



AGENDA OF THE REGULAR MEETING OF
THE CITY COUNCIL
CITY OF BIRCHWOOD VILLAGE
WASHINGTON COUNTY, MINNESOTA
January 12, 2021
7:00 P.M.

NOTE: Due to Open Meeting Law restrictions, the City Council may be discussing agenda items for the first time. Your patience and understanding is appreciated during this process.

CALL TO ORDER

In light of the Governor's Executive Order regarding social-distancing and restrictions on gatherings, the City of Birchwood Village City Council is conducting its January meeting using interactive web-based technology. Pursuant to Minnesota Statutes, Chapter 13D. 021 Subdivision 1(1) the City of Birchwood is declaring that, "an in-person meeting or a meeting conducted under section 13D.02 is not practical or prudent because of a health pandemic..."

The meeting will be conducted using the Zoom meeting platform and the details of that are directly below for participating. If you plan to attend it is suggested that you familiarize yourself with the technology in advance. If you plan to participate than you must either 1) send your name, topic you plan to speak on, and the phone number you will be calling from to City Hall by noon the day before the meeting; or 2) join the meeting no later than 6:45pm to coordinate with the Moderator.

The Moderator of the meeting shall be City Administrator Andy Gonyou and all participants, except Council Members, shall have their microphones muted unless recognized by the Mayor. Public Forum shall be honored using this technology and the meeting will be broadcast via the Cable Commission like other meetings.

The City of Birchwood Village is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://us02web.zoom.us/j/82592455875?pwd=ektiRkNMOFIDY3RRaEJRMnpaTmJuZz09>

Meeting ID: 825 9245 5875

Passcode: 384079

PLEDGE OF ALLEGIANCE

SWEARING IN

- A. Swear in Mayor & Council Members* (p. 5)

APPROVE AGENDA

OPEN PUBLIC FORUM

ANNOUNCEMENTS

- A. Ice Rink is now open!
- B. We are social, follow us on Facebook at @BirchwoodCityHall or Twitter at @CityofBirchwood

ADMINISTRATIVE PRESENTATION

- A. Sheriff Report* (pp. 7-8)
- B. 2021 Schedule of Meetings and Holidays* (p. 9)

CITY BUSINESS – CONSENT AGENDA

- A. Approve Regular Meeting Minutes from December 8, 2020* (pp. 11-17)
- B. Approve Treasurer’s Report* (pp. 19-28)
- C. Approve Resolution 2021-01, Designating White Bear Press as the Official Newspaper for Publication* (p. 29)
- D. Approve Resolution 2021-02, Naming U.S. Bank and the 4M Fund as Official Depositories of Municipal Funds* (p. 30)
- E. Approve Resolution 2021-03, Accepting a Cash Donation from Artists Group Members* (p. 31)

CITY BUSINESS – REGULAR AGENDA

- A. Sgt. Marquardt Invitation
 - a. Update on Public Safety
 - b. Council Questions

Time Budget: 15 Minutes
- B. 2021 Fee Schedule* (pp. 33-42)
 - a. Review Proposed Amendments
 - b. Council Deliberation and Approval

Time Budget: 10 Minutes
- C. Appoint Planning Commissioners* (pp. 43-48)
 - a. Review Candidates & Appoint Commissioners

Time Budget: 10 Minutes
- D. City Planner Search* (pp. 49-75)
 - a. Council Deliberation

Time Budget: 15 Minutes

- E. First Reading Ord. 2021-01-01, Sec. 302.020 Structure Location Requirements * (pp. 77-79)
 - a. Council Deliberation and Approval
 - b. Order Public Hearing and Second Reading
Time Budget: 5 Minutes
- F. Sewer Line Inspections* (p. 81)
 - a. Council Deliberation
Time Budget: 5 Minutes
- G. 310/312 Wildwood Building Inspection (Wingfield)
 - a. Council Deliberation
Time Budget: 10 Minutes
- H. Council Member Reports:
 - a. Mayor Wingfield
 - i. Reconsider Resolution 2020-45, Naming City Treasurer* (p. 83)
 - ii. Councilmember Assignments + Parks* (pp. 85-94)
 - iii. 100th Anniversary Booklet
 - iv. Release 300 Jay Plans
 - v. Mahtomedi Garden Grant
Time Budget: 10 Minutes
 - b. Councilmember McCarthy
 - i. League of MN Cities Council Training* (p. 95)
 - ii. IT Task Force* (pp. 97-109)
 - 1. Council Deliberation
 - 2. Approve Resolution 2021-05, Creating IT Task Force
 - ii. Parks Committee* (p. 111)
Time Budget: 15 Minutes
- I. City Attorney's Report
 - a. Hall/Cedar/Wildwood Junction Update
Time Budget: 5 Minutes
- J. City Administrator's Report
 - a. Deputy Clerk Update
 - b. Rink Attendant Pay* (p. 113)
 - a. Council Deliberation
 - b. Approve Resolution 2021-04, Approving Rink Attendant Pay Increase
 - c. Short Stop Electric* (p. 115)
 - a. Update
Time Budget: 10 Minutes

ADJOURN



OATH OF OFFICE

*State of Minnesota
County of Washington*

CITY OF BIRCHWOOD VILLAGE

I, STATE YOUR NAME, do solemnly swear to support the Constitution of the United States, the Constitution of the State of Minnesota, and to discharge faithfully the duties of the office of MAYOR / COUNCILMEMBER of the City of Birchwood Village, Minnesota, to the best of my judgment and ability, so help me God.

Signature

Subscribed and sworn to before me this 12th day of January, 2021.

*Andy Gonyou
City Administrator-Clerk*

MEMORANDUM



TO: Birchwood Village City Council
FROM: Andy Gonyou, City Administrator
SUBJECT: Sheriff Report
DATE: January 7, 2021

Dear Mayor & City Council Members: Below is a reporting of law enforcement incidents and citations for December 2020:

Incident Summary Report PUBLIC

From:12/1/2020 12:00:00 AM To:12/31/2020 11:59:59 PM

WASHINGTON COUNTY SHERIFFS OFFICE



BIRCHWOOD VILLAGE - 37

12/4/2020 8:29:39 PM	WC20054484	XXX Birchwood Ave, BIRCHWOOD VILLAGE	SUSPICIOUS PERSON/ACTIVITY
12/5/2020 1:00:23 PM	WC20054588	XXX Cedar St, BIRCHWOOD VILLAGE	CITIZEN/PUBLIC ASSIST
12/7/2020 12:42:41 PM	WC20054897	XXX Birchwood Ct, BIRCHWOOD VILLAGE	CITIZEN/PUBLIC ASSIST
12/10/2020 7:39:33 AM	WC20055424	XXX Wildwood Ave, BIRCHWOOD VILLAGE	CIVIL MATTER/DISPUTE
12/11/2020 5:13:58 AM	WC20055592	XX Oakview Ct, BIRCHWOOD VILLAGE	ALARM-BUSINESS/RES/FIRE/MEDICAL/ETC
12/14/2020 12:49:33 PM	WC20056070	XX Birchwood Ln, BIRCHWOOD VILLAGE	CITIZEN/PUBLIC ASSIST
12/14/2020 6:29:01 PM	WC20056127	XXX Wildwood Ave, BIRCHWOOD VILLAGE	DIRECTED PATROL
12/17/2020 10:53:00 AM	WC20056529	XXX Birchwood Ave, BIRCHWOOD VILLAGE	FRAUD/SCAM
12/17/2020 7:06:46 PM	WC20056596	XXX Lake Ave, BIRCHWOOD VILLAGE	CIVIL MATTER/DISPUTE
12/22/2020 4:51:24 AM	WC20057309	XXX Birchwood Ave, BIRCHWOOD VILLAGE	THEFT FROM MOTOR VEHICLE
12/22/2020 10:45:52 AM	WC20057338	XXX Cedar St, BIRCHWOOD VILLAGE	FRAUD/SCAM
12/24/2020 4:10:00 PM	WC20057682	40XXX -498 LAKE AVE, BIRCHWOOD VILLAGE	DIRECTED PATROL
12/24/2020 4:22:00 PM	WC20057684	HALL AVE, BIRCHWOOD VILLAGE	DIRECTED PATROL
12/24/2020 11:27:00 PM	WC20057725	HALL AVE, BIRCHWOOD VILLAGE	DIRECTED PATROL
12/25/2020 11:21:01 AM	WC20057759	2-8 OAKRIDGE DR, BIRCHWOOD VILLAGE	CITIZEN/PUBLIC ASSIST
12/25/2020 10:03:00 PM	WC20057831	CEDAR ST, BIRCHWOOD VILLAGE	DIRECTED PATROL
12/26/2020 8:30:54 AM	WC20057879	XXX Wildwood Ave, BIRCHWOOD VILLAGE	ORDINANCE VIOLATION
12/26/2020 9:41:18 AM	WC20057883	40XXX -498 LAKE AVE, BIRCHWOOD VILLAGE	DIRECTED PATROL
12/26/2020 3:15:20 PM	WC20057912	10XXX -181 CEDAR ST, BIRCHWOOD VILLAGE	DIRECTED PATROL
12/26/2020 9:21:10 PM	WC20057965	40XXX -498 LAKE AVE, BIRCHWOOD VILLAGE	DIRECTED PATROL
12/27/2020 2:16:37 AM	WC20058011	70XXX -714 HALL AVE, BIRCHWOOD VILLAGE	DIRECTED PATROL
12/27/2020 9:35:15 AM	WC20058032	20XXX -254 CEDAR ST, BIRCHWOOD VILLAGE	DIRECTED PATROL
12/27/2020 4:37:56 PM	WC20058076	XXX Hall Ave, BIRCHWOOD VILLAGE	ALARM-BUSINESS/RES/FIRE/MEDICAL/ETC
12/27/2020 6:24:16 PM	WC20058089	XXX LAKE AVE, BIRCHWOOD VILLAGE	PARK CHECK
12/28/2020 1:33:55 PM	WC20058183	XXX Wildwood Ave, BIRCHWOOD VILLAGE	OTHER
12/28/2020 2:38:47 PM	WC20058187	XXX LAKE AVE, BIRCHWOOD VILLAGE	PARK CHECK
12/28/2020 9:25:43 PM	WC20058233	20XXX -221 BIRCHWOOD AVE, BIRCHWOOD VILLAGE	DIRECTED PATROL
12/29/2020 3:25:59 AM	WC20058264	2-98 WILDWOOD AVE, BIRCHWOOD VILLAGE	DIRECTED PATROL

Citations for: Birchwood

12/1/2020 To 12/31/2020

Agcy	Date	Citation Number	Badge	Officer Name	Citation Type	Block	Street Name	Str Sfx	Cross Street Name	Cross St Sfx	City	Literal Description	Statute
WCSO	12/26/2020	820022036101	WC137 72	A. Tysk	Written Warning	0	WILDWOOD AVE				Birchwood	BW - Unlicensed animal BW - Animal at large	605.021
WCSO	12/26/2020	820022036101	WC137 72	A. Tysk	Written Warning	0	WILDWOOD AVE				Birchwood	BW - Unlicensed animal BW - Animal at large	605.041



City of Birchwood Village

2021 SCHEDULE OF REGULAR CITY COUNCIL MEETINGS

(Start time is 7:00 p.m. at City Hall)

January 12
February 9
March 9
April 13
May 11
June 8
July 13
August 10
September 14
October 12
November 9
December 14

2021 SCHEDULE OF OFFICIAL CITY HOLIDAYS

MLK Jr. Day – Mon, Jan 18
Presidents Day – Mon, Feb 15
Memorial Day – Mon, May 31
Independence Day (observed) – Mon,
July 5
Labor Day – Mon, Sep 6
Veterans Day – Thu, Nov 11
Thanksgiving – Thu-Fri, Nov 25-26
Christmas Day (observed) – Fri, Dec
24
New Years Day (observed) – Fri, Dec
31, 2021

COMMITTEE/COMMISSION MEETING SCHEDULE

Planning Commission: Fourth Thurs
7pm

*All other committees meet as
needed - with notice*

City Staff Office Hours

Mondays, 9:30 a.m. – 12:30 p.m.

Thursdays, 6:00 p.m. – 9:30 p.m.

(OR BY APPOINTMENT)

Phone: 651-426-3403

E-mail: info@cityofbirchwood.com

Website: www.cityofbirchwood.com

Facebook: @BirchwoodCityHall

Twitter: @CityofBirchwood

**CITY OF BIRCHWOOD VILLAGE
REGULAR CITY COUNCIL MEETING**

December 8th, 2020

MINUTES

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

STAFF PRESENT: Andy Gonyou; City Administrator, Alan Kantrud; City Attorney.

OTHERS PRESENT:

Mayor Wingfield called the regular meeting to order at 7:02pm and explained the reason for the meeting being conducted virtually via the Zoom platform as is permitted by Minnesota State Statute. The pledge of allegiance was recited.

AGENDA APPROVAL

Mayor Wingfield added 12 sub-items to Regular Agenda item H; subsection A.

City Administrator Gonyou added one item to the Regular Agenda; item I.

MOTION WAS MADE BY COUNCILMEMBER LAFOY AND SECONDED BY COUNCILMEMBER FLECK TO APPROVE THE AGENDA AS AMENDED. ROLL CALL VOTE: FOSTER; AYE, FLECK; AYE, LAFOY; AYE, WOOLSTENCROFT; AYE, WINGFIELD; AYE. MOTION PASSED.

OPEN PUBLIC FORUM

- A. **Justin McCarthy (515 Lake Ave):** Thanked Councilmembers LaFoy and Aakre for their service to Birchwood Village.
- B. **Barton Winter:** Addressed concern over boards on the ice rink.

ANNOUNCEMENTS

- A. Ice rink opening date TBD – watch website and email for announcement
- B. COVID CANCELLATION--ANNUAL CHRISTMAS PARTY
- C. We are social, follow us on Facebook at @BirchwoodCityHall or Twitter at @CityofBirchwood

ADMINISTRATIVE PRESENTATION

- A. Sheriff Report
- B. Deer Bow Hunt Results
- C. 310/312 Wildwood Avenue Property Cleanup Update

CONSENT AGENDA

A. Approve Regular Meeting Minutes from November 10, 2020

- a. **Mayor & Council:** Discussed and consented to approving minutes with addition of paragraph C; 1 “the eastern half of elm easement”

MOTION WAS MADE BY MAYOR WINGFIELD AND SECONDED BY COUNCILMEMBER WOOLSTENCROFT TO APPROVE CONSENT AGENDA ITEM A AS AMENDED. ROLL CALL VOTE: FOSTER; AYE, WOOLSTENCROFT; AYE, FLECK; AYE, LAFOY; ADDED AMENDMENT; AYE, WINGFIELD; AYE. MOTION PASSED.

MOTION WAS MADE BY COUNCILMEMBER LAFOY AND SECONDED BY COUNCILMEMBER FLECK TO AMEND MAYOR WINGFIELD’S ORIGINAL MOTION. ROLL CALL VOTE: FOSTER; AYE, FLECK; AYE, LAFOY; AYE, WOOLSTENCROFT; AYE, WINGFIELD; AYE. MOTION PASSED.

B. Approve Treasurer’s Report

MOTION WAS MADE BY COUNCILMEMBER LAFOY AND SECONDED BY COUNCILMEMBER FLECK TO APPROVE THE TREASURER’S REPORT WITH THE EXCEPTION OF NOT AUTHORIZING PAYMENT TO VELOCITY DRAIN SERVICES UNTIL CONTRACTED WORK IS COMPLETED. ROLL CALL VOTE: WOOLSTENCROFT; AYE, FLECK; AYE, LAFOY; AYE, FOSTER; AYE, WINGFIELD; AYE. MOTION PASSED.

C. Approve Resolution 2020-39 Conditional Use Permit

- a. **Administrator Gonyou:** Informed Council that the Resolution was to confirm intent of prior vote during previous Council meeting for which the Resolution topic was discussed. The public hearing had been closed by a consensus vote but the Resolution itself did not explicitly receive an actionable vote.

MOTION WAS MADE BY COUNCILMEMBER WOOLSTENCROFT AND SECONDED BY COUNCILMEMBER FOSTER TO APPROVE RESOLUTION 2020-39. ROLL CALL VOTE: LAFOY; AYE, FOSTER; AYE, FLECK; AYE, WOOLSTENCROFT; AYE, WINGFIELD; AYE. MOTION PASSED.

D. Approve Resolution 2020-41, Designating Polling Place

- a. **Mayor Wingfield:** Requested Resolution be amended to correct the year listed within the Resolution.

MOTION WAS MADE BY COUNCILMEMBER LAFOY AND SECONDED BY COUNCILMEMBER FLECK TO APPROVE RESOLUTION 2020-41 AS AMENDED. ROLL CALL VOTE: FLECK; AYE, FOSTER; AYE, WOOLSTENCROFT; AYE, LAFOY; AYE, WINGFIELD; AYE. MOTION PASSED.

E. Approve Joint Powers Agreement with Metro INET

MOTION WAS MADE BY COUNCILMEMBER LAFOY AND SECONDED BY COUNCILMEMBER FLECK TO APPROVE THE JOINT POWERS AGREEMENT. ROLL CALL VOTE: FOSTER; AYE, FLECK; AYE, WOOLSTENCROFT; AYE, LAFOY; AYE, WINGFIELD; AYE. MOTION PASSED.

CITY BUSINESS – REGULAR AGENDA

A. Truth in Taxation/Adoption of Final Levy and Budget

a. Public Hearing

- i. **Mayor Wingfield:** Opened the public hearing at 07:27pm.

MOTION WAS MADE BY COUNCILMEMBER LAFOY AND SECONDED BY COUNCILMEMBER FLECK TO CLOSE THE PUBLIC HEARING. ROLL CALL VOTE: FOSTER; AYE, LAFOY; AYE, FLECK; AYE, WOOLSTENCROFT; AYE, WINGFIELD; AYE. MOTION PASSED AND PUBLIC HEARING CLOSED AT 07:28PM.

b. Review of Proposed 2021 Levy and Budget

c. Approve Resolution 2020-42, Final Budget Adoption

MOTION WAS MADE BY COUNCILMEMBER WOOLSTENCROFT AND SECONDED BY COUNCILMEMBER FLECK TO APPROVE RESOLUTION 2020-42. ROLL CALL VOTE: FOSTER; AYE, LAFOY; AYE, WOOLSTENCROFT; AYE, FLECK; AYE, WINGFIELD; AYE. MOTION PASSED.

d. Approve Resolution 2020-43, Final Levy Adoption

MOTION WAS MADE BY COUNCILMEMBER LAFOY AND SECONDED BY COUNCILMEMBER FLECK TO APPROVE RESOLUTION 2020-43. ROLL CALL VOTE: FOSTER; AYE, WOOLSTENCROFT; AYE, FLECK; AYE, LAFOY; AYE, WINGFIELD; AYE. MOTION PASSED.

B. Resolution 2020-44 - Certification of Delinquent Utility Accounts to the County

a. Public Hearing

b. Council Deliberation and Approval

MOTION WAS MADE BY MAYOR WINGFIELD AND SECONDED BY COUNCILMEMBER LAFOY TO APPROVE RESOLUTION 2020-44 TO CERTIFY DELINQUENT UTILITY ACCOUNTS TO THEIR APPROPRIATE COUNTY. ROLL CALL VOTE: WOOLSTENCROFT; AYE, LAFOY; AYE, FOSTER; AYE, FLECK; AYE, WINGFIELD; AYE. MOTION PASSED.

C. Second Reading Ord. 2020-11-01, Sec. 301.055 Permit Requirements

a. Public Hearing

- i. **Mayor Wingfield:** Opened the public hearing at 07:37pm.

MOTION WAS MADE BY COUNCILMEMBER FLECK AND SECONDED BY COUNCILMEMBER WOOLSTENCROFT TO CLOSE THE PUBLIC HEARING.

b. Council Deliberation and Approval

MOTION WAS MADE BY MAYOR WINGFIELD AND SECONDED BY COUNCILMEMBER FOSTER TO APPROVE THE SECOND READING AND PUBLICATION OF ORDINANCE 2020-11-01. ROLL CALL VOTE: FOSTER; AYE, LAFOY; AYE, FLECK; AYE, WOOLSTENCROFT; AYE, WINGFIELD; AYE. MOTION PASSED.

