



AGENDA OF THE REGULAR MEETING OF
THE CITY COUNCIL
CITY OF BIRCHWOOD VILLAGE
WASHINGTON COUNTY, MINNESOTA
September 8, 2020
7:00 P.M.

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

CALL TO ORDER

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

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

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

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

Join Zoom Meeting:

<https://us02web.zoom.us/j/84537617472?pwd=eDR6RnJEUmhvZFFRREg1aEFGSnFmdz09>

Meeting ID: 845 3761 7472

Passcode: 384079

Phone: +1 312 626 6799

* Denotes items that have supporting documentation provided

PLEDGE OF ALLEGIANCE

APPROVE AGENDA

OPEN PUBLIC FORUM

ANNOUNCEMENTS

- A. CRIME ALERT: Please lock doors and windows (house and vehicles) and don't leave mail in the mailbox overnight. Call 911 if you see suspicious behavior.
- B. We are social, follow us on Facebook/Twitter and/or register for City emails.

ADMINISTRATIVE PRESENTATION

- A. Sheriff Report* (p. 5)

CITY BUSINESS – CONSENT AGENDA

- A. Approve Special Meeting Minutes from September 2, 2020* (p. 7)
- B. Approve Treasurer's Report* (pp. 9-20)

CITY BUSINESS – REGULAR AGENDA

- A. City Engineer Report – CARES Act Projects
 - a. Dellwood Lift Station Generator
 - b. Water Meter Radio Tower

Time Budget: 20 Minutes
- B. Second Reading Interim Ordinance 2020-09-01, Moratorium on Subdivisions* (pp. 21-23)
 - a. Public Hearing
 - b. Council Deliberation and Approval

Time Budget: 20 Minutes
- C. First Reading Ordinance 2020-09-02, Mayor and Council Compensation* (p. 25)
 - a. Approve First Reading
 - b. Order Public Hearing and Second Reading

Time Budget: 5 Minutes
- D. 2021 Budget Proposal* (pp. 27-31)
 - a. Review and Discuss
 - b. Approve for Submission

Time Budget: 20 Minutes
- E. Election Services JPA (Wingfield)* (pp. 33-42)
 - a. Council Deliberation and Approval

Time Budget: 5 Minutes
- F. Deer Management* (pp. 43-55)
 - a. Council Deliberation and Approval

Time Budget: 10 Minutes

* Denotes items that have supporting documentation provided

- G. Request Planning Commission Guidance on Sec. 302.070 Fence Ord. (Wingfield)
 - a. Council Deliberation and Approval
Time Budget: 10 Minutes
- H. Personnel Committee Update (LaFoy & Aakre)
 - a. Council Deliberation and Approval
Time Budget: 20 Minutes
- I. Schedule Council Workshop (Wingfield)
 - a. Council Deliberation and Approval
Time Budget: 10 Minutes
- J. Lake Easement Surveys (Aakre)
 - a. Council Deliberation and Approval
Time Budget: 10 Minutes
- K. Tree Program (LaFoy & Wingfield)* (pp. 57-59)
 - a. Council Deliberation and Approval
Time Budget: 10 Minutes
- L. Council Member Reports:
 - a. Mayor Wingfield
 - i. Village Hall Historic Building Analysis
 - ii. Pickleball Court Update
 - iii. Mother-in-law Flat Ordinance
 - iv. Additional Kayak Racks
Time Budget: 10 Minutes
 - b. Councilmember LaFoy
 - i. Traffic Calming Task Force Update
 - ii. Hall Ave Barriers
Time Budget: 10 Minutes
- M. City Administrator's Report
 - a. Board of Equalization Training* (pp. 61-62)
 - b. Birchwood Art Group Request* (p. 63)
Time Budget: 5 Minutes

ADJOURN

* Denotes items that have supporting documentation provided

MEMORANDUM



TO: Birchwood Village City Council
FROM: Tobin Lay, City Administrator
SUBJECT: Sheriff Report
DATE: September 3, 2020

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

Citations for: Birchwood 8/1/2020 To 8/31/2020

Agy	Date	Citation Number	Badge	Officer Name	Citation Type	Block	Street Name	Str Sfx	Cross Street Name	Cross St Sfx	City	Literal Description	Statute
WCSO	8/4/2020	820031021701	WC1297	R. Corniea	Citation	0	WILDWOOD AVE				Birchwood	BW - No overnight parking	502.040
WCSO	8/17/2020	820031023001	WC1209	C. Rice	Citation	0	WILDWOOD AVE				Birchwood	BW - Exterior storage violation	615.010
WCSO	8/24/2020	820006023701	WC1209	C. Rice	Citation	0	LAKE AVE				Birchwood	CRIM-VIOLATION OF A COURT ORDER - MS-VIOLATION OF COURT ORDER-WILLFUL DISOBEDIENCE TO COURT MANDATE	588.20.2(4)

Incident Summary Report PUBLIC

From:8/1/2020 12:00:00 AM To:8/31/2020 11:59:59 PM

WASHINGTON COUNTY SHERIFFS OFFICE



BIRCHWOOD VILLAGE - 25

8/1/2020 10:43:44 AM	WC20033083	XXX Hall Ave, BIRCHWOOD VILLAGE	CITIZEN/PUBLIC ASSIST
8/3/2020 9:11:11 AM	WC20033448	XXX Birchwood Ave, BIRCHWOOD VILLAGE	MEDICAL
8/3/2020 1:11:10 PM	WC20033477	XXX Birch St, BIRCHWOOD VILLAGE	ANIMAL COMPLAINT
8/4/2020 3:13:58 AM	WC20033811	19XXX -299 WILDWOOD AVE, BIRCHWOOD VILLAGE	PARKING VIOLATION
8/4/2020 9:06:17 AM	WC20033833	XXX Hall Ave, BIRCHWOOD VILLAGE	FOUND PROPERTY/ITEM
8/5/2020 5:53:14 PM	WC20033901	XXX Wildwood Ave, BIRCHWOOD VILLAGE	ORDINANCE VIOLATION
8/7/2020 3:23:43 PM	WC20034247	XXX Birchwood Ave, BIRCHWOOD VILLAGE	911 ABANDONED/HANGUPIO/PEN LINE
8/9/2020 5:31:29 PM	WC20034627	XXX Wildwood Ave, BIRCHWOOD VILLAGE	WELFARE CHECK
8/16/2020 9:52:00 AM	WC20035953	East County Line Rd N / Cedar St, BIRCHWOOD VILLAGE	ELECTRICAL HAZARD
8/17/2020 5:25:36 AM	WC20036148	Unknown, BIRCHWOOD VILLAGE	ASSIST OTHER AGENCY
8/17/2020 7:05:23 AM	WC20036152	XX Wildwood Ave, BIRCHWOOD VILLAGE	THEFT FROM MOTOR VEHICLE
8/18/2020 10:49:53 PM	WC20036444	XXX Birchwood Ave, BIRCHWOOD VILLAGE	SUSPICIOUS PERSON/ACTIVITY
8/19/2020 4:18:45 PM	WC20036548	XX Oakridge Dr, BIRCHWOOD VILLAGE	FOUND PROPERTY/ITEM
8/23/2020 8:31:42 AM	WC20037208	XXX Lake Ave, BIRCHWOOD VILLAGE	HARASSMENT
8/26/2020 7:20:15 AM	WC20037667	XXX Jay St, BIRCHWOOD VILLAGE	MEDICAL
8/27/2020 9:24:15 PM	WC20037979	XXX Cedar St, BIRCHWOOD VILLAGE	CIVIL MATTER/DISPUTE
8/27/2020 11:43:00 PM	WC20037988	40XXX -499 LAKE AVE, BIRCHWOOD VILLAGE	DRUGS
8/28/2020 6:06:19 PM	WC20038089	XXX Cedar St, BIRCHWOOD VILLAGE	NEIGHBOR DISPUTE
8/29/2020 2:33:23 PM	WC20038267	XXX Lake Ave, BIRCHWOOD VILLAGE	INCIDENT
8/30/2020 11:00:12 AM	WC20038472	XX Oakridge Dr, BIRCHWOOD VILLAGE	THEFT FROM MOTOR VEHICLE
8/30/2020 11:59:59 AM	WC20038481	XXX Wildwood Ave, BIRCHWOOD VILLAGE	MOTOR VEHICLE THEFT
8/30/2020 3:22:59 PM	WC20038518	XX Five Oaks Ln, BIRCHWOOD VILLAGE	THEFT FROM MOTOR VEHICLE
8/30/2020 7:12:10 PM	WC20038585	XXX Wildwood Ave, BIRCHWOOD VILLAGE	THEFT FROM MOTOR VEHICLE
8/31/2020 7:27:48 AM	WC20038663	XXX Hall Ave, BIRCHWOOD VILLAGE	SUSPICIOUS PERSON/ACTIVITY
8/31/2020 1:20:14 PM	WC20038707	XXX Wildwood Ave, BIRCHWOOD VILLAGE	THEFT FROM MOTOR VEHICLE

**CITY OF BIRCHWOOD VILLAGE
SPECIAL CITY COUNCIL MEETING
September 2, 2020**

MINUTES

COUNCIL MEMBERS PRESENT: Mayor Mary Wingfield; Council Members: Jonathan Fleck, Randy LaFoy, Jessi Aakre and Kevin Woolstencroft.

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

Mayor Wingfield called the special council meeting to order at 7:00 p.m.

City Administrator Lay explained the reason for the meeting being conducted virtually via the Zoom platform as is permitted by Minnesota State Statute.

AGENDA APPROVAL:

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

COUNCIL REGULAR AGENDA:

A. First Reading of Interim Ordinance 2020-09-01, Moratorium on Subdivisions.

Mayor Wingfield: She introduced the agenda item and asked City Attorney Kantrud to explain the proposed interim ordinance and why it is necessary.

City Attorney Kantrud: He provided a summary of the interim ordinance and its intended purposes.

Mayor, Council Members & Kantrud: They discussed the language of the proposed interim ordinance.

MOTION WAS MADE BY MAYOR WINGFIELD AND SECONDED BY COUNCILMEMBER LAFOY TO APPROVE THE FIRST READING OF INTERIM ORDINANCE 2020-09-01. ROLL CALL VOTE: LAFOY; NAY, AAKRE; AYE, WOOLSTENCROFT; AYE, FLECK; AYE, WINGFIELD; AYE. MOTION PASSED.

MOTION WAS MADE BY MAYOR WINGFIELD AND SECONDED BY COUNCILMEMBER WOOLSTENCROFT TO SET THE PUBLIC HEARING AND SECOND READING FOR INTERIM ORDINANCE 2020-09-01 FOR SEPTEMBER 8, 2020 AT 7:00 P.M. ROLL CALL VOTE: WOOLSTENCROFT; AYE, LAFOY; AYE, AAKRE; AYE, FLECK; AYE, WINGFIELD; AYE. MOTION PASSED.

ADJOURN

MOTION WAS MADE BY COUNCILMEMBER WOOLSTENCROFT AND SECONDED BY COUNCILMEMBER LAFOY TO ADJOURN THE MEETING. ROLL CALL VOTE: LAFOY; AYE, AAKRE; AYE, FLECK; AYE, WOOLSTENCROFT; AYE, WINGFIELD; AYE. MOTION PASSED. MEETING ADJOURNED AT 7:17 P.M.

