



AGENDA OF THE REGULAR MEETING OF
THE CITY COUNCIL
CITY OF BIRCHWOOD VILLAGE
WASHINGTON COUNTY, MINNESOTA
September 14, 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 status of the ongoing Covid-19 health pandemic the City of Birchwood Village 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 6:50pm 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.

Topic: Birchwood Village September 2021 City Council Meeting
Time: **Sep 14, 2021 07:00 PM** Central Time

Join Zoom Meeting

<https://us02web.zoom.us/j/81146109917?pwd=d1FlbUM0YUQ2LzB3cjBkQmhOUDBDdz09>

Meeting ID: 811 4610 9917

Passcode: 681088

PLEDGE OF ALLEGIANCE

APPROVE AGENDA

OPEN PUBLIC FORUM

ANNOUNCEMENTS

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

- B. Music in the Park 2021 has wrapped – thank you to all of the volunteers, staff, and musicians who made this year possible!

ADMINISTRATIVE PRESENTATION

- A. Sheriff Report* (pp. 5-9)
- B. Planning Commission July Meeting Minutes* (pp. 11-17)

CITY BUSINESS – CONSENT AGENDA

- A. Approve August 10, 2021 Regular Meeting Minutes* (pp. 19-23)
- B. Approve August 24, 2021 Special Meeting Minutes* (pp. 25-26)
- C. Approve Treasurer’s Report* (pp. 27-37)

CITY BUSINESS – REGULAR AGENDA

- A. Second Reading Ord. 2021-07-02, Sec. 301.055* (pp. 39-41)
 - a. Public Hearing
 - b. Council Deliberation and Approval
Time Budget: 10 Minutes
- B. First Reading Ord. 2021-09-01, Sec. 301.050* (pp. 43-45)
 - a. Public Hearing
 - b. Council Deliberation & Scheduling of Second Reading
Time Budget: 10 Minutes
- C. 2022 Budget Proposal* (pp. 47-51)
 - a. Public Hearing
 - b. Council Deliberation
 - c. Approve for Submission
Time Budget: 20 Minutes
- D. Meeting Minutes Service (Councilmember McCarthy/Mayor Wingfield)* (pp. 53-61)
 - a. Council Deliberation
 - b. Approve Resolution 2021-22
Time Budget: 10 Minutes
- E. Village Hall* (pp. 63-64)
 - a. Roof Bids
 - b. Electrical Connection
 - i. Assign City Engineer to Review & Implement
 - c. West Window Replacement
 - d. Concrete Replacement/Repairs
 - e. Tree Planting
Time Budget: 20 Minutes
- F. Council Member Reports:
 - a. Mayor Wingfield* (pp. 63-64)
 - i. Halls Marsh
 - ii. Bloomquist Park Trees

- iii. Sewer & Water Rate Changes
- iv. Feistner Beach
- v. Subdivision Code Amendment
- vi. Sentence-to-Serve (STS) Buckthorn Removal
- vii. City Property Rental

Time Budget: 25 Minutes

ADJOURN

* Denotes items that have supporting documentation provided

MEMORANDUM



TO: Birchwood Village City Council
FROM: Andy Gonyou, City Administrator
SUBJECT: Sheriff Report
DATE: September 9, 2021

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

Incident Summary Report PUBLIC

From: 8/1/2021 12:00:00 AM To: 8/31/2021 11:59:59 PM



WASHINGTON COUNTY SHERIFFS OFFICE

BIRCHWOOD VILLAGE - 25

8/3/2021 12:19:20 PM	WC21036964	XXX Wildwood Ave, BIRCHWOOD VILLAGE	THEFT FROM MOTOR VEHICLE
Theft of a catalytic converter. No suspects			
8/4/2021 10:20:29 AM	WC21037146	XXX Lake Ave, BIRCHWOOD VILLAGE	NEIGHBOR DISPUTE
Ongoing issue with neighbor harassing comp's contractors. History of HRO's and letter's sent certified mail asking to leave contractors alone. Advised about options with HRO. Copy of letter to neighbors added to file.			
8/5/2021 7:39:53 AM	WC21037290	34XXX -398 WILDWOOD AVE, BIRCHWOOD VILLAGE	DIRECTED PATROL
Patrolled area of Birchwood Village, no traffic violations observed.			
8/6/2021 5:03:18 AM	WC21037470	XXX Hall Ave, BIRCHWOOD VILLAGE	FIRE
Report of deck on fire, see narrative.			
8/6/2021 10:28:32 AM	WC21037494	34XXX -399 WILDWOOD AVE, BIRCHWOOD VILLAGE	DIRECTED PATROL
Patrolled area of Birchwood Village, no traffic violations observed.			
8/7/2021 7:38:06 AM	WC21037717	XXX Cedar St, BIRCHWOOD VILLAGE	FIRE
Responded to house fire that may have been caused by lightning strike. Blocked Cedar St east of address until fire cleared scene. No injuries, home owners declined Red Cross assistance.			
8/7/2021 11:24:16 AM	WC21037750	XXX Wildwood Ave, BIRCHWOOD VILLAGE	DISTURBANCE
Dispatched to altercation between residents of address and friends who offered to help them move. Parties separated without incident. See comments.			
8/8/2021 8:02:00 AM	WC21037895	20XXX -298 WILDWOOD AVE, BIRCHWOOD VILLAGE	DIRECTED PATROL
Patrolled area of Birchwood Village, no traffic violations observed.			
8/11/2021 1:56:20 AM	WC21038400	XXX LAKE AVE, BIRCHWOOD VILLAGE	DIRECTED PATROL
Directed patrol. No suspicious/criminal activity observed. Clear.			
8/13/2021 11:11:10 PM	WC21038934	XXX Lake Ave, BIRCHWOOD VILLAGE	NOISE COMPLAINT/DISTURBANCE
Noise complaint at Dellwood Beach. Diverted for priority call. When I returned to the beach no one was on site. Clear.			
8/16/2021 7:38:52 AM	WC21039402	20XXX -255 CEDAR ST, BIRCHWOOD VILLAGE	DIRECTED PATROL
Patrolled area of Birchwood Village, observed one traffic violation; driver cited (WC21039403).			
8/16/2021 7:43:47 AM	WC21039403	70XXX -714 HALL AVE, BIRCHWOOD VILLAGE	TRAFFIC STOP
I observed driver roll through four way stop at Jay St and Hall Av. Driver told me that she lived nearby and always drives through intersection without stopping; she admitted it was a bad habit. Driver issued city ordinance violation for failing to comply with posted signs.			

Incident Summary Report PUBLIC

From:8/1/2021 12:00:00 AM To:8/31/2021 11:59:59 PM

8/17/2021 9:19:39 AM WC21039594 10XXX -181 CEDAR ST,
BIRCHWOOD VILLAGE DIRECTED PATROL

Patrolled area of Birchwood Village, no traffic violations observed.

