

Draft Minutes of Birchwood City Council Workshop-December 16, 2024

Call to Order at 6:30

Present: Jennifer Arsenault, Ryan Eisle, Ryan Hankins, Kathy Weier, Bridget Sperle

Approve Agenda – Motion made by Hankins, seconded by Sperle. Motion passed.

Open Public Forum- Opened and closed. No one present to speak

Workshop Business

1. Discussion Items

1. All present agreed that council should model respect and decorum and require the same for residents speaking during the open forum.
2. Discussed Council purpose- All agreed that the council should support Birchwood citizens in maintaining and improving their quality of life through good governance.
3. It was suggested that the council frequently report out the tasks or projects completed in the City. A communication strategy will be crafted to inform residents of accomplishments and other news.
4. A comprehensive Capital Improvement Plan with 2, 5, and 10 year goals will be developed. These goals will encompass the goals stated in the 2040 Comprehensive Plan along with infrastructure projects.
5. Eisle would like to know what City Administrator would find helpful in terms of software to assist carrying out the work of the City. Making the website easy to navigate was also discussed.
6. The City's maintenance schedule will be reviewed and a weekly/monthly/annual city maintenance schedule will be created.
7. Review of city operations: accounting, office hours, work from home policies, budgeting, budget authorizations will be addressed going forward.
8. City code revisions will continue. The most frequently cited codes will be considered first.
9. All present felt committees were an integral part of getting work done in the City. Possible additional committees will be formed once a strategic comprehensive plan for the city is complete.
10. Council member assignments will be given once all committees are established.
11. Weier will see if 4th of July Parade is funded.
12. An Ice Skating Rink Policy will be developed and other policies and standard operating procedure pertaining to the functionality of the City will be written.

13. The next workshop is January 27, 2025 at 6:30 at City Hall.
Adjourned at 8:18. Motion made by Hankins, seconded by Sperle. Motion passed.

Draft minutes submitted by Jennifer Arsenault