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**CITY OF BIRCHWOOD VILLAGE  
REGULAR CITY COUNCIL MEETING  
July 9, 2013**

**MINUTES**

**MEMBERS PRESENT:** Mayor Mary Wingfield, Councilmembers Randy LaFoy, Greg Donovan, Bill Hullsiek, Kevin Woolstencroft

**STAFF PRESENT:** Interim City Clerk & City Treasurer, Cindie Reiter - **Roads & Streets Committee**  
**Members** - Mark Anderson and Gene Ruehle, Planning Commission - John Lund

**OTHERS PRESENT:** Charles Moore, James and Margie Nelson, Jozef Hegedus, Terry O'Loughlin, Dave Reynolds, Bob Pavsek, Sue Pavsek, Paul Steinhauser, Terre Heiser – City of Roseville

**Mayor Wingfield** called the regular meeting to order @ 7:00 p.m. The Pledge of Allegiance was recited.

**AGENDA APPROVAL:** **Mayor Wingfield** asked if there were any additions or corrections to the agenda. She said she had a couple of additions to add to the end and one change:

- #18 - Potential new ordinances.
- #19 - Setting a Budget Workshop
- Change #7 - Tree damage in Nordling Park - removal required (J. Lund) to #20 - More Parks rather than just talk about the tree damages at Nordling Park.

**MOTION MADE BY COUNCILMEMBER LAFOY AND SECONDED BY COUNCILMEMBER WOOLSTENCROFT TO APPROVE THE AGENDA AS MODIFIED. ALL AYES. MOTION PASSED.**

**CITY BUSINESS - CONSENT AGENDA:** **Mayor Wingfield** stated should would like to pull Item C., "Approve Mayor & Clerk to sign amended Yard Works Mowing Contract", and move that to Parks. She then asked if anyone else has anything else to pull or change. There being none, she than asked for a motion to approve the Consent Agenda.

**MOTION MADE BY COUNCILMEMBER LAFOY AND SECONDED BY MAYOR WINGFIELD TO APPROVE THE CONSENT AGENDA AS MODIFIED. ALL AYES. MOTION PASSED.**

**OPEN PUBLIC FORUM:**

**Jozeph Hegedus, 294, Jay Street, Birchwood:** Mr. Hegedus asked the council to reconsider and possibly cancel the citation issued for an illegally parked vehicle, a 2001 Ford, that had been parked on Owl Street. The car belongs to his 88-year-old mother-in-law. He explained that while driving the car in an attempt to recharge the battery, the car died at the bottom of Wildwood and Owl Street . He had to leave it there. It took a few days to get the car fixed. In the meantime, the car was issued two citations; one for being parked illegally on the street and the other regarding the tag sticker. By this time the car was there close to a week. He said that had he known it would take that long to get it fixed, he would have had it towed away in the beginning.

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**Councilmember Woolstencroft** stated he had told Mr. Hegudus to call the White Bear Police but Mr. Hegudus called the phone number on the citation which is the citation office, not the police. Mr. Hegudus had left a message with the wrong department.

**Councilmember LaFoy** commented that the car was there three days before it got a ticket. He stated that he felt that it is irresponsible for someone to leave a car on the street in Birchwood for a week.

There was some additional discussion.

**Mayor Wingfield** suggested Mr. Hegedus go to Washington County and talk to them and explain the circumstances.

**Councilmember Greg Donovan** stated he didn't think there was anything the city could do about this at this time and the council agreed.

**Margie Kronschnabel-Nelson, 256 Wildwood Avenue.** (husband is James Nelson) She stated she would like to introduce a new interest in back yard chickens in Birchwood Village.

**Mayor Wingfield** stated this was already on the agenda for discussion later. It was decided to move the discussion on this issue to just before "Acceptance of Treasurer's Report".

There was no one else there for the Open Forum portion.

**CITY BUSINESS - REGULAR AGENDA:**

**2. Planning Committee Items:**

**a. Variance/CUP Requests: O'Loughlin ( CUP & 7 Variances) - Resolution 2013-13 (Extension by request of property owner to July 11, 2013)**

**John Lund** proceeded to discuss the Resolution and Conditional Use Permit (CUP) and seven variances for 27 Birchwood Lane in the City of Birchwood Village. He stated that Proposal 13-2 SB has been submitted by Terrance and Mary Kay O'Loughlin who have requested a Conditional Use Permit and seven variances for the City of Birchwood zoning code. He explained that they need a Conditional Use Permit for the land disturbance activity where the slope of the land towards the lake and alternations is closer to the lake and structure setback requirements per Code Section 301-07.1.a. The seven variances are as follows:

1. A 50 foot variance from the 50 foot setback requirement for two retaining walls per 302.020.4.c to relocate a retaining wall at the ordinary high water level and second wall approximately 12 feet back from that and then a 20 foot variance grade within 20 feet of the ordinary high water mark per 302.55.2.a.4.
2. A 20-foot variance to grade within 20 feet of the Ordinary High Water Level, per 302.055.2.a.4;

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3. A 6 foot variance from the 10 foot side yard setback in order to construct the new top flight of stairs in the existing location 4 feet from the north property line.

4. A 2 foot 8 inch variance from the 4 foot height limit per 302.080.2.a in order to construct one retaining wall at 6 feet 8 inches tall with only 5 feet 8 inches exposed and the secondary retaining wall at 4 feet in height.

5. A 4 inch variance from 44 inch maximum width for a stairway per 302.080.2.a in order to construct a stairway that is 48 inches wide.

6. A 70 foot square variance from 32 square feet of maximum size for a landing point or per 302.080.2.c in order to construct a landing that is no more than 102 square feet in size and 4 feet wide.

7. A 4.4% variance from 25% of the previous limit to allow 34.6% lot coverage - the site being grandfathered in at 30.2% (per 302.050);

Whereas, the Planning Commission has held a public hearing required by the city zoning code on June 4, 2013 and whereas the proposed wall will stabilize the soil while attempting to maintain the natural slope of the land as such as safely as possible.

Using illustration slides on the overhead, he explained what this proposal and each variance represents. During his presentation, there were questions and some discussion among council members.

**Mayor Wingfield** asked John if anyone had appeared at the Planning Commission meeting held on June 4, 2013 to object or have any issues? John said, "No."

**Mayor Wingfield** then asked John if everyone on the Planning Commission was in support of it and John said, "Yes".

**Mayor Wingfield** asked if this goes with the recommendation of the White Bear Planner as well and John said it did.

**Mayor Wingfield** stated she thought this was the third plan they've come up with in order to meet all these conditions. She then asked if anyone had any additional questions. There were no questions. She then asked for a motion to approve.

