibility and costs associated with maintaining proper and necessary protection/shelter/storage for both the vehicle and operator.

**5. HOURLY RATES**

A. Operators.

All hourly rates shall include full operation by a qualified operator.

B. Quantities.

All rates shall be on an hourly basis and shall be rounded to the nearly 0.1 (tenth) hour.

C. Premium/Overtime.

No premium calculation or additional adjustment shall be given to the rates for any hours worked regardless of day, date, time of day or consecutive hours worked in any given snow removal operation or calendar week unless specifically provided for in this Agreement.

**6. PERFORMANCE REQUIREMENTS**

A. Personnel.

The Contractor shall provide the City with the name, address and telephone number(s) for at least two designated contract personnel responsible for insuring response to the City's request for rental services. The Contractor shall ensure that at least one of the contact persons is available and accessible 24 hours per day, seven days per week.

B. Response Time.

The Contractor shall be able to respond and begin snow removal operations within one (1) hour and no later than two (2) hours from the start time requested by the City for any given snow removal request. The Contractor shall ensure that the equipment and operator are ready and able to continuously provide snow removal service through the completion of the routes designated in the attached exhibits as directed by and to the satisfaction of the City.

C. Down Time.

The Contractor shall ensure that all equipment provided is maintained in a proper manner to minimize required maintenance or emergency repairs during the performance of snow removal operations. If, once commencing a snow removal operation, a piece of equipment becomes disabled and nonfunctionable for a period of three (3) consecutive hours, the

Contractor shall provide a satisfactory replacement vehicle and operator if necessary at no additional cost to the City.

D. Authority/Direction.

The Contractor and its designated operators shall respond to all directions given by the City in a positive, courteous and timely manner during the snow removal operations. The City reserves the right to reject any piece of equipment or operator from continued or further engagement of services due to incompetence and insubordination or inability of the piece of equipment to function properly for the requested services.

The Contractor shall begin the snow removal operations at a designated point and follow a specific progression as directed by the City.

E. Law Obedience.

The Contractor and its designated operators shall be responsible for their actions and comply with all regulatory laws and ordinances governing the operation of the machine while performing snow removal operations for the City.

F. Non-Performance.

The Contractor waives any and all objections, rights to objections and claims for additional compensation, damages or loss of revenue resulting from work performed by the City wither prior to, during or after any scheduled or emergency snow removal operation in lieu of these contractual services as may be necessary due to non performance or excessive delays of the Contractor.

G. Property Damage.

The Contractor shall be responsible for any and all damage to private as well as public property (including public utilities) due to its own or its employees' negligence in performing snow removal operations.

**7. COMPENSATION**

A. Payment Schedule.

All pay requests must be prepared and submitted by the Contractor as verified and approved by the Public Works Department. All pay requests so received shall be processed and payment made by the City not less than 15 nor more than 30 days after receipt.

**8. INSURANCE/LIABILITY/CLAIMS**

A. Indemnification.

The Contractor indemnifies, saves and holds harmless the City and all of its agents and employees of and from any and all claims, demands, actions or causes of action of

whatsoever nature or character arising out of or by reason of the Contractor's performance under this Agreement. It is hereby understood and agreed that any and all employees of the Contractor and all other person employed by the Contractor in the performance of services under this Agreement, required of provided for hereunder by the Contractor, shall not be considered employees of the City and that any and all claims that may or might arise under the Workers' Compensation Act of the State of Minnesota on behalf of said employees while so engaged shall, in no way, be the obligation or responsibility of the City.

B. Insurance.

The Contractor shall, at its sole cost and expense, carry and maintain general and public liability and property damage insurance coverage of at least \$600,000 for any one accident and at least \$600,000 aggregate protecting the Contractor, its employees and the City against any and all claims of any kind or character whatsoever arising from damage, injury (including bodily injury or death) caused by or arising from the Contractor of its employees or agents to its activities or operations in providing snow removal for the City. Such insurance shall be in full force and effect at all times. Such insurance policy shall provide for a minimum of 30 days written notice to the City of cancellation, nonrenewal or material change of the required insurance coverage. The requirement and approval of this insurance by the City shall not in any way relive or decrease the liability of the Contractor. It is expressly understood that the City does not in any way represent that the specified limits of liability or coverage or policy forms are sufficient or adequate to protect the interest or liabilities of the Contractor.

C. Legal Compliance.

The Contractor agrees to comply with all State and Federal Laws and local ordinances governing the employment of personnel including, but not limited t, Minnesota Statutes Section 181.59 relating to discrimination in employment, and Section 290.07 requiring the certification of income tax withholding. If during the term of this Agreement or any extension thereof, it is discovered that the Contractor is not in compliance with the applicable statutes and regulations or if the Contractor engages in any discriminatory practices, then the City may cancel the Agreement as provided by the cancellation clause.