Mary Wingfield, Mayor

ATTEST:

Tobin Lay, City Administrator-Clerk

For the Period : 8/18/2020 To 9/5/2020

<u>Name of Fund</u>	<u>Beginning Balance</u>	<u>Total Receipts</u>	<u>Total Disbursed</u>	<u>Ending Balance</u>
General Fund	\$361,624.34	\$1,028.01	\$20,159.97	\$342,492.38
Road and Bridge	\$0.00	\$0.00	\$0.00	\$0.00
Other Federal Programs	\$65,998.00	\$0.00	\$0.00	\$65,998.00
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	\$32,887.93	\$0.00	\$2,500.00	\$30,387.93
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	\$0.00	\$0.00	\$0.00	\$0.00
CAPITAL PROJECT FUNDS (401 through 499)	\$0.00	\$0.00	\$0.00	\$0.00
General Capital Projects	\$0.00	\$0.00	\$0.00	\$0.00
Municipal State Aid Streets - Construction (Inactive)	\$0.00	\$0.00	\$0.00	\$0.00
Capital Project PW	\$79,245.31	\$0.00	\$0.00	\$79,245.31
Water	\$33,817.90	\$0.00	\$4,729.48	\$29,088.42
Sewer	\$89,568.98	\$0.00	\$1,268.85	\$88,300.13
Transit System	\$0.00	\$0.00	\$0.00	\$0.00
Sewer Infrastructure	\$0.00	\$0.00	\$0.00	\$0.00
Engineering Services	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$659,142.46	\$1,028.01	\$28,658.30	\$631,512.17

**CONSENT B
TREASURER REPORT**

Fund Name: All Funds

Date Range: 08/18/2020 To 09/05/2020

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
08/19/2020	PERA	EFT081920A*	Maintenance - Retirement - Jim Rydeen	N	Parks	100-45207-121-	\$ 288.74
	Total For Check	EFT081920A					\$ 288.74
08/26/2020	MN Department of Health	31104*	Community Water Supply Connection Fee - Q3 2020	N	Water Utility	601-43180-437-	\$ 860.00
	Total For Check	31104					\$ 860.00
08/26/2020	USS Minnesota One MT LLC	31105*	Energy Charges - July 2020	N	General Government Buildings and Plant	100-41940-380-	\$ 142.90
		31105*			Sewer Utility	605-43190-380-	\$ 690.65
		31105*				605-43190-380-	\$ 381.05
	Total For Check	31105					\$ 1,214.60
08/26/2020	Leeves, Robert	31106*	Videographer - Aug 2020	N	Cable Eqpmt and Service	100-41950-314-	\$ 111.38
	Total For Check	31106					\$ 111.38
08/26/2020	Toshiba Business Solutions	31107*	Maintenance - 07/09/2020 - 09/08/2020 printer	N	Office Operations Supplies	100-41911-230-	\$ 21.24
	Total For Check	31107					\$ 21.24
08/26/2020	GovOffice	31108*	Annual Hosting Fee 2020	N	General Government Buildings and Plant	100-41940-320-	\$ 570.00
	Total For Check	31108					\$ 570.00
08/26/2020	St. Anthony Village	31109*	Utility Billing Services - Q3 2020	N	Financial Administration	601-41501-314-	\$ 2,044.98
	Total For Check	31109					\$ 2,044.98
08/28/2020	Payroll Period Ending 08/28/2020	31110	Administrator	N	Clerk - Treasurer	100-41401-100-	\$ 1,913.04
	Total For Check	31110					\$ 1,913.04
08/28/2020	Payroll Period Ending 08/28/2020	31111	Treasurer - Deputy Clerk	N	Clerk - Treasurer	100-41401-100-	\$ 156.14
	Total For Check	31111					\$ 156.14
08/28/2020	Xcel Energy	EFT082820A*	Xcel Street Light Bill: 07.03.2020 - 08.02.2020	N	Street Lighting	100-43160-380-	\$ 1,195.45
	Total For Check	EFT082820A					\$ 1,195.45

Fund Name: All Funds

Date Range: 08/18/2020 To 09/05/2020

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
08/28/2020	PERA	EFT082820B*	Administrator - Retirement - Tobin Lay	N	Clerk - Treasurer	100-41401-121-	\$ 367.02
		Total For Check	EFT082820B				\$ 367.02
08/28/2020	PERA	EFT082820C*	Treasurer/Deputy Clerk - Retirement - Andy Gonyou	N	Clerk - Treasurer	100-41401-121-	\$ 26.19
		Total For Check	EFT082820C				\$ 26.19
09/02/2020	AirFresh Industries, Inc.	31112*	Portable Restroom Rental - Aug 2020	N	Parks	100-45207-314-	\$ 81.25
		Total For Check	31112				\$ 81.25
09/02/2020	Dog Waste Depot	31113*	Park Supplies	N	Parks	100-45207-400-	\$ 217.78
		Total For Check	31113				\$ 217.78
09/02/2020	TSE, Inc. Work Account	31114*	Janitorial Services - 08/06/2020	N	General Government Buildings and Plant	100-41940-314-	\$ 28.13
		Total For Check	31114				\$ 28.13
09/02/2020	Gopher State One Call	31115*	Billable Tickets (39) - Aug 2020	N	Utility Locates	605-42805-314-	\$ 52.65
		Total For Check	31115				\$ 52.65
09/02/2020	League of MN Cities	31116*	LMC Membership Dues 2020 - 2021	N	City Training and Development	100-41914-433-	\$ 1,083.00
		Total For Check	31116				\$ 1,083.00
09/02/2020	Companion Animal Control LLC	31117	Animal Control Services - Aug 2020	N	Animal Control	100-41916-314-	\$ 80.00
		Total For Check	31117				\$ 80.00
09/02/2020	Tracy Printing, Inc.	31118*	U/B Envelopes	N	Office Operations Supplies	601-41911-210-	\$ 144.50
		31118*				605-41911-210-	\$ 144.50
		Total For Check	31118				\$ 289.00
09/02/2020	Deluxe	31119*	Check & Deposit Slip Order - 2020	N	Office Operations Supplies	100-41911-200-	\$ 518.21
		Total For Check	31119				\$ 518.21
09/02/2020	Thatcher Engineering, Inc	31120*	City Engineering Services - Aug 2020 Projects	N	Engineer Service	100-41650-300-	\$ 340.00
		31120*				100-41650-300-	\$ 170.00
		31120*				100-41650-300-	\$ 340.00
		31120*				100-41650-300-	\$ 425.00

Fund Name: All Funds

Date Range: 08/18/2020 To 09/05/2020

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
		31120*				100-41650-300-	\$ 170.00
		31120*				100-41650-300-	\$ 127.50
		Total For Check	31120				\$ 1,572.50
09/02/2020	H.A. Kantrud, P.A.	31121*	Attorney Fees - Aug 2020	N	Legal Services	100-41601-300-	\$ 1,500.00
		Total For Check	31121				\$ 1,500.00
09/02/2020	City of White Bear Lake	31122*	Fire Services - Aug 2020	N	Fire	100-42201-314-	\$ 2,476.25
		Total For Check	31122				\$ 2,476.25
09/02/2020	NewStudio Architecture	31123*	MN Historical Society - Village Hall National Register Prop. Eval	N	MISCELLANEOUS	100-49001-430-	\$ 2,088.00
		Total For Check	31123				\$ 2,088.00
09/02/2020	American Engineering Testing, Inc.	31124*	Tighe-Schmitz Park Geotechnical Services	N	Parks	210-45207-430-	\$ 2,500.00
		Total For Check	31124				\$ 2,500.00
09/02/2020	Menards - Oakdale	31125*	Parks Supplies	N	Parks	100-45207-400-	\$ 9.97
		31125*				100-45207-400-	\$ 107.32
		Total For Check	31125				\$ 117.29
09/02/2020	Kathy Malles	31126*	Reimburesemnt - wasp spray	N	Parks	100-45207-400-	\$ 6.43
		Total For Check	31126				\$ 6.43
09/02/2020	Lay, Tobin	31127*	Reimbursement - Postage & Zoom account for Aug 2020	N	Unallocated Expenditures	100-49201-430-	\$ 16.06
		31127*				100-49201-430-	\$ 55.00
		Total For Check	31127				\$ 71.06
09/05/2020	Payroll Period Ending 08/31/2020	31128	Maintenance - Jim Rydeen	N	Parks	100-45207-100-	\$ 845.63
		Total For Check	31128				\$ 845.63
09/05/2020	Manship Plumbing & Heating Inc	31129	Standby, Testing, & Locates - August 2020	N	Water Utility	601-43180-314-	\$ 600.00
		31129				601-43180-314-	\$ 240.00
		31129				601-43180-314-	\$ 840.00
		Total For Check	31129				\$ 1,680.00
09/05/2020	Tennis Sanitation, LLC	31130	Recycling for Service Period: Jul - Aug 2020	N	Recycle	100-43300-314-	\$ 2,392.00
		Total For Check	31130				\$ 2,392.00

Fund Name: All Funds

Date Range: 08/18/2020 To 09/05/2020

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
09/05/2020	City of Roseville	31131	IT Services Sept 2020	N	General Government Buildings and Plant	100-41940-320-	\$ 580.00
		Total For Check	31131				\$ 580.00
09/05/2020	WBL Conservation District	31132	Community Assessment Fee - 2019	N	Water Resources	100-46101-437-	\$ 1,710.34
		Total For Check	31132				\$ 1,710.34
Total For Selected Checks							\$ 28,658.30

Fund Name: All Funds

Date Range: 08/18/2020 To 09/05/2020

<u>Date</u>	<u>Remitter</u>	<u>Receipt #</u>	<u>Description</u>	<u>Deposit ID</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-P</u>	<u>Total</u>
08/22/2020	Ramsey/Washington Cable Commission	171734937*	Redistribution Payment - Q2 2020	(08/22/2020) -	N	Refund-Reimbursemnt-Dividend	100-36240-	\$ 331.88
								\$ 331.88
08/22/2020	Metro Heating & Cooling, LLC	171734938*	Building Permit	(08/22/2020) -	N	Building Permits	100-32211-	\$ 61.90
								\$ 61.90
08/22/2020	Johnson, J.L. & Thysell, N.J.	171734939*	Variance Request	(08/22/2020) -	N	Building Permits	100-32211-	\$ 300.00
								\$ 300.00
08/22/2020	Glacier Plumbing, Inc.	171734940*	Building Permit	(08/22/2020) -	N	Building Permits	100-32211-	\$ 251.62
								\$ 251.62
08/22/2020	MN Department of Revenue	171734941*	MN State Tax Filing Refund Q2	(08/22/2020) -	N	Miscellaneous	100-36140-	\$ 78.61
								\$ 78.61
08/22/2020	Residents	171734942*	2020 Candidate Filing Fee Deposit 2	(08/22/2020) -	N	Miscellaneous	100-36140-	\$ 2.00
						Miscellaneous	100-36140-	\$ 2.00
								\$ 4.00
Total for Selected Receipts								\$ 1,028.01

As on 9/5/2020

Other Federal Programs

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Federal Grants - CARES	0.00	65,998.00	65,998.00
Total Acct 331	0.00	65,998.00	65,998.00
Total Revenues	0.00	65,998.00	65,998.00
Other Financing Sources:			
Total Other Financing Sources	0.00	0.00	0.00
Disbursements:			
Total Disbursements	0.00	0.00	0.00
Other Financing Uses:			
Total Other Financing Uses	0.00	0.00	0.00
Beginning Cash Balance		0.00	
Total Receipts and Other Financing Sources		65,998.00	
Total Disbursements and Other Financing Uses		0.00	
Cash Balance as of 09/05/2020		65,998.00	