8/17/2021 7:25:00 PM WC21039686 XXX LAKE AVE, BIRCHWOOD
VILLAGE PARK CHECK

Checked Tighe-Schmitz park in Birchwood Village.

I found nothing out of place or disturbed.

8/19/2021 1:49:01 AM WC21039901 34XXX -399 WILDWOOD AVE,
BIRCHWOOD VILLAGE DIRECTED PATROL

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

8/19/2021 6:53:05 PM WC21040012 XXX Wildwood Ave, BIRCHWOOD
VILLAGE ROAD HAZARD

Tree fell down blocking the road and pulling down power pole and lines. Xcel arrived and began to handle the scene.

8/20/2021 2:59:36 AM WC21040093 XXX Wildwood Ave, BIRCHWOOD
VILLAGE SUSPICIOUS PERSON/ACTIVITY

We received updates while enroute to the call that the reporting party confirmed the male outside her house was with Exel Energy and did not need any police response. The male had also called in and stated he was with Exel and was trying to get to the RP's gas meter.

8/20/2021 7:17:16 PM WC21040208 XXX Wildwood Ave, BIRCHWOOD
VILLAGE MEDICAL

Allergic reaction to bee sting. Medics arrived for eval.

8/21/2021 1:27:26 PM WC21040334 50XXX -699 HALL AVE,
BIRCHWOOD VILLAGE DIRECTED PATROL

Patrolled area of Birchwood Village, no traffic violations observed.

8/21/2021 2:46:15 PM WC21040345 XXX Wildwood Ave, BIRCHWOOD
VILLAGE 911 ABANDONED/HANGUP/OPEN LINE

Checked area, UTL.

8/23/2021 6:17:32 AM WC21040696 40XXX -498 LAKE AVE,
BIRCHWOOD VILLAGE PARK CHECK

Performed park check at TIGHE-SCHMITZ in BIRCHWOOD VILLAGE.

I found nothing out of the ordinary or out of place.

8/23/2021 5:06:36 PM WC21040785 XX Oakridge Dr, BIRCHWOOD
VILLAGE CITIZEN/PUBLIC ASSIST

Resident concerned about multiple deputies in area earlier, advised him that neighborhood was safe.

8/24/2021 6:59:53 AM WC21040869 XXX Wildwood Ave, BIRCHWOOD
VILLAGE ALARM-BUSINESS/RES/FIRE/MEDICAL/ETC

Alarm, received proper code. Cleared for area car as there were several calls in stack.

8/27/2021 5:25:30 PM WC21041478 XX Oakview Ct, BIRCHWOOD
VILLAGE ALARM-BUSINESS/RES/FIRE/MEDICAL/ETC

Alarm at location. Spoke to the elderly homeowner who advised false alarm. Clear

8/29/2021 11:57:54 PM WC21041892 XXX Lake Ave, BIRCHWOOD
VILLAGE PARKING VIOLATION

Incident Summary Report PUBLIC

From:8/1/2021 12:00:00 AM To:8/31/2021 11:59:59 PM

Three vehicles cited for parking after hours. See comments.

TOTAL INCIDENTS: 25

Citations for: Birchwood

8/1/2021 To 8/31/2021

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	8/16/2021	820006122801	WC1277	T. Jarrett	Citation	0	HALL AVE		WILDWOOD AVE		Birchwood	BW - Fail to comply with posted signs	607.693
WCSO	8/24/2021	820041123601	WC1226	C. LaPlante	Citation	0	OAKRIDGE DR				Birchwood	CRIM-DOMESTIC ABUSE-VIOLATE NO CONTACT ORDER	629.75.2(b)
WCSO	8/30/2021	820019124201	WC14099	T. Rew	Citation	0	LAKE AVE				Birchwood	BW - No overnight parking	502.040
WCSO	8/30/2021	820019124202	WC14099	T. Rew	Citation	0	LAKE AVE				Birchwood	BW - No overnight parking	502.040
WCSO	8/30/2021	820019124203	WC14099	T. Rew	Citation	0	LAKE AVE				Birchwood	BW - No overnight parking	502.040

REGULAR MEETING MINUTES (Draft)

Birchwood Planning Commission Meeting

City Hall – 7:00 PM Meeting 7/22/2021

Submitted by Michael Kraemer – acting secretary

COMMISSIONERS PRESENT:– Ryan Hankins – acting Vice Chairman, NEW MEMBER – Joe Evans , Michael Kraemer.

COMMISSIONERS ABSENT: Andy Sorenson, Michelle Maiers-Atakpu

OTHERS PRESENT: Cameron Sigecan – property owner 143 Wildwood Ave

1. CALL TO ORDER Meeting called to order by acting Vice-Chairman Ryan Hankins at 7:02 pm.
2. APPROVE AGENDA
 - a. Motion by Mike Kraemer to approve the agenda, second by Joe Evans: Approved unanimously.
3. AGENDA ITEM A - Variance Case No 21-03-VB - 143 Wildwood Ave
 - a. Public Hearing
 - i. Property owner Cameron Sigecan was present to discuss the newly revised and submitted variance application 21-03-143, architectural renderings, supporting information
 - ii. During Mr. Sigecan’s presentation and in concert with a review memo from Steve Thatcher – Thatcher Engineering (City Engineer) dated July 7, 2021 it was identified that although the revised application was submitted as one variance request, there were actually four (4) variance issues being submitted in the document for review. Variance issues #1 and #2 were related to the proposed garage relocation addition on the house and variance issues #3 and #4 were related to slope and shoreline stabilization issues.
 - iii. It was determined the four Variance request issues would be discussed and approved individually.
 - iv. The four variance request issues identified in the Thatcher Engineering review memo and discussed by the Planning Commission were as follows.
 1. Variance Request #1
 - a. The Applicant is requesting a variance from City Code 301.050.B.5.a and b (NON-CONFORMING USES)
 2. Variance Request #2
 - a. The Applicant is requesting a variance from City Code 302.050 (IMPERVIOUS SURFACES)

3. Variance Request #3
 - a. The Applicant is requesting a variance from City Code 302.020.4.b (A variance from the setback requirement for a retaining wall within 50 feet of the Ordinary High Water Level (OHWL) of White Bear Lake.)
4. Variance Request #4
 - a. The Applicant is requesting a variance from City Code 302.055.2.a.4 (A variance from the no grading requirement for grading within 20 feet of the OHWL.
- v. Since no one else was present to speak Michael Kraemer moved to close the public hearing, 2nd by Ryan Hankins. Approve unanimously.

