

**CITY OF BIRCHWOOD VILLAGE
REGULAR CITY COUNCIL MEETING
DECEMBER 10TH, 2019**

MINUTES

MEMBERS PRESENT: Mayor Mary Wingfield; Council Members: Jonathan Fleck, Randy LaFoy, Jessi Aakre, & Kevin Woolstencroft.

STAFF PRESENT: Tobin Lay, City Administrator; Alan Kantrud, City Attorney

OTHERS PRESENT: Judy Duffy (505 Lake Ave); Mike and Candi Kraemer (471 Lake Ave)

Mayor Wingfield called the regular meeting to order at 6:30pm. The pledge of allegiance was recited.

AGENDA APPROVAL

MAYOR WINGFIELD ADDED TWO AGENDA ITEMS TO REGULAR AGENDA SECTION K, SUBSECTION A

**CITY ADMINISTRATOR LAY ADDED AN AGENDA ITEM TO CONSENT AGENDA, ITEM G
MOTION WAS MADE BY COUNCILMEMBER LAFOY AND SECONDED BY
COUNCILMEMBER AAKRE TO APPROVE THE ADGENDA AS AMENDED. ALL AYES.
MOTION PASSED.**

OPEN PUBLIC FORUM

- A. No presentations occurred during open public forum

ANNOUNCEMENTS

- A. Ice rink opening date TBD – watch website and email for announcement
- B. Renew dog license for 2020-2021 permit period
- C. Street snow removal comments should be sent to info@cityofbirchwood.com
- D. Community Club Christmas Party will be held Dec 18 from 5:30-7:00pm at City Hall
- E. We are social, follow us on Facebook at @BirchwoodCityHall or Twitter at @CityofBirchwood

ADMINISTRATIVE PRESENTATION

- A. Sheriff Report
- B. Deer Bow Hunt Results
 - a. **Administrator Lay:** Detailed results of two recent special deer bow hunts

CONSENT AGENDA

- A. Approve Regular Meeting Minutes from November 12, 2019
- B. Approve Resolution 2019-28, Designating Polling Place
- C. Approve City Office Holiday Closure from Dec 24-31
- ~~D. Approve Peterson Companies Pay Application 2 – Lift Station 1 Project~~

- ~~E. Approve NYFS 2020 Rate Increase~~
- F. Approve Treasurer's Report
- G. Approve Revised October 2019 Regular Council Meeting Minutes

MAYOR WINGFIELD REMOVED CONSENT AGENDA ITEM D AND PLACED IT UNDER REGULAR AGENDA ITEM E, SUBSECTION C.

MAYOR WINGFIELD REMOVED CONSENT AGENDA ITEM E AND PLACED IT UNDER REGULAR AGENDA ITEM A, SUBSECTION E

MOTION WAS MADE BY COUNCILMEMBER LAFOY AND SECONDED BY COUNCILMEMBER FLECK TO APPROVE THE CONSENT AGENDA AS AMENDED. ALL AYES. MOTION PASSED.

CITY BUSINESS – REGULAR AGENDA

- A. Truth in Taxation/Adoption of Final Levy and Budget
 - a. Public Hearing

MAYOR WINGFIELD MOVED THIS AGENDA ITEM UNTIL FURTHER INTO THE MEETING.

MAYOR WINGFIELD OPENED THE PUBLIC HEARING AT 07:22PM

MOTION WAS MADE BY COUNCILMEMBER WOOLSTENCROFT AND SECONDED BY COUNCILMEMBER AAKRE TO CLOSE THE PUBLIC HEARING AT 7:23PM. ALL AYES. MOTION PASSED.

- b. Review of Proposed 2020 Levy and Budget
 - i. **Administrator Lay:** Detailed proposed changes to 2020 Levy and Budget
- c. Approve Resolution 2019-29, Final Budget Adoption

MOTION WAS MADE BY COUNCILMEMBER LAFOY AND SECONDED BY COUNCILMEMBER AAKRE TO APPROVE RESOLUTION 2019-29. ALL AYES. MOTION PASSED.

- d. Approve Resolution 2019-30, Final Levy Adoption

MOTION WAS MADE BY COUNCILMEMBER LAFOY AND SECONDED BY COUNCILMEMBER FLECK TO APPROVE RESOLUTION 2019-30. ALL AYES. MOTION PASSED.

- e. Approve NYFS 2020 Rate Increase

MOTION WAS MADE BY COUNCILMEMBER FLECK AND SECONDED BY COUNCILMEMBER AAKRE TO APPROVE THE NYFS 2020 RATE INCREASE. ALL AYES. MOTION PASSED.

- B. Resolution 2019-31 - Certification of Delinquent Utility Accounts to the County
 - a. Public Hearing

MAYOR WINGFIELD OPENED THE PUBLIC HEARING AT 7:32PM.

MOTION WAS MADE BY COUNCILMEMBER AAKRE AND SECONDED BY COUNCILMEMBER LAFOY TO CLOSE THE PUBLIC HEARING AT 7:33PM. ALL AYES. MOTION PASSED.

- b. Council Deliberation and Approval

MOTION WAS MADE BY COUNCILMEMBER AAKRE AND SECONDED BY COUNCILMEMBER FLECK TO APPROVE RESOLUTION 2019-31. ALL AYES. MOTION PASSED.

- C. Senator Wiger & Representative Fischer Visit
 - a. School District Alignment
 - i. Council & Sen. Wiger deliberated on potential next steps
 - b. Ambulance District Licensing
 - i. Sen. Wiger requested Mayor Wingfield forward further information to him
 - c. Lake Links Trail
 - d. Sewer System Grants
 - e. Tree Disease Statutes
- D. Second Reading Ordinance 2019-04-01, Amending Permit Requirements (203)
 - a. Public Hearing

MAYOR WINGFIELD OPENED THE PUBLIC HEARING AT 7:59PM.

MOTION WAS MADE BY COUNCILMEMBER LAFOY AND SECONDED BY COUNCILMEMBER WOOLSTENCROFT TO CLOSE THE PUBLIC HEARING AT 8:00PM. ALL AYES. MOTION PASSED.

- b. Council Deliberation and Approval
 - i. **Administrator Lay:** Detailed proposed changes to the ordinance

MOTION WAS MADE BY COUNCILMEMBER AAKRE AND SECONDED BY COUNCILMEMBER LAFOY TO APPROVE ORDINANCE 2019-04-01. ALL AYES. MOTION PASSED.

- c. Approve Resolution 2019-32, Summary Publication

MOTION WAS MADE BY COUNCILMEMBER LAFOY AND SECONDED BY COUNCILMEMBER WOOLSTENCROFT TO APPROVE RESOLUTION 2019-32. ALL AYES. MOTION PASSED.

- E. City Project No. 2019-3 – Emergency Lift Station Bypass
 - a. Change Order Request
 - i. **Administrator Lay:** Explained reasoning for additional cost
 - b. Unauthorized Signage Action
 - c. Approve Peterson Companies Pay Application 2 – Lift Station 1 Project

MOTION WAS MADE BY MAYOR WINGFIELD AND SECONDED BY COUNCILMEMBER FLECK TO POSTPONE FURTHER ACTION ON REGULAR AGENDA ITEM E UNTIL COUNCIL & CITY ATTORNEY KANTRUD COULD DELIBERATE WITH CITY ENGINEER THATCHER. ALL AYES. MOTION PASSED.

- F. Water Meter Upgrades
 - a. Review Bids and Refer to Utility Committee
 - i. **Administrator Lay:** Detailed bids received
 - ii. **Mayor & Council Members:** Requested the Utility Committee convene to review the bids and make recommendation to Council in February or March

- G. Birchwood Ave No Parking Signs (Wingfield)
 - a. Council Deliberation and Approval
 - i. Council deliberation on reinstating no parking signs along Birchwood Ave between City Hall and East County Line Road. Topic was tabled indefinitely

- H. City Project No. 2019-1 – Lake Ave Mill, Overlay & Drainage (Wingfield)
 - a. Council Deliberation
 - i. **Judy Duffy (505 Lake Ave):** Inquired about inclusion of easements in assessments.
 - ii. Council decided on holding a town hall meeting on Thursday, February 6th, 2020 at 7:00pm to discuss assessment options

COUNCIL HELD A RECESS FROM 07:46PM TO 07:58PM

- I. First Reading Ordinance 2019-12-01, Correcting Structural Height Restrictions (302)
 - a. Council Deliberation and Approval

MOTION WAS MADE BY COUNCILMEMBER FLECK AND SECONDED BY COUNCILMEMBER AAKRE TO APPROVE FIRST READING OF ORDINANCE 2019-12-01. ALL AYES. MOTION PASSED.

- b. Waive Second Reading

MOTION WAS MADE BY COUNCILMEMBER AAKRE AND SECONDED BY COUNCILMEMBER WOOLSTENCROFT TO WAIVE THE SECOND READING OF ORDINANCE 2019-12-01. ALL AYES. MOTION PASSED.

MOTION WAS MADE BY COUNCILMEMBER AAKRE AND SECONDED BY COUNCILMEMBER FLECK TO WAIVE THE PUBLIC HEARING OF ORDINANCE 2019-12-01. ALL AYES. MOTION PASSED.

- c. Approve Resolution 2019-33, Summary Publication

MOTION WAS MADE BY COUNCILMEMBER AAKRE AND SECONDED BY COUNCILMEMBER FLECK TO APPROVE RESOLUTION 2019-33. ALL AYES. MOTION PASSED.

- J. Parks Committee Recommendation
 - a. Council Deliberation and Approval
 - i. **Administrator Lay:** Detailed Parks Committee's recommendation to dissolve committee.

MOTION WAS MADE BY COUNCILMEMBER FLECK AND SECONDED BY COUNCILMEMBER WOOLSTENCROFT TO DISOLVE THE PARKS COMMITTEE. ALL AYES. MOTION PASSED.

- K. Council Member Reports
 - a. Mayor Wingfield
 - i. Jay Path prep
 - 1. Detailed plan to clear snow from the path during winter
 - ii. Snow Plowing Contract
 - iii. Ice Rink
 - b. Councilmember LaFoy
 - i. Council chambers equipment upgrades
 - 1. Explained the City has been pre-approved to be reimbursed for upgrades to the City Hall cable equipment.

MOTION WAS MADE BY COUNCILMEMBER AAKRE AND SECONDED BY COUNCILMEMBER FLECK TO APPROVE THE BID FROM ALPHA VIDEO TO UPGRADE CITY HALL CABLE EQUIPMENT AND TO BE PAID FROM THE CITY'S EQUIPMENT BUDGET FROM THE CABLE COMMISSION. ALL AYES. MOTION PASSED.

- L. City Administrator's Report
 - a. Request January City Council meeting start at 6:45pm
 - b. County Engineers and Commissioner Karwoski visit at January meeting
 - c. Presidential Nomination Primary – March 3, 2020

ADJOURN

MOTION WAS MADE BY COUNCILMEMBER LAFOY AND SECONDED BY COUNCILMEMBER AAKRE TO ADJOURN THE MEETING. ALL AYES. MOTION PASSED. MEETING ADJOURNED AT 8:38 PM.

ATTEST:

Mary Wingfield
Mayor

Tobin Lay
City Administrator - Clerk