As on 9/5/2020

Special Rev Projects

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Dock/Lift Permit Fee	0.00	17,250.00	17,250.00
Total Acct 322	0.00	17,250.00	17,250.00
Miscellaneous	0.00	500.00	500.00
Total Acct 361	0.00	500.00	500.00
Total Revenues	0.00	17,750.00	17,750.00
Other Financing Sources:			
Total Other Financing Sources	0.00	0.00	0.00
Disbursements:			
Recreation			
Miscellaneous (431 through 499)	0.00	200.00	(200.00)
Total Acct 451	0.00	200.00	(200.00)
Parks			
Operating Supplies (211 through 219)	0.00	1,283.61	(1,283.61)
Repair and Maintenance Supplies (221 through 229)	0.00	100.00	(100.00)
Contracted Services	0.00	340.00	(340.00)
Miscellaneous (431 through 499)	0.00	7,993.25	(7,993.25)
Total Acct 452	0.00	9,716.86	(9,716.86)
Total Disbursements	0.00	9,916.86	(9,916.86)
Other Financing Uses:			
Total Other Financing Uses	0.00	0.00	0.00
Beginning Cash Balance		22,554.79	
Total Receipts and Other Financing Sources		17,750.00	
Total Disbursements and Other Financing Uses		9,916.86	
Cash Balance as of 09/05/2020		30,387.93	

As on 9/5/2020

Capital Project PW

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Total Revenues	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Other Financing Sources:			
Transfers from other Funds	0.00	126,000.00	126,000.00
Total Acct 392	<u>0.00</u>	<u>126,000.00</u>	<u>126,000.00</u>
Total Other Financing Sources	<u>0.00</u>	<u>126,000.00</u>	<u>126,000.00</u>
Disbursements:			
MISCELLANEOUS			
Contracted Services	0.00	44,370.00	(44,370.00)
Total Acct 490	<u>0.00</u>	<u>44,370.00</u>	<u>(44,370.00)</u>
Unallocated Expenditures			
Miscellaneous (431 through 499)	0.00	2,618.60	(2,618.60)
Total Acct 492	<u>0.00</u>	<u>2,618.60</u>	<u>(2,618.60)</u>
Total Disbursements	<u>0.00</u>	<u>46,988.60</u>	<u>(46,988.60)</u>
Other Financing Uses:			
Transfer To Governmental Fund			
Interfund Transfers	0.00	66,000.00	(66,000.00)
Total Acct 493	<u>0.00</u>	<u>66,000.00</u>	<u>(66,000.00)</u>
Total Other Financing Uses	<u>0.00</u>	<u>66,000.00</u>	<u>(66,000.00)</u>
Beginning Cash Balance		66,233.91	
Total Receipts and Other Financing Sources		126,000.00	
Total Disbursements and Other Financing Uses		112,988.60	
Cash Balance as of 09/05/2020		79,245.31	

As on 9/5/2020

Water

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Water Fee	0.00	61,099.25	61,099.25
Penalty - Late Water/Sewer	0.00	115.16	115.16
State and Misc fees	0.00	1,444.02	1,444.02
Total Acct 341	0.00	62,658.43	62,658.43
Delinquent Water/Sewer Fees	0.00	2,625.05	2,625.05
Miscellaneous	0.00	15,167.95	15,167.95
Total Acct 361	0.00	17,793.00	17,793.00
Total Revenues	0.00	80,451.43	80,451.43
Other Financing Sources:			
Total Other Financing Sources	0.00	0.00	0.00
Disbursements:			
Financial Administration			
Contracted Services	0.00	5,998.23	(5,998.23)
Total Acct 415	0.00	5,998.23	(5,998.23)
Office Operations Supplies			
Operating Supplies (211 through 219)	0.00	144.50	(144.50)
Newsletter			
Printing and Binding (351 through 359)	0.00	303.60	(303.60)
Total Acct 419	0.00	448.10	(448.10)
Water Utility			
Repair and Maintenance Supplies (221 through 229)	0.00	918.58	(918.58)
Contracted Services	0.00	51,137.99	(51,137.99)
Fees	0.00	2,580.00	(2,580.00)
Wtr/Swr Emergency			
Repair and Maintenance Supplies (221 through 229)	0.00	900.00	(900.00)
PROFESSIONAL SERVICES (301 through 319)	0.00	1,765.74	(1,765.74)
Contracted Services	0.00	11,502.08	(11,502.08)
Total Acct 431	0.00	68,804.39	(68,804.39)
MISCELLANEOUS			
Miscellaneous (431 through 499)	0.00	22,707.50	(22,707.50)
Total Acct 490	0.00	22,707.50	(22,707.50)
Unallocated Expenditures			
Miscellaneous (431 through 499)	0.00	2,720.95	(2,720.95)
Total Acct 492	0.00	2,720.95	(2,720.95)
Total Disbursements	0.00	100,679.17	(100,679.17)
Other Financing Uses:			
Total Other Financing Uses	0.00	0.00	0.00
Beginning Cash Balance		49,316.16	
Total Receipts and Other Financing Sources		80,451.43	
Total Disbursements and Other Financing Uses		100,679.17	
Cash Balance as of 09/05/2020		29,088.42	

As on 9/5/2020

Sewer

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Building Permits	0.00	144.90	144.90
Total Acct 322	0.00	144.90	144.90
Penalty - Late Water/Sewer	0.00	110.02	110.02
Sewer Fee	0.00	92,817.22	92,817.22
Total Acct 341	0.00	92,927.24	92,927.24
Delinquent Water/Sewer Fees	0.00	6,276.43	6,276.43
Total Acct 361	0.00	6,276.43	6,276.43
MISCELLANEOUS REVENUES	0.00	18,269.64	18,269.64
Total Acct 362	0.00	18,269.64	18,269.64
Total Revenues	0.00	117,618.21	117,618.21
Other Financing Sources:			
Transfers from other Funds	0.00	56,710.43	56,710.43
Total Acct 392	0.00	56,710.43	56,710.43
Total Other Financing Sources	0.00	56,710.43	56,710.43
Disbursements:			
Postage/Postal Permits			
Refunds and Reimbursements	0.00	265.00	(265.00)
Total Acct 414	0.00	265.00	(265.00)
Engineer Service			
PROFESSIONAL SERVICES (301 through 319)	0.00	85.00	(85.00)
Total Acct 416	0.00	85.00	(85.00)
Office Operations Supplies			
OFFICE SUPPLIES (201 through 209)	0.00	316.80	(316.80)
Operating Supplies (211 through 219)	0.00	144.50	(144.50)
Total Acct 419	0.00	461.30	(461.30)
Utility Locates			
Contracted Services	0.00	336.20	(336.20)
Total Acct 428	0.00	336.20	(336.20)
Water Utility			
Contracted Services	0.00	360.00	(360.00)
Wtr/Swr Emergency			
Contracted Services	0.00	6,860.50	(6,860.50)
Sewer Utility			
Sewer - Wastewater Charge	0.00	44,536.50	(44,536.50)
Contracted Services	0.00	53,133.24	(53,133.24)
Utility Services (381 through 389)	0.00	7,441.66	(7,441.66)
Utility Services: Gas Utilities	0.00	234.73	(234.73)
Miscellaneous (431 through 499)	0.00	6,803.78	(6,803.78)
Total Acct 431	0.00	119,370.41	(119,370.41)
Unallocated Expenditures			
Miscellaneous (431 through 499)	0.00	822.50	(822.50)
Total Acct 492	0.00	822.50	(822.50)
Total Disbursements	0.00	121,340.41	(121,340.41)

As on 9/5/2020

Sewer

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Other Financing Uses:			
Transfer To Governmental Fund			
Interfund Transfers	0.00	50,000.00	(50,000.00)
Total Acct 493	0.00	50,000.00	(50,000.00)
Total Other Financing Uses	0.00	50,000.00	(50,000.00)
Beginning Cash Balance		85,311.90	
Total Receipts and Other Financing Sources		174,328.64	
Total Disbursements and Other Financing Uses		171,340.41	
Cash Balance as of 09/05/2020		88,300.13	

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

Notice is hereby given that a public hearing will be held on the 8th day of September, 2020, at 7:00 p.m. or as soon thereafter as the matter may be heard at City Hall, 207 Birchwood Avenue, to consider an ordinance related to the adoption of an interim ordinance prohibiting the subdivision of property in the City.

ORDINANCE 2020-09-01

**AN INTERIM ORDINANCE IMPOSING A MORATORIUM
ON THE SUBDIVISION OF RESIDENTIAL PROPERTY
FOR MULTIPLE UNIT DEVELOPMENT WITHIN THE CITY**

THE CITY COUNCIL OF THE CITY OF BIRCHWOOD VILLAGE DOES ORDAIN AS FOLLOWS:

Section 1. Legislative Findings

- 1.01 The City of Birchwood Village regulates the creation
- 1.02 The purpose of the subdivision approval requirement is to ensure future and new residential development in the City is decent, safe and sanitary and is conducted with minimal impacts to existing residential units and infrastructure, and that the additional burdens to the City's storm water and sewer system are borne by the developer;
- 1.03 The subdivision approval requirement in the City Code was adopted under the City's zoning power to protect the health, safety and welfare of its residents;
- 1.04 Stormwater management in the current era of large single-family homes and the effects of global warming have combined to create more impervious surface while simultaneously having to deal with more volume and frequency of storm-event/rain water;
- 1.05 The City Council finds that the existing Code as it relates to subdivisions and subdividing property in/for development and climate change are in excess of 40 year's old and thus not responsive to current trends and it is in the best interest of the public to study and consider options for addressing and minimizing the public safety and public infrastructure impacts on such subdivision activity;
- 1.06 The City may amend ordinances enacted under its police powers as it sees fit, including through the adoption of moratoria and temporary regulations

ORDINANCE NO. 2020-09-01

enacted to allow the City sufficient time to prepare and adopt permanent regulations;

- 1.07 The City further has the authority under Minnesota Statutes, section 462.355, subdivision 4(a) to enact an ordinance placing a moratorium on that control the physical development of the City including site plan regulations, sanitary codes, subdivisions and building codes;
- 1.08 The City does not currently have sufficient controls to properly guide development in the new age of development and stormwater management;
- 1.09 The City determines it necessary to study the effects of subdividing residential property with the current demands placed on the City's stormwater and sewer management system;
- 1.10 The City has a compelling interest in promoting, protecting and improving health, safety, and general welfare of the City's citizens;
- 1.11 The City needs to study and evaluate the need to update and modernize the City's regulations and requirements as they relate to subdivisions;
- 1.12 The Council has determined that it is necessary and in the public interest to impose a moratorium on the licensing and development of new subdivisions, while studying the issue of proper requirements for the handling of stormwater by developers within the City; and
- 1.13 The Council has determined that it is necessary and in the public interest to impose a temporary ordinance restricting subdivisions proposed under Chapter 308 while considering a permanent ordinance or amendment to existing law addressing the requirements for infrastructure in subdivisions within the City.

Section 2. Definitions. The words, terms, and phrases, when used in this Ordinance, shall have the meanings ascribed to them by the definition section of City Code or State Law if necessary.