**MOTION WAS MADE BY COUNCILMEMBER HULLSIEK AND SECONDED BY COUNCILMEMBER LAFOY TO APPROVE THE REQUEST FOR A CONDITIONAL USE PERMIT AND SEVEN VARIANCES AS REQUESTED BY TERRENCE AND MARY KAY O'LOUGHLIN. ALL AYES. MOTION PASSED.**

**b. Amended Structure Ordinance code section 300.010(51) and 302.020(4). Planning Committee's recommendation to City Council (PC draft minutes included) for approval of Ordinance #2013-07-01.**

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**Councilmember LaFoy made a motion to postpone Item #2 (item b) on the agenda regarding the Structure Ordinance to next month and post a public hearing notice which has not yet been done.**

**Mayor Wingfield** agreed that this issue did go before the Planning Commission but it was not posted for a public hearing held by City Council and said she thought this was state law.

**No Second** to the motion with Mayor Wingfield stating it should be handled informally by re-publishing the notice for the August meeting. All council members were in agreement. The issue of the Amended Structure Ordinance will be postponed to the August, 2013 meeting with a public hearing notice posted beforehand.

**2. Review removal of Cottonwood Trees on Highwood Easement (620 Birchwood Avenue) - per request of neighboring property owner.**

**Robert Pavek, 612 Hall Avenue, Birchwood** stated he and his wife have some concerns allowing people in the community to request trees that are on public property be cut down because of personal needs. This sets a precedent for others in the future to request trees to be taken down. It has been suggested to replace a 60 foot to 80 foot tree with a similarly planted small tree. Unfortunately, the replacement tree will not be tall enough for anyone to be able to enjoy for many, many years. He mentioned there are some Box Elder trees that are also a nuisance but he does not feel all the Box Elder trees on public property should be cut down. Mr. Pavek requested the city council rethink permission to cut down huge trees on public property.

**Mayor Wingfield** explained how this request came about from the resident. The council had previously agreed until Mr. Pavek came forward with his objection. Due to Mr. Pavek's objections, the council has agreed to revisit this issue. Paul Steinhauser was then asked to speak on this issue.

**Paul Steinhauser of 600 Birchwood** stated he does not take removing trees lightly. He agreed that the city does not want other people being able to impact public property by having trees cut down. He felt the city could come up with a reasonable compromise. There are four Cottonwood trees involved. He said there were three reasons he was behind this removal:

1. One of them is encroaching and breaking up the driveway.
2. All four of them are a future danger to the houses below them. There is a lot of that in Birchwood that will be coming up in future decades.
3. He has a son with severe asthma. The trees cause problems for his son's asthma.

He stated he has talked with the people who have two of the four Cottonwood trees in question located near their property. They wanted the city council to know that they would at least like the two behind them removed. He stated he has a list produced by the Forest Ecology and Tree Physiology at the Institute of Environment at the University of Minnesota that lists trees to replant that are not susceptible to any of the diseases that are now killing the oaks and can handle warmer climate if and when that occurs. He suggested that one of the four Cottonwood trees in question (the one that has actually turned into two) that is perfectly centered in the

190 Easement near the Pavek's property be left where it is. He suggested the other three, including  
191 the one that is breaking up the driveway and the other two, should be removed. He would then  
192 come back to the council with the list of suggested trees to replace the ones that are removed.  
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194 The question came up **in discussion** as to whether or not there were any overhead lights or  
195 wires in any of these trees.  
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197 **Paul** responded that there were not. He further stated he thought that the easement was an  
198 abandoned easement from Birchwood Avenue.  
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200 **Mayor Wingfield** offered that the council members should go to the site and look at the trees  
201 before making any decisions. All agreed. She then asked Mr. Steinhauser to mark the trees in  
202 question on a map and bring some pictures the next time this issue comes up in the city council  
203 meeting which will be scheduled for the August meeting.  
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205 **Mr. Pavek** said he was satisfied with the decision.  
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### 207 3. Roads Committee - Status Report 208

209 **Mark Anderson, 506 Wildwood - Roads committee** proceeded to give the Roads Committee  
210 report. He stated the chip sealing will begin next week (Monday, July 15). The chip sealing is  
211 scheduled for the 16th through the 18th depending upon the weather. The road crew from  
212 Schifsky should be finished up by Thursday (July 11) of this week. After consulting with the  
213 contractors, it has been decided they will not be chip sealing the brand new section of Cedar  
214 because there could be problems because of the fresh asphalt and the chip seal sticking  
215 properly. The road is fine for four years without chip seal but with high maintenance and high  
216 traffic roads, it's better to do it sooner to help preserve the surface.  
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218 **Mayor Wingfield** asked if it should be scheduled for next year (2014).  
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220 **Mark** agreed. He further stated that whatever chip sealing isn't done this year, will be  
221 scheduled for next year. Once that's done, it should be good for another couple of years.  
222

223 **Councilmember LaFoy** asked if there were plans to build gutters or build up something so the  
224 water doesn't run off Owl Street.  
225

226 **Mayor Wingfield** then commented on the good job the crew has done. The contractor shaved  
227 all of the extra dirt etc. that had accumulated on Iris Street which helps stop ponding of water  
228 on the surface of the roads which in turn can cause road deterioration.  
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230 **Mark** went on to say that Schifsky should be done this week with the final 20 or 30 repairs  
231 around town and some curb to add etc. The weather has held up the process. He then asked  
232 Councilmember LaFoy if the sides of the road have been eroding (Owl Street) and asked if there  
233 had previously been a gutter or curb?  
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235 **Councilmember LaFoy** responded that there was a curb before right across the McGinnis's  
236 driveway.  
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**Mark** went on explain some of the additional things in the list that are being done.

**1. Washouts that fill up the drainage** down on the corner of Cedar and Cedar/Hall just beyond the 3-way stop going down to Hall Avenue. They are going to push that back the same way, add in some Class 5, compact it and then maybe add some section of curb there to get the water flowing in the right direction. They will also look at Hall as well.

**2. Crosswalks.** Green paint has been put down at Jay/ Wildwood and also at White Pine/Wildwood and at Oakridge/Cedar. He invited the council members to look over the crosswalk markings and let the Roads Committee know if they have any comments and/or suggestions as to if they felt the markings are in a good location Originally, they were going to put crosswalk markings at the tennis courts next to the tennis courts and come across there but the problem is you can't see pedestrians coming up the hill so the markings were moved down to Oakridge to make it safer which is approximately 140 feet farther down towards East County Line to Oakridge from the tennis courts but with the width of the new asphalt there, they should have almost a 4 foot shoulder to the edge of the asphalt along that side where the No Parking signs are which provides a nice walkway down to the new crosswalk area.

**3. Painting No Parking on the road along the side by the tennis courts.** This is an alternative to adding additional signs in the City of Birchwood.

**Councilmember LaFoy** said he thought the issue of No Parking Signs versus painting No Parking on the road is something that should discussed because there are some places around easements where there are no No Parking Signs at all especially in areas where parking is not allowed.

