

MINUTES
OF THE REGULAR MEETING OF THE
CITY OF BIRCHWOOD VILLAGE
VIRTUAL MEETING
JANUARY 12, 2021
7:00PM

CALL TO ORDER

Mayor Wingfield called the meeting to order at 7:02pm and stated that the meeting was being held remotely in compliance with Governor Waltz's Stay at Home Order, then shared the procedure for public hearing and community comment.

MEMBERS PRESENT: Mayor Mary Wingfield, Councilmembers; Kevin Woolstencroft, John Fleck, Justin McCarthy, Mark Foster

STAFF PRESENT: City Administrator, Andy Gonyou, City Attorney, H. Alan Kantrud

PLEDGE OF ALLEGIANCE

Swearing in of new councilmembers; Justin McCarty, Mark Foster, and Mayor Mary Wingfield. **CONGRATULATIONS!**

APPROVE AGENDA

MOTION MADE BY COUNCILMEMEBER WOOLSTENCROFT AND SECONDED BY COUNCILMEMER FOSTER TO APPROVE THE AGENDA. ROLL CALL VOTES: AYES; FLECK, WOOLSTENCROFT, FOSTER, MCCARTY, WINGFIELD. MOTION PASSED

PUBLIC FORUM

- A. **Commissioner Karowski** congratulated Mayor Wingfield and Councilmembers McCarthy and Foster on their swearing in and is looking forward to working with the Council.
- B. **Barton Winter** (1-Five Oaks Lane, Birchwood) discussed the hockey rink and warming house.

ANNOUNCEMENTS

- A. Ice Rink Is now open.
- B. We are social, follow us on Facebook @BirchwoodCityHall or Twitter @CityofBirchwood

ADMINISTRATIVE PRESENTATION

- A. Sheriff's Report
- B. 2021 Schedule of Meetings and Holidays

CITY BUSINESS - CONSENT AGENDA

Mayor Wingfield wants to pull out items A and B and move them under **REGULAR AGENDA** under E.

- *A. ~~Approve Regular Meeting Minutes from December 8, 2020~~
- *B. ~~Approve Treasure's Report~~

- C. Approve Resolution 2021-01, Designating White Bear Press as the Official Newspaper for Publication
- D. Approve Resolution 2021-02, Naming U.S. Bank and the 4M Fund as Official Depositories of Municipal Funds
- E. Approve Resolution 2021-03, Accepting a Cash Donation from the Artist's Group Members.

MOTION MADE BY COUNCILMEMBER FLECK AND SECONDED BY COUNCILMEMBER FOSTER TO APPROVE THE CONSENT AGENDA ITEMS C, D AND E. ROLL CALL VOTES: AYES: FLECK, FOSTER, WOOLSTENCROFT, MCCARTHY, WINGFIELD. MOTION PASSED.

CITY BUSINESS – REGULAR AGENDA

- A. Sgt. Marquardt Invitation
 - a. Update on Public Safety
 - i. Sgt Marquardt discussed the concerns and issues the Council provided to him.
 - b. Council Questions
- B. 2021 Fee Schedule
 - a. Review Proposed Amendments
 - i. **Mayor Wingfield** made some changes to some of the wordings on the fee schedule.
 - ii. **Mayor Wingfield** and Councilmembers discussed the increase of the variance application fee from \$300 to \$600 and to also be paid up front.
 - b. Council Questions

MOTION MADE BY COUNCILMEMBER FLECK AND SECONDED BY COUNCILMEMBER MCCARTHY TO ACCEPT THE 2021 FEE SCHEDULE AS AMENDED. ROLL CALL VOTES: AYES; MCCARTHY, FOSTER, WOOLSTENCROFT, FLECK, WINGFIELD. MOTION PASSED

- C. Appoint Planning Commissioners
 - a. Review Candidates & Appoint Commissioners
 - i. Joe Evans (545 Wildwood, Birchwood)
 - ii. Ryan Hankins (183 Wildwood, Birchwood)
 - iii. Michael McKenzie-(509 Lake Ave, Birchwood)
 - iv. David Remely was not able to make the meeting.
 - b. Council Discussion

MOTION MADE BY MAYOR WINGFIELD AND SECONDED BY COUNCILMEMBER FLECK TO APPOINT RYAN HANKINS TO THE PLANNING COMMISSIONER'S OPENING. ROLL CALL VOTES: AYES; FLECK, WOOLSTENCROFT, FOSTER, MCCARTHY, WINGFIELD. MOTION PASSED.

c. Request of two incumbent Commissioners to be reappointed.

i. John Lund – Chairperson

ii. Michael Kramer

MOTION MADE BY COUNCILMEMBER WOOLSTENCROFT AND SECONDED BY COUNCILMEMBER FOSTER TO ADOPT THE RECOMMENDATION OF THE CITY ADMINISTRATOR GONYOU. ROLL CALL VOTES: AYES; FOSTER, WOOLSTENCROFT, MCCARTHY, FLECK, WINGFIELD. MOTION PASSED.

