



AGENDA OF THE
REGULAR MEETING OF THE CITY COUNCIL
CITY OF BIRCHWOOD VILLAGE
207 BIRCHWOOD AVENUE
WASHINGTON COUNTY, MINNESOTA
SEPTEMBER 14, 2010
7:00 P.M.

CALL TO ORDER

PLEDGE OF ALLEGIANCE

APPROVE AGENDA

Recommended motion: "Move to adopt the agenda as presented"

OPEN PUBLIC FORUM

CITY BUSINESS – CONSENT AGENDA: Recommended Motion: "To approve the consent agenda items as presented."

1. **Approve amendment to City Clerk Employment Agreement (Harper - see exhibit)**
Background: The employee agreement is amended to provide for the employee to be paid semi-monthly on the first and 15th day of the month. Section 4 has been removed since it no longer pertains and the employee did not charge the city for his time or expenses to attend this training.
Recommended Motion: "To approve the amended employee agreement between the City of Birchwood and Dale Powers to fill the position of city clerk and to direct the mayor to sign the agreement prior to September 15, 2010".
2. **Acceptance of the City Audit (Harper)**
Background: On September 13, 2010, the City received a presentation by Peggy Moeller of HLB Tautges Redpath concerning the City's FY 2009 audit. By statute, the City is required to formally accept the audit.
Recommended Motion: "To approve the 2009 audit report as presented by HLB Tautges Redpath".
3. **Direct the City of Little Canada to transition away from TKDA contract to its own meter reading service, as planned when the City contracted with the City of Little Canada for utility billing services (Wingfield)**
Recommended Motion: "To direct the City of Little Canada to transition toward using its own meter reading service in anticipation of the City's contract with TKDA expiring."
4. **Review Assessor Contract: Todd Smith & Associates (Wingfield – see exhibit)**
Recommended Motion: "To approve the City Assessor contract with Todd Smith & Associates as written and reviewed by the City Attorney"
5. **Review Cleaning Person Status (Staff – see exhibit)**
Background: Staff has learned that the individual hired to clean the Village Hall is currently unavailable to do so. Staff requests permission to solicit quotes from vendors to clean the Village Hall.
Recommended Motion: "To approve the solicitation of quotes for cleaning the Village Hall per the terms set forth in the contract for service."
6. **Approve Inspection of Village Hall (Harper – see exhibit)**
Background: With the recent upgrade to the Village Hall heating plant, as well as proposed other upgrades to the structure, Council Member Harper suggested that a thorough inspection of the building be performed to make sure that important, but unseen, structural issues are not looming in the future. The recommendations emanating from this inspection – and their costs – will be incorporated into the 2011 budget.
Recommended Motion: " To approve the building inspection of the Village Hall by the City of White Bear Lake's Inspection Department, with a cost not to exceed \$ _____"

7. **Acceptance of Consolidated Boat Slip Utilization List (Nardecchia – see exhibit)**
8. **Approval of Minutes from the August 16, 2010 Special Meeting @ 6:00pm (see exhibit)**
Background: This meeting was for the purpose of interviewing City Engineer firms
Recommended Motion: “To approve the minutes of the August 16, 2010 Special Meeting @ 6:00 pm as written.”
9. **Approval of Minutes from the June 8, 2010 Regular Meeting (see exhibit)**
Recommended Motion: “To approve the minutes of the June 8, 2010 Regular Meeting as amended.”
10. **Approval of Minutes from the June 14, 2010 Continuation of the June 8, 2010 Regular Meeting (see exhibit)**
Recommended Motion: “To approve the minutes of the June 14, 2010 Continuation of the June 8, 2010 Regular Meeting as amended.”
11. **Approval of Minutes from the July 13, 2010 Regular Meeting (see exhibit)**
Recommended Motion: “To approve the minutes of the July 13, 2010 Regular Meeting as amended.”
12. **Approval of Minutes from the August 12, 2010 Special Meeting (see exhibit)**
Recommended Motion: “To approve the minutes of the August 12, 2010 Special Meeting as amended.”
13. **Approval of Minutes from the August 12, 2010 Regular Meeting (see exhibit)**
Recommended Motion: “To approve the minutes of the August 12, 2010 Regular Meeting as amended.”
14. **Approval of Minutes from the August 16, 2010 Special Meeting @ 5:00pm (see exhibit)**
Recommended Motion: “To approve the minutes of the August 16, 2010 Special Meeting @ 5:00pm as amended.”

NOTE: The Clerk's Office does not have a copy of the minutes from the August 19, 2010 Special Meeting and the June 28, 2010 Special Meeting. Consequently, no action can be taken at this time on approval of the minutes from those meetings.