VARIANCE DISCUSSIONS

- b. Variance Request #1 – NON-CONFORMING USE
 - i. The Applicant is requesting a variance from City Code 301.050.B.5a (NON-CONFORMING USE)
 1. The property at 143 Wildwood Ave was determined to be a non-conforming pre-existing parcel with five non-conforming issues.
 - a. 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.
 - i. 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.
 - ii. RECOMMEND: Variance to continue use as a non-conforming single-family home lot be granted.
Advisory Vote: 3-Yes, 0-No
 - b. ISSUE #2 – SIDE YARD SETBACK, Code: 302.020.2 The existing house yard setbacks do not meet current City Code. The non-conforming house side yard setbacks are (west side) 8.1' and 9.6' respectively. No work is being proposed on west side of house. The existing garage side yard setbacks (2.2' north, 3.3' south) do not comply with City Code side yard setbacks. The plans of the proposed new garage center the new garage in the lot and all side yard setbacks on the garage comply with City Code. (The proposed resultant garage side yard setbacks are WEST

are 10' on the north and 11.1' on the south. The resultant EAST side yard setbacks all exceed the 10' in the code.

- i. **FINDING:** The proposed garage addition, MEETS City code side yard setback requirements.
- ii. **RECOMMENDATION:** Garage addition meets City Code and variance should be allowed as complying with practical limitations for bringing the resultant structure more in compliance with code. Advisory Vote: 3-Yes, 0-No

2. **ISSUE #3 – STREET SET BACK** Code 302.020.2 The current Village Code for municipal street setback is 40'. The relocation of a new garage up tight against the existing house and shrinking the depth of the garage dimensions to the practical minimum of 20' (from obstructions), will put the garage street setback from the right of way at 22.6' and approximately 26'+ from the edge of the street bituminous.

- a. **FINDING:** Since it is not practical to ask that the house be moved farther from the street, the 22.6' setback achieved by the relocation of the garage will afford the property 20' for off ROW parking and achieves the practical limitations of the site.
- b. **RECOMMENDATION:** Practical compliance with the **STREET SET BACK** appears to be achieved and approval of variance should be considered. Advisory Vote: 3-Yes, 0-No.

3. **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 (as originally proposed and without achieving proper side yard setbacks) it would impair their view of the lake from across Wildwood Ave.

- a. **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. This issue has been addressed with the new plans. Advisory Vote: 3-Yes, 0-no

c. **Variance Request #2 – IMPERVIOUS SURFACE**. Code 302.050

- i. The Applicant is requesting a variance from City Code 302.050 (IMPERVIOUS SURFACES)

1. The relocation of the garage against the house will eliminate the underground tunnel, create a similar replacement garage impervious footprint, and add 12' additional impervious length to the driveway.
The total impervious footprint including the house, garage, entry, driveway, stairway and sidewalk are estimated to create an impervious footprint of approximately 3209 sf on the 8250-sf lot. This calculates to an impervious percentage on the parcel of 37% versus Village Code guideline of 25%.
2. The Applicant is seeking relief of the variation with the 25% code guideline via Code 302.050.1.a-k which allows the Applicant to retain and treat on site, post-construction stormwater runoff volumes of 1.1 inches of runoff from the sites impervious surfaces.
3. FINDINGS: The Applicant has been in contact with Thatcher Engineering in the design of this system and provided detailed plans and calculations addressing storage and treatment of the post-construction runoff using a collection and infiltration system constructed onsite.

However, the 7/7/2021 plan review memo from City Engineer - Thatcher Engineering, Inc. highlights that although the proposed infiltration cell system as designed provides is a good start ..."it still does not provide the information needed to show the proposed work will meet the conditions for Variance Request #2." Thatcher Engineering goes on to specifically detail what is still needed. In particular: 1.) details on pre-treatment to avoid system clogging, 2.) design details to allow active inspection, 3.) design details to by-pass large storm flows, and 4.) a detailed narrative on the stormwater management plan as it relates to testing techniques, timing and reporting.

4. RECOMMENDATIONS: Variance #2 be DENIED until the items 1 – 4 above identified by City Engineer are successfully submitted to his satisfaction and he signs off to Council in writing. Advisory Vote: 3-Yes, 0-No

d. Variance Request #3 – RETAINING WALL WITHIN 50' OF OHW

- i. The Applicant is requesting a variance from City Code 302.020.4.b (A variance from the setback requirement for a retaining wall within 50' of the Ordinary High Water Level (OHWL) of White Bear Lake.)

- ii. FINDINGS: There are terraced slopes and retaining walls constructed on the adjacent lots and several lots in each direction. The adjacent retaining walls vary in materials from timber (City Ash Beach) to aging cast-in-place concrete.

The wall as proposed is a replacement for a deteriorated pre-existing poured concrete wall. The proposed replacement wall would incorporate natural boulder configuration and is configured to protect existing older trees on the slope and incorporate landscape plantings and plantings to further stabilize the slope. The proposed wall is proposed to match the elevations and alignments of adjacent lot terracing and walls.

This wall coupled with shoreline rip rap project (currently under DNR and RCWD permit) is proposed for re-stabilization of the existing slope following the unpermitted removal of the existing wall.

In recent years similar boulder walls have subtly been installed along shoreline slopes as part of new home construction, landscaping and slope stabilization.

The current City Code does allow DNR approved rip rap but does not allow the construction of retaining walls within 50' of OHW.

- iii. RECOMMENDATION: After considerable discussion, the Planning Commission's opinion is that property owners (public and private) need permitted ability to repair and/or replace exiting slope terracing and erosion control elements. The PC would support the variance be considered in this case as a replacement of an existing structure since no better alternatives appeared to be available. The Planning Commission would recommend natural materials (boulders, rocks, plantings) be used in the construction of the replacement wall. Advisory Vote: 3-Yes, 0-No.

e. Variance Request #4 – GRADING WITHIN 20' OF OHW.

- i. The Applicant has requested a variance from City Code 302.055.2.a.4 which state: "No grading or filling shall be permitted within twenty (20) feet (measured horizontally) of the ordinary high-water level of any lake, pond, or wetland."
- ii. FINDINGS: The water front rip rap and retaining wall are related in effort and are subject to and must also comply with applicable Rice Creek Watershed District and DNR permitting requirements. The estimated amount of excavation (0.72 cy) and filling (0.27cy) within the Shoreland Zone (I.e. 25' of OHW) appears to be primarily connected with the DNR

required 3 to 1 sloping of the rip rap installation's connection to the base of the proposed retaining wall and not a distinct effort of terracing which already exists.