D. City Planner Search

a. Council discussion

MOTION MADE BY COUNCILMEMBER FLECK AND SECONDED BY COUNCILMEMBER MCCARTHY TO ALTERNATE DOUG DANKS AS CITY PLANNER/ CONSULTANT AND STEVE THATCHER IF THERE WOULD BE A CONFLICT OF INTEREST CONCERN. ROLL CALL VOTES; AYES; MCARTHY, FLECK, FOSTER, WOOLSTENCROFT, WINGFIELD. MOTION PASSED

From the Consent Agenda:

***A. Approve Regular Meeting Minutes from December 8, 2020**

a. **Mayor Wingfield** and Council made some corrections to the minutes.

MOTION MADE BY MAYOR WINGFIELD AND SECONDED BY COUNCILMEMBER WOOLSTENCRAFT TO ADOPT THE DECEMBER 8, 2020 MINUTES AS AMENDED. ROLL CALL VOTES: AYES; WOOLSTENCRAFT, FOSTER, MCCARTHY, FLECK, WINGFIELD. MOTION PASSED.

***B. Approve Treasurer's Report**

a. **Mayor Wingfield** discussed issues of some of the monies that need to be corrected.

MOTION MADE BY MAYOR WINGFIELD AND SECONDED BY COUNCILMEMBER WOOLSTENCROFT TO ADOPT THE TREASURER'S REPORT AS ADMENDED. ROLL CALL VOTES: AYES; MCCARTHY, FOSTER, WOOLSTENCROFT, FLECK, WINGFIELD. MOTION PASSED.

E. First Reading Ord 2021-01-01. Sec.302.020 Structure Location Requirements

a. Council Deliberation

i. **Mayor Wingfield** explained as to why this was brought to the January Council Meeting agenda

b. Order Public Hearing and Second Reading

MOTION MADE BY COUNCILMEMEBER FLECK AND SECONDED BY COUNCILMEMBER FOSTER TO ADOPT THIS AS A FIRST READING WHICH NEEDS TO BE PUBLISHED IN THE NEWSPAPER AND GO TO THE PUBLIC HEARING AT THE FEBRUARY COUNCIL MEETING. ROLL CALL VOTES: AYES; FOSTER, FLECK, WOOLSTENCROFT, WINGFIELD. NAY; MCCARTHY. MOTION PASSED

F. Sewer Line Inspections

a. Council Deliberation

Mayor Wingfield gave a little bit of background on the Birchwood Ave sewer line inspections which was to be done by Velocity Drain Services.

MOTION MADE BY COUNCILMEMBER WOOLSTENCROFT AND SECONDED BY COUNCILMEMBER FOSTER TO AUTHORIZE CITY ADMINISTRATOR GONYOU TO CONTACT THE REMAINING PROPERTIES AND COORDINATE WITH VELOCITY DRAIN SERVICE TO GET ACCESS TO THE HOMES TO COMPLETE THEIR CONTRACTUAL OBLIGATIONS AND TO RELEASE THE MONIES DUE TO VELOCITY DRAIN SERVICES. ROLL CALL VOTES: AYES; FOSTER, WOOLSTENCROFT, MCCARTHY, WINGFIELD. MOTION PASSED.

G. 310/312 Wildwood Building Inspection (Wingfield)

a. **Mayor Wingfield and Councilmembers** discussed the issues at 310/312 Wildwood regarding the home that is possibly unsafe and a shed that needs to be taken down.

