



AGENDA OF THE REGULAR MEETING OF
THE CITY COUNCIL
CITY OF BIRCHWOOD VILLAGE
WASHINGTON COUNTY, MINNESOTA
March 10, 2020
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

PLEDGE OF ALLEGIANCE

APPROVE AGENDA

OPEN PUBLIC FORUM

ANNOUNCEMENTS

- A. Canoe/kayak rack reservations open. See www.cityofbirchwood.com/events for details
- B. Please update your utility account contact info. Call utility billing dept. 612-782-3317
- C. A few boat slips are still available. See www.cityofbirchwood.com/docks for details
- D. We are social, follow us on Facebook/Twitter and/or register for the email listserv

ADMINISTRATIVE PRESENTATION

- A. Sheriff Report* (pp. 3-4)
- B. BDA Boat Slip Update* (p. 5)
- C. NYFS Quarterly Report* (pp. 7-8)
- D. Trailer Purchase* (p. 9)
- E. Lake Links Trail Update* (p. 11)
- F. 2040 Comprehensive Plan Update* (p. 13)

CITY BUSINESS – CONSENT AGENDA

- A. Approve Regular Meeting Minutes from February 11, 2020* (pp. 15-18)
- B. Approve Treasurer's Report* (pp. 19-30)
- C. Approve 2020 WBL Fire Contract* (pp. 31-35)
- D. Approve WBL Fireworks Fund Donation - \$200 (same as previous years)* (p. 37)
- E. Approve Schifsky's Crack-Fill Quote* (pp. 39-41)
- F. Approve Support for and Commitment to Metro I-Net Reorganization* (pp. 43-48)

* Denotes items that have supporting documentation provided

CITY BUSINESS – REGULAR AGENDA

- A. Variance Case No. 20-01-VB for 15 Birchwood Lane* (p. 49)
 - a. Review Staff Recommendation
 - b. Approve Extension

Time Budget: 20 Minutes
- B. Cedar Street Vacant Lot* (pp. 51-53)
 - a. Discuss Erosion Control Plan
 - b. Discuss and Approve Resolution 2020-09, Address Assignment

Time Budget: 15 Minutes
- C. Jay Path Design & Preparation* (p. 55)
 - a. Council Deliberation and Approval

Time Budget: 15 Minutes
- D. City Attorney Report
 - a. 11 Birchwood Ln Utility Easement Update
 - b. Survey Quotes

Time Budget: 10 Minutes
- E. Council Member Reports:
 - a. Mayor Wingfield
 - i. Tighe-Schmitz Park Improvements
 - ii. Snow Blower

Time Budget: 10 Minutes
 - b. Councilmember LaFoy
 - i. Wildwood Lift Station* (pp. 57-59)

Time Budget: 10 Minutes
- F. City Administrator Report
 - a. WBL Water Meeting & Tour
 - b. Water Meter Update
 - c. Iris St. Mirror
 - d. Washington County Historical Society Visit

Time Budget: 20 Minutes

ADJOURN

* Denotes items that have supporting documentation provided

MEMORANDUM



Birchwood Village

TO: Birchwood City Council
FROM: Tobin Lay, City Administrator
SUBJECT: Sheriff Report
DATE: March 5, 2020

Dear Mayor & City Council Members:

Below is a reporting of law enforcement incidents and citations for February 2020:

Incident Summary Report PUBLIC
 WASHINGTON COUNTY SHERIFFS OFFICE



BIRCHWOOD - 37

2/3/2020 1:35:23 PM	WC20004813	2-20 WHITE PINE LN, BIRCHWOOD	DIRECTED PATROL
2/9/2020 2:20:30 PM	WC20005751	XXX Cedar St, BIRCHWOOD	SUSPICIOUS PERSON/ACTIVITY
2/10/2020 1:24:15 PM	WC20005872	25XXX -289 CEDAR ST, BIRCHWOOD	DIRECTED PATROL
2/10/2020 1:25:18 PM	WC20005873	18XXX -199 CEDAR ST, BIRCHWOOD	TRAFFIC STOP
2/12/2020 1:09:09 PM	WC20006149	25XXX -289 CEDAR ST, BIRCHWOOD	DIRECTED PATROL
2/12/2020 1:33:14 PM	WC20006156	42XXX -498 HALL AVE, BIRCHWOOD	TRAFFIC STOP
2/12/2020 7:33:40 PM	WC20006199	70XXX -715 HALL AVE, BIRCHWOOD	TRAFFIC STOP
2/12/2020 8:08:03 PM	WC20006204	70XXX -715 HALL AVE, BIRCHWOOD	TRAFFIC STOP
2/12/2020 8:35:30 PM	WC20006207	70XXX -714 HALL AVE, BIRCHWOOD	TRAFFIC STOP
2/13/2020 12:18:38 AM	WC20006233	XXX HALL AVE, BIRCHWOOD	DIRECTED PATROL
2/13/2020 6:29:27 AM	WC20006267	XXX Wildwood Ave, BIRCHWOOD	PUBLIC WORKS CONCERN
2/13/2020 7:08:31 AM	WC20006268	XXX Wildwood Ave, BIRCHWOOD	PUBLIC WORKS CONCERN
2/13/2020 12:41:09 PM	WC20006310	Cedar St / East County Line Rd, BIRCHWOOD	OFFICER INFORMATION
2/14/2020 1:42:09 AM	WC20006424	2-8 HALL CT, BIRCHWOOD	OFFICER INFORMATION
2/14/2020 6:57:41 AM	WC20006453	XXX Birchwood Ave, BIRCHWOOD	ALARM-BUSINESS/RES/FIRE/MEDICAL/ETC
2/14/2020 8:12:29 AM	WC20006462	XXX Birchwood Ave, BIRCHWOOD	ALARM-BUSINESS/RES/FIRE/MEDICAL/ETC
2/14/2020 10:28:00 PM	WC20006568	Cedar St / Birchwood Ave, BIRCHWOOD	TRAFFIC STOP
2/16/2020 7:20:02 PM	WC20006824	70XXX -715 HALL AVE, BIRCHWOOD	DIRECTED PATROL
2/16/2020 7:39:18 PM	WC20006827	70XXX -715 HALL AVE, BIRCHWOOD	TRAFFIC STOP
2/16/2020 8:01:20 PM	WC20006830	70XXX -715 HALL AVE, BIRCHWOOD	TRAFFIC STOP
2/17/2020 5:33:59 PM	WC20006950	50XXX -699 HALL AVE, BIRCHWOOD	TRAFFIC STOP
2/22/2020 7:44:29 AM	WC20007653	Hall Ave / Cedar St, BIRCHWOOD	TRAFFIC STOP
2/22/2020 8:13:48 AM	WC20007656	Birchwood Ave / Cedar St, BIRCHWOOD	TRAFFIC STOP
2/22/2020 9:39:15 AM	WC20007668	Cedar St / Oakridge Dr, BIRCHWOOD	TRAFFIC STOP
2/22/2020 10:34:21 AM	WC20007679	60XXX -699 WILDWOOD AVE, BIRCHWOOD	TRAFFIC STOP
2/22/2020 10:49:23 AM	WC20007681	10XXX -181 CEDAR ST, BIRCHWOOD	TRAFFIC STOP
2/22/2020 11:08:26 AM	WC20007684	10XXX -180 CEDAR ST, BIRCHWOOD	TRAFFIC STOP
2/22/2020 11:41:16 AM	WC20007689	50XXX -698 HALL AVE, BIRCHWOOD	TRAFFIC STOP
2/22/2020 12:46:52 PM	WC20007696	30XXX -427 HALL AVE, BIRCHWOOD	TRAFFIC STOP
2/22/2020 1:38:21 PM	WC20007703	10XXX -180 CEDAR ST, BIRCHWOOD	TRAFFIC STOP

2/24/2020 7:19:03 PM	WC20008016	XXX HALL AVE, BIRCHWOOD	DIRECTED PATROL
2/25/2020 4:47:04 PM	WC20008125	Wildwood Ave / Lake Ave, BIRCHWOOD	TRAFFIC STOP
2/25/2020 6:12:10 PM	WC20008142	28XXX -298 JAY ST, BIRCHWOOD	TRAFFIC STOP
2/25/2020 6:18:26 PM	WC20008145	28XXX -299 JAY ST, BIRCHWOOD	DIRECTED PATROL
2/26/2020 3:10:08 AM	WC20008196	XXX WILDWOOD AVE, BIRCHWOOD	PARKING VIOLATION
2/26/2020 3:18:47 AM	WC20008197	XXX WILDWOOD AVE, BIRCHWOOD	PARKING VIOLATION
2/27/2020 3:35:20 PM	WC20008389	XX Oakview Ct, BIRCHWOOD	911 ABANDONED/HANGUP/OPEN LINE
TOTAL INCIDENTS:	37		

