

**MAHTOMEDI CITY COUNCIL
MINUTES
MARCH 17, 2020**

Mayor Jud Marshall convened the regular City Council meeting telephonically at 7:00 p.m. with Council members: Richard Brainerd, Jeff Ledermann, and Steve Wolgamot in attendance. City Council member Jane Schneeweis was absent with prior notice. City Administrator Scott Neilson, City Attorney Bridget Nason, City Engineer John Sachi, Public Works Director Bob Goebel, Finance Director Scott Schaefer, and City Clerk Jerene Rogers were also in attendance.

CONSIDER APPROVAL OF AGENDA

City Administrator Scott Neilson amended the agenda to include item 8e. Resolution 2020-16 Consenting to Mayor's Declaration of Local Emergency; Extending the Period of the Local Emergency; and Authorizing Certain Actions.

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

CONSIDER APPROVAL OF THE MARCH 2, 2020 CITY COUNCIL MINUTES

City Council member Brainerd moved and City Council member Ledermann seconded the motion to approve the March 2, 2020 City Council meeting minutes as presented. The motion was unanimously approved by roll call vote. Yea: Brainerd, Ledermann, Marshall, Wolgamot. Nay: None

4. PRESENTATIONS - None

5. DISCUSSION FROM THE AUDIENCE

Brain Alton, Attorney for Lyla Douglas, 520 Robert Court spoke on behalf of Ms. Douglas. He stated his client would like to proceed with the assessment agreement proposed by the City so she can get back into her home. He indicated that two bids have been submitted for this property.

Bill McCrumb, Architect, stated he has been working with Ms. Douglass. He said that although he is not currently licensed as a contractor, he would like to take on this project to get Ms. Douglas back in her home.

6. CONSENT AGENDA

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

6. CONSENT AGENDA - Continued

by roll call vote. Yea: Brainerd, Ledermann, Marshall, Wolgamot. Nay: None.

6a. APPROVAL – Resolution 2020-15 Amending 2020-2024 Capital Improvement Plan.

Resolution 2020-15 amending the 2020-2024 Capital Improvement Plan was approved. The Capital Improvement Plan must be amended to include a project for the Safe Routes to School Grant. This project will consist of constructing sidewalks/trails/crosswalks near O.H. Anderson School.

6b. APPROVAL – Rental Agreement for Firefighter Housing.

The rental agreement for James Syvertson for the firefighter housing was approved. The lease will begin April 1, 2020 and Mr. Syverston will be required to pay a \$400.00 damage deposit.

6c. APPROVAL – Easement Purchase Agreement.

Easement purchase agreements in the amount of \$7,450.00 for the property located at 132 Dahlia St and \$34,675.00 for 134 Dahlia Street were approved. It was necessary to acquire these ponding easements for the pond that exists between these two homes. Funds are available as part of the Dahlia Street Improvement Project to pay for these easements.

6d. APPROVAL – Reclassification of Public Works Office Assistant Position from Grade 5 to Grade 6.

Staff requested and received permission to reclassify the position of the Public Works Office Assistant from Grade 5 to Grade 6. This position has taken on more responsibilities including the maintenance of the City's website, newsletter preparation and the service awards to justify this adjustment.

6e. APPROVAL – 2020 Stormwater Management Grant Agreement for Phase 4 West-Historic District Improvement Project.

The Rice Creek Watershed District 2020 Stormwater Management Grant Agreement for Phase 4 West Historic District was approved for an amount up to \$30,000.00. Funding from this grant is allotted for the Neptune Street and Rose Street sites within the project.

6. CONSENT AGENDA - Continued

6f. APPROVAL – Resolution 2020-13 for Approval of Safe Routes to School Improvements Grant Application Submittal and Authorization to Provide a Letter of Support for Safe Routes to School 2020 Federal Funding Solicitation Process.

Resolution 2020-13 Approval of Safe Routes to School Improvements Grant Application Submittal and Authorization to Provide a Letter of Support for Safe Routes to School 2020 Federal Funding Solicitation Process was approved. The grant is requesting funds for a sidewalk along Warner Avenue South from the south school entrance to Bevins Lane, a sidewalk along 72nd Street from Glenmar Avenue to Warner Avenue and crosswalk improvements on Warner Avenue at the south school entrance.

6g. APPROVAL – Proposal from WSB for 2020 MSA Traffic Counts.

A proposal from WSB to conduct traffic counts in the City of Mahtomedi was approved. MN DOT is requiring these be completed in 2020. The proposal includes up to 40 count locations on both MSA routes and other streets throughout the City. WSB will perform all the work including placing traffic counting equipment, collecting all data, and submitting data to MN DOT.