D. Variance Case No. 20-06-VB for 259 Wildwood Avenue

- a. Council Deliberation
 - i. **Peggy Witthaus** (259 Wildwood Ave): Informed Council of deterioration of current pervious surface driveway despite maintenance and steps taken to reach current proposal.
 - ii. **Brock Harmon** (251 Wildwood Ave): Read letter from Trude Harmon (251 Wildwood Ave) and stated reasons for concern of water management.
 - b. Approve Resolution 2020-40
 - i. **Peggy Witthas** (259 Wildwood Ave): Requested to pull consideration of Resolution 2020-40 in order to amend Variance Case No. 20-06-VB which is to be reviewed by the Planning Commission and then by the City Council again.
- E. Washington County Commissioner Update
- a. Presentation by County Commissioner Stan Karwoski
 - i. **Commissioner Karwoski**: Presented the Commissioner Service Award to Councilmembers Randy LaFoy and Jessi Aakre.
 - b. Q&A and Council Deliberation
- F. Staffing Updates (Wingfield)
- a. City Treasurer
 - i. Council Deliberation
 - ii. Approve Resolution 2020-45, Naming City Treasurer
 - 1. **Mayor Wingfield**: Stated amendment to Resolution 2020-45 to make the Resolution take effect retroactively to December 1st, 2020.

MOTION WAS MADE BY MAYOR WINGFIELD AND SECONDED BY COUNCILMEMBER FLECK TO APPROVE RESOLUTION 2020-45 AS AMENDED. ROLL CALL VOTE: LAFOY; AYE, FOSTER; AYE, FLECK; AYE, WOOLSTENCROFT; AYE, WINGFIELD; AYE. MOTION PASSED.

- b. Deputy Clerk
 - i. Council Deliberation
 - 1. **Mayor & Council**: Discussed and reached a consensus to post a Deputy Clerk position for 10-15 hours per week at a rate of pay of \$18 - \$20 per hour.

MOTION WAS MADE BY MAYOR WINGFIELD AND SECONDED BY COUNCILMEMBER LAFOY TO POST THE JOB OPENING. ROLL CALL VOTE: LAFOY; AYE, FOSTER; AYE, WOOLSTENCROFT; AYE, FLECK; AYE, WINGFIELD; AYE. MOTION PASSED.

- G. Village Hall Refurbishments (Wingfield)
- a. Council Deliberation
 - i. **Mayor Wingfield**: Informed Council of progress made on assessment of City Hall condition and upcoming quorum of City Hall Improvements Taskforce.
 - ii. **Council**: Consented to authorizing Mayor Wingfield temporary access to City Hall office space.

H. Councilmember Reports

- a. Mayor Wingfield
 - i. Buckthorn Removal for Bloomquist Park/City Hall
 - 1. **Mayor Wingfield:** Informed Council of desire to submit grant application to receive \$10,000.00 toward buckthorn removal.
 - 2. **Council:** Consented to authorizing Mayor Wingfield to submit grant application.
 - ii. Legacy Grant App for Historical Park Signage (Centennial Celebration)
 - 1. **Mayor & Council:** Discussed option to seek grants for historical park signage. Council consented to authorizing Mayor Wingfield to seek grant opportunities.
 - iii. Wildwood Lift Station
 - 1. **Mayor & Council:** Discussed and consented to seeking additional funding for Wildwood Lift Station project costs.
 - iv. Hall/Cedar Wildwood Junction
 - 1. **Mayor & Council:** Discussed need to authorize City Attorney Kantrud to begin discussion of purchasing land/establishing right-of-way on needed land for public access of established roads.

MOTION WAS MADE BY MAYOR WINGFIELD AND SECONDED BY COUNCILMEMBER FLECK TO AUTHORIZE CITY ATTORNEY KANTRUD TO ENTER INTO DISCUSSIONS WITH PROPERTY OWNER. ROLL CALL VOTE: FLECK; AYE, FOSTER; AYE, WOOLSTENCROFT; AYE, LAFOY; AYE, WINGFIELD; AYE. MOTION PASSED.

- v. Comprehensive Plan
 - 1. **Mayor Wingfield:** Explained to the Council the current status of the Comprehensive Plan and need to submit to Met Council.

MOTION WAS MADE BY MAYOR WINGFIELD AND SECONDED BY COUNCILMEMBER FLECK TO AUTHORIZE MAYOR WINGFIELD TO SUBMIT THE COMPREHENSIVE PLAN AS APPROVED IN AUGUST 2020 TO THE METROPOLITAN COUNCIL. ROLL CALL VOTE: LAFOY; AYE, WOOLSTENCROFT; AYE, FOSTER; AYE, FLECK; AYE, WINGFIELD; ABSTAIN. MOTION PASSED.

- vi. 310/312 Wildwood Avenue
 - 1. **Mayor, Council, & City Attorney:** Discussed plan to remove items currently tagged and tag new items located on the back of the property that is not screened from view.

MOTION WAS MADE BY MAYOR WINGFIELD AND SECONDED BY COUNCILMEMBER FLECK TO AUTHORIZE COUNCILMEMBERS FLECK AND LAFOY TO MARK THE REMAINING ILLEGAL ITEMS INCLUDING FALLING DOWN SHED AND TRAILER/FISH HOUSE ON THE PROPERTY AND DIRECT THE ADMINISTRATOR TO SEND A REMOVAL NOTICE TO THE OWNER AND COORDINATE ANOTHER PICKUP 11 DAYS IMMEDIATELY THEREAFTER. ADMINISTRATOR SHALL THEN SUBMIT ALL COSTS TO THE CITY ATTORNEY FOR THE COURT APPROVAL TO CERTIFY TO THE OWNER'S PROPERTY TAXES. ROLL CALL VOTE: VOTE NOT TAKEN.

MOTION WAS MADE BY MAYOR WINGFIELD AND SECONDED BY COUNCILMEMBER LAFOY TO AUTHORIZE CITY ATTORNEY KANTRUD TO INTIATE A COURT ACTION TO MR. SIMNING (310/312 WILDWOOD PROPERTY OWNER) TO IMPLEMENT THE PRIOR

COURT ACTION TO REMEDY THE PROBLEM OF HIS DRIVEWAY AND THAT IT BE PERMENETLY FIXED. ROLL CALL VOTE: LAFOY; AYE, WOOLSTENCROFT; AYE, FOSTER; AYE, FLECK; AYE, WINGFIELD; AYE. MOTION PASSED.

vii. Hiring of Building Inspector

1. **Mayor Wingfield:** Informed Council of request to contract with an independent contractor to review 310/312 Wildwood Ave properties for code violations.

MOTION WAS MADE BY COUNCILMEMBER FLECK AND SECONDED BY COUNCILMEMBER LAFOY TO AUTHORIZE MAYOR WINGFIELD AND CITY ADMINISTRATOR GONYOU TO HIRE AN INDEPENDENT BUILDING INSPECTOR TO REVIEW THE PROPERTY AT 310/312 WILDWOOD AVENUE TO ASSESS BULDING SAFETY. ROLL CALL VOTE: LAFOY; AYE, FOSTER; AYE, FLECK; AYE, WOOLSTENCROFT; AYE, WINGFIELD; AYE. MOTION PASSED.

viii. Ash Easment

1. **Dave Heiden** (Birchwood Dock Assoc.): Informed Council of challenges for boat lift storage and plans to move some lifts.

ix. Impervious Surface

1. **Mayor Wingfield:** Recommended that the section of City code regulating impervious surface percentage allowed for parcels be referred to the Planning Commission for review for updates.
2. **Mayor & Council:** Deliberated and reached consensus to direct City Administrator Gonyou to work with the Planning Commission to review appropriate City code section 302.050 and have the Planning Commission create a recommendation for the City Council by February 2021.

x. Plan Reviewer

1. **Mayor Wingfield:** Recommended contracting of Plan Reviewer to assess permits against City code.

MOTION WAS MADE BY MAYOR WINGFIELD AND SECONDED BY COUNCILMEMBER FLECK TO AUTHORIZE THE POSTING OF A REQUEST FOR PROPOSAL FOR THE POSITION OF PLAN REVIEWER WITH A SUBMISSION DEADLINE OF DECEMBER 31 2020. ROLL CALL VOTE: LAFOY; AYE, FLECK; AYE, WOOLSTENCROFT; AYE, FOSTER; AYE, WINGFIELD; AYE. MOTION PASSED.

xi. Silver Maple Tree

MOTION WAS MADE BY COUNCILMEMBER WOOLSTENCROFT AND SECONDED BY COUNCILMEMBER LAFOY TO AUTHORIZE STEVE DEAN TO REMOVE TWO DISEASED TREES FOR \$400 TO BE PAID OUT OF THE PAKS FUND. ROLL CALL VOTE: LAFOY; AYE, WOOLSTENCROFT; AYE, FOSTER; AYE, FLECK; AYE, WINGFIELD; AYE. MOTION PASSED.

xii. Fee Schedule

1. **Mayor & Council:** Directed City Administrator Gonyou to review Fee Schedule to be proposed and reviewed by Council in January 2021 with specific direction to review variance application fee.

xiii. Planning Commission

1. **Mayor & Council:** Discussed and reached a consensus to have the Planning Commission take minutes of meetings and then provide a representative to attend the regular City Council meetings.

MOTION WAS MADE BY MAYOR WINGFIELD AND SECONDED BY COUNCILMEMBER FLECK TO DIRECT THE PLANNING COMMISSION TO RELY ON ITS OWN BODY TO PROVIDE CITY STAFF AND COUNCIL MEETING MINUTES AND A LIASON AT THE COUNCIL MEETINGS AS NECESSARY. ROLL CALL VOTE: FLECK; AYE, WOOLSTENCROFT; AYE, LAFOY; AYE, FOSTER; AYE, WINGFIELD; AYE. MOTION PASSED.

xiv. Nordling Park Refuse

1. **Mayor & Council:** Discussed placing a trash bin at Nordling Park. Elected to continue discussion during January 2021 meeting.

- b. Councilmember LaFoy
 - i. Retirement

- I. City Administrator's Report
 - a. NYFS Agreement

MOTION WAS MADE BY COUNCILMEMBER WOOLSTENCROFT AND SECONDED BY COUNCILMEMBER FOSTER TO AUTHORIZE MAYOR WINGFIELD AND CITY ADMINISTRATOR GONYOU TO SIGN AGREEMENT WITH NYFS. ROLL CALL VOTE: WOOLSTENCROFT; AYE, LAFOY; AYE, FOSTER; AYE, FLECK; AYE, WINGFIELD; AYE. MOTION PASSED.

ADJOURN

MOTION WAS MADE BY COUNCILMEMBER LAFOY AND SECONDED BY COUNCILMEMBER FLECK TO ADJOURN THE MEETING. ROLL CALL VOTE: LAFOY; AYE, FOSTER; AYE, FLECK; AYE, WOOLSTENCROFT; AYE, WINGFIELD; AYE. MOTION PASSED. MEETING ADJOURNED AT 09:10 PM.

ATTEST:

Mary Wingfield

Mayor

Andy Gonyou

City Administrator - Clerk

For the Period : 12/8/2020 To 1/6/2021

<u>Name of Fund</u>	<u>Beginning Balance</u>	<u>Total Receipts</u>	<u>Total Disbursed</u>	<u>Ending Balance</u>
General Fund	\$487,169.76	\$829.63	\$35,053.60	\$452,945.79
Road and Bridge	\$0.00	\$0.00	\$0.00	\$0.00
Other Federal Programs	(\$141.64)	\$0.00	\$0.00	(\$141.64)
Comp Plan Grant	(\$4,040.00)	\$0.00	\$0.00	(\$4,040.00)
Tree Canopy Care	\$0.00	\$0.00	\$0.00	\$0.00
Special Rev Projects	\$27,725.69	\$0.00	\$0.00	\$27,725.69
Spec Rev - Warm House	\$40.00	\$0.00	\$0.00	\$40.00
REIMBURSED CONTRACTED SERVICES	\$0.00	\$0.00	\$0.00	\$0.00
General Debt Service (Identify) (Inactive)	\$0.00	\$0.00	\$0.00	\$0.00
Birchwood In Re-hab Bond	\$0.00	\$0.00	\$0.00	\$0.00
Sewer Re-hab Debt	\$2,046.50	\$0.00	\$0.00	\$2,046.50
CAPITAL PROJECT FUNDS (401 through 499)	\$0.00	\$0.00	\$0.00	\$0.00
General Capital Projects	\$0.00	\$0.00	\$0.00	\$0.00
Municipal State Aid Streets - Construction (Inactive)	\$0.00	\$0.00	\$0.00	\$0.00
Capital Project PW	\$79,245.31	\$0.00	\$0.00	\$79,245.31
Water	\$40,151.27	\$0.00	\$4,816.33	\$35,334.94
Sewer	\$117,684.53	\$0.00	\$11,892.98	\$105,791.55
Transit System	\$0.00	\$0.00	\$0.00	\$0.00
Sewer Infrastructure	\$0.00	\$0.00	\$0.00	\$0.00
Engineering Services	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$749,881.42	\$829.63	\$51,762.91	\$698,948.14

Fund Name: All Funds

Date Range: 12/08/2020 To 01/06/2021

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
12/15/2020	IRS - US Treasury	EFT121520A	Federal Taxes - Q4 2020 - Nov Payment	N	Clerk - Treasurer	100-41401-100-	\$ 1,752.83
	Total For Check	EFT121520A					\$ 1,752.83
12/21/2020	Payroll Period Ending 12/18/2020	31257	Administrator	N	Clerk - Treasurer	100-41401-100-	\$ 698.33
	Total For Check	31257					\$ 698.33
12/21/2020	Tom or Carly Nelson	31258	Refund - Utility Bill Overpayment	N	Unallocated Expenditures	100-49201-430-	\$ 255.86
	Total For Check	31258					\$ 255.86
12/21/2020	Robert Stanton	31259	Refund - Utility Bill Overpayment	N	Unallocated Expenditures	100-49201-430-	\$ 41.33
	Total For Check	31259					\$ 41.33
12/21/2020	PERA	EFT122120A	Interim Administrator - Retirement - Andy Gonyou	N	Clerk - Treasurer	100-41401-121-	\$ 133.80
	Total For Check	EFT122120A					\$ 133.80
01/04/2021	Payroll Period Ending 01/01/2021	31260	Administrator	N	Clerk - Treasurer	100-41401-100-	\$ 821.18
	Total For Check	31260					\$ 821.18
01/04/2021	Payroll Period Ending 12/31/2020	31261	Treasurer	N	Clerk - Treasurer	100-41401-100-	\$ 637.49
	Total For Check	31261					\$ 637.49
01/04/2021	Payroll Period Ending 12/31/2020	31262	Maintenance - Jim Rydeen	N	Parks	100-45207-100-	\$ 1,577.12
	Total For Check	31262					\$ 1,577.12
01/04/2021	White Bear Township	31263*	Contracted Services - L/S 2 & 3	N	Sewer Utility	605-43190-314-	\$ 6,461.25
	Total For Check	31263					\$ 6,461.25
01/04/2021	PERA	EFT010421A	Personnel Retirement - Gonyou, Lay, Rydeen	N	Clerk - Treasurer	100-41401-121-	\$ 103.97
		EFT010421A				100-41401-121-	\$ 157.86
		EFT010421A			Parks	100-45207-121-	\$ 278.26
	Total For Check	EFT010421A					\$ 540.09
01/06/2021	Manship Plumbing & Heating Inc	31264	Standby, Testing, & Locates - Dec 2020	N	Water Utility	601-43180-314-	\$ 1,560.00

Fund Name: All Funds

Date Range: 12/08/2020 To 01/06/2021

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
		Total For Check	31264				\$ 1,560.00
01/06/2021	MENARD'S - OAKDALE	31265*	Maintenance Supplies	N	Parks	100-45207-400-	\$ 28.71
		Total For Check	31265				\$ 28.71
01/06/2021	1-800-GOT-JUNK?	31266*	Property Cleanup - 310/312 Wildwood Ave	N	Unallocated Expenditures	100-49201-430-	\$ 2,548.00
		Total For Check	31266				\$ 2,548.00
01/06/2021	Companion Animal Control LLC	31267	Animal Control Services - Dec 2020	N	Animal Control	100-41916-314-	\$ 80.00
		Total For Check	31267				\$ 80.00
01/06/2021	Press Publications	31268	Legal Notice Publications - Dec 2020	N	Ordinances and Proceedings	100-41130-351-	\$ 88.20
		Total For Check	31268				\$ 88.20
01/06/2021	BIRCH, INC.	31269*	Snow Removal Services - 12/13/2020 - 12/30/2020	N	Ice and Snow Removal	100-43125-210-	\$ 261.25
		31269*				100-43125-210-	\$ 315.00
		31269*				100-43125-210-	\$ 180.00
		31269*				100-43125-210-	\$ 180.00
		31269*				100-43125-314-	\$ 745.00
		31269*				100-43125-314-	\$ 633.00
		31269*				100-43125-314-	\$ 132.00
		31269*				100-43125-314-	\$ 1,627.00
		Total For Check	31269				\$ 4,073.25
01/06/2021	St. Paul Stamp Works, Inc	31270*	Engraved Nameplates	N	Office Operations Supplies	100-41911-200-	\$ 33.89
		Total For Check	31270				\$ 33.89
01/06/2021	Hugo Equipment Company	31271*	Snow Blower Repair Parts	N	Parks	100-45207-400-	\$ 90.98
		Total For Check	31271				\$ 90.98
01/06/2021	MN Department of Labor and Industry	31272*	Building Permit Surcharge - Q4 2020	N	Building Inspections Administration	100-42401-437-	\$ 250.54
		Total For Check	31272				\$ 250.54
01/06/2021	Tennis Sanitation, LLC	31273*	Recycling for Service Period: Nov - Dec 2020	N	Recycle	100-43300-314-	\$ 2,392.00
		Total For Check	31273				\$ 2,392.00

Fund Name: All Funds

Date Range: 12/08/2020 To 01/06/2021

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
01/06/2021	LMCIT	31274*	Remaining Worker's Comp Premium 6/20-6/21	N	City Insurance	100-41945-150-	\$ 168.00
		Total For Check	31274				\$ 168.00
01/06/2021	USS Minnesota One MT LLC	31275*	Energy Charges - Nov 2020	N	General Government Buildings and Plant	100-41940-380-	\$ 46.60
		31275*			Sewer Utility	605-43190-380-	\$ 225.24
		31275*				605-43190-380-	\$ 124.27
		Total For Check	31275				\$ 396.11
01/06/2021	SL-serco	31276*	Water Meter Readings - Nov 2020	N	Water Utility	601-43180-314-	\$ 1,200.00
		Total For Check	31276				\$ 1,200.00
01/06/2021	Gopher State One Call	31277*	Billable Tickets (28) - Nov & Dec 2020	N	Utility Locates	605-42805-314-	\$ 24.30
		31277*				605-42805-314-	\$ 13.50
		Total For Check	31277				\$ 37.80
01/06/2021	Toshiba Business Solutions	31278*	Printer Maintenance - 12/09/2020 - 01/08/2021	N	Office Operations Supplies	100-41911-230-	\$ 10.62
		Total For Check	31278				\$ 10.62
01/06/2021	Office Depot, Inc.	31279*	Deer Hunt Signage	N	Unallocated Expenditures	100-49201-430-	\$ 124.10
		Total For Check	31279				\$ 124.10
01/06/2021	Washington County Sheriff	31280*	Police Services: Nov - Dec 2020	N	Police	100-42101-314-	\$ 10,426.26
		Total For Check	31280				\$ 10,426.26
01/06/2021	City of Roseville	31281*	IT Services - Dec 2020	N	General Government Buildings and Plant	100-41940-320-	\$ 580.00
		Total For Check	31281				\$ 580.00
01/06/2021	AirFresh Industries, Inc.	31282*	Portable Restroom Rental - Dec 2020	N	Parks	100-45207-314-	\$ 81.25
		Total For Check	31282				\$ 81.25
01/06/2021	Metropolitan Council - Env. Service	31283*	Wastewater Service - Jan 2021	N	Sewer Utility	605-43190-217-	\$ 4,988.17
		Total For Check	31283				\$ 4,988.17
01/06/2021	St. Anthony Village	31284*	Utility Billing Services - Q4 2020	N	Financial Administration	601-41501-314-	\$ 2,039.57
		Total For Check	31284				\$ 2,039.57