Section 3. Moratorium on Subdivisions

- 3.01 To protect its residents and the potential harm that may come from poorly managed subdivisions, particularly where it relates to the additional strains that subdivisions place on existing City infrastructure and storm and sewer water management within the City, the City Council hereby exercises its authority under its police powers to place a moratorium on the acceptance of applications for new subdivisions. During the period of this moratorium, no new residential subdivisions shall be approved or issued for any development proposal.

ORDINANCE NO. 2020-09-01

3.02 The moratorium imposed by this Section of the Ordinance shall be in effect for a period of 365 days from the date of its adoption, until the final adoption of an amendment to the City’s Code as it relates to the requirements of and for subdividing residential property within the City.

Section 4. Enforcement

4.01 A violation of this Ordinance shall be a misdemeanor. In addition, the City may enforce this Ordinance by mandamus, injunction, or other appropriate civil remedy in any court of competent jurisdiction.

Section 5. Effective Date and Repeal

5.01 This Ordinance shall become effective after adoption by the City Council.

5.02 This Ordinance is transitory in nature and shall not be codified into the City’s Code of Ordinances.

Adopted this 8th day of September, 2020.

Mary Wingfield, Mayor

ATTEST: _____
Tobin Lay, City Administrator-Clerk

Effective Date _____

Date of Publication _____

ORDINANCE 2020-09-02

CITY OF BIRCHWOOD VILLAGE
WASHINGTON COUNTY, MINNESOTA

AN ORDINANCE TO ADOPT SECTION 806 INTO CITY CODE TO SET
AND REGULATE MAYOR AND CITY COUNCIL MEMBER COMPENSATION

The City Council of the City of Birchwood Village hereby witnesseth that an ordinance to enact a new section of the Birchwood Village Code of Ordinances to set and regulate Mayor and City Council Member compensation:

THE COUNCIL OF THE CITY OF BIRCHWOOD VILLAGE ORDAINS:

In General, **Chapter 806**, City of Birchwood Village, County of Washington, Minnesota, “Compensation” is herewith adopted into city code. Any and all previously adopted sections or ordinances which may appear contrary or in conflict with this ordinance are hereby replaced or modified by this code.

SECTION 806. COMPENSATION

806.010. MAYOR AND CITY COUNCIL MEMBER COMPENSATION. The salary of the Mayor is hereby fixed at twenty-five-hundred dollars eighty cents (\$2,500.80) per year and the salary of each member of the City Council is hereby fixed at fifteen-hundred dollars (\$1,500.00) per year. The salaries established in this Section shall be in effect from and after January 1, 2021 and will remain in effect until amended in accordance with M.S. § 415.11.

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

Adopted by the City of Birchwood Village City Council this 13th day of October, 2020

Mary Wingfield, Mayor

Attest:

Tobin Lay, City Administrator-Clerk

	A	B	N	O	P	Q	R	
1	City of Birchwood Village Revenue and Expenditure Trends							
2			2017	2018	2019	2020	2021	
3								
4	RECEIPTS							
5	General Property Taxes (levy)		\$326,299.00	\$354,500.00	\$364,000.00	\$488,500.00	\$530,000.00	
43	NON-LEVY REVENUE		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
44	ALL REVENUE - including levy		\$326,299.00	\$354,500.00	\$364,000.00	\$488,500.00	\$530,000.00	
45	TOTAL REVENUES		\$326,299.00	\$354,500.00	\$364,000.00	\$488,500.00	\$530,000.00	
46								
47	DISBURSEMENTS							
48			2017	2018	2019	2020	2021	
49	GENERAL GOVERNMENT							
50	Publishing							
51	Printing and Binding (City Codes)	100-41130-350	\$80.00	\$0.00	\$0.00	\$500.00	\$500.00	
52	Legal Notice Publication (WBP)	100-41130-351	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	
53	Subtotal Publication		\$2,080.00	\$2,000.00	\$2,000.00	\$2,500.00	\$2,500.00	
54	City Council							
55	Wages and Salaries	100-41310-100	\$3,900.00	\$3,900.00	\$3,900.00	\$3,900.00	\$8,500.80	
56	Employer Cont.-Retirement	100-41310-121		\$195.00	\$195.00	\$195.00	\$200.00	
58	Medicare - Employer	100-41401-100		\$57.00	\$57.00	\$57.00	\$130.00	
59	Social Security Employer	100-41401-100		\$242.00	\$242.00	\$242.00	\$530.00	
62	City Council Subtotal		\$3,900.00	\$4,394.00	\$4,394.00	\$4,394.00	\$9,360.80	
63	Clerk							
64	Wages and Salaries	100-41401-100	\$65,000.00	\$65,000.00	\$66,500.00	\$68,163.00	\$70,000.00	
67	Employer Cont.-Retirement	100-41401-121		\$9,100.00	\$5,000.00	\$5,000.00	\$5,000.00	
69	Medicare - Employer	100-41401-100		\$943.00	\$960.00	\$1,200.00	\$1,200.00	
70	Social Security Employer	100-41401-100		\$4,030.00	\$4,100.00	\$4,800.00	\$4,800.00	
73	Other Pay (insurance stipend)	100-41401-100		\$6,000.00	\$6,000.00	\$6,216.00	\$6,000.00	
76	Accounting (Treasurer-Deputy Clerk)							
77	Wages and Salaries	100-41401-100	\$5,000.00	\$7,128.00	\$8,640.00	\$7,344.00	\$14,400.00	
78	Employer Cont.-Retirement	100-41401-121		\$1,000.00	\$700.00	\$600.00	\$1,000.00	
79	Medicare - Employer	100-41401-100		\$105.00	\$200.00	\$150.00	\$220.00	
80	Social Security Employer	100-41401-100		\$448.00	\$700.00	\$600.00	\$900.00	
81	Contracted Services (SAV bank rec.)	100-41501-314					\$2,400.00	
84	Office Support							
85	Wages and Salaries	100-41401-100			\$1,000.00	\$1,000.00	\$1,000.00	
86	Medicare - Employer	100-41401-100			\$15.00	\$15.00	\$15.00	
87	Social Security Employer	100-41401-100			\$60.00	\$60.00	\$62.00	
88	Admin. Staff Subtotal		\$70,000.00	\$93,754.00	\$93,875.00	\$95,148.00	\$106,997.00	

**REGULAR D
2021 BUDGET**

	A	B	N	O	P	Q	R
89	Elections						
90	Wages and Salaries	100-41410-100	\$1,750.00	\$1,750.00	\$1,750.00	\$1,750.00	\$0.00
91	Operating Supplies	100-41410-210	\$125.00	\$125.00	\$125.00	\$125.00	\$0.00
92	Contracted Services (Wash. Cty. JPA)	100-41410-314					\$9,500.00
93	Repair & Maint. Supplies	100-41410-220	\$500.00	\$500.00	\$500.00	\$500.00	\$1,140.00
95	Legal Notice Publication	100-41410-351	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00
96	Elections Subtotal		\$2,575.00	\$2,575.00	\$2,575.00	\$2,575.00	\$10,840.00
97	Office Supplies						
98	Office Supplies	100-41911-200	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00
101	Office Equipment	100-41911-230	\$800.00	\$800.00	\$800.00	\$800.00	\$0.00
103	Contracted Services (Toshiba)	100-41911-314	\$375.00	\$625.00	\$625.00	\$625.00	\$625.00
104	Postage/Postal Permits						
105	Office Supplies	100-41430-200	\$650.00	\$200.00	Non Levy	Non Levy	Non Levy
107	Office Operations Subtotal		\$3,825.00	\$3,625.00	\$3,425.00	\$3,425.00	\$2,625.00
108	Financial Administration						
110	Fees (banking)	100-41501-437	\$400.00	\$400.00	\$400.00	\$400.00	\$400.00
111	Subtotal		\$400.00	\$400.00	\$400.00	\$400.00	\$400.00
112	Insurance - City						
113	Insurance						
114	Packaged Liability (incl. gen. liab.)	100-41945-361	\$6,100.00	\$5,499.00	\$5,400.00	\$5,200.00	\$6,200.00
115	Property Insurance	100-41945-362	\$2,400.00				
116	Worker's Comp (for employees & contractors per audit)	100-41945-150	\$1,600.00	\$2,159.00	\$2,500.00	\$2,526.00	\$2,663.00
118	Excess Liability	100-41945-369	\$1,000.00	\$855.00	\$855.00	\$855.00	\$855.00
121	Insurance Subtotal		\$11,250.00	\$8,513.00	\$8,755.00	\$8,581.00	\$9,718.00
122	Assessing						
123	Contracted Services	100-41550-314	\$5,450.00	\$6,300.00	\$6,200.00	\$6,352.00	\$5,550.00
124	Legal Services						
125	Professional Services	100-41601-300	\$7,000.00	\$18,000.00	\$18,000.00	\$18,000.00	\$18,000.00
126	Engineer Service						
127	Professional Services	100-41650-300	\$7,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$10,000.00
132	Planning & Zoning	100-41910-314	\$0.00				
133	Services Subtotal		\$19,950.00	\$29,800.00	\$29,200.00	\$29,352.00	\$33,550.00
134	City Training & Development						
135	Training (Admin & Council)	100-41914-310		\$2,005.00	\$2,500.00	\$3,500.00	\$3,500.00
136	Travel & Subsistence (Admin trainings)	100-41914-334		\$600.00	\$1,200.00	\$1,200.00	\$1,200.00
137	Dues & Subscriptions (LMC memberships, etc.)	100-41914-433	\$1,040.00	\$215.00	\$220.00	\$1,300.00	\$1,300.00
139	Grants - Counseling Center (NYFS)	100-41905-438	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00
140	T & D Subtotal		\$3,040.00	\$4,820.00	\$5,920.00	\$8,000.00	\$8,000.00

	A	B	N	O	P	Q	R
141	City Hall-Gov't Buildings						
142	Repair, Operating & Maint. Supplies	100-41940-220	\$500.00	\$500.00	\$765.00	\$765.00	\$765.00
144	Contracted Services (janitorial)	100-41940-314	\$600.00	\$750.00	\$1,000.00	\$1,000.00	\$1,000.00
146	Utility Services	100-41940-380	\$4,500.00	\$3,500.00	\$3,500.00	\$3,500.00	\$3,500.00
147	Buildings & Structures	100-41940-520					
148	I.T./Internet/Telephone (Metro-INET & GovOffice)	100-41940-320	\$5,200.00	\$6,000.00	\$6,250.00	\$6,250.00	\$9,838.00
149	Gov't Bldgs Subtotal		\$10,800.00	\$10,750.00	\$11,515.00	\$11,515.00	\$15,103.00
150	Cable Eqpmt and Service						
151	Contracted Services (videographer)	100-41950-314					
152	Communication	100-41950-320					
157	Communication Subtotal		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
158	TOTAL Gen Government		\$127,820.00	\$160,631.00	\$162,059.00	\$165,890.00	\$199,093.80
159	PUBLIC SAFETY						
160	Police						
161	Contracted Services	100-42101-314	\$52,000.00	\$53,000.00	\$57,600.00	\$59,500.00	\$63,500.00
162	Fire						
163	Contracted Services	100-42201-314	\$20,000.00	\$21,139.00	\$22,000.00	\$29,715.00	\$29,545.00
164	Building Inspection (non levy)						
166	Contracted Services	100-42401-314	Non Levy	Non Levy	Non Levy	Non Levy	Non Levy
167	Fees (variance, cond.use permits)	100-42401-437	\$100.00	\$500.00	Non Levy	Non Levy	Non Levy
168	Other Protection						
169	Contracted Services (Code Red)	100-42801-314	\$150.00	\$100.00	\$100.00	\$100.00	\$100.00
172	Animal Control	100-41916-314	\$1,000.00	\$900.00	\$900.00	\$1,000.00	\$1,000.00
176	PUBLIC SAFETY TOTAL		\$73,250.00	\$75,639.00	\$80,600.00	\$90,315.00	\$94,145.00
177	PUBLIC WORKS						
180	Highways, Streets & Roadways						
181	Repair & Maint. Supplies	100-43101-220	\$1,000.00	\$500.00	\$500.00		
182	Contracted Services (Pot Holes)	100-43101-314	\$5,000.00	\$3,000.00	\$5,500.00	\$6,000.00	\$6,000.00
183	Street Sweeping	100-43103-314	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00
187	Street Maintenance Subtotal		\$10,000.00	\$7,500.00	\$10,000.00	\$10,000.00	\$10,000.00
188	Street Lights						
189	Utility Services	100-43160-380	\$18,000.00	\$19,000.00	\$16,000.00	\$16,000.00	\$15,000.00
190	Drainage - Structure Care						
192	Contracted Services (sump cleanout - Schifsky's)	100-43150-314	\$1,600.00	\$1,600.00	\$2,000.00	\$2,000.00	\$2,000.00
193	Fees (mpca)	100-43150-437	\$400.00	\$400.00	\$400.00	\$400.00	\$400.00
194	Subtotal		\$2,000.00	\$2,000.00	\$2,400.00	\$2,400.00	\$2,400.00
195	Ice and Snow Removal						
196	Operating Supplies (salt, sand)	100-43125-210	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00
197	Contracted Services (Birch)	100-43125-314	\$11,000.00	\$10,000.00	\$10,000.00	\$17,000.00	\$17,000.00
198	Snow & Ice Subtotal		\$16,000.00	\$15,000.00	\$15,000.00	\$22,000.00	\$22,000.00

