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**CITY OF BIRCHWOOD VILLAGE  
REGULAR CITY COUNCIL MEETING  
June 11, 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

**OTHERS PRESENT:** John Lund, Parks & Planning Commissioner, Roads & Streets Committee Members Mark Anderson and Gene Ruehle.

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

**AGENDA APPROVAL:**

**Mayor Wingfield** announced she had a few items to add to the agenda prior to the agenda approval. She asked if anyone else had any additions. There were no other additions. She then added the following items:

- Future Agendas
- Meeting minutes process
- Roads Committee
- Collection of Hockey Funds
- Engineering Maps

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

**OPEN PUBLIC FORUM:** No comments received.

**CITY BUSINESS - CONSENT AGENDA:**

1. **Approval of the May 14, 2013 Regular Meeting Minutes**  
**Mayor Wingfield** requested this item be tabled. It was decided to move the discussion to the end of this meeting.
2. **Acceptance of Treasurers Report and Approval of Disbursements - Moved to Item #6**  
**Mayor Wingfield** stated she would also like to pull the bills as well and in the future, make it as a line item rather than part of the Consent Agenda.
3. **Approve Mayor & Clerk to sign amended Manship Plumbing & Heating contract.**
4. **LMCIT Liability Coverage Waiver Form - Decline Waiving monetary limits on tort liability**

**MOTION WAS MADE BY MAYOR WINGFIELD, SECONDED BY COUNCILMEMBER HULLSIEK TO APPROVE THE CONSENT AGENDA AS MODIFIED. ALL AYES. MOTION PASSED.**

48 **CITY BUSINESS - REGULAR AGENDA:**

49

50 **5. Roads Committee Report: Gene Ruehle and Mark Anderson** gave an update. Mark Anderson  
51 stated the road repairs have been pushed back due to the weather. Most the work has been  
52 done. The crack and sealing will begin next week (June 17). He stated that they did an  
53 inspection with T.A. Schifsky and found 20 more spots that need repairing. Notes were made  
54 as to where the needed repairs are located.

55

56 There was some discussion regarding the drainage problem on one of the streets.

57

58 **Mark** announced there was a bulletin board in City Hall for people to post any concerns or  
59 complaints or they could contact him by email.

60

61 **Mark** asked for verification of the approval of the crosswalks and the signs. He stated there are  
62 some crosswalk signs in storage and that he was going to inventory them to see if any additional  
63 signs are needed and or posts. The posts will be put in first and the signs will be added after the  
64 chip/seal has been completed and the roads have been completed sometime towards the end  
65 of July.

66

67 Councilmember Lafoy mentioned that there has been a rule in Birchwood there is a set number  
68 of signs in the city. When new signs are put in, other signs should be taken down. Mayor  
69 Wingfield agreed. Mark Anderson said they are going to try to do a single post with double-  
70 sided signs to cut down on the number of signs. If that doesn't comply, then a single sign could  
71 be done. The painting includes the crosswalks. The signs are \$40 each. Mayor Wingfield asked  
72 Mark to coordinate sign purchases with Ken Johnson.

73

74 **Mayor Wingfield** explained that the original plan was to put a crosswalk in where the tennis  
75 court path comes out to Cedar to the east of Oakridge. Another one would be where the Grotto  
76 path comes out just across from White Pine. The last would be where Jay meets Wildwood at  
77 Hall. There would be a total of three new crosswalks in town. The council could discuss  
78 crosswalk pylons in the future.

79

80 **Councilmember LaFoy** raised a question regarding repairs to County Road 120. Mark said he  
81 had asked Tom Wood about this. Tom Wood said they have nothing planned for this year;  
82 possibly in 2014.

83

84 **Mark** then responded to some questions he has been asked regarding chip sealing over the  
85 brand new asphalt. He stated that Tom Wood said that would protect it. Mark said the road  
86 repair should all be completed by August. Any roads that were not repaired this year would be  
87 attended to next year in addition to any minor repairs and crack sealing.

88

89 **Councilmember Donovan** then brought up the issue of Grotto Street having washout problems.  
90 Mayor Wingfield stated there was a request that some Class 5 fill be brought in and filled in.  
91 She stated that Schifsky is already planning to bring in some Class 5 fill. She asked if it would be  
92 possible for them to put some on Grotto Street at the same time. Mark Anderson said he would  
93 look into it.

