

**MAHTOMEDI CITY COUNCIL  
MINUTES  
MAY 15, 2018**

Mayor Jud Marshall convened the regular City Council meeting at 7:00 p.m. with Council members Jeff Ledermann, Richard Brainerd and Steve Wolgamot in attendance. Timothy Deans arrived at 7:25 p.m. City Administrator Scott Neilson, City Attorney Bridget Nason, City Engineers Nick Guilliams and John Sachi, Finance Director Scott Schaefer, Public Works Director Bob Goebel and Fire Chief Terry Fischer were also in attendance.

**CONSIDER APPROVAL OF AGENDA**

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

**CONSIDER APPROVAL OF CITY COUNCIL MEETING MINUTES**

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

**4. PRESENTATIONS**

**4a. Presentation of 2017 Audit**

Lucas Chase from CliftonLarsonAllen presented the audit for Fiscal Year ending December 31, 2017. Some of the highlights are as follows:

- The City had a “Clean Opinion” on the 2017 financial statements
- The City again received the award for “Excellence in Financial Reporting” from GFOA for 2016, this is the 26<sup>th</sup> consecutive year the City has received the award
- There were no findings of noncompliance for 2017
- There were no exceptions noted in internal controls

Mr. Chase also outlined emerging GASB issues for 2018 and later.

Council member Brainerd moved and Council member Wolgamot seconded the motion to accept the Audit for 2017. The motion was approved.

**4b. Steve Schumacher-City Forester**

City Forester Steve Schumacher was present to talk about various tree issues in the City.

**5. DISCUSSION FROM THE AUDIENCE**

Mike Bromelkamp asked if the City's Financial Report could be added to the City's website.

**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.

**a. APPROVAL-Assessment Appeal Waiver Agreements.**

As part of the Historic District Phase 3 Project, the City will be installing new and replacing old broken sanitary sewer and water services as needed along the affected streets. The owners at 94 Crocus Street, 99 Wildwood Beach Road, 92 Wildwood Beach Road, and a platted lot adjacent to 76 Birch Street are entering into Assessment Appeal Waiver Agreements with the City which will allow the City to install a new service line and assess the property for the new service. Four Assessment Appeal Waiver Agreements were approved.

**b. APPROVAL-Hiring of Seasonal Worker for Public Works.**

The City Council authorized the hiring of one seasonal public works employee. This employee will be filling a declined offer by an approved candidate. The recommended candidate is Paul Jurek at an hourly rate of \$12.50 per hour. This hiring is contingent upon successful completion of drug test, driver's license check, and criminal background check.

**c. APPROVAL-Firefighter Housing Lease Agreement.**

Lease agreements with Firefighters Chris Wakefield and Jaime DeBilzan for 198 Hallam were approved. The agreements now includes language requiring tenants to maintain a minimum monthly call percentage of 20%.

**d. APPROVAL-Hiring of Paid On-Call Firefighter/EMT.**

Fire Chief Fischer received approval to hire Dan LaMire as a probationary paid on call firefighter/EMT. This hiring is contingent upon successful completion of psychological assessment, criminal background check, and physical assessments.

**6. CONSENT AGENDA-Continued.**

**e. APPROVAL-Subscription Agreement between HealthEMS and City of Mahtomedi for EMS charting system.**

A subscription agreement between HealthEMS and City of Mahtomedi for an Emergency Medical Services charting system for the Fire Department was approved.

**f. APPROVAL – Award Contract for 2018 Sanitary Sewer Cleaning and Televising.**

As part of the City’s annual preventive maintenance programs 33% of the sanitary sewer is cleaned and inspected annually for defects. The City solicited quotations and the low quote is from Pipe Services, Inc. in the amount of \$53,932.09. It was recommended to award a contract to Pipe Services, Inc. in the amount of \$53,932.09.

**7. PUBLIC HEARINGS**

**7a. CONSIDER APPROVAL-Resolution Ordering Public Improvement Project Echo Lake Area Street Improvements Project, Authorizing Preparation of Final Plans and Specifications, Authorizing the Advertisement for Bids, and Authorizing Preparation of Preliminary Proposed Assessment Roll for Pending Assessment Reporting Purposes.**

On April 3, 2018, the City Council passed Resolution No. 2018-12 which received the feasibility study recommendations of the City’s consultant City Engineer and called for a public improvement hearing for the Echo Lake Area Street Improvements which includes the following roadways:

- Ashley Lane
- Barrington Place
- Berwick Lane
- Berwick Place
- Dunbar Knoll
- Dunbar Way
- Hillswick Place
- Hillswick Terrace
- Iverness Place
- Kilbirnie Way
- Prestwick Place
- Prestwick Terrace
- Windsor Lane

**7a. Continued.**

The city noticed a public hearing on the Echo Lake Area Street Improvements Project for May 15, 2018. A notice of public hearing was published by the City's official newspaper on April 25, 2018, and May 2, 2018 and was mailed to affected property owners on or about April 25, 2018, pursuant to Minn. Stat. 429.031, Subd. 1. (a).

