



AGENDA OF THE REGULAR MEETING OF  
THE CITY COUNCIL  
CITY OF BIRCHWOOD VILLAGE  
WASHINGTON COUNTY, MINNESOTA  
May 11, 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 is conducting its May 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 6:50pm 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.**

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

Topic: Birchwood Village May 2021 City Council Meeting

Time: **May 11, 2021 07:00 PM** Central Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/82733242274?pwd=WEtlaEtGdnVMZnZKR2Fvd1hKTmxnQT09>

Meeting ID: 827 3324 2274

Passcode: 518946

**PLEDGE OF ALLEGIANCE**

**APPROVE AGENDA**

\* Denotes items that have supporting documentation provided

## **OPEN PUBLIC FORUM**

### **ANNOUNCEMENTS**

- A. We are social, follow us on Facebook/Twitter and/or register for the email listserv

### **ADMINISTRATIVE PRESENTATION**

- A. Sheriff Report\* (pp. 4-9)
- B. Planning Commission Meeting Minutes\* (pp. 11-13)
- C. Approve Subdivision Study Task Force Meeting Minutes from May 5, 2021\* (p. 15)

### **CITY BUSINESS – CONSENT AGENDA**

- A. Approve Regular Meeting Minutes from April 13, 2021\* (pp. 17-24)
- B. Approve Treasurer’s Report\* (pp. 25-38)
- C. Approve Resolution 2021-13: Approving Coverage for City Workers’ Compensation Insurance Policy\* (p. 39)

### **CITY BUSINESS – REGULAR AGENDA**

- A. Variance Case No. 21-01-VB for 419b Wildwood Avenue\* (pp. 41-97)
  - a. Council Deliberation  
*Time Budget: 10 Minutes*
- B. 143 Wildwood Avenue Retaining Wall\* (p. 99)
  - a. Council Deliberation  
*Time Budget: 15 Minutes*
- C. City Hall Improvements Taskforce Update\* (pp. 101-105)
  - a. Council Deliberation  
*Time Budget: 5 Minutes*
- D. Utility Committee Update
  - a. Council Deliberation  
*Time Budget: 5 Minutes*
- E. Council Member Reports:
  - a. Mayor Wingfield
    - i. Rain Garden Requirements
    - ii. Contractor Insurance vs. Contractor Letter of Credit (Sec. 301.055)
    - iii. 2040 Comp Plan
    - iv. Cross-referencing Building Code 200 with City Code 300  
*Time Budget: 5 Minutes*
  - b. Councilmember Fleck
    - i. 20 MPH Speed Limit  
*Time Budget: 5 Minutes*
  - c. Councilmember McCarthy
    - a. Kay Beach\* (p. 107)  
*Time Budget: 10 Minutes*
- F. City Administrator’s Report

\* Denotes items that have supporting documentation provided

- a. Music in the Park\* (pp. 109-110)
- b. Planning Commission Vacancy\* (p. 111)  
*Time Budget: 5 Minutes*
- G. Old Business
  - a. Lost Lake Court/Birchwood Intersection
  - b. 312 Wildwood Avenue
  - c. Building Maintenance Ordinance Update  
*Time Budget: 10 Minutes*
- H. Husnik Property Update (Attorney Kantrud)
  - a. Update to Council  
*Time Budget: 10 Minutes*

**ADJOURN**

# MEMORANDUM



**TO:** Birchwood Village City Council  
**FROM:** Andy Gonyou, City Administrator  
**SUBJECT:** Sheriff Report  
**DATE:** May 6, 2021

Dear Mayor & City Council Members: The following pages are a report of law enforcement incidents and citations for April 2021:





**WASHINGTON COUNTY SHERIFFS OFFICE**

**BIRCHWOOD VILLAGE - 40**

4/2/2021 4:21:52 PM WC21014619 50XXX -699 HALL AVE, DIRECTED PATROL  
BIRCHWOOD VILLAGE

I patrolled area of Birchwood Village for approximately 10 minutes; no traffic violations observed.

4/2/2021 6:00:06 PM WC21014635 20XXX -254 CEDAR ST, TRAFFIC STOP  
BIRCHWOOD VILLAGE

Observed MN/CMA082 westbound on the 700 block of Hall Ave with Feb/20 tabs. Traffic stop with that vehicle. Driver issued citation for expired registration. Verbal warning for no proof of insurance.

4/2/2021 6:28:23 PM WC21014640 39XXX -4030 EAST COUNTY LINE TRAFFIC STOP  
RD, BIRCHWOOD VILLAGE

Squad was stationary. Observed vehicle on East County Line Rd at what appeared to be faster than the posted speed limit of 30 mph. I used my Lidar (DUI-01) on the vehicle. Lidar showed vehicle speed to be 45 mph at 257 feet. T/S on vehicle, driver id'd by MN PDL. Driver was cited for speed 45/30 (+15), citation explained to driver. Driver Attitude=Good

4/3/2021 5:49:47 PM WC21014846 20XXX -254 CEDAR ST, DIRECTED PATROL  
BIRCHWOOD VILLAGE

Patrolled area of Birchwood Village for approximately 10 minutes; no traffic violations observed

4/4/2021 7:41:52 AM WC21014952 10XXX -191 WILDWOOD AVE, DIRECTED PATROL  
BIRCHWOOD VILLAGE

Patrolled area of Birchwood Village for approximately 10 minutes; no traffic violations observed.

4/4/2021 3:19:39 PM WC21015030 XXX Birchwood Ct, BIRCHWOOD ALARM-BUSINESS/RES/FIRE/MEDICAL/ETC  
VILLAGE

Fire alarm with proper code to cancel. No assistance provided.

4/5/2021 8:11:43 AM WC21015146 10XXX -190 WILDWOOD AVE, DIRECTED PATROL  
BIRCHWOOD VILLAGE

Patrolled area of Birchwood Village for approximately 10 minutes; observed no traffic violations.

4/6/2021 7:44:26 AM WC21015343 60XXX -699 WILDWOOD AVE, DIRECTED PATROL  
BIRCHWOOD VILLAGE

Patrolled area of Birchwood Village for approximately 10 minutes.

4/6/2021 4:29:10 PM WC21015411 40XXX -498 LAKE AVE, DIRECTED PATROL  
BIRCHWOOD VILLAGE

Routine patrol.

4/7/2021 9:01:10 PM WC21015663 XXX Cedar St, BIRCHWOOD CITIZEN/PUBLIC ASSIST  
VILLAGE

Comp reported strange phone calls on her landline. Advised to contact her phone company to block the number.

4/10/2021 2:51:45 AM WC21016101 40XXX -499 LAKE AVE, DIRECTED PATROL  
BIRCHWOOD VILLAGE

Directed patrol. Nothing suspicious/criminal observed. Clear.

4/10/2021 5:24:50 PM WC21016191 10XXX -191 WILDWOOD AVE, DIRECTED PATROL  
BIRCHWOOD VILLAGE

Patrolled area of Birchwood Village for approximately 10 minutes; no traffic violations observed.

4/11/2021 2:58:40 AM WC21016306 30XXX -340 WILDWOOD AVE, DIRECTED PATROL  
BIRCHWOOD VILLAGE

Directed patrol. No suspicious/criminal activity observed. Clear.

4/11/2021 5:20:46 AM WC21016313 40XXX -407 LAKE AVE, BIRCHWOOD VILLAGE DIRECTED PATROL

Directed patrol. No suspicious/criminal activity observed. Clear.

4/11/2021 12:22:33 PM WC21016345 XXX Cedar St, BIRCHWOOD VILLAGE FIRE

Information only on WBL FD investigating recreational fire.

4/11/2021 2:43:07 PM WC21016359 20XXX -254 CEDAR ST, BIRCHWOOD VILLAGE DIRECTED PATROL

Patrolled area of Birchwood Village for approximately 10 minutes; no traffic violations observed.

4/12/2021 6:14:49 AM WC21016460 60XXX -699 WILDWOOD AVE, BIRCHWOOD VILLAGE DIRECTED PATROL

Directed patrol. No suspicious/criminal activity seen. Clear.

4/12/2021 9:51:34 AM WC21016482 60XXX -698 WILDWOOD AVE, BIRCHWOOD VILLAGE DIRECTED PATROL

Patrolled area of Birchwood Village for approximately 10 minutes; no traffic violations observed.

4/12/2021 10:41:41 AM WC21016489 XXX LAKE AVE, BIRCHWOOD VILLAGE FRAUD/SCAM

Unemployment insurance fraud; RP received letter of application. Account frozen no monetary loss.

4/13/2021 8:10:56 AM WC21016602 30XXX -426 HALL AVE, BIRCHWOOD VILLAGE DIRECTED PATROL

Patrolled area of Birchwood Village for approximately 10 minutes; no traffic violations observed.

4/14/2021 4:30:56 AM WC21016722 28XXX -299 JAY ST, BIRCHWOOD VILLAGE DIRECTED PATROL

Directed patrol. No suspicious/criminal activity observed. Clear.

4/14/2021 4:35:06 AM WC21016723 XXX LAKE AVE, BIRCHWOOD VILLAGE DIRECTED PATROL

Directed patrol. No suspicious/criminal activity observed. Clear.

4/14/2021 3:57:33 PM WC21016803 XXX Lake Ave, BIRCHWOOD VILLAGE ANIMAL COMPLAINT

Dog at large/aggressive dog issue. See report.

4/14/2021 4:21:03 PM WC21016804 XXX Hall Ave, BIRCHWOOD VILLAGE FRAUD/SCAM

I was dispatched a fraud/scam call in Birchwood Village. I spoke with the complainant via phone call. Complainant stated that someone had tried to file for unemployment benefits under her name. Complainant stated she had contacted the the Unemployment Benefits hotline and had her account frozen. No financial loss at this time. Complainant just wanted to report the incident. Nothing further.

4/15/2021 3:55:49 PM WC21016957 XXX BIRCHWOOD AVE, BIRCHWOOD VILLAGE DIRECTED PATROL

Directed patrol.

4/16/2021 9:28:17 PM WC21017225 XXX Wildwood Ave, BIRCHWOOD VILLAGE SUSPICIOUS PERSON/ACTIVITY

Dispatched for suspicious vehicle. See additional comments.

4/17/2021 12:40:08 AM WC21017255 XXX Cedar St, BIRCHWOOD VILLAGE ANIMAL COMPLAINT

Barking dog complaint. Sat in the area for 10 mins and didn't hear any dogs barking. Clear.

4/18/2021 4:16:42 PM WC21017511 10XXX -181 CEDAR ST, BIRCHWOOD VILLAGE DIRECTED PATROL

Patrolled area of Birchwood Village for approximately 10 minutes; observed no traffic violations.

4/19/2021 3:21:27 PM WC21017640 50XXX -534 LAKE AVE,  
BIRCHWOOD VILLAGE DIRECTED PATROL

Patrolled area of Birchwood Village for roughly 10 minutes; no traffic violations observed.

4/19/2021 10:15:17 PM WC21017707 XX Oakhill Ct, BIRCHWOOD  
VILLAGE ALARM-BUSINESS/RES/FIRE/MEDICAL/ETC

I responded to the address for an alarm. On arrival I spoke with the occupant who was housesitting. The occupant had already reset the alarm. N assistance was needed. Clear

4/20/2021 8:04:44 AM WC21017748 42XXX -499 HALL AVE,  
BIRCHWOOD VILLAGE DIRECTED PATROL

Patrolled area of Birchwood Village for approximately 10 minutes; no traffic violations observed.

4/21/2021 7:53:12 AM WC21017897 50XXX -698 HALL AVE,  
BIRCHWOOD VILLAGE DIRECTED PATROL

Patrolled area of Birchwood Village for approximately 10 minutes, no traffic violations observed.

4/22/2021 6:17:50 PM WC21018167 XXX Wildwood Ave, BIRCHWOOD  
VILLAGE FOLLOW UP

Followed up on previous incident that occurred at this address. See additional officer comments.

4/25/2021 11:41:47 PM WC21018718 White Pine Ln / Hall Ave,  
BIRCHWOOD VILLAGE SUSPICIOUS PERSON/ACTIVITY

Suspicious vehicle pulling into a residential drive way. It was a grocery delivery driver attempting to find the proper address. Resident confirmed the delivery was valid. Cleared.

4/27/2021 2:33:38 AM WC21018871 70XXX -714 HALL AVE,  
BIRCHWOOD VILLAGE DIRECTED PATROL

Directed patrol. No suspicious/criminal activity observed. Clear.

4/27/2021 3:08:45 PM WC21018963 30XXX -426 HALL AVE,  
BIRCHWOOD VILLAGE DIRECTED PATROL

Patrolled area of Birchwood Village for approximately 10 minutes, no traffic violations observed.

4/28/2021 2:45:22 AM WC21019033 1-99 BIRCHWOOD LN,  
BIRCHWOOD VILLAGE DIRECTED PATROL

Directed patrol. No suspicious/criminal activity observed. Clear.

4/29/2021 12:54:51 AM WC21019173 60XXX -698 WILDWOOD AVE,  
BIRCHWOOD VILLAGE DIRECTED PATROL

Directed patrol. No suspicious/criminal activity observed. Clear.

4/29/2021 7:42:38 AM WC21019209 30XXX -340 WILDWOOD AVE,  
BIRCHWOOD VILLAGE DIRECTED PATROL

Patrolled area of Birchwood Village for approx 10 minutes; no traffic violations observed

4/30/2021 7:50:32 AM WC21019380 34XXX -398 WILDWOOD AVE,  
BIRCHWOOD VILLAGE DIRECTED PATROL

Patrolled area of Birchwood Village for approx 10 minutes, no traffic violations observed.

**TOTAL INCIDENTS: 40**



# Citations for: Birchwood

4/1/2021 To 4/30/2021

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	4/1/2021	820011109101	WC13772	A. Tysk	Citation	0	CENTURY AVE				Birchwood	MOV-Speed-Exceed 30 mph-Urban District Traffic Regulation - Driver Must Carry Proof of Insurance when Operating Vehicle	169.14.2(a)(1)
WCSO	4/1/2021	820011109101	WC13772	A. Tysk	Citation	0	CENTURY AVE				Birchwood	MOV-Speed-Exceed 30 mph-Urban District Traffic Regulation - Driver Must Carry Proof of Insurance when Operating Vehicle	169.791.2(a)
WCSO	4/2/2021	820011109204	WC1280	T. VanSomeren	Citation	700	HALL AVE				Birchwood	REG-Expired Registration/# of Plates Reqd	169.79.1
WCSO	4/2/2021	820001109207	WC1282	M. Ramos	Citation	3900	EAST COUNTY LINE RD				Birchwood	MOV-Speed-Exceed Limit	169.14.2(a)



REGULAR MEETING MINUTES

(Pending Approval of Planning Commission during May Meeting)

Birchwood Planning Commission Meeting

Virtual Meeting per Governor's Request – 7:00 PM Meeting 4/22/2021

Submitted by Michael Kraemer – acting secretary

COMMISSIONERS PRESENT: Andy Sorenson – Chairman, NEW MEMBER – Michele Atakpu , Ryan Hankins, Michael Kraemer, Jozsef Hegedus arrived 7:10.

COMMISSIONERS ABSENT: none

OTHERS PRESENT: Cameron Sigecan – property owner 143 Wildwood Ave, Shari Hankins – guest of Ryan Hankins, Marin Hegland @ 7:18 – Builder for Sigecan property at 143 Wildwood Ave

1. CALL TO ORDER Meeting called to order by Chairman Andy Sorenson at 7:00 pm.
2. APPROVE AGENDA
  - a. Motion by Michael Kraemer to approve the agenda, second by Ryan Hankins: Approved unanimously.
3. AGENDA ITEM A - Variance Case No 21-02-VB - 143 Wildwood Ave
  - a. Property owner Cameron Sigecan was present to discuss the resubmitted architectural renderings which included the electrical and structural, submitted this past week.
  - b. **Mr Sigecan acknowledged the documents supporting the variance application and requested by the Planning Commission at the last meeting were not in the packets. He indicated he was having trouble getting the information developed. The missing documents include the following:**
    - i. Impervious surface calculations and storm water management plan per code.
    - ii. Site plans including proposed location of structures and setback dimensions on all sides of the building.
    - iii. "Average building height "calculations as required by code.
    - iv. Details on how the existing neighboring garage retaining wall on the west side of the site would be supported once the existing garage is relocated.
  - c. **Commissioner Atakpu identified that the proposed garage dimensions were larger than the existing garage and would result in the enlargement of a non-conforming use. Commissioner Atakpu suggested that the garage configuration be modified to reduce the street ward depth to 20'. This would modify the proposed garage dimension to 20' deep and 24' wide. This 20' dimension would be measured from the internal support column in the northeast corner of the garage. This garage depth modification would maximize the street-side setback dimension and result in a street-side setback of approximately 30'.**
  - d. **Action**
    - i. **ACTION: Commissioner Michael Kraemer moved that the application be rejected as INCOMPLETE and requested that revisions to the garage dimensions and the additional information identified in Item b, i. – iv. above,**

**be included in any resubmittal. Motion was second by Ryan Hankins. Vote: Yes-5, No-0 Motion to find the application incomplete passed.**

- e. Property owner Cameron Sigecan requested that the finding of facts originally discussed and approved at the 3/25/2021 Planning Commission be included in the minutes. The previous findings of fact are as follows in Item f.
- f. Finding of Fact (3/25/2021 Planning Commission meeting)
  - i. *The property at 143 Wildwood Ave was determined to be a non-conforming pre-existing parcel with five non-conforming issues.*
  - ii. *ISSUE #1 – UNDER SIZED LOT, Code: 302.005 The lot is undersized at 8250 sf versus the Village Code requirement of 9000 sf for a pre-existing riparian lot.*
    - 1. *FINDING: The parcel should be considered eligible for grandfathering in as compliant with the minimal lot size and recognized as a pre-existing single-family lot as there is no practical way to add to the property.*
  - iii. *ISSUE #2 – SIDE YARD SETBACK, Code: 302.020.2 The revision to the plans theoretically move the proposed garage to the center of the lot and align it with the exterior of the house. The resultant side yard setbacks will be 9'-6" to 10' on the north (west) and 10'+ on the south(east).*
    - 1. *ADDITIONAL INFORMATION REQUEST Site plans did not show location and setback dimensions of the proposed garage structure. Planning Commission requested plans be update to show proposed location and dimension so they can be incorporated into the variance review.*
    - 2. *FINDING: Planning Commission commented favorably on the relocation as approaching compliance with the 10' Village Code the side yard guideline even with one corner's actual dimension will be 9'-6". Good practical effort was made to comply with the Code by moving the garage to the center of the lot and a previous side yard setback of 4'-6"*
  - iv. *ISSUE #3 – STREET SET BACK Code 302.020.2 The current Village Code for municipal street setback is 40'. The relocation of the garage up tight against the house will put the garage setback from the right of way at 26' and 30'+ from the edge of the street bituminous.*
    - 1. *FINDING: Planning Commission commented that the proposed relocation of the garage up tight against the house as a favorable way to maximize the street setback. The 26' setback achieved by the relocation of the garage will afford the property 26' for off ROW parking.*
  - v. *ISSUE #4 – IMPAIRED SITE LINES At the February meeting neighbor Doug Danks identified that if the location of the addition of a bonus room above the walkout garage was allowed to be built against the property line it would impair their view of the lake from across Wildwood Ave.*
    - 1. *FINDING: The relocation of the new garage to the center of the lot and up against the house will place the bonus room above the garage in line with the current house roof line and minimize any additional site line impediments.*



- vi. *ISSUE #5 – IMPERVIOUS SURFACE. Code 302.050 The relocation of the garage against the house will eliminate the underground tunnel, create a similar garage impervious footprint, and add 12’ additional impervious length to the driveway. The total impervious footprint including the house, garage, entry, driveway and sidewalk are estimated to create an impervious footprint of approximately 3065 sf on the 8250-sf lot. This calculates to an impervious percentage on the parcel of 37% versus Village Code guideline of 25%.*
  - 1. *FINDING: No impervious calculations nor storm water management plan were provided with the variance application there for the application was incomplete and no action could be taken.*
  - 2. *ADDITIONAL INFORMATION REQUEST. Planning Commission requested the applicant provide the prescribed impervious calculations and storm water management plan if he would like the application considered.*
- vii. *ISSUE #6 – SLOPE STABILIZATION*
  - 1. *FINDING: The relocation of the garage 12’ into the slope will expose the adjacent garage wall and slope. No information was provided on how that wall and slope would be stabilized.*

- 4. AGENDA ITEM B - Review/Approval March 25, 2021 Meeting Minutes
  - a. Motion by Jozsef Hegedus, 2<sup>nd</sup> by Ryan Hankins to approve minutes as edited. Yes – 4, No – 0, Abstain - Atakpu
- 5. Adjournment
  - a. At 8:14 motion was made by Ryan Hankins and 2<sup>nd</sup> by Jozsef Hegedus to adjourn the meeting. Vote: Yes – 5, No – 0.



Subdivision Task Force Minutes May - 5:30 pm May 5, 2021

Present: Ron Malles, Trilby White, Mary Wingfield, H. Alan Kantrud, Ryan Hankins, John Anderson, Susie Mahoney, Mary Winfield

1. Approve Minutes from February 24, 2021
2. We noted that Noel attended the first meeting, and indicated her interest in maintaining a focus on environmental issues. We agreed to keep rolling minutes in the February 10 meeting.
3. We reviewed the City Engineer's suggestions on the Task Force's developed section of code.
4. We would like to review the suggestions with the City Engineer at a future meeting.



**MINUTES  
OF THE REGULAR MEETING OF THE  
CITY OF BIRCHWOOD VILLAGE  
VIRTUAL MEETING**

**April 13, 2021**

**7:00PM**

**CALL TO ORDER**

Mayor Wingfield called the meeting to order at 7:01 and stated that the meeting was being held remotely in compliance with Governor Walz's Stay at Home Order, then shared the procedure for public hearing and community comment.

**MEMBERS PRESENT:** Mayor Mary Wingfield, Councilmembers; Kevin Woolstencroft, John Fleck, Justin McCarthy, Mark Foster

**STAFF PRESENT:** City Administrator, Andy Gonyou, City Attorney, H Alan Kantrud

**PLEDGE OF ALLEGIANCE**

**APPROVE AGENDA**

**Mayor Wingfield** stated that she would like to add the following:

1. Memo sent out from City Administrator Gonyou from Sarah Marco Hansen regarding signs
2. Bell tower
3. Roads

**Councilmember McCarthy** added that he would like to add comments of Consent Agenda.

1. Pull D. Resolution 2021-09 Authorizing fund transfer, there is a typo.
2. Pull F. Add that the bid would be subject to City Attorney Kantrud come to an agreement on an acceptable contract.

**Mayor Wingfield** made a Recommendation, that on D that the typo get fixed by Andy instead of pulling it.

**City Administrator Andy Gonyou** would like to add under City Administration report.

1. Approve expense Metro Inet to grant voting systems at city hall.
2. updates the council on 2040 comp plan grant

**MOTION MADE by Councilmember Woolstencroft to approve the agenda with the changes made, seconded by councilmember Foster. Roll Call Votes: Ayes; Foster, Woolstencroft, McCarthy, Fleck, Wingfield. Motion Passed**

**PUBLIC FORUM**

1. Mary Cahill: (165 Birchwood Ave) requested to have a posting at the tennis courts with designated times to play.
  - a. Councilmember Foster will work with Mary Cahill on coming up with something.
2. Barton Winter: (1 Five Oaks La) discussed the hockey rink.

**Minutes/Birchwood City Council/April 13, 2021**

**ANNOUNCEMENTS**

- A. We are social, follow us on Facebook @Birchwoodcityhall or Twitter @CityofBirchwood.
- B. Pelco will be removing the siding at City Hall 4/14/2021
- C. Cynthia Tomlinson is selling Centennial T-shirts.
- D. Earth Day is coming up.
  - i. Plantings at hockey rink
  - ii. Litter pick up.
- E. Fire Hydrant flushing

**Administrative Presentation**

- A. Sheriff Report
- B. Planning Commission Meeting Minutes
- C. Birchwood Dock Association Meeting, April 17<sup>th</sup> at 9:30am

**City Business-Consent Agenda**

- A. Approve Treasurer's Report
- B. Approve Regular Meeting Minutes from January 12, 2021
- C. Approve Regular Meeting Minutes from March 9, 2021
- D. Approve Resolution 2021-09, Authorizing Fund Transfers
- E. Approve Resolution 2021-11. Declining to Waive the Statutory Momentary Limits on Municipal Tort Liability Established by Minnesota Statutes 466.04
- F. Approve bid from T.A Schifsky for Roadwork
- G. Approve MS4 Public Hearing for May Council Meeting – Storm Water Pollution Prevention Program

**MOTION WAS MADE by Councilmember McCarthy to approve the consent agenda parts: A, B, C, E and G. Seconded by Councilmember Fleck. Roll Call Votes: AYES; McCarthy, Fleck, Woolstencroft, Foster, Wingfield. Motion Passed.**

**Part 2 of the Consent Agenda D and F**

Council and City Attorney Kantrud had discussion on Consent Agendas D and F.

**MOTION WAS MADE by Councilmember Woolstencroft to accept Consent Agenda part 2: D and F. Seconded by Councilmember Fleck. Roll Call Votes: Ayes; Woolstencroft, Fleck, Foster, McCarthy, Wingfield. Motion Passed.**

**CITY BUSINESS-REGULAR AGENDA**

**A. Washington County Historical Society**

- 1. Presentation by Brent Peterson

**MOTION MADE by Mayor Wingfield to support Washington Historical Society for \$1.00 per person which is \$875.00 and to draft a letter for the Mayor's in Stan Karwoski's district to be in support of financial contribution from the county for one year. Seconded by Councilmember Foster. Roll Call Votes: AYES; Wingfield, Foster, Woolstencroft, Fleck, McCarthy. Motion Passed**

- 1. Public Hearing

**MOTION WAS made by Councilmember Woolstencroft to close the Public Hearing. Seconded by Councilmember Fleck. Roll Call Vote: AYES; Woolstencroft, Fleck, McCarthy, Foster, Wingfield. Motion Passed.**

**Minutes/Birchwood City Council/April 13, 2021**

2. Council Deliberation & Approval

**MOTION MADE by Councilmember McCarthy to adopt and Pass Ord. 2021.03-01. Seconded by Councilmember Fleck. Roll Call Vote: Ayes; McCarthy, Fleck, Foster, Woolstencroft, Wingfield. Motion Passed.**

3. Approve Resolution 2021-10 Summary Publication

i. Discussion was made by Council.

Mayor Wingfield asked Council and City Attorney Kantrud if it was possible to publish the "City of Grant Summary of Grant Ordinance" with the corrected wording pertaining to Birchwood for publication, since it was shorter and less money. City Attorney Kantrud suggested to take out the wording "This Franchise Ordinance addresses and regulated the subjects show on the Table of Contents list. To: "This Franchise ordinance essentially rewrites the existing franchise ordinance already on the books and is substantially similar, a copy of which is available at the city hall". It was suggested to put this to the end of meeting so corrections can be made.

**C. Variance Case No 21-01-VB for 419b Wildwood Ave**

1. Council Deliberation

i. Council requested that the homeowner get documentation from her Engineer and Architect to see if there are other alternatives besides the 2-1/2 feet up and to get back to council.

**D. Planning Commission Appointment**

i) Applicants

- a. Michael McKenzie
- b. Paul Edwards
- c. Michelle Maiers-Atakpu
- d. Sandra Kriz-Buerkle (no show)
- e. Joe Evans – withdrew

1. Council Deliberation

**MOTION MADE by Mayor Wingfield to appoint Michell Maiers-Atakpu to the Planning Commission for the duration of the term of Incumbent John Lund which would be a 3-year term. Seconded by Councilmember Fleck. Roll Call Vote: AYES; Fleck, Foster, Woolstencroft, McCarthy, Wingfield. Motion Passed.**

**E. Ordinance 2021-04-01. City Code Sec. 301.060(B)**

1. First Reading

a. Council Deliberation

2. Schedule Second Reading and Public Hearing

**MOTION MADE by Councilmember McCarthy to put ordinance 2021-04-01 on for Public Hearing at the May City Council Meeting with the alternative hours of 7:30am-7:00pm. Seconded by Mayor Wingfield. Roll Call Votes: AYES; McCarthy, Woolstencroft, Winfield. NAY; Foster, Fleck**

**Minutes/Birchwood City Council/April 13, 2021**

**F. City Assessor Report**

i. Meeting was held at 6:00pm, April 13, 2021, just before the Council Meeting with the City Assessor. Tax valuations increased 1.5% based on 12 home sales.

No residents appeared at the meeting to contest their valuations. One written request for reconsideration was denied.

**G. Three Way Iris/Wildwood Intersection**

I. Council Deliberation

a. Councilmember McCarthy will look into this issue further.

**H. Brine Pre-Application**

I. Council Deliberation

a. Councilmember McCarthy will look further into the application of Brine.

**I. American Rescue Plan Funding**

I. City Administrator Gonyou went over this funding plan to the City Council.

a. Council Deliberation

**J. Sheriff Meeting Update (Major Wingfield & Council member Foster)**

I. Council Deliberation

**K. 312 Wildwood Update**

I. Council Deliberation

a. Yard accumulating more stuff.

b. City needs to get its court costs back.

c. Shed in back falling down.

II. Discussion was made by City Attorney Kantrud and Council on what to do to go forward with this.

**L. City Attorney Report**

I. Cedar/Hall Junction Update

i. City Attorney Kantrud recorded the permanent roadway easement on April 12, 2021.

**M. Councilmember Reports**

**I. Mayor Wingfield**

**i. City Planner**

a. Mayor Wingfield mentioned that our City Planner Doug Danks should be reviewing plans to check setback requirements on all exterior modification and final "as builds".

b. Councilmember McCarthy suggested some way of helping out applicants get all the information they need to the city the first time they apply.

**ii. Irrigation Permits**

a. Need a process to inventory the irrigation installation and flushing to the city.

Council Deliberation

**iii. Tree Ordinance**

a. No provision in code on the inventory of trees or tree preservation

Council Deliberation



**Minutes/Birchwood City Council/April 13, 2021**

**iv. ROW Permit**

- a. There are things homeowners have placed in the right of way which interferes with city's use. (i.e. Irrigation systems, underground dog fencing, etc)

Council Deliberation

**v. Memo from Sarah Marko Hanson regarding signage**

Council Deliberation

**vi. Bell Tower**

Council Deliberation

**vii. Roads**

- a. Discussion was made on the condition of roads.

Council Deliberation

**II. Councilmember McCarthy**

**i. Donation of Sand for Kay Beach**

- a. 505 Lake Ave homeowner would like to donate excess sand to the city. Access by city easements are now restricted to winter months.

Council Deliberation

**ii. IT Proposal**

- a. Councilmember McCarthy and Ryan Hankins, an IT expert, went over the city's charges from Metro IT to possibly switch some of the city's services to another provider

Council Deliberation

- 1. Approve Resolution 2021-12

**MAYOR WINGFIELD made a proposal that informally directs Councilmember McCarthy to work through Resolution 2021-12, and to authorize the Administrator to modify it. To have Councilmember McCarthy and Ryan Hankins come back at the reconvened meeting with a replacement vendor, and replacement for a backup subscriber.**

**\*3. Approve Resolution 2021-10 Summary Publication (continued from pg 3)**

Changes were made.

**COUNCILMEMBER MCCARTHY MOTIONED to accept Resolution 2021-10 as written and provided to the Council on page 119. Seconded by Councilmember Fleck. Roll call Votes: AYES: McCarthy, Fleck, Foster, Woolstencroft, Wingfield. Motion Passed.**

**MAYOR WINGFIELD MOTIONED to recess this meeting to reconvene on Tuesday, April 20, 2021, at 4:30pm, on zoom, for the purpose of finishing the city's business as posted on the agenda. Seconded by Councilmember McCarthy. Roll Call Votes: AYES; McCarthy, Fleck, Woolstencroft, Foster, Wingfield. Motion Passed.**

ATTEST:

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Mary Wingfield

Mayor

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Andy Gonyou

City Administrator/Clerk

**MINUTES**  
**ON THE CONTINUATION OF THE REGULAR MEETING**  
**OF APRIL 13, 2021**  
**THE CITY OF BIRCHWOOD VILLAGE**  
**VIRTUAL MEETING**  
**April 20, 2021**  
**4:30PM**

**Mayor Wingfield** opened meeting at 4:30pm and mentioned that due to our Attorney's schedule the City of Birchwood is going to proceed with the closed meeting portion dealing with the following.

The City of Birchwood is about to conduct a closed meeting of its City Council meeting pursuant to Minnesota Statue 13D.05 Subdivision C to review confidential or protected non-public appraisal data under section 13.44 Subdivision 3 to develop or consider offers or counter offers for the purchase, or sale of real property. The parcel in question is located at 176 Cedar St in full disclosure to the public, the parcel is 3.59 acres of property that was purchased by Husnik Homes who is a real estate developer and who has intern offered to sell a portion of the parcel to the city as in for open space or alternatively to buy down development density. The offer from the developer was to sell the city 2.6 acres of the parcel as well as a 10 foot path way to the area from Cedar St for \$500,000 dollars. City Attorney Kantrud has engaged in a professional appraiser and obtained an appraisal for the parcel which will also be discussed in closed session and is considered confidential data pursuant to Minnesota Statue 13.4 Subdivision 3A to which Mayor Wingfield proceeded to read.

The closed portion of this meeting will be preserved for 8 years and made available to the public after all real property discussed at the meeting have been purchased or the city has abandoned the purchase. For the record, the following persons will be in attendance during the closed session and this statement will be available to the public following the adjournment of the overall City Council.

**ROLL CALL: AYES; COUNCILMEMBERS; John Fleck, Mark Foster, Justin McCarthy, Kevin Woolstencroft, MAYOR Mary Wingfield, CITY ATTORNEY, H. Alan Kantrud, CITY ADMINISTRATOR/CLERK, Andy Gonyou**

**Mayor Wingfield** then proceeded to close the meeting at 4:35pm.

Meeting was temporary recessed and back on at 4:42pm to get the proper data to review for the closed session.

**Mayor Wingfield** reread the City of Birchwood notice of closed meeting and public statement.

**ROLL CALL: AYES; COUNCILMEMBERS: John Fleck, Justin McCarthy, Mark Foster, Kevin Woolstencroft, Mayor Mary Wingfield. CITY ATTORNEY; H. Alan Kantrud. CITY ADMINISTRATOR/CLERK, Andy Gonyou**

**Minutes/Birchwood City Council Continuation/April 20, 2021**

**MOTION MADE by Councilmember Fleck to close the meeting pursuant to this statute and under these terms. Seconded by Councilmember Foster. Roll Call, AYES: Fleck, Foster, McCarthy, Woolstencroft, Wingfield. Motion Passed**

**Meeting is now off the air at 4:47pm. CLOSED SESSION**

**MOTION MADE by Mayor Wingfield to reopen the closed portion of the meeting since back on the record. Seconded by Councilmember Foster. Roll Call, AYES: Foster, Woolstencroft, Fleck, McCarthy, Wingfield. Motion Passed. Meeting opened at 5:31pm**

**II. Councilmember McCarthy (continuation from Council Meeting on April 13, 2021)**

**ii. IT Proposal**

**a. Councilmember McCarthy and Ryan Hankins discussed a simplified proposal and recommendations.**

**Council deliberation**

**1. Approve Resolution 2021-12**

**MOTION MADE BY Councilmember Woolstencroft to adopt the motion on Resolution 2021-12 as amended. Seconded by Councilmember Foster. Roll Call Votes: AYES; Woolstencroft, Foster, Fleck, Wingfield. Motion Passed**

**N. City Administrator Report**

**I. Village Hall Rental Reopening**

**a. CITY ADMINISTRATOR Andy Gonyou discussed that a resident was interested in renting the hall and if the council wanted to reopen.**

**Discussion was made by Council and City Attorney**

**MOTION MADE by Councilmember Woolstencroft that the City Hall will reopen pursuant to the CDC and directive of the Governor's orders. Seconded by Councilmember McCarthy. Roll Call Votes: AYES: McCarthy, Woolstencroft, Foster, Fleck, Wingfield. Motion Passed.**

**II. Music in the Park.**

**a. Discussion made by Councilmember McCarthy.**

**1. Raise fee for musicians \$200/single, \$300/group of 2 or more.**

**2. 10 weeks**

**3. between the hours of 6 – 8**

**4. beer and wine permitted**

**Council Deliberated**

**MOTION MADE by Councilmember McCarthy to raise the pay of the musicians to \$200/single, \$300 for 2 or more, and 10 good quality concerts. Seconded by Woolstencroft. Roll Call Votes: AYES; McCarthy, Woolstencroft, Foster, Fleck, Wingfield. Motion Passed.**

**i. Approve Resolution 2021-08**

**MOTION MADE by Councilmember McCarthy to approve Resolution 2021-08 to approve beer and wine. Seconded by Councilmember Foster. Roll Call Votes: AYES: McCarthy, Foster, Woolstencroft, Fleck, Wingfield. Motion Passed.**

**Minutes/Birchwood City Council Continuation/April 20, 2021**

**City Administrator Andy Gonyou** (added from Council Meeting of April 13, 2021)

1. Approve expense Metro Inet to grant voting systems at city hall.

City Administrator discussed the Metro IT expense.

2. Updates the council on 2040 comp plan grant

City Administrator Gonyou discussed the 2040 plan grant

**MOTION MADE by Councilmember Fleck to Authorized City Administrator Gonyou to accept their extension agreement which would allow the city to have up to December 31, 2021 to get the documents submitted. Seconded by Woolstencroft. Roll Call Votes: AYES; McCarthy, Foster, Woolstencroft, Fleck, Wingfield. Motion Passed.**

**ADJOURNED**

**MOTION MADE by Councilmember Fleck to adjourn the meeting. Seconded by Councilmember McCarthy. Roll Call Votes; AYES; Fleck McCarthy, Woolstencroft, Foster, Wingfield. Motion Passed. Meeting Adjourned at 5:57pm**

ATTEST:

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Mary Wingfield

Mayor

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Andy Gonyou

City Administrator/Clerk

For the Period : 4/13/2021 To 5/6/2021

<u>Name of Fund</u>	<u>Beginning Balance</u>	<u>Total Receipts</u>	<u>Total Disbursed</u>	<u>Ending Balance</u>
General Fund	\$363,260.81	\$4,815.41	\$30,899.64	\$337,176.58
Road and Bridge	\$0.00	\$0.00	\$0.00	\$0.00
Other Federal Programs	\$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	\$19,225.69	\$16,500.00	\$0.00	\$35,725.69
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	\$2,119.89	\$0.00	\$0.00	\$2,119.89
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	\$123,615.31	\$0.00	\$0.00	\$123,615.31
Water	\$25,856.86	\$0.00	\$22,219.56	\$3,637.30
Sewer	\$134,041.35	\$0.00	\$12,868.00	\$121,173.35
Transit System	\$0.00	\$0.00	\$0.00	\$0.00
Sewer Infrastructure	\$0.00	\$0.00	\$0.00	\$0.00
Water Meter Upgrade Fees	\$38,277.30	\$0.00	\$0.00	\$38,277.30
Engineering Services	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total</b>	<b>\$702,397.21</b>	<b>\$21,315.41</b>	<b>\$65,987.20</b>	<b>\$657,725.42</b>

**Receipts Register**

**Fund Name: All Funds**

**Date Range: 04/13/2021 To 05/06/2021**

<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>
04/13/2021	Kazmierczak	171735066	Kayak/Canoe Permit	(04/13/2021) -	N	Kayak/Canoe Permits	100-32212-	\$ 30.00
								<b>\$ 30.00</b>
04/13/2021	Steinhauser	171735067	Kayak/Canoe Permit x 2	(04/13/2021) -	N	Kayak/Canoe Permits	100-32212-	\$ 60.00
								<b>\$ 60.00</b>
04/13/2021	Place	171735068	Kayak/Canoe Permit	(04/13/2021) -	N	Kayak/Canoe Permits	100-32212-	\$ 30.00
								<b>\$ 30.00</b>
04/13/2021	Secord	171735069	Kayak/Canoe Permit x 2	(04/13/2021) -	N	Kayak/Canoe Permits Kayak/Canoe Permits	100-32212- 100-32212-	\$ 30.00 \$ 30.00
								<b>\$ 60.00</b>
04/13/2021	Loosbrock	171735070	Kayak/Canoe Permit	(04/13/2021) -	N	Kayak/Canoe Permits	100-32212-	\$ 30.00
								<b>\$ 30.00</b>
04/13/2021	Webber	171735071	Kayak/Canoe Permit	(04/13/2021) -	N	Kayak/Canoe Permits	100-32212-	\$ 30.00
								<b>\$ 30.00</b>
04/13/2021	Bergeron	171735072	Kayak/Canoe Permit x 2	(04/13/2021) -	N	Kayak/Canoe Permits	100-32212-	\$ 60.00
								<b>\$ 60.00</b>
04/13/2021	Gray	171735073	Kayak/Canoe Permit x 3	(04/13/2021) -	N	Kayak/Canoe Permits	100-32212-	\$ 90.00
								<b>\$ 90.00</b>
04/13/2021	Lewis	171735074	Kayak/Canoe Permit	(04/13/2021) -	N	Kayak/Canoe Permits	100-32212-	\$ 30.00
								<b>\$ 30.00</b>
04/13/2021	Seifert	171735075	Kayak/Canoe Permit x 2	(04/13/2021) -	N	Kayak/Canoe Permits	100-32212-	\$ 60.00
								<b>\$ 60.00</b>
04/13/2021	Schaffhausen	171735076	Kayak/Canoe Permit x 3	(04/13/2021) -	N	Kayak/Canoe Permits	100-32212-	\$ 90.00
								<b>\$ 90.00</b>
04/13/2021	Haupt	171735077	Kayak/Canoe Permit x 2	(04/13/2021) -	N	Kayak/Canoe Permits	100-32212-	\$ 60.00

**Fund Name:** All Funds  
 Tuesday May 11, 2021 City Council Meeting  
**Date Range:** 04/13/2021 To 05/06/2021

<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>
								<b>\$ 60.00</b>
04/13/2021	Foster	171735078	Kayak/Canoe Permit	(04/13/2021) -	N	Kayak/Canoe Permits	100-32212-	\$ 30.00
								<b>\$ 30.00</b>
04/13/2021	Strobel	171735079	Kayak/Canoe Permit	(04/13/2021) -	N	Kayak/Canoe Permits	100-32212-	\$ 30.00
								<b>\$ 30.00</b>
04/13/2021	Witcher	171735080	Kayak/Canoe Permit	(04/13/2021) -	N	Kayak/Canoe Permits	100-32212-	\$ 30.00
								<b>\$ 30.00</b>
04/13/2021	Wandmacher	171735081	Kayak/Canoe Permit	(04/13/2021) -	N	Kayak/Canoe Permits	100-32212-	\$ 30.00
								<b>\$ 30.00</b>
04/13/2021	Morehead	171735082*	Permit	(04/13/2021) -	N	Building Permits	100-32211-	\$ 341.86
								<b>\$ 341.86</b>
04/13/2021	Hartman	171735083*	Permit	(04/13/2021) -	N	Building Permits	100-32211-	\$ 294.28
								<b>\$ 294.28</b>
04/13/2021	Birchwood Dock Association	171735084*	BDA Boat Slip Payment	(04/13/2021) -	N	Dock/Lift Permit Fee	210-32260-	\$ 16,500.00
								<b>\$ 16,500.00</b>
04/13/2021	Heating & Cooling Two Inc	171735085*	Permit	(04/13/2021) -	N	Building Permits	100-32211-	\$ 495.60
								<b>\$ 495.60</b>
04/28/2021	Scherber Companies LLC	171735086*	Permit	(04/28/2021) -	N	Building Permits	100-32211-	\$ 61.25
								<b>\$ 61.25</b>
04/28/2021	Minnesota Rusco	171735087*	Permit	(04/28/2021) -	N	Building Permits	100-32211-	\$ 230.00
								<b>\$ 230.00</b>
04/28/2021	Xcel Energy	171735088*	Permit	(04/28/2021) -	N	Building Permits	100-32211-	\$ 250.00
								<b>\$ 250.00</b>
04/28/2021	MN Management & Budget	171735089*	Court Fines Mar 2021	(04/28/2021) -	N	Court Fines	100-35101-	\$ 291.63

**Fund Name:** All Funds  
 Tuesday May 11, 2021 City Council Meeting  
**Date Range:** 04/13/2021 To 05/06/2021

<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>
								<b>\$ 291.63</b>
05/05/2021	Wandmacher	171735095 <sup>3</sup>	Permit	(05/05/2021) -	N	Building Permits	100-32211-	\$ 200.00
								<b>\$ 200.00</b>
05/05/2021	Cavanor	171735096 <sup>3</sup>	Kayak/Canoe Permit	(05/05/2021) -	N	Kayak/Canoe Permits	100-32212-	\$ 35.00
								<b>\$ 35.00</b>
05/05/2021	Lyle	171735097	Dog License	(05/05/2021) -	N	Animal Licenses	100-32240-	\$ 10.00
								<b>\$ 10.00</b>
05/05/2021	Secord	171735098	Dog License	(05/05/2021) -	N	Animal Licenses	100-32240-	\$ 10.00
								<b>\$ 10.00</b>
05/05/2021	Gray	171735099	Dog License	(05/05/2021) -	N	Animal Licenses	100-32240-	\$ 10.00
								<b>\$ 10.00</b>
05/05/2021	Rankin	171735100	Kayak/Canoe Permit	(05/05/2021) -	N	Kayak/Canoe Permits	100-32212-	\$ 30.00
								<b>\$ 30.00</b>
05/05/2021	Creagh	171735101	Kayak/Canoe Permit x 2	(05/05/2021) -	N	Kayak/Canoe Permits	100-32212-	\$ 60.00
								<b>\$ 60.00</b>
05/05/2021	Schaffhausen	171735102 <sup>3</sup>	Permit	(05/05/2021) -	N	Building Permits	100-32211-	\$ 72.25
								<b>\$ 72.25</b>
05/05/2021	LaFoy	171735103	Permit	(05/05/2021) -	N	Building Permits	100-32211-	\$ 72.75
								<b>\$ 72.75</b>
05/05/2021	Tell	171735104	Kayak/Canoe Permit x 3	(05/05/2021) -	N	Kayak/Canoe Permits	100-32212-	\$ 90.00
								<b>\$ 90.00</b>
05/05/2021	Bowar	171735105	Kayak/Canoe Permit	(05/05/2021) -	N	Kayak/Canoe Permits	100-32212-	\$ 30.00
								<b>\$ 30.00</b>
05/05/2021	Lundberg	171735106	Kayak/Canoe Permit	(05/05/2021) -	N	Kayak/Canoe Permits	100-32212-	\$ 30.00
								<b>\$ 30.00</b>



**Fund Name:** All Funds  
 Tuesday May 11, 2021 City Council Meeting  
**Date Range:** 04/13/2021 To 05/06/2021

<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>
05/05/2021	Clinch	171735107	Kayak/Canoe Permit	(05/05/2021) -	N	Kayak/Canoe Permits	100-32212-	\$ 30.00
								<b>\$ 30.00</b>
05/05/2021	Fleck	171735108	Kayak/Canoe Permit	(05/05/2021) -	N	Kayak/Canoe Permits	100-32212-	\$ 30.00
								<b>\$ 30.00</b>
05/05/2021	Minnesota Rusco, Inc.	171735109*	Permit	(05/05/2021) -	N	Building Permits	100-32211-	\$ 171.45
								<b>\$ 171.45</b>
05/05/2021	Alexander Homes, Inc.	171735110*	Permit	(05/05/2021) -	N	Building Permits	100-32211-	\$ 302.25
								<b>\$ 302.25</b>
05/05/2021	Buildtec Contracting Co LLC	171735111*	Permit	(05/05/2021) -	N	Building Permits	100-32211-	\$ 258.75
								<b>\$ 258.75</b>
05/05/2021	Standard Heating & A/C	171735112*	Permit	(05/05/2021) -	N	Building Permits	100-32211-	\$ 85.69
								<b>\$ 85.69</b>
05/05/2021	Steinhauser	171735113*	Dog License	(05/05/2021) -	N	Animal Licenses	100-32240-	\$ 20.00
								<b>\$ 20.00</b>
05/05/2021	Heritage Exteriors and Restoration	171735114*	Permit	(05/05/2021) -	N	Building Permits	100-32211-	\$ 552.65
								<b>\$ 552.65</b>
<b>Total for Selected Receipts</b>								<b>\$ 21,315.41</b>

Disbursements Register

Fund Name: All Funds

Date Range: 04/13/2021 To 05/06/2021

<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>
04/13/2021	Payroll Period Ending 03/31/2021	31381	Maintenance - Jim Rydeen	N	Parks	100-45207-100-	\$ 128.77
	<b>Total For Check</b>	<b>31381</b>					<b>\$ 128.77</b>
04/13/2021	Payroll Period Ending 04/10/2021	31382	Administrator	N	Clerk - Treasurer	100-41401-100-	\$ 917.25
	<b>Total For Check</b>	<b>31382</b>					<b>\$ 917.25</b>
04/13/2021	Payroll Period Ending 04/10/2021	31383	Deputy Clerk	N	Clerk - Treasurer	100-41401-100-	\$ 480.41
	<b>Total For Check</b>	<b>31383</b>					<b>\$ 480.41</b>
04/13/2021	PERA	EFT041321A	Personnel Retirement - Gonyou & Rydeen	N	Clerk - Treasurer	100-41401-121-	\$ 231.00
		EFT041321A			Parks	100-45207-121-	\$ 21.00
	<b>Total For Check</b>	<b>EFT041321A</b>					<b>\$ 252.00</b>
04/13/2021	MN Department of Revenue	EFT041321B	MN State Tax eFiling - Q1 2021	N	Clerk - Treasurer	100-41401-115-	\$ 731.33
	<b>Total For Check</b>	<b>EFT041321B</b>					<b>\$ 731.33</b>
04/13/2021	IRS - US Treasury	EFT041321C	Federal Taxes- Q1 2021 - Mar Payment	N	Clerk - Treasurer	100-41401-100-	\$ 2,510.84
	<b>Total For Check</b>	<b>EFT041321C</b>					<b>\$ 2,510.84</b>
04/26/2021	PERA	EFT042621A*	Personnel Retirement - Councilmember 2020	N	Mayor	100-41310-121-	\$ 60.00
	<b>Total For Check</b>	<b>EFT042621A</b>					<b>\$ 60.00</b>
04/26/2021	PERA	EFT042621B*	Personnel Retirement - Councilmember 2020	N	Mayor	100-41310-121-	\$ 150.00
	<b>Total For Check</b>	<b>EFT042621B</b>					<b>\$ 150.00</b>
04/28/2021	Payroll Period Ending 04/24/2021	31384	Deputy Clerk	N	Clerk - Treasurer	100-41401-100-	\$ 553.56
	<b>Total For Check</b>	<b>31384</b>					<b>\$ 553.56</b>
04/28/2021	Payroll Period Ending 04/24/2021	31385	Administrator	N	Clerk - Treasurer	100-41401-100-	\$ 917.25
	<b>Total For Check</b>	<b>31385</b>					<b>\$ 917.25</b>
04/28/2021	PERA	EFT042821A	Personnel Retirement - Gonyou	N	Clerk - Treasurer	100-41401-121-	\$ 231.00
	<b>Total For Check</b>	<b>EFT042821A</b>					<b>\$ 231.00</b>
05/05/2021	Payroll Period Ending 04/30/2021	31386	Treasurer	N	Clerk - Treasurer	100-41401-100-	\$ 300.47

**Fund Name:** All Funds  
 Tuesday May 11, 2021 City Council Meeting  
**Date Range:** 04/13/2021 To 05/06/2021

<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>
		<b>Total For Check</b>	<b>31386</b>				<b>\$ 300.47</b>
05/05/2021	Payroll Period Ending 04/30/2021	31387	Maintenance - Jim Rydeen	N	Parks	100-45207-100-	\$ 704.25
		<b>Total For Check</b>	<b>31387</b>				<b>\$ 704.25</b>
05/05/2021	Payroll Period Ending 04/30/2021	31388	Maintenance - Doug Hough	N	Parks	100-45207-100-	\$ 203.96
		<b>Total For Check</b>	<b>31388</b>				<b>\$ 203.96</b>
05/05/2021	Payroll Period Ending 04/30/2021	31389	Maintenance - Ron Koehnle	N	Parks	100-45207-100-	\$ 550.47
		<b>Total For Check</b>	<b>31389</b>				<b>\$ 550.47</b>
05/05/2021	Andrew Gonyou	31390*	Reimbursement - Zoom	N	Unallocated Expenditures	100-49201-430-	\$ 16.06
		<b>Total For Check</b>	<b>31390</b>				<b>\$ 16.06</b>
05/05/2021	H.A. Kantrud, P.A.	31391	Attorney Services - Apr 2021	N	Legal Services	100-41601-300-	\$ 1,500.00
		<b>Total For Check</b>	<b>31391</b>				<b>\$ 1,500.00</b>
05/05/2021	City of White Bear Lake	31392*	Fire Services - Apr 2021	N	Fire	100-42201-314-	\$ 2,445.58
		<b>Total For Check</b>	<b>31392</b>				<b>\$ 2,445.58</b>
05/05/2021	Menards - Oakdale	31393*	Parks Supplies	N	Parks	100-45207-400-	\$ 8.36
		31393*				100-45207-400-	\$ 12.28
		31393*				100-45207-400-	\$ 16.44
		<b>Total For Check</b>	<b>31393</b>				<b>\$ 37.08</b>
05/05/2021	Oakdale Rental	31394*	Auger Rental	N	Parks	100-45207-400-	\$ 46.20
		<b>Total For Check</b>	<b>31394</b>				<b>\$ 46.20</b>
05/05/2021	USS Minnesota One MT LLC	31395*	Energy Charges - Mar 2021	N	General Government Buildings and Plant	100-41940-380-	\$ 119.07
		31395*			Sewer Utility	605-43190-380-	\$ 575.49
		31395*				605-43190-380-	\$ 317.52
		<b>Total For Check</b>	<b>31395</b>				<b>\$ 1,012.08</b>
05/05/2021	Toshiba Business Solutions	31396*	Printer Maintenance - 04/09/2021 - 05/08/2021	N	Office Operations Supplies	100-41911-314-	\$ 10.62
		<b>Total For Check</b>	<b>31396</b>				<b>\$ 10.62</b>
05/05/2021	Washington County - Property & Tax	31397*	Special Asmt - 2021	N	Assessing	100-41550-314-	\$ 126.00
		<b>Total For Check</b>	<b>31397</b>				<b>\$ 126.00</b>