94

95

96 **6. Acceptance of Treasurers Report and Approval of Disbursements (Originally Item #2)**

97  
98 **Mayor Wingfield** stated she had one bill for \$230.42 from Thatcher to add on to the current list  
99 of bills. They will be asked to submit their bills at the end of the month in the future.

100  
101 **MOTION WAS MADE BY COUNCILMEMBER LAFOY, SECONDED BY COUNCILMEMBER**  
102 **DONOVAN TO APPROVE PAYMENT OF THE BILLS. ALL AYES. MOTION PASSED.**

103  
104 **7. MS4 Permit Birchwood Village Public Hearing June 11,2013**

105 (Permit completed by Mayor per 5/14/2013 council action)

106  
107 **MOTION WAS MADE BY COUINCILMEMBER DONOVAN, SECONDED BY COUNCILMEMBER**  
108 **HULLSIEK TO OPEN THE PUBLIC HEARING AT 7:26 PM. ALL AYES. MOTION PASSED.**

109  
110 *Open Public Hearing*

111  
112 There were no comments or questions for the public hearing.

113  
114 *Close Public Hearing*

115  
116 **MOTION WAS MADE BY COUNCILMEMBER HULLSIEK, SECONDED BY COUNCILMEMBER LAFOY**  
117 **TO CLOSE THE PUBLIC HEARING. ALL AYES. MOTION PASSED.**

118  
119 **Mayor Wingfield** stated that every year, a \$400 permit fee must be paid. This is required by  
120 statute that tells the State that Birchwood is operating in a manner that is respectful of the  
121 runoff and the water issues that are created in an urban environment. Last year the catch  
122 basins were not cleaned out and they were not monitored. They were done this year in April  
123 and cleaned out again in June. The Permit has been sent to the State.

124  
125 **Councilmember LaFoy** brought up the issue of the grill which will be monitored.

126  
127 **8. Council Action: Ordinance 2013-06-01 Code Section 202.100 Illicit Discharge & Elimination.**  
128 **Repeal & Adopt new language**

129  
130 **Resolution 2013 -12 - Summary Publication of Ordinance 202.100**

131  
132 **Mayor Wingfield** stated that the State informed her that Birchwood is incomplete regarding the  
133 code that addresses Illicit Discharge. This matter was drafted. The city is now in compliance if  
134 the council adopts it. The wording has been approved and put on tonight's agenda. She stated  
135 that Kevin Sandstrom, City Attorney, has done a summary for the council. She then asked for a  
136 motion to adopt Section 202.100.

137  
138 **MOTION WAS MADE BY COUNCILMEMBER DONOVAN, SECONDED BY COUNCILMEMBER**  
139 **HULLSIEK TO ADOPT SECTION 202.100. NO COMMENTS. ALL AYES. MOTION PASSED.**

142 **Mayor Wingfield** confirmed WITH Councilmember LaFoy the ordinance needed to be published.  
143 LaFoy noted the City Attorney provided documentation for the Summary Publication of Section  
144 202.100.

145  
146 **MOTION WAS MADE BY COUNCILMEMBER HULLSIEK, SECONDED BY COUNCILMEMBER**  
147 **WOOLSTENCROFT TO PUT THE SUMMARY PUBLICATION OF SECTION 202.100 IN THE LEGAL**  
148 **NEWSPAPER. NO FURTHER DISUSSION. ALL AYES. MOTION PASSED.**

149  
150 **9. Planning Commission Items:**

151  
152 **Variance/Conditional Use Permit Request:**  
153 **O'Loughlin (CUP & 7 Variances) - Resolution 2013-13**  
154 **(Planning Comm. Presenter: John Lund)**  
155 **(6/7/2013 REQUEST OF PROPERTY OWNER TO EXTEND UNTIL JULY 11, 2013 MEETING)**

156  
157 **Councilmember Lafoy** stated that, as he understands the law, it doesn't matter if the owner  
158 requested it be tabled or not, the 60 days is still counting so feels the request should be denied.  
159 The request can always be brought back to the Planning Commission.

