

**MAHTOMEDI CITY COUNCIL
MINUTES
JANUARY 7, 2020**

Mayor Jud Marshall convened the regular City Council meeting at 7:00 p.m. with Council members: Richard Brainerd, Jeff Ledermann, Jane Schneeweis, and Steve Wolgamot in attendance. City Administrator Scott Neilson, City Attorney Jay Karlovich, City Engineer John Sachi, Finance Director Scott Schaefer, Fire Chief Terry Fischer and Account Clerk Jerene Rogers were also in attendance.

OATH OF OFFICE

City Attorney Jay Karlovich administered the Oath of Office to Mayor Jud Marshall and City Council members Richard Brainerd and Jane Schneeweis who were elected to a four-year terms on November 5th, 2019.

4. PRESENTATIONS

Mayor Jud Marshall read aloud Resolution 2020-02 thanking City Attorney Jay Karlovich for his 20 years of service on behalf of LeVander, Gillen and Miller, P.A. to the City of Mahtomedi.

CONSIDER APPROVAL OF AGENDA

Council member Brainerd moved and Council member Wolgamot seconded the motion to approve the agenda as presented. The motion was unanimously approved.

CONSIDER APPROVAL OF THE DECEMBER 17, 2019 CITY COUNCIL MEETING MINUTES

Council member Wolgamot motioned and Council member Ledermann seconded the motion to approve the December 17, 2019 minutes as presented. The motion was unanimously approved.

5. DISCUSSION FROM THE AUDIENCE

Kathleen Groh, 114 Bichner Lane, encouraged the City Council to consider using directional drilling as an option for installing sewer and water in Bichner Lane. She thanked WSB for meeting with the residents in this area and asked the City Council to limit the disturbance to the trees on Bichner Lane during construction.

6. CONSENT AGENDA

Council member Brainerd moved and Council member Wolgamot seconded the motion to approve the Consent Agenda as presented. The motion was unanimously approved.

6. CONSENT AGENDA - Continued

6a. APPROVAL – IRS Mileage Rate.

The 2020 IRS mileage rate of 57.5 cents per mile was approved.

6b. APPROVAL – Part-time Accounting Clerk position and permission to advertise.

Staff requested and received permission to advertise for a part-time accounting clerk position. This position will have the same duties as the Accounting Clerk with the ability to assist with both Utility Billing and administrative and finance support. The position will average 20 hours per week and work 10:00 a.m. to 2:00 p.m. to allow for proper coverage during lunch breaks.

6c. APPROVAL – Acknowledge Completion of Probationary Period for Accounting Clerk Amy LaBelle.

Accounting Clerk Amy LaBelle's six-month anniversary is January 8, 2020. It is the opinion of the Finance Director that she has successfully completed her probationary period. Effective January 8, 2020, it is recommended that the Council acknowledge the completion of the probationary period and increase her compensation one-step. The recommendation was approved.

6d. APPROVAL – Acknowledge Completion of Probationary Period for Firefighter/EMT's Brian Ness and Michael Valento.

Firefighter/EMT's Brian Ness and Michael Valento have completed their six-month probationary period for full-time Firefighter/EMT employees. The Fire Chief is recommending the Council acknowledge the completion of the probationary period for both and increase their compensation one-step. The recommendation was approved.

6e. APPROVAL – Resolution Calling a Public Hearing on a Street Reconstruction Plan and Issuance of Bonds and Authorizing Staff and Consultants to Prepare a Plan for Reconstruction of City Streets.

Resolution 2020-01 Calling a Public Hearing on a Street Reconstruction Plan and Issuance of Bonds and Authorizing Staff and Consultants to Prepare a Plan for Reconstruction of City Streets was approved. The public hearing for the street reconstruction plan and issuance of street reconstructions bonds will be February 4, 2020.

6. CONSENT AGENDA - Continued

6f. APPROVAL – Agreement Between the City of Mahtomedi and Northeast Youth and Family Services.

The agreement between the City of Mahtomedi and the Northeast Youth and Family Services was approved. The annual budgeted amount for 2020 is \$14,015.

6g. APPROVAL – Construction Pay Voucher No. 3 for Lake Links and Forest Avenue Streetcar Trail Projects for \$32,829.62 for Sunram Construction.

Pay Voucher No. 3 in the amount of \$32,829.62 for Sunram Construction for the Lake Links and Forest Avenue Streetcar Trail Projects was approved.

7. PUBLIC HEARINGS-None

8. STAFF REPORTS

8a. CONSIDER APPROVAL-Bill List

Council member Wolgamot moved and Council member Ledermann seconded the motion to approve the bills as presented. The motion was unanimously approved.

9. ORGANIZATIONAL BUSINESS

9a. APPOINTMENTS– Council President, Liaisons to Finance, Parks and Planning, Environmental Commissions, Law Enforcement Services, and Personnel Committee.

Mayor Marshall said that in January of each year, the City Council makes a number of annual appointments, one of which is for Council President. The main responsibility of the Council President is to chair Council meetings when the Mayor is unable to do so.

Council member Brainerd moved and Council member Wolgamot seconded the motion to approve the annual appointments outlined below. The motion was unanimously approved

City Council President-Council member Jeff Ledermann
Finance Commission Liaison-Council member Richard Brainerd
Parks Commission Liaison-Council member Jane Schneeweis
Planning Commission Liaison-Mayor Jud Marshall

9. ORGANIZATIONAL BUSINESS - Continued

Personnel Committee-Council members Richard Brainerd and Steve Wolgamot
Environmental Commission-Council member Jeff Ledermann
Law Enforcement Services-Council member Richard Brainerd

9b. APPOINTMENTS – Consultants – Accounting/Auditor, Assessor, Attorney, Engineer, Fiscal Consultant and Planner

Council member Wolgamot moved and Council member Brainerd seconded the motion to appoint the consultants as outlined below. It was recommended that the following language be included as a part of the motion for the aforementioned consultant positions:

These individuals or firms, hereby appointed to be consultants for the City for 2020, are deemed to be independent contractors for the purposes of this appointment and shall be entitled to none of the benefits usually accorded regular City employees, including but not limited to severance pay, health and welfare, insurance benefits, retirement credits, worker's compensation coverage, or any other similar rights or benefits that would apply to present City employees.

The City's consultants in 2020 are:

Accounting/Auditor – CliftonLarsonAllen
City Attorney/General Council – LeVander, Gillen & Miller, P.A.
City Attorney/Prosecuting – Eckberg Lammers Briggs Wolff & Vierling
Engineer – WSB & Associates-John Sachi
Fiscal Consultant – Ehlers and Associates
Planner – WSB & Associates-Hannah Rybak

The motion was unanimously approved.

9c. SCHEDULE 2020 Regular City Council Meetings

The City Council currently meets on the first and third Tuesdays of each month, 7:00 p.m. at City Hall. Council member Brainerd moved and Council member Wolgamot seconded the motion to approve the following schedule for 2020. The motion was unanimously approved.

January	Tuesday, January 7
	Tuesday, January 21

9. ORGANIZATIONAL BUSINESS - Continued

February	Tuesday, February 4 Tuesday, February 18
March	Monday, March 2* Tuesday, March 17
April	Tuesday, April 7 Tuesday, April 21
May	Tuesday, May 5 Tuesday, May 19
June	Tuesday, June 2 Tuesday, June 16
July	Tuesday, July 7 Tuesday, July 21
August	Monday, August 3** Tuesday, August 18
September	Tuesday, September 1 Tuesday, September 15
October	Tuesday, October 6 Tuesday, October 20
November	Monday, November 2** Tuesday, November 17
December	Tuesday, December 1 Tuesday, December 15

**Tuesday, March 31, 2020 is Presidential Nomination Day

**Tuesday, August 4, 2020 is National Night Out

**Tuesday, November 3, 2020 is Election Day

9d. DESIGNATION – Official Newspaper

9. ORGANIZATIONAL BUSINESS – Continued

Council member Wolgamot moved and Council member Brainerd seconded the motion to designate the White Bear Press as the City's official newspaper for 2020. The motion was unanimously approved.

