

**MAHTOMEDI CITY COUNCIL  
MINUTES  
JANUARY 2, 2024**

Mayor Richard Brainerd convened the regular City Council meeting at 7:00 p.m. with City Council members Jeff Charlesworth, Lilly Melander, Luke Schlegel and Jane Schneeweis in attendance. City Administrator Scott Neilson, City Attorney Bridget Nason, City Engineer John Sachi, Public Works Director Bob Goebel, Fire Chief Terry Fischer, and City Clerk Jerene Rogers were also in attendance.

**OATH OF OFFICE**

City Attorney Bridget Nason administered the Oath of Office to Mayor Richard Brainerd and City Council members Jeff Charlesworth and Jane Schneeweis who were elected to four-year terms on November 7, 2023.

**CONSIDER APPROVAL OF AGENDA**

City Administrator Scott Neilson asked to add “2023-2024 Cooperative Services Agreement between the City of Mahtomedi, Mahtomedi Hockey Association and Yardworks Lawncare and Maintenance, LLC” to the Consent Agenda as Item 6e.

City Council member Schneeweis moved and City Council member Charlesworth seconded the motion to approve the agenda as amended. The motion was unanimously approved.

**CONSIDER APPROVAL OF THE DECEMBER 5, 2023 CITY COUNCIL MEETING MINUTES AND DECEMBER 6, 2023 CITY COUNCIL WORKSHOP MEETING MINUTES**

City Council member Schlegel would like to add the words “the pension plan” to the sentence that says, “City Council member Schlegel asked what would happen if the fire department suddenly became fully staffed and wasn’t fully funded”.

City Council member Schlegel moved and City Council member Charlesworth seconded the motion to approve the December 5, 2023 meeting minutes as amended. The motion was unanimously approved. City Council member Schlegel moved and City Council member Charlesworth seconded the motion to approve the December 6, 2023 City Council workshop meeting minutes as presented. The motion was unanimously approved.

**4. PRESENTATIONS – Washington County Sheriff’s Office**

Special Programs Commander Harris, Patrol Commander Halverson, and Deputy Gilby from the Sherriff’s Office were here to introduce themselves and give a brief update regarding recent activity within the City of Mahtomedi.

Washington County Commissioner’s Stan Karwoski and Fran Miron were here to show their support and congratulate the city council members that were sworn in tonight. They both expressed their enjoyment working with City staff and the council and look forward to working together in 2024. Commissioner Karwoski will be the Chair and Commissioner Miron will be the Vice Chair of the County Board for 2024.

5. DISCUSSION FROM THE AUDIENCE - None

6. CONSENT AGENDA

City Council member Schneeweis moved and City Council member Charlesworth seconded the motion to approve the consent agenda as amended. The motion was unanimously approved.

6a. APPROVAL – Schedule Local Board of Appeal and Equalization Meeting for Wednesday, April 3, 2024 at 5:00 p.m.

The annual Local Board of Appeal and Equalization meeting was scheduled for Wednesday, April 3, 2024 at 5:00 p.m.

6b. APPROVAL – Agreement between the City of Mahtomedi and Northeast Youth Family Services.

An agreement totaling \$18,850.74 between the City of Mahtomedi and Northeast Youth and Family Services for 2024 was approved.

6c. APPROVAL – Resolution Approving the Acceptance of Gifts for a bench to be located in the area of Hamline Lake Trail.

Resolution No. 2024-01 a Resolution Approving the Acceptance of Gifts for a bench to be located in the area of Hamline Lake Trail was approved. The donation from Richard Ramsey is in the amount of \$1,000.00

6d. APPROVAL – 2024 Mileage Rate.

The I.R.S. mileage amount is increasing to 65.5 cents per mile effective January 1, 2024. The City Council approved the recommendation of City Staff to increase the mileage rate to this amount.

6e. APPROVAL – 2023-24 Cooperative Service Agreement. December 15, 2023-March 15, 2024.

The 2023-2024 Cooperative Service Agreement between the City of Mahtomedi, the Mahtomedi Hockey Association, and Yardworks Lawncare and Maintenance, LLC. was approved.

7. PUBLIC HEARINGS-None

8. STAFF REPORTS

8a. CONSIDER APPROVAL-Bill List

City Council member Schlegel moved and City Council member Charlesworth 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, Planning, and Environmental Commissions, Law Enforcement Services, and Personnel Committee.

Mayor Brainerd said that in January of each year, the City Council makes a number of annual appointments, one of which is for Council President/Acting Mayor. The Council President/Acting Mayor shall perform the duties of Mayor during the disability or absence of the mayor from the city or, in case of vacancy in the office of Mayor, until a successor has been appointed and qualifies.

City Council member Schlegel moved and City Council member Schneeweis seconded the motion to approve the annual appointments outlined below. The motion was unanimously approved.

