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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, **Roads & Streets Committee**
Members Mark Anderson and Gene Ruehle

OTHERS PRESENT: CINDY – I DIDN'T HEAR ANY OTHERS PRESENT

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 COUNCILMAN RANDY LAFOY AND SECONDED BY COUNCILMAN BILL HULLSIEK TO APPROVE THE AGENDA AS MODIFIED. ALL AYES. MOTION PASSED.

OPEN PUBLIC FORUM: There was no open forum.

CITY BUSINESS - CONSENT AGENDA:

1. Approval of the May 14, 2013 Regular Meeting Minutes (see Exhibit)

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 (see exhibit) (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.

- 48 3. Approve Mayor & Clerk to sign amended Manship Plumbing & Heating contract. (see exhibit)
49
50 4. LMCIT Liability Coverage Waiver Form - Decline Waving monetary limits on tort liability
51

52 MOTION WAS MADE BY MAYOR WINGFIELD, SECONDED BY COUNCILMAN BILL HULLSIEK TO
53 APPROVE THE CONSENT AGENDA AS MODIFIED. ALL AYES. MOTION PASSED.
54

55 CITY BUSINESS - REGULAR AGENDA:
56

- 57 5. Roads Committee Report: Gene Ruehle and Mark Anderson gave an update. Mark Anderson
58 stated the road repairs have been pushed back due to the weather. Most the work has been
59 done. The crack and sealing will begin next week (June 17). He stated that they did an
60 inspection with (T.A.) Schifsky and found 20 more spots that need repairing. Notes were made
61 as to where the needed repairs are located.
62

63 There was some discussion regarding the drainage problem on one of the streets.
64

65 Mark announced there was a bulletin board in City Hall for people to post any concerns or
66 complaints or they could contact him by email.
67

68 Mark asked for verification of the approval of the crosswalks and the signs. He stated there are
69 some crosswalk signs in storage and that he was going to inventory them to see if any additional
70 signs are needed and or posts. The posts will be put in first and the signs will be added after the
71 chip/seal has been completed and the roads have been completed some time towards the end
72 of July.
73

74 Councilman Randy Lafoy mentioned that there has been a rule in Birchwood there is a set
75 number of signs in the city. When new signs are put in, other signs should be taken down.
76 Mayor Wingfield agreed. Mark Anderson said they are going to try to do a single post with
77 double-sided signs to cut down on the number of signs. If that doesn't comply, then a single
78 sign could be done. The painting includes the crosswalks. The signs are \$40 each. Mayor
79 Wingfield asked Mark to coordinate sign purchases with Ken Johnson.
80

81 Mayor Wingfield explained that the original plan was to put a crosswalk in where the tennis
82 court path comes out to Cedar to the east of Oakridge. Another one would be where the Grotto
83 path comes out just across from White Pine. The last would be where Jay meets Wildwood at
84 Hall. There would be a total of three new crosswalks in town. The council could discuss
85 crosswalk pylons in the future.
86

87 Councilman Randy LaFoy raised a question regarding repairs to County Road 120. Mark said he
88 had asked Tom Wood about this. Tom Wood said they have nothing planned for this year;
89 possibly in 2014.
90

91 Mark then responded to some questions he has been asked regarding chip sealing over the
92 brand new asphalt. He stated that Tom Wood said that would protect it. Mark said the road
93 repair should all be completed by August. Any roads that were not repaired this year would be
94 attended to next year in addition to any minor repairs and crack sealing.
95

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

101
102 **6. Acceptance of Treasurers Report and Approval of Disbursements (see exhibit) (Originally Item**
103 **#2)**

104
105 **Mayor Wingfield** stated she had one bill for \$230.42 from Thatcher to add on to the current list
106 of bills. They will be asked to submit their bills at the end of the month in the future.

107
108 **MOTION WAS MADE BY COUNCILMAN RANDY LAFOY, SECONDED BY COUNCILMAN GREG**
109 **DONOVON TO APPROVE PAYMENT OF THE BILLS. ALL AYES. MOTION PASSED.**

110
111 **MOTION WAS MADE BY COUINCILMAN GREG DONOVON, SECONDED BY COUNCILMAN BILL**
112 **HULLSIEK TO OPEN THE PUBLIC HEARING. ALL AYES. MOTION PASSED.**

113
114 *Open Public Hearing*

115
116 There were no comments or questions for the public hearing.

117
118 *Close Public Hearing*

119
120 **MOTION WAS MADE BY COUNCILMAN BILL HULLSIEK, SECONDED BY COUNCILMAN RANDY**
121 **LAFOY TO CLOSE THE PUBLIC HEARING. ALL AYES. MOTION PASSED.**

122
123 **7. MS4 Permit Birchwood Village Public Hearing June 1, 2013 (see exhibit)**
124 **(Permit completed by Mayor per 5114113 council action)**

125
126 **Mayor Wingfield** stated that every year, a \$400 permit fee must be paid. This is required by
127 statute that tells the State that Birchwood is operating in a manner that is respectful of the
128 runoff and the water issues that are created in an urban environment. Last year the catch
129 basins were not cleaned out and they were not monitored. They were done this year in April
130 and cleaned out again in June. The Permit has been sent to the State.