**Mark** agreed that this has caused confusion for years.

**Mayor Wingfield** asked how long the time frame is for the striping after the chip seal is completed.

**Mark** responded it was about two weeks after the chip sealing. There will be sweeping then right after that the striping should be done. It should be completed by the end of the month of July or the beginning of August.

**4. Stop Signs.** Some people would like Stop signs added on Hall, Cedar, maybe by White Pine and maybe by Jay and Wildwood because of the excessive speed, etc.

**5. Cleaning out the storm sewer drains after heavy rains.** Mark asked if there is a process in place for someone to drive around after heavy rains and clean the debris out of the storm sewer drains.

**Mayor Wingfield** said that process was in the Yardworks Mowing Contract but she wasn't sure this was actually being done on a regular basis. She said this probably should be checked into.

**Councilmember Donovan** asked Mark if when he is driving around, does he have a line-of-sight problem coming in and out of any of these intersections. Is there a problem with regard to foliage.

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**Mark** said regarding the foliage, he had intended to bring up this issue once the other items have been taken care of. He doesn't know what the city has on the books at the present time regarding laws and recommendations. He went on to say he felt the contractors can take care of this.

**Councilmember Donovan** said he thought this is something that is already in the books. It can just be ordered done up to a certain amount. It's a safety issue that is important to be taken care of and is critical that action on this be taken.

**Mayor Wingfield** stated it was on the "to do list" for Ken Johnson and just needs to be done. She said she didn't feel that this was a road issue.

There was some additional discussion.

**Mark** said he would like some clarification on this issue before they did anything like mistakenly cutting down something that should not be cut down.

**6. New drainage through the City Hall parking lot.** This will be taken care of in the next few days.

**Councilmember LaFoy** requested that, at next month's meeting, Mark bring a map of the town with him showing where he thinks the yellow striping should be.

**Mayor Wingfield** said that since the August city council meeting isn't until August 13th, they should get together sometime between now and then to discuss and expedite the striping.

#### **4. Review removal of Cottonwood at the Hockey Rink**

**John Lund** reported that the Cottonwood by the new warming house that is being built at the hockey rink will begin growing up under the slab and cause problems so it will have to be removed. Taking the tree down will also help with parking. He stated that the Willow tree on the other end also needs to be taken down because the roots will begin to grow under the slab and hockey rink. There are also additional trees that need to be removed because they are growing in the culvert that grows under the walking path and encroaching on the walking path. Nothing has been done in that area for approximately four years. The removal of these trees needs to be budgeted for some time in the coming year.

**Mayor Wingfield** stated she would like to see this included as a 2014 project because there is more than one tree and a lot of brush. She asked if anyone had expressed objections to the cottonwood by the new warming house being removed.

**John** responded that he didn't think so.

**Mayor Wingfield** then asked if the cottonwood by the tennis court has to be removed.

**John** responded that it would soon be removed. He reported that Schifsky has donated 90 linear feet of walking path at the hockey rink.

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**Mayor Wingfield** asked if everyone should go on record that they are in support of removing the cottonwood tree by the new warming house.

Everyone was in support that John should go ahead and remove the tree.

**John** then reported that the fundraising for the construction at the hockey rink is going well. The concrete is almost all paid for by donations. However, they still need money for the building materials. He then reported that they demolished the building and started putting in the base. The rain and the high water table have delayed further progress on the construction. They will have to wait until the water table goes down to resume putting in the slab and then the building.

**5. Add John Lund and Jeff Irsfeld as emergency tree removal contractors**

**Mayor Wingfield** explained that designating John Lund as a contract employee to handle emergency tree removals is essential when trees unexpectedly come down and cause an emergency situation. There would not be a contract rate established because John would then have to provide his own insurance. However, in an emergency situation where John has to go out to set up blockades and do whatever else is necessary to remove the tree or trees, the city would pay John \$25 an hour. Jeff Irsfeld would also be included as a contractor at \$45 an hour in case John was not available.

**Councilmember LaFoy** then mentioned there is already a bid to take down an elm tree that is just about ready to come down as well as a huge limb over the entrance to the Birch easement right on Wildwood. He then asked how these things can be expedited as opposed to holding off for another month?

**Mayor Wingfield** felt this should be added to the next council meeting agenda for discussion and consideration.

There was additional discussion.

**John** offered to generate a list of trees in all the parks and on city properties that should be removed and get it on the upcoming budget, if he can get it done in time.

It was agreed to put this issue on next month's agenda.

**6. Tree damage in Nordling Park - removal required.**

**Mayor Wingfield** mentioned some of the trees that she herself has seen that have become dangerous and need to be removed.

**John** then described what he had done so far with some of the hazardous trees. He mentioned there a few more that definitely need to come down.

**Mayor Wingfield** asked John about the cost he had previously mentioned. Was it \$500 or \$600 to clean up all of it?

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**John** stated that the cost for removing what needs to be removed right now would probably be approximately \$200. He said he can also haul it all way.

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**Councilmember Donovan** brought up the issue of a tree that had fallen in someone's yard that had actually been on city property. The man cut up the tree and limbs and put it all in his fire pit. Greg's concern is that if this amount of wood and brush were burned it could cause a fire hazard and since the tree was originally on city property, he felt the city should be responsible for removing it.

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It was agreed that since the fallen tree was originally city property, the city should be responsible for removing the debris. There was some additional discuss regarding the Birch easement.

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**Mayor Wingfield** stated she felt there should be a collection agent to discuss and resolve tree and brush removals as opposed to taking up council meeting time. A procedure could be established regarding how to deal with this type of issue and delegate it.

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**Councilmember Hullsiek** suggested the list of trees to be removed and the list of suggested replacement trees for Birchwood Avenue that John will put together should be published as a community service on the city's web site. He felt the city should have a good removal and replacement strategy.

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There was some additional discussion.

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**Mayor Wingfield** then brought up the issue of the mowing contract. She mentioned the city has never entered into a contract with a 15 day payment requirement because the city policy is 35 days by law. Some of the procedures in the contract need to be changed. The start date has been listed as April 15th but the service didn't actually start until May 15th. The ball field was supposed to be dragged every month as well as the path and to date, neither has been done.

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**John Lund** said he had just received a text today from Jeff Irsfeld (Yardworks) that said they had sprayed and dragged it. The rain washed it off. He will be back to redo it this week. John said he also told Jeff about the rain catch basin that needs to be cleaned out according to the contract. Jeff said he would monitor it every week or every other week when they mow to be sure it's cleaned out. John said he would follow up and be sure that what was supposed to be done is taken care of.

