

**MAHTOMEDI CITY COUNCIL  
MINUTES  
JANUARY 3, 2023**

Mayor Jud Marshall convened the regular City Council meeting at 7:00 p.m. with City Council members Richard Brainerd, 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, and City Clerk Jerene Rogers were also in attendance.

**CONSIDER APPROVAL OF AGENDA**

City Administrator Scott Neilson asked to add "revise the Century Avenue Coalition Council member appointment" to the Consent Agenda as Item 6h.

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

**CONSIDER APPROVAL OF THE DECEMBER 6, 2022 CITY COUNCIL MEETING MINUTES**

City Council member Schneeweis moved and City Council member Schlegel seconded the motion to approve the December 6, 2022 meeting minutes as presented. The motion was unanimously approved.

- 4. **PRESENTATIONS - None**
- 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 amended. The motion was unanimously approved.

- 6a. **APPROVAL – Schedule Local Board of Appeal and Equalization Meeting for Wednesday, April 5, 2023 at 5:00 p.m.**

The annual Local Board of Appeal and Equalization meeting was scheduled for Wednesday, April 5, 2023 at 5:00 p.m.

- 6b. **APPROVAL – New Liquor License Application.**

Chris and Carol Dettinger owners of the Four Seasons Restaurant sold their business to Gabriella Castellanos. The name of the business has been changed to Red Luna Seasons. The Washington County Sheriff's Office has completed a background check on Ms. Castellanos and no violations were found to prevent the City from issuing her a license. The City Council approved a new liquor license for Red Luna Seasons.

- 6c. **APPROVAL – 2023 Mileage Rate.**

The I.R.S. mileage amount is increasing to 65.5 cents per mile effective January 1, 2023. The City

6. CONSENT AGENDA - Continued

Council approved the recommendation of City Staff to increase the mileage rate to this amount.

6d. APPROVAL – WSB Proposal to Develop Sustainability Policies.

A proposal from WSB to develop Sustainability Policies was approved. WSB will develop sustainability policies, regulations, and ordinances that will implement the 2021 Sustainability Plan. The proposal will not exceed \$50,000.

6e. APPROVAL – Agreement with Northeast Youth and Family Services.

An agreement totaling \$17,970.20 between the City of Mahtomedi and Northeast Youth and Family Services for 2023 was approved.

6f. APPROVAL – Resolution Approving Execution of Agreement for Federal Participation in Construction (MnDOT Contract No. 1052222).

Resolution No. 2023-01 a Resolution Approving Execution of Agreement for Federal Participation in Construction (MnDOT Contract NO. 1052222) was approved. The resolution authorizes the Commissioner of Transportation to be appointed as the City's agent to accept federal funds which may be available for transportation projects.

6g. APPROVAL – Payment to Killmer Electric in the amount of \$88,555.00 for Lake Links Trail Lighting.

Pay Voucher No. 3 for \$88,555.00 payable to Killmer Electric for the Lake Links Trail Lighting was approved.

6h. APPROVAL – Revise Council Member Appointment to Century Avenue Coalition.

City Council member Schlegel will serve as the primary appointment to the Century Avenue Coalition and City Council member Brainerd will be the secondary appointment. This was revised from the December 6, 2022 City Council meeting.

7. PUBLIC HEARINGS-None

8. STAFF REPORTS

8a. CONSIDER APPROVAL-Bill List

City Council member Schlegel moved and City Council member Schneeweis 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 Marshall 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 Brainerd 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 Richard Brainerd  
Finance Commission Liaison-Council member Luke Schlegel  
Parks Commission Liaison-Council member Lilly Melander  
Planning Commission Liaison-Mayor Jud Marshall  
Personnel Committee-Council members Richard Brainerd and Jane Schneeweis  
Environmental Commission-Council member Jane Schneeweis  
Law Enforcement Services-Council member Richard Brainerd

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

City Council member Brainerd 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 2023, 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 2023 are:

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

The motion was unanimously approved.

9. ORGANIZATIONAL BUSINESS – Continued

9c. SCHEDULE 2023 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 Schlegel moved and City Council member Schneeweis seconded the motion to approve the following schedule for 2023. The motion was unanimously approved.

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

9. ORGANIZATIONAL BUSINESS - Continued

**\*\*Tuesday, July 4, 2023 is Independence Day**

**\*\*Tuesday, August 1, 2023 is National Night Out**

**\*\*Tuesday, November 7, 2023 is Election Day**

9d. DESIGNATION – Official Newspaper

City Council member Brainerd moved and City Council member Schlegel seconded the motion to designate the White Bear Press as the City's official newspaper for 2023. The motion was unanimously approved.

9e. DESIGNATION – Depositories

City Council member Schlegel moved and City Council member Schneeweis 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 Brainerd moved and City Council member Schlegel 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, three openings on the Planning Commission, one opening on the Environmental Commission and four 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.

City Council member Brainerd moved and City Council member Melander seconded the motion to appoint the following as the 2023 City Council Liaisons:

City of Willernie- City Council member Richard Brainerd  
City of Dellwood-City Council member Jane Schneeweis

**9. ORGANIZATIONAL BUSINESS - Continued**

City of Grant-Mayor Jud Marshall  
City of White Bear Lake-Mayor Jud Marshall and City Administrator Scott Neilson  
City of Birchwood Village-City Council member Lilly Melander  
City of Pine Springs-City Council member Luke Schlegel  
Century College-City Council member Richard Brainerd  
Mahtomedi School District-Mayor Jud Marshall  
Washington County-Mayor Jud Marshall 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 Schlegel seconded the motion to approve the Standing Rules of Procedure as presented. The motion was unanimously approved.

**10. REPORT FROM THE CITY ADMINISTRATOR**

City Administrator Scott Neilson said he spoke with a representative from the vacant gas station at Hwy 694 and Long Lake Road. He said they recently removed the underground tanks and the canopy and will probably put the site up for sale.

City Engineer John Sachi said there has been communication with Kevin Peterson from Washington County regarding the concerns raised by the City Council regarding the pedestrian crossing at CSAH 12 and Lincolntown Avenue. He said the County has asked MNDot to perform a speed study for CSAH 12. He explained it could take up to 18 months to get the results of the study. He said this spring the County will mount cameras in the area to monitor pedestrian traffic as well as vehicle traffic and then will determine what safety enhancements may be needed in this area.

City Council member Brainerd asked if we have heard anything regarding the parking/traffic issues with St. Jude's Church.

City Engineer Sachi said WSB began to put together a proposal for the church and was informed they hired someone else to do the study.

Public Works Director Bob Goebel said it would be worthwhile to reach out to the church to see what their plan is to remedy the traffic issue before and after school.

**11. COMMENTS FROM THE CITY COUNCIL**

City Council member Brainerd said he is looking forward to working with everybody in 2023.

12. CLOSED SESSION - None
13. ADJOURNMENT

City Council member Schneeweis moved and City Council member Schlegel seconded the motion to adjourn the meeting at 8:00 p.m. The motion was unanimously approved.

ATTESTED:

APPROVED:

  
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JERENE ROGERS, CITY CLERK

  
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JUD MARSHALL, MAYOR