

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

**MINUTES OF THE CITY COUNCIL MEETING
JUNE 10, 2025, 6:45 P.M.**

MEMBERS:

Jennifer Arsenault	Mayor
Ryan Eisele	Councilmember
Ryan Hankins	Councilmember
Katherine Weier	Councilmember

STAFF:

Alan Kantrud	City Attorney
Scott Hildebrand	City Administrator
Marcus Johnson	City Engineer

GUESTS:

Lori Tella	Washington County Conservation District
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REGRETS:

Bridget Sperl	Councilmember
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Minutes prepared by Josh Rup of Minutes Solutions from a video recording.

1. CALL TO ORDER

Mayor Arsenault called the meeting to order at 6:45 p.m.

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

3. APPROVAL OF THE AGENDA (0:03:44)

On a motion made by Councilmember Hankins, seconded by Councilmember Weier, it was resolved to approve the agenda as amended. All in favor. Motion carried.

4. OPEN PUBLIC FORUM (0:05:17)

Mayor Arsenault opened the public forum. There were no comments, and Mary Arsenault closed the public forum.

5. CONSENT AGENDA (0:05:28)

On a motion made by Councilmember Weier, seconded by Councilmember Eisele, it was resolved to approve the consent agenda except for the second item, the Treasurer's Report, as presented. Motion carried with three members in favor and one abstained.

5.1 Treasurer's Report (0:23:25)

On a motion made by Councilmember Hankins, seconded by Councilmember Eisele, it was resolved to accept the Treasurer's Report with the exception of the May 30, 2025, charge of \$6,350.50 to Bolton and Mink. All in favor. Motion carried.

ACTION – Councilmember Hankins will direct questions to City Engineer Johnson regarding the water main engineering expense on May 30, 2025.

The Treasurer's Report was pulled from the consent agenda for discussion. The water main engineering expense on May 30, 2025, of \$6,350.50 was questioned, as only \$5,000 was authorized. City Engineer Johnson noted that the expense may be a reasonable estimate.

6. STAFF REPORTS (0:06:45)

6.1 City Administrator (0:06:50)

ACTION – City Administrator Hildebrand will inform Marcia of the Council's attendance for the working session on June 23, 2025, and he will circulate an agenda.

City Administrator Hildebrand noted that a Solar Energy invoice was missed and a check in the amount of \$2,464.79 will need to be issued. It was noted that the vendor had changed their billing process and the check covers March, April, and May. City Administrator Hildebrand met with Marcia to discuss reporting, and a working session was proposed for June 23, 2025, or June 30, 2025. Mayor Arsenault and Councilmembers Eisele and Hankins agreed to attend the session on June 30, 2025, at 6:30 p.m.

6.2 Update and Discussion Regarding the Lift Station Project (0:10:11)

City Engineer Johnson reported that the start date has been delayed to July 10, 2025, due to staffing issues. During the July, 2025, Council meeting, a proposal will be presented regarding a check for the pump materials. The documents will be prepared and placed in the Council packet. A discussion will be held during the Council meeting, and if approval is received, the matter will be brought to the EPA.

6.3 Update on 2025 Street Maintenance Project (0:13:00)

On a motion made by Councilmember Weier, seconded by Councilmember Eisele, it was resolved to accept Bituminous Roadways' quote for the 2025 street maintenance project, inquire whether the pothole repair cost can be reduced if the timeline is extended to 60 days, and obtain a contract for the Council's consideration. All in favor. Motion carried.

ACTION – City Engineer Johnson will ask the contractor if they can reduce their pothole repair quote if the timeline is extended to 60 days.

Quotes were received for the project, and the cost will be higher as citywide pothole repairs will be added. Regarding citywide pothole repairs next year, a walk-through with each contractor was recommended or a longer grace period. If the contract is approved, the contractor will be provided 30 days to complete the repairs. City Engineer Johnson will consult affected homeowners regarding the marking of their irrigation or potentially relocating it. A special meeting may be held to review the contract.