**Fund Name:** All Funds  
 Tuesday May 11, 2021 City Council Meeting  
**Date Range:** 04/13/2021 To 05/06/2021

<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>
05/05/2021	R Leevs Productions LLC	31398*	Videography - Apr 20, 2021 Spec CC mtg	N	Cable Eqpmt and Service	100-41950-314-	\$ 82.50
<b>Total For Check 31398</b>							<b>\$ 82.50</b>
05/05/2021	TSE, Inc. Work Account	31399*	Janitorial Services - Apr 2021	N	General Government Buildings and Plant	100-41940-314-	\$ 25.00
<b>Total For Check 31399</b>							<b>\$ 25.00</b>
05/05/2021	AirFresh Industries, Inc.	31400*	Portable Restroom Rental (2.75) - Apr 2021	N	Parks	100-45207-314-	\$ 81.25
		31400*				100-45207-314-	\$ 142.19
<b>Total For Check 31400</b>							<b>\$ 223.44</b>
05/05/2021	Merrick Inc.	31401*	March Mailer	N	Newsletter	601-41960-350-	\$ 150.40
<b>Total For Check 31401</b>							<b>\$ 150.40</b>
05/05/2021	Metropolitan Council - Env. Service	31402*	Wastewater Service - May 2021	N	Sewer Utility	605-43190-217-	\$ 4,988.17
<b>Total For Check 31402</b>							<b>\$ 4,988.17</b>
05/05/2021	White Bear Township	31403*	Contracted Services & L/S 2 repair - Mar 2021	N	Sewer Utility	605-43190-314-	\$ 6,875.56
<b>Total For Check 31403</b>							<b>\$ 6,875.56</b>
05/05/2021	City of White Bear Lake	31404	Water Billing - 12/15/2020 - 03/16/2021	N	Water Utility	601-43180-314-	\$ 10,155.13
<b>Total For Check 31404</b>							<b>\$ 10,155.13</b>
05/05/2021	Gopher State One Call	31405*	Billable Tickets (42) - Apr 2021	N	Utility Locates	605-42805-314-	\$ 56.70
<b>Total For Check 31405</b>							<b>\$ 56.70</b>
05/05/2021	Companion Animal Control LLC	31406	Animal Control Services - Apr 2021	N	Animal Control	100-41916-314-	\$ 80.00
<b>Total For Check 31406</b>							<b>\$ 80.00</b>
05/05/2021	Press Publications	31407*	Legal Notice Publications - Apr 2021	N	Ordinances and Proceedings	100-41130-351-	\$ 181.70
<b>Total For Check 31407</b>							<b>\$ 181.70</b>
05/05/2021	Mow Joe Inc	31408*	Spring Leaf Pick Up 2021	N	Leaf Pick-Up	100-43110-314-	\$ 275.00
<b>Total For Check 31408</b>							<b>\$ 275.00</b>
05/05/2021	TA Schifsky & Sons, Inc.	31409*	Pothole & watermain break patching	N	Streets and Road Mntnc	100-43101-314-	\$ 12,933.00

**Fund Name:** All Funds  
 Tuesday May 11, 2021 City Council Meeting  
**Date Range:** 04/13/2021 To 05/06/2021

<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>
		31409*			MISCELLANEOUS	601-49001-430-	\$ 8,181.90
	<b>Total For Check</b>	<b>31409</b>					<b>\$ 21,114.90</b>
05/05/2021	Thatcher Engineering, Inc	31410*	City Engineer/Planner Services - Sec 308 Review & Permit Work	N	Engineer Service	100-41650-300-	\$ 1,062.50
		31410*			Planning and Zoning	100-41910-314-	\$ 170.00
		31410*				100-41910-314-	\$ 42.50
		31410*				100-41910-314-	\$ 85.00
		31410*				100-41910-314-	\$ 42.50
		31410*				100-41910-314-	\$ 85.00
		31410*				100-41910-314-	\$ 42.50
		31410*				100-41910-314-	\$ 170.00
		31410*				100-41910-314-	\$ 85.00
		31410*				100-41910-314-	\$ 765.00
	<b>Total For Check</b>	<b>31410</b>					<b>\$ 2,550.00</b>
05/05/2021	Paul Steinhauser	31411*	Dog License Overpayment Partial Refund	N	MISCELLANEOUS	100-49001-810-	\$ 10.00
	<b>Total For Check</b>	<b>31411</b>					<b>\$ 10.00</b>
05/05/2021	PERA	EFT050521A	Personnel Retirement - Lay & Rydeen	N	Clerk - Treasurer	100-41401-121-	\$ 49.00
		EFT050521A			Parks	100-45207-121-	\$ 119.00
	<b>Total For Check</b>	<b>EFT050521A</b>					<b>\$ 168.00</b>
05/05/2021	Xcel Energy	EFT050521B*	Electric for Street Lights: 03/03/2021 - 04/02/2021	N	Street Lighting	100-43160-380-	\$ 1,228.50
	<b>Total For Check</b>	<b>EFT050521B</b>					<b>\$ 1,228.50</b>
05/05/2021	Xcel Energy	EFT050521C*	Electric for Tower: 03/21/2021 - 04/19/2021	N	Water Utility	601-43180-381-	\$ 12.13
	<b>Total For Check</b>	<b>EFT050521C</b>					<b>\$ 12.13</b>
05/05/2021	Xcel Energy	EFT050521D*	Gas for L/S 3 Generator: 03/21/2021 - 04/19/2021	N	Sewer Utility	605-43190-383-	\$ 26.78
	<b>Total For Check</b>	<b>EFT050521D</b>					<b>\$ 26.78</b>
05/05/2021	Xcel Energy	EFT050521E*	Gas for L/S 2 Generator: 03/21/2021 - 04/19/2021	N	Sewer Utility	605-43190-383-	\$ 27.78
	<b>Total For Check</b>	<b>EFT050521E</b>					<b>\$ 27.78</b>
05/06/2021	Manship Plumbing & Heating Inc	31412*	Standby, Locates, & Fire Hydrant Flushing - Apr 2021	N	Water Utility	601-43180-314-	\$ 600.00

**Fund Name:** All Funds  
 Tuesday May 11, 2021 City Council Meeting  
**Date Range:** 04/13/2021 To 05/06/2021

<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>
		31412*				601-43180-314-	\$ 360.00
		31412*				601-43180-314-	\$ 2,760.00
		<b>Total For Check</b>	<b>31412</b>				<b>\$ 3,720.00</b>
05/06/2021	R Leeves Productions LLC	31413*	Videography - Apr 13, 2021 Reg CC mtg	N	Cable Eqpmt and Service	100-41950-314-	\$ 150.33
		<b>Total For Check</b>	<b>31413</b>				<b>\$ 150.33</b>
<b>Total For Selected Checks</b>							<b>\$ 65,987.20</b>

As on 5/6/2021

Special Rev Projects

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
<b>Receipts:</b>			
Dock/Lift Permit Fee	0.00	16,500.00	16,500.00
<b>Total Acct 322</b>	<b>0.00</b>	<b>16,500.00</b>	<b>16,500.00</b>
<b>Total Revenues</b>	<b>0.00</b>	<b>16,500.00</b>	<b>16,500.00</b>
<b>Other Financing Sources:</b>			
<b>Total Other Financing Sources</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Disbursements:</b>			
<b>Total Disbursements</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Other Financing Uses:</b>			
Transfer To Governmental Fund			
Interfund Transfers	0.00	5,000.00	(5,000.00)
<b>Total Acct 493</b>	<b>0.00</b>	<b>5,000.00</b>	<b>(5,000.00)</b>
<b>Total Other Financing Uses</b>	<b>0.00</b>	<b>5,000.00</b>	<b>(5,000.00)</b>
<b>Beginning Cash Balance</b>		<b>24,225.69</b>	
<b>Total Receipts and Other Financing Sources</b>		<b>16,500.00</b>	
<b>Total Disbursements and Other Financing Uses</b>		<b>5,000.00</b>	
<b>Cash Balance as of 05/06/2021</b>		<b>35,725.69</b>	

As on 5/6/2021

Capital Project PW

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
<b>Receipts:</b>			
Total Revenues	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>Other Financing Sources:</b>			
Total Other Financing Sources	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>Disbursements:</b>			
Total Disbursements	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>Other Financing Uses:</b>			
Total Other Financing Uses	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Beginning Cash Balance		123,615.31	
Total Receipts and Other Financing Sources		0.00	
Total Disbursements and Other Financing Uses		0.00	
Cash Balance as of 05/06/2021		<u>123,615.31</u>	



As on 5/6/2021

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
<b>Water</b>			
<b>Receipts:</b>			
Water Fee	0.00	28,809.08	28,809.08
Penalty - Late Water/Sewer	0.00	316.86	316.86
State and Misc fees	0.00	868.97	868.97
<b>Total Acct 341</b>	<b>0.00</b>	<b>29,994.91</b>	<b>29,994.91</b>
Delinquent Water/Sewer Fees	0.00	468.51	468.51
Miscellaneous	0.00	5,790.79	5,790.79
<b>Total Acct 361</b>	<b>0.00</b>	<b>6,259.30</b>	<b>6,259.30</b>
<b>Total Revenues</b>	<b>0.00</b>	<b>36,254.21</b>	<b>36,254.21</b>
<b>Other Financing Sources:</b>			
<b>Total Other Financing Sources</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Disbursements:</b>			
Financial Administration			
Contracted Services	0.00	4,073.73	(4,073.73)
<b>Total Acct 415</b>	<b>0.00</b>	<b>4,073.73</b>	<b>(4,073.73)</b>
Office Operations Supplies			
Operating Supplies (211 through 219)	0.00	243.26	(243.26)
Newsletter			
Printing and Binding (351 through 359)	0.00	301.20	(301.20)
<b>Total Acct 419</b>	<b>0.00</b>	<b>544.46</b>	<b>(544.46)</b>
Water Utility			
Repair and Maintenance Supplies (221 through 229)	0.00	438.84	(438.84)
Contracted Services	0.00	31,502.05	(31,502.05)
Utility Services: Electric Utilities	0.00	65.28	(65.28)
Fees	0.00	860.00	(860.00)
Wtr/Swr Emergency			
Repair and Maintenance Supplies (221 through 229)	0.00	800.00	(800.00)
PROFESSIONAL SERVICES (301 through 319)	0.00	1,041.50	(1,041.50)
Contracted Services	0.00	19,983.56	(19,983.56)
<b>Total Acct 431</b>	<b>0.00</b>	<b>54,691.23</b>	<b>(54,691.23)</b>
MISCELLANEOUS			
Miscellaneous (431 through 499)	0.00	8,181.90	(8,181.90)
<b>Total Acct 490</b>	<b>0.00</b>	<b>8,181.90</b>	<b>(8,181.90)</b>
<b>Total Disbursements</b>	<b>0.00</b>	<b>67,491.32</b>	<b>(67,491.32)</b>
<b>Other Financing Uses:</b>			
Transfer To Enterprise Fund			
Interfund Transfers	0.00	35,000.00	(35,000.00)
<b>Total Acct 493</b>	<b>0.00</b>	<b>35,000.00</b>	<b>(35,000.00)</b>
<b>Total Other Financing Uses</b>	<b>0.00</b>	<b>35,000.00</b>	<b>(35,000.00)</b>
<b>Beginning Cash Balance</b>		<b>69,874.41</b>	
<b>Total Receipts and Other Financing Sources</b>		<b>36,254.21</b>	
<b>Total Disbursements and Other Financing Uses</b>		<b>102,491.32</b>	
<b>Cash Balance as of 05/06/2021</b>		<b>3,637.30</b>	

As on 5/6/2021

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
<b>Sewer</b>			
<b>Receipts:</b>			
Penalty - Late Water/Sewer	0.00	239.39	239.39
Sewer Fee	0.00	28,917.46	28,917.46
<b>Total Acct 341</b>	<b>0.00</b>	<b>29,156.85</b>	<b>29,156.85</b>
Delinquent Water/Sewer Fees	0.00	468.51	468.51
<b>Total Acct 361</b>	<b>0.00</b>	<b>468.51</b>	<b>468.51</b>
MISCELLANEOUS REVENUES	0.00	10,821.14	10,821.14
<b>Total Acct 362</b>	<b>0.00</b>	<b>10,821.14</b>	<b>10,821.14</b>
<b>Total Revenues</b>	<b>0.00</b>	<b>40,446.50</b>	<b>40,446.50</b>
<b>Other Financing Sources:</b>			
<b>Total Other Financing Sources</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Disbursements:</b>			
Postage/Postal Permits			
Refunds and Reimbursements	0.00	176.00	(176.00)
<b>Total Acct 414</b>	<b>0.00</b>	<b>176.00</b>	<b>(176.00)</b>
Office Operations Supplies			
Operating Supplies (211 through 219)	0.00	243.26	(243.26)
<b>Total Acct 419</b>	<b>0.00</b>	<b>243.26</b>	<b>(243.26)</b>
Utility Locates			
Contracted Services	0.00	183.65	(183.65)
<b>Total Acct 428</b>	<b>0.00</b>	<b>183.65</b>	<b>(183.65)</b>
Sewer Utility			
Sewer - Wastewater Charge	0.00	24,940.85	(24,940.85)
Contracted Services	0.00	20,968.96	(20,968.96)
Utility Services (381 through 389)	0.00	2,385.88	(2,385.88)
Utility Services: Gas Utilities	0.00	278.91	(278.91)
<b>Total Acct 431</b>	<b>0.00</b>	<b>48,574.60</b>	<b>(48,574.60)</b>
Unallocated Expenditures			
Miscellaneous (431 through 499)	0.00	300.00	(300.00)
<b>Total Acct 492</b>	<b>0.00</b>	<b>300.00</b>	<b>(300.00)</b>
<b>Total Disbursements</b>	<b>0.00</b>	<b>49,477.51</b>	<b>(49,477.51)</b>
<b>Other Financing Uses:</b>			
<b>Total Other Financing Uses</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Beginning Cash Balance</b>		<b>130,204.36</b>	
<b>Total Receipts and Other Financing Sources</b>		<b>40,446.50</b>	
<b>Total Disbursements and Other Financing Uses</b>		<b>49,477.51</b>	
<b>Cash Balance as of 05/06/2021</b>		<b>121,173.35</b>	

**RESOLUTION 2021-13**

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

**APPROVING COVERAGE FOR CITY WORKERS' COMPENSATION  
INSURANCE POLICY**

At a regular meeting of the City Council of the City of Birchwood Village held virtually through video and telephone conferencing on Tuesday, May 11, 2021, vi a Zoom Video Communications, Inc., with the following members present: Mayor Mary Wingfield, Council Members Jon Fleck, Justin McCarthy, Mark Foster, and Kevin Woolstencroft, and the following absent: none, the Birchwood Village City Council resolved:

**WHEREAS**, the City of Birchwood Village has workers' compensation insurance coverage through the League of Minnesota Cities Insurance Trust (LMCIT); and

**WHEREAS**, the City's workers' compensation insurance policy must be renewed by June 12, 2021.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Birchwood Village, pursuant to Minnesota Statute 176.011, subd. 9(6), the Minnesota Workers' Compensation Act, members of the following groups are included in the City's worker's compensation coverage:

1. Members of the Birchwood City Council;
2. Members of all Birchwood advisory commissions; and,
3. Volunteers working for the City of Birchwood Village.

Resolution duly seconded and passed this 11<sup>th</sup> day of May, 2021.

\_\_\_\_\_  
Mary Wingfield, Mayor

Attest:

\_\_\_\_\_  
Andy Gonyou, City Administrator-Clerk



**From:** [Steven W. Thatcher](#)  
**To:** [Andy Gonyou](#)  
**Subject:** RE: City of Birchwood Village Variance Request 21-01-VB  
**Date:** Wednesday, March 17, 2021 6:42:34 PM  
**Attachments:** [image001.jpg](#)

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

Hi Andy,

I reviewed the additional information provided by the applicant.

The additional information does not alter our assessment.

Please let me know if you have further questions.

Best regards,

Steve

**Steven Thatcher, PE**

**Thatcher Engineering Inc.**

6201 Creek Valley Road

Edina, MN 55439

Phone: 612-781-2188 Cell: 612-867-7234 Fax: 612-781-2188 Web: [www.thatcher-eng.com](http://www.thatcher-eng.com)

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**Date:** May 3, 2021

**Subject:** Stormwater Management Memo  
419b Wildwood Ave, White Bear Lake, MN  
Drainage Design Calculations

On behalf of Nadja Gale, Solution Blue has prepared drainage design calculations to be included in the project documents. Below is the Stormwater Management Memo detailing the proposed drainage design calculations and BMPs included in this project, as well as pertinent attachments.

## EXECUTIVE SUMMARY

The proposed project is located at 419b Wildwood Ave in White Bear Lake, Minnesota ("Site"). The proposed disturbance area for this project is under 1.0 acres and does not involve an increase of 10,000 sf of impervious coverage, therefore the stormwater requirements of the City of White Bear Lake ("City") do not apply to this project. It is our understanding that Nadja Gale has presented a preliminary design for this project to the City which involved raising the existing residence 2.5 feet and replacing the current pier and beam foundation with a walkout basement foundation. It was believed that raising the existing house would address current stormwater runoff issues and protect the foundation of the proposed house from further damage. Nadja Gale has hired Solution Blue to address the stormwater issues of the existing residence and provide design guidance for alternatives to raising the foundation 2.5 feet.

We analyzed the existing and preliminary proposed Site hydrology using HydroCAD to estimate existing and proposed runoff rates and performed hydrology modeling for the Site. We divided the Site into drainage boundaries, input land use, soils information, surface storage, and precipitation depths corresponding to the required design storms. This project site contains Urban land-Kingsley complex soils, which are commonly Type C soils and okay for infiltrating storm runoff. A Soils Map from the web soil survey database showing the entire Site can be found in Attachment C.

The proposed stormwater management design will route the site runoff around the house through a trench drain installed in the patio area that connects to PVC drainpipe which daylight in the rear yard of the property. The trench drain and PVC pipe are sized to meet the pipe capacity and velocity design standards of the City.

## ALTERNATIVE DESIGN SOLUTIONS

The existing residence is located approximately in the center of the property and placed in the center of a large slope. The front of the residence, western face, has a 478-sf level patio area with a 3- to 4-foot-tall rock retaining wall cut into the slope. A set of concrete stairs leads down the slope to the patio area, and another set leads around the house to a concrete path to the rear (east face) of the house. Because of this positioning, stormwater runoff flows directly at the front of the house into the existing wooden foundation before being diverted to either side of the house. This condition has existed for the life of the house and has led to damage in the wood foundation, settling that is evident at the corners of the house, and heaving/cracking within the concrete patio.



Due to the placement of the existing residence on the property and its proximity to the side yard property lines, there is no feasible way to route the stormwater runoff around the house via surface flow channels.

The architect proposed raising the house 2.5 feet and rebuilding the foundation walls with concrete to armor the house against the stormwater runoff. Solution Blue has modeled other scenarios to re-route the runoff or even move the house horizontally down the slope, but many of the options required either an excessive amount of earthwork that would encroach into the neighboring properties or would be infeasible to meet the project budget. The best alternative would be to propose rebuilding the patio area to include trench drain and/or yard drain inlets, that would collect the runoff from uphill and route it to PVC pipes underground along the foundation, and daylight those pipes down hill in the rear yard.

Rebuilding the patio will correct the soil issues that are causing the cracking and heaving of the concrete slab and allow for the builder to slope the patio in a way that protects the house from stopping the flow of the runoff. See the attached Survey mark-ups for a concept sketch of the improvements in Attachment A. The proposed patio would have a low spot at the trench drain in the center, approximately 10 ft from the foundation wall. The patio can be sloped up towards the foundation to provide protection against the runoff overflow during larger storm events, and it can be sloped to the north and/or south edges towards a yard drain inlet that will collect the overflow from the trench drain. The house would not need to be raised 2.5 feet as initially proposed, though it is recommended that the house should be raised to account for the overflow from larger storms. A conservative estimate would be to raise the first-floor elevation 6 inches, further design coordination between the architect and Solution Blue would be required if the City approves the design changes. The yard drain inlet will have a PVC pipe outlet that runs along side the foundation wall and daylights in the rear yard, downhill from the house to a rip rap protected outlet.

Solution Blue has modeled this design scenario to find the expected 2-, 10- and 100-yr rain events runoff volumes, and verified that a 12-inch-wide x 6-inch-deep trench drain and a 2 foot deep yard drain inlet manhole assembly can accommodate the design storms. The HydroCAD results and storm sizing calculations can be found in Attachment B.

## CONCLUSION

The proposed stormwater management plan for the residence at 419b Wildwood Ave will implement stormwater best management practices that provide enough capacity to be a feasible design alternative for the project Site.

The Site was modeled using HydroCAD for the existing and proposed 2-, 10-, and 100-year storm events based on Atlas-14 models to confirm that the alternative design meets the capacity requirements of the City of White Bear Lake. Our findings indicate the alternative design solution is feasible.

Please do not hesitate to contact Benjamin Lucas (651-289-5535, [blucas@solutionblue.com](mailto:blucas@solutionblue.com)) with any questions regarding this submittal or if additional information is needed.

Sincerely,  
Solution Blue, Inc.

A handwritten signature in black ink that reads "Benjamin Lucas".

Benjamin Lucas, P.E.  
Project Engineer

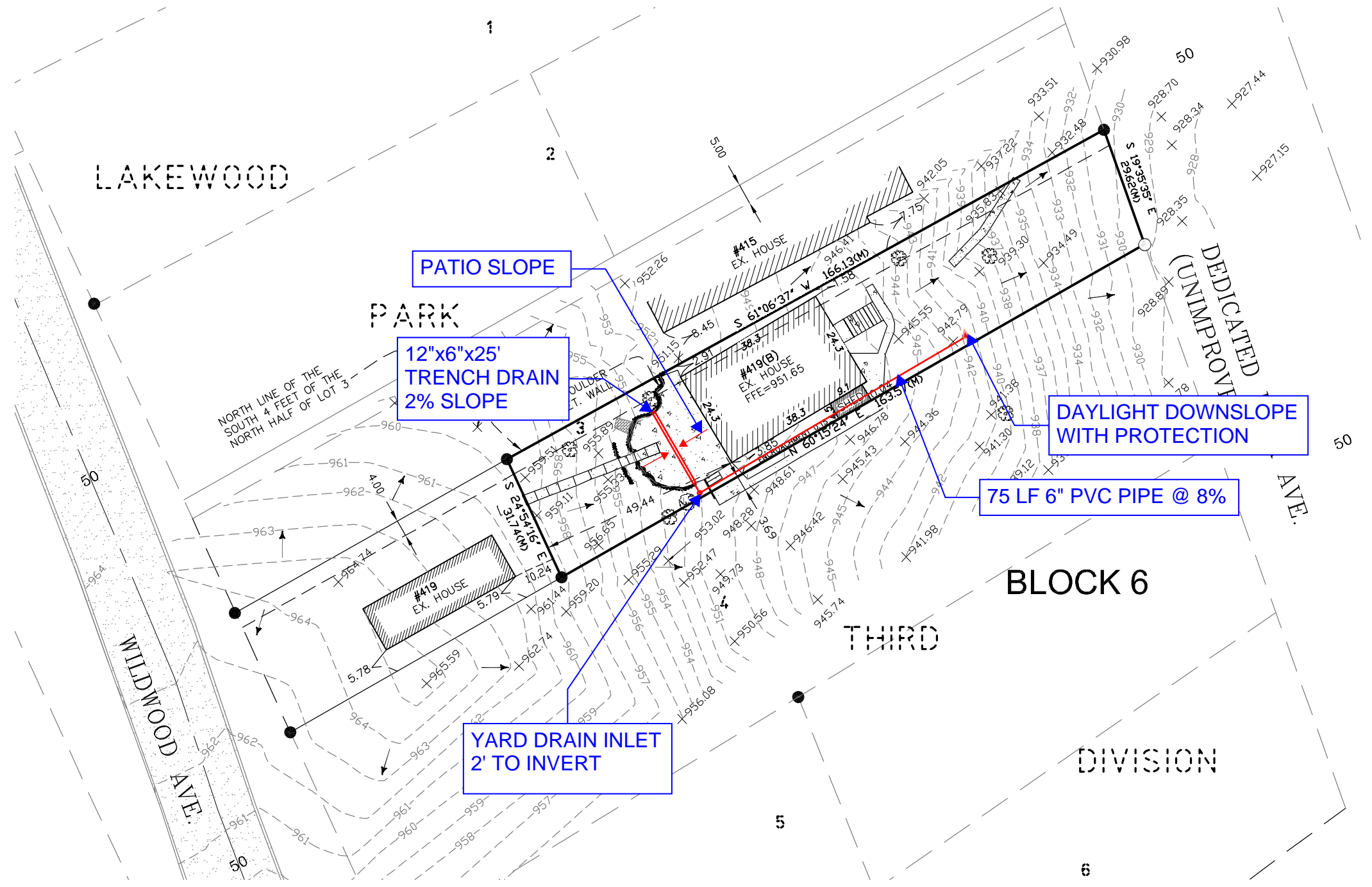
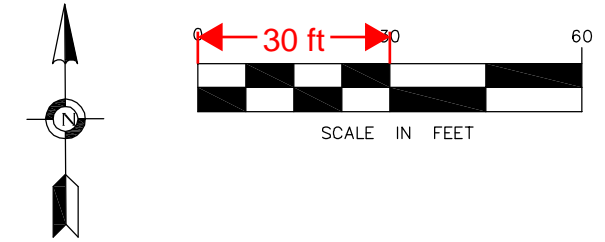
ATTACHMENT A: DESIGN ALTERNATIVE CONCEPT SKETCH



# CERTIFICATE OF SURVEY

Call 48 Hours before digging  
**GOPHER STATE ONE CALL**  
 Twin Cities Area 651-454-0002  
 MN. Toll Free 1-800-252-1166

-for-  
**NADJA GALE**



- LEGEND**
- DENOTES FOUND PROPERTY IRON
  - DENOTES SET 1/2" X 18" REBAR WITH PLASTIC CAP "PLS 25105"
  - DENOTES BOUNDARY LINE
  - - - DENOTES LOT LINE
  - DENOTES PROPERTY LINE
  - x999.99 DENOTES EXISTING SPOT ELEVATION
  - DENOTES CONCRETE SURFACE
  - - - 999 DENOTES EXISTING CONTOUR LINE
  - FFE DENOTES FINISH FLOOR ELEVATION
  - ▨ DENOTES BITUMINOUS SURFACE
  - ▩ DENOTES BRICK PAVER SURFACE
  - 🌳 DENOTES DECIDUOUS TREE
  - ▬ DENOTES RETAINING WALL
  - (M) DENOTES MEASURED DISTANCE
  - DENOTES DRAINAGE FLOW

- NOTES**
1. THE BASIS OF THE BEARING SYSTEM IS ASSUMED.
  2. NO SPECIFIC SOIL INVESTIGATION HAS BEEN COMPLETED
  3. CONTRACTOR SHALL VERIFY PROPOSED ELEVATIONS.
  4. NO TITLE INFORMATION WAS PROVIDED FOR THIS SURVEY. THIS SURVEY DOES NOT PURPORT TO SHOW ALL EASEMENTS OF RECORD.
  5. EXISTING UTILITIES AND SERVICES SHOWN HEREON OWNER LOCATED EITHER PHYSICALLY ON THE GROUND DURING THE SURVEY OR FROM EXISTING RECORDS MADE AVAILABLE TO US OR BY RESIDENT TESTIMONY. OTHER UTILITIES AND SERVICES MAY BE PRESENT. VERIFICATION AND LOCATION OF UTILITIES AND SERVICES SHOULD BE OBTAIN FROM THE OWNERS OF RESPECTIVE UTILITIES BY CONTACTING GOPHER STATE ONE CALL AT (651) 454-0002 PRIOR TO ANY DESIGN, PLANNING OR EXCAVATION.

