

**MAHTOMEDI CITY COUNCIL  
MINUTES  
FEBRUARY 16, 2021**

Mayor Jud Marshall convened the regular City Council meeting at 7:00 p.m. with Council members Richard Brainerd, Jeff Ledermann, and Jane Schneeweis in attendance. City Administrator Scott Neilson, City Attorney Bridget Nason, City Engineers John Sachi and Nick Guilliams, Public Works Director Bob Goebel, Finance Director Scott Schaefer, Fire Chief Terry Fischer, and City Clerk Jerene Rogers were also in attendance.

**CONSIDER APPROVAL OF AGENDA**

City Council member Brainerd moved and City Council member Ledermann seconded the motion to approve the agenda as presented. The motion was unanimously approved by roll call vote. Yea: Brainerd, Ledermann, Marshall, Schneeweis. Nay: None

**CONSIDER APPROVAL OF THE JANUARY 19, 2021 CITY COUNCIL WORK SESSION MEETING MINUTES AND THE JANUARY 19, 2021 CITY COUNCIL MEETING MINUTES.**

City Council member Brainerd moved and City Council member Ledermann seconded the motion to approve the January 19, 2021 City Council Work Session meeting minutes and the January 19, 2021 City Council meeting minutes as presented. The motion was unanimously approved by roll call vote. Yea: Brainerd, Ledermann, Marshall, Schneeweis. Nay: None.

**CONSIDER APPROVAL OF THE FEBRUARY 2, 2021 SPECIAL CLOSED MEETING MINUTES.**

City Council member Brainerd said the City Council held a Special Closed Meeting on February 2, 2021 to conduct an annual performance review for City Administrator Scott Neilson. He said the City Council agreed that City Administrator Neilson is doing an outstanding job. They also discussed the goals that were set for 2020 along with setting goals for the future.

City Council member Brainerd moved and City Council member Ledermann seconded the motion to approve the February 2, 2021 Special City Council meeting minutes as presented. The motion was unanimously approved by roll call vote. Yea: Brainerd, Ledermann, Marshall, Schneeweis. Nay: None.

**4. PRESENTATIONS – Government Finance Officers Association Award – Scott Schaefer**

Finance Director Scott Schaefer said for the 29<sup>th</sup> consecutive year the City has received the Government Finance Officers Association Award. This award is for the Comprehensive Financial Report for the fiscal year end December 31, 2019.

**5. DISCUSSION FROM THE AUDIENCE - None**

**6. CONSENT AGENDA**

City Council member Brainerd moved and City Council member Schneeweis seconded the motion to approve the consent agenda as presented. The motion was unanimously approved by roll call vote. Yea: Brainerd, Ledermann, Marshall, Schneeweis. Nay: None

6. **CONSENT AGENDA - Continued**

6a. **APPROVAL – I.R.S. Mileage Rate.**

The 2021 Internal Revenue Service mileage rate of \$.56 was approved.

6b. **APPROVAL – Resolution Approving the Acceptance of Gifts for the Fire Department.**

Resolution No. 2021-04 Approving the Acceptance of Gifts for the Fire Department in the amount of \$100.00 was approved.

6c. **APPROVAL – LMCIT Liability Coverage-Option Not to Waive Statutory Tort Liability Limits.**

The City's insurance agent, Bearence Management Group requested and received approval from the City Council to approve the League of Minnesota Cities Insurance Trust (LMCIT) liability coverage waiver form. Staff recommended the City Council not waive the monetary limits as established by Minnesota Statutes 466.04.

6d. **APPROVAL – WSB Proposal to Provide Professional Engineering Services for City of Mahtomedi Risk & Resilience Assessment and Emergency Response Plan.**

A proposal from WSB to provide the City with professional engineering services as they relate to the City's Risk & Resilience Assessment and Emergency Response Plan was approved. The fee for the Risk and Resilience Assessment Plan is \$9,180.00 and the Emergency Response Plan is \$12,330.00.

6e. **APPROVAL – Proposal for Professional Services for Mahtomedi Community-wide Data Collection.**

A proposal from LHB, Corporation to provide the City with professional services as they relate to updating the City's community-wide energy, waste, water and associated greenhouse gas emissions was approved. The not to exceed fee for this service is \$3,500.00 plus reimbursable expenses.