Fund Name: All Funds

Date Range: 12/08/2020 To 01/06/2021

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
01/06/2021	Leeves, Robert	31285*	Videographer - Dec 2020	N	Cable Eqpmt and Service	100-41950-314-	\$ 88.92
	Total For Check	31285					\$ 88.92
01/06/2021	TA Schifsky & Sons, Inc.	31286*	Fall Street Sweeping - Finish	N	Street Sweeping	100-43103-314-	\$ 2,123.75
	Total For Check	31286					\$ 2,123.75
01/06/2021	City of White Bear Lake	31287*	Fire Services - Dec 2020	N	Fire	100-42201-314-	\$ 2,476.25
	Total For Check	31287					\$ 2,476.25
01/06/2021	H.A. Kantrud, P.A.	31288*	Attorney Fees - Dec 2020	N	Legal Services	100-41601-300-	\$ 1,500.00
	Total For Check	31288					\$ 1,500.00
01/06/2021	Lay, Tobin	31289*	Reimbursement - Zoom & Got Junk	N	Unallocated Expenditures	100-49201-430-	\$ 16.06
	Total For Check	31289					\$ 16.06
01/06/2021	Xcel Energy	EFT010621A*	Gas for L/S 2 Generator: 11/15/2020 - 12/16/2020	N	Sewer Utility	605-43190-383-	\$ 29.11
	Total For Check	EFT010621A					\$ 29.11
01/06/2021	Xcel Energy	EFT010621B*	Gas for L/S 3 Generator: 11/25/2020 - 12/17/2020	N	Sewer Utility	605-43190-383-	\$ 27.14
	Total For Check	EFT010621B					\$ 27.14
01/06/2021	Xcel Energy	EFT010621C*	Electric for Tower: 11/24/2020 - 12/17/2020	N	Water Utility	601-43180-381-	\$ 16.76
	Total For Check	EFT010621C					\$ 16.76
01/06/2021	Xcel Energy	EFT010621D*	Electric for Street Lights: 11/03/2020 - 12/02/2020	N	Street Lighting	100-43160-380-	\$ 1,181.19
	Total For Check	EFT010621D					\$ 1,181.19
Total For Selected Checks							\$ 51,762.91

Fund Name: All Funds

Date Range: 12/08/2020 To 01/06/2021

<u>Date</u>	<u>Remitter</u>	<u>Receipt #</u>	<u>Description</u>	<u>Deposit ID</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-P</u>	<u>Total</u>
12/11/2020	Piperight Plumbing	171735007*	Permit	(12/11/2020) -	N	Building Permits	100-32211-	\$ 61.60
								<u>\$ 61.60</u>
12/21/2020	Apollo Heating & Air	171734996	Permit	(12/22/2020) -	N	Building Permits	100-32211-	\$ 62.94
								<u>\$ 62.94</u>
12/21/2020	Evans	171734997	Dog License	(12/22/2020) -	N	Animal Licenses	100-32240-	\$ 20.00
								<u>\$ 20.00</u>
12/21/2020	Krinkie Heating & Air	171734998	Permit	(12/22/2020) -	N	Building Permits	100-32211-	\$ 110.09
								<u>\$ 110.09</u>
12/21/2020	Gale	171734999*	Variance Fee	(12/22/2020) -	N	Building Permits	100-32211-	\$ 300.00
								<u>\$ 300.00</u>
12/21/2020	LMCIT	171735000	2020 Dividend	(12/22/2020) -	N	Refund-Reimbursemnt-Dividend	100-36240-	\$ 275.00
								<u>\$ 275.00</u>
Total for Selected Receipts								<u><u>\$ 829.63</u></u>

As on 1/6/2021

Special Rev Projects

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Total Revenues	0.00	0.00	0.00
Other Financing Sources:			
Total Other Financing Sources	0.00	0.00	0.00
Disbursements:			
Total Disbursements	0.00	0.00	0.00
Other Financing Uses:			
Total Other Financing Uses	0.00	0.00	0.00
Beginning Cash Balance		27,725.69	
Total Receipts and Other Financing Sources		0.00	
Total Disbursements and Other Financing Uses		0.00	
Cash Balance as of 01/06/2021		27,725.69	

As on 1/6/2021

Capital Project PW

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Total Revenues	0.00	0.00	0.00
Other Financing Sources:			
Total Other Financing Sources	0.00	0.00	0.00
Disbursements:			
Total Disbursements	0.00	0.00	0.00
Other Financing Uses:			
Total Other Financing Uses	0.00	0.00	0.00
Beginning Cash Balance		79,245.31	
Total Receipts and Other Financing Sources		0.00	
Total Disbursements and Other Financing Uses		0.00	
Cash Balance as of 01/06/2021		79,245.31	

As on 1/6/2021

Water

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Total Revenues	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Other Financing Sources:			
Total Other Financing Sources	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Disbursements:			
Financial Administration			
Contracted Services	0.00	2,039.57	(2,039.57)
Total Acct 415	<u>0.00</u>	<u>2,039.57</u>	<u>(2,039.57)</u>
Water Utility			
Contracted Services	0.00	2,760.00	(2,760.00)
Utility Services: Electric Utilities	0.00	16.76	(16.76)
Total Acct 431	<u>0.00</u>	<u>2,776.76</u>	<u>(2,776.76)</u>
Total Disbursements	<u>0.00</u>	<u>4,816.33</u>	<u>(4,816.33)</u>
Other Financing Uses:			
Total Other Financing Uses	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Beginning Cash Balance		17,916.27	
Total Receipts and Other Financing Sources		0.00	
Total Disbursements and Other Financing Uses		<u>4,816.33</u>	
Cash Balance as of 01/06/2021		13,099.94	

As on 1/6/2021

Sewer

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Total Revenues	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Other Financing Sources:			
Total Other Financing Sources	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Disbursements:			
Utility Locates			
Contracted Services	0.00	37.80	(37.80)
Total Acct 428	<u>0.00</u>	<u>37.80</u>	<u>(37.80)</u>
Sewer Utility			
Sewer - Wastewater Charge	0.00	4,988.17	(4,988.17)
Contracted Services	0.00	6,461.25	(6,461.25)
Utility Services (381 through 389)	0.00	349.51	(349.51)
Utility Services: Gas Utilities	0.00	56.25	(56.25)
Total Acct 431	<u>0.00</u>	<u>11,855.18</u>	<u>(11,855.18)</u>
Total Disbursements	<u>0.00</u>	<u>11,892.98</u>	<u>(11,892.98)</u>
Other Financing Uses:			
Total Other Financing Uses	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Beginning Cash Balance		88,817.73	
Total Receipts and Other Financing Sources		0.00	
Total Disbursements and Other Financing Uses		<u>11,892.98</u>	
Cash Balance as of 01/06/2021		76,924.75	

RESOLUTION 2021-01

**CITY OF BIRCHWOOD VILLAGE
WASHINGTON COUNTY, MINNESOTA**

**A RESOLUTION DESIGNATING THE WHITE BEAR PRESS
AS THE OFFICIAL NEWSPAPER FOR PUBLICATION
FOR ALL CITY LEGAL NOTICES**

BE IT RESOLVED, by the City Council of the City of Birchwood Village that:

The White Bear Press is designated as the official newspaper for all City of Birchwood Village legal notices.

I certify that the City of Birchwood Village adopted the above Resolution on this 12th day of January, 2021.

Mary Wingfield, Mayor

ATTEST:

Andy Gonyou
City Administrator-Clerk

RESOLUTION 2021-02

**CITY OF BIRCHWOOD VILLAGE
WASHINGTON COUNTY, MINNESOTA**

**A RESOLUTION NAMING U. S. BANK, N.A. AND THE MINNESOTA MUNICIPAL
MONEY MARKET FUND (A/K/A “4M FUND”) AS THE OFFICIAL DEPOSITORIES
OF MUNICIPAL FUNDS**

SECTION 1. RESOLVED, that U. S. Bank, N.A. and the Minnesota Municipal Money Market Fund (a/k/a “4M Fund”) are hereby designated as depositories for the funds of the City of Birchwood Village. The City Treasurer is authorized to deposit city funds therein.

SECTION 2. RESOLVED ALSO, that before any deposits are made that exceed the amount that is guaranteed by the Federal Deposit Insurance Corporation (FDIC), the depository must supply to the City a corporate surety bond in the amount of at least 10 percent more than the amount on deposit at the depository’s cutoff hour. The bond is subject to the approval of the City Council. The surety bond must be conditioned to repay the above amount or any part thereof upon proper demand therefore and to perform such other duties in connection with the deposit as the council may require.

SECTION 3. RESOLVED FURTHER, that, in lieu of the above bond, the depository may furnish collateral in the manner and to the extent permitted by law. All such collateral must be approved by the City Council and accompanied by a written assignment providing that, upon default, the financial institution shall release to the City on demand, free of exchange or any other charges, the collateral pledged.

SECTION 4. RESOLVED FURTHER, all collateral must be placed in safekeeping in a restricted account at either a Federal Reserve Bank or in an account at a trust department of a commercial bank or other financial institution that is not owned or controlled by the financial institution that is furnishing the collateral. The selection must be approved by the City Council. In case of default upon the part of the depository, the City Council shall have full power and authority to sell such collateral or as much as may be necessary to realize the full amount due the city over such federal guarantee.

This designation is effective until subsequently rescinded by the Birchwood Village City Council.

I certify that the City of Birchwood Village adopted the above Resolution on this 12th day of January, 2021.

Mary Wingfield, Mayor

Attest:

Andy Gonyou
City Administrator-Clerk

RESOLUTION 2021-03

**CITY OF BIRCHWOOD VILLAGE
WASHINGTON COUNTY, MINNESOTA**

**A RESOLUTION ACCEPTING A CASH DONATION FROM
BIRCHWOOD MONDAY PAINTERS GROUP**

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of Birchwood Village that:

The City Council accepts the cash donations of \$50.00 from members of the Birchwood Monday Painters Group.

I certify that the City of Birchwood Village adopted the above Resolution on this 12th day of January, 2021.

Mary Wingfield, Mayor

ATTEST:

Andy Gonyou, City Administrator-Clerk

MEMORANDUM



TO: Birchwood Village City Council
FROM: Andy Gonyou, City Administrator
SUBJECT: 2021 Fee Schedule
DATE: January 7, 2021

Dear Mayor & City Council Members:

Enclosed after this memo is the proposed 2021 Fee Schedule. After conferring with City Engineer & Planner Steve Thatcher, City Building Official Jack Kramer, & City Water Superintendent John Manship, there were no recommended updates to the City's Fee Schedule.

I have also conducted an audit of Variance Fees from surrounding communities' Fee Schedules as requested. Most communities neighboring Birchwood Village have Variance Fees either in the \$200 - \$250 range or the \$400 - \$500 range, with one outlier community (Maplewood) having a Variance Fee of nearly \$1,400. With this in mind, given the cost to the City in administrative and contractual hours for services rendered, and the amount of Variance applications the City has seen submitted over the past year, I have made a proposed change to increase the Variance Fee from \$300 to \$600.

Request/Recommendation

Staff recommends Council:

- 1) review and discuss the enclosed proposed amendments to the fee schedule; and
- 2) discuss other possible amendments.

Thank you,
Andy Gonyou
City Administrator - Clerk

CITY OF BIRCHWOOD VILLAGE
2021~~2020~~ FEE SCHEDULE

All fees in this schedule are subject to “Other Inspections and Fees” (under Additional Fees) when required by the City

GENERAL FEES

Compact Disk.....	\$1.00 per disk
Copies (Black and White).....	\$0.25 per page 8 ½ x 11 and 8 ½ x 14
	\$0.35 per page 11 x 17
Copies (Color).....	\$1.00 per page
Chicken / Pig License.....	\$10.00 for two years; late fee after Feb. 15
Dog License.....	\$20.00 bi-annual; late fee after Feb. 15
Facsimile.....	\$1.00 first page; \$0.50 each additional page
Hall Rental.....	\$25.00 plus \$100.00 refundable deposit
Postage & Envelopes for Mailings & Public Hearing Notices...	\$0.11 plus postage
Public Property Access Limited License (\$607.235).....	\$50.00
Returned Check.....	\$30.00

DOCK ASSOCIATION FEES

Dock Permit Fee: \$750 (\$650 per boat slip user plus \$100 per stored boat lift) payable in full by April 1 of the boating season. In the event of low water, the fee shall be at least the fee amount multiplied by the number of boat slip users at the end of the previous boating season or the number of boat slip users for the following boating season, whichever is greater.

SMALL CRAFT STORAGE FEES

Annual Small Craft Permit.....	\$30.00*
Use of Small Craft Rack without a Permit.....	\$75.00
Small Craft Removal Fee.....	\$50.00
Post Boat Storage Boating Season Violation Fee.....	\$25.00 per diem

*waived upon proof of adjusted annual gross income of \$35,000 or less.

PLANNING AND ZONING FEES

Comprehensive Plan Amendment Application Fee.....	\$500.00
Conditional Use Permit Application Fee.....	\$400.00
Home Occupation Permit Application Fee.....	\$100.00
Interim Use Permit Application Fee.....	\$400.00
Planned Unit Development Application Fee.....	\$650.00
Rezoning Application Fee.....	\$650.00
Subdivision: Minor Subdivision/Lot Split Application Fee.....	\$225.00
Subdivision Preliminary Plat Application Fee.....	\$450.00
Street Vacation.....	\$150.00
Variance Application Fee.....	\$600.00 <u>\$300.00</u>

Zoning Permits: Shed, Driveway, or Fence.....\$30.00
 - (plus City Engineer’s review time and materials)
 Right-of-Way Permit Application Fee.....\$250.00
 - (plus time and materials for Engineer’s review time extending beyond two hours; plus time and materials for utility locates)

PERMIT ESCROWS FOR DAMAGE

Subdivision.....\$7000
 Lot Split.....n/a
 Variance.....\$3000
 Conditional Use Permit.....\$3000
 (amended and new)
 All other Land uses*.....\$3000
 (Including building, driveway, grading, fence and retaining wall permits)

*Unless specifically exempted by the City Administrator and/or Building Official pursuant to Chapter 301.055.

BUILDING PERMIT FEES

TOTAL VALUATION	FEE
\$1.00 to \$500.00	\$29.50
\$501.00 to \$2,000.00	\$23.50 for the first \$500.00 plus \$3.05 for each additional \$100.00 or fraction thereof, to and including \$2,000.00
\$2001.00 to \$25,000.00	\$69.25 for the first \$2,000.00 plus \$14.00 for each additional \$1,000.00 or fraction thereof, to and including \$25,000.00
\$25,001.00 to \$50,000.00	\$391.25 for the first \$25,000.00 plus \$10.10 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00
\$50,001.00 to \$100,000.00	\$643.75 for the first \$50,000.00 plus \$7.00 for each additional \$1,000.00 or fraction thereof, to and including \$100,000.00.
\$100,001.00 to \$500,000.00	\$993.75 for the first \$100,000 plus \$5.60 for each additional \$1,000.00 or fraction thereof, to and including \$500,000.00
\$500,001.00 to \$1,000,000.00	\$3,233.75 for the first \$500,000.00 plus \$4.75 for each additional \$1,000.00 or fraction thereof, to and including \$1,000,000.00
\$1,000,001.00 and up	\$5,608.75 for the first \$1,000,000.00 plus \$3.15 for each additional \$1,000.00 or fraction thereof.

DEMOLITION AND WRECKING OF BUILDINGS FEES

\$25.00 for the first 1,000 square feet, plus \$10.00 for each additional 1,000 square feet or fraction thereof. The minimum permit fee is \$25.00.

GRADING FEES

Plan Review Fees:

<u>100 cubic yards or less</u>	<u>No fee</u>
<u>101 to 1,000 cubic yards</u>	<u>\$40</u>
<u>1,001 to 10,000 cubic yards</u>	<u>\$50</u>
<u>10,001 to 100,000 cubic yards</u>	<u>\$50 for first 10,000 cubic yards</u> <u>\$25 for each additional 10,000 or fraction thereof.</u>
<u>101,000 to 200,000 cubic yards</u>	<u>\$300 for first 100,000 cubic yards</u> <u>\$15 for each additional 10,000 or fraction thereof.</u>
<u>200,001 cubic yards or more</u>	<u>\$400 for first 200,000 cubic yards</u> <u>\$10 for each additional 10,000 or fraction thereof.</u>

Permit Fees:

<u>100 cubic yards or less</u>	<u>\$25</u>
<u>101 to 1,000 cubic yards</u>	<u>\$40 for first 100 cubic yards</u> <u>\$25 for each additional 100 or fraction thereof.</u>
<u>1,001 to 10,000 cubic yards</u>	<u>\$200 for first 1,000 cubic yards</u>

	<u>\$20 for each additional 1,000 or fraction thereof.</u>
<u>10,001 to 100,000 cubic yards</u>	<u>\$350 for first 10,000 cubic yards</u> <u>\$75 for each additional 10,000 or fraction thereof.</u>
<u>101,000 cubic yards or more</u>	<u>\$1,000 for first 100,000 cubic yards</u> <u>\$40 for each additional 10,000 or fraction thereof.</u>

UTILITY CONNECTION FEES

Buildings or dwellings existing or constructed in the City of Birchwood Village must connect to the municipal water and sanitary sewer system so long as it is reasonably available. Prior to connecting to public utilities, the owner or representative must pay the following fees:

(a) Metropolitan Council Sewer Access Charge SAC fee as established by the Metropolitan Council per state statute MN 473.517.

(b.) City Sewer Connection (SAC) Fees.

- (1) Single Family Dwellings.....\$500.00 per home
- (2) Two Family Dwellings.....\$1000.00 per dwelling

(c) Water Connection (WAC) Fees

- (1) Single Family Dwellings.....\$500.00 per home
- (2) Two Family Dwellings.....\$1,000.00 per dwelling

CERTIFICATE OF OCCUPANCY

If a permit shall require a certificate of occupancy, a fee of \$10.00 shall be paid at the time of issuance.

PLUMBING PERMIT FEES

Plumbing Fixture Unit Fees:

- Residential fee (minimum permit fee)\$25.00
- Non-Residential fee (minimum permit fee)\$35.00

For each fixture or fixture opening.....	\$10.00
For each gas piping outlet, stove, dryer etc.	\$5.00
For each water heater and/or vent.....	\$30.00
For each lawn sprinkler system backflow protection device.....	\$20.00
For each atmospheric-type vacuum breaker.....	\$1.00
For each backflow protection device (other than items 6 & 7)	\$20.00
Clothes washers: First five or less.....	\$20.00
For each additional unit.....	\$7.00
For each flammable waste trap or catch basin.....	\$5.00
For each sewage ejector.....	\$15.00
For each water softener.....	\$20.00
For each ground run for existing buildings.....	\$15.00
For each water distribution piping extension or alteration.....	\$20.00
For each rainwater leader.....	\$10.00
Main gas line.....	\$10.00

Sewer and Water: Unit Fee Schedule:

Street excavation/refundable deposit.....	\$25.00/\$1,500
For each water tap.....	\$20.00
For each sewer tap.....	\$20.00
For each residential water line installation or repair.....	\$30.00
For each residential sewer line installation or repair.....	\$30.00
For each non-residential water line installation or repair.....	\$45.00
For each non-residential sewer line installation or repair.....	\$45.00
For each hydrostatic and conductivity test.....	\$45.00
Storm Sewer.....	\$30.00

Value-Based Repairs/Alterations: Unit Fee Schedule:

Repair or alteration of any plumbing system based on value:

-First \$100.00 (of value)	\$15.00
-For each additional \$100.00 (of value) or fraction thereof.....	\$2.00
Backflow Protection Test Filing Fee: For each RPZ or double check/double gate valve.....	\$15.00

HEATING PERMIT FEES

For the installation of any new or replacement central heating and/or air conditioning system, or in floor heating with heat source, the permit fee is 1% of estimated cost or the minimum, whichever is greater.

Minimum Fee - Heating system.....	\$60.00
Minimum Fee - Air Conditioning.....	\$30.00
Minimum Fee - Heating and Air Conditioning.....	\$90.00

(a) For each appliance or piece of equipment regulated by the code, but not classed in other appliance categories, or for which no other fee is listed in the code, the fee is 1% of the estimated cost or \$25.00, whichever is greater.

(b) For the extension or alteration of ductwork in one and two family dwellings whereby the work is supplemental to a current building permit, the permit fee is 1% of the estimated value or \$20.00, whichever is greater.