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**Mayor Wingfield** quoted from the contract, "The walking paths and the ball diamond will be kept clear of weeds and dragged at least once monthly." The drains on the easements need to be checked. Her concern is that the city is not getting the full value of what the city is paying for. She noted that the price of the contract was increased to be sure everything that was supposed to be done was done. She said that rather than sign the contract right now, she would circle the changes i.e. 15 days to 35 days, add a paragraph Jeff Irsfeld being available for emergency work at \$45 an hour and the start date. She asked John to talk with Jeff and ask him to make the necessary changes so the city can sign off on it.

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429 **Mayor Wingfield** then brought up the issue of the snow blower that is in the garage and getting  
430 possession of the garage back for the city for the remainder of the summer.

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432 **Councilmember Donovan** stated that he has left a message for the person who is currently  
433 renting the garage, but he had not yet heard back.

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435 **Mayor Wingfield** this issue should be looked into because the city doesn't have enough storage  
436 space and needs this garage.

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438 **John** then gave a report on the condition of the two snow-blowers the city currently owns.

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440 **7. I-NET UPDATE AND POLICY REVIEW**

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442 **Terre Heiser, City of Roseville** stated this is a follow up of a meeting that was held back in May.  
443 Basically there are two separate agreements; one is the MIS Services Agreement which  
444 basically provides for support for the city's internet connection and the second agreement is for  
445 the IP component. There are two agreements because not all cities participate in the IP  
446 component so the agreements are kept separate. There are also some agencies that only  
447 participate in the IP component.

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449 Another document is the Equipment Sale and Transfer which is for used equipment and some  
450 new equipment. It is usable equipment but it would be deficient if we made any significant  
451 changes in the network. At that point, the equipment would have to be replaced with new  
452 equipment. All of the equipment on the current list should be functional for at least 24 months.

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454 Terre also provided the cost allocation breakdown. There are currently 23 cities currently in the  
455 group. He explained how they do their cost allocation which is divided among the group users.  
456 The City of Birchwood Village's share comes to .1 percent the total cost of the network. When  
457 they do their annual audit in May of each year, if any computers are added or removed, they  
458 redo the math. There is no cost adjustment for computers added or removed during the year.  
459 The cost allocation was provided to the users group in June so they could accommodate this in  
460 their 2014 budgets.

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462 **Councilmember Woolstencroft** asked about the cost of replacing the older equipment that may  
463 have to be replaced to upgrade the equipment in 24 months.

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465 **Terre** responded that they use Cisco equipment. The city would need a new 8-port power read  
466 Ethernet switch to run your phones and the devices in the building. This would run  
467 approximately \$800 for a new one. That would take care of the upgrade.

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469 **Councilmember Woolstencroft** asked whether the city wanted to pay for used equipment now,  
470 then two years from now have to spend \$800 on a new unit to replace the older unit.

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472 **Terre** responded that he had used the pricing on eBay to get a reference point as to the cost.  
473 He assured the council that the equipment had been tested and maintained and was good  
474 equipment. He explained the cost analysis regarding purchasing used equipment now instead  
475 of new equipment. Purchasing used equipment now would cost the city approximately \$75 for

476 two years whereas purchasing new equipment right now would cost the city approximately  
477 \$100 per year over the eight year life of the equipment.

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479 **Mayor Wingfield** then asked if the \$1,400 Master Technology Quote was a one-time quote.  
480

481 **Terre** said it is a one-time quote to extend the network cabling, provide a drop for the wireless  
482 access point, the IP phones and the desks. At the present time, there is no central wiring  
483 location. There are several computers that are cross-connected with cables that are running  
484 through a wire molding. The plan would be to terminate all that cabling in the network room  
485 and the network switch would reside in another room.  
486

487 **Mayor Wingfield** stated it looked like there are \$2,200 in up front costs to be approved at this  
488 meeting and then there is another \$4,000 annual cost. There are also savings that will be  
489 handled by the City Council at a later time. She asked if that was an accurate overview.  
490

491 **Terre** agreed. He then added that they had not yet had a chance to look at the PC's the city has.  
492 Since support for Windows XP will expire as of April, 2014, all computer operating systems will  
493 need to be upgraded. He suggested they consider the cost of upgrading the city's computers in  
494 their 2014 budget. It was provided the current computers were two years old. He noted If the  
495 operating systems are less than three years old, the city should consider paying the \$125  
496 Windows 7/8 upgrade. If the operating systems are much older than that, replacing the  
497 operating system should be considered. Terre referred to the Policy Requirements that were  
498 provided to the city and stated that all users have to abide by that policy because the city  
499 operates on a single security network.  
500

501 **Councilmember Lafoy** asked if when they are upgrading the computers, are they thinking about  
502 upgrading the software at the same time? For example, would all computers be upgraded to  
503 Microsoft Office 2013.  
504

505 **Terre** responded that they pretty much let every user use any software that can still be  
506 supported. He gave the example that if a user is still using Microsoft Office 2003 and Microsoft  
507 is still providing back support for it, then they can use it. Windows XP is different because of  
508 the risk of threats.  
509

510 **Mayor Wingfield** stated the council needed to approve the Joint Powers Agreement and the  
511 Shared Services Agreement.  
512

513 **Councilmember Hullsiek** asked about the availability percentage.  
514

515 **Terre** responded their Work Tickets are typically handled within 72 hours. They run a Help Desk  
516 system.  
517

518 **Councilmember Donovan** then asked if the city decided to upgrade their software, is that  
519 something this company can assist with.  
520

521 **Terre** explained they get all the cities enrolled in the best contracts like the State of Minnesota  
522 Microsoft contract for Microsoft Office and other vendors. He explained they try to help all

523 users with their software upgrading and technology budget planning. They work on a 5 and 10  
524 year caliber replacement program.

525  
526 **Mayor Wingfield** then asked what numbers the council needs for next year that are different  
527 than what is obvious on the current quotes. She stated the perhaps Terre could work with Greg  
528 Donovan and come up with a plan for next year's budget.

529  
530 **Terre** stated that when they add for the telephone and MIS Services, that is basically all the way  
531 through December 31, 2014. That is why there is a 2014 allocation.

532  
533 **Mayor Wingfield** asked if there were any additional questions then asked for a motion to  
534 approve the Joint Powers Agreement.

535  
536 **MOTION WAS MADE BY COUNCILMEMBER HULLSIEK, SECONDED BY COUNCILMEMBER**  
537 **DONOVAN TO APPROVE THE JOINT POWERS AGREEMENT. THERE WAS NO FURTHER**  
538 **DISCUSSION. ALL AYES. MOTION PASSED.**

539  
540 **Mayor Wingfield** then asked for a motion to approve the Shared Services Agreement.