Citations for: Birchwood

2/1/2020 To 2/29/2020

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	2/10/2020	820022004101	WC1202	J. Stringer	Citation	0	HALL AVE		CEDAR DR		Birchwood	MOV-Insurance-Owner Fail To Produce Proof-No Proof of insurance	169.791.4
WCSO	2/12/2020	820022004301	WC1202	J. Stringer	Citation	0	CEDAR ST		HALL AVE		Birchwood	Traffic Regulation - Driver Must Carry Proof of Insurance when Operating Vehicle	169.791.2(a)
WCSO	2/12/2020	820001004301	WC1280	T. VanSomeren	Citation	700	HALL AVE				Birchwood	MOV-Speed-Exceed 25 mph	169.14.2(a)(7)
WCSO	2/12/2020	820001004302	WC1280	T. VanSomeren	Citation	700	HALL AVE				Birchwood	MOV-Speed-Exceed 25 mph	169.14.2(a)(7)
WCSO	2/12/2020	820001004303	WC1280	T. VanSomeren	Citation	700	HALL AVE				Birchwood	MOV-Speed-Exceed 25 mph	169.14.2(a)(7)
WCSO	2/12/2020	820001004304	WC1280	T. VanSomeren	Citation	700	HALL AVE				Birchwood	MOV-Speed-Exceed 25 mph	169.14.2(a)(7)
WCSO	2/16/2020	820022004702	WC1211	J. Hutchins	Citation	0	JAY ST		HALL AVE		Birchwood	MOV-Stop Sign Violation	169.30(b)
WCSO	2/16/2020	820001004701	WC1280	T. VanSomeren	Citation	700	HALL AVE				Birchwood	MOV-Speed-Exceed 25 mph	169.14.2(a)(7)
WCSO	2/16/2020	820001004702	WC1280	T. VanSomeren	Citation	700	HALL AVE				Birchwood	MOV-Speed-Exceed 25 mph	169.14.2(a)(7)
WCSO	2/22/2020	820001005301	WC115	M. Tellez	Citation	0	HALL AVE		CEDAR ST		Birchwood	MOV-Stop Sign Violation	169.30(b)
WCSO	2/22/2020	820001005302	WC115	M. Tellez	Citation	0	CEDAR ST		BIRCHWOOD AVE		Birchwood	MOV-Stop Sign Violation	169.30(b)
WCSO	2/22/2020	820001005303	WC115	M. Tellez	Citation	0	BIRCHWOOD AVE		CEDAR ST WH		Birchwood	Wireless Comm Device-Engage in cellular/video call	169.475.2(a)(2)
WCSO	2/22/2020	820001005304	WC115	M. Tellez	Citation	0	CEDAR ST		OAKRIDGE DR		Birchwood	MOV-Stop Sign Violation	169.30(b)
WCSO	2/22/2020	820019005301	WC124	J. Sutherland	Citation	0	JAY ST		HALL AVE		Birchwood	MOV-Speed-Exceed 25 mph	169.14.2(a)(7)
WCSO	2/22/2020	820001005305	WC115	M. Tellez	Citation	0	CEDAR ST		OAKRIDGE DR		Birchwood	MOV-Stop Sign Violation	169.30(b)
WCSO	2/22/2020	820001005306	WC115	M. Tellez	Citation	0	HALL AVE		WHITE PINE LN		Birchwood	MOV-Stop Sign Violation	169.30(b)
WCSO	2/22/2020	820001005307	WC115	M. Tellez	Citation	0	CEDAR ST		BIRCHWOOD AVE		Birchwood	MOV-Stop Sign Violation	169.30(b)
WCSO	2/22/2020	820001005308	WC115	M. Tellez	Citation	0	CEDAR ST		OAKRIDGE DR		Birchwood	MOV-Stop Sign Violation	169.30(b)
WCSO	2/25/2020	820031005601	WC1277	T. Jarrett	Citation	0	WILDWOOD AVE		CEDAR ST		Birchwood	MOV-Stop Sign Violation	169.30(b)
WCSO	2/25/2020	820040005602	WC117	M. Petrey	Citation	0	HALL AVE		WILDWOOD AVE		Birchwood	MOV-Stop Sign Violation	169.30(b)
WCSO	2/26/2020	820006005701	WC1297	R. Corniea	Citation	0	WILDWOOD AVE				Birchwood	BW - No overnight parking	502.040
WCSO	2/26/2020	820006005702	WC1297	R. Corniea	Written Warning	0	WILDWOOD AVE				Birchwood	BW - No overnight parking	502.040

Thank you,
Tobin Lay
City Administrator

MEMORANDUM



Birchwood Village

TO: Birchwood City Council
FROM: Tobin Lay, City Administrator
SUBJECT: BDA Boat Slip Update
DATE: March 5, 2020

Hello Mayor and Council Members,

Section 617 requires that any boat slips to be used in the upcoming boating season be assigned by March 1st each year. In accordance with this requirement, the Birchwood Dock Association (BDA) has assigned 16 of the 23 boat slips prior to this deadline, as follows:

2020 Birchwood Dock Association Slip Assignments Updated 2/28/2020

Status	Name	Address	Years Remaining	Insurance Confirmed, or Additional Note
Ash (<19')				
1 assigned	Roger Madison	158 Wildwood Ave	3	x
2 assigned	Dan & Lianna Colestock	265 Cedar	4	x
3 assigned	Chris Sorenson	5 Oakridge Dr.	3	x
4 assigned	Steph and David Heiden	242 Wildwood Ave	2	x
5 open				
6 open				
Birch (<22')				
1 assigned	Houstoun Clinch	164 Wildwood Ave	2	x
2 assigned	Lynn Hanson	700 Hall Ave	5	x
3 assigned	Troy Morehead	505 Wildwood Ave	6	x
4 assigned	Aaron Will	212 Birch St	6	No boat yet. Application will be updated
5 assigned	Mark & Jill Greseth	214 Wildwood Ave	4	x
6 assigned	Claudio Danus	430 Wildwood Ave	4	x
7 assigned	Andrew & Alicia Jackola	15 Oakridge Drive	6	x
8 open				
Dellwood (<19')				
1 assigned	Nancy Standish	112 Cedar Street	6	x
2 assigned	Megan Schaffhausen	240 Wildwood Ave	5	x
3 assigned	Paul Steinhauer	600 Birchwood Ave	3	x
4 open				
5 open				
6 open				
7 open				
Elm (<19')				
1 assigned	John Elias	9 Oakhill Ct	3	x
2 assigned	Dana & Lori Klump	414 Birchwood Cts	3	x

7 16
 Open Spaces Used

The BDA will continue to try filling the remaining slips. Per Section 617, the BDA will make payment for the slip permit by April 1st. Thanks!

Regards,
 Tobin Lay
 City Administrator



January 31, 2020

Tobin Lay, City Administrator
City of Birchwood Village
207 Birchwood Ave.
Birchwood Village, MN 55110

Dear Tobin:

Part of the way we keep our municipal partners informed about services provided by Northeast Youth & Family Services (NYFS) to residents in your community is through quarterly reports.

Enclosed is a copy of a report outlining the services provided in 2019 through December.

Contract services are those outlined in our agreement. These services are assured to all community residents regardless of their ability to pay. Non-contract services represent those received by your residents through other programs at NYFS. Taken together, this report demonstrates how your partnership helps leverage resources for all services received by your residents. To complement the hard statistics we like to provide a success story, which brings those numbers to life.

If you have any questions about this report or would like to talk about any other aspect of our partnership, please do not hesitate to contact me at jerry@nyfs.org or at 651-379-3404.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jerry Hromatka', is written over a white background.

Jerry Hromatka
President & CEO

**City of Birchwood Village
Report Period: January 1, 2019 to December 31, 2019**

The following is a brief report on Northeast Youth & Family Services' programs that directly affect the residents of your community. If you have any questions about this report, please call Jerry Hromatka, President & CEO, at (651) 379-3404.

Annual City Contract for Service 2019	\$1,490
Total cost of all services through December 31	\$723

(Please note that these numbers represent the actual cost of services provided, not what NYFS charges clients for these services. Because of your collaboration with NYFS, many of these services are offered free of charge or on a sliding-fee scale based on income.)

Services Provided	City Totals		
	# of Clients	Hours	Service Cost
Contracted Services			
Mental Health	1	3	\$ 353.75
Senior Chore			
Seniors	1	15	\$ 368.75
Total for Contracted Services	2	18	\$ 722.50
Totals for all Individual Services	2	18	\$ 722.50

*There are no NYFS clients that have completed community service work through our Diversion program at this point in the year.

MEMORANDUM



Birchwood Village

TO: Birchwood City Council
FROM: Tobin Lay, City Administrator
SUBJECT: Trailer Purchase
DATE: March 5, 2020

Hello Mayor and Council Members,

Earlier in February I emailed you about the Mayor's request to have the City purchase a trailer for \$1,000 to use for maintenance purposes. Having a trailer will save the City ongoing expenses as prior to this the City had to rent a trailer each time we removed brush, etc. Accordingly, it is expected that the trailer will eventually pay for itself.



Request/Recommendation

City staff requests the Council to ratify the purchase of this trailer by approving the expense included in the Treasurer's report this month. Thanks!

Regards,
Tobin Lay
City Administrator

MEMORANDUM



Birchwood Village

TO: Birchwood City Council
FROM: Tobin Lay, City Administrator
SUBJECT: Lake Links Trail Update
DATE: March 5, 2020

Hello Mayor and Council Members,

Earlier this year the City Council approved hiring Isthmus Engineering to do a study on traffic calming options at the City line with Mahtomedi on Hall Avenue. The purpose of this study is to guide the Council in selecting an appropriate interface to Mahtomedi's section of the Lake Links Trail.

The City Council also appointed Councilmembers Jon Fleck and Kevin Woolstencroft to represent the Council in negotiating an option with members of the City of Mahtomedi.

Isthmus has completed its study and a report on that study will be presented to the Council at this Council meeting. I will assist in coordinating a meeting with Councilmembers Fleck & Woolstencroft and Mahtomedi and will report back with an update in April.

There is no need for Council's action at this point. Thanks!

Regards,
Tobin Lay
City Administrator

MEMORANDUM

TO: Birchwood City Council
FROM: Tobin Lay, City Administrator
SUBJECT: 2040 Comprehensive Plan Update
DATE: March 5, 2020



Hello Mayor and Council Members,

Mayor Wingfield asked me to provide an update on the progress of the City's 2040 Comprehensive Plan (Comp Plan). The past two months have been extremely busy so I have not made much progress on the report. Per the Council's request though, City Engineer Steve Thatcher has updated the map of the City's sanitary sewer system, which is required for the Comp Plan.

Probably the biggest component of the Comp Plan pending at this point is the creation of the City's Capital Improvements Plan (CIP), which is also required for the Comp Plan. I have been working with Councilmember Aakre on the CIP and hope to present a comprehensive draft of the CIP for your review soon.

My goal is to have a completed draft of the Comp Plan for Council's review by this summer. Thanks!

Regards,
Tobin Lay
City Administrator

**CITY OF BIRCHWOOD VILLAGE
REGULAR CITY COUNCIL MEETING
February 11th, 2020**

MINUTES

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

MEMBERS ABSENT: Councilmember Jessi Aakre

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

OTHERS PRESENT: Elliot Rauscher (613 Wildwood Ave), Judy & Matt Duffy (505 Lake Ave), Barton Winter (1 Five Oaks Lane)

Mayor Wingfield called the regular meeting to order at 7:00pm. The pledge of allegiance was recited.

AGENDA APPROVAL

MAYOR WINGFIELD ADDED ITEM B TO THE REGULAR AGENDA SECTION K

MOTION WAS MADE BY COUNCILMEMBER LAFOY AND SECONDED BY COUNCILMEMBER WOOLSTENCROFT TO APPROVE THE ADGENDA AS AMENDED. ALL AYES. MOTION PASSED.