City Council President/Acting Mayor-Council member Jane Schneeweis  
Finance Commission Liaison-Council member Luke Schlegel  
Parks Commission Liaison-Council member Lilly Melander  
Personnel Committee-Mayor Richard Brainerd and City Council member Jane Schneeweis  
Environmental Commission-Council member Jeff Charlesworth  
Law Enforcement Services-Council member Jane Schneeweis

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

City Council member Charlesworth moved and Council member Melander 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 2024, 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 2024 are:

Accounting/Auditor – CliftonLarsonAllen  
City Attorney/General Council – Kennedy & Graven, Chartered, Bridget Nason  
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.

9. ORGANIZATIONAL BUSINESS – Continued

9c. SCHEDULE 2024 Regular City Council Meetings

The City Council currently meets on the first and third Tuesdays of each month, at 7:00 p.m. at City Hall. City Council member Schneeweis moved and City Council member Charlesworth seconded the motion to approve the following schedule for 2024. The motion was unanimously approved.

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

9. ORGANIZATIONAL BUSINESS - Continued

**\*\*Tuesday, March 5, 2024 is Presidential Nomination Primary**

**\*\*Tuesday, August 6, 2024 is National Night Out**

**\*\*Tuesday, November 5, 2024 is Election Day**

9d. DESIGNATION – Official Newspaper

City Council member Charlesworth moved and City Council member Schlegel seconded the motion to designate the White Bear Press as the City's official newspaper for 2024. The motion was unanimously approved.

9e. DESIGNATION – Depositories

City Council member Schneeweis moved and City Council member Charlesworth 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.

- 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

City Council member Charlesworth moved and City Council member Melander seconded the motion to advertise for the openings on the advisory commissions. The motion was unanimously approved. There are three openings on the Parks Commission, two openings on the Planning Commission, two openings on the Environmental Commission and three 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, Washington County and an alternate to the Ramsey/Washington County Cable Commission.

Mayor Brainerd moved and City Council member Charlesworth seconded the motion to appoint the following as the 2024 City Council Liaisons:

City of Willernie- City Council member Jane Schneeweis  
City of Dellwood-City Council member Jeff Charlesworth

**9. ORGANIZATIONAL BUSINESS - Continued**

City of Grant-City Council member Lilly Melander  
City of White Bear Lake-Mayor Richard Brainerd and City Administrator Scott Neilson  
City of Birchwood Village-City Council member Lilly Melander  
City of Pine Springs-City Council member Jeff Charlesworth  
Century College-Mayor Richard Brainerd  
Mahtomedi School District-City Council member Luke Schlegel  
Washington County-Mayor Richard Brainerd and City Administrator Scott Neilson  
Alternate to the Ramsey/Washington County Cable Commission – City Council member Luke Schlegel

The motion was unanimously approved.

**9h. APPROVAL – Standing Rules of Procedure**

City Council member Schneeweis moved and City Council member Charlesworth seconded the motion to approve the Standing Rules of Procedure as presented. The motion was unanimously approved.

**10. REPORT FROM THE CITY ADMINISTRATOR**

Fire Chief Terry Fischer said they finished the year with 1164 calls, this was down a couple calls from 2022.

Public Works Director Bob Goebel said it's been a quiet winter. He said they are ready when the snow finally arrives.

City Engineer John Sachi said the pond work was able to begin early due to the nice weather. He indicated the contractor has completed three of the five ponds. He said the sanitary lift station that will be installed near the Dairy Queen has finally arrived and that work will be completed this spring.

**11. COMMENTS FROM THE CITY COUNCIL**

City Council member Schlegel said he will be attending a school board meeting where they will be discussing the results of a district wide survey. He will report back to the council the topics of discussion.

City Council member Schneeweis said the City of Willernie is not going to participate in the street project to improve their section of McGregor Avenue. They feel the cost is too expensive.

City Council member Melander reminded the council about the Lake Links Holiday Stroll this Friday from 5:00 p.m. to 6:30 p.m. beginning at the District Education Center and ending at the covered bridge. She wanted to remind everybody about the Winter Skating Party taking place on Sunday, January 21<sup>st</sup> from noon – 3:00 p.m. at the ice rink behind the District Education Center.

**11. COMMENTS FROM THE CITY COUNCIL – Continued**

City Council member Charlesworth said he attended the most recent Environmental Commission meeting. He said the city has been awarded a \$125,000 grant to help with the eradication of Emerald Ash Borer.

Mayor Brainerd said he and two other council members will be attending a League of Minnesota Cities workshop for elected leaders in February.

**12. CLOSED SESSION - None**

**13. ADJOURNMENT**

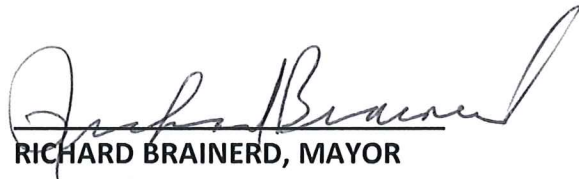
City Council member Schneeweis moved and City Council member Charlesworth seconded the motion to adjourn the meeting at 7:55 p.m. The motion was unanimously approved.

**ATTESTED:**

**APPROVED:**



JERENE ROGERS, CITY CLERK



RICHARD BRAINERD, MAYOR