7. CITY BUSINESS – ACTION ITEMS (0:23:07)

7.1 Discussion of the Water Main Evaluation Task Force (0:28:19)

On a motion made by Councilmember Hankins, seconded by Councilmember Eisele, it was resolved to adopt a resolution establishing a task force to evaluate the replacement of water mains, with the task force appointees being Amy Hewlett, John Anderson, Joseph Hegodus, Larry Mahoney, Maureen Sebert, Max Kershbaum, William Hosiak, Randy Lefoy, and Mary Wingfield. All in favor. Motion carried.

On a motion made by Councilmember Hankins, seconded by Councilmember Eisele, it was resolved to appoint Mayor Arsenault as the Council liaison to the task force. All in favor. Motion carried.

City Administrator Hildebrand noted that nine applications were received and a proposed resolution was drafted. The Council agreed that nine members on the task force was sufficient. Mayor Arsenault prepared packets that outline the purpose of the task force, open meeting requirements, and timelines including two meetings in June, 2025, and an additional meeting to develop a report for Council. The Council requires information from the task force prior to the next meeting in July, 2025.

The first task force meeting was tentatively scheduled on June 19, 2025, 6:30 p.m.

7.2 Discussion of 2026 Proposal for Assessment Services (0:34:21)

On a motion made by Councilmember Eisele, seconded by Councilmember Weier, it was resolved to approve Chase Peloquin's proposal for assessment service for 2026 at a cost of \$6,300. All in favor. Motion carried.

7.3 Discussion of Resolution 2025-46 – Approving 4th of July Activities (0:36:27)

On a motion made by Councilmember Hankins, seconded by Councilmember Eisele, it was resolved to adopt Resolution 2025-46 approving July 4th activities with the additional resolved clause as follows: the Birchwood Community Club shall obtain comprehensive general liability insurance in the minimum amount of \$1 million per occurrence, naming the City of Birchwood Village, its officials, agents, employees, and volunteers as additional insured, and as a condition of the authority of holding the parade, proof of such insurance shall be submitted to the City Administrator before the event. All in favor. Motion carried.

ACTION – Councilmember Hankins will send the additional clause to City Administrator Hildebrand for circulation to the community club email.

The resolution outlines that the City is responsible for placing barricades before and after the event, and providing an additional porta potty. It was noted that community donations are vital to the parade and they are accepted at the free food table. Councilmember Eisele noted that there should be a distinction made between community club and the City regarding events and donations.

7.4 Discussion of Resolution 2025-47 – Rink Boards and Posts (0:51:19)

On a motion made by Councilmember Hankins, seconded by Councilmember Weier, it was resolved to approve Resolution 2025-47, the acceptance of a donation from Barton Winter in the value of \$1,775. All in favor. Motion carried.

7.5 Discussion of Resolution 2025-48 – Salary Reallocation for City Hall Supplies/Computer Software (0:53:33)

On a motion made by Councilmember Eisele, seconded by Councilmember Hankins, it was resolved to approve Resolution 2025-48, salary reallocation for City Hall supplies/ computer software. All in favor. Motion carried.

7.6 Discussion of Resolution 2025-49 – Approving Acceptance of Donation (0:53:46)

On a motion made by Councilmember Hankins, seconded by Councilmember Eisele, it was resolved to approve Resolution 2025-49, approving the acceptance of Councilmember Eisele's donation of computer monitors. All in favor. Motion carried.

8. CITY COUNCIL UPDATES (0:54:39)

Councilmember Weier noted that the community club is in need of volunteers for the July 4th parade, as several members will be travelling. Volunteers are needed to hang banners the night before, hand out free food, host kids' games, remove barricades, and return items to City Hall. Interested individuals were asked to email the community club. A bear was seen in the community, and residents were advised to remove their bird feeders and keep pets indoors.

Michael Lien is in charge of the community band, and rehearsals begin at 9:00 a.m. at 5 Birchwood Avenue.

9. ANNOUNCEMENTS/UPCOMING EVENTS (0:57:53)

The annual deer hunt is upcoming and activities will begin in July, 2025.

10. ADJOURNMENT (0:57:27)

On a motion made by Councilmember Weier, seconded by Councilmember Eisele, it was agreed that there was no further business of the Council to transact in the open session; the meeting was closed to the public.

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 Jennifer Arsenault

City Administrator

Date

Date