OPEN PUBLIC FORUM

Barton Winters (1 Five Oaks Ln): Listed items he felt were a concern in regard to the ice hockey rink and warming house.

ANNOUNCEMENTS

- A. Street snow removal comments should be sent to info@cityofbirchwood.com
- B. We are social, follow us on Facebook/Twitter and/or register for the email listserv

ADMINISTRATIVE PRESENTATION

- A. Sheriff Report
- B. Seth Plunkett Resigned from Roads Committee

CONSENT AGENDA

- A. Approve Regular Meeting Minutes from January 14, 2020
- B. Approve Special Meeting Minutes from February 6, 2020
- ~~C. Approve Treasurer's Report~~
- D. Resolution 2020-07, Rename Nordling Park to Polly's Park
- E. Approve Washington County Code Red Agreement

- F. Approve Comcast Extension Agreement
- G. Resolution 2020-08, Preliminary Assessment Franchise Not Renewed

MAYOR WINGFIELD PULLED CONSENT AGENDA ITEM C FOR FURTHER DISCUSSION.

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

- C. Approve Treasurers Report
 - a. Council and City Administrator deliberation on payment to Birch for services provided

MOTION WAS MADE BY COUNCILMEMBER LAFOY AND SECONDED BY COUNCILMEMBER WOOLSTENCROFT TO PROCESS PAYMENTS. ALL AYES. MOTION PASSED.

CITY BUSINESS – REGULAR AGENDA

- A. Cedar Street Vacant Lot
 - a. Discuss erosion control and tree preservation plan
 - i. **John & Danelle Hartman:** Explained actions taken and assurances against potential erosion.
- B. Water Superintendent Report
 - a. Water Backflow Shutoff
 - i. **Manship Plumbing:** Explained potential need for update to Birchwood's ordinances to be compliant with the State regulations.
 - b. Irrigation Permit (sprinkler systems)
 - i. **Manship Plumbing:** Advised permitting system be established to ensure proper installation.
 - c. Sewer Line Cleaning
 - i. **City Council Members:** Directed City Administrator to obtain quotes
- C. City Attorney's Report
 - a. Kay Beach Update
 - i. **Attorney Kantrud:** Advised Council on surveying all public parks

MOTION WAS MADE BY MAYOR WINGFIELD AND SECONDED BY COUNCILMEMBER LAFOY TO AUTHORIZE ATTORNEY KANTRUD TO SEEK ESTIMATES TO SURVEY PUBLIC LAKE EASEMENTS AND OTHER PUBLIC EASEMENTS AND UNDEVELOPED RIGHTS-OF-WAY. ALL AYES. MOTION PASSED.

- D. City Project No. 2019-1 – Lake Ave Mill, Overlay & Drainage
 - a. Council Deliberation
 - b. Approve Resolution 2019-26 for Special Assessment Hearing OR Amend Special Assessment Policy
 - i. Council elected to place approval of Amended Assessment Policy on the Consent Agenda for the March 2020 Regular City Council Meeting

- E. Wildwood Ave Stop Signs at Iris Street
 - a. Review Roads Committee Recommendation
 - b. Council Deliberation and Approval
 - i. **City Council:** Decided not to make any changes at this time but asked Councilmember Fleck and Administrator Lay to work together to recommend placement of mirror on Iris St bend by Halls Marsh.
- F. Ordinance 2017-07-01, Sec. 615 Exterior Storage
 - a. Council Deliberation and Approval
 - i. **Mayor Wingfield:** Expressed desire to change sections of Paragraph 8.

MOTION WAS MADE BY COUNCILMEMBER LAFOY AND SECONDED BY MAYOR WINGFIELD TO APPROVE FIRST READING OF ORDINANCE 2017-07-01, SEC. 615 AND SCHEDULE A SECOND READING AND PUBLIC HEARING. ALL AYES. MOTION PASSED.

- G. Water Meter Upgrades
 - a. Review Bids and Utility Committee Recommendation
 - b. Schedule Public Discussion & Vote
 - i. Item left pending for recommendation from staff of Saint Anthony Village.
- H. Lift Station 1 Update
 - a. Washington County Discussing Road Overlay
 - b. Catch Basin Removal
 - i. Council and Administrator Lay deliberated on proceeding with removal of catch basin & working with a resident to create a utility easement. City Attorney was assigned to write a proposed utility easement.
 - c. Bids for Scoping Residential Sewer Lines
 - i. **Administrator Lay:** Reminded Council that the residential sewer lines along Birchwood Lane still need to be scoped as part of the City's sewer joint-powers-agreement with White Bear Township-City will pay for scoping but affected residents would pay for any needed repairs.
- I. Planning Commission Recommendation
 - a. Ordinance 2020-02-01 Nominal & Accessory Structures Definitions
 - i. **Administrator Lay:** Explained recommendation and impact of change.
 - ii. **Attorney Kantrud:** Explained alterations made to specific language.

MOTION WAS MADE BY COUNCILMEMBER LAFOY AND SECONDED BY COUNCILMEMBER FLECK TO APPROVE FIRST READING OF ORDINANCE 2020-02-01 NOMINAL & ACCESSORY STRUCTURES DEFINITION AND SCHEDULE A SECOND READING AND PUBLIC HEARING. ALL AYES. MOTION PASSED.

- J. Council Member Reports
 - a. Mayor Wingfield
 - i. Centennial Preparations
 - 1. Researching Parks History/Signage
 - a. Bridget Sperl is researching park history in preparation of the centennial.

- 2. Twinning/Sister Cities – France
 - a. City Council members did not support this proposal.
- b. Councilmember LaFoy
 - i. Comcast Franchise Renewal
 - 1. Councilmember LaFoy updated Council Members on the status of the cable commission’s franchise negotiations with Comcast.

K. City Administrator’s Report

- a. Water Efficiency Rebate Program (WBL)
 - i. **Administrator Lay:** Explained opportunity for rebate program. Council members tabled this for now.
- b. Request to compensate Councilmember Woolstencroft for time spent fixing warming house heater.

MOTION WAS MADE BY MAYOR WINGFIELD AND SECONDED BY COUNCILMEMBER LAFOY TO COMPENSATE KEVIN WOOLSTENCROFT IN THE AMOUNT OF \$100 FOR FIXING WARMING HOUSE FURNACE. AYES: MAYOR WINGFIELD; COUNCILMEMBERS LAFOY & FLECK. ABSTENSIONS: WOOLSTENCROFT. MOTION PASSED.

- c. Personnel Committee Change

MOTION WAS MADE BY MAYOR WINGFIELD AND SECONDED BY COUNCILMEMBER FLECK TO APPOINT COUNCILMEMBER JESSI AAKRE TO REPLACE MAYOR WINGFIELD ON THE PERSONNEL COMMITTEE. ALL AYES. MOTION PASSED.

ADJOURN

MOTION WAS MADE BY COUNCILMEMBER WOOLSTENCROFT AND SECONDED BY COUNCILMEMBER LAFOY TO ADJOURN THE MEETING. ALL AYES. MOTION PASSED. MEETING ADJOURNED AT 9:02 PM.

ATTEST:

Mary Wingfield
Mayor

Tobin Lay
City Administrator - Clerk

For the Period : 2/11/2020 To 3/7/2020

<u>Name of Fund</u>	<u>Beginning Balance</u>	<u>Total Receipts</u>	<u>Total Disbursed</u>	<u>Ending Balance</u>
General Fund	\$129,071.19	\$884.51	\$20,425.18	\$109,530.52
Road and Bridge	\$0.00	\$0.00	\$0.00	\$0.00
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	\$17,325.79	\$500.00	\$1,100.00	\$16,725.79
Spec Rev - Warm House	\$40.00	\$0.00	\$0.00	\$40.00
REIMBURSED CONTRACTED SERVICES	(\$7,285.26)	\$0.00	\$0.00	(\$7,285.26)
General Debt Service (Identify) (Inactive)	\$0.00	\$0.00	\$0.00	\$0.00
Birchwood In Re-hab Bond	(\$25,181.54)	\$0.00	\$0.00	(\$25,181.54)
Sewer Re-hab Debt	\$27,765.44	\$0.00	\$0.00	\$27,765.44
CAPITAL PROJECT FUNDS (401 through 499)	\$0.00	\$0.00	\$0.00	\$0.00
Capital Improvement 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	\$66,233.91	\$0.00	\$0.00	\$66,233.91
Water	\$34,772.55	\$0.00	\$4,167.83	\$30,604.72
Sewer	\$101,035.39	\$5,781.97	\$8,998.01	\$97,819.35
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	\$339,737.47	\$7,166.48	\$34,691.02	\$312,212.93

Fund Name: All Funds

Date Range: 02/11/2020 To 03/07/2020

<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>
						Animal Licenses	100-32240-	\$ 20.00
						Animal Licenses	100-32240-	\$ 20.00
								<hr/>
Total for Selected Receipts								\$ 520.00
								<hr/>
								\$ 7,166.48
								<hr/> <hr/>

Fund Name: All Funds

Date Range: 02/11/2020 To 03/07/2020

<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>
02/11/2020	Woolstencroft, Kevin	30887	Labor for repairing warming house heater	N	Parks	210-45207-220-	\$ 100.00
		Total For Check	30887				\$ 100.00
02/14/2020	Payroll Period Ending 02/14/2020	30888	Administrator	N	Clerk - Treasurer	100-41401-100-	\$ 1,913.04
		Total For Check	30888				\$ 1,913.04
02/14/2020	Payroll Period Ending 02/14/2020	30889	Administrator - Insurance	N	Clerk - Treasurer	100-41401-100-	\$ 427.75
		Total For Check	30889				\$ 427.75
02/14/2020	Payroll Period Ending 02/14/2020	30890	Treasurer - Deputy Clerk	N	Clerk - Treasurer	100-41401-100-	\$ 180.44
		Total For Check	30890				\$ 180.44
02/14/2020	PERA	EFT021420A*	Administrator -Retirement - Tobin Lay	N	Clerk - Treasurer	100-41401-121-	\$ 367.02
		Total For Check	EFT021420A				\$ 367.02
02/14/2020	PERA	EFT021420B*	Treasurer -Retirement - Andy Gonyou	N	Clerk - Treasurer	100-41401-121-	\$ 30.94
		Total For Check	EFT021420B				\$ 30.94
02/27/2020	Office Depot	30891*	Signs for 02/06/2020 Town Hall	N	Office Operations Supplies	100-41911-200-	\$ 275.85
		Total For Check	30891				\$ 275.85
02/27/2020	Core & Main	30892*	Repair Clamps	N	Water Utility	601-43180-220-	\$ 165.64
		Total For Check	30892				\$ 165.64
02/27/2020	Menard's - MAPLEWOOD	30893*	Industrial Time Switch	N	Parks	100-45207-400-	\$ 34.99
		Total For Check	30893				\$ 34.99
02/28/2020	Payroll Period Ending 02/28/2020	30894	Administrator	N	Clerk - Treasurer	100-41401-100-	\$ 1,913.04
		Total For Check	30894				\$ 1,913.04
02/28/2020	Payroll Period Ending 02/28/2020	30895	Treasurer - Deputy Clerk	N	Clerk - Treasurer	100-41401-100-	\$ 168.28
		Total For Check	30895				\$ 168.28
03/02/2020	PERA	EFT030220A*	Administrator -Retirement - Tobin Lay	N	Clerk - Treasurer	100-41401-121-	\$ 367.02
22		Total For Check	EFT030220A				\$ 367.02