D. Claims.

The Contractor agrees to process and resolve all claims submitted by affected property owners of the City in a timely manner.

**IN THE WITNESS WHEREOF**, the parties hereto have executed this Agreement as of this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

**WIDMER CONSTRUCTION LLC**

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

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

**CITY OF MAYER**

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

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

# **EXHIBIT A**

## **PLOWING/SANDING PRIORITIES**

### **PRIORITY A**

Streets with the greatest priority.

### **PRIORITY B**

Streets providing access to schools and commercial property.

### **PRIORITY C**

Lower volume residential streets.

### **PRIORITY D**

Cul-de-sacs and alleys.

## **EXHIBIT B**

### **SERVICE RATES WIDMER CONSTRUCTION LLC**

**For November 2020 – April 2021**

<b>Equipment</b>	<b>Hourly Rate</b>
Bobcat	\$180.00
Single Axle Plow/Wing/Sander/10 foot with Wing	\$180.00
Payloader/Plow	\$180.00
Tandem Truck/Hauling	\$125.00
Pickup/Plow	\$125.00

Widmer Construction LLC  
952-955-5062  
Tony Cell  
612-581-1686

## EXHIBIT C

### MAILBOX REPAIR POLICY

Purpose: This policy is to address the City's response to mail boxes that have been damaged due to a snow removal event.

Process: A determination will be made by the Contractor and the Public Works Department on the cause of the damage and the responsible party.

The Contractor and Staff will document the damage in writing and if necessary with pictures. The address, date and damage will be identified.

The homeowner will be notified and given a date and time in which the mail box repairs will be completed. Depending on the extent of the damage, if mail is unable to be delivered to the homeowner, then the mail box should be repaired immediately. If the damage to the mailbox is not significant and mail can still be delivered, the repairs must be completed within seven (7) days from the date of damage.

### SOD REPAIR POLICY

Purpose: This policy shall address the City's response to sod damage as a result of snow plowing.

Process: As soon as weather allows, City staff will inventory all lots within the City for damage to sod as a result of snow plowing. The list will then be provided to the snow removal Contractor. All sod repairs should be completed by May 1<sup>st</sup> of each year in a professional manner.



## Request for Council Action Memorandum

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Item: Sheriff's Department Contract

**Meeting Date: September 28, 2020**

Presented By: Margaret McCallum, City Administrator

**Details:**

The City Council is going to be asked whether they want to backfill certain hours during a leave of absence of the City's Deputy.

The contract states that the FTE deputy position will not be automatically backfilled for time away for regular assignment duties, training, holidays, vacation, sick leave and other benefited time.

The City can backfill if they purchase hours at a rate of \$68.42 per hour.

The City budgeted \$130,000.00 for police services in 2020.

The contract is for \$121,620.00.

The City budgets additional funds in case of the need to backfill events, etc.

The City budgeted funds is \$8,380. At a rate of \$68.42, the City can purchase up to 122 hours.

**Attachments:**

2020 Contract.

# CONTRACT FOR POLICE SERVICES

## Mayer

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

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

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

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

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

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

### ARTICLE I

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

### ARTICLE II

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

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

### ARTICLE III

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

### ARTICLE IV

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

### ARTICLE V

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

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

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

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

5. LIABILITY

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

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

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

#### ARTICLE VI

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

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

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

ARTICLE VII

MENU OF POLICE SERVICES

1. POLICE STAFFING OPTIONS

1.1 FULL TIME EQUIVALENT (FTE) PERSONNEL OPTION

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

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

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

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

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

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

PERSONNEL COST

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

VEHICLE COST

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

#### ARTICLE VIII

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

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

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

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

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

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

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

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

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

COUNTY OF CARVER:

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

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

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

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

Attest

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

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



**REQUEST FOR CITY COUNCIL ACTION**

<b>Meeting Date:</b>	September 28, 2020
<b>Item Name:</b>	Make-Up-Air Unit Replacement
<b>Originating Department:</b>	Public Works
<b>Presented by:</b>	Kyle Kuntz

<b>Previous Council Action (if any):</b>					
<b>Item Type (X only one):</b>	Consent		Regular Session	<input checked="" type="checkbox"/>	Discussion Session

**RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED** (Include motion in proper format.)

A motion approving the replacement of the Make-Up-Air Unit for the pre treatment building at the Mayer Wastewater Treatment Facility.

**EXPLANATION OF AGENDA ITEM** (Include a description of background, benefits, and recommendations.)

Staff is proposing to replace the make-up-air unit for the pre treatment building at the Mayer Wastewater Treatment Facility as identified in the capital improvement plan. The cost to replace the unit through Owens Companies, Inc is \$28,500.