6h. APPROVAL –Hiring of Part-time Accounting Clerk.

Staff requested and received permission to hire Pamela Mclellan as the new part-time accounting clerk. The starting salary for this position will be \$24.86 per hour and she will serve a six-month probationary period. The offer is contingent upon successful completion of a criminal background check and drug test.

6i. APPROVAL – WSB Professional Services Proposal for Aaron’s Playground Final Design

A proposal in the amount of \$26,000.00 from WSB for complete professional service, which includes design, construction administration and surveying for the construction of Aaron’s Playground was approved. Funds are available in the 2020 Parks Capital Improvement Plan.

7. PUBLIC HEARINGS - None

8. STAFF REPORTS

8a. CONSIDER APPROVAL – Resolution 2020-14 Awarding the Sale of \$10,000,000 General Obligation Improvement, Street and Utility Bonds, Series 2020A Fixing their Form and

8. STAFF REPORTS - Continued

Specifications; Directing their Execution and Delivery; and Providing for their Payment.

Nick Anhut, Ehlers Inc., said bids were opened today for the Series 2020A General Obligation Bonds. He said the City obtained a new credit evaluation and the credit rating came back as Aa+, which is one-step below the highest rating. This rating is very favorable for the City. The City received a 1.81% interest rate for this bond sale. This equates to approximately \$500,000 in savings. He explained because of this the sale amount was lowered from the original amount of \$10,000,000 to \$9,510,000.

City Council member Brainerd moved and City Council member Wolgamot seconded the motion to Approve a Resolution 2020-14 Awarding the Sale of \$9,510,000 General Obligation Improvement, Street and Utility Bonds, Series 2020A, Fixing their Form and Specifications; Directing their Execution and Delivery; and Providing for their Payment. The motion was unanimously approved by roll call. Yea: Brainerd, Ledermann, Marshall, Wolgamot. Nay: None

8b. CONSIDER APPROVAL – Hallam Park Design and Permission to Bid

Public Works Director Bob Goebel reviewed the changes submitted by WSB for the design of Hallam Park. He said the new design offers more open space. He explained the fence to the south and west are City property. The fence to the north is not. He said public works can remove the fence. He stated there will be several trees affected by this, however, most of them are boxelders and should be removed any way.

City Council member Wolgamot said he likes the new design and would like the fence removed.

City Council member Wolgamot moved and City Council member Brainerd seconded the motion to approve the Hallam Park Design and permission to bid this project. The motion was unanimously approved by roll call vote. Yea: Brainerd, Ledermann, Marshall, Wolgamot. Nay: None.

8c. CONSIDER APPROVAL – ADA Transitional Plan.

City Engineer Sachi said an ADA Transition Plan is required to be completed as part of any application the City makes for federal grant monies. He stated the City will soon be submitting a Safe Routes to School grant application, which is a federal grant program. The transition plan is a self-evaluation of the City's compliance with ADA regulations as it deals with City public rights-of-way only.

8. STAFF REPORTS – Continued

City Council member Wolgamot moved and City Council member Brainerd seconded the motion to approve the ADA Transitional Plan. The motion was unanimously approved by roll call vote. Yea: Brainerd, Ledermann, Marshall, Wolgamot. Nay: None.

8d. CONSIDER APPROVAL – Resolution 2020-12 Appointing Advisory Commission Members.

City Administrator Neilson said the interviews scheduled for earlier this evening were postponed at this time. He said the interviews will be rescheduled. He said the City Council is being asked to re-appoint those whose terms have expired and have previously served on an Advisory Commission. Four seats are available on the Planning Commission, two seats on the Parks Commission, four seats on the Environmental Commission, and five seats on the Finance Commission.

City Council member Brainerd moved and City Council member Ledermann seconded the motion to approve Resolution 2020-12 Appointing Advisory Commission Members to a three-year term starting April 1, 2020. Alex Rogosheske, and Daniel Soler to the Planning Commission, Thomas Eldredge and Stacy Fischer to the Parks Commission, Michael Brommelkamp and Luke Schlegal to the Finance Commission and Kevin Toskey and Christine Ahmann-Maples to the Environmental Commission.. The motion passed unanimously by roll call vote. Yea: Brainerd, Ledermann, Marshall, Wolgamot. Nay: None.