160  
161 **Interim City Clerk Cindie Reiter** stated that the City Attorney said that the extension can be  
162 granted at the request of the applicant.

163  
164 Discussion was held regarding suspending or extending the decision on the request for variance.

165  
166 **MOTION WAS MADE BY MAYOR WINGFIELD TO TABLE THE REQUEST OF THE PROPERTY**  
167 **OWNER'S VARIANCE TO ACT WHEN THEY COME FORWARD WITH A REQUEST TO PROCEED**  
168 **WHICH WILL BE JULY 9<sup>TH</sup> UNLESS THEY TELL THE COUNCIL OTHERWISE. COUNCILMEMBER**  
169 **WOOLSTENCROFT SECONDED THE MOTION.**

170  
171 **Councilmember Lafoy** recommended that, for reference purposes, the date the original  
172 application was made be made a part of the Planning Commission minutes.

173  
174 **THERE WAS NO FURTHER DISUSSION. ALL AYES. MOTION PASSED.**

175  
176 **Definition "Structure" DRAFT presented for review (LaFoy)**  
177 **Council direction to Planning Commission to hold Public Hearing July & Clerk to publish PHN**

178  
179 **Councilmember LaFoy** stated that there were two sections in the code that needed to be  
180 amended: What a Structure is and the Setback Requirements. The exhibits he presented have  
181 been reviewed and vetted by the City Attorney. The procedure now is for the City Council to  
182 send it back to the Planning Commission. The Planning Commission will hold a hearing, and  
183 then the City Council can vote on it at the July City Council meeting.

184  
185 **Mayor Wingfield** stated she didn't think it needed to be sent back to the Planning Commission  
186 for an ordinance adoption.

187

188 **Councilmember LaFoy** stated that the way it was explained to him by the City Attorney was that  
189 the Planning Commission has to hold a public hearing and then the City Council votes on it  
190 following the Planning Commission's recommendations.

191  
192 **Mayor Wingfield** asked Councilmember LaFoy if there was a review of how the State Building  
193 Code addresses this issue.

194  
195 **Councilmember LaFoy** responded that there was not.

196  
197 **Mayor Wingfield** stated she would like to see what the State Building Code does.

198  
199 **Councilmember LaFoy** said the City Council could ask the City Planning Commission to examine  
200 that. He further stated that there is some suggested language that should be given to them and  
201 then they could modify it and pass it back.

202  
203 There was some additional discussion.

204  
205 **MOTION WAS MADE BY COUNCILMEMBER LAFOY TO REFER THE AMENDMENT AND REVISING**  
206 **OF THE STRUCTURE AND SETBACK REQUIREMENTS TO THE CITY PLANNING COMMISSION FOR**  
207 **A PUBLIC HEARING AND FOLLOW UP. COUNCILMEMBER DONOVAN SECONDED THE MOTION.**

208  
209 There was some additional discussion regarding adding the attachments when sending it to the  
210 City Planning Commission.

211  
212 **ALL AYES. MOTION PASSED.**

213  
214 **10. Lift Storage Update - 423 Wildwood Ave. (Wingfield)**

215  
216 **Interim City Clerk Cindie Reiter** stated she had the address as 419 and that an email was sent to  
217 council last week that the lift has been removed.

218  
219 **11. Review of inventory & tools on hand - (Wingfield)**

220  
221 **Mayor Wingfield** stated she has talked with Manship regarding what the city wants to have on  
222 hand with regard to the inventory for the water system repairs and about the tools. She  
223 brought up the issue of the metal detector that was purchased a year ago that is no longer in  
224 the city's possession.

225  
226 **Interim City Clerk Cindie Reiter** stated she was told that John Manship had gotten the locator  
227 equipment from Ken Johnson.

228  
229 **Mayor Wingfield** stated that John Manship does have the locator. She said she has spoken with  
230 John and he said he would have a report on what he would like to see purchased and kept in the  
231 city's inventory. She stated some concern about the city monitoring their tool and equipment  
232 inventory.

233

234 **Councilmember Donovan** stated he has talked with Staffer Mary Sue. She is going to take  
235 pictures of each item and put it in a binder so the city will have a descriptive folder containing  
236 everything.