Fund Name: All Funds

Date Range: 02/11/2020 To 03/07/2020

<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>
03/02/2020	PERA	EFT030220B*	Treasurer -Retirement - Andy Gonyou	N	Clerk - Treasurer	100-41401-121-	\$ 28.56
		Total For Check	EFT030220B				\$ 28.56
03/02/2020	Xcel Energy	EFT030220C*	Xcel Street Light Bill: 01.03.2020 - 02.02.2020	N	Street Lighting	100-43160-380-	\$ 1,214.75
		Total For Check	EFT030220C				\$ 1,214.75
03/05/2020	Otter Lake Animal Care Center	30896*	Rescue Boarding	N	Animal Control	100-41916-314-	\$ 101.77
		Total For Check	30896				\$ 101.77
03/05/2020	St. Anthony Village	30897*	Utility Billing Services - Q1 2020	N	Financial Administration	601-41501-314-	\$ 1,979.25
		Total For Check	30897				\$ 1,979.25
03/05/2020	Menards - Oakdale	30898*	PVC Pipe	N	Parks	100-45207-400-	\$ 9.68
		Total For Check	30898				\$ 9.68
03/05/2020	Metropolitan Council - Env. Service	30899*	Wastewater Service - Apr 2020	N	Sewer Utility	605-43190-217-	\$ 4,948.50
		Total For Check	30899				\$ 4,948.50
03/05/2020	H.A. Kantrud, P.A.	30900*	Attorney Fees - February 2020	N	Legal Services	100-41601-300-	\$ 1,500.00
		Total For Check	30900				\$ 1,500.00
03/05/2020	City of White Bear Lake	30901*	Fire Services - Jan & Feb 2020	N	Fire	100-42201-314-	\$ 2,476.25
		30901*				100-42201-314-	\$ 2,476.25
		Total For Check	30901				\$ 4,952.50
03/05/2020	Leeves, Robert	30902*	Videographer - Feb 2020	N	Cable Eqpmt and Service	100-41950-314-	\$ 79.12
		Total For Check	30902				\$ 79.12
03/05/2020	USS Minnesota One MT LLC	30903*	Energy Charges - Jan 2020	N	General Government Buildings and Plant	100-41940-380-	\$ 28.66
		30903*			Sewer Utility	605-43190-380-	\$ 138.54
		30903*				605-43190-380-	\$ 76.44
		Total For Check	30903				\$ 243.64
03/05/2020	White Bear Township	30904*	Reponse to Water Main Break & Lift Station 2 & 3 work	N	Sewer Utility	605-43190-314-	\$ 2,873.18
		Total For Check	30904				\$ 2,873.18
03/05/2020	AirFresh Industries, Inc.	30905*	Portable Restroom Rental (1)	N	Parks	100-45207-314-	\$ 81.25
		Total For Check	30905				\$ 81.25

Fund Name: All Funds

Date Range: 02/11/2020 To 03/07/2020

<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>
03/05/2020	MN Department of Health	30906	Community Water Supply Connection Fee - Q1 2020	N	Water Utility	601-43180-437-	\$ 860.00
		Total For Check	30906				\$ 860.00
03/05/2020	Washington County - Road & Bridge	30907*	Snow & Ice Control - 12/09/2019	N	Ice and Snow Removal	100-43125-210-	\$ 176.04
		Total For Check	30907				\$ 176.04
03/05/2020	TSE, Inc. Work Account	30908*	Janitorial Services - Feb 2020	N	General Government Buildings and Plant	100-41940-314-	\$ 25.00
		Total For Check	30908				\$ 25.00
03/05/2020	Water Conservation Service Inc.	30909*	Water Main Leak Locate - 02/13/2020	N	Wtr/Swr Emergency	601-43185-300-	\$ 397.30
		Total For Check	30909				\$ 397.30
03/05/2020	Press Publications	30910*	Legal Notice Publications - Primary Election	N	Elections	100-41410-351-	\$ 44.10
		Total For Check	30910				\$ 44.10
03/05/2020	Gopher State One Call	30911*	Billable Tickets (1) - Jan 2020	N	Utility Locates	605-42805-314-	\$ 1.35
		Total For Check	30911				\$ 1.35
03/05/2020	Companion Animal Control LLC	30912*	Animal Control Services - Feb 2020	N	Animal Control	100-41916-314-	\$ 80.00
		Total For Check	30912				\$ 80.00
03/05/2020	BIRCH, INC.	30913*	Snow Removal Services - Feb 2020	N	Ice and Snow Removal	100-43125-314-	\$ 789.30
		30913*				100-43125-314-	\$ 272.70
		30913*				100-43125-314-	\$ 360.90
		Total For Check	30913				\$ 1,422.90
03/05/2020	Tennis Sanitation, LLC	30914*	Recycling for Service Period: Jan - Feb 2020	N	Recycle	100-43300-314-	\$ 2,024.00
		Total For Check	30914				\$ 2,024.00
03/05/2020	BF Lauzon Enterprizes Inc	30915*	Snow Removal - Feb 2020	N	Ice and Snow Removal	100-43125-314-	\$ 132.00
		30915*				100-43125-314-	\$ 66.00
		Total For Check	30915				\$ 198.00

Fund Name: All Funds

Date Range: 02/11/2020 To 03/07/2020

<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>
03/05/2020	OHERN, THOMAS	30916*	Refund - Utility Bill Overpayment	N	Unallocated Expenditures	100-49201-430-	\$ 44.63
		Total For Check	30916				\$ 44.63
03/05/2020	Wingfield, Mary	30917*	Reimbursement - Trailer & Shovel	N	Parks	100-45207-400-	\$ 5.00
		30917*				210-45207-210-	\$ 1,000.00
		Total For Check	30917				\$ 1,005.00
03/05/2020	Rydeen, Jim	30918*	Reimbursement - Parks Supplies	N	Parks	100-45207-210-	\$ 18.42
		30918*				100-45207-210-	\$ 8.49
		30918*				100-45207-210-	\$ 10.77
		30918*				100-45207-210-	\$ 4.69
		30918*				100-45207-210-	\$ 11.60
		30918*				100-45207-210-	\$ 0.51
		30918*				100-45207-210-	\$ 4.99
		30918*				100-45207-210-	\$ 14.80
		30918*				100-45207-210-	\$ 1.32
		30918*				100-45207-210-	\$ 0.88
		30918*				100-45207-210-	\$ 12.08
		30918*				100-45207-210-	\$ 90.17
		30918*				100-45207-210-	\$ 21.28
		Total For Check	30918				\$ 200.00
03/05/2020	Lay, Tobin	30919*	Reimbursement - City Hall & Elections	N	Elections	100-41410-210-	\$ 24.26
		30919*				100-41410-210-	\$ 8.98
		30919*				100-41410-210-	\$ 10.24
		30919*				100-41410-210-	\$ 6.64
		30919*				100-41410-210-	\$ 33.45
		30919*			Office Operations Supplies	100-41911-200-	\$ 5.99
		Total For Check	30919				\$ 89.56
03/05/2020	Payroll Period Ending 03/05/2020	30920	Maintenance/Rink Attendant - Jim Rydeen	N	Parks	100-45207-100-	\$ 1,282.19
		Total For Check	30920				\$ 1,282.19
03/06/2020	Manship Plumbing & Heating Inc	30921	Standby, Testing, Liftstation 2 Flooding - Feb 2020	N	Water Utility	601-43180-314-	\$ 600.00
		30921			Wtr/Swr Emergency	605-43185-314-	\$ 960.00
		Total For Check	30921				\$ 1,560.00
03/06/2020	Core & Main	30922	Water Line Repair Clamps	N	Water Utility	601-43180-220-	\$ 165.64

Fund Name: All Funds

Date Range: 02/11/2020 To 03/07/2020

<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	30922				\$ 165.64
03/06/2020	TSE, Inc. Work Account	30923	Janitorial Services - Feb 20 2020	N	General Government Buildings and Plant	100-41940-314-	\$ 25.00
		Total For Check	30923				\$ 25.00
03/06/2020	City of Roseville	30924	IT Services Mar 2020	N	General Government Buildings and Plant	100-41940-320-	\$ 580.00
		Total For Check	30924				\$ 580.00
03/06/2020	Payroll Period Ending 12/31/2019	30925	Council Member 2019	N	Mayor	100-41310-100-	\$ 554.10
		Total For Check	30925				\$ 554.10
Total For Selected Checks							\$ 34,691.02

As on 3/7/2020

Special Rev Projects

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Miscellaneous	0.00	500.00	500.00
Total Acct 361	0.00	500.00	500.00
Total Revenues	0.00	500.00	500.00
Other Financing Sources:			
Total Other Financing Sources	0.00	0.00	0.00
Disbursements:			
Parks			
Operating Supplies (211 through 219)	0.00	1,000.00	(1,000.00)
Repair and Maintenance Supplies (221 through 229)	0.00	100.00	(100.00)
Contracted Services	0.00	340.00	(340.00)
Miscellaneous (431 through 499)	0.00	4,889.00	(4,889.00)
Total Acct 452	0.00	6,329.00	(6,329.00)
Total Disbursements	0.00	6,329.00	(6,329.00)
Other Financing Uses:			
Total Other Financing Uses	0.00	0.00	0.00
Beginning Cash Balance		22,554.79	
Total Receipts and Other Financing Sources		500.00	
Total Disbursements and Other Financing Uses		6,329.00	
Cash Balance as of 03/07/2020		16,725.79	