- iii. RECOMMENDATION: A one-time, project specific variance to the City Code 302.055.2.a.4 -GRADING WITHIN 20' OF OHW should be allowed provided the projects are constructed simultaneously. Advisory Vote: 3-Yes, 0-No.

f. **ADDITIONAL CONDITIONS:**

- i. At the request of the Planning Commission (Advisory Vote: 3-Yes, 0-No) the following element must be incorporated to any approval of variances related to this application.
 - 1. The Applicant must submit a letter to the City Administrator indicating that the property owner Cameron Sigecan is the Permit Applicant. There was confusion on the Variance application on who was the permittee. Is it the contractor or the property owner?
 - 2. **ADJACENT GARAGE SLOPE STABILIZATION** – (Details of adjacent garage and yard stabilization were requested by PC at 3/25/2021 meeting)
 - a. **FINDING**: The relocation of the proposed garage 12' closer to the existing house and 8' away from the existing adjacent garage will expose the adjacent garage wall and yard. Information was now provided in the most recent application that defines the method for slope stabilization during construction. The plan also included a preliminary terraced wall restoration pattern.
 - b. **RECOMMENDATIONS**: As condition of the Non-Conforming Lot Variance the Applicant must stabilize and landscape the slope between their driveway/garage and the adjacent yard and garage to the satisfaction of the neighbor to the west.
 - 3. By reference the Planning Commission requests that the list of **CONDITIONS**, Items 1 – 5 in the Thatcher Engineering Review Memo dated 7/7/2021 be included and made mandatory of any and all variance approvals from this Applicant.

4. **AGENDA ITEM B - Review/Approval June 24, 2021 Meeting Minutes**

- a. Motion by Ryan Hankins, 2nd by Michael Kraemer to approve minutes. Yes – 3, No – 0, Abstain - 0

5. **Adjournment**

- a. At 9:35 PM motion was made by Ryan Hankins and 2nd by Joe Evans to adjourn the meeting. Vote: Yes – 3, No – 0.

**MINUTES
REGULAR MEETING
CITY OF BRICHWOOD VILLAGE
AUGUST 10, 2021**

CALL TO ORDER

Mayor Wingfield called the meeting to order at 7:00 and stated that the meeting was being held remotely in compliance with 13D.021 Subdivision 1, 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 would like to add:

1. Dead trees at Elm, Wildwood, Birch, Grotto
2. 100th Anniversary details
3. Birch path overlay
4. Covid mandate
5. Special meeting Aug 24, set the agenda
6. Feistner beach
7. Sept meeting for 301.055 escrow public hearing
8. Under Andy's report need to mention that looking at a light agenda in October

MOTION MADE BY MAYOR WINGFIELD TO APPROVE THE AMENDED AGENDA. SECONDED BY COUNCILMEMBER FLECK. AYES: ALL MOTION PASSED

OPEN PUBLIC FORUM

A. Gene Bower (11 White Pine) would like to talk more than 3 minutes and be added to the White Pine discussion.

ANNOUNCEMENTS

- A. We are social, follow us on Facebook/Twitter and/or register for the email listserv
- B. Music in the Park concert series runs every Sunday at 6:00 in Tighe-Schmitz Park
- C. Tower going up at the tennis courts for the water meter reader installation will follow with a notice in the newsletter and installation company.
- C. Birchwood Village will host an event for the City's 100th year anniversary on September 10th, 2021. An open house 5 to 7 pm with program at 6 at the city hall unless due to COVID will be held at Tighe-Schmitz Park

ADMINISTRATIVE PRESENTATION

- A. Sheriff Report
- B. Planning Commission June Meeting Minutes

CITY BUSINESS – CONSENT AGENDA

- A. Approve Schifsky's crack fill Citywide – \$5,000 (Time and Materials)
- B. Approve July 13, 2021, Regular Meeting Minutes
- B. Approve July 26, 2021, Special Meeting Minutes
 - i. Councilmember McCarthy would like to pull for discussion
- C. Approve August 2, 2021, Special Meeting Minutes

MOTION MADE BY COUNCILMEMBER MCCARTHY TO APPROVE THE CONSENT AGENDA WITH THE EXCEPTION OF THE JULY 26, 2021, SPECIAL MEETING MINUTES. SECONDED BY COUNCILMEMBER FLECK. AYES: ALL MOTION PASSED.

b. Councilmember McCarthy discussed his concerns on the wording under B. 15 Birchwood Lane.

1. Mayor Wingfield added to the motion made in the July 26, 2021, Special Meeting:

MOTION MADE BY MAYOR WINGFIELD TO ADD ON THAT THE COUNCIL TOOK NO ACTION ON THE MATTERS PRESENTED BECAUSE THEY DID NOT RISE TO THE LEVEL OF COUNCIL REVIEW OR APPROVAL OR DENIAL, RATHER THE COUNCIL THEN MADE A MOTION AND THEN IT WOULD PROCEED WITH THE MOTION AS DRAFTED. SECONDED BY COUNCILMEMBER MCCARTHY. AYES: ALL MOTION PASSED

d. Special meeting on August 24, 2021, at 6:00pm

i. Agenda will be the 2022 budget review, Code 308 for the second reading

ii. fee schedule

MOTION MADE BY MAYOR WINGFIELD THAT WE HAVE THAT AS THE AGENDA. SECONDED BY COUNCILMEMBER WOOLSTENCROFT. AYES: ALL MOTION PASSED

CITY BUSINESS – REGULAR AGENDA

A. Variance Case No. 21-03-VB for 143 wildwood Ave

i. Ryan Hankins from Planning Commission discussed what the planning commission's findings were on items 1 thru 4, with approval from Planning Commission of approval of all but #4 which was denied.

ii. Letter from Steve Thatcher was sent explaining that he approved #4

iii. Councilmember McCarthy said that there looks like 5 variances.

a. One variance split into 2 separate variances, which would be, non-conforming use which include undersized lot and street set back

iv. additional discussion was made on the reasoning of the 5th variance

v. Homeowner Cameron Sig discussed his properties issues

MOTION MADE BY COUNCILMEMBER FLECK TO FOLLOW THE PLANNING COMMISSIONS RECOMMENDATION IN REGARD TO VARIANCE #1, VARIANCE #3 AND VARIANCE #4 TO APPROVE AS DRAFTED. SECONDED BY COUNCILMEMBER FOSTER. AYES: ALL MOTION PASSED

MOTION MADE BY COUNCILMEMBER FLECK TO APPROVE VARIANCE #2 IN REGARD TO IMPERIOUS SURFACE THAT CITY ENGINEER STEVE THATCHER SUGGESTED THAT ALL WAS WELL. SECONDED BY MAYOR WINGFIELD AYES: ALL MOTION PASSED