237  
238 **Councilmember LaFoy** brought up the point that he thought the city should have a sign-out and  
239 sign-in sheet to make the people who take the equipment or tools responsible for returning  
240 them.

241  
242 Councilmember Donovan then made the statement that he thought Ken Johnson and John  
243 Manship should be the only two people authorized to take out any equipment or tools.

244  
245 **12. Review of Locates - When required (Wingfield)**

246  
247 **Mayor Wingfield** suggested that in order to save the city money for placing unnecessary  
248 locators, John Manship be notified that the city does not expect locators to be placed for cable  
249 installations and signs. For other items, he should use his best judgment.

250  
251 **MOTION WAS MADE BY MAYOR WINGFIELD AND SECONDED BY COUNCILMEMBER**  
252 **WOOLSTENCROFT TO TURN OVER THE DECISION REGARDING FUTURE PLACEMENT OF**  
253 **LOCATES TO JOHN MANSHIP AND HE IS TO USE HIS BEST JUDGMENT AS TO WHICH ONES**  
254 **NEED TO BE MARKED.**

255  
256 There was some additional discussion regarding the depth of placement i.e. cables, etc. and  
257 boundaries issues.

258  
259 **Councilmember Greg Donovan** asked to have the procedure explained. For example: if  
260 someone wanted to do some excavating in their yard or wanted something located. He asked,  
261 "Who do they call? Do they call City Hall and Interim Clerk Cindie Reiter would refer them to  
262 John Manship?"

263  
264 **Mayor Wingfield** stated she was under the impression the call had to go to Gopher One and  
265 then Gopher One spreads out to various companies i.e. gas, cable, etc. like a 911 for utilities.

266  
267 **Councilmember Donovan** then asked after they call Gopher One, how does John Manship come  
268 in?

269  
270 **Mayor Wingfield** explained that Gopher One then distributes or dispatches a memo to John  
271 Manship. John is on the contact list.

272  
273 **Interim City Clerk Cindie Reiter** explained that Gopher One emails the ticket to the city and she  
274 then emails the tickets to John Manship. It wasn't that way when the city had Saint Paul Water.  
275 Gopher One emailed direct to Saint Paul Water.

276  
277 **Mayor Wingfield** then asked if it is alright if John Manship works it out so that he gets the ticket  
278 direct from Gopher One.

279

280 **Interim City Clerk Cindie Reiter** stated that she didn't know if that's allowed because Saint Paul  
281 Water made it sound like it had to go to the municipality. Maybe John can work with Gopher  
282 One but right now, it comes to the city, the city forwards it to John Manship.

283  
284 **Mayor Wingfield** stated that John Manship needs to clarify with Gopher One that the City of  
285 Birchwood Village is in Washington County and not in Ramsey County.

286  
287 **Councilmember Donovan** then brought up the time issue. Example: if Gopher One sends an  
288 email to Cindie on Wednesday and she is not in the office until Thursday or Friday, what  
289 happens?

290  
291 **Interim City Clerk Cindie Reiter** stated that this can be an issue especially if it's an emergency  
292 locate situation. She further stated she thinks the locate is only good for 48 hours.

293  
294 **Councilmember Donovan** then asked if it would be possible to request that Gopher One send  
295 two emails; one to Cindie and one to John Manship?

296  
297 **Interim City Clerk Cindie Reiter** stated that as she recalls, John had to somehow work through  
298 Saint Paul Water to get Gopher One signed up to send it to the city. She doesn't know if they  
299 were able to send it to John. She stated that if John can work it out, that would be best. She  
300 said she would talk with John to get this worked out with John so nobody has to wait.

301  
302 **Mayor Wingfield** restated that the city is essentially giving John Manship the authority to act on  
303 behalf of the city and what needs to be done.

304  
305 There was no further discussion.

306  
307 **ALL AYES. MOTION PASSED.**

308  
309 **13. City Website Update (LaFoy)**

310  
311 **Councilmember LaFoy** then brought up an exhibit on the TV screen in the room showing the  
312 current web site Home page. He stated the current Home page is cluttered and contains too  
313 much extraneous information. He then brought up the image of the proposed web site Home  
314 page and explained the proposed changes which should make the web site easier to navigate.  
315 He explained that the site is being done by Avenet free of charge. He asked for questions,  
316 suggestions and discussion.