**BUILDING SETBACKS**  
 ZONING: R-1-I LOW DENSITY  
 SINGLE FAMILY-ISLAND  
 HOUSE: FRONT = 40 FT.  
 REAR = 50 FT.  
 SIDE = 35 FT.

**EXISTING HARDCOVER**

EXISTING HOUSE	929 SQ. FT.
EXISTING SHED	41 SQ. FT.
EXISTING BRICK SURFACE	10 SQ. FT.
EXISTING CONCRETE SURFACE	706 SQ. FT.
<b>TOTAL IMPERVIOUS AREA</b>	<b>1,686 SQ. FT.</b>
TOTAL LOT AREA	5,015 SQ. FT.
EXISTING HARDCOVER	33.6 %

**REFERENCE BENCHMARK**  
 ELEVATION = 919.53 (NGVD 29) MNDOT DISK  
 "MICHAEL"

**LEGAL DESCRIPTION**  
 All that part of South Half of Lot 3, Block 6 & the South 4 feet of North Half of Lot 3, Block 6 Lakewood Park Third Division, Washington County, Minnesota, according to the recorded plat thereof.

NO.	DATE	DESCRIPTION	BY

**EDS ENGINEERING DESIGN & SURVEYING**  
 6480 Wayzata Blvd. Minneapolis, MN 55426  
 OFFICE: (763) 545-2800 FAX: (763) 545-2801  
 EMAIL: info@edsmn.com WEBSITE: http://edsmn.com

I HEREBY CERTIFY THAT THIS SURVEY WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION, AND THAT I AM A DULY LICENSED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MINNESOTA.  
*Vlad Sivriver*  
 VLADIMIR SIVRIVER L.S. NO. 25105 DATED: 11/21/20

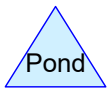
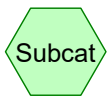
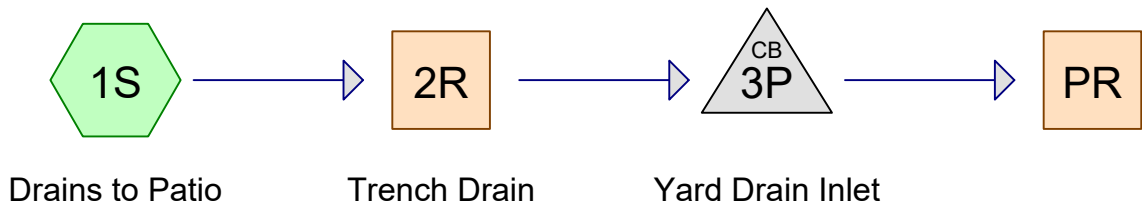
JOB NAME: **NADJA GALE**  
 LOCATION: 419(B) WILDWOOD AVE  
 BIRCHWOOD, MN 55110

FIELD WORK DATE: 11/18/20  
 FIELD BOOK NO.: EDS-13

DRAWN BY: GP  
 CHECKED BY: VS  
 PROJECT NO.: 20-190  
 SHEET NO. 1 OF 1



ATTACHMENT B: HYDROCAD MODEL RESULTS & STORM SEWER SIZING



**Routing Diagram for 210502-DRAINAGE**  
Prepared by Solution Blue, Inc., Printed 5/3/2021  
HydroCAD® 10.00-24 s/n 02082 © 2018 HydroCAD Software Solutions LLC

**210502-DRAINAGE**

Prepared by Solution Blue, Inc.

Printed 5/3/2021

HydroCAD® 10.00-24 s/n 02082 © 2018 HydroCAD Software Solutions LLC

Page 2

**Area Listing (selected nodes)**

Area (acres)	CN	Description (subcatchment-numbers)
0.030	74	>75% Grass cover, Good, HSG C (1S)
0.011	98	Paved parking, HSG C (1S)
0.008	98	Unconnected roofs, HSG C (1S)
<b>0.049</b>	<b>83</b>	<b>TOTAL AREA</b>

**210502-DRAINAGE**

Prepared by Solution Blue, Inc.

Printed 5/3/2021

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Page 3

**Soil Listing (selected nodes)**

Area (acres)	Soil Group	Subcatchment Numbers
0.000	HSG A	
0.000	HSG B	
0.049	HSG C	1S
0.000	HSG D	
0.000	Other	
<b>0.049</b>		<b>TOTAL AREA</b>

C:\Users\BLucas\Dropbox\Projects\210502 - 419b Wildwood Ave - Gale Resid 419b Wildwood Design Alt

**210502-DRAINAGE**

Prepared by Solution Blue, Inc.

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Page 4

**Ground Covers (selected nodes)**

HSG-A (acres)	HSG-B (acres)	HSG-C (acres)	HSG-D (acres)	Other (acres)	Total (acres)	Ground Cover	Subcatchment Numbers
0.000	0.000	0.030	0.000	0.000	0.030	>75% Grass cover, Good	1S
0.000	0.000	0.011	0.000	0.000	0.011	Paved parking	1S
0.000	0.000	0.008	0.000	0.000	0.008	Unconnected roofs	1S
<b>0.000</b>	<b>0.000</b>	<b>0.049</b>	<b>0.000</b>	<b>0.000</b>	<b>0.049</b>	<b>TOTAL AREA</b>	

C:\Users\BLucas\Dropbox\Projects\210502 - 419b Wildwood Ave - Gale Resid 419b Wildwood Design Alt  
**210502-DRAINAGE**

Prepared by Solution Blue, Inc.

Printed 5/3/2021

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Page 5

**Pipe Listing (selected nodes)**

Line#	Node Number	In-Invert (feet)	Out-Invert (feet)	Length (feet)	Slope (ft/ft)	n	Diam/Width (inches)	Height (inches)	Inside-Fill (inches)
1	3P	948.00	942.00	75.0	0.0800	0.010	6.0	0.0	0.0

**Summary for Subcatchment 1S: Drains to Patio**

Runoff = 0.10 cfs @ 12.05 hrs, Volume= 0.005 af, Depth= 1.28"

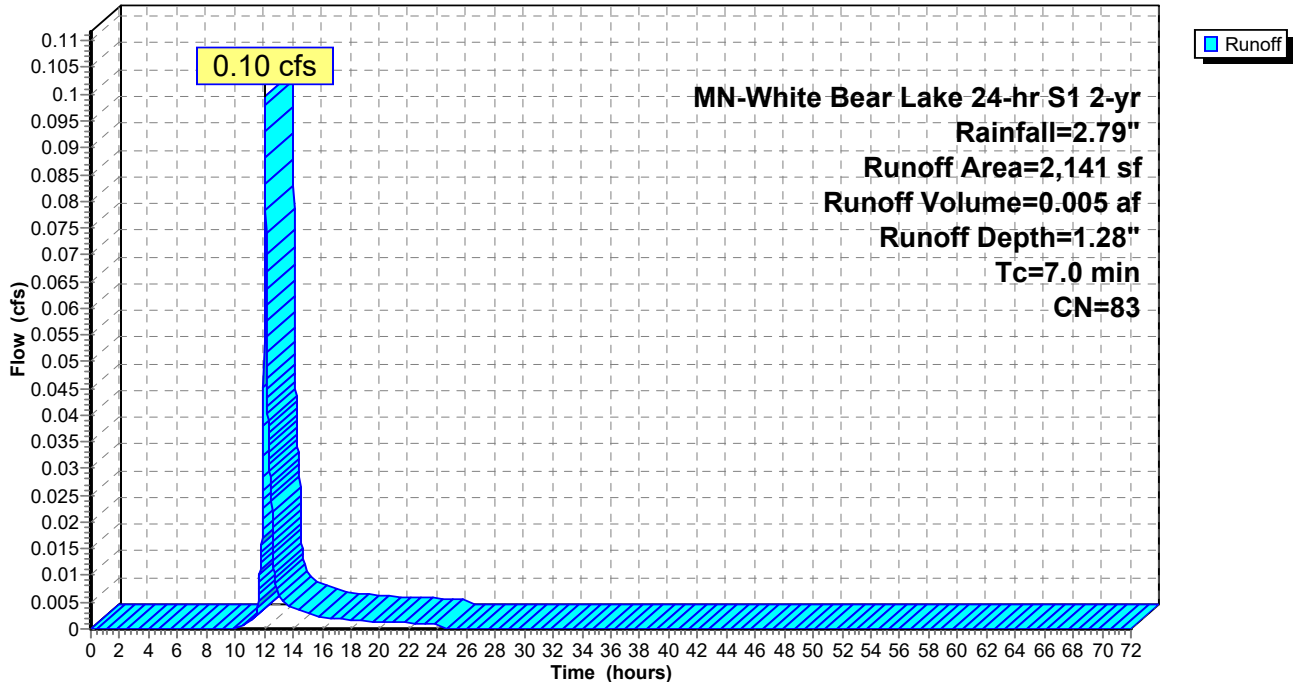
Runoff by SCS TR-20 method, UH=SCS, Weighted-CN, Time Span= 0.00-72.00 hrs, dt= 0.01 hrs  
 MN-White Bear Lake 24-hr S1 2-yr Rainfall=2.79"

Area (sf)	CN	Description
339	98	Unconnected roofs, HSG C
478	98	Paved parking, HSG C
1,324	74	>75% Grass cover, Good, HSG C
2,141	83	Weighted Average
1,324		61.84% Pervious Area
817		38.16% Impervious Area
339		41.49% Unconnected

Tc (min)	Length (feet)	Slope (ft/ft)	Velocity (ft/sec)	Capacity (cfs)	Description
7.0					Direct Entry,

**Subcatchment 1S: Drains to Patio**

Hydrograph





### Summary for Reach 2R: Trench Drain

Inflow Area = 0.049 ac, 38.16% Impervious, Inflow Depth = 1.28" for 2-yr event  
 Inflow = 0.10 cfs @ 12.05 hrs, Volume= 0.005 af  
 Outflow = 0.10 cfs @ 12.06 hrs, Volume= 0.005 af, Atten= 0%, Lag= 0.3 min

Routing by Stor-Ind+Trans method, Time Span= 0.00-72.00 hrs, dt= 0.01 hrs  
 Max. Velocity= 2.14 fps, Min. Travel Time= 0.2 min  
 Avg. Velocity = 0.60 fps, Avg. Travel Time= 0.7 min

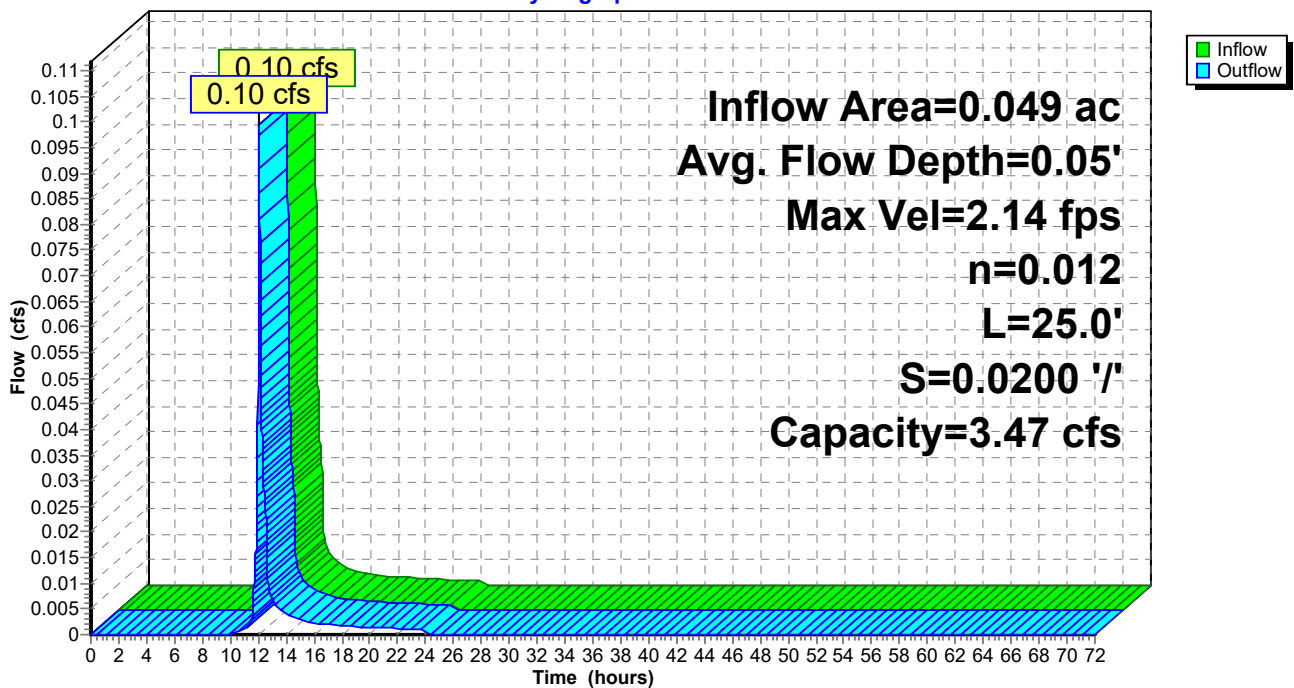
Peak Storage= 1 cf @ 12.06 hrs  
 Average Depth at Peak Storage= 0.05'  
 Bank-Full Depth= 0.50' Flow Area= 0.5 sf, Capacity= 3.47 cfs

1.00' x 0.50' deep channel, n= 0.012 Concrete pipe, finished  
 Length= 25.0' Slope= 0.0200 '/'  
 Inlet Invert= 950.50', Outlet Invert= 950.00'

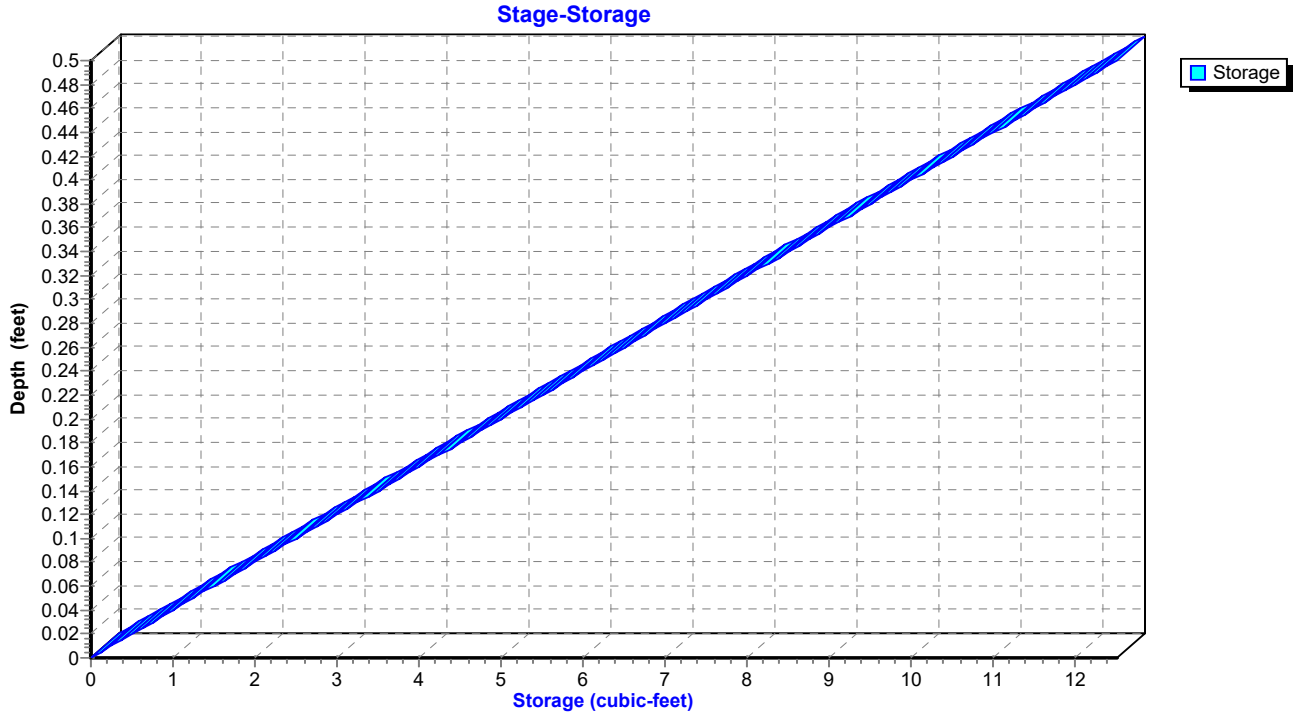


### Reach 2R: Trench Drain

Hydrograph



### Reach 2R: Trench Drain



### Summary for Reach PR:

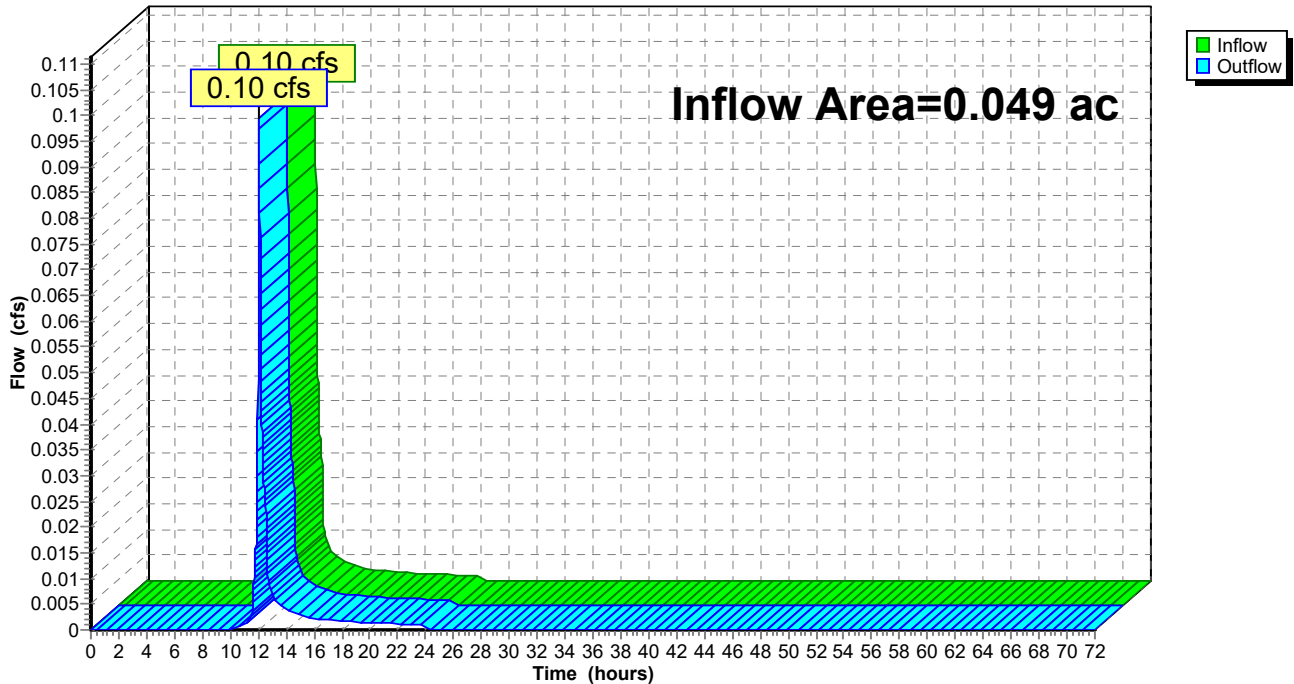
[40] Hint: Not Described (Outflow=Inflow)

Inflow Area = 0.049 ac, 38.16% Impervious, Inflow Depth = 1.28" for 2-yr event  
Inflow = 0.10 cfs @ 12.06 hrs, Volume= 0.005 af  
Outflow = 0.10 cfs @ 12.06 hrs, Volume= 0.005 af, Atten= 0%, Lag= 0.0 min

Routing by Stor-Ind+Trans method, Time Span= 0.00-72.00 hrs, dt= 0.01 hrs

### Reach PR:

Hydrograph



**Summary for Pond 3P: Yard Drain Inlet**

[57] Hint: Peaked at 948.19' (Flood elevation advised)

Inflow Area = 0.049 ac, 38.16% Impervious, Inflow Depth = 1.28" for 2-yr event  
 Inflow = 0.10 cfs @ 12.06 hrs, Volume= 0.005 af  
 Outflow = 0.10 cfs @ 12.06 hrs, Volume= 0.005 af, Atten= 0%, Lag= 0.0 min  
 Primary = 0.10 cfs @ 12.06 hrs, Volume= 0.005 af

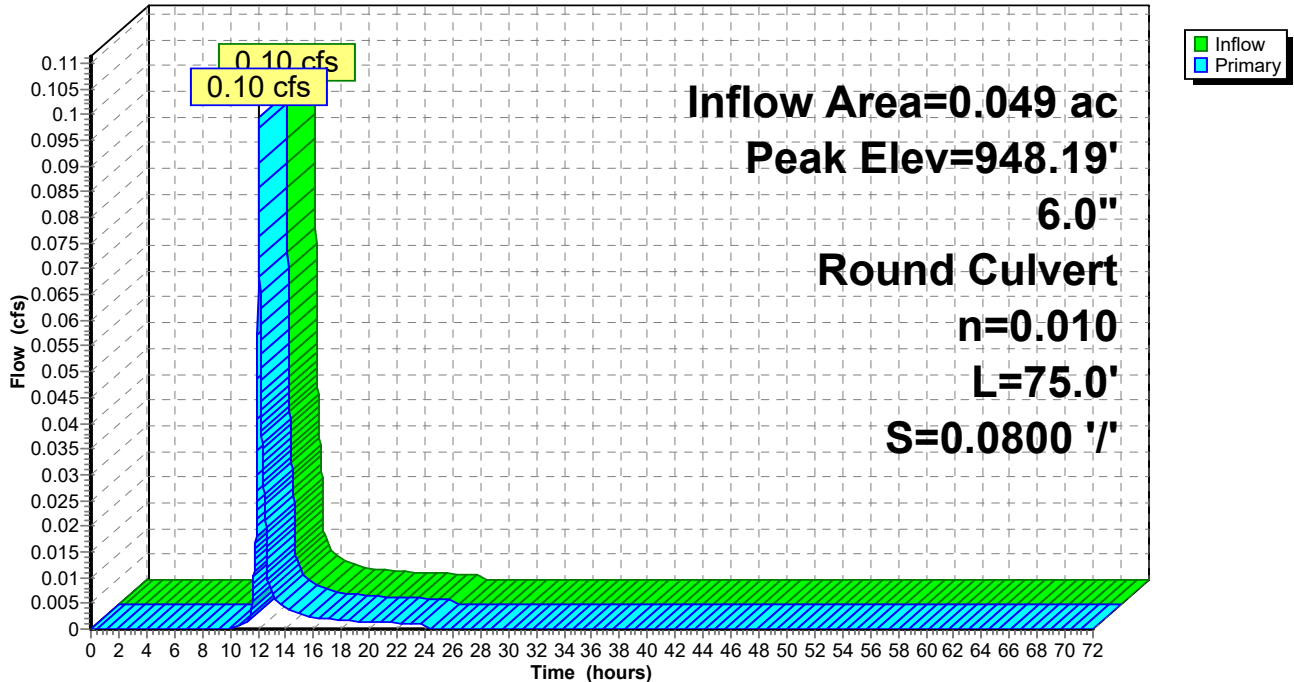
Routing by Stor-Ind method, Time Span= 0.00-72.00 hrs, dt= 0.01 hrs  
 Peak Elev= 948.19' @ 12.06 hrs

Device	Routing	Invert	Outlet Devices
#1	Primary	948.00'	<b>6.0" Round PVC Pipe</b> L= 75.0' CPP, square edge headwall, Ke= 0.500 Inlet / Outlet Invert= 948.00' / 942.00' S= 0.0800 '/ Cc= 0.900 n= 0.010 PVC, smooth interior, Flow Area= 0.20 sf

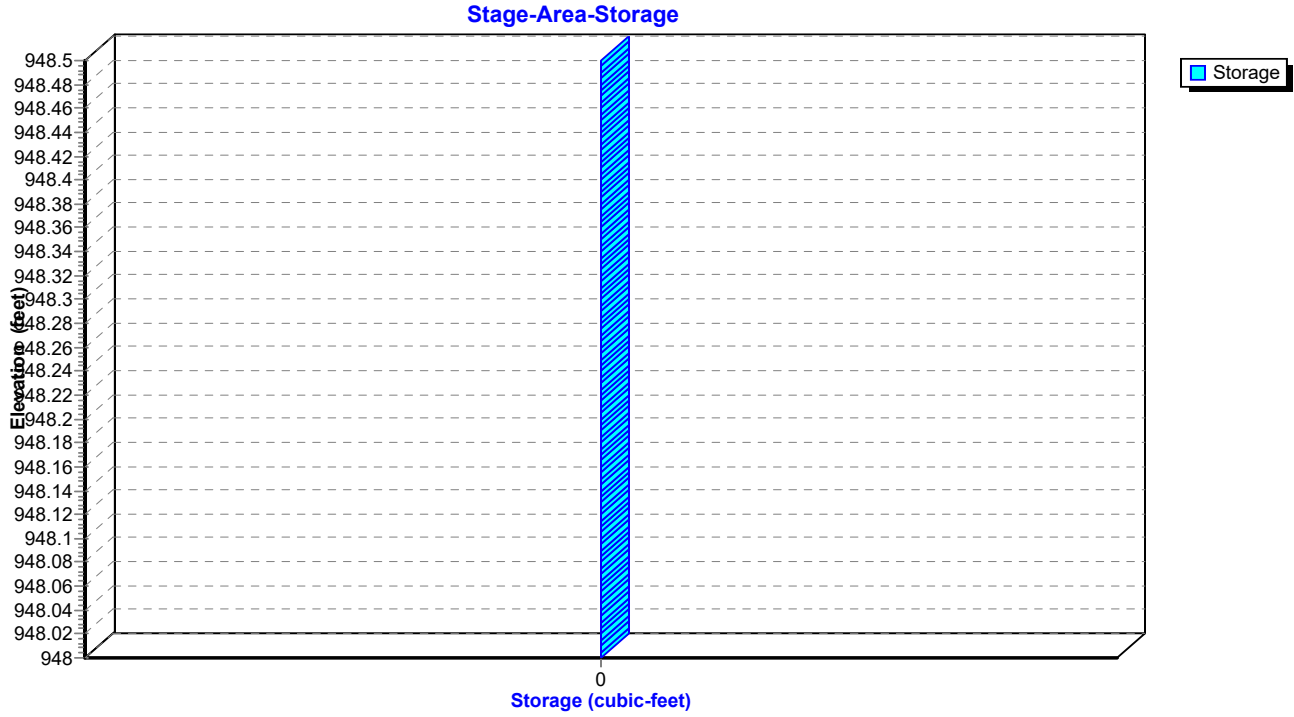
**Primary OutFlow** Max=0.10 cfs @ 12.06 hrs HW=948.19' (Free Discharge)  
 ←1=PVC Pipe (Inlet Controls 0.10 cfs @ 1.47 fps)