MOTION MADE BY COUNCILMEMBER MCCARTHY TO APPROVE THE 5TH VARIANCE WHICH WAS SEPARATED FROM VARIANCE #2 WHICH WAS FOR THE GARAGE FRONT SETBACK FROM THE REQUIRED 40 FEET TO 22.6 FEET. AND FOR THE RECORD THIS WAS THE BEST THE HOMEOWNER COULD DO TO THIS LOT, AND IT'S MUCH BETTER THAN HIS CURRENT GARAGE WITH HIS UNIQUE CIRCUMSTANCES. SECONDED BY COUNCILMEMBER FLECK. AYES: ALL MOTION PASSED

Discussion was made by council on City Code 301.050

MOTION MADE BY MAYOR WINGFIELD TO ADD 301.050 TO THE AGENDA FOR AUGUST 24th, 2021, FOR DISCUSSION. SECONDED BY COUNCILMEMBER FOSTER. AYES: ALL MOTION PASSED

B. White Pine trail

- i. Homeowners Gene and Sandy Bowers (11White Pine La) just became aware of this pathway that runs 10 feet off his screened porch that was to be cleaned out and used by residents
- ii. Pictures from the Bowers were presented on how close his porch is to the pathway
- iii. understood when they moved in that the property is a utility easement not a pathway
- iv. Gene Bowers read from the Park and Open Improvement Plan, Trails and Walkway section and disagreed with the wording and asks the city to revisit it.
- v. The path surveys also need to be revisited when it directly affects the neighboring properties
- vi. Land runs into Mahtomedi, need approval from them to get the path approved
- vii. Mayor Wingfield went over some history of the easement
- viii. Discussion from Councilmembers were made

MOTION MADE BY MAYOR WINGFIELD TO SUSPEND THE SURVEY PENDING FURTHER REVIEW WHEN THE COUNCIL DEEMS IT WANTS TO AND ANY COUNCILMEMBER CAN MAKE THAT AT A FUTURE TIME, AND THE COUNCIL TO ALSO INVITE HOMEOWNERS TO BE INVOLVED WHEN THIS HAPPENS. SECONDED BY COUNCILMEMBER FLECK. AYES: ALL MOTION PASSED

B. Lake Lines Trail Update

- a. Regarding excess monies from Mahtomedi that were not used in the construction of their portion of the lake links. This money was then offered to Birchwood to tap into.
- b. Mike Brooks representative from Lake Links was on hand to discuss what to do with the monies along with the council's concerns
 - i. looking for a bike routes to keep off the winding roads
 - ii, Bike/peds for signage and paint discussed
- c. Discussion was made between Councilmembers and Mike Brooks for bicyclists to be routed along Hall Ave and pedestrians along Lake Ave. Signage is requested to accomplish that.

C. 2022 Budget Workshop

- a. City Administrator Andy Gonyou will put out the notice for the first draft on the August 24th meeting
- b. Mayor Wingfield discussed on the new numbers coming in
 - i. Levy is likely to be same as 2020

D. 2022 Redistricting

- a. City Administrator Andy Gonyou discussed that the city of Birchwood has one precinct
 - i. With the renovating the city hall could lose some space for voting requirements might not have enough space but wanted the council to be aware of ahead of time.

E. Deer Hunt Contract

- a. City Administrator Gonyou along with City Attorney Kantrud amended the contract that the archer hunting group was interested in having a little more extended contract
- b. Would like to use Zone 1 and Zone 2, same as last year
- c. Zone 1 (northwest) Zone 2 (southeast) switching off each weekend which is the same dates as Mahtomedi

Minutes/Birchwoodcitycouncil/August10,2021

MOTION TO APPROVE THE CONTRACT AS DRAFTED BY COUNCILMEMBER FLECK. SECONDED BY COUNCILMEMBER WOOLSTENCROFT.

Councilmember McCarthy brought up concerns: Page 93 regarding payment is blank which is 0. #6 wording should be "hold harmless". Page 95, "change wording "between" -

Mayor Wingfield brought up not killing of fawns due to some concerns of some of the residents. Decision made that all deer except fawns would be taken. The quota back to the city is 30 per season and should reported

MOTION TO APPROVE THE CHANGES TO THE CONTACT BY COUNCILMEMBER FLECK. SECONDED BY COUNCILMEMBER WOOLSTENCROFT. AYES: ALL MOTION PASSED

F. Council Members Reports

a. Mayor Wingfield

1. Survey White Pine Path

i. Official Request to City of Mahtomedi (previously tabled)

2. 2040 Comp Plan Update

i. Met Council did approve it, needs to be posted. Some issues need to be addressed for future

a. Need the bus route changed noting that it is not in the correct location, does not come to Birchwood anymore,

b. Sewer lines need to be addressed from city street into homes.

Model code, when you sell your house, you get your lines surveyed and get a certificate saying the home is complying

3. Centennial Sept 10th between 5-7pm at city hall

a. Rent a tent with possible COVID issues, to be located in Tighe-Schmidz Park

MOTION MADE BY COUNCILMEMBER WOOLSTENCROFT TO SPENT \$700 FOR RENTAL AND SET UP OF TENT. MAYOR WINGFIELD SECONDED. AYES: ALL. MOTION PASSED

3. Diseased trees being marked by John Lund

a. Rent a chipper

b. John Lund would cut trees at Elm, Birch and Grotto and the city would clean up after him for \$2400

MOTION MADE BY COUNCILMEMBER WOOLSTENCROFT TO APPROVE THE RENTAL OF A BUCKET TO TAKE CARE OF MARKED TREES FOR \$2400. SECONDED BY MAYOR WINGFIELD. AYES: ALL MOTION PASSED

4. Birch Path

a. Bid from Schiffkys for overlaying with new pavement for about \$4,200

MOTION MADE BY MAYOR WINGFIELD TO DO A MILLING OVERLAY AND AWARD THE BID TO SHIFSKY. SECONDED BY COUNCILMEMBER FOSTER; AYES: ALL MOTION PASSED

5. COVID Mandate

a. Discussion was made on mandating wearing masks at city hall

b. Also, when to have zoom meetings and when held at city hall

Minutes/Birchwoodcitycouncil/August10,2021

MOTION MADE BY COUNCILMEMBER MCCARTHY TO REQUIRE MASKS IN CITY HALL AND MEET REMOTELY FOR CITY HALL MEETINGS WHILE WASHINGTON COUNTY IS IN SUBSTANTIAL OR HIGH AS DETERMINED BY THE CDC. COUNCILMEMBER FLECK SECONDED. AYES: WOOLSTENCROFT, FLECK, MCCARTY, WINGFIELD NAY: FOSTER MOTION PASSED

6. Sept meeting for 301.055 escrow public hearing

MOTION MADE BY MAYOR WINGFIELD TO MOVE 301.055 TO THE SEPTEMBER COUNCIL MEETING. SECONDED BY COUNCILMEMBER MCCARTHY. AYES: ALL MOTION MADE

7. Feistner Beach

a. Feistner Beach has been cleaned up. Stairs that go down to open space is not on our property. Put a simple stair system of our own needs to go in that place. Room for a couple of boats to launch from shore. Can be talked about at our October meeting along with the boat dock association.