317  
318 **Mayor Wingfield** asked if the main format will stay the same with changes within or will the  
319 entire site change periodically?

320  
321 **Councilmember LaFoy** stated the pieces would change within. His analysis showed that most  
322 people who went to the site only looked at the Home page and not much else. Only 5% of the  
323 people who visited the site went to any of the other links currently located on the left side of  
324 the Home page. He stated he is in communication with the developer and once it is done, he  
325 and Cindie can let people know there is an updated web site for the city. Soon, people will be  
326 able to watch the council meeting videos on line. Once this part of the site is completed, the

327 links will be placed on the home page of the web site. There will be a link on the Home page to  
328 the page where there would be links to the video.

329  
330 **Councilmember Donovan** stated the video links are currently going through Beta testing. The  
331 current completion time frame is estimated to be the end of July or August, 2013. He went on  
332 to say that there are some upgrades coming to the city's software to enable enhancements to  
333 the web site.

334  
335 The video links page will ultimately become an historical document page. Eventually you will be  
336 able to click on the Agenda and go right to an item of your particular interest.

337

#### 338 **14. Administrative Fines vs. Tickets (LaFoy)**

339

340 **Councilmember LaFoy** reported that he has some investigation and that the City could follow  
341 the same procedure as White Bear Lake. He then made the statement that he didn't see the  
342 point. When he asked the White Bear Lake City Police, how many tickets were issued in  
343 Birchwood, they did not know. He said he would like to wait and see how many tickets are  
344 being issued in Birchwood and suggested this issue be tabled and considered again in six  
345 months.

346

347 **Mayor Wingfield** agreed. She didn't think this was a problem at the present time.

348

349 **Councilmember LaFoy** stated that when he looked at the bills from the prosecutor, he noticed  
350 they only had a few cases in the last few years. He then asked Interim City Clerk Cindie Reiter to  
351 make note to have this issue brought up again in six months because by then, the city should  
352 have a better idea of how many tickets are being issued in Birchwood. It may not even be worth  
353 it to follow up on this.

354

#### 355 **15. Law Enforcement – Incident Report on Street Sign Graffiti Damage**

##### 356 **KEJ Estimate of replacement signs (Wingfield)**

357

358 **Mayor Wingfield** turned this item over to Interim City Clerk Cindie Reiter.

359

360 **Interim City Clerk Cindie Reiter** stated that there was some graffiti on some of the signs in town.  
361 KEJ was able to remove some of it but there were some painted graffiti he was unable to  
362 remove. KEJ is proposing to replace the signs where the graffiti paint was not removable. The  
363 lowest vendor price he obtained was approximately \$30 each. KEJ would need to purchase two  
364 Regulatory Speed Limit signs and one No Parking sign which is a total of three signs that need to  
365 be replaced. KEJ said that the signage is up to current code regarding retro reflectivity. She  
366 then mentioned the comment that Roads & Streets Committee member Mark Anderson had  
367 made that the signs downstairs may not be up to the current retro reflectivity code. This is  
368 important especially since they are used on pedestrian crossings. The engineer can tell the city  
369 which signs need to be brought up to code. Cindie then asked if the council wanted to make a  
370 motion to authorize KEJ to purchase the three signs that need to be replaced.

371

372 **Mayor Wingfield** asked Councilmember Donovan if all options to remove the graffiti as opposed  
373 to purchasing new signs have been exhausted.

374

375 **Councilmember Donovan** responded that he doesn't know if they did or not.

376  
377 There was some discussion regarding the signs and that some of them would eventually have to  
378 be replaced anyway. The cost is only \$30 each. It was also suggested that perhaps the signs  
379 that are reflective and up to current code that are painted with graffiti that couldn't be removed  
380 could be kept in case a remedy could be found in the future to remove the paint.

381  
382 **A MOTION WAS MADE BY COUNCILMEMBER LAFOY TO AUTHORIZE KEN JOHNSON TO GO**  
383 **AHEAD AND PURCHASE SOME NEW SIGNS TO REPLACE THE SIGNS THAT HAVE GRAFFITI THAT**  
384 **COULD NOT BE REMOVED. NO SECOND TO THE MOTION.**

385  
386 **Mayor Wingfield** stated she would like to add to the motion to authorize Ken Johnson to  
387 purchase an extra Yield sign for the block on Birchwood Avenue. There used to be one there  
388 which is now a Stop Sign.