As on 3/7/2020

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		66,233.91	
Total Receipts and Other Financing Sources		0.00	
Total Disbursements and Other Financing Uses		0.00	
Cash Balance as of 03/07/2020		66,233.91	

As on 3/7/2020

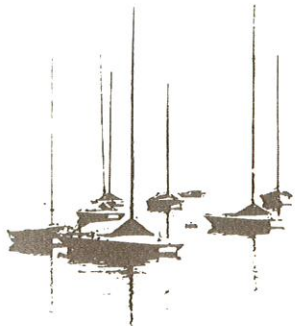
Water

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Water Fee	0.00	15,052.61	15,052.61
Total Acct 341	0.00	15,052.61	15,052.61
Total Revenues	0.00	15,052.61	15,052.61
Other Financing Sources:			
Total Other Financing Sources	0.00	0.00	0.00
Disbursements:			
Financial Administration			
Contracted Services	0.00	1,979.25	(1,979.25)
Total Acct 415	0.00	1,979.25	(1,979.25)
Newsletter			
Printing and Binding (351 through 359)	0.00	149.60	(149.60)
Total Acct 419	0.00	149.60	(149.60)
Water Utility			
Repair and Maintenance Supplies (221 through 229)	0.00	752.94	(752.94)
Contracted Services	0.00	13,843.79	(13,843.79)
Fees	0.00	860.00	(860.00)
Wtr/Swr Emergency			
Repair and Maintenance Supplies (221 through 229)	0.00	500.00	(500.00)
PROFESSIONAL SERVICES (301 through 319)	0.00	1,455.44	(1,455.44)
Contracted Services	0.00	11,502.08	(11,502.08)
Total Acct 431	0.00	28,914.25	(28,914.25)
Unallocated Expenditures			
Miscellaneous (431 through 499)	0.00	2,720.95	(2,720.95)
Total Acct 492	0.00	2,720.95	(2,720.95)
Total Disbursements	0.00	33,764.05	(33,764.05)
Other Financing Uses:			
Total Other Financing Uses	0.00	0.00	0.00
Beginning Cash Balance		49,316.16	
Total Receipts and Other Financing Sources		15,052.61	
Total Disbursements and Other Financing Uses		33,764.05	
Cash Balance as of 03/07/2020		30,604.72	

As on 3/7/2020

Sewer

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Sewer Fee	0.00	37,356.01	37,356.01
Total Acct 341	0.00	37,356.01	37,356.01
Total Revenues	0.00	37,356.01	37,356.01
Other Financing Sources:			
Total Other Financing Sources	0.00	0.00	0.00
Disbursements:			
Utility Locates			
Contracted Services	0.00	67.55	(67.55)
Total Acct 428	0.00	67.55	(67.55)
Wtr/Swr Emergency			
Contracted Services	0.00	960.00	(960.00)
Sewer Utility			
Sewer - Wastewater Charge	0.00	19,794.00	(19,794.00)
Contracted Services	0.00	2,873.18	(2,873.18)
Utility Services (381 through 389)	0.00	1,095.30	(1,095.30)
Utility Services: Gas Utilities	0.00	58.53	(58.53)
Total Acct 431	0.00	24,781.01	(24,781.01)
Total Disbursements	0.00	24,848.56	(24,848.56)
Other Financing Uses:			
Total Other Financing Uses	0.00	0.00	0.00
Beginning Cash Balance		85,311.90	
Total Receipts and Other Financing Sources		37,356.01	
Total Disbursements and Other Financing Uses		24,848.56	
Cash Balance as of 03/07/2020		97,819.35	



City of White Bear Lake

4701 Highway 61 • White Bear Lake, Minnesota 55110

Phone (651) 429-8526 • Fax (651) 429-8500

www.whitebearlake.org

January 10, 2020

City of Birchwood Village
Attn: Mr. Tobin Lay
207 Birchwood Avenue
Birchwood, MN 55110

Dear Tobin:

Enclosed are two copies of the 2020 contract addendum for fire services, the 2020 invoice and the contract cost calculation spreadsheet for the service provided through the contract. The contract pricing calculation and addendum are consistent with our long-standing agreement. Based on Birchwood Village's tax capacity valuation, population, and the operating costs for the Fire Department, the fire services contract costs for 2020 is \$29,715.

Please sign copies of the addendum and return one copy to the City. The second copy is for your records.

Beginning this May, the City Manager, Fire Chief and I would like to schedule an annual meeting with you to review our department operations before both of our organizations start our budget preparation process for the next year. I will contact you in late April to schedule a meeting time.

Please call me at 429-8517 if you have any questions.

Sincerely,

A handwritten signature in cursive script that reads "Kerri L. Kindsvater".

Kerri L. Kindsvater
Finance Director
City of White Bear Lake

Enclosures

2020 ADDENDUM

Service charges for the year 2020 as determined from Section 6 of the contract, for the City of Birchwood Village shall be:

\$ 29,715

Fire Services

CITY OF WHITE BEAR LAKE



Jo Emerson, Mayor

Attest:



Ellen Hiniker, City Manager

CITY OF BIRCHWOOD VILLAGE

It's Mayor

Attest:

It's Clerk

Dated: _____

CITY WHITE BEAR LAKE

4701 HIGHWAY 61
 WHITE BEAR LAKE, MN 55110
 651-429-8526 fax 651-429-8500

Invoice No. 12280

INVOICE

Customer

Name BIRCHWOOD VILLAGE
 ATTN: TOM KELLY
 Address 207 BIRCHWOOD AVENUE
 City BIRCHWOOD State MN ZIP 55110

Date 1/10/2020
 CODE 1001.4832.3

Qty	Description	Unit Price	TOTAL
1	FIRE SERVICES 2020 FIRE SERVICES 12 MONTHLY PAYMENTS AT \$2476.25	\$29,715.00	\$29,715.00
12280			

SubTotal \$29,715.00

TOTAL \$29,715.00

Payment Details

- Cash
- Check
- #VALUE!

Office Use Only

PLEASE MAKE CHECKS PAYABLE TO THE CITY OF WHITE BEAR LAKE

PAYMENT TERMS: NET DUE UPON RECEIPT OF INVOICE

**City of White Bear Lake
Exhibit A
2020 Fire Contract**

CONSENT C

		Original
(O) Fire Operating Budget		972,198
	Net Operations	972,198
	Capital Improvements:	
(E) Equipment - See attached schedule.		176,577
	Total	1,148,775
(D) Dispatch		6,816
(A) Administration (5% of net operations)		48,610
	Total Fire Cost	1,204,201
	Adjustment for prior actual expenditures to budget for 2018	(18,804)
	Net Fire Costs	1,185,397

Dispatch Cost Analysis

DISPATCHING COSTS	DISPATCH CALLS EST. 2020
Budget	213,000
	POLICE
	27,500
	AMBULANCE
	3,000
	FIRE
	1,000
TOTAL	31,500
	TOTAL
	31,500
	FIRE DISPATCH COST :
	3.2% OR
	6,816

Cost Allocation

	2019/2020 Total Tax Capacity	2018 Population
Township	17,551,729	11,095
Gem Lake	1,402,890	454
Birchwood	1,747,207	876
Dellwood	4,041,451	1,135
City	33,641,030	25,458
Total	58,384,307	39,018

	35% Contract Allocation		35% Property Valuation		65% Population	
	Cost	Percentage	Percentage	Cost Allocation	Percentage	Cost Allocation
Township	343,824	29.00	30.06	124,726	28.44	219,098
Gem Lake	18,935	1.60	2.40	9,969	1.16	8,965
Birchwood	29,715	2.51	2.99	12,416	2.25	17,299
Dellwood	51,133	4.31	6.92	28,719	2.91	22,413
Subtotal	443,606					
City	741,791	62.58	57.62	239,059	65.25	502,732
Total	1,185,397	100.00	100.00	414,889	100.00	770,508

**City of White Bear Lake
2020 Fire Contract**

Equipment Depreciation	Cost	Trade-In Value	Net Cost	Annual Depr.
2015				
Imaging Camera 2015 - 2019 (5 yrs.)	10,200		10,200	
Extrication Tool 2015 - 2019 (5 yrs.)	28,000		28,000	
Training Equipment 2015 -2019 (5 yrs.)	15,000		15,000	
Radios 2015 - 2019 (5 yrs.)	7,500		7,500	
2016				
Squads (3) 2016 - 2020 (5 yrs.)	45,000		45,000	9,000
Radios / Pagers (17) 2016 - 2020 (5yrs.)	62,100		62,100	12,420
Thermal Imagers (2) 2016 - 2020 (5 yrs.)	13,230		13,230	2,640
2017				
Fill Station / Air Compressor (2017 - 2021) (5 yrs.)	47,000		47,000	9,400
2018				
Radios / Pagers 2018 - 2022 (5yrs.)	91,000		91,000	18,200
SCBA equipment 2018 - 2027 (10 yrs)	330,000		330,000	33,000
2019				
Pumper 2019 - 2034 (15 yrs.) 1st pymt	285,000	22,500	262,500	17,500
Pumper 2019 - 2034 (15 yrs.) 2nd pymt	250,000	-	250,000	16,667
Total cost of truck was \$535,000 with delivery in 2019.				
2020				
Ladder truck 2020 - 2035 (20 yrs.)	1,200,000	45,000	1,155,000	57,750
Annual Depreciation				<u><u>176,577</u></u>

White Bear Lake Fireworks Fund

4701 Highway 61 • White Bear Lake • MN 55110

Spring, 2020

City of Birchwood Village
207 Birchwood Ave
BirchwoodMN55110

Dear City of Birchwood Village:

Summer is just around the corner so it's time again to start planning for our annual White Bear Lake Fireworks Program. You were so gracious to donate in the past and we hope that you will be able to do so again this year.

The White Bear Lake 4th of July Fireworks program is totally funded by generous donations from businesses and people like you. All contributions are tax deductible. The City of White Bear Lake has established a special separate fund for us to ensure tax deductibility and auditing.

The White Bear Lake Fireworks Display is so amazing and the event has become a great community tradition in bringing our families and friends together to celebrate the 4th of July.