	A	B	N	O	P	Q	R
199	Water Utility						
200	Refunds & Reimbursements	100-43180-810				Non Levy	Non Levy
201	Sewer Utility						
202	Refunds & Reimbursements	100-43190-810				Non Levy	Non Levy
204	TOTAL - Public Works		\$46,000.00	\$43,500.00	\$43,400.00	\$50,400.00	\$49,400.00
205	CULTURE & RECREATION						
206	Recreation						
208	Dues & Subscriptions (WBLCD)	100-45101-433	\$200.00	Non Levy	Non Levy	Non Levy	Non Levy
209	Community Events (Volunteer Recognition)	210-45101-440	\$1,500.00	Non Levy	Non Levy	Non Levy	Non Levy
210	TOTAL Recreation		\$1,700.00	\$0.00	\$0.00	\$0.00	\$0.00
211	Parks						
212	Wages and Salaries	100-45207-100	\$10,000.00	\$10,000.00	\$20,000.00	\$21,500.00	\$24,000.00
213	Employer Cont.-Retirement	100-45207-121			\$1,560.00	\$850.00	\$1,235.00
217	Medicare - Employer	100-41401-100		\$70.00	\$450.00	\$450.00	\$360.00
218	Social Security - Employer	100-41401-100		\$300.00	\$1,780.00	\$1,780.00	\$1,490.00
222	Operating Supplies	100-45207-210					
223	Repair & Maint. Supply/Contractual	100-45207-400	\$500.00	\$600.00	\$1,500.00	\$1,500.00	\$2,000.00
225	Contracted Services (porta potty)	100-45207-314	\$2,000.00	\$3,000.00	\$2,500.00	\$2,500.00	\$2,500.00
226	Utility Services	100-45207-380	\$1,000.00	\$600.00	\$800.00	\$800.00	\$800.00
227	Fees	100-45207-530					
232	Projects			\$1,000.00	\$0.00	\$0.00	
233	Parks GF Subtotal		\$13,500.00	\$15,570.00	\$28,590.00	\$29,380.00	\$32,385.00
234	TOTAL Parks & Recreation		\$15,200.00	\$15,570.00	\$28,590.00	\$29,380.00	\$32,385.00
235	SANITATION						
236	Tree Care - Inspection & Removal						
237	Contracted Services (tree inspector)	100-43104-314		\$500.00	\$1,300.00	\$1,300.00	\$1,300.00
238	Tree Removal						
239	Operating Supplies	100-43135-210					
241	Contracted Services	100-43135-314	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00
242	Sanitation - Recycling						
243	Contracted Services (Tennis Sanitation)	100-43300-314	\$10,000.00	\$10,000.00	\$10,000.00	\$12,200.00	\$14,500.00
245	Lawn Care/Maintenance						
246	Contracted Services	100-45208-100	\$10,000.00	\$9,000.00	\$0.00	\$0.00	\$0.00
248	TOTAL - Sanitation		\$25,000.00	\$24,500.00	\$16,300.00	\$18,500.00	\$20,800.00
249	CONSERVATION - NATURAL RESOURCE						
250	Fees, Dues & Subscriptions (WBLCD)	100-46101-437	\$1,885.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00
252	TOTAL - Conservation		\$1,885.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00

	A	B	N	O	P	Q	R
253	UNALLOCATED EXPENDITURES						
258	Miscellaneous	100-49201-430	\$7,144.00	\$2,660.00	\$1,051.00	\$2,015.00	\$2,176.20
262	Transfer to Capital Projects Fund	100-49360-722	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00
263	Transfer to Sewer Fund	100-49365-530				\$100,000.00	\$100,000.00
265	TOTAL - Other Unallocated		\$37,144.00	\$32,660.00	\$31,051.00	\$132,015.00	\$132,176.20
266	TOTAL OPERATING EXPENDITURES (DISBURSEMENTS)		\$326,299.00	\$354,500.00	\$364,000.00	\$488,500.00	\$530,000.00
267							
268							
269					<u>2019</u>	<u>2020</u>	<u>2021</u>
270	Levy				\$ 364,000	\$ 488,500	\$ 530,000
271	Proposed \$\$ Change				\$ 9,500	\$ 124,500	\$ 41,500
272	Proposed % Change				2.68%	34.20%	8.50%

Tobin Lay

From: Steve Gransee <Steve.Gransee@co.washington.mn.us>
Sent: Wednesday, August 5, 2020 12:21 PM
To: Tobin Lay
Cc: Nicole Freeman; Debra Ledvina
Subject: County Election Services Agreement and Estimate
Attachments: JPA NEW CITY AGREEMENT 2019 NEW.DOCX; JPA ELECTION FEE SCHEDULE NEW.docx; Birchwood 2022 JPA estimate.pdf

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

Hi Tobin:

It was good talking with you today. The attached information and items I listed in this email gives you some information as you consider your election service options. Let us know if you have any questions.

Attached is a copy of the Joint Powers Agreement for election services; the 2020 JPA Fee Schedule; and an estimated cost for 2022. The 2022 fee schedule will likely be a little higher since staff costs are factored into it.

Some additional items.

- The actual cost of election judges will be billed to the city, so the estimate of \$3,500 could vary a little bit.
- What shape are your voting booths in? If replacements need to be ordered, the city would be billed for them unless the city wanted to pay for them when ordered.
- Poll Pad Maintenance begins in 2021 so I included these on the estimate calculation.
- The annual maintenance fees would be charged to the city regardless of whether or not you enter into a JPA with the county.

I've also copied Nicole Freeman and Debra Ledvina on this email. Nicole as you know is our election coordinator and Debra is our new Department Director whom I copied to initiate her with JPA information.

Stay healthy and safe!

Steve Gransee | Division Manager Taxpayer Services and Elections
Property Records and Taxpayer Services Department
Washington County Government Center
14949 62nd Street North, PO Box 200, Stillwater, MN 55082
Office: 651-430-8272

A great place to live, work and play...today and tomorrow

AGREEMENT FOR ELECTION SERVICES

THIS AGREEMENT, made and entered into this ____ day of _____, 20__ by and between the City of _____, a Minnesota municipal corporation, herein referred to as the “City”, and Washington County, a body politic and corporate, herein referred to as “County” pursuant to the authority contained in Minnesota Statutes 471.59, which authorizes the joint and cooperative exercise of powers common to contracting parties by agreement.

WITNESS:

WHEREAS, the County has certain election-related duties imposed upon it under Minnesota election law and other relevant state and federal laws; and

WHEREAS, the City has certain election related duties imposed upon it under Minnesota election law and other relevant state and federal laws; and

WHEREAS, the City and County agree that efficiencies and economies of scale make it desirable for the County to assume some of the City’s election related responsibilities; and

WHEREAS, MINN. STAT. § 471.59 authorizes local governmental units to enter into joint powers agreements with other governmental units to perform on behalf of that unit any service or function which that government would be authorized to provide for itself.

NOW, THEREFORE, pursuant to MINN. STAT. § 471.59 and the various Chapters of the Minnesota Election Laws, the County and City (hereinafter “Parties”) agree as follows:

SECTION ONE-PARTIES

The City hereby contracts with the County to perform, and the County hereby agrees to perform, the election services hereinafter described. This agreement shall apply to the Statewide Primary Elections, the Statewide General Elections, and any other required election.

SECTION TWO-SERVICES

COUNTY RESPONSIBILITIES

The County shall perform the following election duties which are assigned to the City under Minnesota election law and other relevant state and federal laws:

- A. The County shall be responsible for recruitment, training and assignment of election judges.

- B. The County shall be responsible to determine the pay rate of election judges and for the payment of the election judges' salaries and other authorized mileage and expenses.
- C. The County shall arrange for the use of optical scan voting systems and attendant polling place equipment for every primary, special or general election identified in this Agreement.
- D. The County will coordinate with the City for the placement and use of City owned election equipment at each polling place.
 - a. Election equipment for purposes of this Agreement shall mean voting booths, polling place signs, flags, stands and City supply boxes.
 - i. In the event that additional or replacement Election Equipment is needed at a polling place, the County shall purchase the Equipment and bill the City for the cost of this additional or replacement Election Equipment.
 - b. The County shall store the City Election Equipment in County facilities during the duration of the Agreement.
 - i. At the termination of this Agreement, the County will return all City Election Equipment stored in County facilities to the City.
 - ii. Notwithstanding anything in this Agreement that may be to the contrary, the City shall be responsible to replace any lost, stolen, damaged or destroyed City election equipment and will hold the County harmless if any of the City's election equipment is lost, stolen, damaged or destroyed while in the care and custody of the County.
- E. The County shall arrange for the use of polling places in the City.
- F. The County shall be responsible to provide election forms, supplies and other related materials for each polling place and to publish any required primary or general sample ballots.
- G. The County shall conduct preliminary tests and public accuracy tests of voting systems and publish and post notices of the public accuracy tests.
- H. The County shall be responsible for the programming, layout and printing of ballots for the City.
 - a. The county shall pay the ballot costs for State Elections.
 - b. Ballot costs for any other election will be paid by the election authority as a reimbursement of actual cost or direct payment by the election authority.

- I. The County shall administer absentee voting for the City.
 - a. The county shall pay for the absentee voting costs for State Elections.
 - b. Absentee voting costs for any other election will be paid by the election authority per the county fee schedule.
- J. The County shall be responsible for the compiling and reporting election results and election statistics and providing election related information to the Office of Secretary of State's election reporting system.
- K. The County shall on behalf of the City provide to City officials, candidates and the public information and assistance relating to election procedures.
 - a. Notwithstanding the above subparagraph, the County shall not be responsible to provide the City with legal advice concerning questions related to election law, and the City will seek any such advice from the City Attorney and other City officials.

