

**SPECIAL MEETING OF THE CITY COUNCIL
CITY OF BIRCHWOOD VILLAGE
207 BIRCHWOOD AVENUE
WASHINGTON COUNTY, MINNESOTA
July 17, 2013**

AGENDA

7:00 P.M.

1. **CALL TO ORDER**

PLEDGE OF ALLEGIANCE
2. **APPROVE AGENDA**
3. **ST. ANTHONY STAFFING PROPOSAL FOR BIRCHWOOD**
St. Anthony document dated 7/8/2013
4. **ROADS ISSUES & CONCERNS**
5. **PARKS AND TREE ISSUES, CONCERNS**
6. **CHICKENS – LOCAL CITY ORDINANCE AND OTHER COMMUNITY
ORDINANCES REGARDING CHICKENS**
7. **ADJOURN**

Provided 7/9/2013 ¹¹
at mtg.



July 8, 2013

Dear Mayor and City Council:

Below is a draft proposal. After you had time to review this please let me know when you wish to get together to discuss and see if we are on the same page.

Proposal:

St. Anthony provides financial management and City Clerk duties for 90 days at a cost of \$8,500. Within 60 days, St Anthony will provide a proposal for continued service options beyond the 90 day interim period. The purpose of the 60 day interim period would be for an assessment of the needed scope of services for the functions and duties. At the end of the 60 day interim period, St. Anthony would also recommend options for the long term organizational structure including the employment status of current Birchwood Village employees.

Birchwood Village would be provided with a team of St. Anthony staff which includes:

Shelly Rueckert, Director of Finance

Shelly has over 30 years of financial management experience, which includes; Public Accounting- as auditor/CPA, Private sector –as controller, CFO, and COO, Municipal Government-as Finance Director at the Cities of Little Canada and Saint Anthony during the past 13 years. Shelly would continue managing the utility billing operations and would provide oversight and review of the financial services provided to the City. It is anticipated that Shelly would spend 3 hours a week off and on site.

Charlie Yunker, Senior Accountant

Charlie possesses a combined 17 years of finance experience from the manufacturing, banking, non-profit and government industries that includes senior management experience in the banking and non-profit sectors. Charlie would be the Saint Anthony point person responsible for all the financial & accounting services provided. Anticipated services include payroll, accounts payable, accounts receivable, and monthly treasurer's report. Charlie would attend the monthly City Council meetings and be available for council work sessions within reason. During the 90 day interim period, Charlie would have on-site office time equal to 4 hours a week (scheduling/composition TBD). In addition to the on-site work, we anticipate Charlie will spend 2 hours a week off site.

Barb Suci, City Clerk

Barb would provide required City Clerk duties. Barb has been working in the public sector for over 15 years. She worked for the City of Little Canada as their Payroll/Utility Billing Clerk for 3½ years before coming to the City of St. Anthony. For St. Anthony she was the Payroll/Utility Billing Clerk before being promoted to City Clerk in 2004. She completed her Certified Municipal Clerk (CMC) certificate from the International Institute of Municipal Clerk (IIMC) in September 2006 and the Certified Municipal Clerk of Minnesota from the Minnesota Clerks and Finance Officers Association in March of 2007. She is currently working on her Master's Municipal Clerk Certification from IIMC. During the 90 day interim period, Barb would have on-site office time equal to 4 hours a week (scheduling/composition TBD). In addition to the on-site work, we anticipate Barb will spend 2 hours a week off site.

Along with Shelly, Charlie & Barb, I would be available to support them as needed. As the City Manager of St. Anthony, I have over 25 years of management experience in the public sector.

A key in making this work is Birchwood's ability to be a part of Roseville IT network. This will enable computer access including servers from either community.

If the St. Anthony proposal of \$8,500 for the 90 day interim period is agreeable, this amount may be paid out in fashion that suits Birchwood's cash flow. Attached is the calculation on how we arrived at the interim cost of \$8,500.

Sincerely,



Mark Casey
City Manager

CC: Shelly Rueckert

Attachment



Attachment

Shelly:

Total wage of \$57.83 x 3 hours/week = \$173.49 week x 13 weeks = \$2,255.37

Charlie:

Total wage of \$35.62 x 6 hours/week = \$213.72 week x 13 weeks = \$2,778.36

34 miles X \$0.555/mile = \$18.87 x 13 weeks = \$ 245.31

Barb:

Total wage of \$39.10 x 6 hours/week = \$234.60 week x 13 weeks = \$3,049.80

34 miles X \$0.555/mile = \$18.87 x 13 weeks = \$ 245.31

\$8,574.15

Employee	Rate	PTO	SS	Medicare	PERA	Workers Comp	Hlth/Dent	Life	HSA	Billable Wage
Shelly Rueckert	\$45.06	\$4.68	\$2.79	\$0.65	\$3.27	\$0.27	\$1.10	\$0.01	\$0.00	\$57.83
Charlie Yunker	\$27.73	\$2.38	\$1.72	\$0.40	\$2.01	\$0.27	\$1.10	\$0.01	\$0.00	\$35.62
Barbara Suci	\$28.14	\$2.92	\$1.75	\$0.42	\$2.04	\$0.27	\$2.45	\$0.01	\$1.10	\$39.10

605.010 DEFINITIONS. Animals.

Domestic-Farm: **replace with:** "Animals which are kept outside the home for purposes of food or pleasure such as cattle, hogs, horses, sheep, llamas, goats, chickens (*Gallus gallus domesticus*), birds such as emus and pigeons, and similar animals."

(9) Restraint. **replace with:** "On a leash of not more than six (6) feet in length or on a leash which can be retracted to a length of six (6) feet or less, and in the custody of a person of sufficient age to adequately control the animal; in a vehicle; or confined to the owner's property by enclosure or fencing (physical or electronic)."

ADD: 609.028 CHICKENS

(1) Chickens may be kept within the City limits on residential properties subject to the following conditions:

(a) A maximum of six (6) hen chickens are permitted.

(b) Roosters are prohibited.

(c) The butchering of chickens is prohibited.

(d) Chickens shall be fully contained on the property at all times through the use of fencing.

(e) Shelters must comply with all requirements of the Zoning Code concerning accessory structure and said structures shall not be placed in the front, side yard or side yard abutting a street on residential property. Said shelters shall be setback a minimum of 30-feet from an adjacent principal dwelling.

(f) Food materials that are stored outside shall be in closed containers with lids.

(g) All containment areas and shelters shall be maintained in a clean, sanitary, and odor free environment and shall be free from the presence of rodents or vermin at all times.

(h) Chickens shall not be raised or kept for fighting. Cockfighting is prohibited.

(2) License. No person shall keep, maintain or breed chickens on property located within the City of Birchwood Village unless a license is obtained pursuant to the provisions stated herein. Application shall be made on a form provided by the City Clerk. The fee shall be established from time to time and set forth by resolution pursuant to Chapter 701.

(3) Inspection. The City Animal Control Officer will conduct an inspection of the property to determine compliance with the license and ordinance standards.

(4) Duration of License. A license shall be issued for a period of two years.

(5) Issuance of License. Upon completion of the application form, receipt of the license fee, the City Clerk shall cause a license to be issued to the applicant.

605.111 FARM ANIMALS. **Add** "Except as otherwise provided",...no person shall keep or permit any horse, swine, mule, sheep, goat or other farm animal or fowl upon any lot or property within the city of Birchwood Village.

We need to adopt a resolution setting chicken license fees as \$10 for a two year permit. (same as dog licenses).