



AGENDA OF THE CITY COUNCIL
CITY OF BIRCHWOOD VILLAGE
WASHINGTON COUNTY, MINNESOTA
Special Meeting
November 30th, 2023
6:45 P.M.

CALL TO ORDER

PUBLIC FORUM

APPROVE AGENDA

Call to Order

Approve Agenda

City Business – Close Meeting

- A. Statement regarding Closure of meeting pursuant to MS Chapter 13D subd. 3(b) (meetings may be closed as permitted by the attorney-client privilege)

The City is authorized to conduct a “closed” portion of an otherwise public meeting to discuss active or pending litigation that involves the City with its attorney(s). The City is currently the named-Defendant in the case *Nickolaus v. City of Birchwood*. The City is represented in that matter by appointed counsel, Paul Merwin, of the League of Minnesota Cities Insurance Trust. As counsel to the City he has asked to be given time to explain what has transpired in the matter and what direction he requires moving forward. As such this will constitute the provisioning of advice and seeking of direction in ongoing litigation and is the heart of the attorney/client conversation and thus a privileged conversation. Therefore this portion of the meeting shall be closed.

1. Discussion of pending civil litigation regarding claim for permit with LMCT appointed-counsel Paul Merwin, esq.

- B. Re-open meeting

REGULAR AGENDA

- C. Approve Hiring of the Treasurer* (pp. 3-7)
- D. Joint Meeting with City Council and Planning Commission
1. Review the job description, role, duties, authority, and responsibility of City staff (including the City Planner, City Clerk, City Engineer, City Building Official) and

the role of the Planning Commission and City Council as it relates to the following:

- i. *Administration and review of permit applications for completeness, time lines and related issues. (I.e., Are our current checklists adequate to eliminate false starts and re-dos. Who determines if variances or CUP are required?)*
- ii. *Administration of construction and permit follow up, enforcement, closeout and related issues. (I.e., Are we monitoring in-field compliance with plans, dimensions and specifications? Are we monitoring construction activities like erosion control?)*
- iii. *Administration of our variance and CUP application processes. (I.e., Are we as thorough as we need to be as it relates to application completeness, timeline monitoring, compliance review, follow up during construction, enforcement and closeout and related issues. Is it as streamlined as it could be? Who is monitoring timelines? Who is monitoring in-field compliance?)*
- iv. *Periodic City Code review processes and related issues? (I.e., Do we have a policy for periodic code review and upgrades? Who can propose suggested edits, additions, deletions? What is the venue and protocol for such suggestions?)*
- v. *City policy and enforcement protocol (timeliness, completeness) related to meeting packets, agendas, public notifications, supporting document submittals, etc. (I.e., Do we enforce packet submittal deadlines? Should we? Where are questions directed?)*

ADJOURN

MEMORANDUM

DATE: 11/21/23

TO: Mayor and City Council

FROM: Rebecca Kellen, City Administrator

COPIED: Mary Cahill

SUBJECT: Treasurer Hiring

Birchwood Village

We received 4 candidates interested in the Treasurer position at Birchwood Village. Due to the competencies listed on the resume, 3 of the candidates were contacted to be interviewed. One of those three candidates was no longer interested in the position due to the location, being too far from his home. The remaining 2 candidates were interviewed on November 16th, 2023 by Mayor Margaret Ford, current Treasurer Mary Cahill, and myself. While both candidates presented well, Kathleen Hansen seemed to have the qualifications, experience, and professionalism needed to be most successful in the Treasurer position.

City Administration recommends that the Mayor and City Council approve the hiring of Kathleen Hansen for the open Treasurer position at \$30/hour, upon successful completion of the background check.

October 25, 2023

City of Birchwood Village
City Hall
207 Birchwood Avenue
Birchwood, MN 55110

To Whom It May Concern:

I am writing to show my interest in the Treasurer position.

My last twenty years have been dedicated to pursuing excellence in ethical, resourceful, and efficient operations, management, and development practices for large & small for-profit and non-profit organizations. My financial management along with extensive experience managing and developing several operational departments collaboratively make me a strong candidate for this position.

Attached you will find my resume to offer additional information concerning my background and interests. Recommendations can be found at <http://www.linkedin.com/in/kathleenjhansen>.

Thank you for taking the time to consider my skills and abilities for this position. Look forward to discussing this opportunity further. I can be reached at khansen@numbersfusion.net or (651) 226-1912.