H. Council Member Reports:

a. **Mayor Wingfield**

i. Reconsider Resolution 2020-45, Naming City Treasurer

MOTION MADE BY MAYOR WINGFIELD AND SECONDED BY COUNCILMEMBER FOSTER TO ACCEPT THE RESOLUTION 2020-45 TO CHANGE: 1. THE RETRO ACITVE DATE TO DECEMBER 8TH, AND 2.THE WORDING FROM 20 HOURS/MONTH TO "UP TO 20 HOURS/MONTH" ROLL CALL AYES; FLECK, FOSTER, MCCARTHY, WOOLSTENCROFT, WINGFIELD. MOTION PASSED

ii. Councilmember Assignments and Parks

The Proposed districts for park assignments are as follows:

1. Tighe-Schmitz, Dellwood, and Kay Beaches – **McCarthy**
2. Ash, Birch, Elm and Wildwood Park – **Fleck**
3. Bloomquist, Polly's Park and Village Hall - **Foster**

General assignments for Councilmember ownership are as follows:

1. Roads – **Woolstencroft**
2. Personnel – **McCarthy**
3. Weeds/Assistant week inspector – **Wingfield**
4. Volunteer Coordinator – **Wingfield**
5. Dock Association Liaison – **Foster**
6. Public Safety (police) – **Fleck**
7. Utility Committee – **Wingfield**
8. Intergovernmental Relations – **Foster**
9. Buildings – **Wingfield**
10. Acting Mayor – **Fleck**
11. Website – **McCarthy**
12. Storm water/Drainage – **Fleck**

13. Planning Commission Liaison – **Foster**

14. Recycling/Garbage –

15. Grants – **McCarthy**

iii. 100th Anniversary Booklet

a) **Mayor Wingfield** gave an update on her findings

b) Pursuing a grant for signage

iv. Release 300 Jay Plans-

a) **Mayor and Council** agreed to send plans back to homeowner

v. Mahtomedi Garden Grant

a) **Mayor Wingfield** discussed about what to do with the Grant.

vi. **Mayor and Council** would like to monitor the Snowplow saline brine application efficiency.

vii. **Mayor Wingfield** explained to Councilmember McCarthy how the Public Forum works

viii Parks and Open Space Capital Improvement Plan

a. tabled

b. Councilmember McCarthy

i. League of MN Cities Council Training

MOTION WAS MADE BY COUNCILMEMBER FLECK AND SECONDED BY COUNCILMEMBER FOSTER TO AUTHOIZE COUNCILMEMBER MCCARTHY AND COUNCILMEMBER FOSTER TO GO TO THE LEAGUE OF MN CITIES COUNCIL TRAINING. ROLL CALL VOTES: AYES; FLECK, WOOLSTENCROFT, MCCARTHY, FOSTER, WINGFIELD. MOTION PASSED

ii. IT Task Force

1. Council Deliberation

a. **Mayor and Council** discussed the possibility of putting together an IT Task Force Committee

2. Approve Resolution 2011-05, Creating IT Task Force

a. tabled.

iii. Parks Committee

2. Councilmember McCarthy mentioned that during campaigning, the public wanted to bring back the parks committee. Councilmember McCarthy is looking for discussion from the council and the council pointed out some of the pros and cons.

I. City Attorney's Report

a. Hall/Cedar/Wildwood Junction Update

1. **Mayor Wingfield** mentioned that she is still working with City Attorney Kantrud and the surveyor on getting the documents signed on the agreed easement.

J. City Administrator's Report

a. Deputy Clerk

i. City of Administrator Gonyou mentioned that there are two applicants. Council authorized City Administrator to hire best candidate.

b. Rink Attendant Pay

1. Council Deliberation

2. Approve Resolution 2021.04, Approving Rink Attendant Pay Increase

MOTION MADE BY COUNCILMEMBER FLECK AND SECONDED BY COUNCILMEMBER FOSTER TO APPROVE RESOLUTION 2021. 04. ROLL CALL VOTES: AYES; FLECK, WOOLSTENCROFT, FOSTER, MCCARTHY, WINGFIELD. MOTION PASSED.

3. Short Stop Electric

a. Update

MOTION MADE BY COUNCILMEMBER MCCARTHY AND SECONDED BY COUNCILMEMBER FLECK TO PAY SHORT STOP ELECTRIC FOR \$4,005 AND REQUESTED STEVE THATCHER TO GET AN UPDATE ON THESE TWO PROJECTS. ROLL CALL VOTES; AYES; WOOLSTENCROFT, FLECK, MCCARTHY, FOSTER, WINGFIELD. MOTION PASSED

ADJOURN

MOTION MADE BY COUNCILMEMBER WOOLSTENCROFT AND SECONDED BY FLECK TO ADJOURN. ROLL CALL VOTES: AYES; FLECK, FOSTER, MCCARTHY, WOOLSTENCROFT, WINGFIELD. MOTION PASSED. MEETING ADJOURNED AT 9:22pm

ATTEST:



Mary Wingfield

Mayor



Andy Gonyou

City Administrator – Clerk



RESOLUTION 2021-01

**CITY OF BIRCHWOOD VILLAGE
WASHINGTON COUNTY, MINNESOTA**

**A RESOLUTION DESIGNATING THE WHITE BEAR PRESS
AS THE OFFICIAL NEWSPAPER FOR PUBLICATION
FOR ALL CITY LEGAL NOTICES**

BE IT RESOLVED, by the City Council of the City of Birchwood Village that:

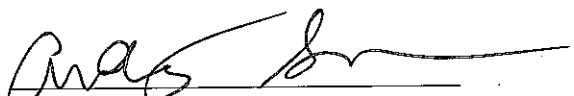
The White Bear Press is designated as the official newspaper for all City of Birchwood Village legal notices.