8. Under Andy's report need to mention that looking at a light agenda in October

G. City Administrator Report

a. Preliminary Washington County 2022-2026 Capital Improvement Plan

1. City Administrator Gonyou will send out a link to the Council about the county having an open public forum meeting in later to mid-October to get any comments which will be sent back to them
2. The October meeting doesn't need to be a light meeting, if councilmembers need anything added request to get that information in earlier than normal. The Tuesday September 21. Will be out of state for wedding and honeymoon but be back by October 12.

H. Old Business

a. Roof Bids

1. Discussion was made on companies to get bids

a. Council discussed several roofing companies

i. Berwald and Bruette to come to a council meeting for any questions.

MOTION MADE BY COUNCILMEMBER FLECK TO INVITE BOTH BRUETTE AND BERWALD TO PITCH THE COUNCIL THEIR PRODUCT AND BID. TO BE HELD ON AUGUST 24TH IF POSSIBLE. COUNCILMEMBER MCCARTHY SECONDED. AYES: ALL MOTION PASSED

MOTION MADE BY COUNCILMEMBER FLECK TO ADJOURN. SECONDED BY COUNCILMEMBER FOSTER. AYES: FOSTER, MCCARTHY, WOOLSTENCROFT, FLECK (MAYOR WINGFIELD WAS NOT PRESENT) MOTION PASSED

ADJOURNED AT 10:00PM

MAYOR MARY WINGFIELD

CITY ADMINISTRATOR ANDY GONYOU

**MINUTES
SPECIAL MEETING
OF BIRCHWOOD CITY COUNCIL
AUGUST 24, 2021**

Mayor Wingfield opened meeting at 6:00pm

PRESENT: Mayor Wingfield, Councilmembers Fleck, McCarthy, Foster, Woolstencroft

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

CITY BUSINESS – REGULAR AGENDA

A. Second Reading Ordinance 2021-07-01, Amending City Code Sec 308

1. Mayor Wingfield gave some background information

a. Public hearing for City Code 308 which is the subdivision code which originated out of the subdivision task force and has been before the council for review and is now before the public for review.

2. Any comments at this time:

**MOTION TO CLOSE THE PUBLIC HEARING MADE BY COUNCILMEMBER WOOLSTENCROFT.
SECONDED BY COUNCILMEMBER MCCARTHY: AYES: ALL MOTION PASSED**

Councilmember McCarthy made comments on the following changes

A. spell out that the council has to approve the preliminary and final plat

B. Page 7 and 8 Councilmember McCarthy noted some missing spaces and will send a notice to Andy to correct.

C. Page 9 – the 300 feet should be measured from the property lines

D. Page 12, Item T- EDF suggested to be spelled out (defined on page 8)

E. Page 13, D “12 months or determined by our city engineer”

F. Moratorium will expire upon publication next week.

**MOTION TO APPROVE THE SUBDIVISION 308 AS AMENDED BY COUNCILMEMBER FLECK.
SECONDED BY COUNCILMEMBER MCCARTHY. AYES: ALL MOTION PASSED**

B. Second Reading of the 2021 Fee Schedule as Amended

**MOTION TO AMEND THE FEE SCHEDULE FROM PAGE 43 BY COUNCILMEMBER
WOOLSTENCROFT. SECONDED BY COUNCILMEMBER MCCARTHY. AYES: ALL MOTION PASSED**

**MOTION MADE BY COUNCILMEMBER MCCARTHY TO APPROVE THE SUMMARY PUBLICATION
OF 308 AND TO BE PUBLISHED FOREWITH IN THE WHITE BEAR PRESS. SECONDED BY
COUNCILMEMBER FLECK. AYES: ALL MOTION PASSED.**

Mayor Wingfield mentioned that there were changes made on the Husnik property and they would like to proceed with subdividing along the front road into 3 lots with no installation of road, utilities, and disruption in the back lot. There would be three (3) very deep lots about 800 feet long, would meet code. The City should look into changing our subdivision code to address this situation. Going to ask the Task force to meet again to address this.

City Attorney Kantrud mentioned that the Subdivision 308 was the only thing that was noticed and posted. All the rest agenda items were not, so cannot be discussed since not posted.

MINUTES/SpecialmeetingofCityCouncil/082421

The August 24th Special meeting will cover:

1. Village Hall Roof Bids
2. 2022 Budget Review
3. City Code Sec. 301.050
3. City Covid-19 Protocols

City Administrator Gonyou will reach out to the homeowner at 117 Wildwood Ave to make sure he will be available for Monday unless he wants to be heard Friday 27th at 6:00pm.

MOTION MADE BY COUNCILMEMBER FLECK TO ADJOURN. SECONDED BY COUNCILMEMBER FOSTER, AYES: ALL MOTION PASSED

ADJOURNED AT 6:26PM

ATTEST:

MAYOR WINGFIELD

CITY ADMINISTRATOR GONYOU

For the Period : 8/10/2021 To 9/9/2021

<u>Name of Fund</u>	<u>Beginning Balance</u>	<u>Total Receipts</u>	<u>Total Disbursed</u>	<u>Ending Balance</u>
General Fund	\$234,355.40	\$21,281.27	\$35,488.56	\$220,148.11
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	\$33,425.69	\$0.00	\$600.00	\$32,825.69
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	\$17,630.95	\$0.00	\$872.62	\$16,758.33
Sewer	\$132,740.71	\$0.00	\$1,869.01	\$130,871.70
Transit System	\$0.00	\$0.00	\$0.00	\$0.00
Sewer Infrastructure	\$0.00	\$0.00	\$0.00	\$0.00
Water Meter Upgrade Fees	\$51,949.30	\$0.00	\$0.00	\$51,949.30
Engineering Services	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$591,837.25	\$21,281.27	\$38,830.19	\$574,288.33

<u>Name of Fund</u>	September 14, 2021 Regular City Council Meeting	<u>Beginning</u> <u>Balance</u>	<u>Total</u> <u>Receipts</u>	<u>Total</u> <u>Disbursed</u>	<u>Ending</u> <u>Balance</u>	<u>Less</u> <u>Deposits</u> <u>In Transit</u>	<u>Plus</u> <u>Outstanding</u> <u>Checks</u>	<u>Total</u> <u>Per Bank</u> <u>Statement</u>
Jonathan E Fleck		City Council/Town Board						
Justin R. McCarthy		City Council/Town Board						
Kevin L Woolstencroft		City Council/Town Board						
Mary Wingfield		City Council/Town Board, Mayor						
Robert Mark Foster		City Council/Town Board						