Thank you for your consideration in helping to make this hometown event a real success. If you have any questions, please feel free to contact either of us.

All checks are made payable to "White Bear Lake Fireworks Fund."

Sincerely,



Dick Galena
Fireworks Committee Chair



Bill Foussard
Fundraising Coordinator
651-429-5393

Committee Members

- Gene Altstatt
- Bill Foussard
- Dick Galena
- Rick Juba
- Bill Matschke
- Kim Perkins
- Pete Carlson
- Mark Sather
- Julie Swanson
- Greg Peterson
- Frank Watson

Presenting Sponsor

JL Schwieters Building
Supply Construction, Inc.

Major Sponsors

- White Bear Lake Superstore
- Iceman Industries, Inc.
- Walser Polar Chevrolet
- Walser Polar Mazda
- Anonymous

Business Sponsors

- Trade Press
- Press Publications
- Rudy's Red Eye Grill/
White Bear Country Inn

Agency Sponsors

- City of White Bear Lake
- White Bear Lake Fire Department
- Mahtomedi Fire Department
- White Bear Lake Police Department
- Ramsey County Sheriff Water Patrol

MEMORANDUM



Birchwood Village

TO: Birchwood City Council
FROM: Tobin Lay, City Administrator
SUBJECT: Schifsky's Crack-Fill Quote
DATE: March 5, 2020

Hello Mayor and Council Members,

Please see the enclosed quote from T.A. Schifskys to perform crack-fill on our City streets this spring/summer. This maintenance procedure is part of the City's annual maintenance plan to prolong the life of our streets.

Quotes for other repairs, such as curb repairs, etc. will be coming in the following months as the snow plow season ends.

Request/Recommendation

Staff requests Council Members to review and approve the enclosed quote from T.A. Schifsky's. Thanks!

Regards,
Tobin Lay
City Administrator

T. A. Schifsky & Sons, Inc.
 2370 Highway 36 East
 North St. Paul, MN 55109
 Phone (651) 777-1313
 Fax (651) 777-7843
www.taschifsky.com



PROPOSAL

Bid To:	Birchwood Misc.	Attention:	Tobin Lay
Job:		Address:	City of Birchwood Village, MN
Location:	Birchwood, MN	Phone:	426-3403
Addendums:	NA	Fax:	
Date:	1.20.2020	Email:	Tobin.Lay@cityofbirchwood.com

We propose the following for the above referenced project:

<u>Crack Filling</u>	<u>Unit</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Amount</u>
<u>City Wide Crack Filling</u>				
Route and fill bituminous cracks	LF	1000	\$1.50	\$1,500.00
<u>Patching</u>	<u>Unit</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Amount</u>
Mobilization PER DAY	Ea	4	\$500.00	\$2,000.00
Crew Rate for Patching Crew	Hr	10	\$675.00	\$6,750.00
Furnish Bituminous Asphalt per ton price	Ton	50	\$70.00	\$3,500.00
Milling for Removals (Based on 36" Wide)	LF	300	\$7.50	\$2,250.00
				\$14,500.00

Notes:	<i>Bid is based on SY listed above and provided plan. Not included in bid are permits, unforeseen site conditions, surveying, subgrade correction or excavation, geotextile fabric, and testing.</i>
---------------	---

Contractor's Guarantee

We guarantee all material used in this contract to be as specified above and the entire job to be done in a neat, workmanlike manner. Bid is based on quantities stated. Any variations from the plan or alterations requiring extra labor or material will be performed only upon written order and billed in addition to the sum covered by this contract. Prices are for 2018 unless otherwise specified.

Thank you for the opportunity to quote. If you have any questions please do not hesitate to call.

T.A. Schifsky & Sons, Inc. (Affirmative Action, Equal Opportunity Employer)

By: _____ Date 1.20.2020
 Rob Stangler 651-775-8399

Accepted By: _____ Date _____
 (Bid must be signed and returned)

Due to the rising cost of asphalt oil fuel, we can only honor our quotes for 30days. After 30 days bids/quotes are subject to our review and possible cost increase. Payment due upon completion.

MEMORANDUM



Birchwood Village

TO: Birchwood City Council
FROM: Tobin Lay, City Administrator
SUBJECT: Metro I-Net Reorganization
DATE: March 5, 2020

Hello Mayor and Council Members,

As many of you know, the manager of Roseville’s I.T. department, better known as Metro I-Net, recently retired. With this retirement, the City of Roseville and other cities holding a joint powers agreement (JPA) with Roseville for I.T. services began looking at reorganizing the Metro I-Net’s structure.

A subcommittee of member cities was created to consider different options and to make a recommendation to the group. This subcommittee recommends the formation of a new JPA entity wholly separate from Roseville or any other city and controlled by each of its member cities.

Such a structure will cost approx. \$175,000 more overall annually (about 5% annual increase per member city) but will provide greater control by the member cities and will remove the risk of the entity’s fate being decided by a single member (Roseville).

Estimated cost impacts:

AID	AGENCY ID NAME	Annual Personnel Charge	Annual Operating Charge	Hardware Capital Charge	Software Capital Charge	2020 TOTAL	% of Budget	JPA Overhead	100% Funded with Overhead		90% Funded with Overhead		80% Funded with Overhead		75% Funded with Overhead	
									5% Increase	Total Annual	Increase	Total Annual	Increase	Total Annual	Increase	Total Annual
		\$2,567,673	\$ 501,336	\$205,313	\$225,646	\$3,499,968		\$ 175,000	Increase	Total Annual	Increase	Total Annual	Increase	Total Annual	Increase	Total Annual
AH	Arden Hills	\$ 50,505	\$ 11,147	\$ 4,695	\$ 3,994	\$ 70,342	2.0%	\$ 3,517	\$ 3,517	\$ 73,859	\$ 11,724	\$ 82,066	\$ 21,982	\$ 92,324	\$ 28,137	\$ 98,479
ANO	Anoka	\$ 232,137	\$ 32,599	\$ 18,002	\$ 15,024	\$ 297,760	8.5%	\$ 14,888	\$ 14,888	\$ 312,649	\$ 49,627	\$ 347,387	\$ 93,050	\$ 390,811	\$ 119,104	\$ 416,865
BLN	Blaine	\$ 13,774	\$ 10,451	\$ 1,031	\$ 3,979	\$ 29,235	0.8%	\$ 1,462	\$ 1,462	\$ 30,697	\$ 4,873	\$ 34,108	\$ 9,136	\$ 38,371	\$ 11,694	\$ 40,929
BV	Birchwood Village	\$ 5,131	\$ 757	\$ 422	\$ 645	\$ 6,956	0.2%	\$ 348	\$ 348	\$ 7,304	\$ 1,159	\$ 8,115	\$ 2,174	\$ 9,129	\$ 2,782	\$ 9,738
CCW	Coon Creek Watershed	\$ 29,509	\$ 1,602	\$ 1,382	\$ 1,572	\$ 34,066	1.0%	\$ 1,703	\$ 1,703	\$ 35,769	\$ 5,678	\$ 39,743	\$ 10,646	\$ 44,711	\$ 13,626	\$ 47,692
CFD	Centennial Fire	\$ 10,581	\$ 1,480	\$ 963	\$ 1,332	\$ 14,357	0.4%	\$ 718	\$ 718	\$ 15,075	\$ 2,393	\$ 16,749	\$ 4,486	\$ 18,843	\$ 5,743	\$ 20,099
CH	Columbia Heights Police	\$ 2,915	\$ 423	\$ 79	\$ 726	\$ 4,143	0.1%	\$ 207	\$ 207	\$ 4,350	\$ 691	\$ 4,834	\$ 1,295	\$ 5,438	\$ 1,657	\$ 5,800
CLPD	Centennial Lakes Police	\$ 37,151	\$ 4,280	\$ 1,653	\$ 2,702	\$ 45,786	1.3%	\$ 2,289	\$ 2,289	\$ 48,075	\$ 7,631	\$ 53,417	\$ 14,308	\$ 60,094	\$ 18,314	\$ 64,100
CP	Circle Pines	\$ 32,598	\$ 8,307	\$ 2,711	\$ 2,990	\$ 46,605	1.3%	\$ 2,330	\$ 2,330	\$ 48,936	\$ 7,768	\$ 54,373	\$ 14,564	\$ 61,170	\$ 18,642	\$ 65,248
CV	Centerville	\$ 17,973	\$ 3,098	\$ 1,498	\$ 1,579	\$ 24,148	0.7%	\$ 1,207	\$ 1,207	\$ 25,356	\$ 4,025	\$ 28,173	\$ 7,546	\$ 31,695	\$ 9,659	\$ 33,808
EB	East Bethel	\$ 39,774	\$ 5,625	\$ 1,817	\$ 3,077	\$ 50,294	1.4%	\$ 2,515	\$ 2,515	\$ 52,808	\$ 8,382	\$ 58,676	\$ 15,717	\$ 66,010	\$ 20,117	\$ 70,411
FH	Falcon Heights	\$ 29,343	\$ 10,315	\$ 2,225	\$ 2,438	\$ 44,321	1.3%	\$ 2,216	\$ 2,216	\$ 46,537	\$ 7,387	\$ 51,708	\$ 13,850	\$ 58,172	\$ 17,728	\$ 62,050
FL	Forest Lake	\$ 106,622	\$ 19,595	\$ 7,878	\$ 7,545	\$ 141,641	4.0%	\$ 7,082	\$ 7,082	\$ 148,723	\$ 23,607	\$ 165,247	\$ 44,263	\$ 185,903	\$ 56,656	\$ 198,297

The City of Roseville has asked for a commitment of the Metro I-Net members to plan on entering into a JPA given the framework and costs outlined above and in the enclosed supporting documents, subject to final review and approval of the JPA.

Enclosed is a memo from the City of Roseville outlining the framework and a list of programs and services currently supported by Metro I-Net. Although we do not use all of the programs/services listed, we use most of them and only pay for those that we use.

Request/Recommendation

It is my opinion that even with the increased expense associated with entering this new JPA entity, Metro I-Net will continue to be the best and most affordable option to Birchwood, for the services it provides.

Accordingly, I requests Council Members approve a commitment to Metro I-Net members to plan on entering into a new JPA given the framework and costs outlined above and enclosed. Thanks!