CITY RESPONSIBILITIES

The City shall be responsible for the following under this agreement:

- A. The City shall designate a principal contact person for the County. This individual shall be available to assist as necessary on election day.
- B. The City shall provide the County with election equipment to be utilized at each polling place.
 - a. Election equipment for purposes of this Agreement shall mean voting booths, polling place signs, flags, stands and City supply boxes.
- C. The City shall be responsible for establishing polling places and preparing the resolution for the City Council and determining precinct boundary changes.
- D. The City shall provide to the County the title and text of City ballot questions and provide the certification of candidate names for City offices.
- E. The City shall prepare a resolution authorizing the County to designate an absentee ballot board for the purpose of accepting and rejecting ballots for the City.
- F. The City shall perform the duties of candidate filing officer, providing to candidates the candidate filing packets. Candidate filing packets shall include acceptance of affidavits of candidacy, petitions and information to campaign committees.

- G. The City shall administer initial and ongoing campaign financial reporting and economic disclosure activities; prepare, post and publish election notices; post sample ballots at the City Office and conduct the official canvass of election results following each City election.
- H. The City shall retain election records for a period not less than twenty-two (22) months after each City election and retain a permanent archive of election results.

SECTION THREE-RECOUNTS

The parties recognize that under Minnesota State law the City Clerk or designee serves as the recount official for recounts conducted by the City Council or City Canvassing Board. If mutually agreed by the Parties, a County official may act as the recount official. The Parties will determine the duties, responsibilities and cost reimbursements for any such recount agreement.

SECTION FOUR - LEGAL REPRESENTATION

The County shall not be responsible to provide the City with legal advice concerning questions of election law, and the City will seek such legal advice from its City Attorney. Moreover, the City Attorney shall approve in a timely manner the format of the City ballot prior to the ballot being printed. The County Attorney shall advise and represent the County in its performance of this Agreement.

SECTION FIVE - AGREEMENT PRICE

The City shall pay a fee to the County each year for election services. The election fee schedule is approved by the County Board each year and establishes the fee(s) associated with each election year. The City will be billed for election services upon the completion of the election. The County will provide an invoice to the City no later than 60 days after the election payable 30 days after providing said billing.

The City will be billed for the actual costs of appointed election judges salaries and other authorized mileage and expenses to perform duties within their election precincts.

The City will be billed for any required legal publication costs.

The City will be billed for additional or replacement Election Equipment, if needed at a polling place.

SECTION SIX - INDEPENDENT CONTRACTOR

It is understood and agreed between the parties that the County is an independent contractor and not an employee of the City. The City shall not be required to maintain any insurance coverage needed in connection with the performance of the County services, including but not limited to automobile liability insurance, workers compensation insurance and public liability insurance.

SECTION SEVEN - -DURATION AND TERMINATION

This Agreement shall commence on _____, 20__ and remain in force until terminated by either party giving the other party a six-month written notice of its intent to terminate the Agreement. Mutual agreement of both parties can terminate the agreement immediately, however the agreement cannot be cancelled during an even numbered year.

SECTION EIGHT – ENTIRE AGREEMENT

It is understood and agreed that the entire agreement of the Parties is contained herein and that this Agreement terminates, replaces and supersedes the prior Joint Powers Agreement between the parties entered into on _____ __, 20__.

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement the day and year first above written.

CITY OF _____

WASHINGTON COUNTY

By _____
Mayor

By _____
County Board Chair

Attest _____
City Clerk

By _____
County Administrator

Recommended By:

Debra Ledvina
Director, Property Records and Taxpayer Services

Approved as to form by:

Susan Tice
Assistant Washington County Attorney

**2022 Estimated Election Costs for:
Birchwood - 1 Precinct**

	Aug & Nov
	State Elections
Staff Costs; Equip Storage; & Delivery	\$5,888
Estimated Election Judge Costs	\$3,500
Publication Costs	\$41
Total Joint Power Agreement Costs	\$9,429

Annual Maintenance Fees for all Municipalities

Vote Tabulating Machine Maintenance	300
Assistive Voting Device Maintenance	290
Election Software Maintenance	240
Poll Pad Maintenance	310
Total Maintenance Fees	1,140

Notes:

The JPA fees and actual election judge costs are billed soon after the November election.
Annual Maintenance Fees are billed at the beginning of each year.

2020 ELECTION FEES

Municipality Election Equipment Maintenance Fees		
---	--	--

Vote Tabulating Machine Maintenance - Annual	per machine	\$ 300.00
Assistive Voting Device Maintenance - Annual	per machine	\$ 290.00
Electionware Software Maintenance - Annual	per precinct	\$ 240.00

Election Services Agreement Fees – JPA’s		
---	--	--

State Primary and General Elections – Both Elections

Staff Costs; Equip Storage & Delivery; and Supplies	first precinct	\$ 5,888.00
	add'l precincts	\$ 3,731.00
Election judges; legal publications; and additional polling place equipment will be billed according to the election services agreement.		Actual Costs

Special Elections of Municipality or School – Per Election		
---	--	--

Staff Costs; Equipment Delivery; and Supplies	first precinct	\$ 2,524.00
	add'l precincts	\$ 1,446.00
Absentee Voting Postage/Supply Costs	per mailed	\$ 3.00
	per in person	\$.50
Equipment Lease Fee (Vote Tabulator; AVD; Electronic Rosters)	per unit	\$ 60.00
Ballots, election judges, temporary staff and legal publications	per election	Actual Costs

<i>Adding in 2021 Not to be included on the 2020 fee schedule. Listed only for reference.</i>		
Municipality Poll Pad Maintenance - Annual	per Poll Pad	\$ 155.00

REGULAR F
CONTRACT FOR GOODS/SERVICES DEER MANAGEMENT

City of Birchwood Village (City), a political subdivision of the State of Minnesota is in need of services and/or goods (hereinafter "services) and Metro Bowhunters Resource Base, Inc., 7455 France Avenue South Box #409, Edina, MN 55435 (Contractor) desires to provide such services.

NOW, THEREFORE, in consideration of the mutual promises and agreements contained herein the parties enter in to this Contract and agree as follows:

1. TERM. The term of this Contract is from the date of execution by all parties through December 31, 2020, or until all work under this Contract is completed and payments made, which ever occurs first, unless earlier terminated by law or according to the provisions of this Contract.
2. SCOPE OF SERVICES. The City requests and the Contractor agree to provide the services that are attached and incorporated as Exhibit A. If there is a conflict between this Contract and Exhibit A, this Contract shall govern. Services provided under this Agreement will be conducted in a manner consistent with that level of care and skill ordinarily exercised by members of the Contractor's occupation performing services under similar conditions.
3. PAYMENT. The City agrees to pay for the services, including expenses in an amount not to exceed \$0.00 (Contract Maximum), and in accordance with payment rates or schedule set forth in the Exhibit(s). The City will reimburse MBRB for the cost to list the City as an additional insured party on its insurance policy for these services.
4. CUSTOMER LIAISON. Contractor shall work closely with the City's liaison, Tobin Lay, City Administrator, contact number 651-426-3403.
5. GENERAL CONDITIONS. The General Conditions of this Contract also known as 2020 Birchwood Village Special Archery Deer Hunt Rules are attached and incorporated as Exhibit B.
6. INDEMNIFICATION. Contractor agrees to indemnify and save harmless City of Birchwood Village from any and all losses, fines, suits, damages, expenses, claims, demands, and actions of any kind resulting from Contractor's negligence or alleged negligence.
7. ENTIRE AGREEMENT. This Contract is the final expression of the agreement of the parties and the complete and exclusive statement of the terms agreed upon.

IN WITNESS WHEREOF, the parties hereto have executed this Contract on the 8th day of September, 2020.

METRO BOWHUNTERS RESOURCE BASE

CITY OF BIRCHWOOD VILLAGE

By: _____

By: _____

Print Name: _____

Mary Wingfield, Mayor

Title: _____

Telephone: _____

By: _____

Tobin Lay, City Administrator

EXHIBIT A

Scope of Services 2020 Deer Management Program

Dated: _____, 2020

Metro Bowhunters Resource Base (MBRB) is to provide hunt management services as delineated below or as would be necessary to help the City achieve its goal of a reduction in deer population while recognizing the need to maintain a high degree of professionalism and sensitivity to public concerns associated with deer hunting.

MBRB Activities:

- Provide a group of MBRB qualified archers
- Provide certificate of liability insurance with the City named as an “additional insured” covering a period from _____, 2020 through _____, 2020
- Assist City staff at Hunt Orientation Check-in and Meeting on date to be determined.
- Conduct deer hunting on the following (tentative) dates: _____ and _____.
- Gather hunt data from each participant each day consisting of the number of deer taken by sex and location and the number of unrecovered deer.
- Provide City a verbal report on hunt progress and issues as needed no later than 24 hours following the conclusion of each hunt period.
- Administer hunt in accordance with hunt rules and other procedures necessary for a safe and orderly hunt.
- Assist in tracking and recovery of deer that are reported hit by archers.
- Remove all entrails.
- Provide liaison with the City and the Washington County Sheriff’s Department so that there is one point of contact for all hunting activities.
- Report rule infractions and other pertinent incidents (such as unauthorized hunt area visitors) to City and Washington County Sheriff’s Department.
- Comply with the Hunt Rules as attached to this document.
- Send final summary report of hunt data to City staff by December 31, 2020.

EXHIBIT B

2020 BIRCHWOOD VILLAGE SPECIAL ARCHERY DEER HUNT RULES

- 1) Deer hunt locations are limited to the areas as identified. Hours are limited to 1/2 hour before dawn and 1/2 hour after dusk.
- 2) Hunts are conducted using sharpshooter status MBRB archers and are held during Friday/Saturday/Sunday on the following dates: **XXX X-X and XXX X-X, 2020**. Tree stands can be erected on the preceding Thursday.
- 3) All hunters are selected through the Metro Bowhunters Resource Base (MBRB).
- 4) Hunters must follow all Minnesota DNR laws and all MBRB special rules.
- 5) All hunt periods are only for antler less deer.
- 6) Hunters must carry a hunt authorization letter from the City at all times during hunt.
- 7) Hunt areas are not closed to the public during the hunt. All incidents of trespass on private property should be reported to the MBRB hunt coordinator who will contact the Washington County Sheriff.
- 8) All archers must hunt from elevated stands. Only TMA approved stands/ steps are acceptable. Use of any homemade stands/steps is prohibited for safety reasons.
- 9) Hunters must have a flashlight and a warning whistle within easy reach during entry, egress, and while on stand. A cell phone is also recommended.
- 10) A five-point fall restraint harness is required to be used by hunters at all times while on stand.
- 11) Only buckthorn can be cut for shooting lanes.
- 12) Stands can only be up during the designated hunt periods and must be removed from the area at the completion of each hunt by one (1) hour after legal shooting time on the Sunday evenings of each hunt period.
- 13) Archers are to obey hunt boundaries shown on the map.
- 14) Archers must park in designated areas only.
- 15) Cars must have a City supplied parking permit properly displayed.
- 16) Only deer may be taken during special hunts.
- 17) All entrails must be removed.
- 18) Hunters must log in and out of the hunt areas each time they leave. The MBRB Hunt Coordinator will provide a log in sheet at an appropriate location.
- 19) Archers cannot track deer outside of hunt boundaries. Hunters must contact the MBRB hunt coordinator if deer retrieval is required outside of hunt boundaries. The hunt coordinator will make arrangements for sheriff escort, or obtain landowner permission before tracking deer onto adjacent properties.

