



AGENDA OF THE CITY COUNCIL  
CITY OF BIRCHWOOD VILLAGE  
WASHINGTON COUNTY, MINNESOTA  
Special Meeting  
February 29th, 2024  
7:00 P.M.

**CALL TO ORDER**

**PUBLIC FORUM**

**APPROVE AGENDA**

**REGULAR AGENDA**

- A. Approve Hiring of the Treasurer\* (pp. 2-4)
  - a. Approve Resolution 2024-18 Hire Treasurer\* (p. 4)
  
- B. 232 Cedar Street\* (p. 5)
  - a. Public Forum
  - b. Council Discussion

**ADJOURN**

# MEMORANDUM

DATE: 2/26/24

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TO: Mayor and City Council  
FROM: Rebecca Kellen, City Administrator  
COPIED: Mary Cahill  
SUBJECT: Treasurer Hiring

**Birchwood Village**

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After the resignation of our previous Treasurer, Mary Cahill was given a recommendation from our Building Official, Jack Kramer, for a possible Treasurer that does work for surrounding communities, Marsha Olson. Mayor Ford, Mary Cahill and I met with Marsha Olson on February 20<sup>th</sup> to discuss the position of Treasurer with her. She was interested in the position and she seemed to be a good fit with her experience doing treasury with surrounding communities.

City administration checked in with Attorney Alan Kantrud regarding the possible need to post the position formally, however Alan said that there is no law requiring us to post this position, in which case we would like to move forward with the hiring of Marsha Olson.

City Administration recommends that the Mayor and City Council approve the hiring of Marsha Olson for the open Treasurer position at \$25-\$35/hour, upon successful completion of the background check.

817 Everett Drive  
Stillwater, MN 55082  
(651) 998-9178  
marshaolson@comcast.net

# MARSHA OLSON

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## SKILLS

Quick learner, Proficiency in MS Office, CTAS, Financial records and processing, Contract auditing, File/records maintenance

## EXPERIENCE

**May Township, Stillwater, MN - Treasurer 01/2018-Present**

**Baytown Township, Stillwater, MN - Treasurer 06/2013-Present**

**Town of West Lakeland, Stillwater, MN - Treasurer 12/2011-Present**

**Stillwater Township, Stillwater, MN - Treasurer 12/2009-Present**

- Financial management of cash and securities.
- Monthly, quarterly and annual reporting to various government agencies as well as the board of supervisors.
- Audit coordination by an outside firm when requested by the board.
- Prepare annual budgets.
- Annual submission of Levy and Certification.

**General Electric, St. Paul, MN - Business Analyst 01/1999-12/2003**

- Managed the budgeting, forecasting and strategic planning process.
- Built and implemented the commission programs for the sales force.
- Worked closely with senior management, providing monthly as well as ad-hoc analysis.
- Worked with the IT department to improve data flow and business processes.

**G&K Services, Minnetonka, MN - Financial Analyst 10/1994-01/1999**

- Coordinate the preparation of forecasts and budgets; track progress, and assist in analysis and consolidations.
- Create and analyze various financial and operational reports.
- Lead in new systems development, administration and maintenance.
- Prepare reports and presentations for senior management on a monthly, quarterly and annual basis.

## EDUCATION

**The College of St. Catherine**

Bachelor of Arts: Accounting and Computer Science

**RESOLUTION 2024-18**

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

**APPROVING THE HIRING AND APPOINTMENT OF MARSHA OLSON AS  
CITY TREASURER, EFFECTIVE MARCH 19<sup>th</sup>, 2024.**

At a special meeting of the City Council of the City of Birchwood Village held on Thursday, February 29, 2024, at Birchwood City Hall, 207 Birchwood Avenue, Birchwood, Minnesota, with the following members present: Mayor Margaret Ford, Councilmembers Mark Foster, Justin McCarthy, Ryan Hankins, and Kathy Weier, and the following absent: none, the Birchwood City Council resolved:

**WHEREAS,** The City of Birchwood Village will employ Marsha Olson as City Treasurer for up to 20 hours/month; and

**WHEREAS,** The City of Birchwood Village will compensate Marsha Olson at a rate of pay of \$35/hour

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Birchwood Village hereby approves the hiring and appointment of Marsha Olson as City Treasurer, effective Tuesday March 19<sup>th</sup>, 2024.

Voting in Favor:

Voting Against:

Resolution duly seconded and passed this 29<sup>th</sup> day of February, 2024.

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Margaret Ford, Mayor

Attest:

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Rebecca Kellen  
City Administrator-Clerk

# MEMORANDUM

DATE: 2/26/24

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TO: Mayor and City Council

FROM: Rebecca Kellen, City Administrator

COPIED:

SUBJECT: 232 Cedar Street

**Birchwood Village**

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This is an update on the gas leak at 232 Cedar Street and actions taken since.

On Thursday morning, 2/22/24, we received reports of a gas leak at 232 Cedar Street. Administration spoke with the Washinton County Sheriff's Office and confirmed that there was a gas leak inside the house in the early morning hours and they were dispatched to the site. They vented the house and found the source of the leak and evacuated a few surrounding houses. Excel Energy was contacted and they shut off the gas and electric in house. Administration confirmed that there was no threat to the public and sent out an e-blast.

The house is currently under foreclosure and attorney Alan Kantrud spoke with the bank to confirm that actions were being taken to ensure the property remains vacant while in the process. He drove by the property Friday, 2/23/24, and saw what he thought to be service vehicle at the location that was securing the property from any outside inhabitants.