541  
542 **MOTION WAS MADE BY COUNCILMEMBER DONOVAN, SECONDED BY COUNCILMEMBER**  
543 **HULLSIEK TO APPROVE THE SHARED SERVICES AGREEMENT. THERE WAS NO FURTHER**  
544 **DISCUSSION. ALL AYES. MOTION PASSED.**

545  
546 **Mayor Wingfield** then asked about the Policy Statement. She asked if the council would  
547 essentially be adopting the policies as written and is there anything more formal than that  
548 required?

549  
550 **Terre** said what he provided the council was template form of the Policies. If the city adopts  
551 the policies, he suggested incorporating them into the city's employee handbook. He stated  
552 nothing more needed to be done this evening. The city might want to consider formalizing it  
553 and formatting it into the city's current policies.

554  
555 **Councilmember Donovan** stated the council could hold off on that.

556  
557 **Terre** then asked that the city council sign two copies so he can submit it to his city council.  
558 Once they have counter-signed the copies, one original of each of the agreements will be  
559 returned to the City of Birchwood; the MIS Agreements consisting of the Joint Powers  
560 Agreement and the Shared Services Agreement. The Equipment Transfer is a record of the  
561 equipment and serial numbers owned by the city.

562  
563 **Mayor Wingfield** asked when the policy procedures should be done.

564  
565 **Terre** responded, the first of the year.

566  
567 **Councilmember LaFoy** asked about the public access wireless the city currently has. He asked if  
568 the policy statement provided applies to this.

569

570 **Terre** responded it only applies to employees. He went on to explain that part of the policy  
571 statement.  
572

573 **8. Tree damage in Nordling Park - removal required**  
574

575 **Mayor Wingfield** then asked Charlie Moore to come up and speak.  
576

577 **Charles Moore, 421 Birchwood Courts** said he was there because Nordling Park was on the  
578 agenda. He wanted to talk on that when that item. He brought some overhead slides with him  
579 as illustration. He discussed his concerns about the accumulated debris, piles of brush and  
580 downed trees from current and past storms in the area of the path. There are five property  
581 owners on Birchwood Court. Some of these property owners have been trying to clean the park  
582 up themselves. They are concerned about all of this debris becoming a fire hazard and would  
583 like it removed. He also said there is still a lot of work to be done back.  
584

585 **Mayor Wingfield** stated she would let John Lund know about this along with the other things  
586 on the list that he needs to take care of.  
587

588 There was some discussion about people using a part of the park to pile cut brush, dead trees  
589 and tree limbs.  
590

591 **9. Councilmember Randy Lafoy's Report**  
592

593 ▶ **Farm Animals 605.11** - Randy mentioned redoing some of the ordinances regarding  
594 nuisance driveways and houses. He then said he thought they could have chickens as long  
595 as the neighbors approved and other restrictions and safeguards were in place. He then  
596 asked Margie Kronschnabel to speak and give the council her ideas about this.  
597

598 **Margie Kronschnabel-Nelson, 256 Wildwood Avenue.** Margie stated there are other cities  
599 that allow chickens in regular sized back yards. For example: St. Paul, Minneapolis, Anoka,  
600 Golden Valley, Eden Prairie, Richfield, Burnsville, Hastings, Farmington, Rosemont, Roseville,  
601 Shoreview, Oakdale, West St. Paul, Maplewood and Stillwater. She suggested the council  
602 could look at these other cities to get an idea of their guidelines to see if they could be  
603 implemented in Birchwood. She would like to organize a group or committee to get this  
604 project started. She said she wasn't sure how to proceed and that she and her husband  
605 wanted to do whatever they could to set it up to make it happen.  
606

607 **Mayor Wingfield** suggested an investigation be done to get some language from other cities  
608 who allow chickens to be used in a policy to be set up for Birchwood Village. It was agreed  
609 that this issue should be put on a city council meeting agenda.  
610

611 **Councilman Donovan:** asked if she had a limit in mind.  
612

613 **Margie** stated there would be as well as other restrictions. Most cities allowed 4 to 6 and  
614 no roosters.  
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**Gene Ruehle, 262 Wildwood Avenue** stated he has property bordering two sides of Margie who has five chickens and he has no complaints about them. He said he didn't think there was any reason not to allow chickens.

There was some additional discussion about the things to be considered when drafting the ordinance. It was agreed that Margie would send an email to Councilmember LaFoy and they would then get together to put something together to present to the city council.

#### **10. Acceptance of Treasurer's Report and Approval of Disbursement**

**Mayor Wingfield** stated the following three items needed to be added for approval:

\$550.00 for Manship for the month of July, 2013

\$1,153.00 for Yard Works for June, 2013

\$400.00 for Elfering & Associates. **Mayor Wingfield** questioned this bill. It was previously authorized for copying of all the documents that she has worked on that the city wanted returned because they were not in the city's files. When the box of documents from Elfering & Associates was checked, the documents contained appear to be the city's own original documents—which should not have left city hall in the first place.

**MAYOR WINGFIELD THEN MOVED THAT THE COUNCIL STRIKE THIS CHECK FOR ELFERING FROM THE LIST OF BILLS TO BE PAID AND ADD THE CHECKS FOR MANSHIP AND YARD WORKS AND APPROVE THE BILLS ON THAT BASIS. COUNCILMEMBER LAFOY SECONDED THE MOTION.**

**Councilmember Hullsiek** asked, doesn't Elfering have the responsibility of maintaining their own records for ten years and if they're referencing city documents, don't they need copies.

**Councilmember Lafoy** said he thought the council should ask for some clarification as to whether copies were actually made and why. This was agreed to by the other members.

**Mayor Wingfield** pointed out that the city still does not have documents showing "These were the sewers that were repaired", "These were the manholes that were repaired". These are the working documents that were used to contract. The city doesn't have any construction documents. There are no documents containing calculations either.

More discussion following regarding who should review the documents before discussing the bill and the copies again. It was agreed that the check would be pulled pending further investigation.

#### **FRIENDLY AMENDMENT**

**MAYOR WINGFIELD MADE AN AMENDED MOTION TO PULL THE CHECK AND WAIT TO RESOLVE THE MATTER WITH THE MAYOR REVIEWING THE MATTER WITH THE HELP OF THE CITY CLERK. COUNCILMEMBER LAFOY ACCEPTED THE FRIENDLY AMENDMENT TO THE MOTION. ALL AYES, MOTION PASSED.**

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**MAYOR WINGFIELD MADE A MOTION TO APPROVE PAYMENT OF THE BILLS WITH THE ADDITION OF MANSHIP AND YARD WORKS. COUNCILMEMBER LAFOY SECONDED THE MOTION. ALL AYES, MOTION PASSED.**

**Mayor Wingfield** then asked two questions regarding the bills:

1. Under special reviews revenue projects, \$1,900 for dock fees. She questioned why there weren't more fees collected. She then said Mike should be contacted and asked about these missing fees and ask him to follow through.