Fund Name: All Funds

Date Range: 08/10/2021 To 09/09/2021

<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>
08/12/2021	Payroll Period Ending 07/31/2021	31521	Assistant Treasurer- Mary Cahill	N	Clerk - Treasurer	100-41401-100-	\$ 74.37
	Total For Check	31521					\$ 74.37
08/13/2021	IRS - US Treasury	EFT 08132021A*	Federal Taxes - Q3 2021 - July Payment	N	Clerk - Treasurer	100-41401-100-	\$ 1,063.62
		EFT 08132021A*				100-41401-100-	\$ 248.74
		EFT 08132021A*				100-41401-100-	\$ 493.51
	Total For Check	EFT 08132021A					\$ 1,805.87
08/16/2021	Payroll Period Ending 08/14/2021	31522	Andy Gonyou- City Administrator	N	Clerk - Treasurer	100-41401-100-	\$ 1,217.25
	Total For Check	31522					\$ 1,217.25
08/16/2021	Payroll Period Ending 08/16/2021	31523	Deputy Clerk- Jackie Smith	N	Clerk - Treasurer	100-41401-100-	\$ 670.60
	Total For Check	31523					\$ 670.60
08/16/2021	PERA	EF08162021E*	Personnel Retirement - Andy Gonyou	N	Clerk - Treasurer	100-41401-121-	\$ 231.00
	Total For Check	EF08162021E					\$ 231.00
08/16/2021	Xcel Energy	EFT, 08162021a'	electricity for tower- 6/17-7/19	N	Water Utility	601-43180-381-	\$ 12.62
	Total For Check	EFT, 08162021a					\$ 12.62
08/16/2021	Xcel Energy	EFT, 08162021b'	gas for tower 06/17/21-07/19/21	N	Sewer Utility	605-43190-383-	\$ 27.86
	Total For Check	EFT, 08162021b					\$ 27.86
08/16/2021	Xcel Energy	EFT, 08162021c'	gas for tower 2 06/17/21-07/19/21	N	Sewer Utility	605-43190-383-	\$ 26.78
	Total For Check	EFT, 08162021c					\$ 26.78
08/16/2021	PERA	EFT08162021a*	Personnel Retirement - Gonyou	N	Clerk - Treasurer	100-41401-121-	\$ 231.00
	Total For Check	EFT08162021a					\$ 231.00
08/16/2021	PERA	EFT08162021b*	Personnel Retirement - Gonyou	N	Clerk - Treasurer	100-41401-121-	\$ 231.00
	Total For Check	EFT08162021b					\$ 231.00
08/16/2021	PERA	EFT08162021c*	Personnel Retirement - Rydeen	N	Parks	100-45207-121-	\$ 213.49
	Total For Check	EFT08162021c					\$ 213.49

Fund Name: All Funds
September 14, 2021 Regular City Council Meeting
Date Range: 08/10/2021 To 09/09/2021

<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>
08/16/2021	PERA	EFT08162021d*	Personnel Retirement - Rydeen	N	Parks	100-45207-121-	\$ 308.00
		Total For Check	EFT08162021d				\$ 308.00
08/19/2021	Lund, John	31524*	Tree Removal + 2021 Diseased Tree Report	N	Tree Care	100-43104-314-	\$ 1,300.00
		31524*			Tree Removal	100-43135-314-	\$ 1,060.00
		Total For Check	31524				\$ 2,360.00
08/19/2021	John Barrett	31525*	Music in the Park - 08/22/2021	N	Recreation	210-45101-440-	\$ 300.00
		Total For Check	31525				\$ 300.00
08/19/2021	Priscilla Thomas	31526*	Music in the Park - 08/29/2021	N	Recreation	210-45101-440-	\$ 300.00
		Total For Check	31526				\$ 300.00
08/24/2021	City of Roseville	31527*	IT Services - Aug 2021	N	General Government Buildings and Plant	100-41940-320-	\$ 692.70
		Total For Check	31527				\$ 692.70
08/24/2021	White Bear Township	31528*	Contracted Services & L/S 2 repair - July 2021	N	Sewer Utility	605-43190-314-	\$ 1,814.37
		Total For Check	31528				\$ 1,814.37
08/24/2021	AirFresh Industries, Inc.	31529*	Portable Restrooms- August Billing	N	Parks	100-45207-314-	\$ 162.50
		Total For Check	31529				\$ 162.50
08/24/2021	MN Department of Health	31530	Community Water Supply Connection Fee - Q3 2021	N	Water Utility	601-43180-437-	\$ 860.00
		Total For Check	31530				\$ 860.00
08/24/2021	Toshiba Business Solutions	31531*	Printer Maintenance - 08/09-09/8	N	Office Operations Supplies	100-41911-314-	\$ 10.62
		Total For Check	31531				\$ 10.62
08/24/2021	PERA	31532*	Delinquency fee- Andy Gonyou	N	Clerk - Treasurer	100-41401-437-	\$ 10.00
		Total For Check	31532				\$ 10.00
08/24/2021	PERA	31533	Delinquency fee- Jim Rydeen	N	Parks	100-45207-437-	\$ 10.00
		Total For Check	31533				\$ 10.00
08/30/2021	Xcel Energy	EFT, 08302021-a	electric for street lighting- 07/3-08/02/2021	N	Street Lighting	100-43160-380-	\$ 1,267.80

Fund Name: All Funds
September 14, 2021 Regular City Council Meeting
Date Range: 08/10/2021 To 09/09/2021

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
	Total For Check	EFT, 08302021-ε					\$ 1,267.80
09/02/2021	Payroll Period Ending 08/31/2021	31538	Mary Cahill- Assistant Treasurer	N	Clerk - Treasurer	100-41401-100-	\$ 75.87
	Total For Check	31538					\$ 75.87
09/02/2021	Payroll Period Ending 08/28/2021	31540	Andy Gonyou- City Administrator	N	Clerk - Treasurer	100-41401-100-	\$ 1,217.25
	Total For Check	31540					\$ 1,217.25
09/02/2021	Payroll Period Ending 08/28/2021	31541	Jackie Smith- Deputy Clerk	N	Clerk - Treasurer	100-41401-100-	\$ 714.49
	Total For Check	31541					\$ 714.49
09/02/2021	Croix Valley Inspections Inc	31542*	Inspection Fees - 2020 Calendar Year	N	Building Inspections Administration	100-42401-314-	\$ 22,196.25
	Total For Check	31542					\$ 22,196.25
09/03/2021	Payroll Period Ending 08/31/2021	31543	Maintenance Jim Rydeen - payroll	N	Parks	100-45207-100-	\$ 1,328.24
	Total For Check	31543					\$ 1,328.24
09/03/2021	PERA	EFT, 09072021-t	retirement for Jim Rydeen month of August	N	Parks	100-45207-121-	\$ 229.26
	Total For Check	EFT, 09072021-t					\$ 229.26
09/07/2021	PERA	EFT09072021A*	Payroll for Andy Gonyou- City Clerk, 8/15-8/27	N	Clerk - Treasurer	100-41401-121-	\$ 231.00
	Total For Check	EFT09072021A					\$ 231.00
Total For Selected Checks							\$ 38,830.19