6f. **APPROVAL – Resolution Awarding Contract for Phase 4 East-Historic District Improvement Project to T.A. Schifsky and Sons, Inc. with a total bid in the amount of \$1,486,872.00.**

Resolution No. 2021-06 Awarding Contract for Phase 4 –East Historic District Improvements Project to T.A. Schifsky and Sons, Inc. with a total bid of \$1,486,872.00 and Authorizing the Mayor and City Administrator/City Clerk to sign said contract was approved.

6g. **APPROVAL – Construction Pay Voucher No. 6 for Bevins, Bichner and Talahi Utility Extension Project in the amount of \$17,835.87 for Park Construction.**

Construction Pay Voucher No. 6 for the Bevins, Bichner and Talahi Utility Extension Project in the amount of \$17,835.87 for Park Construction was approved.

6. **CONSENT AGENDA - Continued**

6h. **APPROVAL – Construction Pay Voucher No. 8 for 2020 Street Improvement Project in the amount of \$12,826.44 for Meyer Contracting, Inc.**

Construction Pay Voucher No. 8 for the 2020 Street Improvement Project in the amount of \$12,826.44 for Meyer Contracting, Inc. was approved.

6i. **APPROVAL – Authorization to Advertise for Seasonal Employees.**

Public Works Director Bob Goebel asked and received permission to hire four seasonal maintenance employees. The pay rate will range from \$13.00 to \$15.00 depending on years of service with the City.

6j. **APPROVAL – Resolution Awarding Contract for 2021 Street Improvement Project to North Valley, Inc. with a total bid amount of \$868,997.48.**

The contract for the 2021 Street Improvement Project for North Valley, Inc. with a total bid amount of \$868,997.48 was approved.

6k. **APPROVAL – Request from St. Jude of the Lake Church, 700 Mahtomedi Avenue to hold a gambling event at their winter raffle on April 11, 2021.**

St. Jude of the Lake requested and received permission to hold a gambling event at their winter raffle on April 11, 2021.

6l. **APPROVAL – Agreement Between the City of Mahtomedi and Center for Energy and Environment for Home Energy Squad Visits.**

An Agreement between the City of Mahtomedi and the Center for Energy and Environment for Home Energy Squad Visits was approved. The purpose of the agreement is to promote energy conservation in residential properties. The City will contribute \$35 for Energy Saver visits and \$50 for Energy Planner Visits. The property owner will be charged the same rates as the City.

6m. **APPROVAL – New liquor license application – Bella Ciao Ristorante, 3156 Century Avenue N.**

The City recently received a request for a new liquor license for Bella Ciao Ristorante. They will be taking over the space previously held by Poco Mexican Restaurant and Bar at 3156 Century Avenue North. The liquor license request was approved.

6n. **APPROVAL – Statement of Work proposal from CDI for Property File Scanning.**

A Statement of Work proposal from CDI to provide scanning services for the City was approved. The service includes scanning the property address files, indexed and be ready for exporting to LaserFiche. The cost of this service is \$27,646.50 which was approved as part of the 2021 General Fund Budget.

6. CONSENT AGENDA - Continued

6o. APPROVAL – Construction Pay Voucher No. 8 – Final for Phase 4-West Historic District Improvements Project in the amount of \$57,020.63 for Geislinger and Sons, Inc.

Construction Pay Voucher No. 8-Final for the Phase 4 – West Historic District Improvement Project in the amount of \$57,020.63 for Geislinger and Sons, Inc. was approved.

6p. APPROVAL – Resolution Approving the Publication of a Summary of Ordinance 2021-02, an Ordinance Amending Mahtomedi City Code Chapter 12, Section 12.04 Related to Diseased and Nuisance Trees.

Resolution 2021-09 a Resolution Approving the Publication of a Summary of Ordinance 2021-02, an Ordinance Amending Mahtomedi City Code Chapter 12, Section 12.04 Related to Diseased and Nuisance Trees was approved.

6q. APPROVAL – Declare Property Records File System as Surplus Property.

Staff requested and received permission to declare the Property Records File System as surplus property. The City will no longer need this filing system when the property files are scanned.

7. PUBLIC HEARINGS – None

8. STAFF REPORTS

8a. CONSIDER APPROVAL-Resolution Accepting Resignation of Council Member Steve Wolgamot and Declaring Vacancy.