2. Two \$100 checks have been received for the hockey hut for a total of \$200; one in March and one recently yet the balance in the account only shows a cash balance \$100. City Clerk Reiter responded that in March, when the first check was received, the city didn't have an account to put it into and then the person who wrote the check asked for the check to be returned to her.

There was some discussion at to whether these donations have to be acknowledged by resolution for IRS purposes. Councilmember LaFoy to follow up with LMC for more information on this issue.

#### **11. Update - WCSO Law Enforcement**

- ▶ **Law Enforcement Agreement (copy) of Mahtomedi/Dellwood/Willernie**
- ▶ **Estimate of 4 City Cost Allocation of WCSO Service**

**Councilmember Donovan** stated that as previously agreed to by the council before going through with the city's plan to contract with Washington County, he and Councilmember Lafoy met with the Sheriff and the other communities a few weeks ago. They met in Mahtomedi with representatives from Willernie, Dellwood, Mahtomedi (the Mahtomedi City Manager), and two representatives from the Sheriff's Department. We talked about services, the pluses and minuses. Everyone seemed to be happy with the services they have received from the Washington County Sheriff. The only downside request mentioned was more traffic control which would necessitate adding another officer. The sheriff is going to look into this. This service could perhaps be purchased on an ala carte basis but it isn't part of the agreement.

Greg stated that he thought the most important thing of interest at the present time is the amount which at 8.6 percent which comes out to about \$48,000 which is less than half of what the city is currently paying for the same or perhaps even a higher level of service.

**Councilmember Lafoy** pointed out that the agreement is actually for several years.

**Councilmember Donovan** said no action by the council is necessary at this meeting. Nothing becomes official until the other cities approve it. The agreement has to be put on their agenda. A deadline of September was given for them to get back to the City of Birchwood.

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**Mayor Wingfield** inquired about the September deadline date.

**Councilmember Donovan** said the contract with White Bear runs through until the end of the year. However, as a courtesy, he thought the mayor should be authorized to write them a letter to advise them that after December 31st, 2013, the city will not be continuing services with them in 2014. Greg said White Bear is already aware the city has been looking elsewhere. [ed. Note: The deadline for notice pursuant to the contract is September 30, 2013].

**Councilmember LaFoy** said he asked them about 911 calls. They responded that after the new service begins, the 911 calls would be switched to the WA County Sheriff's office instead of to White Bear.

**Mayor Wingfield** stated that she thought the cost of the current service was \$89,000 this year which means this service will be approximately \$42,000 less than the current service.

**Councilmember Donovan** explained that the reason the city is making the switch is that the city is already paying property taxes in Washington County. The entire city budget for the Sheriff's Department in Washington County is \$27 million. The contract is out to 27 different communities in Washington County. The active portion is only \$3 million. So \$24 million is the city's tax dollars paying for bricks, mortar, the sheriff, detectives, crime labs, etc. White Bear Lake is unique in that they have their own communications system whereas everybody else shares the state by the county-wide system. There will be five full-time deputies that will be working strictly with the consortium here. They will be familiar with the communities, 24/7 service. There will always be somebody in the area. The change had nothing to do with the quality of service.

**Councilmember LaFoy** said he thought the city should thank White Bear Lake for their great service for many years by giving them a plaque.

**Mayor Wingfield** mentioned that the city still contracts with White Bear Lake for fire services.

**Councilmember LaFoy** mentioned that he thought a representative of the Sheriff's Department would attend the monthly council meetings.

**Councilmember Donovan** said the Sheriff did offer to come and explain some things after the contract has been approved.

## 12. Personnel Liaison Update

### ▶ Staffing Plan

**Councilmember LaFoy** reported that he and Councilmember Donovan had met with other small cities. He pointed out that because Birchwood Village is such a small city, they were always looking for city services and how the City of Birchwood can do things better.

**Councilmember Donovan** discussed the issue of the city needing a permanent City Clerk by statute. He reported on a discussion he had with the City of St. Anthony's City Manager

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regarding job sharing. The mayor of St. Anthony encourages job sharing with other cities. St. Anthony is already job sharing services with other cities. Greg said he requested a proposal regarding job sharing services which they subsequently sent to him. He handed out copies of the proposal to all council members.

**Five minutes recess** was called by **Mayor Wingfield** as it was practice to take a break at about 9:00 pm and that the break would provide time to review the proposal.

The City of St. Anthony proposed coming to Birchwood to take a look at the city's operations and talk with the city's people to see how the city is currently being run. Greg said that in the beginning, they would essentially be acting as consultants and partners to make some suggestions regarding improvements and incorporate themselves into the city. This would not be on a full-time basis. This could include financial issues i.e. long-term planning for sewer funds, road funds, the 5, 10 and 15 year plans and how to best set these things up. Greg stated they have a lot of experience in these areas.

Greg stated that because of the changes in staff in Birchwood the last five years. Due to the current budget, the city can't afford to hire full-time replacements for staff positions when someone leaves or retires. The city needs to consider hiring part-time replacement employees when someone leaves which would not affect the current staff. He stated the city needs some outside expertise to advise the city in all areas. The people from the City of St. Anthony proposed being in Birchwood several days a week and would make recommendations on staffing and other issues.

He went on to say he felt the price the city was getting was fair. All the cities he and Randy talked with felt they too needed this kind of assistance. Greg stated that he and Randy are one-hundred percent behind this. He would like the other council members' opinions on this as well and asked if they would like to move forward and if they do, he suggested forming a special meeting or workshop to discuss it. The people from St. Anthony's could be asked to attend to answer questions and clarify the proposal.

**Councilmember LaFoy** said he felt that staff members like Cindie (Reiter) should be here and other people in the community are concerned about it. Councilmember Donovan agreed and noted that they should also be invited to attend whatever meeting council decides to have.

**Councilmember Donovan** agreed. He said an announcement could be posted on the web site. This will be a work in progress. They said they would do it for sixty days and then come out and review and come up with a proposal as to how much they would want for a full-time contract going forward. He asked for other council member's thoughts and opinions on this.

**Councilmember Hullsiek** said he has the names of the St. Anthony Village people who do lift station inspections that he will forward to Greg.

**Councilmember Donovan** said they could talk to the people from St. Anthony about that when they are here.

808 **Mayor Wingfield** agreed that it costs the city a lot when they have to hire and retrain new  
809 employees. It's (proposal) more expensive per hour yet does not change what the city's cost  
810 would be per quarter. She agreed that this new proposal could make the city more efficient.  
811 Having access to this built-in knowledge and expertise could save Birchwood money in  
812 terms of new employee training etc. She stated she is anxious to see how this would work.  
813 She agreed that coordination of services is a much more efficient way to go.