Fund Name: All Funds

Date Range: 08/10/2021 To 09/09/2021

<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>
08/23/2021	CandE Wurzer Builders LLC	171735187*	Permit # 2021-57	(08/23/2021) -	N	Building Permits	100-32211-	\$ 4,379.49
								\$ 4,379.49
08/23/2021	Michael Conway	171735188*	Permit #2021-62	(08/23/2021) -	N	Building Permits	100-32211-	\$ 146.77
								\$ 146.77
08/23/2021	Michael Conway	171735189*	Permit # 2021-63	(08/23/2021) -	N	Building Permits	100-32211-	\$ 132.10
								\$ 132.10
09/03/2021	Gregory Sherwood	171735191*	Building Permit	(09/03/2021) -	N	Building Permits	100-32211-	\$ 1,939.75
								\$ 1,939.75
09/03/2021	James Simning	171735192*	Clean up	(09/03/2021) -	N	Miscellaneous	100-36140-	\$ 3,035.00
								\$ 3,035.00
09/03/2021	Tom Ryan Remodeling	171735193*	Building permit	(09/03/2021) -	N	Building Permits	100-32211-	\$ 404.25
								\$ 404.25
09/03/2021	Cameron Sigecan	171735194*	zoning permit	(09/03/2021) -	N	Zoning Permits	100-32214-	\$ 30.00
								\$ 30.00
09/03/2021	Ramsey/Washington Cable Commission	171735195*	Cable Redistribution Payment - Q2- 2021	(09/03/2021) -	N	Refund-Reimbursemnt-Dividend	100-36240-	\$ 550.91
								\$ 550.91
09/03/2021	K.B. Service Company	171735196*	Building Permit	(09/03/2021) -	N	Building Permits	100-32211-	\$ 93.00
								\$ 93.00
09/04/2021	Sherwood, Gregory & Kathy	171735197*	Zoning Permit	(09/04/2021) -	N	Zoning Permits	100-32214-	\$ 30.00
								\$ 30.00
09/04/2021	Sherwood, Gregory & Kathy	171735198*	Building Permit	(09/04/2021) -	N	Building Permits	100-32211-	\$ 10,540.00

Fund Name: All Funds
 September 14, 2021 Regular City Council Meeting
Date Range: 08/10/2021 To 09/09/2021

<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>
Total for Selected Receipts							\$ 10,540.00
							\$ 21,281.27

As on 9/9/2021

Special Rev Projects

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Dock/Lift Permit Fee	0.00	16,500.00	16,500.00
Total Acct 322	0.00	16,500.00	16,500.00
Total Revenues	0.00	16,500.00	16,500.00
Other Financing Sources:			
Total Other Financing Sources	0.00	0.00	0.00
Disbursements:			
Recreation			
Community Events	0.00	2,900.00	(2,900.00)
Total Acct 451	0.00	2,900.00	(2,900.00)
Total Disbursements	0.00	2,900.00	(2,900.00)
Other Financing Uses:			
Transfer To Governmental Fund			
Interfund Transfers	0.00	5,000.00	(5,000.00)
Total Acct 493	0.00	5,000.00	(5,000.00)
Total Other Financing Uses	0.00	5,000.00	(5,000.00)
Beginning Cash Balance		24,225.69	
Total Receipts and Other Financing Sources		16,500.00	
Total Disbursements and Other Financing Uses		7,900.00	
Cash Balance as of 09/09/2021		32,825.69	

As on 9/9/2021

Capital Project PW

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Total Revenues	0.00	0.00	0.00
Other Financing Sources:			
Total Other Financing Sources	0.00	0.00	0.00
Disbursements:			
Total Disbursements	0.00	0.00	0.00
Other Financing Uses:			
Total Other Financing Uses	0.00	0.00	0.00
Beginning Cash Balance		123,615.31	
Total Receipts and Other Financing Sources		0.00	
Total Disbursements and Other Financing Uses		0.00	
Cash Balance as of 09/09/2021		123,615.31	

As on 9/9/2021

Water

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Water Fee	0.00	61,040.94	61,040.94
Penalty - Late Water/Sewer	0.00	613.36	613.36
State and Misc fees	0.00	2,185.42	2,185.42
Total Acct 341	0.00	63,839.72	63,839.72
Delinquent Water/Sewer Fees	0.00	468.51	468.51
Miscellaneous	0.00	5,790.79	5,790.79
Total Acct 361	0.00	6,259.30	6,259.30
Total Revenues	0.00	70,099.02	70,099.02
Other Financing Sources:			
Total Other Financing Sources	0.00	0.00	0.00
Disbursements:			
Postage/Postal Permits			
Refunds and Reimbursements	0.00	231.00	(231.00)
Total Acct 414	0.00	231.00	(231.00)
Financial Administration			
Contracted Services	0.00	6,213.30	(6,213.30)
Total Acct 415	0.00	6,213.30	(6,213.30)
Office Operations Supplies			
Operating Supplies (211 through 219)	0.00	243.26	(243.26)
Newsletter			
Printing and Binding (351 through 359)	0.00	498.87	(498.87)
Total Acct 419	0.00	742.13	(742.13)
Water Utility			
Repair and Maintenance Supplies (221 through 229)	0.00	438.84	(438.84)
Contracted Services	0.00	47,900.43	(47,900.43)
Utility Services: Electric Utilities	0.00	102.44	(102.44)
Fees	0.00	2,580.00	(2,580.00)
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)
Total Acct 431	0.00	72,846.77	(72,846.77)
MISCELLANEOUS			
Miscellaneous (431 through 499)	0.00	8,181.90	(8,181.90)
Total Acct 490	0.00	8,181.90	(8,181.90)
Total Disbursements	0.00	88,215.10	(88,215.10)
Other Financing Uses:			
Transfer To Enterprise Fund			
Interfund Transfers	0.00	35,000.00	(35,000.00)
Total Acct 493	0.00	35,000.00	(35,000.00)
Total Other Financing Uses	0.00	35,000.00	(35,000.00)
Beginning Cash Balance		69,874.41	
Total Receipts and Other Financing Sources		70,099.02	
Total Disbursements and Other Financing Uses		123,215.10	
Cash Balance as of 09/09/2021		16,758.33	

As on 9/9/2021

Sewer

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Penalty - