

**CITY OF BIRCHWOOD VILLAGE
Special CITY COUNCIL MEETING
April 30, 2013**

MINUTES

MEMBERS PRESENT: Greg Donovan, Bill Hullsiek, Randy Lafoy, Kevin Woolstencroft, Mary Wingfield

STAFF PRESENT: Cindie Reiter

OTHERS PRESENT: Mary Sue Simmons, Gene Ruehle, Mark Anderson, Dave Reynolds

Wingfield called the regular meeting to order @ 7 pm, and the Pledge of Allegiance was recited.

AGENDA APPROVAL: M/Lafoy, S/Donovan. Passed

Staffing: Motion to accept the resignation of Clerk Dale Powers. M/Lafoy, S/Donovan. passed

Donovan presented information on options going forward. His recommendation is employ Cindie Reiter as temporary clerk at an additional 10-15 hours per week at her current pay, and contract with Mary Sue Simmons for 8-10 hours per week at \$17.50 per hour. That way the council can examine what its needs are for long term staffing and determine how the city wants to go about filling the clerk position.

Motion: Employ Cindie Reiter as temporary clerk at an additional 10-15 hours per week at her current pay, and contract with Mary Sue Simmons for 8-10 hours per week at \$17.50 per hour. M/Donovan, S/LaFoy. Passed.

Donovan believed this option would be in place about three months so the city had time to develop a plan for long-term staffing.

Reiter believed the city treasurer duties required two staff in place to satisfy the state auditor. She said the three month period plan should not be a problem.

Donovan told the council he is looking to St Anthony Village to assist in the treasurer's duties.

Reiter informed the council she has a prior commitment for May 8-10 and will be unavailable. She and Simmons will work out coverage so the posted office hours are maintained.

The council directed Reiter to change the lock code on the office.

Donovan also informed the council that he has been working with City of Roseville technical support division. They offer services that would allow the city to coordinate its services currently provided

43 through outside sources and create opportunities for more efficient, long term coverage of the city's
44 services without interruptions caused by staff changes. Estimated cost: \$5600

45
46 Wingfield provided that she found a number of service providers for preparing the council's minutes.
47 The business lends itself to a cottage industry since all the data can be transmitted electronically. Gail
48 White of Tailored PC documents has experience in doing such (eg City of St Petersburg, FL) and charges
49 \$17 per hour with an expectation that it will take 2-3 hours to reduce an hour of meeting time to
50 writing...depending on tape clarity. Wingfield reminded the council earlier that everyone needs to be a
51 bit more deliberate in discussing items to reduce confusion by the transcriber. White will provide a draft
52 as soon as possible to allow the council to make corrections prior to the next regular council meeting.
53 The council can reevaluate the arrangement after a test period.

54
55 M/Wingfield, S/Kevin. Contract with Gail White to provide city council minutes at \$17 per hour. Passed.

56
57 Personnel committee policy terms were reviewed. The designation of two council members Lafoy and
58 Donovan as a committee created a snag with potential open meeting law issues that would not
59 otherwise exist but for the policy language. (Two council members can talk about pending matters, but
60 a committee must post notice of meetings and provide public access to such discussions.) Council
61 agreed that the proper term would be to consider Lafoy and Donovan liaisons to staff.

62 M/Wingfield, S/Woolstencroft. Change "Personnel Committee" members to "Personnel Liaisons to
63 staff", Guidelines to use are paragraph II and V from the personnel committee bylaws. Personnel
64 committee is no longer active. Passed.

65
66 Lafoy and Donovan will try and present a progress report on staffing at the May 14, 2013 council
67 meeting.

68
69 A 6:30 P workshop with the Roseville Tech rep will be held just prior to the regular city council meeting
70 May 14, 2013.

71
72 **ROADS COMMITTEE:**

73 Gene Ruehle, chair, informed the council that the ice went out today. He also introduced Mark
74 Anderson of the Roads Committee to report their findings as to what action the city should take this
75 spring to protect the roads from further deterioration. The Roads Committee filed its report with the
76 council this week. Three roads (Hall/Cedar, Oakridge, and Wildwood) are in need of more extensive
77 repair to avoid a much larger repair bill in later years. All other roads will be crack filled and spot
78 repaired where necessary. The report was prepared with the assistance of Tom Wood, MNDOT
79 research agent, and will be posted on the website.

80
81 The Committee looked for guidance of how much repair should be done along the edges of the existing
82 pavement. The council consensus was to repair the edges as further deterioration will creep into the
83 road surface without abatement.

84
85
86
87
88
89
90
91
92
93
94
95
96
97
98
99
100
101
102
103
104
105
106
107
108
109
110
111
112
113

The committee also informed the council that the low bidder for such work has offered to provide repairs to individual homeowners who want to repair their driveways. This would be contracted for by the residents and paid separately. The thought was this would be a cheaper alternative that would not otherwise be available. Notice will be placed in the June 1, 2013 newsletter of the option.

The committee provided a spreadsheet of different repair and bids. The low estimate for asphalt repair is from TA Schifsky for \$31,532 for Hall/Cedar. Schifsky will provide additional repair work to Wildwood and Oakridge for \$23,571, and miscellaneous repairs in the rest of town for \$5450. Seal coating (chip sealing) from Pearson Brothers is estimated at \$41,382. Striping is an extra \$5000, including cross walk markings. These are estimates--the long winter has prevented the companies from fully evaluating the road surfaces. The council asked the committee to report back at the May council meeting with final figures from both contractors. Specifications will be to MNDOT standards.

The council discussed funding options at it workshop on April 16, 2013. The Hall/Cedar special fund has \$44,500 and those funds will be used as well as the 2013 budget of \$17,500 for seal coating and crack filling. The remaining funds will be taken from reserves with the expectation that a levy of \$25,000 will be instituted annually to pay for yearly maintenance and build the fund up to cover the next round of seal coating expected in approximately 3-4 years.

The council thanked the committee for its extensive work and analysis.

ADJOURN: M/Lafoy, S/Hullsieck at 8:10P.

Dale Powers
City Coordinator