814  
815 She went on to say that she would like to have them come in and explain in detail exactly  
816 how they intend to function and what they intend to accomplish. A short-term contract in  
817 the beginning makes sense. She said she doesn't understand how they plan to implement  
818 their proposal and would like some interpretation and explanation.

819  
820 **Councilmember Donovan** agreed there are many unanswered questions and explanations  
821 needed before going ahead. Some of the questions might be; does the city need an audit  
822 with something like this? Do we have a treasurer? Do we have a clerk? How does all of this  
823 play out? We may need to talk this over with the League, our attorney and/or League  
824 attorney for clarification of everything. He went on to say he didn't think they will have all  
825 the answers right away because they don't know how our city works or how our file systems  
826 work. They will have to go through and learn some of the things we currently do before  
827 they can make their recommendations. They will act as a consultant, once they make their  
828 recommendations after sixty days, we can either reject them or accept and implement  
829 them.

830  
831 **Mayor Wingfield** then asked if a date was set, what kind of a time frame are we looking at.

832  
833 **Councilmember Donovan** stated the proposal could be approved at this meeting or at a  
834 meeting or workshop. If we do have a workshop, or Special Meeting we could approve it at  
835 the August meeting.

836  
837 **Councilmember LaFoy** said he felt the city should have a workshop first, then have  
838 something for approval at the city council meeting.

839  
840 **Mayor Wingfield** said since there were other issues that need to be discussed for cross  
841 walks, trees and this issue should be discussed at that time also. She suggested a Special  
842 City Council meeting to discuss everything and take action if necessary. Action can still be  
843 taken later.

844  
845 Councilmember Hullsiek noted a worksession was scheduled for August 5, 2013. Mayor  
846 Wingfield noted it would be a very busy meeting for the budget numbers.

847  
848 There was some discussion as to the date to set the meeting. The date of Wednesday, July  
849 17 was agreed upon by all. The meeting would be a Special City Council meeting so action  
850 can be taken. It was agreed that, while the meeting did not have to be posted in the  
851 newspaper, it does have to be posted out on the front posting board three days in advance.  
852 It will also be posted on the web site.

853  
854 **Councilmember LaFoy** proposed that he run the proposal by the City Attorney.

855

856 **Councilmember Donovan** confirmed with Councilmember LaFoy that the city attorney  
857 should be in attendance.  
858

859 **Councilmember LaFoy** stated that he should be in attendance at this Special City Council  
860 meeting. He said the people from the City of St. Anthony would also have to be invited to  
861 attend to see if they're available. It was agreed that they would be offered two date  
862 choices.  
863

864 **Interim City Clerk & City Treasurer Reiter** asked Councilmember Donovan if he wanted to  
865 firm up the date with the City of St. Anthony first before posting it. Councilmember  
866 Donovan agreed.  
867

868 The two dates of July 29th and July 30th were agreed upon as possible alternates.  
869

870 **Mayor Wingfield** said the Special City Council meeting should include discussion of the  
871 Roads Committee recommendations and Personnel Committee recommendations.  
872

873 **MOTION WAS MADE BY COUNCILMEMBER DONOVAN THAT A SPECIAL CITY COUNCIL**  
874 **MEETING BE CALLED FOR WEDNESDAY, JULY 17TH, 2013 WITH ALTERNATE DATES OF JULY**  
875 **29 OR JULY 30, 2013 DEPENDING UPON THE AVAILABILITY OF THE PEOPLE FROM THE CITY**  
876 **OF ST. ANTHONY. THE PURPOSE OF THE SPECIAL MEETING WOULD BE TO DISCUSS A**  
877 **PROPOSAL FROM THE CITY OF ST. ANTHONY VILLAGE FOR STAFFING, THE ROADS, PARKS**  
878 **AND TREES AND CHICKENS. THE MOTION WAS SECONDED BY COUNCILMEMBER LAFOY.**  
879 **NO DISCUSSION. ALL AYES. MOTION PASSED.**  
880

881 **13. Resident Request for Reimbursement of Deer Carcass Removal**  
882

883 **▶ Van Pelt letter and Wildlife Management Invoice.**  
884

885 **Mayor Wingfield** said this issue has already come up several years ago. It was discussed  
886 with Ken Johnson and he said he did do dead deer removal for about \$100. Ken works for  
887 \$45 an hour. She stated there needs to be a better job of communicating with residents  
888 regarding this issue especially because a time issue is involved to remove the dead animal.  
889 She said she had talked to Marilyn and agreed it would be reasonable to split the cost of the  
890 removal with Marilyn and asked the council if they agreed that this was fair.  
891

892 **Councilmember Donovan and Councilmember Hullsiek** agreed.  
893

894 **Mayor Wingfield** suggested a notice about this be included in the city's web site.  
895

896 There was addition discussion.  
897

898 **Councilmember Hullsiek** proposed and stated he was okay with the city paying up to \$150  
899 for approximately three hours of Ken Johnson's time to do the removal. If the homeowner  
900 wants the service expedited, the city would pay up to \$150 of what it cost the homeowner  
901 for the dead deer removal or handle it through Ken, if possible. Someone mentioned \$100  
902 and Bill agreed. He just felt there should be a policy in place so the homeowners know and  
903 can call Ken.

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**Councilmember LaFoy** stated this might be posted under City Government in the web site. He said he could put something in the web site that describes and outlines what the city's maintenance person does including lawn, sites and animal removal. He said he could look at the contract and list all the things that he does.

**MOTION WAS MADE BY COUNCILMEMBER DONOVAN TO PAY HALF OF THE \$266 INVOICE SUBMITTED BY MARILYN VAN PELT FOR THE REMOVAL OF THE DEAD DEER CARCASS, SECONDED BY MAYOR WINGFIELD.**

There was some additional discussion about the exact amount to pay for this one time instance only.

**ALL AYES. MOTION PASSED.**

**Councilmember Donovan** stated that moving forward, the city should put a policy in place that the city will pay \$100 towards removal of a dead deer carcass.

**Mayor Wingfield** suggested this issue be placed under the ordinance issues and deal with that when the animal issues are dealt with i.e. the chicken issue. She said she thought there was something currently in the code regarding animal or carcass removal.

**14. Hockey Rink - PAINT BOARDS**

**Councilmember LaFoy** reported that the hockey rink needs to be maintained. There currently is a schedule to do this. Some of the painting has been done but it needs two coats. Randy said he ran across a man who is going to send him a quote to paint the boards at the hockey rink. He said he thought it would cost approximately \$1,100 to paint the rink and the boards. Randy said he thought this cost should be built into the budget every three years.

**Councilmember Woolstencroft** asked why the boards that are damaged by hockey pucks are being repainted.

**Councilmember LaFoy** responded that he was told that either you never paint them or you paint them forever and they have been painted.

**Mayor Wingfield** asked if Randy meant for the year 2014. Randy said he thought they need to see what it will cost this summer first and go from there. She said the Parks Committee doesn't have the money because their budget is so tight.