(c) For the installation or alteration of each process piping system, the fee is 1% of the estimated value or \$30.00, whichever is greater.

(d) For the installation of a fireplace, the fee is 1% of the estimated cost or \$25.00, whichever is greater.

(e) For a review of plans and other data the fee is equal to 25% of the permit fee or \$ ##.00, whichever is greater.

ELECTRICAL FEES

Electrical fees shall be applied as established in Minnesota Statutes Section 326B.37.

FIRE SPRINKLER SYSTEM FEES

(a) For each fire suppression cooking hood extinguisher system.....	\$30.00
(b) For each bath or tank system.....	\$30.00

- (c) For each automatic fire suppression system
 - 1 to 10 heads, including risers.....\$30.00
 - Each additional 10 heads or fraction thereof.....\$3.00
- (d) For each on site fire hydrant.....\$35.00
- (e) Building standpipe systems per building.....\$50.00
- (f) Fire Alarm.....\$30.00
- (g) Fire Permit Plan Review Fee.....50% of the permit fee

STATE SURCHARGE FEES

If the fee for the permit issued is fixed in amount the surcharge is equivalent to one-half mil (0.0005) of the fee or \$5.00, whichever amount is greater. For all other permits the surcharge is as follows:

VALUATION OF STRUCTURE, ADDITION OR ALTERATION	SURCHARGE COMPUTATION
\$1,000,000 or less	.0005 x valuation
\$1,000,000 to \$2,000,000	\$500 + .0004 x (Value - \$1,000,000)
\$2,000,000 to \$3,000,000	\$900 + .0003 x (Value - \$2,000,000)
\$3,000,000 to \$4,000,000	\$1200 +.0002 x (Value - \$ 3,000,000)
\$4,000,000 to \$5,000,000	\$1400 +.0001 x (Value - \$ 4,000,000)
Greater than \$5,000,000	\$1500 +.00005 x (Value - \$ 5,000,000)

BUILDING MOVING FEES

The fee to move a building from its present location in Birchwood to any other site, whether or not the new site is within Birchwood, shall be \$100.00.

WATER AND SEWER RELATED FEES

- Water Use.....\$21/Qtr base fee plus:
 - Tier 1 - \$2.56 per additional 100 cubic feet (CF) up to 800 CF;
 - Tier 2 - \$2.95 per additional 100 CF after 801 up to 2,000 CF;
 - Tier 3 - \$3.39 per additional 100 CF after 2,001 up to 4,000 CF;
 - Tier 4 - \$3.91 per additional 100 CF after 4,001 up to 10,000 CF;
 - Tier 5 - \$4.48 per additional 100 CF after 10,000 CF;
 - State Surcharge - \$1.59

Sewer Fee (metered, quarterly)	\$36.00 base fee
PLUS: \$3.37 per 100 CF based on first quarter water consumption	
Sewer Fee (unmetered, quarterly).....	\$80.00
Outside sewer/water installation or repair permit.....	\$60.50
Turning water service on or off at street.....	\$150.00
Water Meter Replacement (time and materials)	\$400.00 (plus \$150/hr after first hour)
Self-install (approval required).....	\$200.00
Utility Bill Late Fee.....	5% of the unpaid balance
ACH Discount.....	\$2/Qtr
Utility Account Fees – Open.....	\$25.00
Close.....	\$25.00

ADDITIONAL FEES

Late Fee: In the event a person shall engage in conduct for which a permit or license is required without first paying the appropriate fee and obtaining the permit or license, the fee established shall be tripled or \$50, whichever is greater.

Additional Fee: An additional fee, not to exceed actual expenses or the original amount of the fee (whichever is less), shall be paid if the City Council determines that the applicant has changed the project after submission of the initial application, or if it is necessary to conduct an excessive number of reinspections of the project in order to ensure compliance with the City Code or the terms of the permit of license.

Fines: Payment of any late fee or additional fees shall be in addition to any fines that may be imposed for violation of the City Code.

Other Inspections and Fees: All fees in this schedule are subject to the following charges when required by the City:

Building Official

- Inspections outside of normal business hours (min. charge – two hours)\$63.25 /hr*
- Re-inspection fee\$63.25 /hr*
- Inspection for which no fee is specifically indicated (min. charge – ½ hour).....\$63.25 /hr*
- Plan Review.....65% of the building permit fee
- Additional plan review for changes, additions or revisions to plans (min. ½ hour).....\$63.25 / hr*

Engineer / Planner

- Consult and/or plan review (bldg., zoning, C.U.P., variance, etc.).....\$85.00 /hr*
- Inspections or both.....actual costs**

Attorney

- Consult, review and/or analysis.....actual costs**

Other Professionals

- Consult, review, and/or inspect.....actual costs**

*Or the total hourly cost to the city, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages, and fringe benefits of the employees involved.

**Actual cost includes administrative and overhead costs.

REFUNDS

The City will refund $\frac{1}{2}$ of the fee for the permit or license if the applicant requests a refund within 15 days after the fee is paid and no action has been taken by the City on the request for the permit or license.

MEMORANDUM



TO: Birchwood Village City Council
FROM: Andy Gonyou, City Administrator
SUBJECT: Planning Commission Appointments
DATE: January 7, 2021

Dear Mayor & City Council Members:

The City has received the enclosed four (4) letters of interest from residents Joseph Evans, David Remely, Ryan Hankins, and Michael McKenzie for a position on the Planning Commission. There is currently one (1) open position for which there is no incumbent Commissioner.

There are also currently two (2) open positions on the Commission for which there are incumbent Commissioners interested in being reappointed; Chairperson John Lund and Commissioner Michael Kramer.

In addition, as a matter of proper procedure and record keeping, I am requesting the Council approve Commissioner Andy Sorenson's appointment retroactive to January 2020 to serve a three (3) year term expiring December 2023. When reviewing records of appointments to determine openings on the Planning Commission it was discovered that Andy Sorenson's appointment was not presented to the Council in January 2020.

Request/Recommendation

Staff requests Council:

- Review the enclosed four (4) letters of interest; and
- Consider the request of two (2) incumbent Commissioners to be reappointed; and
- Determine three (3) total appointments to the Planning Commission; and
- Approve Commissioner Andy Sorenson's three (3) year appointment retroactive to January 2020.

Thank you,
Andy Gonyou
City Administrator - Clerk

Andy Gonyou

From: David Remely <dremely@me.com>
Sent: Monday, December 14, 2020 5:16 PM
To: BVInfoEmail
Subject: Planning Commission

Caution: This email originated outside our organization; please use caution.

Hello,

My name is Dave Remely, a resident of Birchwood Village for the last 18 years.

I am interested in serving on the Planning Commission.

My qualifications are:

Practicing Registered Architect in Minnesota, and 6 additional States.

Wide Experience, mainly commercial and currently a specialty in Funeral Industry buildings.

Land Search, zoning ordinances, zoning variances, rezoning issues, all part of my service package.

I feel my experience would be helpful in dealing with issues the planning Commission is presented with and establishes for the future benefit of the Village.

I have previously served on the Parks Committee.

Respectfully submitted,

Dave Remely
553 Wildwood Ave

651-895-3420

Joseph E. Evans

Josephevans84@gmail.com | C: 651.353.8164 | 545 Wildwood Ave, Birchwood, MN 55110

Profile Summary

Detail-oriented and analytical risk management professional looking to join the Birchwood Village Planning Commission. With a strong background in economics and risk management, I believe I can provide support and add value to the city's Planning Commission by applying my experience and expertise. My team facilitates enterprise-wide policy and standards for the use of statistical models, and we ensure compliance with the risk management program. In addition to our daily functions, we facilitate monthly stakeholder meetings and quarterly Model Risk Steering Committee meetings, to report on the status and risk of new projects which impact the business. As a longtime resident of White Bear Lake and as a new resident to Birchwood Village, I would be honored to serve in this capacity. Though I have not served on a Planning Commission before, I would enjoy becoming intimately familiar with the City Code and Ordinances, work with developers, engineers, and other City Officials to ensure development remains within the vision of the City of Birchwood. I very much appreciate your time.

Professional Experience

U.S. Bank

Minneapolis, MN

Quantitative Analyst, Model Risk Governance

June 2016 – Present

- ✓ Successfully manage Marketing, Fraud, and Fair and Responsible Banking statistical models throughout the model lifecycle. This requires gathering and reviewing complex model information, assessing and assigning risk, obtaining management approval, and relaying information to stakeholders.
- ✓ Inform and advise appropriate stakeholders on Model Risk Governance policy requirements and standards. This requires asking tough questions and being firm on enforcing program requirements.
- ✓ Able to identify, analyze, and resolve complex and ambiguous problems and situations.
- ✓ Thrive in the fast-paced and diverse Governance environment; strong desire to understand complex circumstances and understand all perspectives.
- ✓ Contribute to policy and standards updates.
- ✓ Engage with internal auditors and federal government officials (OCC and Federal Reserve Board).

EPIEN Medical, Inc.

White Bear Lake, MN

Accounting Associate

May 2010 – June 2016

- ✓ Supported creation of financial statements, financial models, business forecasts, and management presentations.
- ✓ Effectively maintained accounting system's data integrity. Updated accounting and operational procedures.
- ✓ Identified, analyzed, and resolved accounting/business discrepancies; escalated to management when necessary.

Education

Saint Cloud State University

Saint Cloud, MN

Master of Science, Applied Economics

(Expected Summer 2021)

University of Minnesota, Twin Cities

Minneapolis, MN

Bachelor of Arts, Economics

Obtained Spring 2014

Andy Gonyou

From: MICHAEL McKenzie <mgmcke31@comcast.net>
Sent: Monday, December 7, 2020 2:27 PM
To: BVInfoEmail
Cc: [REDACTED]
Subject: Planning Commission Opening

Caution: This email originated outside our organization; please use caution.

I would like to throw my name in the hat to become a member of the planning commission.

Here is some personal background.

I grew up in White Bear Lake in the Sunrise Park neighborhood and attended Bellaire Elementary, Sunrise Junior High, and Mariner High School. I come from a large family that has a long history of community involvement and political activism. For example, I have been active in community volunteering through coaching baseball, softball, hockey, and basketball for my siblings and my children.

I married my high school sweetheart, Julie, and we lived in St. Paul for a few years. In 1994 we were lucky enough to be able to purchase our current house at 509 Lake Ave. It was made even better because when I was young, I had hung out at the neighbors' house swimming and boating with Guy and Maryetta Coursolle's sons, Todd and Joe.

Julie and I raised our three children in Birchwood: Tori, Will, and Grayson.

Here is a brief professional background.

After high school, I received degrees from Lakewood Community College (A.A. in Vocal Performance), St. Cloud State University (B.A. in Economics), UW River Falls (M.A.T. in U.S. History), and St. Mary's University (Ed.D. in Educational Leadership).

Upon earning my Economics degree, I spent a few years selling investment accounts at Midwest Federal, then went back to school to get licensed to teach. I have been an educator for 32 years, predominately in White Bear Lake Area Schools.

Most of my time at White Bear Lake Area Schools has been spent teaching U.S. Government, Civics, Economics, and serving as a Work Experience Coordinator, as well as coaching baseball and starting the Girls' Varsity Hockey program. Last year, I went back into the classroom teaching Economics and U.S. Government as well as again being a Work Experience Coordinator after being on leave from my teaching duties for eight years.

For the previous eight years I was on leave while holding the position of President of the White Bear Lake Teachers' Association. During this time I obtained a certification in human resources and became a Society for Human Resources Certified Professional (SHRM-CP). In my position as WBLTA President, I ran an organization of 550-600+ members, facilitated a 20-person leadership team, led approximately 40 building stewards, and managed an annual budget of about \$650,000. I actively participated in state politics through my leadership positions in Education Minnesota and my association with the St. Paul Regional Labor Federation.

Please let me know if you need any further information.

Michael G. McKenzie, Ed.D.

Andy Gonyou

From: Ryan Hankins <rhankins@gmail.com>
Sent: Sunday, December 13, 2020 3:26 PM
To: Andy Gonyou
Subject: Planning Commission vacancy

Caution: This email originated outside our organization; please use caution.

Hi Andy,

I'd like to apply for the open slot on the Birchwood planning commission. Here is a brief paragraph about my experience and interest in the commission. Would you please submit my request to the council?

I am a member of the Birchwood Utility committee, and I have worked on water meter upgrades in Birchwood. I am also a member of the Birchwood Subdivision Task Force, and I am becoming familiar with the issues that relate to building and development in the city. I have reviewed most of the recent variance applications in Birchwood, and the council and how the council and planning commission evaluate and decide those requests. I have experience and an academic background in software engineering, and I am interested in and streamlining building and remodeling in Birchwood.

Thanks,
-Ryan

MEMORANDUM



TO: Birchwood Village City Council
FROM: Andy Gonyou, City Administrator
SUBJECT: City Planner RFP Submissions
DATE: January 7, 2021

Dear Mayor & City Council Members:

As requested at the December 2020 Regular City Council Meeting, a Request for Proposal for City Planner services was posted on the City's website and the League of Minnesota Cities' job board.

The City received 4 applications prior to the December 31st 2020 deadline and each supporting document provided from the respective applicants has been included. In no particular order, the four submissions received came from:

1. Douglas Danks
2. Valerie Quarles
3. Landform
4. Hill Engineering

Request/Recommendation

Staff recommends Council:

- 1) review and discuss the applications; and
- 2) discuss next steps on the search for a City Planner

Thank you,
Andy Gonyou
City Administrator - Clerk

142 Wildwood Avenue
Birchwood, MN 55110
Phone 612-306-1096

December 28, 2020

Mr. Andy Gonyou, City Administrator
City of Birchwood Village
207 Birchwood Avenue
Birchwood, MN 55110

Re: City of Birchwood Village - Zoning Code Plan Reviewer Proposal

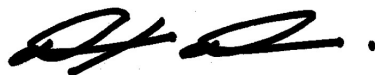
Dear Mr. Gonyou:

The following proposal is submitted in response to the City of Birchwood Village RFP for City Code Plan Reviewer. This proposal is based on the description for the position posted on the City of Birchwood Village website and includes consulting services for review of Building Permit Applications and Variance Applications for compliance with City of Birchwood Village City Code. It is my understanding that the duties of this position will include analysis of Building Permit and Variance Applications for compliance with zoning code requirements contained in the City Code, preparation of written reports documenting my review findings, and possible limited attendance at City Council and Planning Commission meetings. The proposed consulting plan reviewer services will be provided on an hourly fee basis at the hourly billable rate of \$100.00/hour.

My career as a Registered Architect has provided extensive experience working with community zoning codes locally and regionally, including a number of built projects in the City of Birchwood Village. In addition, I have gained an in-depth knowledge of the City of Birchwood Village Code Book and its zoning ordinances during my tenure on the City of Birchwood Planning Commission from 2005 to 2019.

If you find this proposal acceptable, please sign, date and return the attached Agreement for Consulting Services. Please contact me if you should have any questions or require further information.

Regards,



Douglas Danks, Principal
Douglas Danks Associates

142 Wildwood Avenue
Birchwood, MN 55110
Phone 612-306-1096

December 28, 2020

Mr. Andy Gonyou, City Administrator
City of Birchwood Village
207 Birchwood Avenue
Birchwood, MN 55110

Mr. Gonyou:

Douglas Danks Associates (the ‘Consultant’) shall provide zoning code plan reviewer consulting services as indicated in the scope of work below and as directed and authorized by the City of Birchwood Village (the ‘Owner’). This Agreement does not include surveying, civil engineering, landscape architecture, building life safety code analysis or construction services. Additional consulting services not defined in this Agreement shall be performed at the request of the Owner according to the rates and terms outlined in this proposal.

Scope of Work

The Consultant shall provide consulting services as described in this Agreement in a manner consistent with locally accepted standards for professional skill and care. The scope of work for consulting services provided under this Agreement shall include analysis of Building Permit and Variance Applications for compliance with zoning code requirements contained in the City Code, preparation of written reports documenting my review findings, and possible limited attendance at City Council and Planning Commission meetings.

Compensation for Consulting Services:

For the scope and performance of architectural services outlined in this Agreement, the Consultant shall be compensated on an hourly fee basis according to the following standard hourly billable:

<u>Professional Services</u>	<u>Hourly Billable Rate</u>
Principal/Consultant	\$100.00/hour

The fee for consulting services and reimbursable expenses will be billed monthly. Payment is due upon receipt within 35-day net terms. For payments exceeding 40 days from the date of invoice, the Consultant shall reserve the right to suspend work until payment in full is made. In addition, for payments exceeding 40 days from the date of invoice, the Consultant may impose a 1.5% monthly

service fee on the outstanding balance, along with administrative fees to compensate for the additional time to process the past due account.

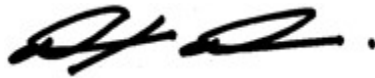
Additional Conditions for Consulting Services:

This Agreement may be terminated by either the Consultant or the Owner with seven days written notice. Upon termination the Consultant shall provide copies of all documentation of the Work up to the date of termination, and the Owner shall agree to pay all compensation for consulting services incurred up to the date of termination.

In performance of the Consulting Services in this Agreement, the Owner agrees to indemnify and hold harmless the Consultant from loss, claim or cost arising or resulting from the performance its services by other persons or entities.

Approval:

Upon your review and approval of the terms and conditions for consulting services outlined in this Agreement, please sign and date in the spaces provided below and return one copy of the signed agreement to Douglas Danks Associates.



Douglas Danks, Principal
Douglas Danks Associates

Date: December 28, 2020

Andy Gonyou
or Authorized Agent of the
City of Birchwood Village

Date:

Valerie Quarles

quarl011@umn.edu
763-439-7175

Dear Mr. Gonyou, or others it may concern,

My name is Valerie Quarles and I'm a recent graduate of the University of Minnesota with a degree in Urban Studies and a minor in Architecture. I'm primarily interested in conducting lot and variance review with the City of Birchwood because it utilizes the planning and architecture skills I've acquired in college. I also live nearby in Little Canada, so I'm familiar with the White Bear Lake area. After reviewing the City Code, I feel comfortable applying the document in the context of lot review and variance applications.

My experiences relevant to this work include:

- Multiple land use-oriented courses under my degree program, including some through the Humphrey School of Public Affairs. Relevant projects have included creating comprehensive plans, interpreting municipal zoning ordinances, and designing buildings that comply with local regulation (as part of my Architecture minor).
- Participation in the NAIOP Real Estate Development Challenge in the spring of 2020. Teams were charged with fully developing a parcel in Shakopee, Minnesota. The process included everything from comprehensive plan review to architectural design and provided a complete look at the real estate development process.
- A recent Planning Commission appointment with the City of Little Canada, which begins in January of 2021. Serving as a Planning Commissioner will give me a new look at how developers and residents interpret City Code and will further inform my technical skills regarding municipal operations.
- An internship with The Musicant Group, of which a large component has been navigating City of Minneapolis land use ordinances in order to deploy a mobility hub program. I've completed multiple reports for clients including the City of Rochester, the City of Minneapolis, and MnDOT within the Adobe Creative Suite.
- An internship with the Metropolitan Council, where I worked alongside members of the Local Planning Assistance unit in the Community Development division.

I sent an inquiry to the info@cityofbirchwood.com email but haven't received a response at this time—I wondered if there were any other duties the work entailed and what the general hours and conditions might look like. Based on City Hall's operating hours and the stated scope of work, this looks like a part-time position. My hours are relatively flexible, and I can likely accommodate whatever the City requires given sufficient notice. I do prefer to work remotely as the pandemic continues, but live close enough to Birchwood that I can survey in-person as needed. My preferred pay would be \$18-20/hour.

After reviewing the City's website and newsletter, I can tell that Birchwood is a strong, tight-knit community that helps each other out during tough times like the present. I look forward to the opportunity to serve such a city.

Thank you,

Valerie Quarles

Valerie Quarles

2955 Greenbrier St, Little Canada, MN 55117 • 763-439-7175 • quar011@umn.edu
<https://www.linkedin.com/in/valerie-quarles/>

EDUCATION

UNIVERSITY OF MINNESOTA, Minneapolis, MN

Graduated Fall 2020

B.S. Urban Studies

Minors in Housing and Community Development, Architecture, and Public Interest Design

Major GPA: 3.9/4.0 • Overall GPA: 3.4/4.0

Honors: Dean's List (3x), 3rd Place NAIOP MN University Challenge 2020

EXPERIENCE

ALL PARKS ALLIANCE FOR CHANGE – Saint Paul, MN

October 2020 – Present

Program Associate

- Evaluate manufactured home park programs and policies for local municipalities and create resources for policymakers and MHP residents. Part-time position.

THE MUSICANT GROUP – Minneapolis, MN

Design and Planning Intern

May 2020 – Present

- Research and write final reports for clients and visualize within Adobe Creative Suite. Topics include public safety, placemaking, community engagement, and multimodal mobility hubs. Clients include MnDOT, City of Minneapolis, City of Rochester, and Minneapolis Parks and Recreation Board.
- Develop and execute nontraditional community engagement strategies during pandemic for partners including Hennepin County.
- Plan, install, and maintain two dozen multimodal mobility hubs throughout Minneapolis and leverage their centrality to elevate the work of community ambassadors.

METRO TRANSIT & METRO HOUSING AND REDEVELOPMENT AUTHORITY (HRA) – Twin Cities, MN

Metropolitan Council Urban Scholar

June 2019 – April 2020

- Proactively housed multiple unsheltered transit users - both during the day with Metro HRA and overnight with Metro Transit personnel performing outreach on light rail.
- Became an agent of change by completing leadership, public speaking, and equity skills training through the Urban Scholars program.
- Solely administered monthly property inspections for the HRA and maintained digital database.

DUNKIN' – Roseville, MN

Crew Member

February 2018 – October 2019

- Built robust relationships with community members through strong customer service skills, supervised staff training.

ROSEVILLE AREA MIDDLE SCHOOL – Roseville, MN

Spring Improv Program Director

April – May 2017

- Taught the basics of comedy improvisation to thirty teens over a six-week period and emceed final performances.

SKILLS & CERTIFICATIONS

LEED Green Associate (#0011358206)

Adobe Creative Cloud • Microsoft Office • ArcGIS • RStudio • Writing • Community Engagement

LEADERSHIP & VOLUNTEER EXPERIENCE

CITY OF LITTLE CANADA, MINNESOTA

Planning Commissioner

January 2020 – Present

MINNESOTA URBAN STUDIES STUDENT ASSOCIATION

Senior Officer

September 2018 – December 2020

UNIVERSITY OF MINNESOTA MAJOR NETWORK

Urban Studies Mentor

February 2020 – December 2020

FIRST COVENANT CHURCH OF SAINT PAUL

Youth Mentor

July 2019 – September 2020

TEAM WORLD VISION

Marathon Runner

April – October 2019

ORGANIZATIONS

AMERICAN PLANNING ASSOCIATION, MINNESOTA CHAPTER

Student Member (#367501)

July 2019 – Present

MINNESOTA LONG-FORM IMPROV

Performer

September 2019 – June 2020

KEY COURSES

Fundamentals of Transit (URBS 3771) • Public Interest Design (ARCH 3756) • Housing Development and Management (HSG 4461) • Managing Urban Growth and Change (PA 5212) • Housing Policy (PA 5261) • Urban Real Estate Development (URBS 3201) • Urban and Regional Planning (PA 4200) • Grant Writing for Healthcare and Nonprofits (ABUS 4571) • Basics of Policy Analysis (PA 3002) • Financing Cities (URBS 3861) • Business District Revitalization Strategies (URBS 3500) • Architecture and Ecology (ARCH 4561) • Affordable Housing (URBS 3500) • Housing and Community Development (HSG 3462) • GIS for Natural Resources (FNRM 3131) • Regional Planning in the Twin Cities (URBS 3202) • Regulation and Planning (URBS 3201)

REFERENCES upon request.

December 23, 2020

Andy Gonyou, City Administrator
City of Birchwood Village
207 Birchwood Avenue
White Bear Lake, MN 55110

RE: Proposal for Plan Reviewer Services for the City of Birchwood Village
Landform Proposal No. P20341

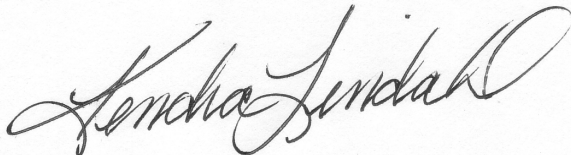
Mr. Gonyou,

Thank you for the opportunity to provide a proposal for Plan Reviewer services for the City. Our planning team provides a full range of planning services for communities in Minnesota. Our team has extensive experience with plan review, variance analysis and preparation of staff reports. We communicate effectively with residents, city staff, commissioners and Council members. Much of the work can be conducted virtually, which allows us to provide high quality services cost-effectively. Kevin Shay would be the primary contact for the City with support from Kendra Lindahl and the rest of the planning team.

Landform has a full time staff of professionals, all of whom are committed to providing services that are truly tailored to the communities we serve and helping our clients plan great places to live, work and play. Our professional staff includes landscape architects, planners, urban designers, civil engineers and land surveyors. We offer you a SensiblyGreen® approach to your site design and development challenges from Site to Finish®. Our SensiblyGreen® initiative is a program centered on the values of resource management and environmentally sensitive design within the context of economic viability. Our sensible approach provides economical solutions and cost-saving opportunities for a positive bottom line and return on investment. We save clients dollars today and in long-term operation and maintenance.

Please review the attached proposal and information about our team. If you have any questions concerning our services, please call me at 612-638-0225. We look forward to working with you.

Sincerely,
Landform Professional Services, LLC

A handwritten signature in black ink, reading "Kendra Lindahl". The signature is written in a cursive, flowing style.

Kendra Lindahl, AICP
Principal Planner

COPY: File P20341
ENCL: Project Proposal

Professional Services Proposal For

City of Birchwood Village

CONSULTANT PLAN REVIEW SERVICES

Birchwood Village, MN

PROJECT TEAM:

Client Manager: Kendra Lindahl, AICP
Principal Planner

Planner: Kevin Shay, Planner III

This Proposal is valid for 30 days from the creation date noted in the footer. Landform may reissue a revised Proposal upon request if the indicated time period has lapsed.

TABLE OF CONTENTS

A. SCOPE OF SERVICES.....	4
B. COMPENSATION	5
C. FORM OF CONTRACT.....	6
TERMS AND CONDITIONS	7

OWNERSHIP AND USE OF DOCUMENTS:

Consultant’s drawings, Specifications, and other documents, including this Proposal, are instruments of Consultant’s services for use solely with respect to this Project. Consultant shall be deemed the author of these documents and shall retain all common law, statutory and/or reserved rights, including copyright. Any use or reuse of this Proposal other than its intended use will be considered infringement of Consultant’s reserved rights.

A. SCOPE OF SERVICES

The level of our involvement will include the following Scope of Services (“Basic Services”). Naturally, the scale and scope of our efforts depends upon a Client’s needs, a clear understanding of our responsibilities and upon the deliverables required. If we have misinterpreted your needs, please let us know and we will make the necessary adjustments to this Proposal.

- i. Review building permits for compliance with city code;
- ii. Review variance applications for compliance with city code;
- iii. Landform will maintain an understanding of the city's code and applicable laws;
- iv. Organize the application process in a manner that provides critical information to applicants so that they can gain an understanding of the procedures they must follow and the information they must provide with land use applications;
- v. Review and prepare reports on applications with input from appropriate consultants and/or departments, to ensure code compliance and to ensure that timely information is delivered to the Planning Commission and City Council so that they can comply with statutory decision deadlines;
- vi. Review and prepare reports on land use applications;
- vii. Attend and make appropriate presentations before the Planning Commission and /or City Council;
- viii. Coordinate permit review with appropriate commissions, consultants and/or departments;
- ix. Represent the City to residents and applicants in a respectful manner.

B. COMPENSATION

- 1) Landform will provide plan review services (such as review of applications) on an hourly basis. Landform's rate schedule is included below.

2021 Municipal Billing Rates: (\$/hr)

Senior Principal	\$219
Principal	\$179
Principal Planner	\$142
Associate	\$148
Studio Lead	\$148
Project Lead/Senior Designer/Senior CAD Manager	\$143
Planning Lead/Senior Planner	\$138
<i>Planner III – Kevin Shay</i>	\$95
Designer III/Survey Technician III	\$105
Planner II/Designer II/Survey Technician II	\$87
Planner I/Designer I/Survey Technician I	\$77
Code Enforcement Services*	\$77
Survey Lead	\$148
Senior Surveyor	\$137
Crew Chief	\$143
Survey Coordinator	\$108
Field Technician	\$63
Construction Administrator III	\$137
Construction Administrator II	\$98
Construction Administrator I	\$90
Accounting/Business/Office Lead	\$85
Office Coordinator	\$86
Administrative Assistant	\$65

- 2) Standard Internal reimbursable expenses associated with prints, plots, scanning and mileage are included in our hourly rates. Deliverable plots and prints will be charged at internal rate.

Internal reimbursable expenses are priced as follows:

Mileage	Based on current IRS rates
Plotting in Color	.50 per square foot
Color Printing	1.00 for 8.5 x 11
	2.00 for 8.5 x 14, 11 x 17
Scanning	1.50 per scan
CD/DVD/Thumb drive	10.00 per cd/dvd/thumb drive

- 3) External reimbursable expenses shall be billed at cost plus 15%.
- 4) Invoices will be sent once a month based on the hours worked through the date of billing.
- 5) Payment is due upon receipt of invoice. Unless prior arrangements are made, a 1.5% per month (18% per annum) service charge or the maximum permitted by law, whichever is less, will be assessed against all invoices unpaid for over 30 days. Service charges may be compounded.

C. FORM OF CONTRACT

Landform continually strives towards ways of reducing our impact on the environment. Therefore, we are submitting this Proposal to you electronically only. Please print only the signature page, sign, and return the signed page by email, fax or mail as written authorization to proceed. If your company's policy requires hardcopy originals, please contact us to request that hardcopy originals be mailed to your address. A faxed or emailed copy of a signature is as binding as an original. You may also incorporate this Proposal into your standard contract form but, even if we subsequently sign your contract form, in the event of any conflict or inconsistency between this Proposal and Client's standard contract form, this Proposal shall govern. We reserve the right to a) collect as an external reimbursable expense the cost of legal counsel should you elect to use a lengthy contract of your own design, and b) revise our fee Proposal if your contract form assigns additional responsibility or risk to Landform Professional Services, LLC. If you instruct us to begin, or allow us to continue performing, Services prior to returning a signed contract it will be understood that all terms of this Proposal, including the attached Terms and Conditions, are acceptable and all parties will be bound by the terms of this Proposal. The attached Terms and Conditions are incorporated by reference and are an integral component of this Proposal.

Landform Professional Services, LLC agrees to perform the Services described in this Proposal under the terms outlined.

The following party accepts the scope, terms and conditions outlined in this Proposal and instructs Landform Professional Services, LLC to proceed with the Services as outlined.

City of Birchwood Village



Kendra Lindahl, AICP
Principal Planner

December 23, 2020
Date

Landform Federal Tax ID: 27-1199905

Signed

Title

Date

TERMS AND CONDITIONS

1.0 CONSULTANT'S SERVICES. Consultant shall perform the services identified in this Proposal and no others unless otherwise agreed and unless Consultant is paid additional compensation in accordance with this Proposal.

1.1 STANDARD OF CARE. Consultant's services shall be performed based on the standard of reasonable professional care for services similar in scope, schedule, and complexity to the services being provided by the Consultant. ALL WARRANTIES, EXPRESS OR IMPLIED, UNDER THIS PROPOSAL OR OTHERWISE, IN CONNECTION WITH THE CONSULTANT'S SERVICES ARE EXPRESSLY DISCLAIMED.

1.2 SCHEDULE. Time limits established by the schedule identified in the Proposal shall not, except for reasonable cause, be exceeded by Consultant or Client. Consultant's compensation shall be equitably adjusted in the event of delays caused by Client, Client's other consultants, or Client's agents. Fees quoted in the Proposal shall be adjusted if services do not commence within 90 days after the date of the Proposal.

2.0 ADDITIONAL SERVICES. In addition to any other Additional Services listed in the Proposal, the following services are excluded from Basic Services and Client shall compensate Consultant for such services, in addition to compensation for Basic Services: (1) Making revisions in Drawings and Specifications or other documents when such revisions are (a) inconsistent with approvals or instructions previously given, (b) the result of adjustments in Client's requirements, (c) required by enactment, interpretation or revision of codes, laws or regulations subsequent to preparation of such documents, (d) required by the failure of Client or Client's consultants to render decisions or to provide necessary information in a timely manner, (e) imposed by municipal or other authorities as a condition for approval of a project, unless the Drawings, Specifications or other documents clearly were not in compliance with applicable law when submitted for approval, or (f) due to or caused not solely within control of Consultant; (2) Providing any services excluded from the Scope of Services identified in the Proposal; (3) Providing any other services not otherwise expressly included in this Proposal.

3.0 TERMINATION. This Proposal may be terminated by either party upon not less than seven days written notice should the other party fail to perform in accordance with its terms through no fault of the party initiating termination.

4.0 [Not used].

5.0 DISPUTE RESOLUTION, GOVERNING LAW. Any claim, dispute or other matter in question arising out of or relating to this Proposal or breach thereof ("Claim") shall be resolved by litigation in the State or (assuming subject matter jurisdiction) Federal Court located within Ramsey County, Minnesota. Consultant and Client expressly consent to the exclusive personal jurisdiction and venue of the Minnesota courts for all purposes relating to this Proposal. The parties waive trial by jury. This Proposal shall be governed by Minnesota law, without regard to conflicts of law principles.

6.0 TERMINATION. This Proposal may be terminated by either party upon not less than seven days' written notice should the other party fail to perform in accordance with its terms through no fault of the party initiating termination. Such termination shall not affect the parties' accrued rights and liabilities as of the date of termination. Without limiting the generality of the foregoing, paragraphs 1.1, 1.3, 4.0, 5.0, 7.0, 8.0, and 10.0 of these Terms and Conditions shall survive any cancellation, expiration, or termination of this Proposal.

7.0 MISCELLANEOUS PROVISIONS. ((1) This Proposal represents the entire and integrated agreement between Client and Consultant and supersedes all prior negotiations, representations or agreements, either written or oral. (2) This Proposal may be amended by written instrument signed by both Client and Consultant or, in the case of Additional Services, by a written confirmation from Consultant to which Client does not object within ten (10) working days.

8.0. PAYMENTS TO CONSULTANT. Payments are due upon presentation of Consultant's invoices. If Payments are not made within thirty (30) days after date of invoice, a **SERVICE CHARGE OF ONE AND ONE-HALF (1.5) PERCENT PER MONTH (18% PER ANNUM)** or the maximum rate permitted by law, whichever is greater, will be charged on any unpaid balance. Service charges may be compounded.

9.0 BASIS OF COMPENSATION. Client shall compensate Consultant as set forth in the Proposal. AN ESTIMATED FEE IS NOT A FIRM FIGURE. If the Scope of or schedule for Consultant's Services is changed materially, the compensation shall be equitably adjusted. Rates and multiples for Additional Services and other services as set forth in the Proposal shall be adjusted annually in accordance with normal salary review practices of Consultant. For Additional Services of Consultant, compensation shall be an hourly rate as defined in the Proposal, plus reimbursable expenses; or, if agreed by Client and Consultant in writing, a lump sum amount. For additional services of Consultant's consultants, compensation will be 1.15 times the amount billed to Consultant for such services, plus reimbursable expenses. For reimbursable expenses, the Consultant shall be compensated for out-of-pocket expenditures incurred in connection with the services identified in this Proposal, based on 1.15 times actual costs incurred. In addition to other expenses, Consultant will be reimbursed for any applicable sales, use, or similar taxes related to services or products provided under this Proposal, which may be imposed by any governmental entity.

10.0 DELAYED PAYMENT; PAYMENT DISPUTES.

10.1 CONDITIONS PRECEDENT TO WITHHOLDING PAYMENT. The Client may not withhold any payments to the Consultant unless the basis of (including all particulars) and amount in dispute are identified and presented in writing to the Consultant not later than the twenty-fifth (25th) calendar day after presentation of the disputed invoice. Objections to invoices not made within the time period are deemed waived. Unless Client proceeds in accordance with this Section 10.1, Client's failure to pay any invoice (either on the Project which is the subject of this proposal or in connection with any other project for which Consultant is providing services to Client) within thirty (30) calendar days after presentation of Consultant's invoice shall constitute just cause for the suspension of services on all projects and the withholding of all deliverables on all projects by the Consultant. Client will pay all of Consultant's costs of collection, including: internal labor costs at the Additional Services rate; reasonable attorneys' fees; and litigation and arbitration costs and fees, in the event Client fails to make timely payment to Consultant in violation of this Contract. External fees, costs, and expenses incurred under this clause will be reimbursed at the rate specified in the Proposal for external reimbursable expenses.

10.2 NOTICE OF CLAIMED ERRORS OR OMISSIONS. Client shall provide written notice, including all known particulars, to Consultant of any claimed errors or omissions in Consultant's services not later than 60 calendar days after Client becomes aware, or in the exercise of reasonable diligence should have become aware, of the existence of such error or omission. Consultant shall be given a reasonable opportunity, during such 60-day period, to investigate and recommend ways of mitigating any alleged damages. Client's failure to provide such notice, and/or Client's failure to provide Consultant a reasonable opportunity to investigate and make recommendations, within the time stated shall constitute an irrevocable waiver of any and all claims, counterclaims, defenses, setoffs, or recoupments Client might have in connection with any such alleged error or omission. In the event Client asserts a claim in violation of this paragraph, or in the event that any other error and omission claim asserted by Client is determined to be without substantial merit, Client shall pay all of Consultant's: internal labor costs at the Additional Services rate; reasonable attorneys' fees; expenses; and arbitration and litigation costs incurred in investigating and defending such claim. External fees, costs, and expenses incurred under this clause will be reimbursed at the rate specified in the Proposal for external reimbursable expenses.

10.3 ERRORS OR OMISSIONS OF CLIENT'S CONSULTANTS. If Client has separately retained other design professionals Client agrees to the fullest extent permitted by law (including without limitation Minnesota Statutes Ch. 466) to defend, indemnify, and hold the Consultant harmless from all loss, damage, liability, cost or expense (including but not limited to reasonable attorneys' fees) arising out of or relating to (a) the negligent acts or omissions of such other design professionals, and/or (b) the failure of such other design professionals to carry or maintain professional liability insurance in an amount adequate to protect Client and Consultant from loss.

ProfessionalReferences

Landform Professional Services, LLC is proud of our record of professional, quality service and our ongoing relationships with our clients. We encourage you to speak to them about our team.



Mr. Bryan Bear
City Administrator/Community Development Director, City of Hugo
Ph: 651-762-6320
bbear@ci.hugo.mn.us



Mr. Brad Martens
City Administrator, City of Corcoran
Ph: 763-400-7030
bmartens@ci.corcoran.mn.us



Ms. Deb Petty
City Clerk, City of Clearwater
Ph: 320-558-2428
dpetty@clearwatercity.co



Mr. Mike Grochala
Community Development Director, City of Lino Lakes
Ph: 651-982-2427
mgrochala@ci.lino-lakes.mn.us



Kendra Lindahl, AICP Principal

PROFILE

Ms. Lindahl leads the Planning & Urban Design Studio at Landform. Her experience with public and private sector clients spans more than 20 years. In that time, she has formed a solid sense of big-picture concepts and the details necessary for turning concepts into successful projects. She has also mastered creative, effective management skills in the increasingly complex approval process arena. Ms. Lindahl possesses a complete understanding of the municipal review and permitting process, allowing her to be a valuable addition to your development team.