131
132 **Councilman Randy LaFoy** brought up the issue of the grill which will be monitored.

133
134 **8. Council Action: Ordinance 2013-06-01 Code Section 202.100 Illicit Discharge & Elimination.**
135 **Repeal & Adopt new language**

136
137 **Resolution 2013 -12 - Summary Publication 0[202.100]**

138
139 **Mayor Wingfield** stated that the State informed her that Birchwood is incomplete regarding the
140 code that addresses Illicit Discharge. This matter was drafted. The city is now in compliance if
141 the council adopts it. The wording has been approved and put on tonight's agenda. She stated
142 that Kevin Sandstrom, City Attorney, has done a summary for the council. She then asked for a
143 motion to adopt Section 202.100.

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MOTION WAS MADE BY COUNCILMAN GREG DONOVON, SECONDED BY COUNCILMAN BILL HULLSIEK TO ADOPT SECTION 202.100. NO COMMENTS. ALL AYES. MOTION PASSED.

Mayor Wingfield then asked Councilman Hullsiek if this required a motion to publish it as a summary ordinance. Bill stated it is required.

MOTION WAS MADE BY COUNCILMAN BILL HULLSIEK, SECONDED BY COUNCILMAN KEVIN WOOLSTENCROFT TO PUT THE SUMMARY PUBLICATION OF SECTION 202.100 IN THE LEGAL NEWSPAPER. NO FURTHER DISUSSION. ALL AYES. MOTION PASSED.

9. Planning Commission Items:

**Variance/CUP Requests: O'Loughlin (7 CUP & Variances)- Resolution 2013-13
(Planning Comm. Presenter: John Lund - see Exhibit)
(61712013 TABLED BY REQUEST OF PROPERTY OWNER UNTIL JULY 11,2013)**

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

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

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

MOTION WAS MADE BY MAYOR WINGFIELD TO TABLE THE REQUEST OF THE PROPERTY OWNER'S VARIANCE TO ACT WHEN THEY COME FORWARD WITH A REQUEST TO PROCEED WHICH WILL BE JULY 9TH UNLESS THEY TELL THE COUNCIL OTHERWISE. COUNCILMAN KEN WOOLSTENCROFT SECONDED THE MOTION.

Councilman Randy Lafoy recommended that, for reference purposes, the date the original application was made be made a part of the Planning Commission minutes.

THERE WAS NO FURTHER DISUSSION. ALL AYES. MOTION PASSED.

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

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

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

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

Mayor Wingfield asked Councilman Randy LaFoy if there was a review of how the State Building Code addresses this issue.

Councilman Randy LaFoy responded that there was not.

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

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

There was some additional discussion.

MOTION WAS MADE BY COUNCILMAN RANDY LAFOY TO REFER THE AMENDMENT AND REVISING OF THE STRUCTURE AND SETBACK REQUIREMENTS TO THE CITY PLANNING COMMISSION FOR A PUBLIC HEARING AND FOLLOW UP. COUNCILMAN GREG DONOVON SECONDED THE MOTION.

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

ALL AYES. MOTION PASSED.

10. Lift Storage Update - 423 Wildwood Ave. (Wingfield - no exhibit)

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

11. Review of inventory & tools on hand - (Wingfield - no exhibit)

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

Interim City Clerk Cindie Reiter stated she was told that John Manship got the locator equipment from Ken Johnson.

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

239 **Councilman Greg Donovan** stated he has talked with Staffer Mary Sue. She is going to take
240 pictures of each item and put it in a binder so the city will have a descriptive folder containing
241 everything.

242
243 **Councilman Randy LaFoy** brought up the point that he thought the city should have a sign-out
244 and sign-in sheet to make the people who take the equipment or tools responsible for returning
245 them.

246
247 Councilman Greg Donovan then made the statement that he thought Ken Johnson and John
248 Manship should be the only two people authorized to take out any equipment or tools.

249
250 **12. Review of Locates - When required (Wingfield - no exhibit)**

251
252 **Mayor Wingfield** suggested that in order to save the city money for placing unnecessary
253 locators, John Manship be notified that the city does not expect locators to be placed for cable
254 installations and signs. For other items, he should use his best judgment.

255
256 **MOTION WAS MADE BY MAYOR WINGFIELD AND SECONDED BY KEVIN WOOLSTENCROFT TO**
257 **TURN OVER THE DECISION REGARDING FUTURE PLACEMENT OF LOCATES TO JOHN MANSHIP**
258 **AND HE IS TO USE HIS BEST JUDGMENT AS TO WHICH ONES NEED TO BE MARKED.**

259
260 There was some additional discussion regarding the depth of placement i.e. cables, etc. and
261 boundaries issues.

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

267
268 **Mayor Wingfield** stated she was under the impression the call had to go to Gofer?? One?? and
269 then Gofer One spreads out to various companies i.e. gas, cable, etc. like a 911 for utilities.

