**CITY OF BIRCHWOOD VILLAGE**

**WORKSHOP and**

**REGULAR CITY COUNCIL MEETING**

**January 25, 2011**

**MINUTES**

**MEMBERS PRESENT: Mayor Alan Mitchell; Council Members Barb Carson, Jane Harper, Mark Peterson, and Tony Sampair**

**STAFF PRESENT: City Clerk Dale Richard Powers and City Treasurer Cindie Reiter**

**OTHERS PRESENT: Jim Greeley and Lynn Hanson**

**Mitchell** called the workshop to order @ 7:08pm.

**WORKSHOPS:** The City Council held four workshops. The topics of the workshops were (a) 2009 Audit – Management Responses to the Audit Findings; (b) Review of the City’s Financial Internal Control Document and draft amendments regarding electronic funds transfer and establishment of a petty cash fund; (c) Review and comment on the draft Rules of Procedure; and (d) Recitation by each Council Member of their individual goals for 2011.

The workshops ended at 9:24pm.

**Mitchell** called the regular meeting to order at 9:24pm.

**AMENDMENTS TO FINANCIAL INTERNAL CONTROL DOCUMENT:**

***Harper/Carson unanimous to approve the amended Financial Internal Control Procedures Document with the changes listed below, and to direct staff to draft a cover letter to the Office of the State Auditor advising the Office of these changes and that the Document will be reviewed as circumstances warrant:***

* ***Add a section under “Revenues and Expenditures” to read as follows: “Budgeted – The disbursement amount has been accounted for in the City budget, or is within the terms of an approved contract.***
* ***Under “Disbursements”, at Item 21 insert the phrase “unless disputed” between “receipt,” and “or”.***
* ***Under “Payroll”, at Item 12 delete the phrase “non-exempt.”***

**BOAT SLIP WAITING LIST ISSUES:** Discussion ensued with the Council, staff, **Hanson** and **Greeley** on the mechanics of how to populate the initial Boat Slip Waiting List. **Powers** related that mailings have gone out to those already on the list, but have not completed an application and paid the deposit; to those who were on the waiting list but subsequently dropped off the list when the maximum length of time was reduced from 10 years to 6 years; and to those who paid the fee and were assigned a boat slip, but the City is unsure whether the boat slip privilege was used – all with a January 31, 2011 deadline. **Hanson** and **Greeley** each expressed a concern that the community is still unaware that the Ordinance was adopted, and that perhaps the deadline for “open season” for the mailing list should be extended past February 1.

**Carson** left the meeting @ 9:50pm.

***Sampair/Harper 4-0 (Carson absent) to direct staff to prepare a letter to all City residents advising them of the new ordinance and directing them to the City’s web site where the Ordinance is posted. Said letter is to allow for an initial “open enrollment” period of February 14 through February 18 when complete application packages (form and fee) for getting on the Boat Slip Waiting List will be accepted and the order of placement on the list is to be determined by a lottery. After that date, residents can apply to be on the waiting list and will be placed on the list as their applications are received.***

**ADJOURN: *Peterson/Harper unanimous to adjourn @10:15pm.***

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Mayor Alan Mitchell

ATTEST:

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Dale Richard Powers, MA, AICP

City Clerk