EDUCATION

Master of Arts in Public Administration
Hamline University

Bachelor of Arts
University of Minnesota - Morris

REGISTRATION / CERTIFICATION

American Institute of Planners (AICP)

AFFILIATIONS

American Planning Association
Minnesota Chapter of American
Planning Association (MnAPA)

Sensible Land Use Coalition

Economic Development
Association of Minnesota

KEY PROJECTS

- 2040 Comprehensive Plan \ *Corcoran, MN*
- 2040 Comprehensive Plan Update \ *Hugo, MN*
- 2040 Comprehensive Plan \ *Lino Lakes, MN*
- Corcoran Southeast District Plan & Design Guidelines \ *Corcoran, MN*
- New Richmond Ordinance Update \ *New Richmond, WI*
- Webber Park Master Plan/Public Engagement \ *Minneapolis, MN*
- The COR at Ramsey AUAR Update \ *Ramsey, MN*
- Consulting Planner \ *City of Lino Lakes, MN*
- Consulting Planner \ *City of Corcoran, MN*
- Consulting Planner \ *City of Baxter, MN*
- Consulting Planner \ *City of Hugo, MN*
- Hanifl Fields Athletic Park Shelter \ *Hugo, MN*

AWARDS

Top Projects of 2015

Received for Webber Park Natural Swimming Pool \ *Minneapolis, MN*
Finance & Commerce

STRENGTHS

Kendra has completed one or more Gallup Strengths Workshops and these are her CliftonStrengths®: Achiever®, Competition®, Consistency®, Harmony®, Responsibility®



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CLIFTON STRENGTHSFINDER®, Achiever®, Competition®, Consistency®, Harmony®, Responsibility® are registered service marks of Gallup, Inc.



Kevin Shay Planner

PROFILE

Mr. Shay is a Planner for the Planning & Urban Design Studio. As a graduate from Minnesota State University with experience in Planning, Civil Engineering and GIS, he brings a unique perspective to the Planning & Urban Design Studio. His experience with Habitat for Humanity has created his passion for creating sites that are affordable, meaningful, and have a design unique to the stakeholder. He has a firm grasp of project management and is skilled at investigating sites and finding potential impacts to development. Mr. Shay is a committed hard-working individual with great attention to detail, who strives to deliver high-quality planning services.

KEY PROJECTS

- Petersen Farms Planning \ *Andover, MN*
- 2040 Comprehensive Plan \ *Hugo, MN*
- 2040 Comprehensive Plan \ *Corcoran, MN*
- Consulting Planner \ *City of Corcoran, MN*
- Consulting Planner \ *City of Clearwater, MN*
- 2040 Comprehensive Plan \ *Lino Lakes, MN*
- Chisago County Housing Toolkit \ *Chisago County HRA - EDA, MN*
- McDonald's Restaurants \ *Multiple Midwest Locations*
- Avienda \ *Chanhassen, MN*
- Bergen Plaza Planning \ *Oakdale, MN*
- Golf Terrace Neighborhood Feasibility Study \ *Edina, MN**
- Strachauer Neighborhood Feasibility Study \ *Edina, MN**

STRENGTHS

Kevin has completed one or more Gallup Strengths Workshops and these are his CliftonStrengths®:

Adaptability®, Consistency®, Harmony®, Maximizer®, Relator®

EDUCATION

Bachelor of Science in Urban & Regional Studies
Minnesota State University - Mankato

AFFILIATIONS

American Planning Association (APA)
Minnesota Chapter of the American Planning Association (APA-MN)



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CLIFTON STRENGTHSFINDER®, Adaptability®, Consistency®, Harmony®, Maximizer®, Relator® are registered service marks of Gallup, Inc.

**Individual experience gained at prior association*

City of Hugo Planning Services

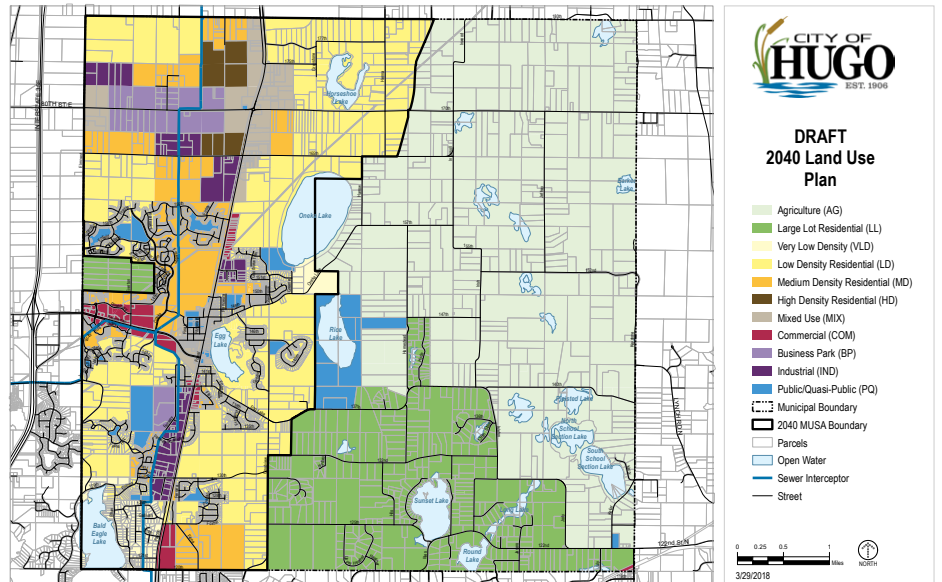
Location Hugo, MN

Client City of Hugo

Landform has provided general planning support to the City of Hugo since 2002, including development review and responding to resident inquiries as well as updating the City Zoning and Land Use maps in GIS.

In addition to the on-going review of development applications, Landform has also prepared comprehensive updates to the Zoning and Subdivision Ordinances for the City.

Landform led the City's 2030 Comprehensive Plan effort and the 2040 Comprehensive Plan update process. These plans continue to provide opportunities for high quality development while preserving the rural characteristics that make Hugo unique.



City of Big Lake Planning Services

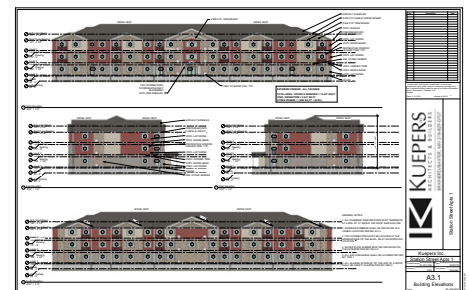
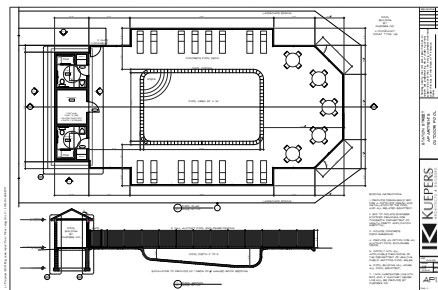
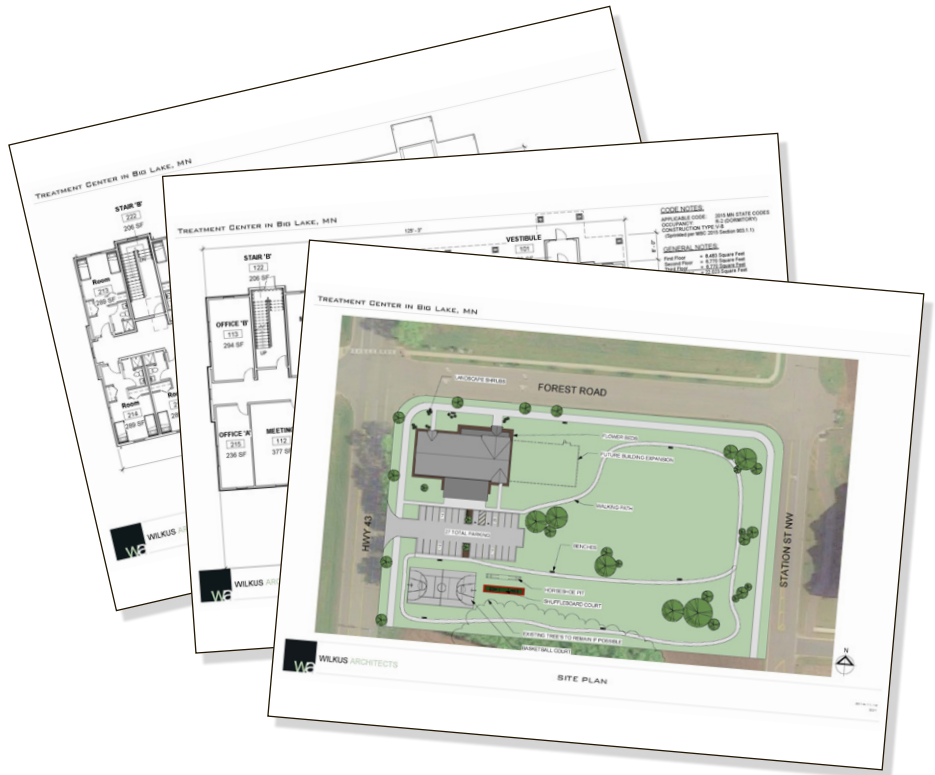
Location Big Lake, MN

Client City of Big Lake

Landform provides professional planning services to the City of Big Lake, including both on-site and as-needed planning support. This support includes development review, report preparation and zoning permit review. Our efforts ensure a timely review of applications and ensures that information is delivered to the Planning Commission and City Council in a manner sensitive to developer schedules and in compliance with statutory review deadlines.

The combination of office hours and remote support allows Landform to provide the City with the highest level of assistance required while accommodating the ebb and flow of planning and zoning applications. The planner assigned to the City of Big Lake also attends Planning Commission, City Council and other meetings as directed to present applications.

In addition to these planning services, Landform is contracted to provide code enforcement services as requested.

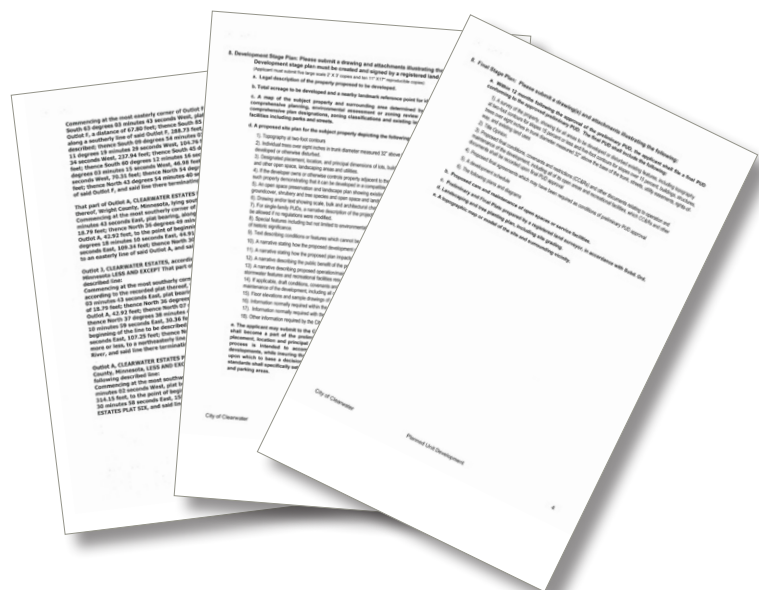
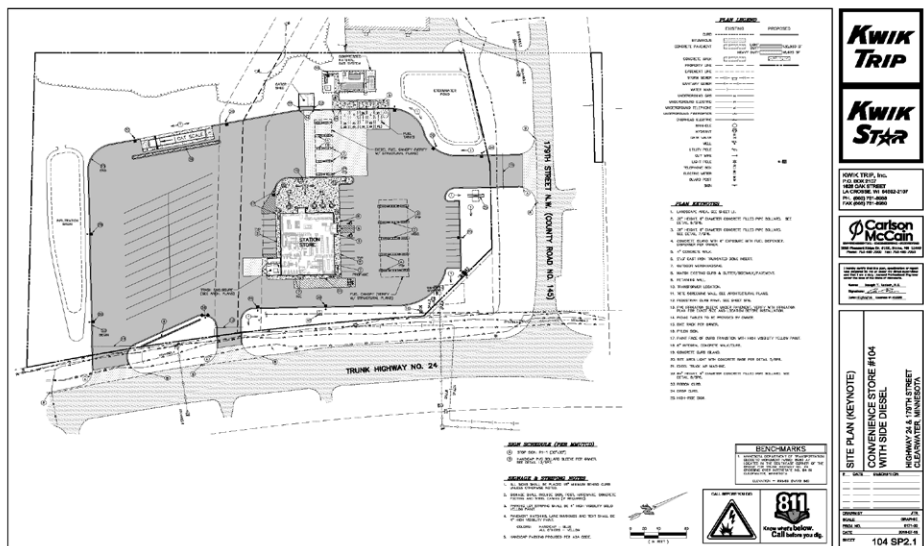
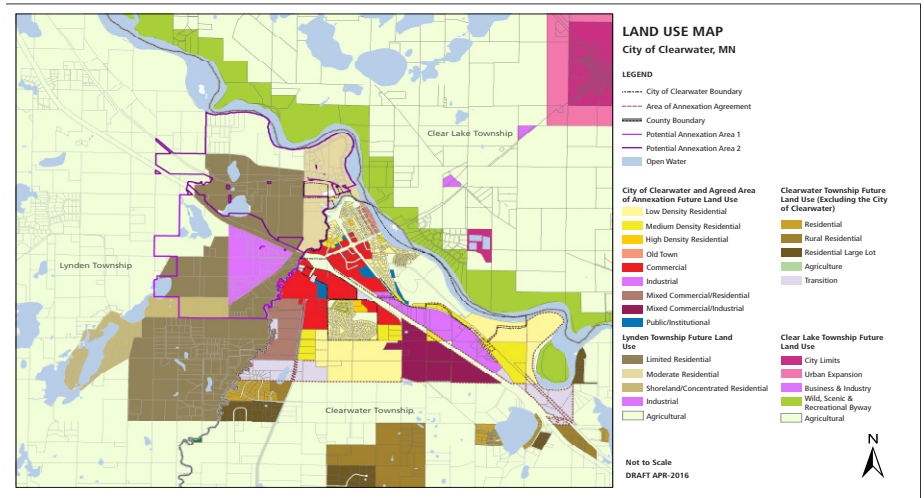


Clearwater Planning Services

Location Clearwater, MN
Client City of Clearwater

Landform provides general planning support and community development services to the city of Clearwater, including development review, council and commission training and responding to resident inquiries. In 2016, Landform helped the City identify annexation goals and opportunities to help the community grow.

Our planners continue to provide services that support business growth and development in the City.



City of Corcoran Planning Services

Location Corcoran, MN

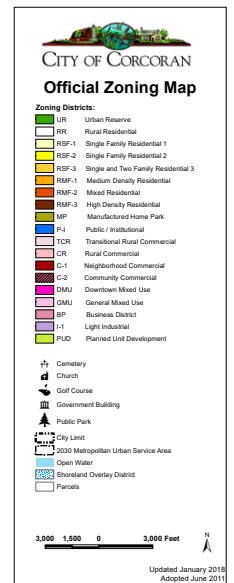
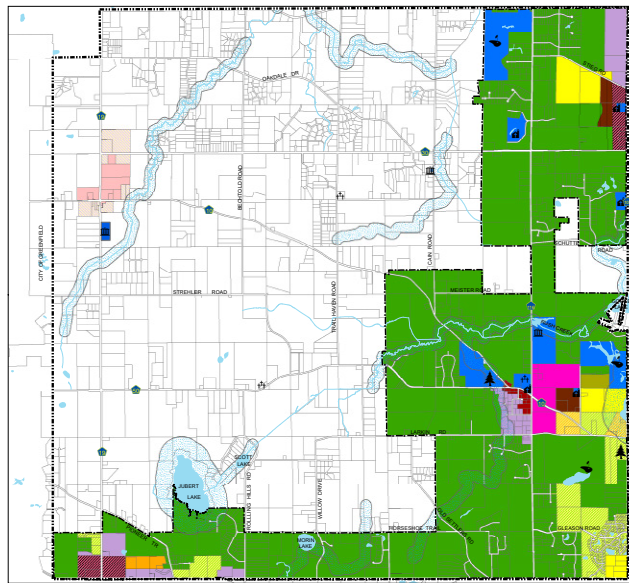
Client City of Corcoran

Landform has provided general planning support to the City of Corcoran since 2003, including development review and responding to resident inquiries as well as updating the City Zoning and Land Use maps in GIS.

In addition to the on-going review of development applications, Landform has also prepared comprehensive updates to the Zoning and Subdivision Ordinances for the City.

In 2015, Landform led the City/County efforts to develop the Southeast District Master Plan and Design Guideline update. This effort was important as it set the foundation for the City's development expectations for a new Town Center. This plan as updated in 2018 as part of the 2040 Comprehensive Plan update.

Landform led the City's 2040 Comprehensive Plan update process, which provides opportunities for high quality development while preserving the rural characteristics that make Corcoran unique.



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December 22, 2020

Andy Gonyou, City Administrator
City of Birchwood Village
207 Birchwood Avenue
Birchwood, MN 55110

Dear Mr. Gonyou,

I am writing you to express interest in proposing to provide plan review services for the City of Birchwood Village. I grew up in the adjacent City of White Bear and I am very familiar with the City of Birchwood Village. I have extensive experience with lot development from both the developer side of the process and the reviewing agency perspective.


I am both a licensed professional civil engineer and land surveyor licensed by the State of Minnesota. I am also very comfortable interpreting cities development codes and applying them to projects for compliance and variances.

I have attached a copy of my resume and licenses for your consideration.

In accordance with your request for proposals, I would propose to provide the plan review services on an hourly basis of \$75 per hour. I would also be comfortable negotiating other financial arrangements such as a monthly fixed fee if so desired by the City.

I look forward to discussing this opportunity with you further in the near future.

Sincerely,



Jay R. Hill, PE LS

Jay Hill, PE LS

1585 Dunlap Street North, Saint Paul, MN 55108 * (612) 987-4455 * hilleng@gmail.com

Qualifications Summary

Professional Engineer and Land Surveyor with over 30 years' experience in civil engineering and land surveying working within both public and private sectors, developing relationships with local city councils, agencies, community members, clients and other professionals

Designed and managed environmental, water quality, large scale commercial, residential, and mixed-use land development and redevelopment projects ranging from \$5,000 to over \$50,000,000

Developed, reviewed and adjusted annual departmental budgets including revenue, expenses, capital purchasing, staffing rates and utilization, and fee schedules with a focus on increasing profits and improving services

Prepared course material, delivered lectures, facilitated discussions, and advised students on academic and vocational curricula and career issues while teaching as Adjunct Professor for Survey Principals II to engineering technician and surveying students

Additional Skills

- Work collaboratively with contractors and clients to develop and achieve efficient and cost-effective solutions to project related issues providing for clients' savings of over \$500,000.00 in costs
- Manage and direct staff of 15+ professional and technical employees and the design, construction, operations, and maintenance activities for capital improvement projects
- Develop and implement employee program standards including employee manual, training and performance goals, annual reviews, and recommendations for salary adjustments
- Provide value engineering review during project development and implementation

Relevant Work Experience

CITY OF BROOKLYN CENTER, Brooklyn Center, MN

Principal Engineer, December 2015 - Present

- Prepare design plans and provide construction management on reconstruction projects
- Provide technical advice regarding design and construction to technical and managerial personnel
- Confer with supervisory personnel, contractors and other professionals to discuss and resolve matters such as work procedures, complaints or construction problems

EMMONS & OLIVIER RESOURCES, INC., Oakdale, MN

Engineering Project Manager, January 2012 – October 2015

- Provide core civil engineering, land surveying and construction management services
- Coordinate work of engineering and other personnel, clients and project team partners
- Develop and secure new clients, maintain existing clients and relations

HILL ENGINEERING, Saint Paul, MN

Owner, September 2008 - Present

- Owner of civil engineering and land surveying firm
- Negotiate contracts with clients and contractors, monitor contract fulfillment
- Attend and participate in meetings of municipal councils for project approvals
- Provide civil engineering design, land surveying, landscape design and construction management for numerous commercial and residential projects

MFRA | SCHOELL MADSON, Plymouth, MN

Head of Engineering, August 2004 – September 2008

- Develop marketing strategies to maximize revenue, utilization, and profits
- Develop company strategic plan, departmental financial plan, and business plan
- Authorize and monitor capital expenditures to ensure expenses are consistent with approved budgets
- Prepare contracts and negotiate revisions, changes and additions to contractual agreements with architects, consultants, clients, suppliers and subcontractors
- Prepare and present public reports on topics such as construction projects, bid proposals, monitor reporting

JOHN OLIVER & ASSOCIATES, Elk River, MN

Project Engineer, October 1998 – August 2004

- Supervise training, development and work performance of technicians, junior engineers, office staff and other professionals
- Prepare and submit budget estimates, progress reports, and cost tracking reports
- Prepare topographic and contour maps of land surveyed, including site features and other relevant information such as charts, drawings and survey notes

WESTERGREN & ASSOCIATES, Lakeville, MN

Project Engineer, September 1996 – October 1998

- Create engineering division and services for expanding civil engineering and land surveying firm
- Design and manage commercial and residential developments including construction inspections and observations

RICE COUNTY, Faribault, MN

Survey Crew Party Chief, April 1995 – March 1996

- Supervise 3 party survey crew utilizing GPS and total stations
- Conduct surveys to ascertain the locations of natural features and man-made structures

WASHINGTON STATE DOT, Seattle, WA

Engineer II, May 1991 – April 1995

- Design and manage highway projects, perform construction inspections and observations
- Inspect bridges, highways, and utility systems during and after construction for quality, general safety, and conformance to specifications and codes
- Head materials testing lab and direct 4-person survey crew

MINNESOTA DOT, Saint Paul, MN

Student Worker Paraprofessional, June 1985 – May 1991

- Update engineering standards and performed miscellaneous performance studies
- Perform traffic/accident studies and analyze data related to traffic flow and accident rates to determine the most efficient methods to expedite traffic flow
- Perform surveying for construction projects

Education

UNIVERSITY OF MINNESOTA, Minneapolis, MN

Bachelor of Civil Engineering, 1991

MOORHEAD STATE UNIVERSITY, Moorhead, MN

Pre-Engineering, 1987

Licenses

Minnesota Professional Engineer License #24552
Minnesota Land Surveyor License #24552

ORDINANCE 2021-01-01
CITY OF BIRCHWOOD VILLAGE
WASHINGTON COUNTY, MINNESOTA

**AN ORDINANCE AMENDING STRUCTURE LOCATION REQUIREMENTS
IN THE CITY ZONING CODE**

The City Council of the City of Birchwood Village hereby ordains that Chapter 302 (Zoning Code: Requirements and Performance Standards) of the Municipal Code of the City of Birchwood Village is hereby amended to read as follows:

SECTION 302. ZONING CODE: REQUIREMENTS AND PERFORMANCE STANDARDS

302.020. STRUCTURE LOCATION REQUIREMENTS

1. GENERAL REQUIREMENTS. All structures must be located so that minimum setback requirements are met or exceeded. All measurements (in feet) as set forth below shall be determined by measuring from the foundation of the appropriate structure perpendicular to the appropriate lot line.