**Pond 3P: Yard Drain Inlet**

Hydrograph



### Pond 3P: Yard Drain Inlet



**Summary for Subcatchment 1S: Drains to Patio**

Runoff = 0.19 cfs @ 12.05 hrs, Volume= 0.010 af, Depth= 2.43"

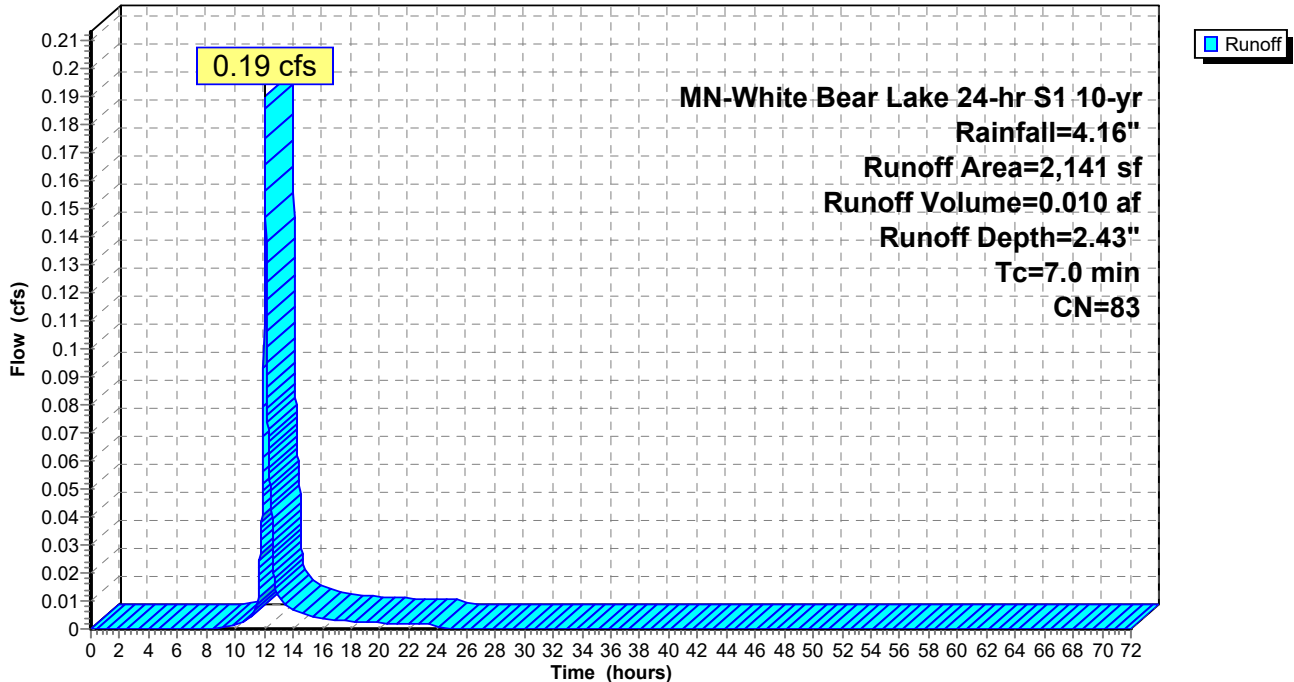
Runoff by SCS TR-20 method, UH=SCS, Weighted-CN, Time Span= 0.00-72.00 hrs, dt= 0.01 hrs  
 MN-White Bear Lake 24-hr S1 10-yr Rainfall=4.16"

Area (sf)	CN	Description
339	98	Unconnected roofs, HSG C
478	98	Paved parking, HSG C
1,324	74	>75% Grass cover, Good, HSG C
2,141	83	Weighted Average
1,324		61.84% Pervious Area
817		38.16% Impervious Area
339		41.49% Unconnected

Tc (min)	Length (feet)	Slope (ft/ft)	Velocity (ft/sec)	Capacity (cfs)	Description
7.0					Direct Entry,

**Subcatchment 1S: Drains to Patio**

Hydrograph



### Summary for Reach 2R: Trench Drain

Inflow Area = 0.049 ac, 38.16% Impervious, Inflow Depth = 2.43" for 10-yr event  
 Inflow = 0.19 cfs @ 12.05 hrs, Volume= 0.010 af  
 Outflow = 0.19 cfs @ 12.06 hrs, Volume= 0.010 af, Atten= 0%, Lag= 0.3 min

Routing by Stor-Ind+Trans method, Time Span= 0.00-72.00 hrs, dt= 0.01 hrs  
 Max. Velocity= 2.72 fps, Min. Travel Time= 0.2 min  
 Avg. Velocity = 0.66 fps, Avg. Travel Time= 0.6 min

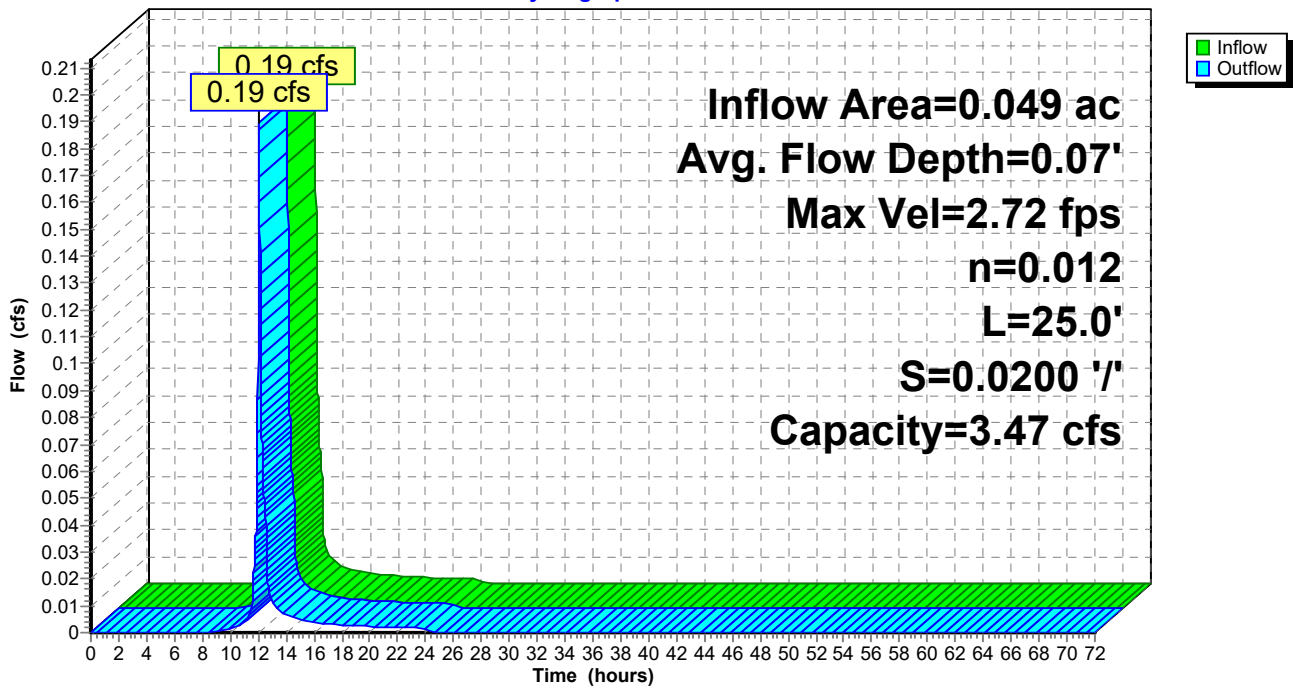
Peak Storage= 2 cf @ 12.05 hrs  
 Average Depth at Peak Storage= 0.07'  
 Bank-Full Depth= 0.50' Flow Area= 0.5 sf, Capacity= 3.47 cfs

1.00' x 0.50' deep channel, n= 0.012 Concrete pipe, finished  
 Length= 25.0' Slope= 0.0200 '/'  
 Inlet Invert= 950.50', Outlet Invert= 950.00'

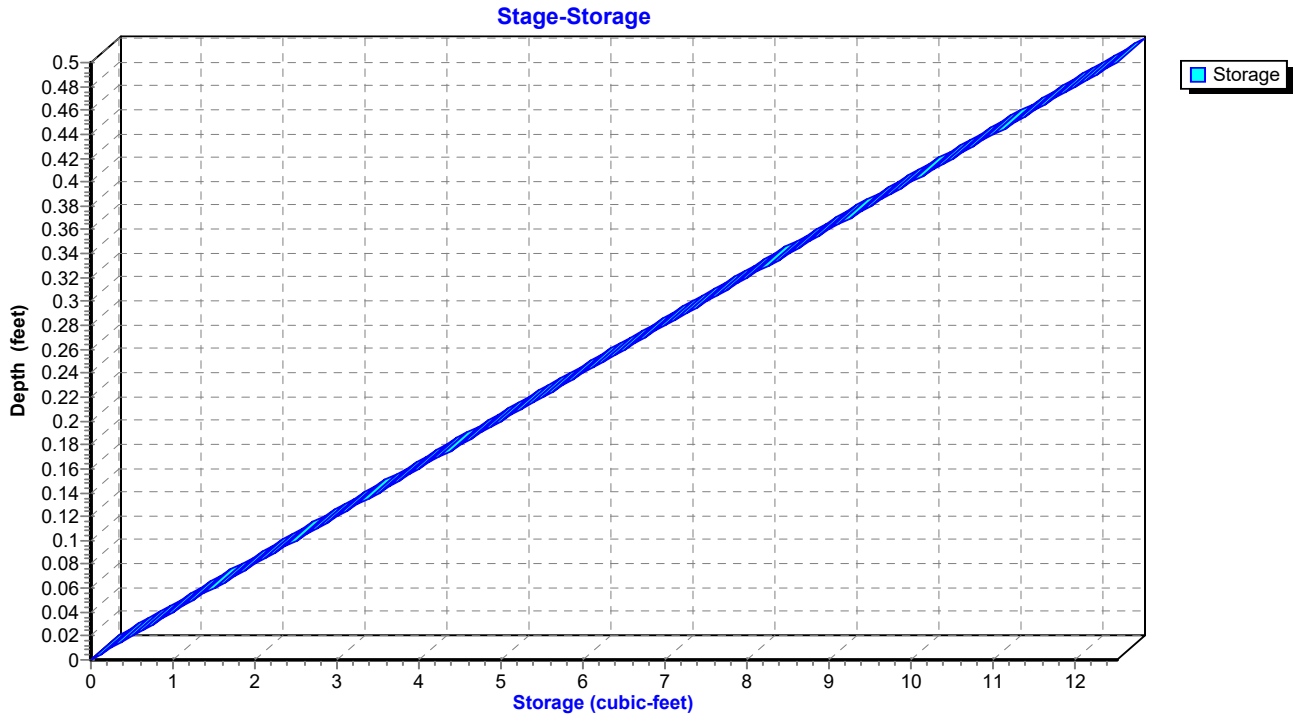


### Reach 2R: Trench Drain

Hydrograph



### Reach 2R: Trench Drain





### Summary for Reach PR:

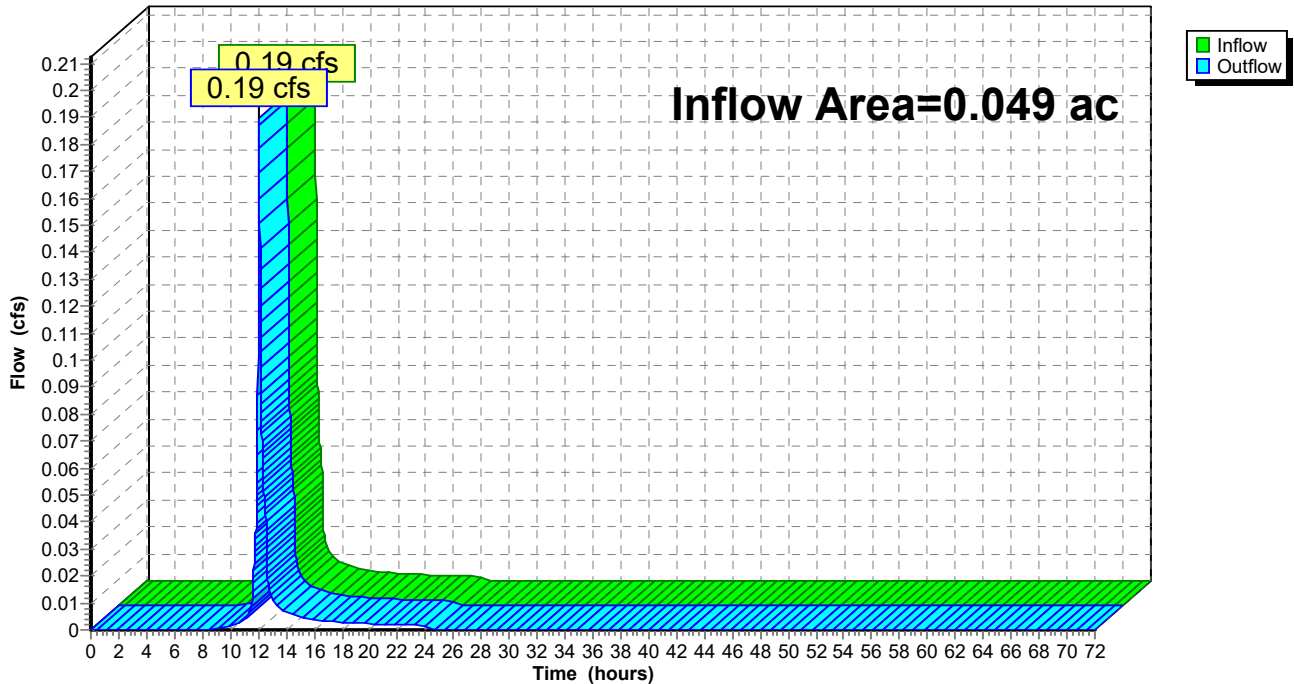
[40] Hint: Not Described (Outflow=Inflow)

Inflow Area = 0.049 ac, 38.16% Impervious, Inflow Depth = 2.43" for 10-yr event  
Inflow = 0.19 cfs @ 12.06 hrs, Volume= 0.010 af  
Outflow = 0.19 cfs @ 12.06 hrs, Volume= 0.010 af, Atten= 0%, Lag= 0.0 min

Routing by Stor-Ind+Trans method, Time Span= 0.00-72.00 hrs, dt= 0.01 hrs

### Reach PR:

Hydrograph



**Summary for Pond 3P: Yard Drain Inlet**

[57] Hint: Peaked at 948.27' (Flood elevation advised)

Inflow Area = 0.049 ac, 38.16% Impervious, Inflow Depth = 2.43" for 10-yr event  
 Inflow = 0.19 cfs @ 12.06 hrs, Volume= 0.010 af  
 Outflow = 0.19 cfs @ 12.06 hrs, Volume= 0.010 af, Atten= 0%, Lag= 0.0 min  
 Primary = 0.19 cfs @ 12.06 hrs, Volume= 0.010 af

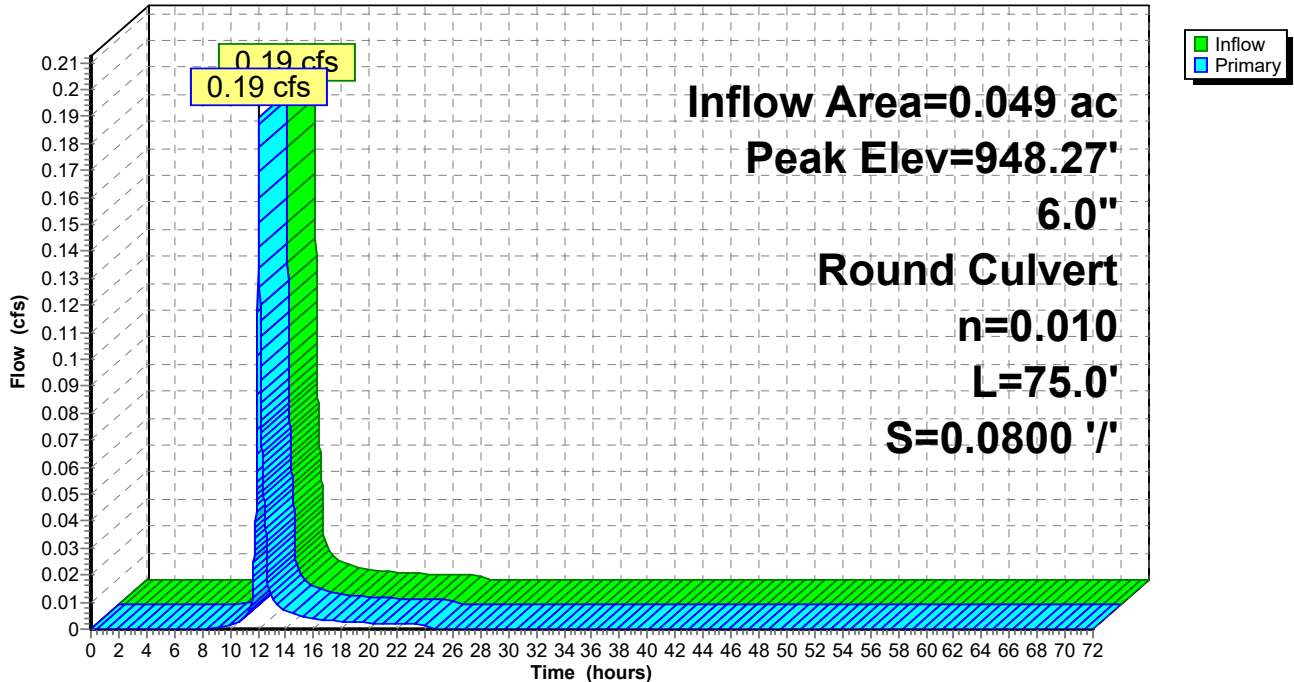
Routing by Stor-Ind method, Time Span= 0.00-72.00 hrs, dt= 0.01 hrs  
 Peak Elev= 948.27' @ 12.06 hrs

Device	Routing	Invert	Outlet Devices
#1	Primary	948.00'	<b>6.0" Round PVC Pipe</b> L= 75.0' CPP, square edge headwall, Ke= 0.500 Inlet / Outlet Invert= 948.00' / 942.00' S= 0.0800 '/ Cc= 0.900 n= 0.010 PVC, smooth interior, Flow Area= 0.20 sf

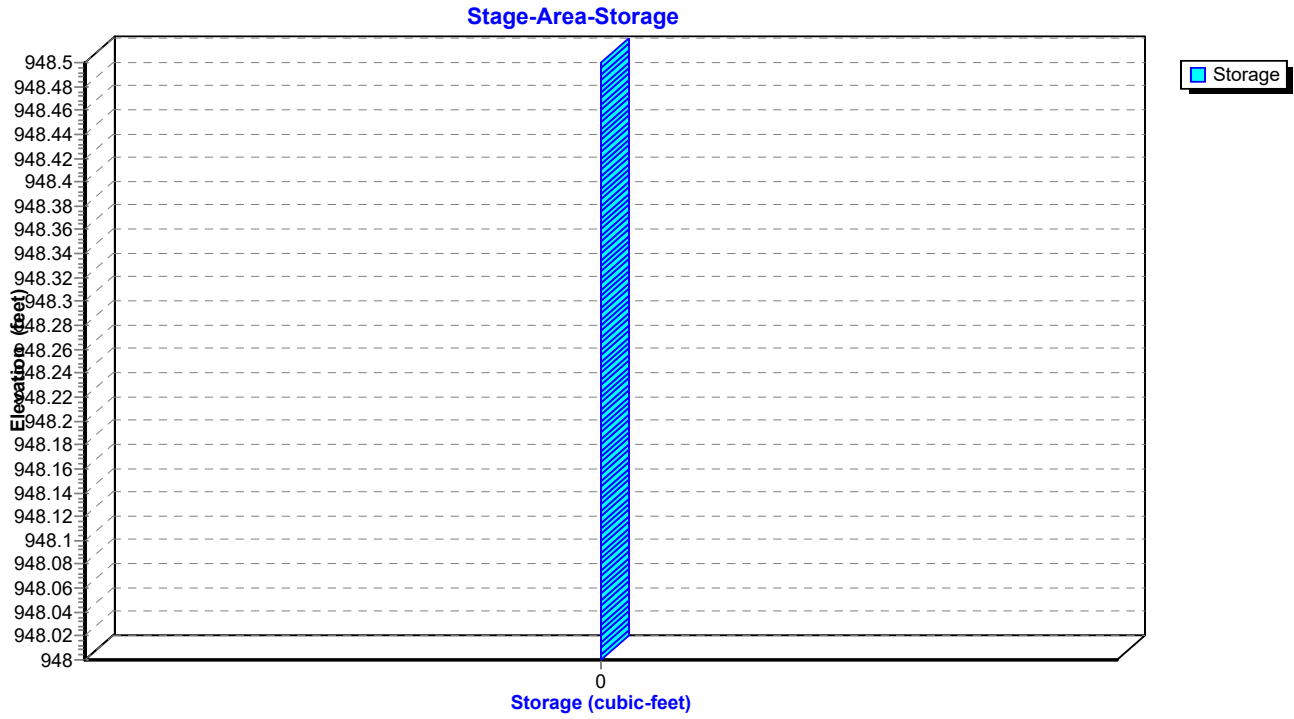
**Primary OutFlow** Max=0.19 cfs @ 12.06 hrs HW=948.27' (Free Discharge)  
 ←1=PVC Pipe (Inlet Controls 0.19 cfs @ 1.76 fps)

**Pond 3P: Yard Drain Inlet**

Hydrograph



### Pond 3P: Yard Drain Inlet



**Summary for Subcatchment 1S: Drains to Patio**

Runoff = 0.37 cfs @ 12.05 hrs, Volume= 0.022 af, Depth= 5.27"

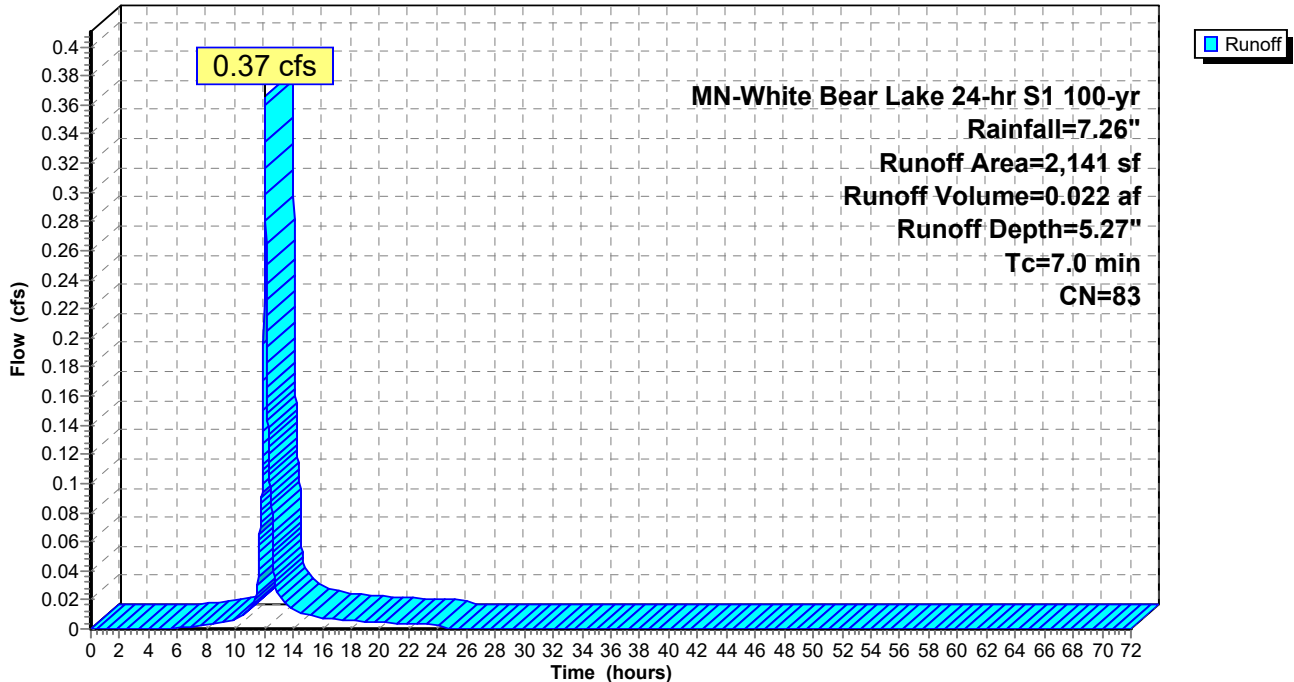
Runoff by SCS TR-20 method, UH=SCS, Weighted-CN, Time Span= 0.00-72.00 hrs, dt= 0.01 hrs  
 MN-White Bear Lake 24-hr S1 100-yr Rainfall=7.26"

Area (sf)	CN	Description
339	98	Unconnected roofs, HSG C
478	98	Paved parking, HSG C
1,324	74	>75% Grass cover, Good, HSG C
2,141	83	Weighted Average
1,324		61.84% Pervious Area
817		38.16% Impervious Area
339		41.49% Unconnected

Tc (min)	Length (feet)	Slope (ft/ft)	Velocity (ft/sec)	Capacity (cfs)	Description
7.0					Direct Entry,

**Subcatchment 1S: Drains to Patio**

Hydrograph



### Summary for Reach 2R: Trench Drain

Inflow Area = 0.049 ac, 38.16% Impervious, Inflow Depth = 5.27" for 100-yr event  
 Inflow = 0.37 cfs @ 12.05 hrs, Volume= 0.022 af  
 Outflow = 0.37 cfs @ 12.05 hrs, Volume= 0.022 af, Atten= 0%, Lag= 0.2 min

Routing by Stor-Ind+Trans method, Time Span= 0.00-72.00 hrs, dt= 0.01 hrs  
 Max. Velocity= 3.45 fps, Min. Travel Time= 0.1 min  
 Avg. Velocity = 0.81 fps, Avg. Travel Time= 0.5 min