9e. DESIGNATION – Depositories

Council member Wolgamot moved and Council member Brainerd seconded the motion to designate the depositories outlined below and authorize the City Administrator and Finance Director to use others that are consistent with State Law. The motion was unanimously approved.

City Council member Ledermann asked to consider social responsible investing as an option to the City's investment process.

- Wells Fargo Advisors, Minneapolis, MN
- 4M Fund (PMA Financial Network, Inc.), Naperville, IL
- US Bank (4M Fund)
- CitiGroup Global Markets; Morgan Stanley/Smith Barney, Minneapolis, MN
- Ehlers Investment Partners, Minneapolis, MN
- Oppenheimer, Minneapolis, MN
- Peoples Bank Midwest
- RBC Capital Markets, LLC

9f. AUTHORIZATION – Advertisement for Openings on Advisory Commissions

Council member Wolgamot moved and Council member Ledermann seconded the motion to advertise for the openings on the advisory commissions. The motion was unanimously approved. There are two openings on the Parks Commission, four openings on the Planning Commission, four openings on the Environmental Commission and five openings on the Finance Commission.

9g. APPOINTMENTS – Council Liaisons to Willernie, Dellwood, Grant, White Bear Lake, Birchwood Village, Pine Springs, Century College, Mahtomedi School District and Washington County.

Council member Brainerd moved and Council member Wolgamot seconded the motion to appoint the following as the 2020 Liaisons:

City of Willernie- Council member Steve Wolgamot

9. ORGANIZATIONAL BUSINESS – Continued

City of Dellwood-Council member Jane Schneeweis
City of Grant-Mayor Jud Marshall
City of White Bear Lake-Mayor Jud Marshall and City Administrator Scott Neilson
City of Birchwood Village-Council member Steve Wolgamot
City of Pine Springs-Council member Jeff Ledermann
Century College-Council member Richard Brainerd
Mahtomedi School District-Mayor Jud Marshall
Washington County-Mayor Jud Marshall and City Administrator Scott Neilson

The motion was unanimously approved.

9h. APPROVAL – Standing Rules of Procedure

Council member Brainerd asked to amend the Council Standing Rules of Procedure to include item G. under Organizational Meeting, Appointments of Council Liaisons to Communities. City Council member Wolgamot seconded the amendment and the amendment was unanimously passed.

City Council member Ledermann moved and Council member Brainerd seconded the motion to approve the Standing Rules of Procedure as amended. The motion was unanimously approved.

10. REPORT FROM THE CITY ADMINISTRATOR – None

City Administrator Scott Neilson said he will be scheduling the bi-annual planning session in the next few months. He will be contacting Council members to find a date that will work for everybody. He indicated the joint meeting with the School Board will be on February 13th. He said he and the Superintendent are working together to create an agenda.

City Administrator Neilson thanked City Attorney Jay Karlovich for his service to the City. He said Jay has always given sound legal direction and has played a major role in the success of the City.

City Attorney Jay Karlovich thanked the Council and said it has been a pleasure working for Mahtomedi.

11. COMMENTS FROM THE CITY COUNCIL

City Council member Brainerd also thanked Jay for his service.

City Council member Wolgamot said that about a year ago the Washington County Historical Society presented a plan for a museum. He said he would like the City to consider making a donation for the museum this year.

City Council member Brainerd asked Fire Chief Fischer about the staffing at the department.

Fire Chief Fischer said they have been holding consistent at 18 people. He said the addition of the new full-time members has greatly helped. He indicated that they have received a few applications and are working through that process.

12. CLOSED SESSION - None

13. ADJOURNMENT

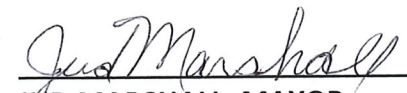
Council member Brainerd moved and Council member Wolgamot seconded the motion to adjourn the meeting at 7:55 p.m. The motion was unanimously approved.

ATTESTED:

APPROVED:



JERENE ROGERS, CITY CLERK



JUD MARSHALL, MAYOR