**CITY OF BIRCHWOOD VILLAGE**

**REGULAR CITY COUNCIL MEETING**

**December 8, 2015**

**MINUTES**

**MEMBERS PRESENT: Mayor Mary Wingfield; Council members: Kevin Woolstencroft, Mark Anderson and Randy LaFoy. Not present: Council member Hullsiek**

**STAFF PRESENT: Mike Anderson, City Administrator and Alan Kantrud, City Attorney**

**OTHERS PRESENT: Steve Schad, Terry Granec, Sara Nephew, Rachel Schuler, and Barbara Flatten.**

**Mayor Wingfield** called the regular meeting to order at 7:00 p.m. The Pledge of Allegiance was recited*.*

**AGENDA APPROVAL:**

 **Mayor Wingfield:** added outlining January's council meeting.

**MOTION WAS MADE BY COUNCIL MEMBER LAFOY AND SECONDED BY COUNCIL MEMBER ANDERSON TO APROVE THE AGENDA AS PRESENTED. ALL AYES. MOTION PASSED.**

**OPEN PUBLIC FORUM:**

**ANNOUNCEMENTS:**  Mayor Wingfield mentioned that the city newsletter was mailed out. Village Christmas party was mentioned in the newsletter and is tomorrow night.

**CITY BUSINESS – CONSENT AGENDA**

1. Approval of Regular Meeting November 10, 2015 Minutes

**MOTION WAS MADE TO APPROVE NOVEMBER MINUTES BY COUNCIL MEMBER WOOLSTENCROFT AND SECONDED BY COUNCIL MEMBER LAFOY. ALL AYES. MOTION PASSED.**

**CITY BUSINESS - REGULAR AGENDA**

**A. Truth In Taxation - Adoption of the Final Levy and Budget**

City Administrator Anderson introduced the 2016 levy as was proposed in September's preliminary hearing on the subject.

**MOTION WAS MADE BY COUNCIL MEMBER LAFOY AND SECONDED BY COUNCIL MEMBER WOOLSTENCROFT TO ADOPT RESOLUTION 2015-23 THE FINAL LEVY ADOPTION. ALL AYES. MOTION PASSED.**

**Mayor Wingfield:**  Opened the floor for public hearing. No residents stood to speak.

**MOTION WAS MADE BY COUNCIL MEMBER LAFOY AND SECONDED BY COUNCIL MEMBER ANDERSON TO CLOSE THE PUBLIC HEARING. ALL AYES. MOTION PASSED.**

**MOTION WAS MADE BY COUNCIL MEMBER LAFOY AND SECONDED BY COUNCIL MEMBER WOOLSTENCROFT TO PASS RESOLUTION 2015-23 THE FINAL LEVY ADOPTION. ALL AYES. MOTION PASSED.**

**MOTION WAS MADE BY COUNCIL MEMBER WOOLSTENCROFT AND SECONDED BY COUNCIL MEMBER LAFOY TO ADOPT THE FINAL 2016 BUDGET. ALL AYES. MOTION PASSED.**

**B. Safe Zone Committee Discussions - Wetterling for Kids Seminar**

City Administrator Anderson talked about the Wetterling for Kids Seminar and advised that final details for this seminar are pending but interested residents should contact him to receive this information when finalized.

**C. Attorney General Opinion Request**

City Attorney Kantrud explained the process for requesting an Attorney General opinion on the enforceability of Birchwood's new sex offender ordinance. Mayor Wingfield and Council Members requested that City Attorney Kantrud request the Attorney General's opinion on this subject and authorized any related fees.

**D. Insurance Coverage**

Mayor Wingfield proposed deferring discussions related to insurance coverage until after the Attorney General has replied to City Attorney Kantrud's opinion request.

**Mayor Wingfield:** Opened the floor to public comment on this subject.

**Resident Steve Schad:** Stressed the urgency in moving forward with the Attorney General Opinion request on the City's sex offender ordinance and crafting a comprehensive replacement ordinance sooner rather than later. He is also seeking clarity of what power the citizens have to monitor Mr. Zacher without becoming harassment.

**Resident Terry Granec:**  Echoed the urgency expressed by previous resident. He requested that City Attorney Kantrud's Attorney General request to the Attorney General include a request for opinion on safe zone restrictions. He also requested email notifications from the city when council information packets become available.

**Resident Sara Nephew:** She encouraged council to review North Branch's Sex Offender Ordinance and requested that council pass the comprehensive replacement ordinance quickly.

**E. Approval of Treasurer’s Report**

**City Administrator Anderson:** He explained that January's report may include an expense for a recent replacement of a ruptured bearing from a lift station 2. Lift station 1 is due for the same repair soon.

**Mayor Wingfield:** She advised council that Washington County will be sending the second installment for property tax revenues, which will put the city books in the black for FY 2015.

**MOTION WAS MADE BY COUNCIL MEMBER LAFOY AND SECONDED BY COUNCIL MEMBER ANDERSON TO APPROVE THE TREASURERS REPORT. ALL AYES. MOTION PASSED.**

**F. 2015 Tree Inspection Report**

City Administrator Anderson informed Council that City Forester Steve Dean has inspected the city for dead or problem trees and has submitted a bid for cutting down or trimming those trees that are on city property.

**MOTION WAS MADE BY COUNCIL MEMBER WOOLSTENCROFT AND SECONDED BY COUNCIL MEMBER ANDERSON TO APPROVE THE CITY FORESTER'S BID, INCLUDING REMOVING THE ENTIRE LIMB FROM THE COTTONWOOD TREE. ALL AYES. MOTION PASSED.**

**G. City Administrator's Report**

**Halls Marsh Update:** City Administrator Anderson informed council that the Rice Creek Watershed District installed a temporary pipe in Halls Marsh that has successfully drained the water to normal levels.

**Sheriff's Department Update:** City Administrator Anderson informed council of the recent meeting with the Sheriff's Department by himself, Mayor Wingfield, and Council Member Lafoy. Included in the meeting was a discussion about parking signage at Wildwood Park and installing a machine to track city traffic behavior.

**H. Agenda Add-on: Outline January's Regular City Council Meeting**

**Mayor Wingfield:** She discussed pending 2016 projects the council previously directed but had not finalized, including the need for the city to purchase a generator for lift station 2; install the hand railing next to the village hall sidewalk; speed signs; and installing LED street lights.

**Randy Lafoy:** mentioned Green Steps Cities as well.

**Resident Rachel Schuler from 22 Oakridge Drive:** She requested that an update on the new safety zone committee be included in January's city council agenda.

**ADJOURN**

**MOTION WAS MADE BY COUNCIL MEMBER LAFOY AND SECONDED BY COUNCIL MEMBER WOOLSTENCROFT TO ADJOURN THE MEETING. ALL AYES. MOTION PASSED.** **MEETING ADJOURNED AT 7:52 P.M.**

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Mary Wingfield

Mayor

ATTEST:

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Mike Anderson

City Administrator-Clerk