- 20) Additional restrictions may be added at the required orientation meeting.
- 21) Hunters should immediately report any incidents to the MBRB hunt coordinator.
- 22) Hunters are directed **not** to speak to any protestors or news media. These incidents are to be reported to the MBRB hunt coordinator immediately. The MBRB hunt coordinator will contact the appropriate City staff and/or the Sheriff who will handle any communication needed.
- 23) Washington County Sheriff's Department should be contacted immediately in the case of accidents.
- 24) Failure to follow rules will lead to removal from hunt.

CITY OF BIRCHWOOD

Tobin Lay

207 Birchwood Ave

Email: tobin.lay@cityofbirchwood.com Cell:

Office: 651-426-3403

METRO BOWHUNTERS RESOURCE BASE:

Joe Palen

MBRB

Washington County Sheriff's Office Emergency Telephone Number: **911**

Washington County Dispatch: **651-439-9381**

REGULAR F DEER MANAGEMENT

Steps for 2020 Special Archery Deer Hunt:

- Mail letter to selected residents to request permission to hunt on their property.
- Mail letter to neighboring residents notifying them the culling will be taking place.
- 1 week prior to first hunt date have meeting between city and MBRB to finalize any details. Be sure MBRB and city have notified Washington County Sheriff about the hunt. Distribute authorizations to hunt and parking permits to selected hunters.
- 1 day prior to first hunt post signs on private property of upcoming hunt. Have hunters set up deer stands.
- First day of hunt, be available if issues arise.
- Post hunt review of MBRB statistics.
- Mail letter to neighboring residents reminding them the culling will be taking place.
- 1 week prior to second hunt date have meeting between city and MBRB to finalize any details. Be sure MBRB and city have notified Washington County Sheriff about the hunt. Distribute authorizations to hunt and parking permits to selected hunters.
- 1 day prior to first hunt post signs on private property of upcoming hunt. Have hunters set up deer stands.
- First day of hunt, be available if issues arise.
- Post hunt review of MBRB statistics.

REGULAR F DEER MANAGEMENT

BIRCHWOOD VILLAGE
WHITE BEAR TOWNSHIP

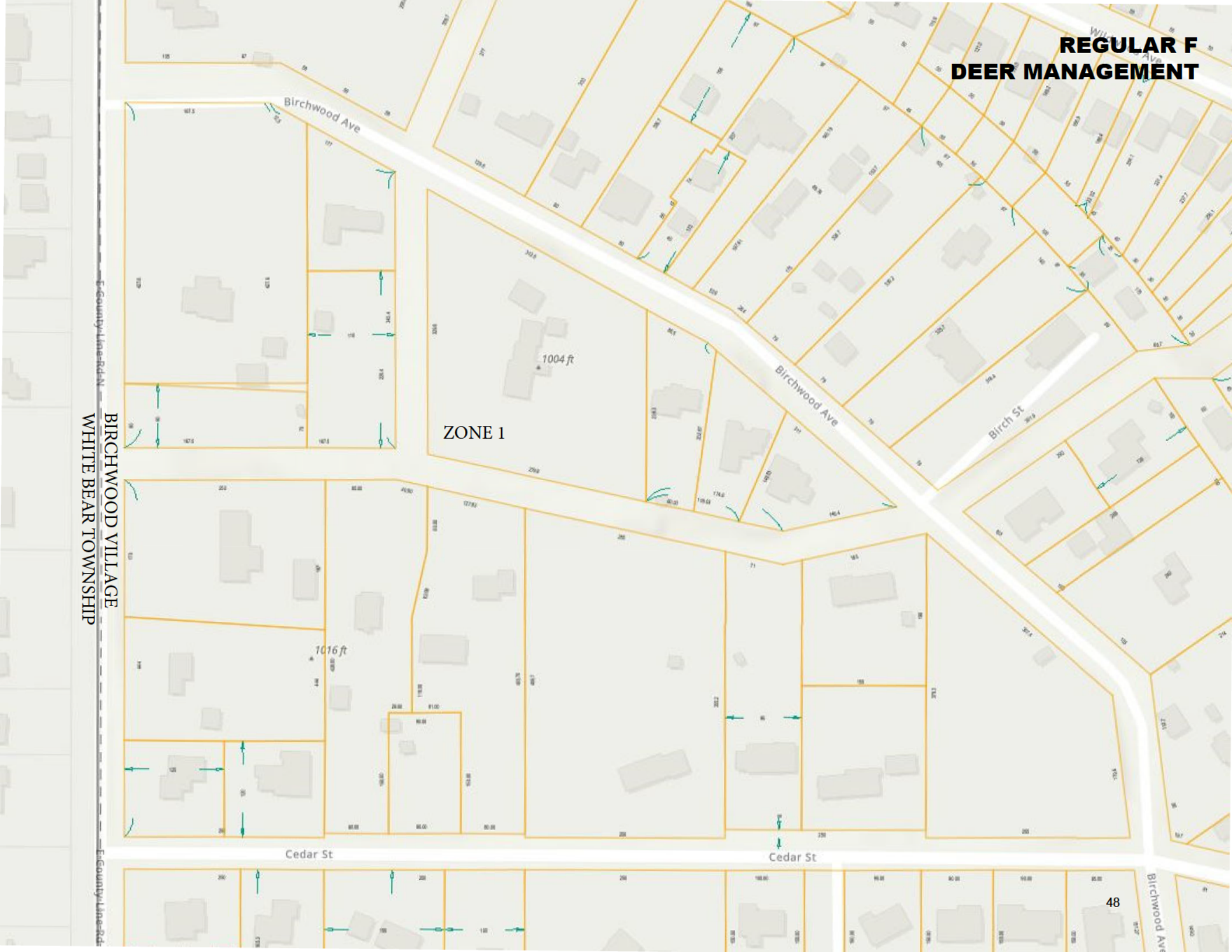
ZONE 1

1004 ft

1016 ft

Cedar St

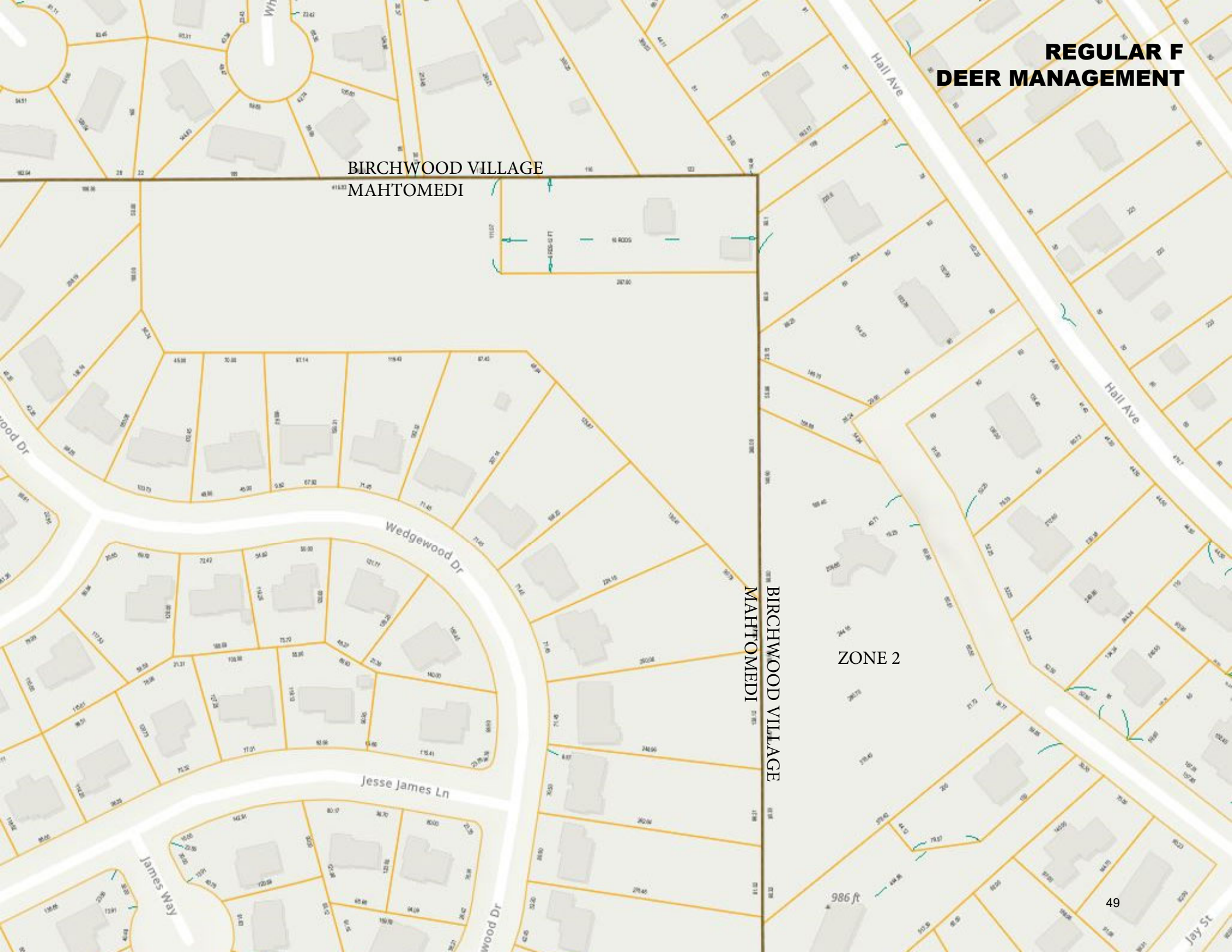
Cedar St



REGULAR F DEER MANAGEMENT

BIRCHWOOD VILLAGE
MAHTOMEDI

ZONE 2





207 Birchwood Avenue
Birchwood Village, MN 55110
651-426-3403 (tel) / 651-426-7747 (fax)
Info@CityofBirchwood.com
www.CityofBirchwood.com

Re: 2020 Special Archery Deer Hunt

DATE XXX

Dear Resident,

The City of Birchwood Village City Council has entered into an agreement with the Metro Bowhunters Resource Board (MBRB) for the purposes of conducting a deer hunt to reduce the number of deer in the City of Birchwood. There are many reasons for reducing the deer population in Birchwood. According to the DNR's standards, the deer herd in Birchwood is overpopulated. With overpopulation comes starvation and the spread of disease. Reducing the population also benefits Birchwood residents by minimizing damage to private property, vehicle accidents and the likelihood of contracting Lyme disease through deer ticks. This program operates at no expense to you or to the City. **This year there will be two hunts: 1) DATE XXX and 2) DATE XXX.** The City has approved the reduction of X-XX deer, which will leave the deer herd overpopulated by DNR standards.

We are requesting permission to allow the MBRB to enter onto your property for the purposes of conducting the deer hunt. The hunts are coordinated by the City in conjunction with the MBRB, and the experienced hunters must be registered with them, as well as attend an orientation prior to the hunt. Deer stands are allowed to be set up on the Thursday preceding the hunt and will remain up until the last day of the hunt period (DATE XXX), unless directed otherwise by you. The deer stands do not harm the trees. Hunting is allowed on Friday, Saturday, and Sunday of the hunt (please see the enclosed rules).

Hopefully, you will see the benefit and assist us in this endeavor this year. I have included a Right-of-Entry form for you to sign and return to me, along with a copy of the 2020 Special Archery Deer Hunt Rules. Upon our receipt of the Right-of-Entry form, a signed copy will be returned to you for your records.