389  
390 **Interim City Clerk Cindie Reiter** commented that she thought the council would have to take  
391 action to make that change.

392  
393 **Mayor Wingfield** stated she didn't think the council was required to act when the sign was  
394 changed from a Yield sign to a Stop sign.

395  
396 **Interim City Clerk Cindie Reiter** said as far as she knew regarding other cities the issue was  
397 brought before the City Council as well as a Public Hearing.

398  
399 There was further discussion.

400  
401 **Mayor Wingfield** then brought up the issue regarding a No Parking sign that needs to be by the  
402 tennis courts. For about a year at the top of the tennis court path at Cedar, there was a small  
403 plastic sign on the grass stating No Parking. The person who gives tennis lessons has been  
404 parking there. This is an extremely hazardous area for parking on the street. In addition, it has  
405 been zoned for No Parking. There should be an official No Parking sign placed there. She  
406 requested this be put on Ken's Work Order.

407  
408 **Interim City Clerk Cindie Reiter** asked for clarification on exactly where the Yield sign is  
409 supposed to go.

410  
411 **Councilmember LaFoy** responded it was to be placed on the corner of Birchwood Avenue and  
412 Jay Street. He then restated his motion.

413  
414 **NEW MOTION WAS MADE BY COUNCILMEMBER LAFOY TO AUTHORIZE KEN JOHNSON TO**  
415 **PURCHASE REFLECTIVE CURRENT CODE REPLACEMENT "STOP" SIGNS TO REPLACE THE "STOP"**  
416 **SIGNS THAT HAVE GRAFFITI ON THEM THAT COULD NOT BE REMOVED AND A "YIELD" SIGN.**  
417 **KEN JOHNSON WOULD ALSO BE AUTHORIZED TO INSTALL A "NO PARKING" SIGN (ALREADY IN**  
418 **STOCK) ON HALL AVENUE BY THE TENNIS COURT.**

419  
420 **AS PART OF THE MOTION, STAFF WOULD INVESTIGATE TO FIND OUT IF CITY COUNCIL ACTION**  
421 **IS REQUIRED TO REPLACE THE "STOP" SIGN WITH A "YIELD" SIGN ON BIRCHWOOD AVENUE**  
422 **AND JAY STREET.**

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**COUNCILMEMBER DONOVON SECONDED THE MOTION. ALL AYES. MOTION PASSED.**

**16. July Meeting Items**

**Manship – Hydrant Report from City Certified Water Operator**

**Mayor Wingfield** stated John Manship will be presenting his report on the hydrants to the City Council at the July meeting. The report will indicate what needs to be repaired, what needs to be replaced and what needs to merely be flushed out.

**Amended Structure Ordinance code section 300.010(51) and 302.020(4)**

**Mayor Wingfield** stated this has already been dealt but it will be on the July meeting agenda for final approval.

**17. Engineering Maps**

**Mayor Wingfield** stated she has talked with John Manship about maps. John said that at one time, back in the 1960's, there were maps indicating the locations of the sewer and water connections by city block. When he recently asked for copies of these maps, they no longer exist. He already has the broad map that roughly indicates where the connections are but he wants the maps by city blocks. Those detailed maps are essential and expensive to replace. **Mayor Wingfield** then asked if anyone has any information about the missing maps.

**Interim City Clerk Cindie Reiter** stated John Manship is specifically looking for two by three laminated maps that can't be found. The maps were important to John because he had a lot of handwritten notes on them.

**Mayor Wingfield** asked it if would be possible to get digital copies of the maps and print them for John Manship.

**Councilmember Hullsiek** responded that it is possible to request digital maps from GIS and make printed copies.

Discussion ensued regarding the box of items received from Elfering & Associates (not sure of this name).

**Interim City Clerk Cindie Reiter** stated she called them and asked about laminated maps. The response was that they never had any laminated maps in their possession.

**Councilmember Hullsiek and Mayor Wingfield** stated that some time should be set aside to go through the items to see what is actually there.