I certify that the City of Birchwood Village adopted the above Resolution on this 12th day of January, 2021.



Mary Wingfield, Mayor

ATTEST:



Andy Gonyou
City Administrator-Clerk



RESOLUTION 2021-02

**CITY OF BIRCHWOOD VILLAGE
WASHINGTON COUNTY, MINNESOTA**

**A RESOLUTION NAMING U. S. BANK, N.A. AND THE MINNESOTA MUNICIPAL
MONEY MARKET FUND (A/K/A "4M FUND") AS THE OFFICIAL DEPOSITORIES
OF MUNICIPAL FUNDS**

SECTION 1. RESOLVED, that U. S. Bank, N.A. and the Minnesota Municipal Money Market Fund (a/k/a "4M Fund") are hereby designated as depositories for the funds of the City of Birchwood Village. The City Treasurer is authorized to deposit city funds therein.

SECTION 2. RESOLVED ALSO, that before any deposits are made that exceed the amount that is guaranteed by the Federal Deposit Insurance Corporation (FDIC), the depository must supply to the City a corporate surety bond in the amount of at least 10 percent more than the amount on deposit at the depository's cutoff hour. The bond is subject to the approval of the City Council. The surety bond must be conditioned to repay the above amount or any part thereof upon proper demand therefore and to perform such other duties in connection with the deposit as the council may require.

SECTION 3. RESOLVED FURTHER, that, in lieu of the above bond, the depository may furnish collateral in the manner and to the extent permitted by law. All such collateral must be approved by the City Council and accompanied by a written assignment providing that, upon default, the financial institution shall release to the City on demand, free of exchange or any other charges, the collateral pledged.

SECTION 4. RESOLVED FURTHER, all collateral must be placed in safekeeping in a restricted account at either a Federal Reserve Bank or in an account at a trust department of a commercial bank or other financial institution that is not owned or controlled by the financial institution that is furnishing the collateral. The selection must be approved by the City Council. In case of default upon the part of the depository, the City Council shall have full power and authority to sell such collateral or as much as may be necessary to realize the full amount due the city over such federal guarantee.

This designation is effective until subsequently rescinded by the Birchwood Village City Council.

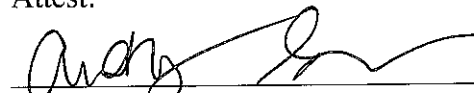
I certify that the City of Birchwood Village adopted the above Resolution on this 12th day of January, 2021.



Mary Wingfield, Mayor



Attest:



Andy Gonyou
City Administrator-Clerk

RESOLUTION 2021-03

**CITY OF BIRCHWOOD VILLAGE
WASHINGTON COUNTY, MINNESOTA**

**A RESOLUTION ACCEPTING A CASH DONATION FROM
BIRCHWOOD MONDAY PAINTERS GROUP**

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of Birchwood Village that:

The City Council accepts the cash donations of \$50.00 from members of the Birchwood Monday Painters Group.

I certify that the City of Birchwood Village adopted the above Resolution on this 12th day of January, 2021.



Mary Wingfield, Mayor

ATTEST:


Andy Gonyou, City Administrator-Clerk

RESOLUTION 2021-04

**CITY OF BIRCHWOOD VILLAGE
WASHINGTON COUNTY, MINNESOTA**

**APPROVING THE PAY RATE INCREASE OF JAMES RYDEEN AS CITY
RINK ATTENDANT, EFFECTIVE DECEMBER 8, 2020.**

WHEREAS, The City of Birchwood Village employs James Rydeen as Rink Attendant; and

WHEREAS, The City of Birchwood Village currently compensates James Rydeen at a rate of pay of \$16.00/hour.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Birchwood Village hereby approves the pay rate increase of James Rydeen as Rink Attendant to \$20.00/hour, effective December 8, 2020.

Passed by the City Council of The City of Birchwood Village, Minnesota this 12th day of January, 2021.



Mary Wingfield, Mayor

Attest:


Andy Gonyea, City Administrator-Clerk