City Attorney Bridget Nason said on February 1, 2021 the City received a written resignation from City Council member Steve Wolgamot, effective immediately. Council member Wolgamot's term ends December 31, 2021. Because less than two years remains on the term, the Council is required to appoint an individual to fill the remainder of the term.

City Council member Brainerd moved and City Council member Schneeweis seconded the motion to approve Resolution 2021-05 a Resolution Accepting the Resignation of Council member Steve Wolgamot and Declaring a Vacancy. The motion was unanimously approved by roll call vote. Yea: Brainerd, Ledermann, Marshall, Schneeweis. Nay: None.

Mayor Jud Marshall said Steve will be missed.

City Council member Brainerd said we can either appoint somebody or we can do some advertising and hold interviews and then make an appointment.

Mayor Jud Marshall said the council could appointment Jeff Charlesworth, as Steve suggested in his letter. We would need to find out if Jeff would accept the appointment.

**8. STAFF REPORTS – Continued**

Jeff Charlesworth, Park Commission Chair indicated that he would consider filling this position. He said his heart is with the Park Commission and would like to return to the Commission after the council term expires.

City Council member Schneeweis said she couldn't think of a better person to fill this position. She likes the idea of having somebody hit the ground running. She has seen Jeff work with the Park Commission and feels he would do a great job on the council.

City Council member Ledermann suggested having an open process where anybody in the community can apply and then be interviewed.

City Council member Brainerd concurred with Council member Ledermann. He stated we could open up an application period for a short period of time to give community members an opportunity to apply. He said this will also tell people we have a council vacancy for the November election.

City Council member Schneeweis feels time is of the essence and would prefer to appoint somebody soon.

City Council member Brainerd said there is clearly differing opinions on this item and it can't go down to a 2-2 vote.

City Attorney Nason indicated that the Mayor can make an appointment.

City Council member Brainerd moved and City Council member Schneeweis seconded the motion to consider appointing Jeff Charlesworth to fill the existing council vacancy for the seat previously held by Council member Steve Wolgamot, effective immediately, contingent upon his acceptance to fill the vacancy.

Jeff Charlesworth stated he would accept the appointment that is offered.

City Council member Brainerd amended his previous motion as follows. City Council member Brainerd made a motion to appoint Jeff Charlesworth to fill the existing council vacancy for the seat previously held by City Council member Steve Wolgamot, effective immediately. City Council member Schneeweis seconded the motion and the amended motion passed by roll call vote: Yea: Brainerd, Marshall, Schneeweis. Nay: Ledermann.

**8b. CONSIDER APPROVAL – Request from Tim Gerbozy for a minor subdivision resulting in the creation of one new lot at 483 Salem Place and described as PID 31.030.21.12.0013.**

City Administrator Scott Neilson said the applicant Tim Gerbozy is requesting a minor subdivision of his property at 483 Salem Place.

City Engineer John Sachi said the applicant is requesting a minor subdivision of the parcel resulting in two single family lots. The lot area of the property is 44,440 square feet. He said there is currently a

**8. STAFF REPORTS – Continued**

single family home on the property. This home is proposed to remain and would sit on proposed parcel B. There is an existing garage currently located on proposed parcel A. Proposed parcel A would be developed into an additional single family home for the Applicant in several years. He said there will be a parkland dedication fee of \$3,000 that is due for the lot split. The Planning Commission recommended approval by a vote of 6-0. City Engineer Sachi said the applicant was very thorough.

City Council member Brainerd asked the applicant if he is okay with the conditions of the minor subdivision.

Tim Gerbozy, said yes he is fine with the conditions. He said he would like to put in the driveway when the new home is built so everything will be new at that time.

City Council member Brainerd moved and City Council member Ledermann seconded the motion to approve Resolution 2021-08 a Resolution Approving a Minor Subdivision at the property located at 483 Salem Place, PID 31.030.21.12.0013 with the following added to condition number 1. "To include side, front and rear yard drainage and utility easements." The motion was unanimously approved by roll call vote. Yea: Brainerd, Ledermann, Marshall, Schneeweis. Nay: None.

**8c. DISCUSSION – Proposed No Parking Restrictions for Historic District.**

City Administrator Neilson said Fire Chief Terry Fischer and Public Works Director Bob Goebel recently identified areas in the Historic District where they will recommend no parking and one-way travel. He said the Council will be asked to approve no parking restrictions by resolution at a future meeting.