270
271 **Councilman Greg Donovan** then asked after they call Gofer One, how does John Manship come
272 in?

273
274 **Mayor Wingfield** explained that Gofer One then distributes or dispatches a memo to John
275 Manship. John is on the contact list.

276
277 **Interim City Clerk Cindie Reiter** explained that Gofer One emails the ticket to the city and she
278 then emails the tickets to John Manship. It wasn't that way when the city had Saint Paul Water.
279 Gofer One emailed direct to Saint Paul Water.

280
281 **Mayor Wingfield** then asked if it is alright if John Manship works it out so that he gets the ticket
282 direct from Gofer One?

283
284 **Interim City Clerk Cindie Reiter** stated that she didn't know if that's allowed because Saint Paul
285 Water made it sound like it had to go to the municipality. Maybe John can work with Gofer One
286 but right now, it comes to the city, the city forwards it to John Manship.

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

Councilman Greg Donovan then brought up the time issue. Example: if Gofer One sends an email to Cindie on Wednesday and she is not in the office until Thursday or Friday, what happens?

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

Councilman Greg Donovan then asked if it would be possible to request that Gofer One send two emails; one to Cindie and one to John Manship?

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

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

There was no further discussion.

ALL AYES. MOTION PASSED.

13. City Website Update (LaFoy)

Councilman Randy LaFoy then brought up an exhibit on the TV screen in the room showing the current web site Home page. He stated the current Home page is cluttered and contains too much extraneous information. He then brought up the image of the proposed web site Home page and explained the proposed changes which should make the web site easier to navigate. He explained that the site is being done by Hasmed??? (spelling) free of charge. He asked for questions, suggestions and discussion.

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

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

334 **Councilman Greg Donovan** stated the video links are currently going through Beta testing. The
335 current completion time frame is estimated to be the end of July or August, 2013. He went on
336 to say that there are some upgrades coming to the city's software to enable enhancements to
337 the web site.

338
339 The video links page will ultimately become an historical document page. Eventually you will be
340 able to click on the Agenda and go right to an item of your particular interest.

341
342 **14. Administrative Fines vs. Tickets (LaFoy - no exhibit)**

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

350
351 **Mayor Wingfield** agreed. She didn't think this was a problem at the present time.

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

358
359 **15. Law Enforcement – Incident Report on Street Sign Graffiti Damage**
360 **KEJ Estimate of replacement signs (Wingfield – see exhibit)**

361
362 **Mayor Wingfield** turned this item over to Interim City Clerk Cindie Reiter.

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

375
376 **Mayor Wingfield** asked Councilman Greg Donovan if all options to remove the graffiti as
377 opposed to purchasing new signs have been exhausted.

378
379 **Councilman Greg Donovan** responded that he doesn't know if they did or not.

380

381 There was some discussion regarding the signs and that some of them would eventually have to
382 be replaced anyway. The cost is only \$40 each. It was also suggested that perhaps the signs
383 that are reflective and up to current code that are painted with graffiti that couldn't be removed
384 could be kept in case a remedy could be found in the future to remove the paint.

385

386 **A MOTION WAS MADE BY COUNCILMAN RANDY LAFOY AND SECONDED BY TO AUTHORIZE**
387 **KEN JOHNSON TO GO AHEAD AND PURCHASE SOME NEW SIGNS TO REPLACE THE SIGNS THAT**
388 **HAVE GRAFFITI THAT COULD NOT BE REMOVED.**

389

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

393

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

396

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

399

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

402

403 There was further discussion.

404

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

411

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

414

415 **Councilman Randy LaFoy** responded it was to be placed on the corner of Birchwood Avenue and
416 Jay Street. He then restated his motion.

417

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

423

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

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428 **COUNCILMAN GREG DONOVON SECONDED THE MOTION. ALL AYES. MOTION PASSED.**

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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.

Councilman Bill 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 Alfred & 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.

Councilman Bill 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 city has received a letter from the IRS regarding charitable funds. There was a Resolution form on the back of the letter that says the city is authorizing accepting donations. She asked Interim City Clerk Cindie Reiter if the city is in a position to begin accepting donations.

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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. COUNCILMAN BILL 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 Cindy Reiter by the Tuesday before the next scheduled City Council meeting. Cindy 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 Cindy 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.

Councilman Randy LaFoy stated he had two minor corrections to make.

There was discussion regarding the May minutes. It was suggested by Councilman Greg Donovan that the only the motions part of the minutes be made as a summary of the minutes with the detailed minutes behind as clarification. The councilmembers agreed that going

524 forward, the motions would be made a separate part of the minutes as a summary in addition to
525 being included in the entire minutes.

526

527 **21. Citizen Complaints about deer**

528

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

530

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

533

534 **22. Bills**

535

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

539

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

542

543 **ADJOURN:**

544

545 **MOTION WAS MADE BY COUNCILMAN RANDY LAFOY TO ADJOURN THE MEETING AND**
546 **SECONDED BY BILL HULLSIEK. ALL AYES. MOTION PASSED.**

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City Coordinator