CITY BUSINESS – REGULAR ORDER

15. **7:20 Approve contract for the Interim Assistant Clerk/Treasurer (Harper – see exhibit)**
Background: On August 12, the city council approved the appointment of Cindie Reiter as the Interim Assistant Clerk/Treasurer for the period September 16, 2010 through January 31, 2011. The attached employee agreement puts that motion into affect.
Recommended Motion: “ To approve the employee agreement between the City of Birchwood and Cindie Reiter for the position of Interim Assistant Clerk/Treasurer for the period of September 16, 2010 through January 31, 2011 with the terms and conditions approved at the August 12, 2010 meeting and direct the mayor to sign the agreement prior to September 15, 2010. “
Time Budget: 10 minutes
16. **7:30 Appoint Certified Water Operator (Brunner – see exhibit)**
Background: The City is under an administrative penalty order from the Minnesota Department of Health due to the City's lack of naming a Certified Water Operator to oversee the water infrastructure.
Recommended Motion: “To appoint _____ as the Certified Water Operator of the City.”
Time Budget: 15 minutes
17. **7:45 Review & Approval of Disbursements (see exhibit)**
Recommended Motion: “To approve the list of disbursements as presented by staff.”
Time Budget: 10 minutes
18. **7:55 Appoint City representative to the WBLCD (Wingfield – see exhibit)**
Background: Doug Danks resigned as one of the City's representatives on the White Bear Lake Conservation District. The City solicited residents to find candidates to replace Danks., The only candidate to come forward was Debbie Harrod of 483 Lake Avenue.
Recommended Motion: “To approve appointing Debbie Harrod as one of the City's representatives on the White Bear Lake Conservation District.”
Time Budget: 5 minutes

19. **8:00 Set date and time for Dock Association annual permit application meeting (Wingfield)**
Recommended Motion: "To schedule a Special Meeting at (date/time) for City Council consideration of dock association annual permit application."
Time Budget: 5 minutes
20. **8:05 Approve Resolution 2010 – 0914 regarding Association Fee Payments (Nardecchia – exhibit sent via e-mail to Council)**
Recommended Motion: "To approve Resolution 2010-0914" (requires roll call vote)
Time Budget: 15 minutes
21. **8:20 Set date and time for public hearing on the Public Lake Tract and Animal Ordinance (607, 617, and 605) (Wingfield)**
Recommended Motion: "To schedule a Public Hearing at (date/time) for a public hearing to receive public comments on the proposed Public Lake Tract and Animal Ordinance, and to forward the amended Chapter 605 to the City Attorney for review."
Time Budget: 5 minutes
22. **8:25 Approve Disbursement of Certified Utility Bill Overcharges since 2005 (Wingfield)**
Recommended Motion: "To approve the disbursement of certified utility bill overcharges since 2005."
Time Budget: 10 minutes
23. **8:35 Request Assistance from the City of Little Canada for advice on utility rates for ease of billing (Wingfield)**
Background: Mayor Wingfield would like research done on establishing a base rate and apportioned use for both sewer charges and water rates.
Recommended Motion: "To request that the City of Little Canada provide advice to the City on utility rates for ease of billing."
Time Budget: 10 minutes
24. **8:45 Approve Crack Repair for Cedar Street and Hall Avenue (Wingfield – see exhibit)**
Background: Hall Avenue and Cedar Street require crack repair before winter sets in.
Recommended Motion: "To authorize Fahrner Asphalt Sealers to perform crack repair of Hall Avenue and Cedar Street per their bid of \$_____."
Time Budget: 10 minutes
25. **8:55 Appointment of City Engineer (Wingfield)**
Background: Earlier in 2010, the City Council moved to solicit proposals from qualified engineering firms that provide consulting services to municipalities. Of the proposals received by the City, the Council chose to interview 5 firms: Bolton & Menk, Thatcher, LHB, Elfering & Associates, and Emmons & Olivier. These interviews took place on August 16 and August 19, 2010.
Recommended Motion: " To appoint _____ (insert firm name) as the City's consulting engineer, effective mm/dd/yyyy (insert date)."
Time Budget: 45 minutes
26. **9:40 Status Report: 2011 City Budget (Wingfield)**
Time Budget: 15 minutes
27. **9:55 Status Report: Dock & Boat Slip Permit Fees (Nardecchia – see exhibit)**
Time Budget: 15 minutes
28. **10:10 Status Report: Boat Proof of Insurance (Nardecchia – see exhibit)**
Time Budget: 15 minutes
29. **10:25 Status Report: Single Dock Association (Nardecchia)**
Time Budget: 15 minutes
30. **10:40 Review Office Management (Wingfield and Nardecchia)**
Time Budget: 60 minutes

COUNCIL/STAFF REPORTS

1. 11:40 City Clerk Powers
2. 11:45 Mayor Wingfield
3. 12:15 Council Member Harper
4. 12:20 Council Member Brunner
5. 12:25 Council Member Carson
6. 12:30 Council Member Nardecchia

ADJOURNMENT