Kathleen Hansen
2430 Mayfair Avenue
White Bear Lake, MN 55110
Phone: (651) 226-1912
khansen@numbersfusion.net

Kathleen J. Hansen

2430 Mayfair Avenue
White Bear Lake, MN 55110
Cell: 651.226.1912
Email: khansen@numbersfusion.net

Professional Summary

Focused, driven and dynamic **Executive Management Professional** with 20+ year's progressive experience in a variety of business settings and a passion for developing leaders at all levels. Practical and strategic thinker with proven ability to creatively manage & utilize resources to achieve organizational goals. Highly creative and insightful leader, skilled at enabling and empowering entrepreneurial spirit. Specifically:

- Demonstrated success in strategic planning and execution.
- Proven ability to establish and analyze tools to measure financial and productive effectiveness across multiple divisions.
- Track record of fiscal responsibility and success in managing a financially sound organization.
- Ability to work in a team environment and interact with management, boards, and direct service staff to improve service delivery and development.
- Excellent communication skills and high level of computer literacy.

Employment History

Numbers Fusion

White Bear Lake, MN

Owner and QuickBooks Pro Advisor

2009-Present

Provide accurate and quality consulting services to both large and small businesses. Services include Management & Efficiency Analysis, Business Planning, Contract Negotiations, Accounting, Strategic Planning, Auditing Assistance, Sales & Marketing, Financial Statement Analysis, and Budgeting & Cost Analysis. Results / Accomplishments:

- Developed back-end sales process that doubled sales within six months.
- Established termination and transition plan to limit negative back lash among employees without disrupting day to day business transactions.
- Negotiated lease contract to include replacement of failing equipment with a new energy efficient unit lowering energy costs without an annual rent increase.
- Prepared debt consolidation plan and negotiated lower rate with financial institution to help establish credit and payoff long term debt.

White Bear Yacht Club

White Bear Lake, MN

Family-focused, multi-sport club including yachting, golf, tennis, and swimming.

Controller

2016-2017

Responsible for all financial reconciliation, reporting, budgeting, forecasting, auditing, board presentation, security, human resources, staff management, and IT implementation and updates.

Results/Accomplishments:

- Self-taught, set-up, and developed modules and reports to complete Jonas Encore club platform conversion that was stagnant for five months.
- Automated internal processes saving over \$10,000.
- Negotiated contracts saving over \$15,000.

Synergos AMC

St. Paul, MN

Association Management Company that manages and provides services to professional associations.

Director of Finance

2014-2016

Responsible for financial and accounting support to nonprofit association clients and Synergos.

Results/Accomplishments:

- Strategically planned and implemented financial platform conversion.
- Conducted forensic accounting resulting in collection of over \$100,000 in receivables.
- Consolidated multi-state finance departments streamlining processes, creating efficiencies, saving over \$100,000 annually.
- Developed and implemented association and employee finance training.

J. A. Wedum Foundation

Minneapolis, MN

Non-profit focused on providing resources toward youth education, senior & student housing, and a broad range of other charitable interests.

President

2001-2009

Managed 400 million portfolio of senior and student housing, which required oversight of all accounting functions for the Foundation and subsidiaries including monthly reporting, debt service calculations, trustee compliance, auditing and tax preparation. Responsible for all office management functions. Negotiate vendor and management contracts keeping in mind the liability and risk associated with each transaction. Results/Accomplishments:

- Increased NOI by 63 %.
- Decreased foundation recourse and non-recourse guarantees 88% through refinancing, restructuring of debt, divestiture, and careful negotiations.
- Increased current foundation assets 30%.
- Launched subsidiaries offering services formerly outsourced saving over \$100,000 annually.
- Kept administrative costs below 5%.

Education

Bachelor of Arts, Organizational Management & Communication, 2008

Concordia University

St. Paul, MN

Graduated with Distinction

Associate of Applied Science, Business Management, 1997

Century College

White Bear Lake, MN

Inventory Management Specialist (Level III), 1990

Lowry Air Force Base

Denver, CO

Inventory Management Specialist (Level I), 1990

Lakeland Air Force Base

San Antonio, TX

Other Professional Development

MHA Seminars & Conferences: Fair Housing, Landlord Tenant Law, Real Estate Marketing

Franklin Covey: Speed of Trust, Time Management, Four Roles of Leadership

Elder Care Rights Alliance: Alzheimer's / Dementia Training

Naomi Fiel: Fiel Method – Alzheimer's Validation Theory

MCN Seminars & Conferences: Nonprofit Governance, Accountability, Marketing, Fundraising, Financial & Social Awareness

RESOLUTION 2023-48

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

**APPROVING THE HIRING AND APPOINTMENT OF KATHLEEN HANSEN
AS CITY TREASURER, EFFECTIVE DECEMBER 11th, 2023.**

At a special meeting of the City Council of the City of Birchwood Village held on Thursday, November 30, 2023, 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 Kathleen as City Treasurer for 10 hours/month; and

WHEREAS, The City of Birchwood Village will compensate Kathleen at a rate of pay of \$30/hour

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Birchwood Village hereby approves the hiring and appointment of Kathleen Hansen as City Treasurer, effective December 11th, 2023.

Voting in Favor:

Voting Against:

Resolution duly seconded and passed this 30th day of November, 2023.

Margaret Ford, Mayor

Attest:

Rebecca Kellen
City Administrator-Clerk