8e. CONSIDER APPROVAL – Resolution 2020-16 Resolution Consenting to Mayor’s Declaration of Local Emergency; Extending the Period of the Local Emergency; and Authorizing Certain Actions.

City Attorney Bridget Nason explained that Mayor Marshall signed a similar declaration on Monday, March 16, 2020 that is in effect for 3 days. She said the resolution before the City Council now extends that to 30 days.

City Council member Wolgamot commented that at the next City Council meeting scheduled for April 7th, this may have to be extended again.

City Administrator Neilson explained some of the steps staff has taken regarding the COVID-19 pandemic. He said all City facilities are temporarily closed to the public, the water meter installations have been postponed and the public works employees are running with one employee per vehicle.

Public Works Director Goebel said he has been in contact with many different cities regarding

8. STAFF REPORTS – Continued

continued operations.

City council member Brainerd asked what if we have a water main break or another emergency or if we get snow.

Public Works Director Goebel said his crew is expected to come to work under those circumstances.

City Council member Ledermann said he trusts Scott's judgement regarding safety and health maintenance of staff.

City Council member Wolgamot moved and City Council member Ledermann seconded the motion to approve Resolution 2020-16 a Resolution Consenting to Mayor's Declaration of Local Emergency; Extending the Period of the Local Emergency; and Authorizing Certain Actions. The motion passed unanimously by roll call vote. Yea: Brainerd, Ledermann, Marshall, Wolgamot. Nay: None.

8f. CONSIDER APPROVAL-Bill List

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

9. REPORT FROM CITY ADMINISTRATOR

City Administrator Scott Neilson asked City Engineer Sachi to provide an update regarding a report the City received from the City of Birchwood.

City Engineer Sachi said the report shows several different ways to calm traffic on Birchwood Road. He explained that most of these options would be traffic-calming efforts on the portion of roadway within the City of Mahtomedi. He indicated the report does not show who would be responsible for paying for these options. City Engineer Sachi said he and City Administrator Neilson are scheduled to have a conference call this week to discuss the report.

City Administrator Neilson said Washington County did not complete a deer survey this year. He said Public Works Director Goebel looked into the cost of doing one ourselves, however the snow cover disappeared so quickly we did not have a chance to get it done.

9. REPORT FROM CITY ADMINISTRATOR – Continued

County Commission member Fran Miron provided a brief update regarding the steps the County is taking during the pandemic. He said they have closed public facing facilities for one week. They have asked their staff to evaluate how to provide services in a different manner. They have approved allowing their staff to go into negative balances on their sick and paid time off.

10. COMMENTS FROM THE CITY COUNCIL

City Council member Brainerd congratulated County Commissioner Miron for being elected to the Chair position.

City Council member Ledermann asked if another council member would want to serve in the Council President role since he continues to work full-time and may not have the time needed for this position if he were to step in.

Mayor Marshall requested City Council member Ledermann discuss this with City Council member Brainerd and get back to us at a later date.

11. CLOSED SESSION- Closed Session pursuant to Minnesota Statutes, Section 13D.05, Subd. 3(b) for an attorney-client privileged discussion involving property addressed as 520 Robert Court, Mahtomedi, Minnesota.

City Council member Wolgamot moved and City Council member Brainerd seconded the motion to adjourn the regular City Council meeting at 8:21 p.m. and go into a Closed Session for an attorney-client privileged discussion involving the following pending litigation matter: City of Mahtomedi v Lyle M. Douglas, et al. Washington County District Court File No. 82CV-19-5745. The motion was unanimously passed by roll call vote. Yea: Brainerd, Ledermann, Marshall, Wolgamot. Nay: None.

Mayor Marshall, City Council members Brainerd, Ledermann and Wolgamot were in attendance along with City Administrator Neilson, City Attorney Nason, City Building Inspector Ben Eggan, Finance Director Scott Schaefer, City Engineer Sachi, Public Works Director Goebel and City Clerk Jerene Rogers.


Following the Closed Session, City Council member Brainerd moved and City Council member Wolgamot seconded the motion to reconvene the regular meeting. The motion was unanimously approved by roll call vote. Yea: Brainerd, Ledermann, Marshall, Wolgamot. Nay: None.

12. ADJOURNMENT

City Council member Brainerd moved and City Council member Wolgamot seconded the motion to adjourn the meeting at 9:05 p.m. The motion was unanimously approved by a roll call vote. Yea: Brainerd, Ledermann, Marshall, Wolgamot. Nay: None.

ATTESTED:

APPROVED:



JERENE ROGERS,
CITY CLERK



JUD MARSHALL, MAYOR