Public Works Director Goebel said he and Fire Chief Fischer drove all the roads in the Historic area and they do feel narrow. They are suggesting no parking on both sides of the street in some areas and no parking on one side of the street in other locations.

City Council member Brainerd said this looks good.

**8d. CONSIDER APPROVAL – Resolution Approving the City of Mahtomedi as a Signatory on the Minnesota Local Government Coalition Letter in Response to Xcel Energy's Integrated Resource Plan.**

City Administrator Neilson said the Environmental Commission has recommended the City of Mahtomedi join other cities in signing on to a letter to the Minnesota Public Utilities Commission commenting on Xcel Energy's 2020-2034 Upper Midwest Integrated Resource Plan. He said the Plan outlines the utility's resource needs over a 15 year period, and charts a path for achieving its carbon goals of 80% reduction by 2030 and 100% carbon free by 2050 with proposed plan requirements and new resource additions.

**8. STAFF REPORTS – Continued**

City Council member Schneeweis moved and City Council member Ledermann seconded the motion to approve Resolution No. 2021-10 a Resolution Approving the City of Mahtomedi as a Signatory on the Minnesota Local Government Coalition Letter in Response to Xcel Energy's Integrated Resource Plan (IRP). The motion was unanimously approved by roll call vote. Yea: Brainerd, Ledermann, Marshall, Schneeweis. Nay: None.

**8e. CONSIDER APPROVAL – Banners for CSAH 12 Streetscape.**

City Administrator Neilson said a committee consisting of Willernie Mayor Barb Parent, City Council member Jeff Ledermann, Public Works Director Bob Goebel, City Engineer John Sachi, City Administrator Scott Neilson and Candace Amberg from WSB have met to discuss design options for banners for the CSAH 12 Streetscape. The design they chose is included in the packet.

City Council member Schneeweis said she really likes this design, it's very well done.

Public Works Director Goebel said Mahtomedi resident Dan Adamson designed the banners.

City Council member Brainerd suggested putting this design on a sign in the downtown area, specifically in Veteran's Memorial Park.

Public Works Director Goebel said the City of Willernie will be discussing the design at their meeting this week. He said the vendor that sells the light poles has decided to donate the banner holders. We will have to purchase the planter holders and the hanging baskets and add electric outlets to the poles. He believes this will be completed by May or June.

City Council member Schneeweis moved and City Council member Ledermann seconded the motion to approve the banner design that was included in the City Council agenda packet. The motion was unanimously approved by roll call vote. Yea: Brainerd, Ledermann, Marshall, Schneeweis. Nay: None.

**8f. CONSIDER APPROVAL - Bill List**

City Council member Ledermann moved and City Council member Schneeweis seconded the motion to approve the bills as presented. The motion was unanimously approved by roll call vote. Yea: Brainerd, Ledermann, Marshall, Schneeweis. Nay: None.

**9. REPORT FROM CITY ADMINISTRATOR**

Public Works Director Goebel said they are planning to conduct the deer count on Thursday, February 18 if the weather cooperates. He said there have been supply issues with the electric vehicle charging station. The charging station was scheduled to be here months ago and is now scheduled to come in next week. He explained because of the delay the vendor has donated a single bank station to the City that will be installed at City Hall on the east side of the building.

9. REPORT FROM CITY ADMINISTRATOR - Continued

City Engineer Sachi said the Safe Routes to School grant will be available for Fiscal 2024. The Federal grant will be used to construct a sidewalk on Warner Avenue from O.H. Anderson school to the city limits, and to construct a sidewalk/trail from Warner Avenue to Glenmar Avenue on 72<sup>nd</sup> Street. He reminded the Council that grant money cannot be used for soft costs or right-of-way acquisitions, so the City would be responsible for those costs.

10. COMMENTS FROM THE CITY COUNCIL

City Council member Schneeweis informed the City Council that the Farmer's Market will take place again this summer in Veteran's Memorial Park. She said Heather LaValle-Tumbleson is organizing the market.

11. CLOSED SESSION - None


12. ADJOURNMENT

City Council member Brainerd moved and City Council member Schneeweis seconded the motion to adjourn the meeting at 8:55 p.m. The motion was unanimously approved by roll call vote. Yea: Brainerd, Ledermann, Marshall, Schneeweis. Nay: None.

ATTESTED:

  
JERENE ROGERS, CITY CLERK

APPROVED:

  
JUD MARSHALL, MAYOR