Memo

To: Metro I-Net Members
cc: Pete Bauer & Jason Swalley, Metro I-Net
From: Patrick Trudgeon, Roseville City Manager
Date: February 13, 2020
Re: Metro I-Net Discussion Points

Metro I-Net originally started as a collaboration between Roseville and Mounds View to share IT resources in 1999. Since that time, Metro I-Net has grown to 35 member organizations receiving full IT services and 9 associate members receiving limited IT services.

Not only has the number of Metro I-Net members grown, each member agency's needs have grown exponentially. Some examples in recent years include the deployment of laser fiche, remote computer access, electronic door access, wireless access points, as well as body cam support for law enforcement.

Currently, Metro I-Net is under organizational control of the Roseville City Manager and Roseville City Council. All Metro I-Net employees are actually Roseville employees and fall under Roseville personnel policy, its liability coverage, and compensation structure. The Roseville City Manager makes employment decisions for Metro I-Net including the hiring and termination of employees. The City of Roseville includes the \$3.5 million Metro I-Net budget as part of its city budget.

While this arrangement has worked for many years, the following issues is making it harder to keep Metro I-Net sustainable into the future:

- Roseville City Council concern about the amount of Metro I-Net staff and the added liability and carrying costs for that amount of employees
- Roseville City Council concern the use of space within City given other city department space needs
- The Roseville employee compensation plan lags behind the market for other local governments and especially with LOGIS, a joint powers entity that provides IT services to many local governments in the Twin Cities. LOGIS has recruited several Metro I-Net staff members over the past couple of years
- As a result of the Roseville compensation plan and organizational structure, it is not possible to create the necessary executive leadership to guide the large \$3.5 million Metro I-Net enterprise

- Finally, it should be noted that the Roseville City Council could at any time decide to no longer be the lead agency for Metro I-Net and as a result, breakup Metro I-Net and let members figure out how to best provide IT services for their organization. It should be pointed out that Roseville City Council **has not** discussed doing this, but it is always a potential concern in the future.

Having Metro I-Net as a joint powers entity does provide members more direct control over governance of Metro I-Net, including costs, personnel, and policies and takes away uncertainty of the future of Metro I-Net.

The highlights of the joint powers agreement, as currently contemplated, are as follows:

- The initial members of the JPA will be the current members of Metro I-Net
- JPA is planned to become effective on 1/1/2021
- Metro I-Net will be governed by a Board of Directors with each member having a Director and Alternate designated
- Metro I-Net board meetings subject to open meeting law
- Each member will have the number of votes equivalent to its share of the budget
- Members will not be allowed to vote if they are in default of their financial obligation or violation of IT security policies
- Metro I-Net board will meet at least four times (Jan., April, July, Oct.) annually
- Metro I-Net board will have officers elected to 3-year terms
- Metro I-Net board will have power take all action in establishing and managing the operations of Metro I-Net
- Metro I-Net board will enter into a contract with a member to serve as the fiscal and operations agent for the organization
- Metro I-Net board will hire an executive director who will be responsible for day-to-day operations
- The executive director will have broad authority to run the operations of Metro I-Net
- The executive director can be terminated by a 2/3 vote of the Metro I-Net board
- The Metro I-Net board will establish an executive committee consisting of the 4 board officers and the member serving as the fiscal agent
- The executive committee would meet on a more frequent basis and work on duties as assigned by the board such as the budget and administrative issues
- The JPA outlines the schedule for the creation and consideration of the annual budget.
- The JPA creates 3 different classes of charges
 - Class 1 – Annual personnel & other operating expenses
 - Class 2 - Capital charges for hardware and software
 - Class 3 – Necessary additional charges
- The JPA outlines procedures for members to withdraw from Metro I-Net
- JPA creates a Metro I-Net “Associate” which is an entity that is receiving a contractual service from Metro I-Net
- The JPA has no termination date but does outline procedures to dissolve the organization

The new organizational structure will increase the costs for each member. The exact costs have not been determined yet and is highly dependent on the number of members that join the JPA. If all current members remain as members of the JPA, it is estimated that each member, including Roseville, would see an increase of 5% over the 2020 cost.

At this point, Roseville is seeking a commitment by your governing board to enter into a Metro I-Net joint powers agreement, subject to final review and approval of the JPA document. This will allow us to proceed in completing the drafting of the JPA and have an assurance on the costs to create the new entity.

Metro I-NET Program Details and Responsibilities

A1 : USER SUPPORT

The agency would be responsible for end user support and troubleshooting. They would need to purchase a Microsoft domain controller for authentication and group policy as well as Microsoft client access licensing for each user.

A2 : COMPUTER SUPPORT

The agency would be responsible for computer hardware support and troubleshooting. They would also need to purchase an antivirus solution.

A3 : EXCHANGE EMAIL SUPPORT

The agency would be responsible for their own email solution. They could either purchase and support a Microsoft exchange server or migrate to a subscription based service in the cloud.

A4 : WINDOWS SERVER SUPPORT

The agency would be responsible for supporting their own server operating system and applications.

A5 : NETWORK SYSTEM SUPPORT

The agency owns their network equipment. They would be responsible for supporting and configuring this equipment. Depending on the agency, they may require different network hardware as the Metro I-NET shared infrastructure would no longer be accessible.

A6 : LAN/WAN

The agency would need to purchase internet through an Internet service provider. Purchase a firewall to protect internet traffic. Denial of service protection on the ISP connection as well as web filtering.

V01 : CISCO TELEPHONY

The agency owns their physical Cisco IP phones. They would need to purchase a Cisco Unified Communications Manager server, Cisco voice router, and a PRI or SIP connection through a local telco. Alternatively, the agency could purchase new physical phones and subscribe to a cloud phone system.

The agency would be responsible for porting out existing numbers, call manager hardware purchase and licensing, monthly PRI/SIP setup, and all monthly reoccurring charges to the telco associated with the phone system.

S01 : ADOBE SUBSCRIPTIONS

The agency would be in charge of purchasing their own Adobe licensing

S02 : MOBILITY SERVICES

The agency would be responsible for supporting and purchasing a Netmotion mobility server for squad cars / mobile laptops or properly licensing their firewall for VPN connectivity.

S04 : LASERFICHE

The agency would be responsible for purchasing their own Laserfiche server and associated licensing.

S05: MILESTONE VMS

The agency owns their physical cameras. They would be responsible for purchasing their own video management server and associated licensing/hardware support.

S06 : ARBITRATOR VPU/BWC

The agency owns their Arbitrator VPU's and body worn cameras. They would be responsible for purchasing their own Arbitrator server and associated licensing/hardware support.

S07 : FACILITY WI-FI

The agency owns their physical Cisco wireless access points. They would be responsible for purchasing a Cisco wireless controller and associated licensing/hardware support to manage them.

S08 : vSAN

Other than a few specific cases, the infrastructure that every agencies servers sit on is shared equipment. The agency owns their data and virtual server(s). They would need to purchase a physical server to house their virtual server(s), virtualization and Microsoft server licensing, a backup server with associated licensing, and hardware support. Geographically diverse data centers and off sites backups should also be a consideration as well.

S09 : S2 CARD ACCESS

If the agency is using the shared S2 door lock system, they would need to purchase a new door lock controller.

S10 : CISCO SMARTNET

The agency would need to purchase support on their Cisco equipment (network switches, routers, firewalls, and voice controller).

S11 : FIBER MAINTENANCE

The agency may or may not still have associated fiber maintenance costs depending on the Internet service or support provider they use. The majority of our existing shared fiber maintenance is what allows us to run active-active data centers, providing added resiliency to the network infrastructure.

S13 : LETG RMS

If an agency is using the Roseville/Metro I-Net LETG server, they'd need to find a different solution for police records management.

MEMORANDUM



Birchwood Village

TO: Birchwood City Council
FROM: Tobin Lay, City Administrator
SUBJECT: Variance Case No. 20-01-VB, 15 Birchwood Ln
DATE: March 5, 2020

Hello Mayor and Council Members,

The Planning Commission heard a variance request on February 20, 2020 by Greg & Kathy Sherwood for 15 Birchwood Lane. During that hearing, it was noted that as part of the recent survey of the lot the surveyor set a new property pine on the southeast corner of the property, approx. 2 feet east of the pre-existing pin.

To ensure the legal certainty of the change in the property pin and to protect the City Council, the variance applicants, and the owner of the abutting 19 Birchwood Lane, City staff requested the applicants register the property with the examiner of titles and requested an extension of the variance request until such could be completed. The surveyor disputed the request.

Accordingly, I present this case to you now, not to hear the variance request, but to consider and approve staff's request to the applicants. The surveyor will be present to explain his position and City Attorney Kantrud will be present to explain the City's requests. The owner of the abutting neighbor, 19 Birchwood Lane, has also been notified and invited to attend this meeting.

Enclosed is a copy of the survey. Large hard copies of the survey will also be available during the meeting.

Request/Recommendation

Staff requests Council Members:

- Hear and consider the City's request and the surveyor's explanation;
- Require the variance applicants to register the property with the examiner of titles; and to
- Extend the applicant's variance request until such time as the property has been registered or up to one year, whichever is sooner.

Thanks!

Regards,
 Tobin Lay
 City Administrator

MEMORANDUM

TO: Birchwood City Council
 FROM: Tobin Lay, City Administrator
 SUBJECT: Cedar Street Vacant Lot
 DATE: March 5, 2020



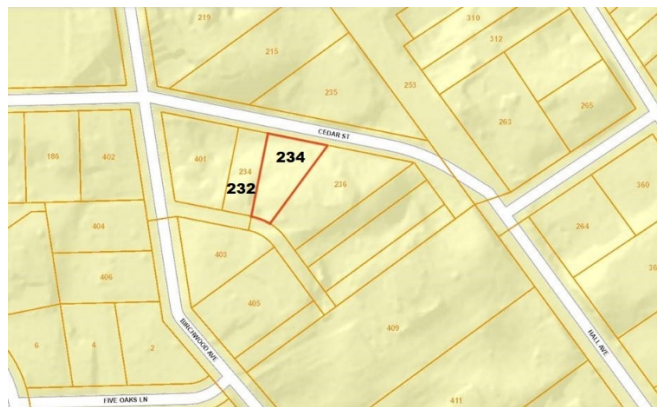
Hello Mayor and Council Members,

Erosion Control Plan

Mayor Wingfield requested staff invite the owners and builder of the home on the Cedar Street vacant lot to attend this meeting to continue last month's discussion with the owners regarding erosion control on the lot. The invitation has been made and the builder has confirmed his attendance.

