

City of Birchwood Village  
Traffic Calming Task Force  
Monday, July 20, 2020  
7:00 PM

Members in Attendance:

- Cora Hankins
- Sheri Stronach
- Steph Oyloe
- Randy LaFoy (liaison between council and committee)
- Tobin Lay

New Business:

- A. Positions were assigned to members. All attendees were in agreement of these positions and assignments.
  - a. Chair: Cora Hankins
  - b. Vice Chair: Sheri Stronach
  - c. Secretary: Steph Oyloe
  
- B. Addition of new task force members:
  - a. Now that the committee is formed, task force members should bring recommendations for new task force members to the task force. The task force will then present these recommendations to the city council.
  - b. Tobin recommended members present today seek other member recommendations. Adding task force members would allow us to break into smaller groups to complete work and better disperse work to be completed.
  
- C. Review of public official role:
  - a. Each member is now a public official.
  - b. Everything done/said regarding this committee is governed by state statutes
  - c. Meeting minutes will be recorded and presented for each meeting. Once prepared, minutes will be sent to Tobin, and he will email to the task force. The task force will review and approve the minutes at the next meeting. Tobin will post Meeting minutes on the city's website, which can be accessed by selecting "government," "Committees," "Active Committees," "Traffic Calming."
  - d. Each meeting completed on Zoom should be recorded. Store meetings on local desktop as cloud space is limited. Sheri will set up zoom meetings for each meeting. With free accounts, allowed up to 100 participants (log-ins) up to 45 minutes of duration. If additional time is needed, the zoom meeting can be ended, and a new zoom meeting started.
  - e. All business is to only take place in these meetings.
  - f. Open Meeting Law Requirements reviewed. Requires any public business to take place in a public meeting. Once a quorum is formed (3 people, then we are

required to have an open meeting. Any open meeting requires at least 3 days notice so that the public can attend. This applies to any content based interactions (e.g. emails). If work needs to be done outside of the meeting, must have 2 people or less as to avoid quorum without proper open meeting notification.

D. Scope of Appointment:

- a. At this time, committee work focused to the 100-200 block of Wildwood Avenue.
- b. Task force will work towards traffic calming options for the 100-200 block.
- c. The only authority of the task force is to make recommendations to the council.
- d. Task force set to end July 2021 for current work and assignment.

E. Bylaws:

- a. Tobin presented recommendation for creating bylaws for the task force. Benefits reviewed. Task force to determine if we want bylaws. Examples of bylaws from other task forces provided.
- b. Cora asked the members to read through bylaw examples, then discuss any concerns, changes, and suggestions at the next meeting.

F. Hidden Speed Trap Monitor

- a. Sheriff's depart has ordered the hidden speed trap monitor. Birchwood is on the list of locations for it to be used. It is placed in a tree, and records information from passing vehicles including speed and time of day.

G. Contacts for obtaining information

- a. We were reminded to include the WBL fire dept, WBL ambulance, and Washington County Sheriff's department in our efforts and discussions as changes can affect their response times. They may also have recommendations for our efforts. Contact at the sheriff's department is Deputy Sergeant Brad Marquardt (651-430-7813, [brad.marquardt@co.washington.mn.us](mailto:brad.marquardt@co.washington.mn.us))

H. Next Meeting:

- a. Scheduled for Monday, 7/27/2020, providing Carl Bayley is able to attend.
- b. Doodle.com can be used to gain availability information from attendees for upcoming meetings.
- c. Tobin recommended a specific day and time be utilized consistently for meeting to support the public's ability to attend meetings.

Meeting was unanimously adjourned.