City Engineer Nick Guilliams said the Echo Lake Area Improvements Project includes bituminous removal and replacement, spot replacement of concrete curb and gutter as needed, spot pedestrian facility improvements as needed, trail improvements, watermain looping and storm sewer utility improvements as needed. All improvements outlined are proposed to be completed during the 2019 construction season.

The total estimated project cost for the Echo Lake Area Improvements Project is \$2,439,000, which includes a 10% contingency and 28% indirect for legal, engineering, administrative, and financing. The project is proposed to be funded through Municipal State Aid System Funds, City Street Improvement Funds, Sewer and Water Enterprise Funds and special assessments to benefitting property owners.

The proposed surface improvements for the Echo Lake Area Improvements include full bituminous removal and replacement for all roads within the project area. Proposed improvements will also include spot curb and gutter replacement as needed. Roadway widths proposed with this project are consistent with the existing roadway widths. The total amount of impervious surface in the City right-of-way is proposed to remain the same with this proposed project.

The existing watermain in the project area is not in need of replacement, and is to remain with only proposed improvements. The Public Works staff has indicated that it would be beneficial to run a 6-inch watermain from the hydrant at Lincolntown Avenue and Kilbirnie to the watermain at the Kilbirnie/Prestwick intersection. This will facilitate looping of the system, which is now a dead end watermain at Lincolntown Avenue. This watermain looping connection would also serve as an alternate water feed for the entire Echo Lake neighborhood.

The existing sanitary sewer system in the project area is not in need of large-scale replacement, but does require spot repairs. Spot repairs in minor areas of settlement around sanitary manholes and replacement of deteriorated rings are proposed with the replacement of castings in the roadway with this project. The Echo Lake project area will also be reviewed as part of future City sewer lining projects.

Spot repairs in minor areas of settlement around storm sewer catch basins and replacement of deteriorated rings are proposed with the replacement of castings in the roadway with this project.

**7a. Continued.**

Flooding concerns have been identified by Valley Branch Watershed District (VBWD) for homes adjacent to the ponds along Dunbar Way during the 100-year rain event. Extensive modeling and coordination with VBWD led to the preliminary design of a 21” diversion pipe that will route water from the Dunbar Way south pond to the wetland south of Long Lake Road. This diversion takes approximately 5 acres from the Echo Lake Watershed to the Long Lake Watershed, lowering water levels within the Dunbar Way Ponds and reducing flood potential by providing freeboard to the adjacent homes.

There are no sidewalk facilities within the project area. A bituminous trail connects Hillswick Terrace to Dunbar Way by passing through the center of the project area. Access points are located off Hillswick Terrace, Windsor Lane, and Dunbar Way. There is one crosswalk in place for the trail, located between 326-348 Windsor Lane and 349 Windsor Lane-1223 Ashley Lane. Two floating pedestrian ramps are also present on the southern ends of Berwick Lane and Dunbar Way to cross south over Long Lake Road. These ramps do not comply with current ADA (Americans with Disabilities Act) standards and will have to be upgraded.

An existing pedestrian facility at the south end of Berwick Lane on the south side of Long Lake Road will be installed to meet ADA compliance. The replacement of existing crosswalk striping across Windsor Lane is proposed after surface improvements have been made. The existing bituminous trail will be evaluated as part of the 2018 Pavement Management Plan to determine the condition and appropriate method of rehabilitation. For the purposes of this report, it is assumed that the bituminous trail will be removed and replaced.

The funding for the project will come from Street Improvement Funds \$760,000, Storm Water Fund \$176,000, Sanitary Sewer Fund \$51,000, Watermain Fund \$77,000, MSAS \$878,000 and Special Assessments \$497,000 for a total of \$2,439,000.

The unit assessment rate for single-family and duplex properties adjacent to a roadway with roadway reclamation/overlay improvements is \$2,700 per the City’s 2018 Fee Schedule and \$39.70 per linear foot for multi-family and tax-exempt properties per the City’s 2018 Fee Schedule.

Mayor Marshall opened the public hearing.

Tony Hoffman, 40 Berwick Place, asked the amount of the assessment.

Engineer Guilliams said the assessment will be \$2,700.

**7a. Continued.**

Jerry Carroll 1338 Hillswick Place, asked if his taxes are paying for this.

Terry Carroll, 1338 Hillswick Place, asked if the potholes will be taken care of.

Steve Glasenapp 1271 Dunbar Way, asked how long will roads be shut down and will the mailboxes be moved.

Nancy Glasenapp 1271 Dunbar Way, asked if their irrigation system will be affected. She said she is also concerned about the level of the pond.

Mayor Marshall closed the public hearing at 8:30 p.m.

Council member Brainerd moved and Council member Ledermann seconded the motion to approve Resolution No. 2018-17 and adding to include the rehabilitation of the trails interior to the Echo Lake Development. Mayor Marshall asked for a roll call vote: Ledermann-yes, Brainerd-yes, Deans-yes, Wolgamot-yes and Marshall-yes. The motion was approved.

**8. STAFF REPORTS**

**8a. CONSIDER APPROVAL-Resolution Awarding the Sale of \$6,950,000 General Obligation Improvement and Utility Revenue Bonds, Series 2018A Fixing their Form and Specifications Directing their Execution and Delivery and Providing for their Payment.**

Previously the City Council approved a five-year Capital Improvement Plan and certain projects were approved and are being constructed. Bonds are required to be issued to provide financing. The bonds are being issued pursuant to Minnesota Statutes, Chapters 429, 444 and 475, by the City for the purpose of financing the following projects:

- Historic District (Phase III)
- Briarwood Area Improvements
- Hickory Street Improvements
- Quail Street Utility Extension
- Echo Lake Area Improvements
- Edgumbe Drive Storm Drainage Improvements
- Sanitary Sewer Lining program
- Glenmar Area Storm Drainage Improvements

On April 17, 2018, the City Council authorized the Sale of General Obligation Bonds, Series 2018A.

**8a. Continued.**

Nick Anhurt, a representative from Ehlers explained the bonding process. He said the City has maintained their Aa2 bond rating which is very good for a city the size of Mahtomedi. The amount of the bond sale was amended from \$6,950,000 to \$6,715,000, with a closing date of June 7, 2018.

Council member Brainerd moved and Council member Deans seconded the motion to approve Resolution No. 2019-16 Awarding the Sale of \$6,715,000 General Obligation Improvement and Utility Revenue Bonds, Series 2018A. The motion was approved.

**8b. CONSIDER APPROVAL-Ordinance Renaming Triangle Park as Veteran's Memorial Park Pursuant to Minnesota Statutes, 412.221.**

Administrator Neilson said with the recent renovations to the Veterans Memorial funded with the assistance of local veterans and civic organizations and the park being the focus of Veteran events, the Park Commission recommended renaming Triangle Park as Veteran's Memorial Park.

American Legion member Ken Lohr said it is a great idea and thanked everyone for it.

Council member Wolgamot moved and Council member Brainerd seconded the motion to approve Ordinance No. 2018-03 Renaming Triangle Park to Veteran's Memorial Park. The motion was approved.

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

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

**9. REPORT FROM THE CITY ADMINISTRATOR**

Administrator Neilson said there will be an information meeting regarding the new library on May 17<sup>th</sup>.

Engineer Sachi gave an overview of the current construction projects.

Public Works Director Goebel said they are continuing to work on the landscaping at Veteran's Park along with City Hall. They will be doing pothole patching in the Echo Lake area.

**10. COMMENTS FROM THE CITY COUNCIL**

Council member Deans asked if there will be a pancake breakfast on Memorial Day.

Fire Chief Fischer said there is a breakfast after the parade on Memorial Day.

Council member Ledermann said there is an information meeting on Thursday, May 31<sup>st</sup> at 6:30 p.m. at the District Ed Center with Solar United Neighborhood for information on solar rooftops.

Council member Deans suggested putting this meeting on the City's website.

**11. CLOSED SESSION – None Scheduled**

**12. ADJOURNMENT**

Council member Deans moved and Council member Ledermann seconded the motion to adjourn the meeting at 9:10 p.m. The motion was unanimously approved.

**ATTESTED:**

**APPROVED:**

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**MARY SOLIE, CITY CLERK**

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**JUD MARSHALL, MAYOR**