There was some discussion about putting something down on top of the pavement before flooding the rink as an alternative to painting each year.

**Mayor Wingfield** asked Councilmembers LaFoy, Donovan and Woolstencroft to try to come up with a plan and a price to present to the council at a future meeting.

**15. Review of minutes process**

952 A discussion was held as to how the approval of the minutes process each month should be  
953 done.

954  
955 It was agreed by all councilmembers that in the future the original transcript document will be  
956 submitted for changes and/or corrections to Interim Clerk Reiter. Cindie will highlight any  
957 corrections and/or changes to be made and send copies to the mayor and all councilmembers  
958 for their review. They will then make their changes and send it back to Cindie. The final copy of  
959 the minutes will be included in the next city council meeting packets for all councilmembers.  
960

961 **16. Review of Cable rebroadcast times (Tu 8:00 a.m., Tu 4:00 p.m., Th 8:00 p.m., Sat 10:00 a.m.,**  
962 **Sat 10:00 p.m.)**

963  
964 **Councilmember Donovan** stated there are several different channels. Channel 16, GTM, is  
965 literally Birchwood's channel and is strictly a government channel. The city can do whatever it  
966 wants to do with this channel. There is government programming out there regarding  
967 Birchwood history that is run from time to time in addition to the city council meeting videos.  
968 He said he has the information from Judy and will pick a couple of times for the video broadcast  
969 and post it on the city's web site.

970  
971 **Councilmember LaFoy** reported that he has added a link to the council meeting videos on the  
972 city's web site under City Government, Video on demand. People can now watch the video any  
973 time on their computer.  
974

975 **17. Review of Locates notification to John Manship**

976  
977 **Mayor Wingfield** stated that John has not been received any notices since June 26th. It was  
978 anticipated he would be receiving notices daily.

979  
980 **Interim City Clerk & City Treasurer, Cindie Reiter** stated she has been sending by email daily.  
981 Most of them are audits which are not locates and have been commingled with the locate  
982 requests. She said she has a complete list of what was sent with the sent dates.  
983

984 **Mayor Wingfield** suggested that John be asked to respond with a reply acknowledgment  
985 whenever he receives an email from the city to verify receipt. If Cindie doesn't receive an  
986 acknowledgment response the same day, she should call him to let him know she sent an email  
987 but never received an acknowledgment.  
988

989 There was some discussion regarding possible alternatives. It was agreed that a different  
990 system of email communication between John Manship and the city needs to be set up.  
991

992 **Mayor Wingfield** then reported that John anticipated flushing hydrants in the coming week.  
993

994 **18. Potential New Ordinances**

995  
996 **Mayor Wingfield** reported that there doesn't seem to be any ordinances on the books regarding  
997 vacant, unattended and foreclosed houses becoming unattractive nuisances etc. which detracts  
998 from property values. Ordinances with regard to this issue need to be considered.  
999

1000 She also reported on the dirt coming into the city's system as a result of the runoff from  
1001 driveways. The dirt is flowing into the streets then flows into the lake which it isn't supposed to  
1002 do.

1003  
1004 She said these are two areas that the city needs to address. She suggested an omnibus  
1005 ordinance issue code approval then work through it. She said she and Randy LaFoy will work on  
1006 the chickens issue as well as these additional two issues. If nuisance issues are addressed, it  
1007 should include these issues as well.

1008  
1009 **19. SCADA**

1010  
1011 **Councilmember Hullsiek** said he had contacted some SCADA vendors.

1012  
1013 Barr Engineering's proposal with their contingency was approximately \$11,000 per RPU or PLC  
1014 which would be where the city's lift station is located. They range in price. There were two that  
1015 stood out.

1016  
1017 Councilmember Hullsiek later clarified that this proposal was from Barr Engineering, not White  
1018 Bear Lake.

1019  
1020 One was from ICS Healy. He met with John a week ago. John said their installed price would be  
1021 from \$5,000 to \$6,000. They built the city's cabinets years ago and have a replacement unit in  
1022 Boone connected to their cell phone. An annual cost per site would be \$600.

1023  
1024 There is another one called a Scout which is a little bit lower in price.

1025  
1026 He said he felt both proposals were good choices that were considerably cheaper than the  
1027 original proposal from Barr Engineering into White Bear Lake.

1028  
1029 Councilmember Hullsiek said he would like to engage the city's engineer, Steve Thatcher or Tom  
1030 Meyer who charges \$75 an hour, and use about \$950 to \$1,000 of their time to go and look at  
1031 all the lift stations and do the volume metric calculations that basically say this is the capacity of  
1032 the holding cell, this is capacity of the pumps and give the city very tight requirements with  
1033 which to make a good solid engineering selection on the alternatives.

1034  
1035 He went on to say that both look like the two top ones and are half the cost of the ones looked  
1036 at originally. It's time to get the engineers involved, have them do their engineering, make sure  
1037 that we're specing this out clearly and take it from there. They quoted Bill seven hours to do the  
1038 inspections. Bill said he's like to get a few more hours beyond that so they could look at some of  
1039 these alternatives, rank them and come up with a recommendation.

1040  
1041 Greg Donovan said he thought some of this work had been done before.

1042  
1043 Councilmember Hullsiek said that all programming has been done. Part of the scope of their  
1044 work will be to go out to each lift station because when you open them up, it's like remodeling.  
1045 Some parts may have to be replaced. They will be inspecting the enclosure and the state of the  
1046 wiring and where it's connected. They will be looking at the physics, not the electronics to  
1047 determine what is it going to take to get this successfully installed. That will help the city price

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what type of contingency is necessary. The engineers are going to look at the existing lift station data with White Bear Lake, calculate what the reserve capacity is which will tell the city how often alarms will need to be looked at. They will be looking at what the alarm parameters are. The current budget is for once every fifteen minutes. The city could save money by going to once an hour. The ICS Healy goes once every two minutes - taking a reading which is probably overkill for our situation. We just want to make sure that we are only buying what we need.

Bill went on to say he has also been talking with General Repair. They do lift station inspection. He is expecting a quote from them. He also wants to talk to St. Anthony Village about the lift stations.

**MOTION WAS MADE BY COUNCILMEMBER HULLSIEK TO APPROVE UP TO \$1,000 OF ENGINEERING SERVICES FOR THE INSPECTION AND EVALUATION OF THE LIFT STATIONS AND SECONDED BY LAFOY. ALL AYES. MOTION PASSED.**

**ADJOURN:**

**MOTION WAS MADE BY COUNCILMEMBER LAFOY TO ADJOURN THE MEETING AND SECONDED BY DONOVAN. ALL AYES. MOTION PASSED.**

Attested to Approval of the City Council



Cindie J Reiter  
Interim City Clerk