

**CITY OF BIRCHWOOD VILLAGE
207 BIRCHWOOD AVENUE
BIRCHWOOD, MINNESOTA**

**MINUTES OF THE SPECIAL CITY COUNCIL MEETING
MARCH 30, 2023, 5:00 P.M.**

MEMBERS:

Margaret Ford	Mayor
Mark Foster	Councilmember
Ryan Hankins	Councilmember
Justin McCarthy	Councilmember
Katherine Weier	Councilmember

STAFF:

Becky Kellen	City Administrator
H. Alan Kantrud	City Attorney

GUESTS:

Brian Bachmeier	Senior Project Manager, Bolton & Menk
Marcus Johnson	Engineer, Bolton & Menk
Ben Wikstrom	Consultant

Minutes prepared by Anh Nguyen of Minutes Solutions Inc. from a video recording.

1. CALL TO ORDER

Mayor Ford called the meeting to order at 5:00 p.m.

2. PLEDGE OF ALLEGIANCE

3. APPROVAL OF AGENDA

On a motion made by Mayor Ford, seconded by Councilmember McCarthy, it was resolved to approve the agenda as amended. All in favor; motion carried.

Mayor Ford requested that the candidates for City Engineer and City Planner present following the approval of the consent agenda.

4. OPEN PUBLIC FORUM

There were no comments.

On a motion made by Mayor Ford, seconded by Councilmember McCarthy, it was resolved to close the open public forum. All in favor; motion carried.

5. **ANNOUNCEMENTS**

There were no announcements.

6. **CITY BUSINESS – CONSENT AGENDA (0:02:22)**

a. **Approval of Resolution 2023-22 – Authorizing the Correction of Measurement**

On a motion made by Councilmember McCarthy, seconded by Councilmember Hankins, it was resolved to approve Resolution 2023-22, Authorizing the Correction of Measurement. All in favor; motion carried.

b. **Approval of March 2023 Closed Meeting Minutes (0:22:43): ACTION – Becky Kellen will make the requested amendments to the March 2023 closed meeting minutes and include the minutes on the consent agenda for approval at the next Council meeting**

Councilmember McCarthy requested a notation that a motion was duly made and carried to close the meeting and to include Mayor Ford's balancing statement.

c. **Approval of 2024 City Assessor Fee Increase (0:25:00):**

On a motion made by Mayor Ford, seconded by Councilmember Weier, it was resolved to approve the 2024 city assessor fee increase. Councilmember McCarthy opposed. Motion carried.

Councilmember McCarthy expressed concern regarding the \$3 new line item fee for all other building permits and the potential for it to become costly for the city. He suggested the Council explore the market to ensure the city is receiving a competitive rate for city assessor services.

Councilmember Hankins queried the benefits of the city's own assessor versus a county assessor. Councilmember Foster reported the city changed from a county assessor to a city assessor in recent years so residents could benefit from more interaction with the assessor, and for cost savings.

H. Alan Kantrud confirmed the change was made within the last four years due to discrepancies in values that residents knew to be true but did not match with the county. It was noted Washington County charged \$6,300 for assessor services in 2020.

7. **CITY BUSINESS**

a. **City Engineer – Bolton & Menk (0:05:35)**

ACTION – H. Alan Kantrud will review Section C, Limitation of Liability, and Section V, Limitation of Liability in the Bolton & Menk contract to confirm no potential concerns for the city.

H. Alan Kantrud reviewed the contract provided by Bolton & Menk and reported no concerns other than the city's capability to terminate the contract based on certain conditions.

Bolton & Menk confirmed a \$300 lump sum fee per meeting only if the City Engineer's attendance is requested. Only the designated City Engineer would attend, not a Senior Project Manager. Estimated costs for representatives can be provided in advance.

b. **City Planner – Ben Wikstrom (0:12:30)**

ACTION – H. Alan Kantrud will include a for-cause termination clause and an equal opportunity clause in the City Planner contract.

H. Alan Kantrud reported a final review of Ben Wikstrom's revisions to the City Planner contract is pending. The final contract will be available for approval at the next Council meeting.

Ben Wikstrom confirmed his fee would reduce from \$2,400 to \$1,600 for 10 to 20 hours of City Planner time per month. He removed mileage from the contract and does not charge a meeting fee. He noted insurance for general liability and errors and omissions can be obtained and provided to Council.

c. **Deputy Clerk Position Staff Recommendation (0:31:05)**

On a motion made by Councilmember McCarthy, seconded by Councilmember Weier, it was resolved to approve the hiring of Therese Bellinger as the deputy clerk with a tentative start date of April 10, 2023. All in favor; motion carried.

ACTION – H. Alan Kantrud will prepare a resolution for the hiring of the deputy clerk to be included in the consent agenda for approval at the next Council meeting.

Five candidates were reviewed and rated by Mayor Ford, Councilmember Weier, Becky Kellen, and Mary Cahill, the City Treasurer. Two candidates were interviewed. Becky Kellen recommended the Council hire Therese Bellinger, due to her experience with bookkeeping, accounts payable and receivable, and permits, at a rate of \$30 per hour up to a maximum of 30 hours per week. The deputy clerk position was accounted for in the current fiscal year budget.

The Council noted a maximum of 30 hours per week for the deputy clerk is reasonable given that Mary Cahill and Becky Kellen have been working more hours due to an increased workload.

8. **ADJOURNMENT**

On a motion made by Councilmember Hankins, seconded by Councilmember McCarthy and carried unanimously, it was agreed that there was no further business of the Council to transact; the meeting was closed at 5:38 p.m. by Mayor Ford.

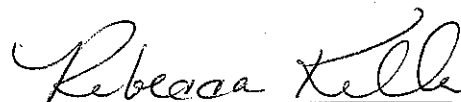
DISCLAIMER

The above minutes should be used as a summary of the motions passed and issues discussed at the meeting. This document shall not be considered a verbatim copy of every word spoken at the meeting.



Mayor Margaret Ford

5-16-23
Date



City Administrator Becky Kellen

5-16-23
Date