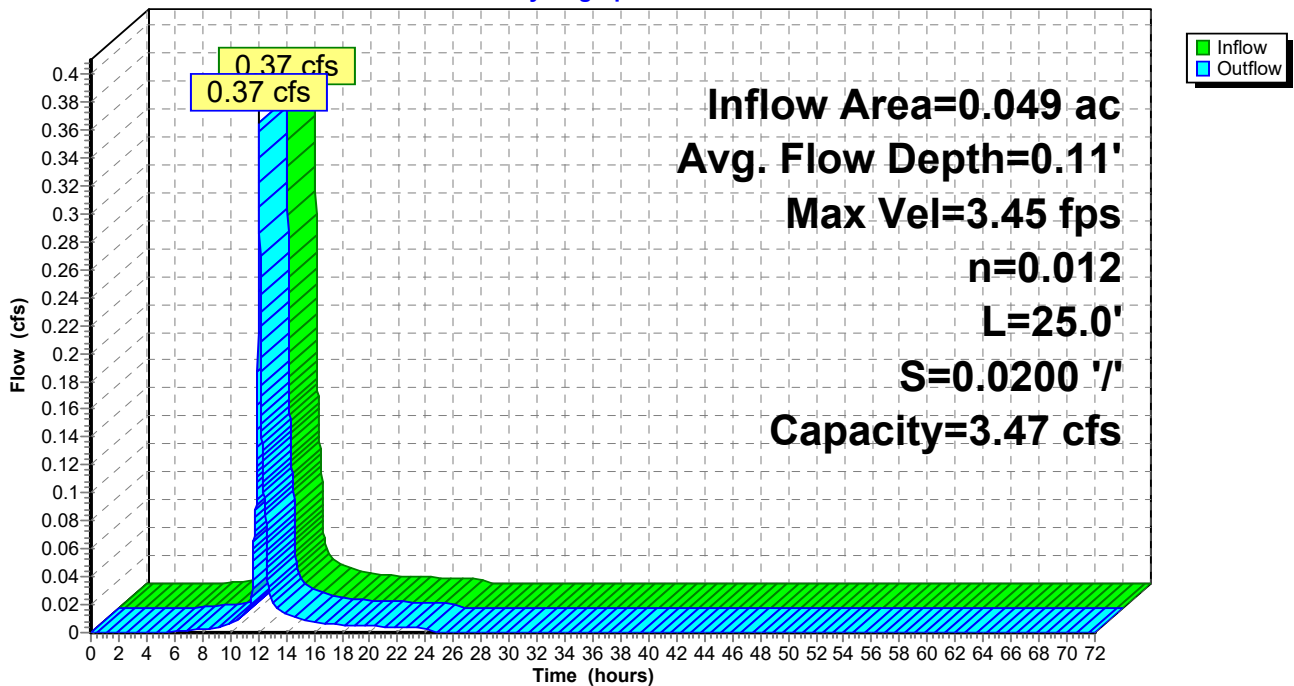
Peak Storage= 3 cf @ 12.05 hrs  
 Average Depth at Peak Storage= 0.11'  
 Bank-Full Depth= 0.50' Flow Area= 0.5 sf, Capacity= 3.47 cfs

1.00' x 0.50' deep channel, n= 0.012 Concrete pipe, finished  
 Length= 25.0' Slope= 0.0200 '/'  
 Inlet Invert= 950.50', Outlet Invert= 950.00'

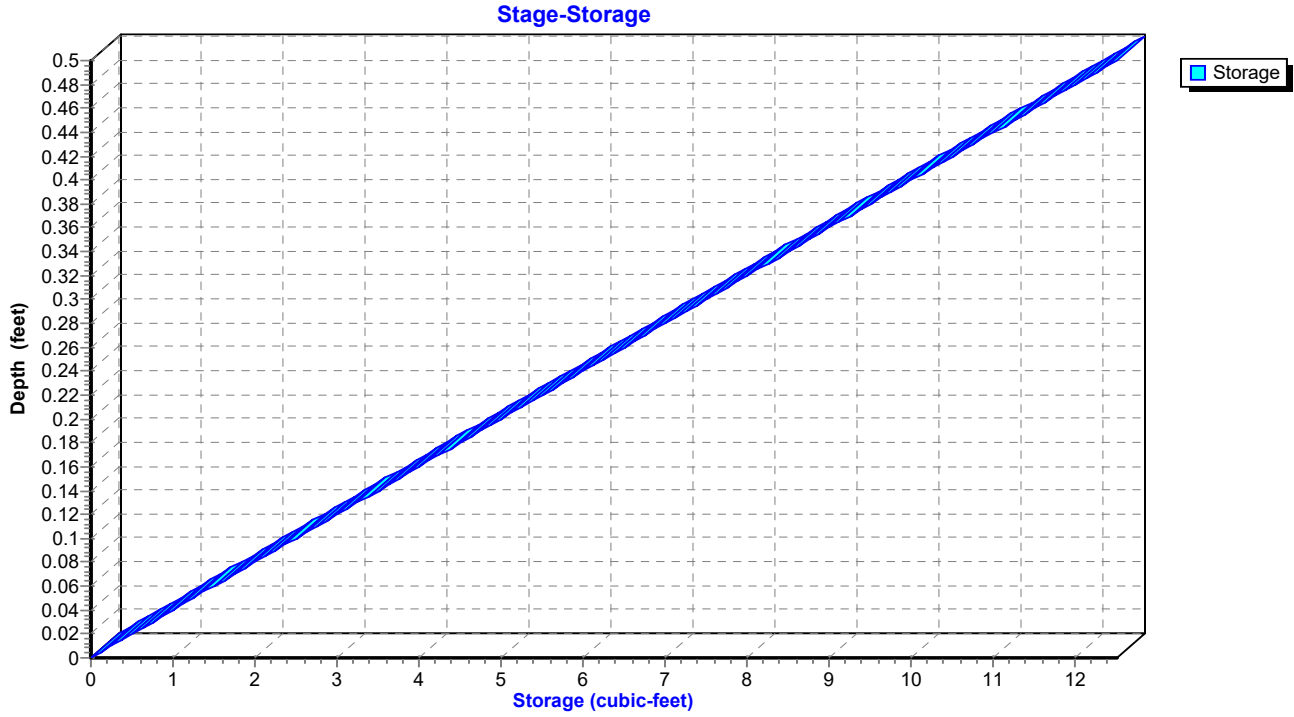


### Reach 2R: Trench Drain

Hydrograph



### Reach 2R: Trench Drain



### Summary for Reach PR:

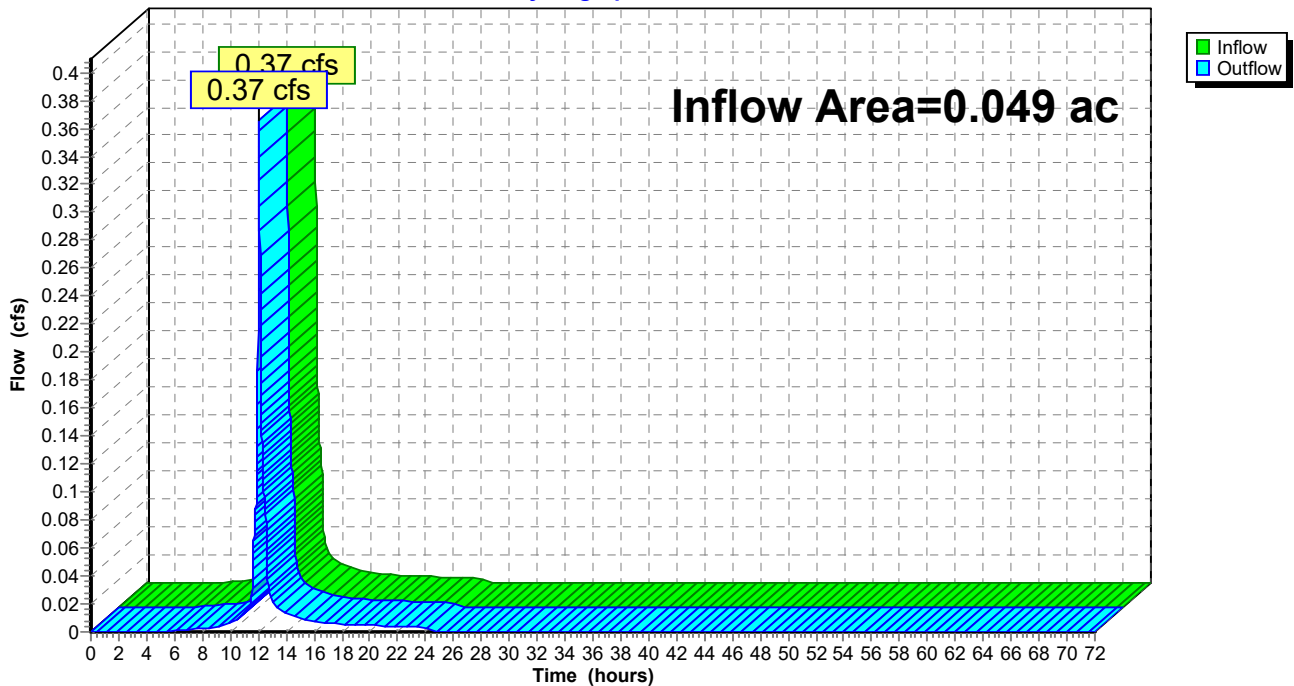
[40] Hint: Not Described (Outflow=Inflow)

Inflow Area = 0.049 ac, 38.16% Impervious, Inflow Depth = 5.27" for 100-yr event  
Inflow = 0.37 cfs @ 12.05 hrs, Volume= 0.022 af  
Outflow = 0.37 cfs @ 12.05 hrs, Volume= 0.022 af, Atten= 0%, Lag= 0.0 min

Routing by Stor-Ind+Trans method, Time Span= 0.00-72.00 hrs, dt= 0.01 hrs

### Reach PR:

Hydrograph



### Summary for Pond 3P: Yard Drain Inlet

[57] Hint: Peaked at 948.40' (Flood elevation advised)

Inflow Area = 0.049 ac, 38.16% Impervious, Inflow Depth = 5.27" for 100-yr event  
 Inflow = 0.37 cfs @ 12.05 hrs, Volume= 0.022 af  
 Outflow = 0.37 cfs @ 12.05 hrs, Volume= 0.022 af, Atten= 0%, Lag= 0.0 min  
 Primary = 0.37 cfs @ 12.05 hrs, Volume= 0.022 af

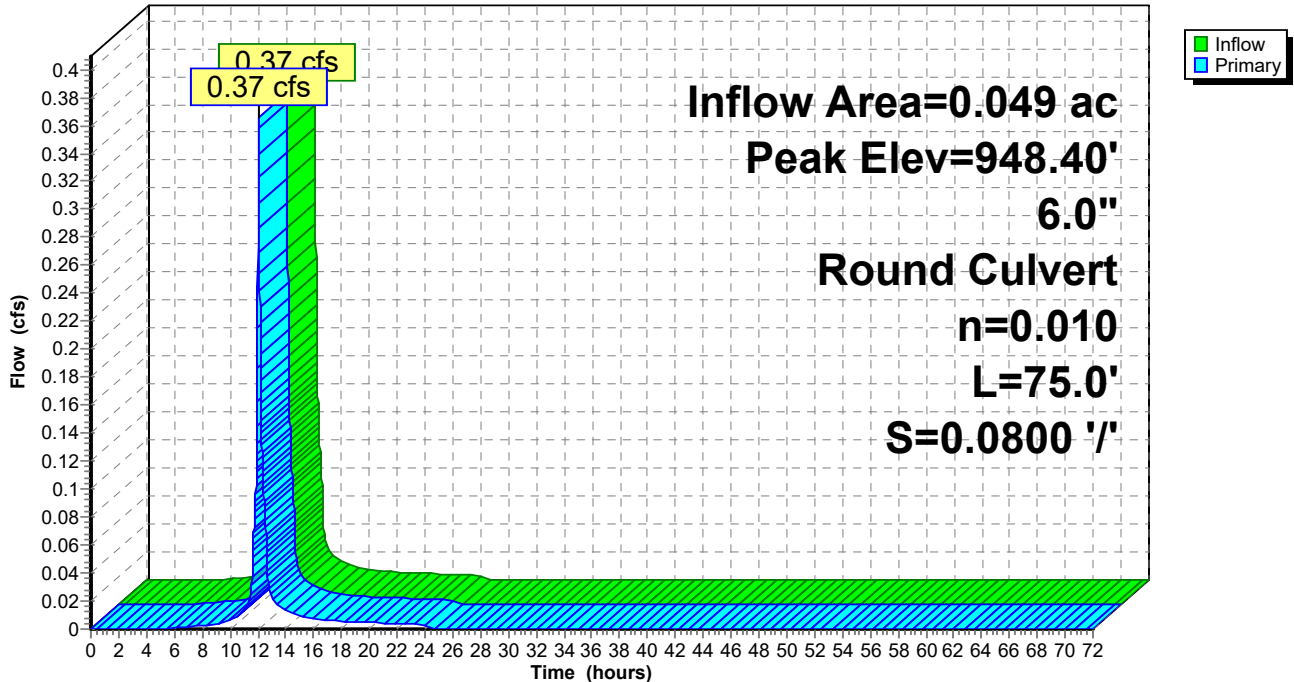
Routing by Stor-Ind method, Time Span= 0.00-72.00 hrs, dt= 0.01 hrs  
 Peak Elev= 948.40' @ 12.05 hrs

Device	Routing	Invert	Outlet Devices
#1	Primary	948.00'	<b>6.0" Round PVC Pipe</b> L= 75.0' CPP, square edge headwall, Ke= 0.500 Inlet / Outlet Invert= 948.00' / 942.00' S= 0.0800 '/ Cc= 0.900 n= 0.010 PVC, smooth interior, Flow Area= 0.20 sf

**Primary OutFlow** Max=0.37 cfs @ 12.05 hrs HW=948.40' (Free Discharge)  
 ←1=PVC Pipe (Inlet Controls 0.37 cfs @ 2.16 fps)

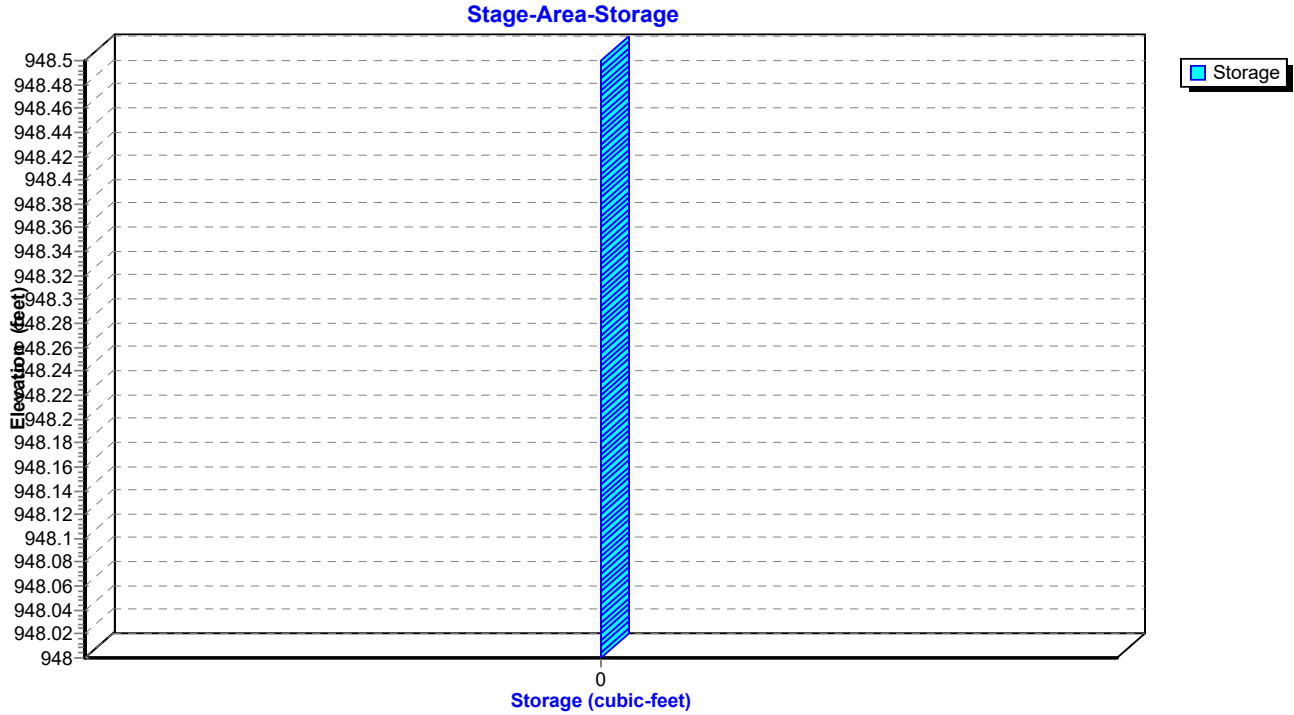
### Pond 3P: Yard Drain Inlet

Hydrograph





### Pond 3P: Yard Drain Inlet



Tuesday May 11, 2021 City Council Meeting



Stormwater Design Worksheet

Project: 419b Wildwood Ave  
 Client: Nadja Gale  
 SBI #: 210502  
 Date: 5/3/2021  
 Engineer: BL  
 Rainfall: 10 year  
 County: Ramsey  
 Region: Ramsey

Notes  
 > User inputs are in colored cells  
 > Spreadsheet will automatically combine areas and flows based on structure name  
 > User will have to manually update the Tc value at junctions (greater of the tributaries)  
 > When inserting additional rows, copy THE ENTIRE row (click on the row number on the far left)  
 > Rows beginning with a green cell indicate the first structure in a run, yellow cells indicate a downstream structure

>Structure depth turns red if not between 3 and 8 feet  
 >Last lower invert turns red if not equal to goal

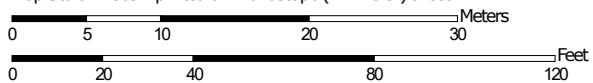
Structure From	Structure To	Tributary Area (sf)	Impervious (%)	Tributary Area (ac)	Runoff Coeff. (C)	Sum CA (ac)	Tc (min)	Time of Flow (min)	Intensity (in/hr)	Runoff (cfs)	Length (ft)	Pipe Diameter (in)	Slope (%)	Pipe Manning's n	Pipe Capacity (cfs)	Velocity (fps)		Depth of Flow	Rim	Upper Invert	Drop Thru Pipe	Lower Invert	Drop Thru Structure	Structure Depth	Pipe Cover at U/S MH (ft)	Pipe Cover at D/S MH (ft)	
																Full	Actual										
RCP																											
A	B	2141	38%	0.05	0.61	0.030	7.00	0.23	6.517	0.20	75	6	8.00%	0.013	1.59	8.1	5.5	0.11999	951.00	948.00	6.00	942.00		3.00	2.50	-0.50	



ATTACHMENT C: WEB SOIL SURVEY RESULTS




Map Scale: 1:509 if printed on A landscape (11" x 8.5") sheet.




Map projection: Web Mercator Corner coordinates: WGS84 Edge tics: UTM Zone 15N WGS84


### MAP LEGEND

**Area of Interest (AOI)**

 Area of Interest (AOI)




















**Soils**







 Soil Map Unit Polygons

 Soil Map Unit Lines


 Soil Map Unit Points

**Special Point Features**





-  Blowout
-  Borrow Pit
-  Clay Spot
-  Closed Depression
-  Gravel Pit
-  Gravelly Spot
-  Landfill
-  Lava Flow
-  Marsh or swamp
-  Mine or Quarry
-  Miscellaneous Water
-  Perennial Water
-  Rock Outcrop
-  Saline Spot
-  Sandy Spot
-  Severely Eroded Spot
-  Sinkhole
-  Slide or Slip
-  Sodic Spot

-  Spoil Area
-  Stony Spot
-  Very Stony Spot
-  Wet Spot
-  Other
-  Special Line Features

**Water Features**

 Streams and Canals

**Transportation**

-  Rails
-  Interstate Highways
-  US Routes
-  Major Roads
-  Local Roads

**Background**

 Aerial Photography

### MAP INFORMATION

The soil surveys that comprise your AOI were mapped at 1:15,800.

**Warning:** Soil Map may not be valid at this scale.  
 Enlargement of maps beyond the scale of mapping can cause misunderstanding of the detail of mapping and accuracy of soil line placement. The maps do not show the small areas of contrasting soils that could have been shown at a more detailed scale.

Please rely on the bar scale on each map sheet for map measurements.

Source of Map: Natural Resources Conservation Service  
 Web Soil Survey URL:  
 Coordinate System: Web Mercator (EPSG:3857)

Maps from the Web Soil Survey are based on the Web Mercator projection, which preserves direction and shape but distorts distance and area. A projection that preserves area, such as the Albers equal-area conic projection, should be used if more accurate calculations of distance or area are required.

This product is generated from the USDA-NRCS certified data as of the version date(s) listed below.

Soil Survey Area: Washington County, Minnesota  
 Survey Area Data: Version 16, Jun 5, 2020

Soil map units are labeled (as space allows) for map scales 1:50,000 or larger.

Date(s) aerial images were photographed: Jun 3, 2020—Jun 12, 2020

The orthophoto or other base map on which the soil lines were compiled and digitized probably differs from the background imagery displayed on these maps. As a result, some minor shifting of map unit boundaries may be evident.

## Map Unit Legend

Map Unit Symbol	Map Unit Name	Acres in AOI	Percent of AOI
454C	Mahtomedi loamy sand, 6 to 12 percent slopes	0.2	41.5%
861D	Urban land-Kingsley complex, 15 to 25 percent slopes	0.3	57.4%
1027	Udorthents, wet substratum	0.0	1.1%
<b>Totals for Area of Interest</b>		<b>0.5</b>	<b>100.0%</b>

## Washington County, Minnesota

### 454C—Mahtomedi loamy sand, 6 to 12 percent slopes

#### Map Unit Setting

*National map unit symbol:* 1t95k  
*Elevation:* 670 to 1,600 feet  
*Mean annual precipitation:* 27 to 33 inches  
*Mean annual air temperature:* 39 to 46 degrees F  
*Frost-free period:* 135 to 180 days  
*Farmland classification:* Not prime farmland

#### Map Unit Composition

*Mahtomedi and similar soils:* 90 percent  
*Minor components:* 10 percent  
*Estimates are based on observations, descriptions, and transects of the mapunit.*

#### Description of Mahtomedi

##### Setting

*Landform:* Outwash plains  
*Landform position (two-dimensional):* Shoulder  
*Down-slope shape:* Convex  
*Across-slope shape:* Convex  
*Parent material:* Outwash

##### Typical profile

*Ap - 0 to 8 inches:* loamy sand  
*Bw - 8 to 30 inches:* gravelly coarse sand  
*C - 30 to 60 inches:* gravelly sand

##### Properties and qualities

*Slope:* 6 to 12 percent  
*Depth to restrictive feature:* More than 80 inches  
*Drainage class:* Excessively drained  
*Capacity of the most limiting layer to transmit water (Ksat):* High to very high (5.95 to 19.98 in/hr)  
*Depth to water table:* More than 80 inches  
*Frequency of flooding:* None  
*Frequency of ponding:* None  
*Calcium carbonate, maximum content:* 15 percent  
*Available water capacity:* Low (about 4.3 inches)

##### Interpretive groups

*Land capability classification (irrigated):* None specified  
*Land capability classification (nonirrigated):* 6s  
*Hydrologic Soil Group:* A  
*Forage suitability group:* Sandy (G090XN022MN)  
*Other vegetative classification:* Sandy (G090XN022MN)  
*Hydric soil rating:* No

### **Minor Components**

#### **Antigo**

*Percent of map unit: 3 percent*

*Hydric soil rating: No*

#### **Brill**

*Percent of map unit: 3 percent*

*Hydric soil rating: No*

#### **Kingsley**

*Percent of map unit: 2 percent*

*Hydric soil rating: No*

#### **Demontreville**

*Percent of map unit: 2 percent*

*Hydric soil rating: No*

## **Data Source Information**

Soil Survey Area: Washington County, Minnesota

Survey Area Data: Version 16, Jun 5, 2020



## Washington County, Minnesota

### 1027—Udorthents, wet substratum

#### Map Unit Setting

*National map unit symbol:* 1t96v  
*Elevation:* 670 to 1,070 feet  
*Mean annual precipitation:* 27 to 33 inches  
*Mean annual air temperature:* 39 to 46 degrees F  
*Frost-free period:* 135 to 180 days  
*Farmland classification:* Not prime farmland

#### Map Unit Composition

*Udorthents, wet substratum, and similar soils:* 90 percent  
*Estimates are based on observations, descriptions, and transects of the mapunit.*

#### Description of Udorthents, Wet Substratum

##### Setting

*Landform:* Moraines  
*Down-slope shape:* Linear  
*Across-slope shape:* Linear

##### Properties and qualities

*Slope:* 0 to 6 percent  
*Depth to restrictive feature:* More than 80 inches  
*Depth to water table:* More than 80 inches  
*Frequency of flooding:* None  
*Frequency of ponding:* None

##### Interpretive groups

*Land capability classification (irrigated):* None specified  
*Forage suitability group:* Sloping Upland, Calcareous  
(G090XN010MN)  
*Other vegetative classification:* Sloping Upland, Calcareous  
(G090XN010MN)  
*Hydric soil rating:* No

## Data Source Information

Soil Survey Area: Washington County, Minnesota  
Survey Area Data: Version 16, Jun 5, 2020

## Washington County, Minnesota

### 861D—Urban land-Kingsley complex, 15 to 25 percent slopes

#### Map Unit Setting

*National map unit symbol:* 1t96m  
*Elevation:* 1,000 to 1,300 feet  
*Mean annual precipitation:* 27 to 33 inches  
*Mean annual air temperature:* 39 to 46 degrees F  
*Frost-free period:* 135 to 180 days  
*Farmland classification:* Not prime farmland

#### Map Unit Composition

*Urban land:* 60 percent  
*Kingsley and similar soils:* 35 percent  
*Estimates are based on observations, descriptions, and transects of the mapunit.*

#### Description of Urban Land

##### Setting

*Landform:* Moraines  
*Landform position (two-dimensional):* Shoulder  
*Down-slope shape:* Linear  
*Across-slope shape:* Linear

##### Interpretive groups

*Land capability classification (irrigated):* None specified  
*Forage suitability group:* Not Suited (G090XN024MN)  
*Other vegetative classification:* Not Suited (G090XN024MN)  
*Hydric soil rating:* No

#### Description of Kingsley

##### Setting

*Landform:* Moraines  
*Landform position (two-dimensional):* Shoulder  
*Down-slope shape:* Convex  
*Across-slope shape:* Convex  
*Parent material:* Till

##### Typical profile

*Ap - 0 to 8 inches:* sandy loam  
*Bt - 8 to 39 inches:* sandy loam  
*C - 39 to 60 inches:* sandy loam

##### Properties and qualities

*Slope:* 15 to 25 percent  
*Depth to restrictive feature:* More than 80 inches  
*Drainage class:* Well drained  
*Capacity of the most limiting layer to transmit water (Ksat):* Moderately low to moderately high (0.14 to 0.57 in/hr)

*Depth to water table:* More than 80 inches  
*Frequency of flooding:* None  
*Frequency of ponding:* None  
*Available water capacity:* Moderate (about 8.5 inches)

**Interpretive groups**

*Land capability classification (irrigated):* None specified  
*Land capability classification (nonirrigated):* 6e  
*Hydrologic Soil Group:* C  
*Forage suitability group:* Steep; Fine Texture (G090XN017MN)  
*Other vegetative classification:* Steep; Fine Texture  
(G090XN017MN)  
*Hydric soil rating:* No

## Data Source Information

Soil Survey Area: Washington County, Minnesota

Survey Area Data: Version 16, Jun 5, 2020

## CITY OF BIRCHWOOD VILLAGE MEMORANDUM

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**TO:** Birchwood Village Planning Commission  
**FROM:** Thatcher Engineering, Inc.  
**DATE:** December 16, 2020  
**APPLICANT:** Nadja Gale, 1801 Elliot Avenue #12, Minneapolis, MN 55404  
**LOCATION:** 419 B Wildwood Avenue, Birchwood Village, MN 55110

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### **REQUEST**

Variance request #1: The Applicant is requesting a variance from City Code 301.050.