**18. Charitable Donations to the City of Birchwood**

**Mayor Wingfield** stated the clerk provided a sample letter from the IRS regarding charitable funds. There was a Resolution form on the back of the letter that says the city is authorizing

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accepting donations. She asked Interim City Clerk Cindie Reiter if the city is in a position to begin accepting donations.

**Interim City Clerk Cindie Reiter** stated that she didn't think so. Last year, the City Attorney advised that the city couldn't fund raise. John Lund has provided some information that donations are tax deductible when given to the city for a recreational purpose (as an example.) She said she has done some research and she thinks the Resolution has to come first and that the city would be the fiscal agent for these donations. As she understands it, there is a form from the IRS that, once people donate, the city can give the person who gave the donation a copy of the letter the city receives from the IRS saying the money they received from that person for a specific purpose (as stated in the form), is a tax deductible donation.

**Mayor Wingfield** said she feels the city does fit the IRS definition of a charitable organization based on their code and that the city is in a position to accept charitable donations. The city has a special fund for donations. The donations would be used as a city expense. People who donate to the city can report the donation on their income tax, if they choose to do so. If they require documentation, the city could provide it.

**MAYOR WINGFIELD MADE A MOTION THAT THE CITY SET UP A SEPARATE FUND TO ACCEPT DONATIONS FOR THE HOCKEY HUT. ANY DONATIONS RECEIVED FOR THAT PURPOSE WILL SPECIFICALLY PUT IN THAT FUND AND ACKNOWLEDGED. COUNCILMEMBER HULLSIEK SECONDED THE MOTION. ALL AYES. MOTION PASSED.**

**19. Future Agendas**

**Mayor Wingfield** asked Interim City Clerk Cindie Reiter when can she give the council members a rough draft of the Agenda for the next scheduled City Council meeting prior to publishing it in the packet on the Thursday before the meeting. She asked if a rough draft could be given to the council members the Wednesday prior to the next meeting.

**Interim City Clerk Cindie Reiter** stated the turnaround time would depend upon the number of items and changes on the agenda and when she receives those changes.

There was some discussion regarding this issue. It was agreed that, in accordance with the procedure manual, the council members would have all their agenda requests to the City Clerk by the Tuesday before the next scheduled City Council meeting. Cindie would put the Agenda together and email it to Mayor Wingfield. Mayor Wingfield could then make any corrections or changes and send it back to Cindie to generate the final Agenda for the packet to be sent to the council members prior to the next scheduled City Council meeting.

**20. Meeting Minutes Process**

**Mayor Wingfield** stated she would like to postpone this to a later date.

**Councilmember LaFoy** stated he had two minor corrections to make.

There was discussion regarding the May minutes. It was suggested by Councilmember Donovan that only the motions part of the minutes be made as a summary of the minutes with the

519 detailed minutes behind as clarification. The councilmembers agreed that going forward, the  
520 motions would be made a separate part of the minutes as a summary in addition to being  
521 included in the entire minutes.

522

523 **21. Citizen Complaints about deer**

524

525 **Mayor Wingfield** stated she has received some complaints regarding deer.

526

527 There was some discussion. It was decided to put some suggestions in the newsletter as to how  
528 people can combat this problem.

529

530 **22. Bills**

531

532 **Mayor Wingfield** revisited the issue of bills because she found several that were not in the  
533 check roster. She stated that she did not feel that bills that have not already been presented to  
534 the City Council for approval should be paid.

535

536 It was agreed that checks that have been written and/or signed that have not yet been  
537 approved by the City Council by kept in the safe until the next City Council meeting.

538

539 **ADJOURN:**

540

541 **MOTION WAS MADE BY COUNCILMEMBER LAFOY TO ADJOURN THE MEETING, SECONDED BY**  
542 **COUNCILMEMBER HULLSIEK. ALL AYES. MOTION PASSED.**

543

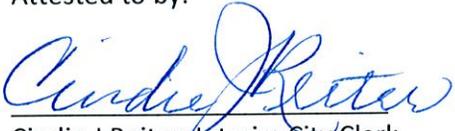
544 Approval by the City Council

545 Attested to by:

546

547

548

549   
Cindie J Reiter, Interim City Clerk