

**CITY OF BIRCHWOOD VILLAGE
SPECIAL CITY COUNCIL MEETING
March 21, 2017**

MINUTES

MEMBERS PRESENT: Mayor Mary Wingfield; Council Members: Kevin Woolstencroft, Trilby White, Randy LaFoy and Megan Malvey.

STAFF PRESENT: Administrator Lay

OTHERS PRESENT: Kathy Leeves, Nick Leeves, Bryan McGinnis, John McCormick and others.

Mayor Wingfield called the special meeting to order at 7:00 p.m.

CITY BUSINESS - SPECIAL AGENDA

A. Discussion of I.P.A.D. Investigation

Mayor Wingfield: Introduced the I.P.A.D. investigation and clarified that the following items on the agenda are in relation to the overall discussion of the investigation.

B. Discussion of Legal Representation

Councilmember White: Provided a statement before the discussion of legal representation including the request for legal oversight during the process, requested a motion to authorize a retainer (not to exceed \$3,000) to secure an independent and experienced Open Meeting Law attorney.

Mayor and Council Members: Discussed what the role of the City Attorney would be in the process; decided that the city attorney would not be involved for impartiality reasons, and discussed how the independent attorney would be selected.

Mayor Wingfield: Suggested that Administrator Lay seek an extension from I.P.A.D. for the response.

MOTION WAS MADE BY COUNCILMEMBER WHITE AND SECONDED BY COUNCILMEMBER LAFOY TO AUTHORIZE A RETAINER FOR UP TO \$3,000 TO SECURE A PRIVATE ATTORNEY TO PROVIDE LEGAL GUIDANCE IN THE I.P.A.D. INVESTIGATION BY MARCH 31, 2017. ALL AYES. MOTION PASSED.

MOTION WAS MADE BY MAYOR WINGFIELD AND SECONDED BY COUNCILMEMBER LAFOY TO OBTAIN A CERTIFIED TRANSCRIPT OF THE MEETING ON SEPTEMBER 8, 2015. ALL AYES. MOTION PASSED.

C. Discussion of Data Retention

Administrator Lay: Provided an overview of data retention policy that was adopted by Birchwood in March 2011. He informed the council that the state had revised the model policy several times since Birchwood adopted it and suggested that the council update the policy in place.

Mayor Wingfield: Suggested Birchwood follow the same data retention policy as the City of St. Paul.

Council Members: Discussed what "counts" as data, discussion as to whether emails need to be retained, discussed the need for a data retention plan, suggestions need to be submitted to Administrator Lay by April 1, 2017.

D. Discussion of Office Staffing Needs

Councilmember White: Introduced the excess work that is placed on Interim Administrator Lay and suggested additional hours for the treasurer position to meet the increased demand of city needs.

MOTION WAS MADE BY COUNCILMEMBER LAFOY AND SECONDED BY COUNCILMEMBER WOOLSTENCROFT TO HIRE THE NEW TREASURER AS TREASURER/DEPUTY CLERK AND TO RAISE THE POSITION'S HOURS UP TO 36 HOURS/MONTH, TO WORK AS DIRECTED BY THE CITY ADMINISTRATOR. ALL AYES. MOTION PASSED.

MOTION WAS MADE BY MAYOR WINGFIELD AND SECONDED BY COUNCILMEMBER WHITE TO AUTHORIZE ADMINSTRATOR LAY TO HIRE A TEMPORARY STAFF PERSON FOR UP TO 20 HOURS PER MONTH FOR THREE MONTHS TO ASSIST WITH ADDITIONAL DEMANDS ON THE OFFICE NOT IN THE ORDINANRY COURSE OF BUSINESS. ALL AYES. MOTION PASSED.

ADJOURN

MOTION WAS MADE BY COUNCILMEMBER LAFOY AND SECONDED BY COUNCILMEMBER WOOLSTENCROFT TO ADJOURN THE MEETING. ALL AYES. MOTION PASSED. MEETING ADJOURNED AT 8:16 P.M.

ATTEST:

Mary Wingfield
Mayor

Tobin Lay
City Administrator-Clerk