1. The applicant requests a variance from the requirement that states the following:

**“NON-CONFORMING USES.**

**A. Definition:** Non-Conforming Use. See definition in Section 300.020.34

**B. Pre-Existing Structures or Uses:** A non-conforming use may be continued so long as it remains otherwise lawful, subject to the provisions of paragraphs (1) through (7) below, in order to ensure that the non-conforming use will not be intensified and that, over time, the non-conforming use will, where possible, be brought into conformity with the Zoning Code.

1. A Non-Conforming Pre-Existing Structure shall not be enlarged, modified, changed, extended (either horizontally or vertically) or structurally altered, unless such changes bring the Non-Conforming Pre-Existing Structure into conformity with the Zoning Code. (Exception: A non-conforming use, lawfully located within 60% of all required setbacks, may be structurally altered if the alterations do not change the horizontal or vertical dimensions of the structure and otherwise conform to the Zoning Code.)

2. A non-conforming use shall not be moved to any other part of the parcel of land upon which the same was constructed unless the move would bring the structure and its use into conformity with the Zoning Code.

3. If any Non-Conforming Pre-Existing Structure or Use is destroyed by fire or other peril to the extent of greater than 50 percent of its estimated market value, as

indicated in the records of the county assessor at the time of damage, and no building permit has been applied for within 180 days of when the property is damaged, any replacement or reconstruction must conform to the provisions of the Zoning Code. Exception: If the non-conforming use that is to be reconstructed came into being as the result of a previously granted variance, the Council, after review, may continue the variance if the owner demonstrates that the conditions under which that variance was granted continue to exist.

4. Normal maintenance of a Non-Conforming Pre-Existing Structure is permitted, including necessary non structural repairs and incidental alterations which do not physically extend or intensify the non-conforming use.

5. Notwithstanding paragraph (1) above, a Non-Conforming Pre-Existing Structure may be expanded, provided:

a. That such expansion does not increase the non-conformity in any dimension (vertical or horizontal), does not create a new non-conforming use, and in itself conforms with the Zoning Code; and

b. The sum of the setbacks on either side of the structure is not LESS than 20 feet.

6. When any Non-Conforming Pre-Existing use of land or of a building or structure is discontinued for a period in excess of one year, such land, building, or structure shall thereafter be used only as allowed by this Code.

7. No provision of this section shall be interpreted as negating the provisions of 302.015 (Undersized Lots).

**C. Illegal Structures, Uses, or Lots:** Any replacement or reconstruction of any kind of a Non-Conforming Illegal Structure, Use, or Lot must conform to the provisions of the Zoning Code.” [Bold and underlines are in the Code]

City Code Section 300.020.34 states: “Non-Conforming Use. **Non-Conforming Pre-Existing Structure or Use:** Any building or structure which was legally existing on January 1, 1975, or authorized by variance thereafter, which would not conform to the applicable conditions if the building or structure were to be erected under this Code. **Non-Conforming Illegal Structure, Use, or Lot:** A lot, building, structure, premises, or use illegally established when it was initiated, created, or constructed, which did not conform with the applicable conditions or provisions of the City Code for the area in which the structure or use is located.” [Bold and underlines are in the Code]

The Applicant is making the request because the Applicant wants to improve the existing cabin to make it a permeant home to enjoy year round.

The existing cabin is on a pier and beam foundation. The Applicant wants to raise the cabin and install the cabin on a walkout basement foundation.

Currently, this property does not conform to City Code 302.050 because the impervious surface coverage of the lot is 33.6%. If approved, the impervious surface coverage of the lot will be 21.0% because the Applicant will remove the concrete patio and concrete stairs.

### **SITE CHARACTERISTICS**

The lot area is 5,015 square feet according to the Certificate of Survey dated November 21, 2020 prepared by Engineering Design & Surveying. The lot is a narrow (about 30.0 feet wide) and contains a single-family residence.

### **PRACTICAL DIFFICULTY**

- 1) The lot is an undersized lot based on City Code because the width is about 30.0 feet.
- 2) The lot has steep slopes and topography challenges.
- 3) The lot is extremely narrow and long.

### **STATUTORY REQUIREMENTS FOR PERMITTING VARIANCES**

Minnesota State Statute 462.357 allows for a variance to be permitted only when:

- (1) The proposed use is in harmony with the general purposes and intent of the City's zoning ordinance;
- (2) The variance is consistent with the City's comprehensive plan; and,
- (3) The applicant establishes that there are practical difficulties in complying with the zoning ordinance.

Statutory criteria used to establish a practical difficulty include:

- (1) The property owner proposes to use the property in a reasonable manner not permitted by the zoning ordinance;
- (2) The plight of the landowner is due to circumstances unique to the property not created by the landowner; and
- (3) The variance, if granted, will not alter the essential character of the locality.

### **CTY CODE REQUIREMENTS FOR PERMITTING VARIANCES**

Sec 304.040 of the City Code states:

Variations to the strict application of the provisions of the Code may be granted, however, no variance may be granted that would allow any use that is prohibited within the City. Conditions and safeguards may be imposed on the variations so granted. A variance shall not be granted unless the following criteria are met:

**SUBD. 1.**

- A. Variances shall only be permitted
  - i. when they are in harmony with the general purposes and intent of the ordinance and
  - ii. when the variances are consistent with the comprehensive plan.
- B. Variances may be granted when the applicant for the variance establishes that there are practical difficulties in complying with the zoning ordinance.

**SUBD. 2.** "Practical difficulties," as used in connection with the granting of a variance, means that

- i. Special conditions or circumstances exist which are peculiar to the land, structure, or building involved.
- ii. The condition which result in the need for the variance were not created by the applicant's action or design solution. The applicant shall have the burden of proof for showing that no other reasonable design solution exists.
- iii. The granting of a variance will result in no increase in the amount of water draining from the property.
- iv. Granting the variance will not impair an adequate supply of light and air to adjacent property, or unreasonably diminish or impair established property values within the surrounding area, or in any other respect impair the public health, safety, or welfare of the residents of the City.
- v. No variance shall be granted simply because there are no objections or because those who do not object outnumber those who do.
- vi. Financial gain or loss by the applicant shall not be considered if reasonable use for the property exists under terms of the Zoning Code.

**ANALYSIS**

The lot is an undersized lot with steep slopes and topography challenges. City Code 302.015 allows undersized lots to be utilized for single-family detached dwelling purposes provided the measurements of such area, width, or open space are at least 60% of that required.

**REASONS FOR RECOMMENDING VARIANCE APPROVAL**

**Variance request #1:**

1. The plan meets City Code requirements.
2. The lot is an undersized lot.
3. This project would preserve the essential character of the locality.
4. The lot will meet Code requirements for impervious surface coverage because the Applicant will remove the existing concrete patio and concrete stairs.

## **REASONS FOR RECOMMENDING VARIANCE DENIAL**

### **Variance request #1:**

1. A primary goal of the City of Birchwood Village's Zoning Ordinance is "to ensure that a non-conforming use is not intensified and that, over time, the non-conforming use will, where possible, be brought into conformity with the Zoning Code." The following could be argued:
  - a. That they are not in harmony with the general purposes and intent of the ordinance.
  - b. That the variance is not consistent with the comprehensive plan.
  - c. That the Applicant for the variance has not established that there are practical difficulties in complying with the zoning ordinance.
  - d. The lot does not meet the requirements of City Code 302.015.

## **CONDITIONS**

If approved, a requested variance may be approved subject to the following conditions:

1. All application materials, maps, drawings and descriptive information submitted with this application shall become part of the building permit.
2. Per City Code 304.090, the variance shall become null and void if the project has not been completed or utilized within one year after the date it was granted, subject to petition for extension by the City Council.
3. Land alteration may not cause adverse impact upon abutting property.
4. Applicant shall meet the requirements of City Code 301.055 which states: "For a building permit, the applicant must submit stormwater and erosion control plans prepared and signed by a licensed professional engineer. The plans must be approved by the city engineer and the permit holder must adhere to the approved plans. The stormwater management plan must detail how stormwater will be controlled to prevent damage to adjacent property and adverse impacts to the public stormwater drainage system."



## ADDENDUM TO 419b Wildwood Ave Variance request

We are proposing raising the house 2½ feet and replacing the current pier and beam foundation with a concrete basement foundation.

### PRACTICAL DIFFICULTIES

- 1) Our cabin was built in 1906. The current pier and beam foundation that supports it is not up to current code.
- 2) My home is on a hill with a concrete patio in front of it which slopes TOWARDS the house. Because the house is at or below ground level, any time it rains the water runoff goes directly into the wood frame that supports the front of the house. The frame of the right front porch has rotted and has partially collapsed and if left unchanged the water runoff now managing to find its way underneath the house could eventually start washing out the piers that are supporting the house. Because the house is at or below ground level, anytime it snows the snow can build up against the wood siding of the house, further rotting it.

Addendum 419b Wildwood Ave p. 1

We are asking permission to raise the house 2½ feet and to put a concrete block foundation in.

This will:

- 1) Bring our foundation up to code
- 2) Preserve the house by preventing storm water runoff from rotting the wood foundation and washing out the piers of the current foundation
- 3) Prevent bugs, mice and wildlife from living under the house and entering the house
- 4) Enable us to fully winterize the house
- 5) Will help preserve the environment by lessening the percentage of impervious surface (we will be taking out the concrete patio and the concrete steps on the east side of the house going downhill)
- 6) Will help to preserve the essential character of the locality and its history.

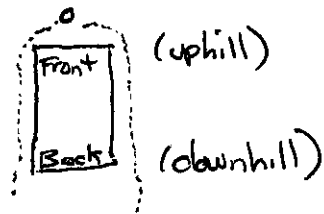
Addendum 419b Wildwood Ave p. 2

We will not be altering or changing the 24 x 38 footprint of the house.

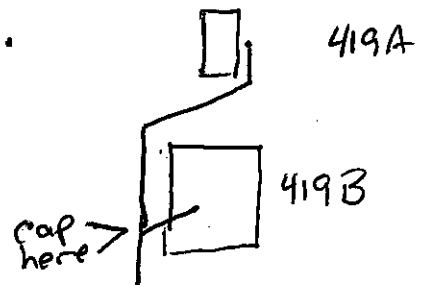
By raising it we will not be impeding a lake view of any of our neighbors.

By improving our home we will be improving the look of the immediate surroundings, improving the values of our neighbors homes, and increasing the tax base.

We will be putting in a french drain system with a starting collection point somewhere in front of our home (where the current concrete patio is) and going around the house in order to deal with any storm water runoff so that it doesn't effect our neighbors properties.



The sewer line from the cabin up the hill from ours at 419A does NOT go underneath our home and will not be affected by this project. We will cap off our portion of it and install our own new sewer line.



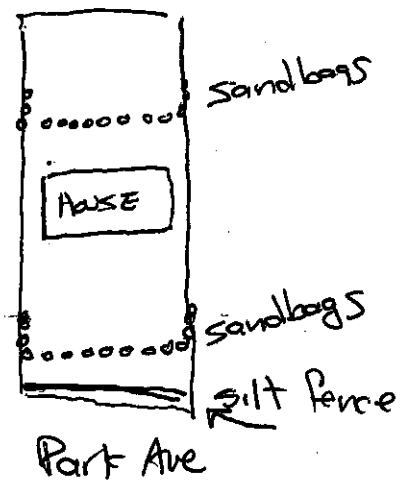
Addendum 419b Wildwood Ave p.3

Replacing pier and beam foundations with concrete basement foundations has been done before with several of our neighbors properties. One that I know of for sure is 427 Wildwood Ave, done in 2002.

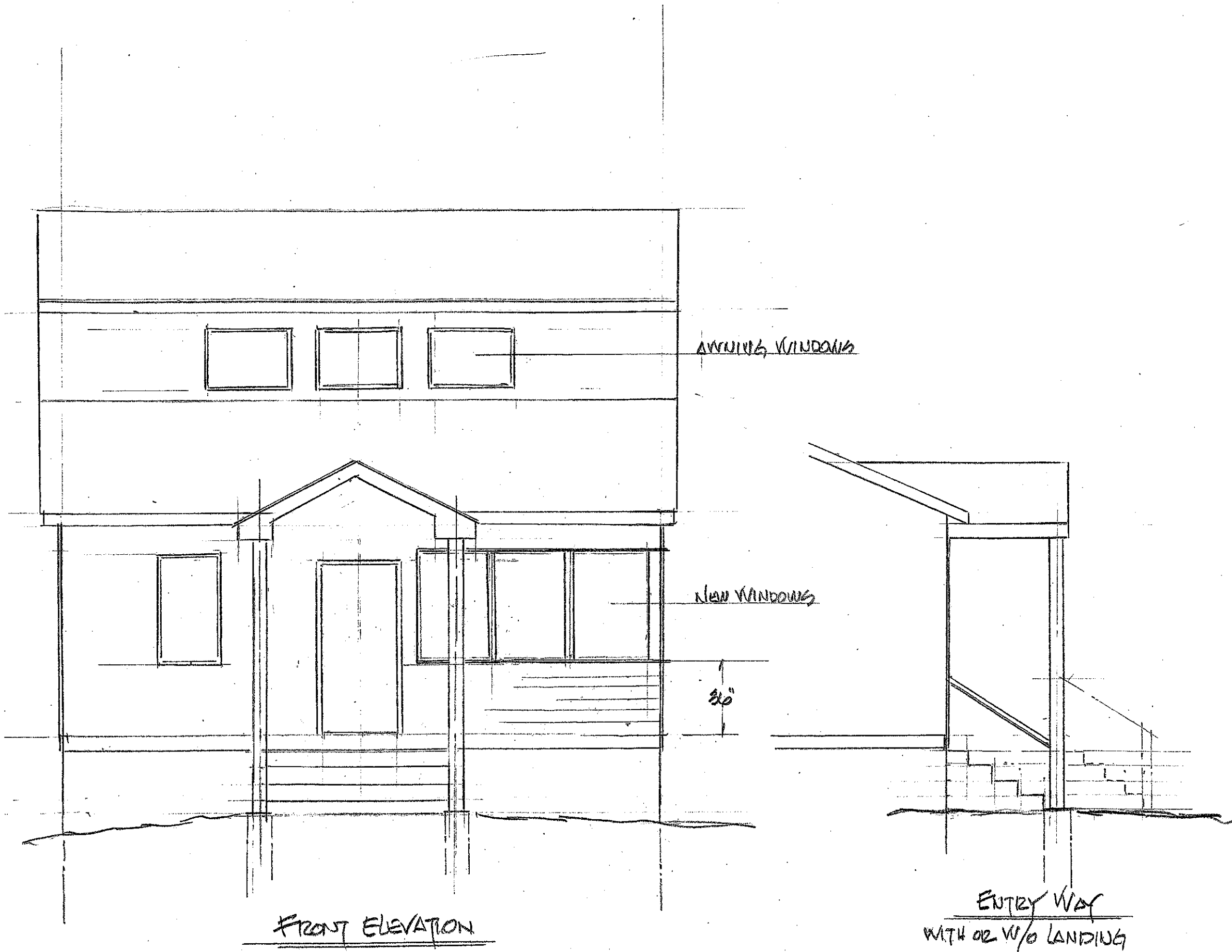
The current height of the cabin is just under 22½ feet from the peak of the roof to the ground. Raising it 2½ feet will bring it to 25 feet. The total height from the peak of the roof to the basement floor will be 30 feet.

Any dirt that is excavated will be either contained by sandbags (we have 1,000?), redistributed, or disposed of. Sandbags will be in two areas in the yard AND a silt fence will be at the bottom of the hill on our property abutting Park Ave.

our lot



Addendum 4196 Wildwood Ave p. 4



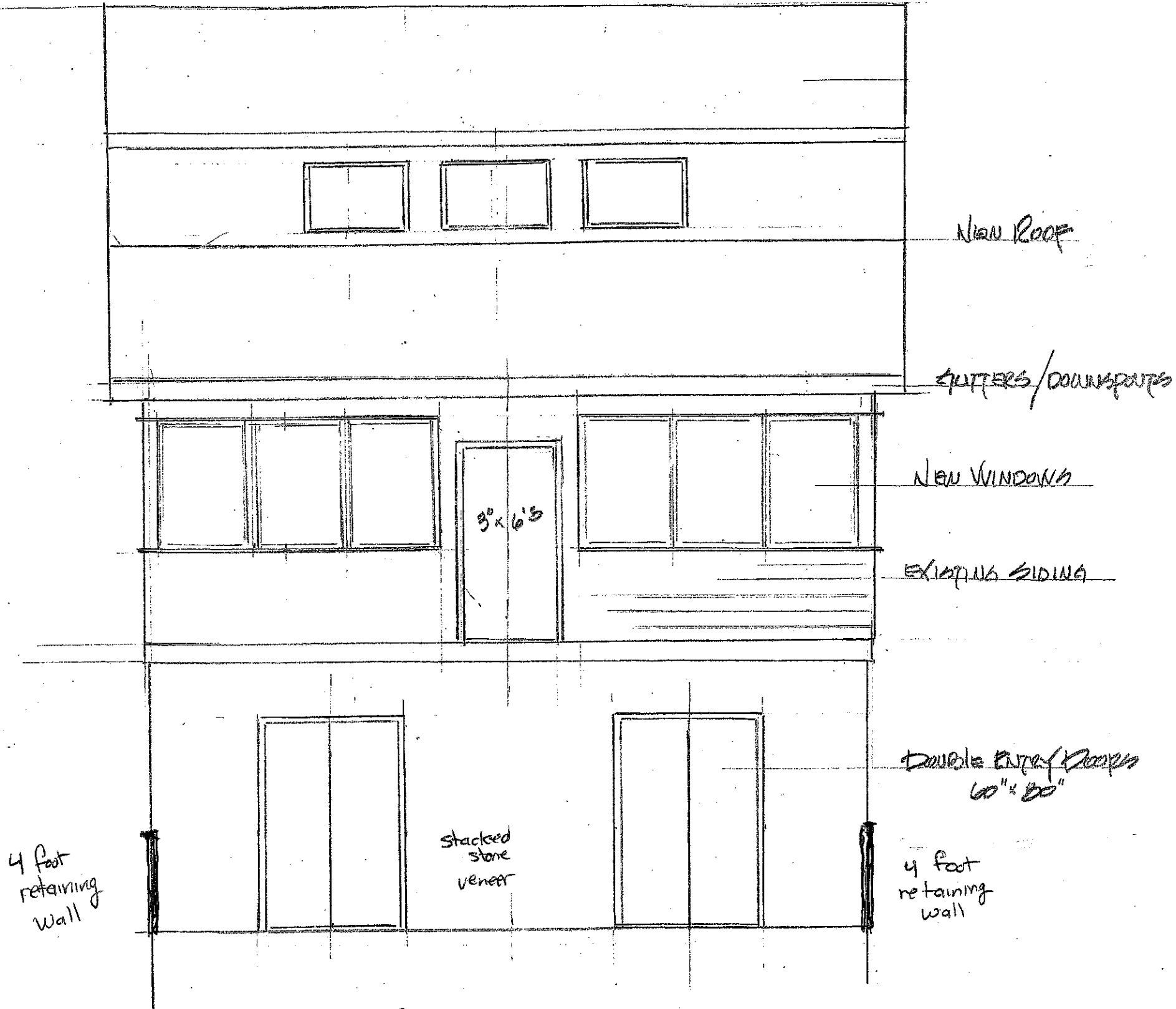
EXISTING WINDOWS

NEW WINDOWS

3'0"

FRONT ELEVATION

ENTRY WAY  
WITH OR W/O LANDING



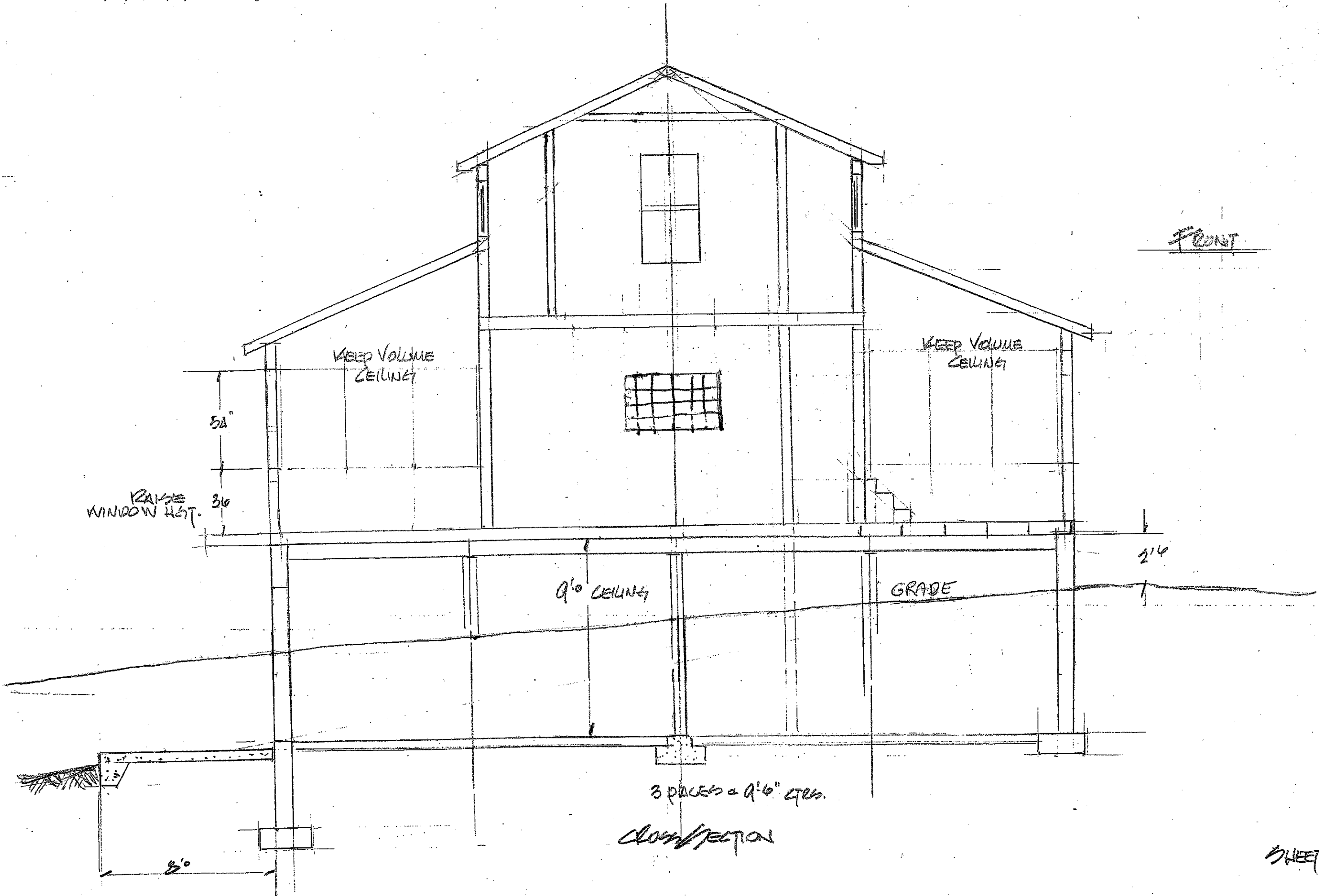
REAR ELEVATION

HOUSE REMODEL  
 FOR  
 HARJA ESKEL & DONALD KOEL  
 419 W WILDWOOD AVE  
 WILCHWOOD, MN 55110

PLUTIKS DESIGN SCALE 1/4" = 1'-0"

REV. A

SHEET 1 of 4





### City of Birchwood Village Petition for Variance Application

207 Birchwood Ave, Birchwood, MN 55110  
Phone: 651-426-3403 Fax: 651-426-7747  
Email: info@cityofbirchwood.com

#### FOR OFFICIAL USE ONLY

Application Received Date: \_\_\_\_\_ Amount Paid: \$ \_\_\_\_\_  
 Payment Type (Circle One): **Cash / Check / Money Order / Credit Card**  
 Check/Money Order # \_\_\_\_\_  
 Application Complete?  Yes  No  If no, date application was deemed complete: \_\_\_\_\_  
 Signature of City Planner: Sam W. Hutchins Date: 12/16/2020

*Completed requests for variances submitted prior to the first Thursday of the month will be considered by the Planning Commission at its next meeting on the fourth Thursday of the month. Requests submitted after the first Thursday of the month will be considered at the following meeting. All final decisions on variance applications are made by the City Council, which meets on the second Tuesday every month.*

- Name of Applicant(s) Nadya Gale  
 Address 1801 Elliot Ave #12  
 City Minneapolis State MN Zip Code 55404  
 Business Phone \_\_\_\_\_ Home Phone (612) 222-1237
- Address of Property Involved if different from above: \_\_\_\_\_  
419 B Wildwood Ave, Birchwood Village, MN 55110
- Name of Property Owner(s) if different from above and describe Applicant's interest in the property:  
I am interested in improving the current cabin to make it a permanent home to enjoy year round.
- Specific Code Provision from which Variance is requested: Section 301.050
- Describe in narrative form what the Applicant is proposing to do that requires a variance:  
The cabin is currently on a pier and beam foundation. We would like to raise it and put it on a walk out basement foundation instead.



6. Type of Project:

- New Construction (empty lot)
- Addition
- Demolition
- Landscaping
- Repair or removal of nonconforming structure ? ↓
- Other (describe) Change in foundation from pier and beam to walkout basement.

7. Type of Structure Involved:

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Single Dwelling | <input type="checkbox"/> Double Dwelling |
| <input type="checkbox"/> Garage                     | <input type="checkbox"/> Addition        |
| <input type="checkbox"/> Tennis Court               | <input type="checkbox"/> Pool            |
| <input type="checkbox"/> Grading/Filling            |  |
| <input type="checkbox"/> Other (describe) _____     |  |

8. Using the criteria from the City Code for a variance (see last page), explain why a variance is justified in this situation and describe what "Practical Difficulties" exist:

A walkout basement will enable us to fully winterize the home as well as keep out bugs, mice, and wildlife that currently reside under the home. Raising it is necessary to make a positive slope so that the water run off doesn't enter the home.

9. Describe any measures the Applicant is proposing to undertake if the variance is granted, including measures to decrease the amount of water draining from the property:

We are willing to remove the concrete patio in the front of our house as well as remove the concrete stairs going down the hill in the back in order to meet the 25% or less impervious surface.

10. Describe any alternatives the Applicant considered (if any) that do not require a variance:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

11. Can an emergency vehicle (Fire Truck or Ambulance) access all structures on the property after the proposed change? Yes  No

12. Does the proposed change bring any other nonconforming use into conformity with the City Building Code? Yes  No

If yes, explain: Removing the concrete patio and concrete stairs will bring us into 25% impervious surface (actually, less than 25%)

13. Are there other governmental regulations that apply to the proposed action, including requirements of the Rice Creek Watershed District? Yes  No

If yes, please identify the regulations AND attach evidence demonstrating compliance:

14. Please provide the applicable information in the following Table:

	EXISTING	PROPOSED	CHANGE
1. Total Square Footage of Lot	5015	5015	- 0 -
2. Maximum Impervious Surface (25% of item 1)	1254	1254	- 0 -
3. Roof Surface	970	970	- 0 -
4. Sidewalks and patio	716	88	- 628
5. Driveways	- 0 -	- 0 -	- 0 -
6. Other Impervious Surface	- 0 -	- 0 -	- 0 -
7. Total of Items 3-6	1686	1058	- 628
8. Percent Impervious Surface	33.6%	21%	- 12.6%

15. Please attach the following:

- Legal description of property.
- Plot plan drawn to scale showing existing and proposed new and changed structures on the lot. Also show existing structures on adjacent lots.