Exceptions: Front, back, side street and other lot line setback requirements shall not apply to chimneys, flues, belt courses, sills, pilasters, lintels, ornamental features, cornices, eaves, gutters, and the like, provided they do not project more than two (2) feet into a required yard setback.

2. MINIMUM SETBACK REQUIREMENTS:

	<u>TYPE OF STRUCTURE</u>		
	<u>Fences</u>	<u>Driveways & Walkways</u>	<u>All Other Structures</u>
Lot line or Land Boundary			
Municipal Street Front, Back, and Side	20 ft.	0	40 ft.
County Road Front, Back, and Side	20 ft.	0	50 ft.
Ordinary High Water Level of Lost Lake	75 ft.	75 ft.	75 ft.
Ordinary High Water Level of White Bear Lake, Hall's Marsh, and other wetlands	50 ft.	50 ft.	50 ft.

All Other Lot Lines 0 ft. 1 ft. 10 ft.

The ordinary high water levels of three water bodies have been established to be the following:

ORDINARY HIGH WATER LEVELS (Feet Above Mean Sea Level)

DNR ID #82-167	White Bear Lake	924.7 (NGVD, 1929)
DNR ID #82-134	Lost Lake	925.6 (NGVD, 1929)
DNR ID #82-480W	Hall's Marsh	924.7 (NGVD, 1929)

3. ACCESSORY STRUCTURES. No accessory building or structure, unless an integral part of the principal structure shall be erected, altered, or moved to, within five (5) feet of the principal structure except fences, driveways, walkways, and decks which may be as close as actually abutting the principal structure.

4. SETBACK REQUIREMENTS EXCEPTIONS.

~~a. Street and Highway Setbacks: If structures on adjacent lots, existing as on January 1, 1975, have lesser street or highway setbacks from those required, the minimum setback of a new structure may conform to the prevailing setback in the immediate vicinity. The City Council shall, upon recommendation of the Planning Commission, determine the necessary minimum front yard setback in such areas.~~

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~~b. a. Dock and Pier Setbacks: Setback requirements from the ordinary high water levels shall not apply to piers and docks. Locations of piers and docks shall be controlled by applicable state and local regulations.~~

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~~e-b. Retaining Wall Setbacks: Front, back, side street and other lot line setback requirements shall not apply to retaining walls except that the ordinary high water level setback requirements shall apply to retaining walls.~~

~~d-c. Nominal Structures: Front, back, side street and other lot line setback requirements shall not apply to nominal structures such as small arbors, moveable yard furniture, moveable docks, storage boxes, dog houses, mail boxes, library small boxes, lock boxes, flagpoles, lawn ornaments and other similar items, which shall be exempt from setback regulations, but not including decks, platforms, or shelters such as pergolas.~~

5. STRUCTURES IN WETLANDS. No structures are allowed within any wetlands.

EFFECTIVE DATE: This Ordinance shall be in full force and effect from and after its passage and approval and publication as required by law.

Adopted by the City of Birchwood Village City Council this 9th day of February, 2021

Mary Wingfield, Mayor

Attest:

Andy Gonyou, City Administrator-Clerk

MEMORANDUM



TO: Birchwood Village City Council
FROM: Andy Gonyou, City Administrator
SUBJECT: Velocity Drain Services
DATE: January 7, 2021

Dear Mayor & City Council Members:

It has come to the attention of the City that Velocity Drain Services, the company previously contracted by the City to complete televising of sewer lines, has been unable to complete the full list of houses on the previously accepted contract due to City residents being unwilling to permit entry into their homes.

Velocity Drain Services has provided the City with a list of addresses still pending work and they are as follows:

10 Birchwood Lane
11 Birchwood Lane
15 Birchwood Lane
19 Birchwood Lane
23 Birchwood Lane
30 Birchwood Lane
101 Wildwood Avenue
109 Wildwood Avenue

Request/Recommendation

Staff recommends Council:

- 1) Approve paying Velocity Drain Services for the work already completed of four (4) homes at a total of \$1,200; and
- 2) Authorize City Administrator – Clerk Andy Gonyou to contact remaining property owners as listed above to receive permission for Velocity Drain Services to enter the home to complete contracted services.

Thank you,
Andy Gonyou
City Administrator - Clerk

RESOLUTION 2020-45

**CITY OF BIRCHWOOD VILLAGE
WASHINGTON COUNTY, MINNESOTA**

**APPOINTMENT OF TOBIN LAY AS CITY TREASURER, EFFECTIVE
DECEMBER 9, 2020.**

At a regular meeting of the City Council of the City of Birchwood Village held virtually using the Zoom meeting platform on Tuesday, December 9, 2020, with the following members present: Mayor Mary Wingfield, Councilmembers Mark Foster, Randy LaFoy, Jon Fleck, and Kevin Woolstencroft, and the following absent: none, the Birchwood City Council resolved:

WHEREAS, City Administrator - Clerk Tobin Lay has resigned from his position; and

WHEREAS, City Treasurer-Deputy Clerk Andy Gonyou has been appointed as Interim-City Administrator; and

WHEREAS, The City of Birchwood Village will employ Tobin Lay as City Treasurer for 20 hours/month; and

WHEREAS, The City of Birchwood Village will compensate Tobin Lay at a rate of pay of \$25/hour.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Birchwood Village hereby appoints Tobin Lay as City Treasurer, effective December 9, 2020.

Resolution duly seconded and passed this 8th day of December, 2020.

Mary Wingfield, Mayor

Attest:

Andy Gonyou, City Administrator-Clerk

MEMORANDUM



TO: Birchwood Village City Council
FROM: Andy Gonyou, City Administrator
SUBJECT: Parks and Councilmember Assignments
DATE: January 7, 2021

Dear Mayor & City Council Members:

In prior meetings there was an idea proposed to the full Council to incorporate assigning park districts to individual Councilmembers for ownership similar to the general assignments that Councilmembers take on at the beginning of the year.

The proposed districts for park assignments are as follows:

1. Tighe-Schmitz, Dellwood, & Kay Beaches
2. Ash, Birch, Elm, & Wildwood Park
3. Bloomquist, Polly's Park, & Village Hall

The general assignments for Councilmember ownership are as follows:

1. Roads
2. Personnel
3. Weeds/Assistant weed inspector
4. Volunteer Coordinator
5. Dock Association Liaison
6. Public Safety (police)
7. Utility Committee
8. Intergovernmental Relations
9. Buildings
10. Acting Mayor
11. Website
12. Storm water/Drainage
13. Planning Commission Liaison
14. Recycling/Garbage

Request/Recommendation

Staff recommends Council:

- 1) Review, discuss, & select assignments

Thank you,
Andy Gonyou
City Administrator - Clerk

PARKS AND OPEN SPACE CAPITAL IMPROVEMENT PLAN

Drafted by the Birchwood Parks and Natural Resources Committee 2/2019

Amended and adopted by the Birchwood City Council 2021

The purpose of this document is to identify and analyze capital improvements for Birchwood's parks and open spaces.

INTRODUCTION

This document is prepared in conjunction with the Parks and Open Space Inventory and Maintenance Plan. Bullet points indicate possible improvements the city may chose to consider when planning for the long term.

PARKS

Tighe-Schmitz

Tighe-Schmitz Park was originally marsh land. It was filled 60+ years ago and again in the 1980s. The land continues to sink differentially due to the underlying peat soil.

Capital Improvement projects

- A holistic plan should be considered before making substantial improvements. Such plan could include raising the elevation of the existing park areas to create dry ground for users as well as continuing an existing French drain.
- The playground equipment manufacturer guarantees their product for 100 years. It was installed in 1996. Additional pieces could be added to address ADA needs.
- The Hockey rink was built in 1997. When it begins to deteriorate beyond repair, the council needs to weigh the long-term viability in light of climate change and consider alternative uses for the space.

Bloomquist Park

- Courts: The Tennis/pickleball surface was installed in 2010. The manufacturer warrants the material for 16 years. The product lifespan beyond that time is unknown. The cost of replacement materials is approximately \$40,000. The underlying asphalt is degraded but appears to provide a sufficient base for the foreseeable future. A backboard for tennis play should be considered.
- Playground equipment: The playground equipment manufacturer guarantees their product for 100 years. It was installed in 1998. The topography does not lend itself well to being ADA accessible.
- Woodland area: Invasive buckthorn is pervasive. Proper removal technique is imperative-- a removal program 15 years ago exacerbated the problem because of regrowth from cuttings. Removal should also include the woodland area behind city hall.

Polly's Park

This park functions as a drainage retention pond and any improvements would need to balance this dual purpose.

Wildwood Park

A memorial to former resident Faye Wiget who was an extraordinary gardener is located at the southern end.

- Fresh plantings would be appropriate if the city chooses to re-establish the memorial.
- Evaluate further development of Wildwood Park

Beaches/Lake Easements

Curt Feistner Preserve—This space is unusable in its current state.

- Complete review and makeover.

Ash Beach

- Repair/replace retaining wall. Current life span and replacement costs are unknown.

Birch Beach—nothing anticipated

Elm Beach

- Improve drainage runoff/treatment in a comprehensive approach with assistance from Rice Creek Watershed District

Dellwood Beach—nothing anticipated

Kay Beach—nothing anticipated

TRAILS AND WALKWAYS

From the City's 2040 Comprehensive Plan

One of the City's priorities is the preservation of the natural charm of its existing neighborhoods and the privacy of its citizens. This must be considered in terms of the collective community, and how individual property owners' desires for privacy can be balanced with opportunities to create a more complete trail system. The residents that have the potential to be most negatively affected by improvements within these unimproved right-of-way areas are those that abut easements/rights-of-way and have enjoyed these publicly owned properties as essentially an extension to their private lots. While this is understandable, it must also be noted that these areas were dedicated for public use as road rights-of-way, and that trails are a far less intense use than what was originally contemplated. Since these areas were set aside for public use, the City intends to plan for, and contemplate how the rights-of-way can serve as trail connections.

The planning process will consider how a trail could be located within the right-of-way area but will also identify and work with adjacent property owners to identify what types of mitigation may be available to protect their privacy even with a public trail located nearby. For example, in areas where there is

concern that trail users may venture off the trail, vegetation and landscaping including trees may help serve as a guide to keep users from venturing into private property. Or, for property owners concerned about trail users being able to see into adjacent homes or lots, there may be opportunities to plant more mature conifers along the trail corridor.

Birchwood Village is committed to improving trail access throughout the community because it benefits all of its residents. The City is equally committed to working with affected property owners to identify proper mitigation to help alleviate some of the concerns associated with greater trail access throughout the community.

- Evaluate creation of new walking trails

OTHER PUBLIC SPACES

Hall's Marsh—There will probably be a need in the future to remove the sediment and pollutants that have been deposited over the last fifty years by the Priebe Lake Outfall Pipe project. This will be an extremely expensive project that will require the assistance of regional and/or state agencies.

Lakewood Rearrangement Outlot—See Trails and Walkways *supra*.

ADDITIONAL GOALS:

- Ensure every park and trail has identification signage, access points and addresses ADA needs, when possible
- Create, distribute and post an easy-to-use city map of parks and trails
- Re-survey residents from time to time for additional input
- Continue deer management plan

CONCLUSION

The city is well positioned to continue to improve its unique and important natural resource assets for years to come. Recurring Dock Association fees are collected and set aside in a “Special Projects” fund for such improvements. The city council will need to prioritize its goals and needs and continue the dialog with its residents to determine the best approach going forward.

PARKS AND OPEN SPACE INVENTORY AND MAINTENANCE PLAN

Drafted by the Birchwood Parks and Natural Resources Committee 2/2019

Updated and Adopted by the Birchwood City Council _____ 2021

The purpose of this document is to inventory assets and outline maintenance needs for Birchwood's parks and open spaces.

INTRODUCTION

There is a total of 13.8 acres of park and public open space land within the boundaries of Birchwood Village. The City's park system contains four dedicated municipal parks (Tighe-Schmitz, Bloomquist Field, Wildwood Park and Polly's Park), six lake easements (Kay, Dellwood, Elm, Birch, Ash and Curt Feistner Reserve) providing access to White Bear Lake; and local trails (Jay, Ash, Bloomquist, Polly's, Birch and Grotto) and a multi-city trail (Lake Links).

GENERAL MANAGEMENT GOALS

The following are natural resource management concerns that affect many public spaces and need to be addressed:

- Buckthorn removal
- Diseased tree treatment and/or removal
- Other invasive species or diseases that affect our natural resources

PARKS

Tighe-Schmitz

Named for the first female mayor Lucy Tighe and long-time volunteer treasurer Clara Schmitz, Tighe-Schmitz Park (2.50 Acres) is located on the northeastern edge of the City. The park provides a hockey rink, open skating rink, football and soccer practice areas. The multi-purpose hockey rink provides for year-round use including in-line skating and basketball in the off-season. Adjacent to the skating rinks is a warming house. Children's playground equipment, and a picnic shelter complete the area. Adjacent to the picnic area, is a rain garden. Originally, Tighe-Schmitz Park was a wetland and purchased by the city for a wildlife refuge. To make it useable as a park, it has been filled at least twice. In past years, spring thaw and heavy rains caused portions of the park to be underwater and largely unusable for extended periods of time. Recent work done in Hall's Marsh two years ago has helped alleviate that some of the problem.

Amenities:

- Signage
- Playground equipment (built 1996)
- Swings (4)
- Benches
- Picnic Shelter
- Grills
- Picnic tables
- Soccer field
- Hockey arena
 - Rink (built 1997)
 - LED lights installed 2019

Parking lot paved 2020
Warming house built 2013
Pleasure skating rink
Basketball backboards Installed 2018
Port-a-potty
Drinking fountain
Dog waste bag station

Maintenance

Spring/fall

Clean and inspect playground equipment
Turn on/off drinking fountain (J Manship does)
Clean benches

Monthly

Weed/rake playground

As needed

Paint port-a-potty surround
Repair/paint tables, benches, signs
Trim trees (including the evergreens that grow over the ice rink)
Repair/paint hockey boards
Add sand/pea gravel to playground
Replace soccer/basketball nets
Reroof shelter
Fill waste bag station

Bloomquist Park

Bloomquist Park (1.50 Acres) is located at the intersection of Cedar Street and Birchwood Avenue. It was sold to the city by School District 78 when it abandoned a plan to build a school on the site. Al Bloomquist was our constable of 24 years. He also drove a school bus for a generation of village kids. Fittingly, the park is named after him. Double tennis/pickleball courts are located here, as well as playground equipment and benches.

Amenities:

Signage
Playground equipment (built 1996)
Tennis/Pickleball Courts (2) (build 2010)
Drinking fountain
Dog waste bag station
Fill waste bag station

Maintenance

Spring/fall

Clean and inspect playground equipment
Turn on/off drinking fountain (J Manship does)
Clean benches
Clear leaves off courts

Monthly

- Weed/rake playground
- As needed
 - Repair/Paint sign, benches
 - Trim trees around court fencing
 - Add sand/pea gravel to playground
 - Replace tennis nets

Polly's Park

Polly Shank was the driving force behind our beloved community treasure-- the Fourth of July Parade. Polly was also a fixture in the greater White Bear Lake community, including the White Bear Center for the Arts. The park (1.3 acres) is a wooded area which has some walking paths and serves as a temporary ponding area as part of the Priebe Lake Outfall Pipe system.

Amenities:

- Signage

Maintenance

- As needed
 - Trim trees
 - Add pea gravel to path
 - Clean catch basin netting

Wildwood Park

Wildwood Avenue Park (0.60 Acres) is located west of the midpoint of Wildwood Avenue. It is a wide open grassy area between the driving lanes of Wildwood Avenue. The City uses the park for its Fourth of July celebration.

Amenities:

- Signage
- Flag pole
- Bench
- Picnic table
- Faye Wiget memorial

Maintenance

- As needed
 - Trim trees
 - Paint benches/tables
 - Replace flag

Beaches/Lake Easements

Lake Easements (1.2 Acres total) were originally created to provide water access for firefighting. The six easements subsequently became public parks and beaches. Kay beach is the city's only designated swimming beach, while the remaining easements (Ash, Birch, Elm, Dellwood) have boat slip rentals available by residents. Kurt Feistner Preserve easement is not developed. The easements are evenly spaced along Wildwood and Lake Avenue and are City owned and governed.

Amenities:

Curt Feistner Preserve
Signage

Ash Beach
Signage
Kayak racks
Adirondack chairs (2), bench

Birch Beach
Signage
Kayak racks
Rain garden
Swimming beach
Dog waste bag station
Bench, picnic table

Elm Beach
Signage
Kayak racks
Bench

Dellwood Beach
Signage
Kayak racks
Bench, picnic tables
Sandy beach

Kay Beach
Signage
Kayak racks
Swimming beach
Chairs, picnic tables

Maintenance

As needed
Repair/paint tables, benches, signs
Trim trees/brush
Add sand (Kay Beach)
Clean out rain garden (every five to ten years)
Clean up lake debris
Fill waste bag station
Birch rain garden--clean out silt every 5-10 years, last cleaned 2019

TRAILS AND WALKWAYS

Birchwood has several walkways located throughout the village (Ash, Birch, Grotto, Jay, and through Polly's and Bloomquist Parks).

The Lake Links trail, which borders White Bear Lake, runs through Birchwood Village as well. At this time the City is considering an alternative route. In the future, improvements may be needed to ensure the trail is safe for use. Future trail improvements should be considered with Lake Links in mind (ex. We would not want the lake Links trail to run along one side of the road, while a City trail runs along the other side). The trail is currently signed.

Amenities:

- Ash Walkway

 - Signage

 - Woodchip path

- Birch Walkway

 - Asphalt path

- Grotto

 - Signage

 - Stairs/railing

- Jay Path

 - Signage

 - Boundary fencing

 - Small bridge over drainage ditch

- Bloomquist Path

 - Natural/ and class 5 tread pathway

- Polly's Park path

 - Pea gravel path

Maintenance

- Winter: clear snow off pathways

- As needed

 - Replace pathway material

 - Clean up debris

 - Trim trees

OTHER PUBLIC SPACES

Village Hall Lot

This lot was purchased by the village for construction of a village hall. It was purchased from treasurer Lee Hall for \$661.40 in 1927. The hall was completed in 1932. The lot also houses a bell tower that memorializes the village's civil defense system during World War II. The back half of the lot, which contains part of the old street car right-of-way, is undisturbed and heavily wooded.