Should you have any questions, please feel free to contact me directly at 651-426-3403. We would appreciate your response as soon as possible. Thank you!

Sincerely,

Tobin Lay
City Administrator



207 Birchwood Avenue
Birchwood Village, MN 55110
651-426-3403 (tel) / 651-426-7747 (fax)
Info@CityofBirchwood.com
www.CityofBirchwood.com

Re: 2020 Special Archery Deer Hunt

DATE XXX, 2020

Dear Resident,

As you are probably aware, the deer population in Birchwood is significantly higher than the DNR recommended limit for our area. With overpopulation comes many problems; many of which I'm sure you have noticed. Overpopulation leads to starvation, the spread of disease, exposure to deer ticks that carry Lyme disease, destruction of gardens, yards, landscaping, and increased risk of vehicle/deer accidents.

In 2019 the City held a special town hall meeting on this subject and invited representatives from the DNR and the Metro Bowhunters Resource Board (MBRB) to educate the community on solutions. Several alternatives were presented at the meeting and after discussing each and answering residents' questions, a show of hands found an overwhelming support for thinning the deer herd.

In response to the town hall results, the City Council approved a special archery deer hunt last year and has again approved a special archery hunt this year. The City contracted with the MBRB to conduct a controlled deer hunt this DATE XXX and XXX. There is no cost to the City.

A large swath of land was designated for this hunt (see map on backside); which consist of one or more of your abutting neighbors. We are NOT requesting permission to hunt on your private property – we are notifying you the hunt will take place and would like to assure you the MBRB bow hunters will only hunt on property in which we have already obtained written permission by the property owner(s).

The hunt will take place DATE XXX and XXX (weekends). The hunters will be setting up their tree stands on the Thursday PRIOR to the hunt weekend; however, no hunting will be allowed until Friday. A map is provided below to show where these hunt areas are located.

We would like to request your cooperation in being aware of the hunt and refraining from entering any of the hunt areas during the identified weekends. If you were unable to attend the town hall meeting last year, I urge you to watch the video from September 18, 2019. The meeting was packed with important information. You can find the video at <https://www.cityofbirchwood.com/viewmeetings>. Should you have any questions regarding this program, please feel free to contact me directly at 651-426-3403. Thank you!

Sincerely,
Tobin Lay
City Administrator



Map of the 2020 Special Archery Deer Hunt Area

RIGHT-OF-ENTRY

Homeowner: HOMEOWNER'S NAME HERE

Address/Legal Description: ADDRESS HERE / LEGAL NAME OF PROPERTY HERE

The City of Birchwood Village and the undersigned, hereinafter called the "Homeowner," hereby agree as follows:

- 1) Right to Enter Property**
Upon execution of this agreement, the City or its agents may enter onto the lot(s) of the Homeowner for the purpose of conducting a deer hunt to reduce the number of deer in the area.
- 2) No Waiver of Damage Claims by Owner**
Homeowner does not waive any claim he/she may have for damages arising from the activity of the City of Birchwood Village or its agents on said land, in the exercise of rights under this Right-of-Entry Agreement.
- 3) Other Agreements:**
The City of Birchwood Village, and any hunter as authorized by the Metro Bowhunters Resource Base shall indemnify and hold harmless the Homeowner for any liability or claim associated with the deer hunting program.

This agreement shall expire **December 31, 2021.**

_____ Date: _____
Homeowner 1

_____ Date: _____
Homeowner 2

_____ Date: _____
Tobin Lay, Birchwood City Administrator

Birchwood Village Authorization to Hunt

The City of Birchwood Village authorizes _____ to be bow hunting with the MBRB within the designated areas of Birchwood from DATE XXXX, 2020 until DATE XXXX, 2020.

Any questions or concerns should be directed to:

Tobin Lay
City Administrator
651 426 3403

Joe Palen
MBRB
Cell: 612-889-5692

2020 DESIGNATED HUNTING AREA



WARNING

City of Birchwood Village deer hunt
in progress XXX X-X, 2020
and XXX X-X, 2020

Deer Hunt Zone:



**BE AWARE &
DO NOT ENTER HUNT ZONE**

Trespassing will be reported to the
Washington County Sheriff's Department

<p>Name of Initiative</p>	<p>Trees Initiative in Birchwood – moving forward</p>
<p>Committee</p>	<p>Council</p>
<p>What problem will this initiative solve or what value will this create in our community?</p>	<p>Birchwood is covered by trees. Many of our oaks are nearing the end of their 125 year old lives. We have an invasive tree with buckthorn. Our ash trees have a limited life. The boxelder trees are junk trees and have the greatest chance of disease. In addition, the city was not diligent in cutting trees that grew when the water was down.</p>
<p>Proposed Solution or Initiative Description</p>	<p>Year 1 Planting</p> <ol style="list-style-type: none"> 1. Purchase approximately 30 trees that are root ball trees. See list of where to plant. 2. ‘Sell’ or give trees away to Birchwood residents at our cost. We would need to advertise in the newsletter and on our Facebook site. 3. Plant trees in Bloomquist Park <p>Arborist Find an arborist who can come in and devise a long term plan for planting and pruning (cutting) of trees in the Village after year one. This assumes a budget of \$2000 for this plan.</p> <p>Cutting</p> <ol style="list-style-type: none"> 1. Cut down trees that are not thriving on city property or are junk trees. See list. 2. Cut down buckthorn in Bloomquist Park. Arrange for repeat cutting for several years. 3. Cut down buckthorn on the west side of TS Park – along the hockey rink side of the park. 4. Cut down all trees on the Kurt Fisner Beach and pull the stumps. 5. Pull all of the stumps on the Birch Beach. <p>Subsequent years</p> <ol style="list-style-type: none"> 1. Follow advice of arborist. 2. Arrange for Sentence to Serve or pay for cutting buckthorn in Park across from City Hall. 3. Subsequent years, continue to acquire/distribute trees. Rotate tree selection to encourage variety of trees. Increase number of trees purchased.

	<p>4. Appoint someone on the Council to be in charge of this so it does not fall by the wayside. The Council person should make an annual report; put together a blurb in the Newsletter; work on implementation of the current code on trees (does it need tweaking?); track where trees were planted and ‘how’d they do?’ (include in annual report)</p> <p>Sandbox ideas</p> <p>A. Organize a group of citizens to watch any trees planted on public property</p> <p>B. Educate residents through the newsletter, web site or at special gatherings with Informational lists and brochures</p> <p>C. Re-plant desirable trees</p> <p>D. Identify healthy potential canopy trees and reduce the competition around them</p> <p>E. Apply for grants to add trees to Birchwood</p> <p>F. Start a tradition of buying everyone in Birchwood a bareroot tree a year (350 x \$1.40 = \$490)</p>
<p>How will we measure success of this initiative? <i>What would success look like and how will we know if we are successful?</i></p>	<p>A larger variety of healthy trees</p>
<p>Estimated Cost of Initiative</p>	<p>\$200-450 – cost of trees (does not include planting) \$2000 arborist for future planning \$5000 for cutting buckthorn (if Sentence to Serve cannot help)</p>
<p>Assumptions or Dependencies <i>What has to be true for the benefit and costs to be accurate? Examples: labor cost assumptions, number of residents using solution, etc.</i></p>	
<p>Alternative Solutions Considered <i>What are the alternatives that could be considered to solve the problem?</i></p>	<ol style="list-style-type: none"> 1. Do nothing 2. Continue to watch our older trees go away 3. Watch buckthorn take over 4. Look at dead trees on city easements
<p>Timing Considerations <i>Are there any firm deadlines or an ideal timeframe for this initiative? What is driving the deadline?</i></p>	<p>Fall if the best time to plant trees.</p>

Park	Cut	Hardwood	Birch
Dellwood		1	1
TS	Failing to thrive trees Buckthorn by hockey rink Trees within the rain garden		7
Kay		1	1
Wildwood Blvd		2	2
Birch Easement	Buckthorn on east side	2	2
Bloomquist Park	Annual buckthorn thinning	?	?
Polly's Park	Annual buckthorn thinning	?	?

Tobin Lay

From: Barbara Kolbe <Barbara.Kolbe@co.washington.mn.us>
Sent: Monday, August 31, 2020 12:23 PM
To: Tobin Lay;
Cc: Bruce Munneke; R Nelson; Joyce Larson
Subject: FW: Minnesota Department of Revenue Board of Appeal and Equalization Information Update

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

Please see the following Department of Revenue reminder regarding the online training for the 2021 board of appeal season. State Statute requires that by February 1 there is at least one trained voting member on every Local and County Board of Appeal and Equalization. This training must be completed by February 1, 2021.

If you have any questions please refer to the contacts below.

Thanks,
Barb

Barbara J. Kolbe
Assessment Coordinator
Washington County Assessment Division
651.430.6104

From: Minnesota Department of Revenue [<mailto:mnrevenue@public.govdelivery.com>]
Sent: Monday, August 10, 2020 9:07 AM
To: Bruce Munneke <Bruce.Munneke@co.washington.mn.us>
Subject: Minnesota Department of Revenue Board of Appeal and Equalization Information Update

External message alert: This message originated from outside the Washington County email system. Use caution when clicking hyperlinks, downloading pictures or opening attachments.

Having trouble viewing this email? [View it as a Web page.](#)



Greetings,

Registration for the Board of Appeal and Equalization online training has been available since July 1, 2020. Thank you to those board members who have already successfully completed the training to prepare for the 2021 board of appeal season. We continue to encourage board members to take the training **as soon as possible**.

The trained member rosters have been updated. You can find those rosters on [our website](#). It is important to check those rosters on a monthly basis to verify whether a board has at least one trained member who is a **voting member**.

If you have any questions regarding the online training, the trained member rosters, or board of appeal and equalization statutes please email us at proptax.bae@state.mn.us.

FAQ's

How do I register to take the training?

- You will find registration information on the [Board of Appeal and Equalization Training website](#).
- Upon registration, you will receive an email with your user id, password, and instructions on how to access the training. Please allow up to 5 business days to receive your login information.

What do I need to take the training?

- A laptop/desktop computer with sound (smart devices such as a cell phone or tablet will not work)
- High speed internet access
- Web browser: Microsoft Edge or Internet Explorer (v 9 or 11)
- Operating System: Windows 7 or higher

How long will the training be available?

- The training will be available 24/7 until 5:00 pm on February 1, 2021.
- We recommend board members take the training sooner rather than later.
- We cannot guarantee the creation of a user account for registrations received at or near the statutory deadline for taking the training.

Who should take the training?

- State Statute requires that by February 1 there is at least one trained voting member on every Local and County Board of Appeal and Equalization.

Can I take the training even if our board already has a trained member?

- Yes! We recommend that local and county boards have more than one trained member.

Can I take the training again, even if my previous training hasn't expired?

- Yes!

**REGULAR M.b
ART GROUP REQUEST**

Dear Birchwood Town Hall,

I am, (for want of an election 😊)
in charge of the Birchwood ^{Town Hall} Painters.

We've been painting in the town hall
every Monday morning, for about 40 years.

We are an elderly, and very nice group of
people - We obey laws, clean up after ourselves,
and generally make the world more
beautiful with our art.

We would like to ask for use of the
town hall again - there are usually only
4 of us, and we would wear masks, socially
distance, etc,

Please let me know what you think?

Sincerely,

Judith Johnson