**Criteria for Granting a Variance.** Pursuant to Minn. Stat. Sec. 462.357, subd. 6, as it may be amended from time to time, the Planning Commission may issue recommendations to the City Council for variances from the provisions of this zoning code. A variance is a modification or variation of the provisions of this zoning code as applied to a specific piece of property.

Variances to the strict application of the provisions of the Code may be granted, however, no variance may be granted that would allow any use that is prohibited within the City. Conditions and safeguards may be imposed on the variances so granted. A variance shall not be granted unless the following criteria are met:

**SUBD. 1.**

- A. Variances shall only be permitted
  - i. when they are in harmony with the general purposes and intent of the ordinance and
  - ii. when the variances are consistent with the comprehensive plan.
- B. Variances may be granted when the applicant for the variance establishes that there are practical difficulties in complying with the zoning ordinance.

**SUBD. 2.** "Practical difficulties," as used in connection with the granting of a variance, means that

- i. Special conditions or circumstances exist which are peculiar to the land, structure, or building involved.
- ii. The condition which result in the need for the variance were not created by the applicant's action or design solution. The applicant shall have the burden of proof for showing that no other reasonable design solution exists.
- iii. The granting of a variance will result in no increase in the amount of water draining from the property.
- iv. Granting the variance will not impair an adequate supply of light and air to adjacent property, or unreasonably diminish or impair established property values within the surrounding area, or in any other respect impair the public health, safety, or welfare of the residents of the City.
- v. No variance shall be granted simply because there are no objections or because those who do not object outnumber those who do.
- vi. Financial gain or loss by the applicant shall not be considered if reasonable use for the property exists under terms of the Zoning Code.

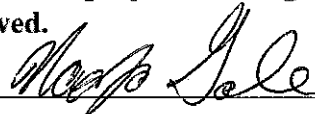
**NOTICE:**

**\*The City and its representatives accept no responsibility for errors and/or damages caused due to incomplete and/or inaccurate information herein. It is the responsibility of the applicant to ensure the accuracy and completeness of this information.**

**\*The City will hold applicant responsible for any damage to public property that occurs in the course of performing the activities of this permit.**

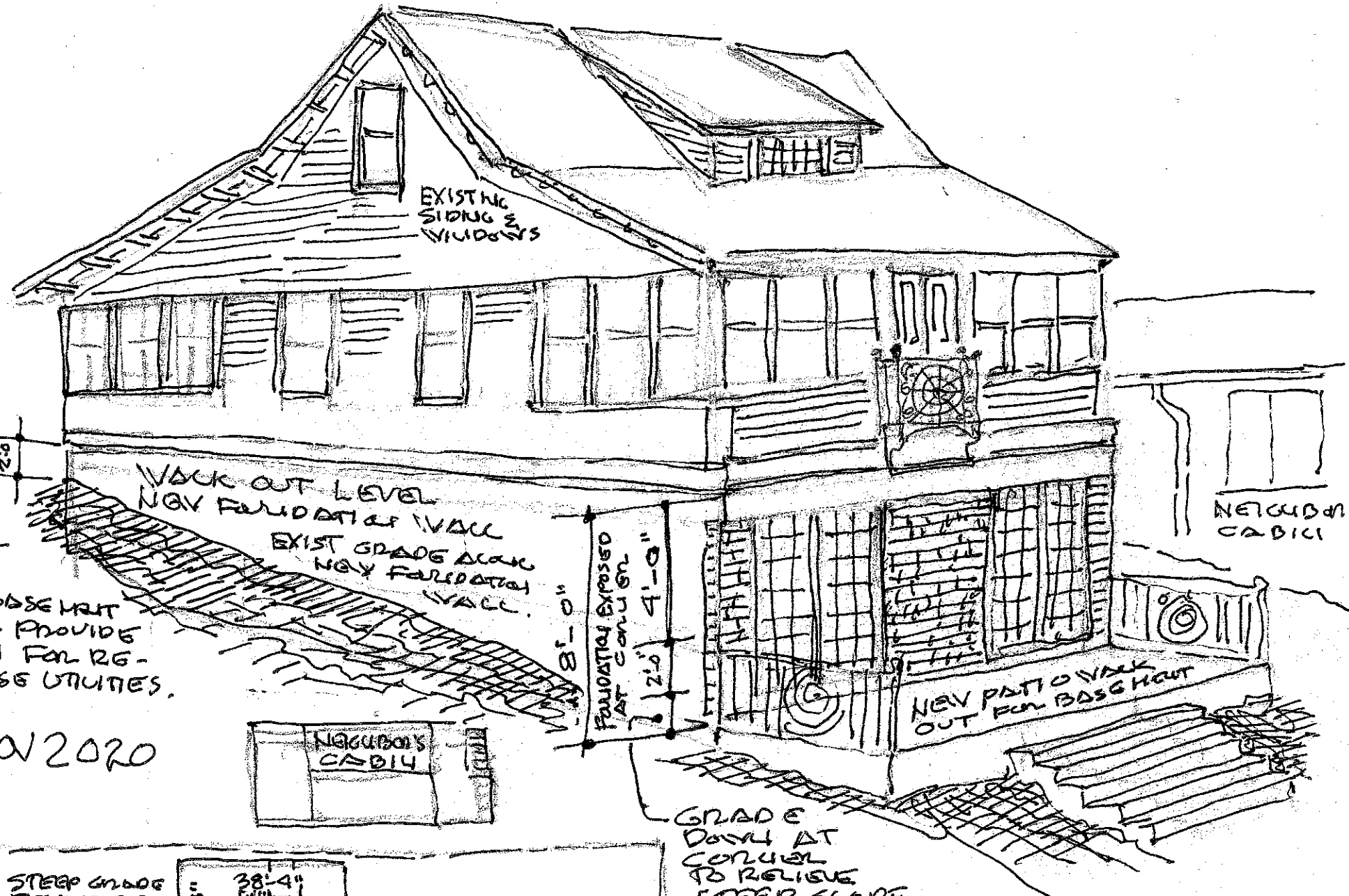
**\*Under penalty of perjury the applicant declares that the information provided in and enclosed herewith is complete and all documents represented are true and correct representations of the actual project/building that will be built in conformance with such representation if approved.**

Signature of Applicant: \_\_\_\_\_



Date: \_\_\_\_\_

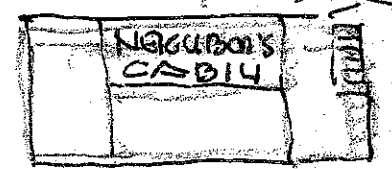
12/04/20



RAISE CABIN  
2'-0" HIGH  
NEW FUND-  
ATION WALL  
VAC OUT  
BASEMENT

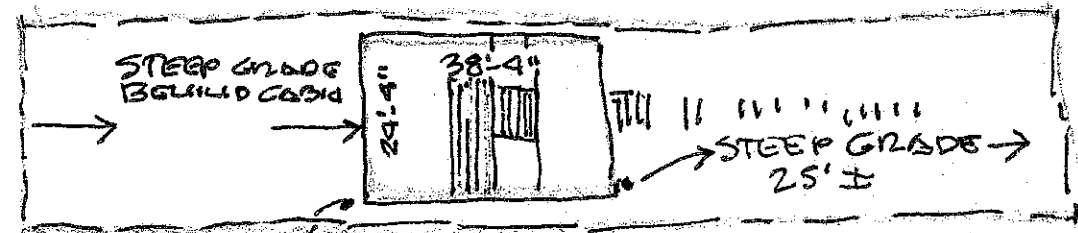
VAC OUT BASEMENT  
WILL ALSO PROVIDE  
HEAD ROOM FOR RE-  
QUIRED HOSE UTILITIES.

DWG 19 NOV 2020



8'-0"  
FOUNDATION EXPOSED  
AT CORNER  
2'-0" 4'-0"

GRADE  
DOWN AT  
CORNER  
TO RELIEVE  
STEEP SLOPE  
IN HILL



VAC OUT  
LOT

FUNDATION RAISE  
REQUIRED TO MAKE  
POSITIVE SLOPE AROUND  
BACK OF CABIN.

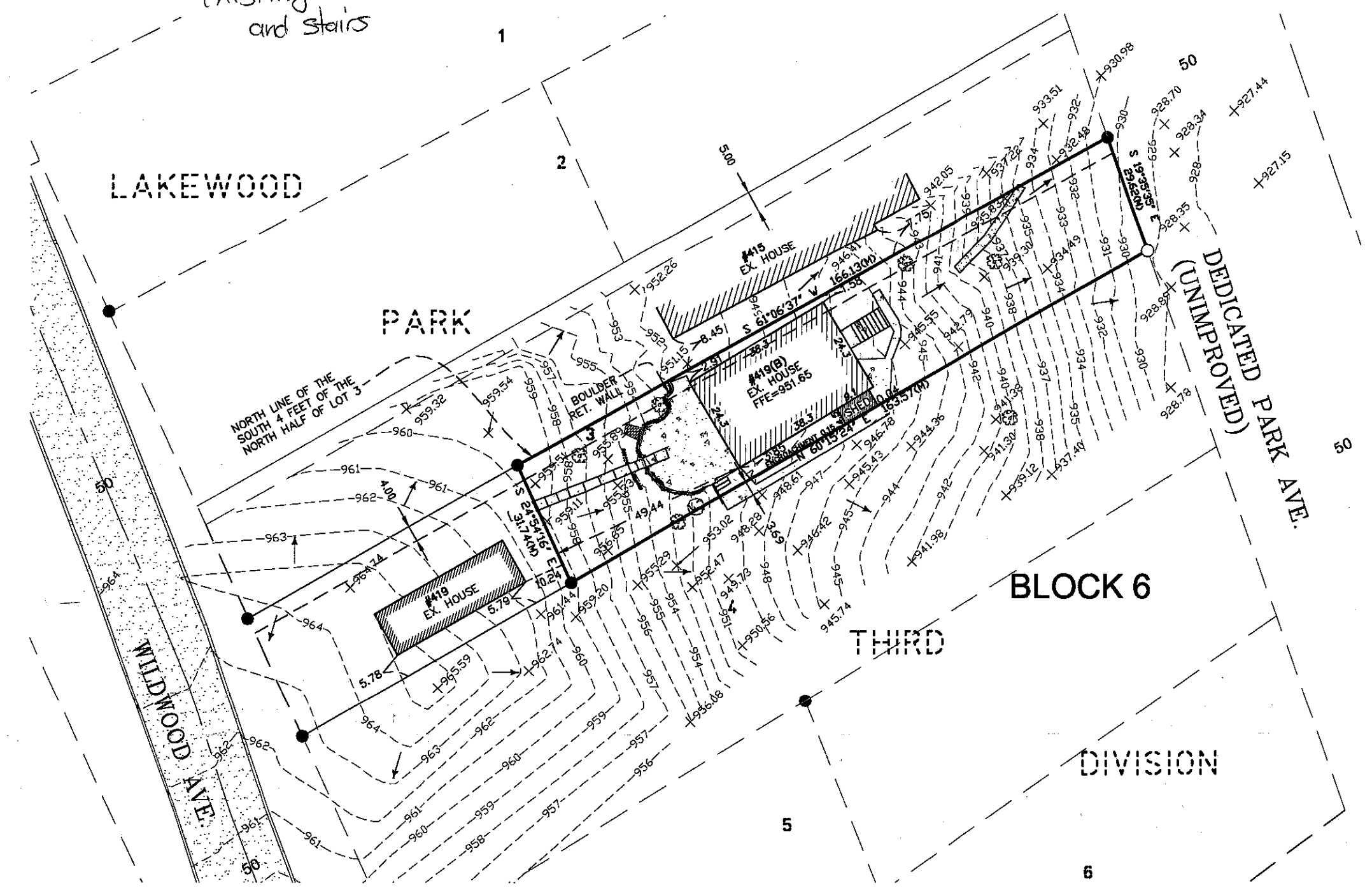
# CERTIFICATE OF SURVEY

Call 48 Hours before digging  
**GOPHER STATE ONE CALL**  
 Twin Cities Area 651-454-0002  
 MN. Toll Free 1-800-252-1166

*proposing taking out existing concrete portion and stairs*

*-for-*  
**NADJA GALE**

*Cabin will stay in current position but will be raised and put on a walk-out basement instead*



- LEGEND**
- DENOTES FOUND PROPERTY IRON
  - DENOTES SET 1/2" X 18" REBAR WITH PLASTIC CAP "PLS 25105"
  - DENOTES BOUNDARY LINE
  - - - DENOTES LOT LINE
  - DENOTES PROPERTY LINE
  - x999.99 DENOTES EXISTING SPOT ELEVATION
  - DENOTES CONCRETE SURFACE
  - - - 999 DENOTES EXISTING CONTOUR LINE
  - FFE DENOTES FINISH FLOOR ELEVATION
  - ▨ DENOTES BITUMINOUS SURFACE
  - ▩ DENOTES BRICK PAVER SURFACE
  - ⊗ DENOTES DECIDUOUS TREE
  - DENOTES RETAINING WALL
  - (M) DENOTES MEASURED DISTANCE
  - DENOTES DRAINAGE FLOW

- NOTES**
1. THE BASIS OF THE BEARING SYSTEM IS ASSUMED.
  2. NO SPECIFIC SOIL INVESTIGATION HAS BEEN COMPLETED
  3. CONTRACTOR SHALL VERIFY PROPOSED ELEVATIONS.
  4. NO TITLE INFORMATION WAS PROVIDED FOR THIS SURVEY. THIS SURVEY DOES NOT PURPORT TO SHOW ALL EASEMENTS OF RECORD.
  5. EXISTING UTILITIES AND SERVICES SHOWN HEREON OWNER LOCATED EITHER PHYSICALLY ON THE GROUND DURING THE SURVEY OR FROM EXISTING RECORDS MADE AVAILABLE TO US OR BY RESIDENT TESTIMONY. OTHER UTILITIES AND SERVICES MAY BE PRESENT. VERIFICATION AND LOCATION OF UTILITIES AND SERVICES SHOULD BE OBTAIN FROM THE OWNERS OF RESPECTIVE UTILITIES BY CONTACTING GOPHER STATE ONE CALL AT (651) 454-0002 PRIOR TO ANY DESIGN, PLANNING OR EXCAVATION.

**BUILDING SETBACKS**  
 ZONING: R-1-1 LOW DENSITY  
 SINGLE FAMILY-ISLAND  
 HOUSE: FRONT = 40 FT.  
 REAR = 50 FT.  
 SIDE = 35 FT.

**EXISTING HARDCOVER**

EXISTING HOUSE	929 SQ. FT.
EXISTING SHED	41 SQ. FT.
EXISTING BRICK SURFACE	10 SQ. FT.
EXISTING CONCRETE SURFACE	706 SQ. FT.
TOTAL IMPERVIOUS AREA	1,686 SQ. FT.
TOTAL LOT AREA	5,015 SQ. FT.
EXISTING HARDCOVER	33.6 %

**REFERENCE BENCHMARK**  
 ELEVATION = 919.53 (NGVD 29) MNDOT DISK  
 "MICHAEL"

**LEGAL DESCRIPTION**  
 All that part of South Half of Lot 3, Block 6 & the South 4 feet of North Half of Lot 3, Block 6 Lakewood Park Third Division, Washington County, Minnesota, according to the recorded plat thereof.

NO.	DATE	DESCRIPTION	BY

**EDS ENGINEERING DESIGN & SURVEYING**  
 6480 Wayzata Blvd. Minneapolis, MN 55426  
 OFFICE: (763) 545-2800 FAX: (763) 545-2801  
 EMAIL: info@edsmn.com WEBSITE: http://edsmn.com

I HEREBY CERTIFY THAT THIS SURVEY WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION, AND THAT I AM A DULY LICENSED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MINNESOTA.  
*Vlad Sivriev* DATED: 11/21/20  
 VLADIMIR SIVRIEV L.S. NO. 25105

JOB NAME: **NADJA GALE**  
 LOCATION: 419(B) WILDWOOD AVE  
 BIRCHWOOD, MN 55110

FIELD WORK DATE: 11/18/20  
 FIELD BOOK NO.: EDS-13

DRAWN BY: GP  
 CHECKED BY: VS  
 PROJECT NO.: 20-190  
 SHEET NO. 1 OF 1



# MEMORANDUM



---

**TO:** Birchwood Village City Council  
**FROM:** Andy Gonyou, City Administrator  
**SUBJECT:** 143 Wildwood Avenue  
**DATE:** May 6, 2021

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Dear Mayor and Council Members,

On Sunday, May 2<sup>nd</sup> 2021, the City was made aware of work being performed at 143 Wildwood Avenue without proper permits.

A stop work order was issued by the City on Tuesday, May 4<sup>th</sup> 2021 and the property owner/contractor(s) have ceased work and are putting together required permits to be submitted to & reviewed by City officials.

This topic has been added to the Council Meeting agenda in order to have the Council discuss next steps – permitting, remediation, possible sanctions, etc.

**Request/Recommendation**

Staff requests Council to discuss next steps as it relates to the unpermitted work performed at 143 Wildwood Avenue.

Thank you,  
Andy Gonyou  
City Administrator - Clerk





## Condition Assessment Report: Birchwood City Hall Widows



### Prepared for:

**City of Birchwood Village**  
**207 Birchwood Avenue**  
**Birchwood, MN 55110**

### Prepared by:

**Mark Johnston**  
**Historic Design Consulting LLC**  
**451 Westfield Lane**  
**Vadnais heights, MN 55127**

### Service Requested:

Mary Wingfield asked Mark Johnston of Historic Design Consulting LLC to examine the historic double hung windows on the 1932 Birchwood City Hall building, determine a scope of work for their restoration and provide a cost estimate for restoration. Mark Johnston examined and photographed the five original windows units, including sashes and frames, on Tuesday, May 4, 2021. These windows are located on the western elevation (three window units), the eastern elevation (one window unit) and the northern elevation (one smaller window unit).

### Condition Assessment:

The initial examination showed the windows were in fair condition, although several problems were identified. Each window on the western elevation has been modified with the addition of vinyl jamb liners. This would suggest that the original sash weights, cords and hardware have been removed and the sashes cut down to fit the smaller openings. Exterior window trim has also been removed. This includes pediment shaped ornament which was located above each window.

Although the inspection found the windows to be in fair condition, several issues were identified which will affect the integrity and function of the window units. If not addressed, these maintenance issues will cause the windows to decay, fail structurally and adversely affect the historic character of the building.



*Figure 1 North window on west elevation showing vinyl jamb liner, decayed jams, and failed glazing and paint.*

Inspection revealed the following issues:

1. Failure of window putty/glazing on all sashes.
2. Failure of paint on all sashes.
3. Checking and splitting of sash components, including rails, stiles and muntins on all sashes.
4. Decay, checking splitting or window jams and sills.
5. Damaged/missing wood on muntins.





*Figure 2 South window on west elevation showing damaged muntins, failure of glazing and paint, and decay of jambs.*



*Figure 3 Middle window, west elevation showing paint failure and significant splitting and checking, paint failure and decay of frames and jambs.*

**Recommendations:**

It is recommended that the sashes be removed and restored, the window jambs be repaired and restored, and the exterior trim and ornament be replaced. It is also recommended that the windows be weather stripped with traditional spring bronze to limit convection and heat loss.

Restoration can include, but not be limited to:

1. Removal of sashes, hand stripping of all paint and primer from rails, styles, and muntins.
2. Closing of window openings with OSB or plywood during repairs.
3. Repair of all checks, splits, and decay with epoxy, wood Dutchmen, and epoxy consolidation, and the fabrication of missing components.
4. Reglazing of all window glass.
5. Repainting with long oil primer and oil topcoat.
6. Repair, scraping and repainting of all jambs.
7. Installation of new trim and ornament.
8. Replacement of broken glass with authentic, period glass.
9. Cleaning and restoration of window hardware.
10. Spring bronze weatherstripping.

**Estimate for repairs:**

Historic Design Consulting follows the standards and accompanying guidelines outlined by the Secretary of the Interior for the treatment of historic properties. The Standards are a series of concepts about maintaining, repairing, and replacing historic material. The Guidelines offer general design and technical recommendations to assist in applying the Standards to properties and provide a framework and guidance for decision-making about work or changes to a historic property.

Repairs for window sashes and jambs (*note: sashes have divided lights, which increase time require to repair*):

14.5 hours labor per window for larger windows at \$75.00 per hour	\$1,087.50	x	4	Total \$4,350.00
10.5 hours labor for smaller window:	\$787.50	x	1	Total \$787.50
Materials for each window unit:	\$57.70	x	5	Total \$287.50
Total for Window restoration of 5 windows:			\$5,425.	

Costs for the fabrication of new trim and pediment ornament are difficult to determine without knowing the type of trim and the details about the shape and makeup of the pediments. Additional cost

estimates for the replacement of the trim and ornament can be determined once I know more about the original trim.

**Summary:**

Windows are an integral part of the of an historic building fabric and contribute to its historic character. historic character of buildings. As such, the disrepair and failure of these window units will negatively affect the appearance and historic character of the Birchwood Village Town Hall Building. It is the recommendation of Historic Design Consulting that the window units be repaired and restored before the exposure to the elements will significantly degrade their integrity. Furthermore, it is recommended that the windows be weather stripped to improve their efficiency and reduce heat lost.



# MEMORANDUM



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**TO:** Birchwood Village City Council  
**FROM:** Justin McCarthy, Councilmember  
**SUBJECT:** Donation of Sand  
**DATE:** May 6, 2021

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Dear Councilmembers,

As we discussed at the previous meeting, the Duffy's at 505 Lake Avenue generously offered to have beach sand brought in for Kay Beach. In discussing this matter further with Judy and Gerry, while they would take a small amount of the sand for their own lakefront, the primary motivation is to improve the sand on Kay.

The company they are obtaining the sand from is donating the sand and Judy and Gerry are donating the cost of delivery. The company is apparently busy in the fall and so waiting until October is not feasible.

In speaking with Judy and Gerry, the Duffy's indicated that the company has techniques and tools to drop the sand off that would not damage Kay and that they would wait until its dry enough not to cause damage.

I suggested waiting until sometime in June as I would expect that the beach to be dry by then and Judy was going to check with their company. In speaking with Andy, we wanted to bring this back to the Council for approval.

Thank you,  
Justin McCarthy  
City Councilmember





# MEMORANDUM



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**TO:** Birchwood Village City Council  
**FROM:** Andy Gonyou, City Administrator  
**SUBJECT:** Music in the Park  
**DATE:** May 6, 2021

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Dear Mayor & City Council Members:

The Music in the Park concert series for calendar year 2021 is off to a great start! Thanks to the generous volunteer efforts of Birchwood resident Alan Mitchell, 10 musical artists have already been lined up to take the stage at Tighe-Schmitz Park running from June 13<sup>th</sup> through August 29<sup>th</sup>.

The reason for this memo, in addition to a simple update, is to ask the Council to make a decision on how the City wishes to proceed with the performances in the event of unfavorable weather.

In prior years during rain and/or severe weather events, the City would normally move the performance from the outdoor beach/park location into City Hall. As of the announcement from Minnesota Governor Tim Walz on Thursday, May 6<sup>th</sup> 2021 – Statewide restrictions on indoor capacity limits/social distancing requirements will be lifted as of May 28<sup>th</sup>, 2021 or potentially sooner dependent upon Covid-19 vaccine rates.

### **Request/Recommendation**

Staff requests Council consider the following:

1. In the event of adverse weather during a scheduled performance, should the City move the performance indoor at City Hall, or cancel the performance/re-schedule during a vacant Sunday depending on artist availability?
2. If the Council elects to have performances rescheduled/cancelled, will the City still pay the artists if the artist cannot reschedule and needs to cancel the performance?

Thank you,  
Andy Gonyou  
City Administrator - Clerk

**MUSIC IN THE PARK**

**BIRCHWOOD SUMMER CONCERT SERIES**

**TIGHE-SCHMITZ PARK**

**JUNE – AUGUST 2021**

<b>DATE</b>	<b>MUSICIANS</b>	<b>MUSIC</b>
June 13	<b>Joe Cruz and Jennifer Grimm</b> <a href="https://grimmercruz.hearnow.com/">https://grimmercruz.hearnow.com/</a> <a href="http://www.joecruzmusic.com/">http://www.joecruzmusic.com/</a> <a href="https://jennifergrimm.com/">https://jennifergrimm.com/</a>	Versatile and energetic guitarist. Talented vocalists. Bluegrass, Latin, jazz, original compositions
June 20	<b>Amy and Adams</b> <a href="http://www.amyandadams.com/">http://www.amyandadams.com/</a>	Eclectic//TinPanAlley/CountryBluesGrass blend of favorites and original tunes.
June 27	<b>Legacy</b> <a href="http://www.legacycelticmusic.com/">http://www.legacycelticmusic.com/</a>	Twin Cities-based group offering an engaging selection of traditional and contemporary Irish vocal music and instrumental tunes.
July 4	Fourth of July weekend – no concert	
July 11	<b>Scottie Miller</b> <a href="http://www.scottiemiller.com/">http://www.scottiemiller.com/</a>	Keyboardist and vocalist. Combination of blues, soul, funk and jazz.
July 18	<b>Jennifer Eckes</b> <a href="http://www.twincitiescabaretartistsnetwork.com/jennifer-eckes.html">http://www.twincitiescabaretartistsnetwork.com/jennifer-eckes.html</a>	Cabaret artist and talented vocalist, combining great technique with a warm stage presence
July 25	<b>Quintessence Winds and the Capitol City Brass Ensemble</b>	Chamber music with a little bit of everything: opera, show tunes, patriotic pieces, rag time, Americana, and classical.
August 1	<b>Ensemble Aventura</b>	Five-person music ensemble specializing in world music with songs from the Balkans, Paris, Rio and beyond!
August 8	<b>Generation Rock</b> <a href="https://generationrock.band/">https://generationrock.band/</a>	Five-piece band playing classic rock – the songs you grew up with
August 15		
August 22	<b>Fabulous Fairlanes</b> <a href="http://www.fabulousfairlanes.com/">http://www.fabulousfairlanes.com/</a>	a cappella Doo-Wop Music from the 50s and 60s and newer
August 29	<b>Sweet Rhubarb</b> <a href="http://www.sweetrhubarb.net/">http://www.sweetrhubarb.net/</a>	Rich three part harmonies, melding elements of folk, bluegrass, country, pop, and more

# MEMORANDUM



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**TO:** Birchwood Village City Council  
**FROM:** Andy Gonyou, City Administrator  
**SUBJECT:** Planning Commission Vacancy  
**DATE:** May 6, 2021

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Dear Mayor & City Council Members:

Planning Commissioner Jozsef Hegedus has resigned from his position as Planning Commissioner, effective immediately.

Commissioner Hegedus' term is set to expire on December 31<sup>st</sup>, 2021 and will require an appointment to fill the remainder of this term.

Due to recent vacancies on the Planning Commission, the City has received several applications from residents who may be interested in being reconsidered for an appointment to fill the remainder of this term.

In addition, there may be other residents of the City that were not interested in applying to the Planning Commission before who may now be interested.

**Request/Recommendation**

Staff requests Council consider options for appointing a replacement to fill the remainder of former Planning Commissioner Jozsef Hegedus' term which is set to expire December 31<sup>st</sup>, 2021.

Thank you,  
Andy Gonyou  
City Administrator - Clerk