Amenities:

- Village Hall

- Bell tower

- Drainage Collection Area behind hall

Maintenance:

Remove buckthorn

Monitor runoff to ensure erosion does not undermine the city hall foundation

Hall's Marsh

Hall's Marsh (6.6 Acres) is named for one-time village president and treasurer Lee Hall. It is a dedicated nature preserve and is currently unimproved, although the Priebe Lake Outfall pipe discharges into it on the western end. Jay Path is located adjacent to the marsh on the southwestern edge. The area is generally open space and provides ponding, stormwater management and wildlife habitat.

Amenities: None

Maintenance:

Remove invasive species (Buckthorn, Wild Garlic Mustard, Yellow Iris)

Lakewood Rearrangement Outlot

Lakewood Rearrangement, Out Lot A (0.2 Acres) is a 20-foot wide strip of land off White Pine Lane. It is the residual of the Birchwood Avenue right of way that was replatted when the current housing area was developed. It is unused and undeveloped at this time.

CONCLUSION

To be good stewards of both the land and taxpayer money, we should emphasize taking care of the spaces and amenities we have. Residents agree. When asked through surveying, the number one concern among residents was maintenance of our parks, trails, and beaches. To maintain our existing parks, trails, and open spaces to the level the community expects, funding levels for maintenance need to be reviewed and evaluated from time to time.

MEMORANDUM



TO: Birchwood Village City Council
FROM: Justin McCarthy, Councilmember
SUBJECT: League of MN Cities Council Training
DATE: January 5, 2021

Dear Mayor & City Council Members:

Both Mark Foster and I are new councilmembers for this term. The League of Minnesota Cities is providing an “Elected Leaders Institute: Foundational Program,” to help new Councilmembers build foundational skills and to develop core leadership competencies. This training is a nine hour course held remotely and costs \$175.00. I am asking the Council to approve spending \$350.00 to allow both Mark and I to attend.

Thanks
Justin McCarthy

MEMORANDUM



TO: Birchwood Village City Council
FROM: Justin McCarthy, Councilmember
SUBJECT: Creation of an IT Task Force to investigate cost saving measures for IT Services
DATE: January 5, 2021

Dear Mayor & City Council Members:

Several residents have expressed to me an interest in having Councilmembers and the Mayor use @cityofbirchwood.com email addresses. For example: mayorwingfield@cityofbirchwood.com. These residents believe a @cityofbirchwood.com email address is more professional. I agree with this view.

Prior to his departure from his role as clerk, Tobin Lay asked our current vendor about this issue and was quoted a cost of around \$1,000 per year for this service. This cost seemed very high to me as I paid less than \$75.00 for website hosting and email hosting during the recent city council campaign.

Due to the high costs for email hosting, I decided to probe further into Birchwood's IT costs. For 2021 the City has budgeted \$9,100.00 for I.T./Internet/Telephone services through vendors Metro INET and GovOffice. This represents a substantial increase in budget over last year (~3k) and about \$4,000 more than what we budgeted for these services in 2017. Given that Birchwood has three computers and two staff that use the computers, this also seemed high to me.

I conducted a preliminary investigation with Clerk Andy Gonyou and have learned that the City contracts with GovOffice for our website hosting and with Metro INET for the following services:

- Internet access;
- Phone service;
- Some Software licensing fees (Adobe);
- Email hosting;
- File sharing; and
- Support.

I did a brief search of publicly available costs for replacement IT services (using cloud-based providers) and have concluded that it may be possible for the City to save a considerable amount of money by using other providers. For example, after a brief Internet search, I believe that the City may be able to save around \$6,500 - \$7,000 per year on these services. An example breakdown is as follows:

- Internet and phone = \$115 per month (1 line + 100mbps downloads)
- One time licenses for Adobe = \$300.00 per computer (one-time fee) * 3 computers = \$900.00
- Email Hosting, File sharing, and Remote Collaboration Services: \$5.00 per user per month (\$60/per user / per year). For two users, we would have \$120/year.
- \$200 for Web Hosting.

If we choose to have the council use @birchwoodvillage.com email addresses, using the same vendor from the estimate above would be \$60.00 per year per email address (so about \$300.00 per year for the entire council.) I feel that \$300.00 per year is more acceptable than \$1,000 per year especially considering this cost over a multi-year period.

Because the above analysis is preliminary, and because we must ensure that there are no disruptions to City services, I am proposing that we create an IT Task Force that would investigate the City's IT needs and evaluate other service providers to determine whether we are getting enough value from our \$9,100 per-year investment and to provide options to the Council on other vendors.

I propose the Council create a task force to look into this matter. I believe there are city residents who would be willing to serve on such a task force and that we could have the task force up and running in February. Ryan Hankins (a Software Engineer) has expressed preliminary interest to me in being a part of this task force and I would recommend he be appointed to the Task Force. I also have significant computer experience and I would be willing to serve as the Council Liaison. This Task Force would have a limited life span, lasting until June unless the Council desires a transition plan.

The scope of the task force would be to:

- First, identify what IT services Birchwood needs and uses;
- Second, obtain information and costs from various IT service providers;
- Third, submit a written report to the City Council documenting the City's IT needs and options for alternative vendors;
- Fourth, should the City Council approve moving to other vendors, the City Council may task the IT Task force to develop a plan to ensure a seamless transition to those new providers for City staff.

I raise this to the Council's attention in January because our contract with one of our major vendors, Metro INET, requires us to provide notice that the City intends to withdraw from Metro INET by June 2021 in order to avoid charges for 2022 and it will take some time to gather reliable cost figures from other vendors.

I have prepared for the Council's consideration a draft Resolution Creating an IT Task Force and draft Bylaws for the task force. I intend to make a motion that we create the IT Task Force and adopt the draft Resolution and Bylaws. The Task Force would have five citizen members and one Council member liaison. The Resolution provides that the City will announce to the public that we are seeking volunteers to serve on the Task Force. I would expect that the Council could appoint the citizen members at the Council's regular meeting in February and the Task Force could be up and running in February.

Thanks
Justin McCarthy

INFORMATION TECHNOLOGY TASK FORCE

BYLAWS

I. NAME OF THE TASK FORCE

The name of the Task Force shall be the Information Technology (IT) Task Force.

II. PURPOSE OF THE TASK FORCE

The purpose of the IT Task Force is to do the following:

- A. Identify what IT services Birchwood needs and uses.
- B. Investigate other IT service providers to determine if they can, alone or in combination with other service providers, provide for the City's IT needs in a more cost effective manner than the current IT service providers.
- C. Provide a report by the May 2021 City Council meeting to the City Council documenting the City's IT needs and their investigation of other IT service providers including features and costs. and
- D. Should the City Council decide to change IT vendors, and at the request of the City Council, the Task Force may provide a plan to ensure a seamless transition to these other Vendors.

III. TASK FORCE MEMBERSHIP

- A. **Members.** The Task Force shall consist of up to five members appointed by the City Council.
- B. **Terms.** Members shall serve until the Task Force has achieved its objectives or until the Task Force is terminated by the City Council.
- C. **Resignation.** Any member of the Task Force may resign by providing written notice of such intent to the City Council. The

resignation shall be effective upon receipt of the written notification, unless the member identifies a later date.

- D. Removal.** The City Council may remove any member of the Task Force by majority vote. In addition, the Task Force may request that the City Council remove a member upon the request of a majority of the Task Force members.
- E. Vacancy.** In the event of a vacancy through resignation or removal, the City Council may appoint another person to serve in place of the person who resigned or was removed.
- F. Council Liaison.** The City Council shall appoint a Council liaison to the Task Force. The Council liaison shall not be a voting member of the Task Force but may participate in Task Force functions and may vote on all matters before the Council involving the Task Force.
- G. List of Members.** The City Clerk shall maintain a list of the members of the Task Force and shall post the same information on the City webpage.

IV. TASK FORCE OFFICERS

- A. Chair.** The Task Force shall elect a Chair of the Task Force.
- B. Secretary.** The Task Force shall elect a Secretary.
- C. Majority Vote.** All officers shall be elected by a simple majority vote.
- D. Resignation.** Any officer may resign his or her position by providing written notice of the resignation to the City Clerk and the Mayor. The resignation shall be effective upon receipt of the notice or upon such later date, not to exceed three months, that the officer designates.
- E. Vacancy.** Upon a vacancy in the position of one of the officers, the Task Force shall elect another member to serve.

V. TASK FORCE MEETINGS

- A. Scheduling.** The Chair of the Task Force shall call for meetings of the Task Force as deemed necessary. The Chair shall call for a meeting upon the request of three Task Force members.
- B. Open Meeting and Notice.** All meetings of the Task Force shall be open to the public. Notice of all Task Force meetings shall be given at least three days in advance by posting notice on the City's webpage and on the bulletin board outside city hall. The notice will be accompanied by a draft agenda.
- C. Quorum Not Necessary.** The Task Force can meet regardless of how many members are in attendance at the meeting. A quorum is not necessary for the Task Force to hold a meeting. However, the Task Force cannot take any action unless a majority of all the members vote in favor of the action.
- D. Minutes.** The Task Force shall keep Minutes of all its meetings. The Secretary or other person shall be responsible for keeping the Minutes of each meeting. Upon approval of the Minutes by the Task Force, the Chair shall forward the approved Minutes to the Clerk and the Council and the approved Minutes shall be posted on the city webpage.

VI. TASK FORCE ACTION

- A. Initial Report.** The Task Force shall prepare an initial report in writing to the City Council in time for discussion by the Council at the regularly scheduled May 2021 Council Meeting. The report shall document the City's IT needs and describe alternative vendors who can provide those IT services to the City.
- B. Subsequent Reports.** The City Council may request the IT Task Force prepare a transition plan should the City Council choose to transition to new IT vendor(s).

C. Authority. The Task Force shall have no authority to make final decisions with regard to the purchase of any services or equipment. All final decisions shall be made by the Council.

D. Expenses and Budget. The Task Force shall not incur any expenses without the approval of the City Council. The Task Force may request the City Council to budget funds for the work of the Task Force.

E. Report to the Council. Upon the request of the City Council, the Chair or another member of the Task Force shall report to the Council on the activities of the Task Force.

VII. TASK FORCE LIFESPAN

The Task Force shall terminate in June 2021 upon delivering the report in Section VI(A) unless the Council requests the report in Section VI(B). If the Council requests the report in Section VI(B), the Task Force shall terminate upon delivering the report in Section VI(B). The Task Force may also be terminated earlier by majority vote of the City Council.

VIII. COMPENSATION

Members of the IT Task Force shall receive no compensation for their service on the Task Force.

IX. AMENDMENT OF BYLAWS

These bylaws may be amended at any time by action of the City Council. The Task Force may recommend changes to the Council.

Adopted this ____ day of January, 2021

Mary Wingfield
Mayor

Attest

Andy Gonyou
City Administrator

EXPLANATION OF DRAFT BYLAWS FOR THE IT TASK FORCE

It is good practice of the City Council to have bylaws for each Task Force that the Council creates. These draft bylaws for the IT Task Force are based on other bylaws used for previous City committees and follow a similar format to the ones utilized for past Committees.

Below is an explanation of the terms of the draft bylaws.

I. NAME OF THE TASK FORCE

The name of the Task Force is simply the IT Task Force. The Council is free to call the Task Force whatever it deems most appropriate. The Task Force is being created to investigate the City's IT needs and to investigate IT service providers to ensure that the City is meeting its IT needs in a cost-effective manner.

II. PURPOSE OF THE TASK FORCE

This provision is a broad statement of the purpose of the Task Force. Its purpose is to identify the City's IT needs, investigate service providers for providing those services, and provide a report to the City Council summarizing those findings to provide information to the Council so the Council can determine if the City is currently obtaining the most cost-effective IT services. In addition, the City Council may request a migration plan should the City choose to utilize new IT providers. As addressed in more detail in Paragraph VI, the Task Force has no authority to actually enter into any contracts.

III. TASK FORCE MEMBERSHIP

- A. Members.** The Council can authorize any size Task Force it likes. Five members seems like a reasonable number. The Task Force should be large enough to get a good cross-section of the community but no so large as to become unwieldy.
- B. Terms.** As stated, members shall serve until the mission of the Task Force is completed. In addition, the member's term might

end if the Task Force is disbanded, the member resigns, or the member is removed as provided for in other provisions.

- C. Resignation. This provision simply recognizes that a member of the task force can choose to resign at any time.
- D. Removal. This language allows the City Council to remove members upon majority vote to ensure that the Task Force continues to make good progress towards its objectives. Additionally, the Task Force may recommend that the City Council remove the member. Such a recommendation shall be voted upon by the Council at the next Council meeting. If a majority of the Council votes to remove the member, the member is removed.
- E. Vacancy. This language sets procedures to fill a vacancy to ensure that the Task Force continues to make good progress in the event one or more members resigns.
- F. Council Liaison. It is helpful to have one councilmember assigned as a liaison to the Task Force.
- G. List of Members. This language requires the City Clerk to keep records of membership of the Task Force.

IV. TASK FORCE OFFICERS

This section provides for a structure for the IT Task Force to ensure the orderly disposition of meetings and assigns authority to conduct meetings.

V. TASK FORCE MEETINGS

The meetings of the IT Task Force must be open to the public and notice of the meetings must be given in advance, with notice of the agenda as well, in accordance with Minnesota Open Meeting Laws.

VI. TASK FORCE ACTION

- A. **Initial Report to the City Council.** This provision states that the task force shall make an initial report to the City Council by

the May 2021 meeting setting forth its findings. It is intended that the Task Force provide information to assist the City Council in making an informed decision on which IT vendors to contract with.

B. Subsequent Reports. This provision states that should the City Council go with other providers, the City may request a migration plan from the IT Task Force to be delivered at a timing determined by the City Council. This provision recognizes that the City wishes to avoid any disruptions to services provided to constituents during the switchover and beyond. This migration plan is to ensure such switchover does not impact such services. Whether a migration plan is necessary is left to the City Council and would depend on the scope of the migration. Simple migrations may not need a migration plan.

C. Authority. This provision emphasizes that the task force has no authority to make decisions with regard to any IT services. The IT Task force is advisory only.

D. Expenses and Budget. Since the task force has no budget, at least at the moment of creation, it cannot incur any expenses. The task force can come to the Council and request that the Council fund certain expenses that the task force would like to incur.

E. Report to the Council. This language allows the Council to check-in on the progress of the IT Task Force.

VII. TASK FORCE LIFESPAN

The purpose of this language is to state that this task force is intended to be a limited life until the required report from Section VI(A) and (B) (if required) is produced or until termination by the City Council.

VIII. COMPENSATION

Members of the IT Task Force will receive no compensation from the City.

IX. AMENDMENT OF BYLAWS

The City Council has complete authority to change these bylaws at any time

and in fact, could even decide to abolish the Task Force. The Task Force itself could always bring proposed bylaw amendments to the Council at any time as well.

RESOLUTION NO. 2021-05

**RESOLUTION CREATING AN
INFORMATION TECHNOLOGY (IT) TASK FORCE**

WHEREAS, the City of Birchwood Village currently relies on Information Technology (IT) such as computers, telephones, and other services and equipment to conduct its business, and

WHEREAS, the City relies on outside contractors to provide IT services, and

WHEREAS, the City desires to keep its costs for IT services low while still providing adequate resources for the staff and Council, and

WHEREAS, the City recognizes that the process of identifying the City's IT needs and researching cost effective solutions to meet those needs would benefit from community input and expertise

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of Birchwood Village that the City of Birchwood Village hereby creates an Information Technology Task Force, to be known as the IT Task Force to evaluate whether the City of Birchwood Village is currently utilizing cost effective vendors to provide IT services.

BE IT FURTHER RESOLVED, that the City of Birchwood Village hereby adopts the attached Bylaws for the new IT Task Force.

BE IT FURTHER RESOLVED, that the City of Birchwood Village directs the City Administrator to announce the existence of the IT Task Force and invite interested residents to submit an application for appointment to the IT Task Force by posting such announcement and invitation on the City webpage and by other means selected by the City Administrator and to continue with such efforts until the Council appoints five IT Task Force members or further directs the City Administrator to discontinue such efforts.

I certify that the City of Birchwood Village adopted the above Resolution

on this ____ day of January, 2021

ATTEST:

Mary Wingfield, Mayor

Andy Gonyou
City Administrator-Clerk

MEMORANDUM



TO: Birchwood Village City Council
FROM: Justin McCarthy, Councilmember
SUBJECT: Creation of a Parks and Natural Resources
Committee
DATE: January 5, 2021

Dear Mayor & City Council Members:

I would like to propose that the City Council create a new Parks and Natural Resources Committee made up of seven Birchwood residents. During the most recent City Council campaign, the most popular request that people had when I asked them what improvements they would like to see in the City, was to reconstitute the Parks Committee. Birchwood residents desire to contribute to the community and love our parks and natural resources.

Not only would creation of such a committee allow Birchwood residents to get involved in maintaining our several city parks, but it would free our City Administrator from various duties that were of necessity imposed on him regarding issues involving the parks. In addition, the committee would be a valuable resource for the Council when considering important matters regarding our parks.

The Parks and Natural Resources Committee would be charged with the responsibility of maintaining all our city parks and public spaces. I propose the Council give the Parks Committee a small budget for park maintenance along with appropriately fashioned guidelines for taking action. The Parks Committee would also be tasked with recommending new capital expenditures to the Council. Major decisions would still need Council approval, of course.

I suggest that we discuss this proposal at our January meeting and take action in February to create the committee. This would allow the City to announce the openings on the committee and select the residents to serve and have the Committee up and running by spring, as we get ready to open the parks for the summer. I can put together a draft set of Bylaws for the committee setting forth the committee's duties, a proposed budget for the committee, and appropriate guidelines. I would submit these draft Bylaws and a Resolution to create the committee to the Council at the February meeting.

Another option for managing our parks that has been suggested is for the City Council to divide the City into districts and assign City Council members to monitor the parks in each district. Creation of a Parks and Natural Resources Committee has some advantages over this proposal. First, the Parks and Natural Resources Committee would offer a direct opportunity for residents to be involved. Second, the Parks and Natural Resources Committee would allow councilmembers that are interested in the parks an opportunity to participate but allows other councilmembers an opportunity to pursue other interests. The district approach may require councilmembers that are not interested in the parks to still take an active role in management of the parks. Third, the Parks and Natural Resources Committee would allow for a cohesive approach to maintenance and upgrades to the parks. My concern with districts is that each district may get different treatment depending on how active each Councilmember is. Finally, a properly empowered Parks and Natural Resources Committee could be designed to be more agile in responding to parks issues. Under a district model, there would be delay in getting even routine actions implemented by requiring the Council rep for the district to bring the matter to the full Council each and every time.

Thanks
Justin McCarthy

RESOLUTION 2021-04

**CITY OF BIRCHWOOD VILLAGE
WASHINGTON COUNTY, MINNESOTA**

**APPROVING THE PAY RATE INCREASE OF JAMES RYDEEN AS CITY
RINK ATTENDANT, EFFECTIVE DECEMBER 8, 2020.**

WHEREAS, The City of Birchwood Village employs James Rydeen as Rink Attendant; and

WHEREAS, The City of Birchwood Village currently compensates James Rydeen at a rate of pay of \$16.00/hour.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Birchwood Village hereby approves the pay rate increase of James Rydeen as Rink Attendant to \$20.00/hour, effective December 8, 2020.

Mary Wingfield, Mayor

Attest:

Andy Gonyou, City Administrator-Clerk

Shortstop Electric, Inc.
16481 Flintwood St NW
Andover, MN 55304
763-434-7792
shortstopelectric@comcast.net

INVOICE

11-9-2020

BILL TO	JOB SITE/DESCRIPTION
BIRCHWOOD VILLAGE 210 Birchwood Ave Birchwood MN Attn: Steve Thatcher	Cedar St By Tennis courts Furnish and install pedestal metered service to power Metering tower and future park needs

ITEM	DESCRIPTION	QTY	TOTAL
1	Not to exceed quote dated 10-5-2020		\$4005.00

BALANCE DUE	\$4005.00
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We appreciate your business! Invoices not paid within 30 days subject to a 1.50% service charge