Resolution 2020-09, Address Assignment

Additionally, the Planning Commission heard a request by the owners of this lot during the Commission's February meeting to assign an address to the lot. Residents along Cedar Street and Birchwood Avenue who could be impacted by this request were invited to provide feedback and/or to attend the Commission meeting. Commissioners considered residents' feedback, discussed several options, and then recommended the City Council assign the new lot and the lot immediately to its west as follows:



Request/Recommendation

The Planning Commission recommends and staff requests Council Members **approve enclosed Resolution 2020-09** to make the following address changes:

- Reassign 234 Cedar Street to 232 Cedar Street; and
- Assign the vacant lot between 234 and 236 Cedar Street as 234 Cedar Street.

Thanks!

Regards,
 Tobin Lay
 City Administrator

Birchwood Village – Initiative Proposal Template

Name of Initiative	Change Cedar Street Addresses
Committee	Planning Commission
What problem will this initiative solve or what value will this create in our community?	This will provide an address assignment to the vacant lot between 234 & 236 Cedar St. that does not currently have an address.
Proposed Solution or Initiative Description	Reassign 234 Cedar St. to 232 Cedar St. AND assign the vacant lot as 234 Cedar St.
How will we measure success of this initiative? <i>What would success look like and how will we know if we are successful?</i>	The owners of the home being built on the vacant lot will have an address number assigned. They will be able to establish necessary utility accounts and begin receiving mail, which both require an address assignment.
Estimated Cost of Initiative	Nothing from the City. Cost to affected residents would be limited to those related to notifying others of address change. This recommendation impacts the fewest number of residents (only 2).
Assumptions or Dependencies <i>What has to be true for the benefit and costs to be accurate? Examples: labor cost assumptions, number of residents using solution, etc.</i>	That the home being built on the vacant lot will be completed and lived in.
Alternative Solutions Considered <i>What are the alternatives that could be considered to solve the problem?</i>	Some other number assignment. But an assignment of some kind is required in order to establish utility services and mail service.
Timing Considerations <i>Are there any firm deadlines or an ideal timeframe for this initiative? What is driving the deadline?</i>	ASAP because installation of utility services is pending an assignment – an address is required to establish a utility account.

RESOLUTION 2020-09

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

**RESOLUTION CHANGING AND ASSIGNING
CEDAR STREET ADDRESS NUMBERS**

At a regular meeting of the City Council of the City of Birchwood Village held on Tuesday, March 10, 2020, at Birchwood City Hall, 207 Birchwood Avenue, Birchwood, Minnesota, with the following members present: Mayor Mary Wingfield, Council Members Jessi Aakre, Randy LaFoy, Jon Fleck, and Kevin Woolstencroft, and the following absent: none, the Birchwood City Council resolved:

WHEREAS, The vacant lot between 234 and 236 Cedar Street currently has no address assignment; and

WHEREAS, The owners of the vacant lot request that their lot receive an address assignment; and

WHEREAS, Owners of neighboring properties have been notified via USPS of this request and a hearing on such to be held at the Planning Commission meeting on February 20, 2020 and the City Council meeting on March 10, 2020; and

WHEREAS, Residents of several neighboring properties did attend the February 20, 2020 Planning Commission meeting and did opine on the topic; and

WHEREAS, The Planning Commission considered all feedback and then recommended that the City Council reassign 234 Cedar Street as 232 Cedar Street and assign the vacant lot as 234 Cedar Street.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Birchwood Village hereby assigns the above mentioned Cedar Street lots as follows:

- 234 Cedar Street changed to 232 Cedar Street
- Vacant Cedar Street lot assigned as 234 Cedar Street

Voting in Favor: 5
Voting Against: 0

Resolution duly seconded and passed this 10th day of March, 2020.

Attest:

Mary Wingfield, Mayor

Tobin Lay, City Administrator-Clerk

Tobin Lay

From: BRIDGET SPERL
Sent: Saturday, February 22, 2020 4:05 PM
To: Tobin Lay
Subject: Path Plantings

Tobin, here are some possibilities for planting for Jay path.

This is what I heard Catherine say she wanted:

The plantings will go on private property to delineate that property line from the path The area of focus is south side of lot, not behind house Deer resistant Native Plants if possible Probably shady (though not sure) Lilacs at the beginning of the path No cedar post fence No hedging Ability to see who is on the path Ability to add flowers and other plants

Options:

1. A simple row of low grasses/milkweed/wild ginger
2. A combination of shrubs, grasses and plants. Shrubs could include variegated red twig dogwood, forsythia, annabelle hydrangeas. These shrubs are all relatively deer resistant

My recommendation

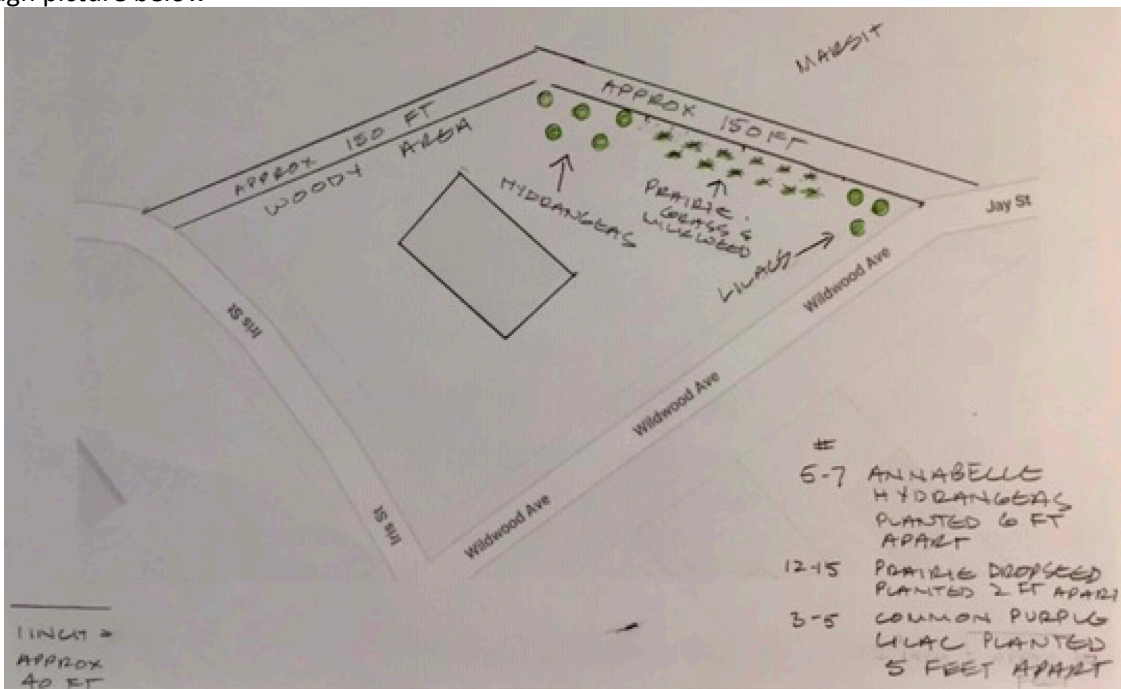
Hydrangeas toward the back of the path, lilacs at the front and Prairie Dropseed and milkweed in the middle. I like this because I think it fulfills Catherine’s requirements and is a good starting point. Catherine can continue to plant and enlarge as she learns more about her property. If we did this we would use (depending on size):

- 5 to 7 annabelle hydrangeas
- 12 to 15 prairie dropseed plants
- 3 to 5 lilacs

Wild ginger could be planted around the lilacs and hydrangeas - there’s a lot in the neighborhood so my guess is it could be transplanted - or we ask people to donate it at the plant sale. Same with the milkweed.

I am not sure if the city has a wholesale account with anyone - might be worth doing if we don’t have one. That would make a difference in pricing and size.

I drew a rough picture below



Tobin Lay

From: Pete Tholen
Sent: Monday, March 2, 2020 2:50 PM
To: Tobin Lay
Cc: Dale Reed; Paul Peltier
Subject: Birchwood Lift Station #2

Follow Up Flag: Follow up
Flag Status: Flagged

Tobin,

I would like to give you a heads up on issues we have been experiencing at the lift station since last week. Since the electrical components in the dry side (pump side) of the lift station got wet there have been failures which began last Friday and continue as of today. General Repair has been very helpful on keeping thing up and running, but there has been only one pump running from these problems. It seem that when the water entered the dry side of the lift station components got wet along with the wiring. The components are now beginning to corrode and the insulation on the wiring in the cabinet absorb the water which is also creating issues within the wire. From what I was told Steve from General Repair will be attending the City Council Meeting this Wednesday and will go into detail what needs to be done to keep this lift station going till a permanent solution is done.

Peter Tholen
Field Maintenance Supervisor
Pete.tholen@whitebeartownship.org
Office: 651.747.2776
Fax: 651.429.7829





March 5, 2020

[affected resident]
Wildwood Avenue
Birchwood Village, MN 55110

LMCIT CLAIM #: GL 102926
TRUST MEMBER: City of Birchwood Village
D/OCCURRENCE: 2/13/20

Dear[affect resident]

The League of Minnesota Cities Insurance Trust (LMCIT) provides coverage to our trust member, the City of Birchwood Village.

I have concluded my investigation into the sewer backup that affected your property and determined the City was not negligent with respect to the design, construction, maintenance or inspection of its sanitary sewer system and lift station. Additionally, the City responded with an appropriate sense of urgency and followed the standard procedure for this type of occurrence.

The City’s lift station operated as it should. Unfortunately, a water main break occurred within the White Bear Township’s water system and the water from this break inundated the lift station to create this occurrence. The City could not have prevented the water main break from occurring. Given the information above, I must respectfully deny liability on behalf of the City of Birchwood Village.

Although the LMCIT has denied liability, the City of Birchwood Village has elected to carry No Fault Sewer Backup Coverage. Because the City has elected this coverage, you have up to \$10,000.00 available for the damages sustained from this occurrence. This coverage is secondary to any other insurance coverage you have available. Therefore, LMCIT can offer payment for the actual cash value of your damages that are not covered by your primary insurer, subject to review.

If you have any questions, my direct dial is 651-215-4060.

Sincerely,

Phillip S. Trebatoski
Claims Adjuster

c: Tobin Lay, City of Birchwood Village
North Risk Partners LLC