The make-up-air unit for the pre treatment building is used to heat and to provide air exchange for the facility. There are many dangerous gases (hydrogen sulfide & methane) that are present in the building due to raw sewage that enters the facility, so from a safety standpoint it is important that the make-up-air unit is operating properly on a consistent basis.

Staff has had trouble with the current make-up-air unit and the unit is in need of some repairs. Due to the fact that the unit is over fifteen years old it has already surpassed its life expectancy. Staff doesn't want to make any expensive repairs when the unit won't make it much longer anyway. The City already replaced the make-up-air unit for the clarifier building back in 2017 after it failed during the winter months making it very difficult for city staff. The unit that was replaced in 2017 was that same age as the unit for the pre treatment building.

Attached is pricing on two different units.

<p><b>FINANCIAL IMPLICATIONS:</b></p> <p>Funding Sources &amp; Uses:</p> <p style="padding-left: 40px;">Capital Outlay-\$60,970.00</p> <p style="padding-left: 40px;">-\$7,348.34</p> <p style="padding-left: 40px;"><b>\$53,621.66</b></p> <p>Budget Information:</p> <p>_____ Budgeted</p> <p>_____ Non Budgeted</p> <p>_____ Amendment Required</p>	<p><b>ADVISORY BOARD RECOMMENDATIONS:</b></p> <p>Other _____</p>
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<b>Approved</b> _____	<b>Denied</b> _____	<b>Tabled</b> _____	<b>Other</b> _____
<b>Resolution No.</b> _____		<b>Ordinance No.</b> _____	



August 5, 2020

Mr. Kyle Kuntz  
Meyer Wastewater Plant  
15300 CR 30  
Mayer, MN 55360

SUBJECT: Titan Make-Up Air Replacement

P-1269

Dear Kyle,

Owens Companies, Inc. is pleased to present this proposal to replace the existing ICE make-up air (MUA) at the wastewater building with a TITAN MUA.

The specifications of the TITAN make-up air unit are 100° temp rise, 4200 cfm at 75", 462,000 BTU inlet.

**Job Scope**

- Disconnect piping and duct from existing MUA
- Disconnect electrical (performed by others)
- Crane to remove existing MUA and set new MUA
- Reconnect gas piping, ductwork with new insulation on ductwork that will be transitioned to unit
- Reconnect electrical (performed by others)
- Install TITAN control box in building
- Install explosion proof over-ride stat in building
- Perform start-up of controls and MUA
- Close out permit

Please Note: Electrical work is excluded from this proposal.

**Installed Price:**

**Twenty-Eight Thousand Five Hundred Dollars:**..... **\$28,500.00**

**Terms and Conditions**

The repair, correction or modification of pre-existing HVAC and/or electrical deficiencies unless specifically detailed is not included. Any additional repairs found necessary during this work will be brought to your attention with the appropriate pricing before proceeding.

This proposal is firm for 30 days. Owens requests a 25% down payment upon acceptance with progress payments to completion. Our terms are NET 15 DAYS from date of invoice. Please refer to our attached General Terms and Conditions.

**Owens Companies, Inc.**

930 East 80th Street  
Bloomington, MN 55420-1322  
952-854-3800 Fax: 952-516-1333  
owenscompanies.com

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August 5, 2029

Kyle Kuntz  
Meyer Wastewater Plant  
15300 CR 30  
Mayer, MN 55360

SUBJECT: ICE Makeup Air Replacement

P-0000

Dear Kyle

Owens Companies, Inc. is pleased to present this proposal to Replace the existing ICE makeup at the wastewater building with a ICE Makeup Air. The specs of the ICE MUA is as follows ...92 degree temp rise, 4200 cfm @ .75", 417,,000 btu inlet The job scope is detailed as followed

- Disconnect piping and duct from existing MUA
- Disconnect electrical ( performed by others)
- Crane to remove existing MUA, and set new MUA
- Weld new cross supports into existing stand for as this unit is narrower then existing stand
- Reconnect gas piping, ductwork, with new insulation on ductwork that will be transitioned to unit
- Reconnect electrical ( performed by others)
- Install ICE Control box on building
- Cat 6 cable would be needed to connect MUA and bacnet ICE remote panel, (***cable supplied by us but would need conduit to panel , supplied by electrician***)
- Install explosion proof over-ride stat in building
- Perform start up of controls and MUA
- Close out permit

➤ **Electrical not included**

**Installed price:**

**Thirty-five Thousand Dollars.....\$35,000**

**Terms and Conditions**

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**CITY OF MAYER**  
**PUBLIC WORKS MEETING MINUTES**  
**SEPTEMBER 23, 2020 @ 9:00 A.M.**  
**CITY HALL COUNCIL CHAMBERS**

**Those in attendance:**

Mayor, Mike Dodge. City Engineer, Dave Martini. City Engineer, Ryan Kotta. City Administrator, Margaret McCallum, Public Works, Kyle Kuntz.

1. Open Meeting

The meeting was started at 9:05 a.m.

2. Business

a. WWTP – New Germany Update – Bolton and Menk

Martini explained that the City of Mayer’s Waste Water Treatment Facility is currently out of compliance as far as the Minnesota Pollution Control Agency standards for phosphorus. The City has been working with the organization to put together a timeline and a plan as to what needs to be done and when as far as compliance within the next 10 years.

Martini went on to explain that the City of New Germany has been researching for some time whether it is feasible for their city to connect into the City of Mayer’s Treatment Facility. The Metropolitan Council paid for a study to research New Germany’s options; Mayer’s facility being one of the options. Martini explained that as part of that research, the Metropolitan Council is requiring a facility plan on the Treatment facility to determine capacity and other information.

Martini explained that the City is going to have to do a facility study eventually to come into compliance with the MPCA standards. It was estimated to be needed in the next year or two. The facility study is being requested currently by the Metropolitan Council for the New Germany feasibility study. With that, the Metropolitan Council is willing to pay part of the cost for the study.

Martini said that the City must do a study in the next year or two anyways and therefore it would make sense to push it up and get assistance covering the cost.

Martini estimated the city’s portion of the study to be about \$30,000.00.

Martini explained that the City has been planning for future expansion of the facility in its Capital Improvement Plan. The facility needs expansion of its digester and sludge storage.

Kuntz stated that he recommended that the City do the study now because an expansion/upgrade to the facility needs to happen soon. He explained that the city is spending more time and money on increased sludge removal to free capacity.

The Committee agreed to bring this to the City Council for further discussion and guidance on how to move forward.

b. 2021 Street Project

McCallum asked that the Committee discuss the 2021 Street Project since the City needs to start planning for the project and how to finance it.

McCallum reviewed that the 2021 project would be the reconstruction of 5<sup>th</sup> Street East and West of TH 25, and 3<sup>rd</sup> Street between Bluejay Avenue and TH 25.

The Committee discussed what this project would all include including curb and gutter, assessment of the current utilities underneath, and full reconstruction of the street.

Martini stated that the City Council and staff need to determine the scope of the project and eventually get neighbors involved in the discussion.

The feasibility study, to be done by Bolton and Menk, was approved by the City Council for the project at the September 14, 2020 meeting.

Martini suggested that a draft feasibility study be completed by November and that an open house be held in November/December with residents.

Dodge asked that staff do a review of the assessment policy and to draft a map of impacted properties for the Council to review at a future meeting.

c. 2021 Seal Coating.

This item was removed.

d. 2020 Project Updates – Bolton and Menk

Kotta explained that the water tower project was on schedule and progressing well. He projected the project to be completed on time in mid-October.

Kotta stated that the new Well and Water Treatment Upgrade Project is entering the final planning and that the work has been stalled slightly due to the Water Tower project. He also mentioned that the old well needs to be sealed before the new well is drilled.

McCallum informed that the MnDOT project on Highway 25 is going as planned and on schedule as well.

Dodge asked staff to look into LED lights for all developments.

e. Roundabouts Renderings

McCallum presented some roundabout renderings that were put together by a landscape architect from Bolton and Menk. The plans range between \$20,000 - \$25,000 for plantings and landscaping.

The Committee agreed to look at a sign company to get more concrete estimates on signage.

The Committee agreed to look at scaling the plantings and landscaping back a little more to cut cost.

f. Widmer Construction – Snow Plowing

McCallum explained that Widmer Construction agreed to work the 2020 – 2021 winter season for snow plowing again. They agreed to the same contract as the previous year with the same rates.

The Committee agreed to bring this to Council for final approval.

g. Pond Treatment Plan/Pond Policy and Procedures

McCallum presented the final draft of the Pond Treatment Plan/Pond Policy and Procedures. She stated that it is almost complete and that she needs to work with the City Engineer on breaking the City down into sections for a maintenance schedule.

The Committee agreed that it was close to being complete and almost ready to bring to Council.

h. Public Works Building Expansion/Old School House Park PW Building

McCallum provided a short update. She informed that currently in the 2021 budget, the City will levy \$50,000.00 towards the Public Works Building Expansion.

The Committee agreed to reassess the project feasibility and timing in 2021.

**The meeting was adjourned at 10:07 a.m.**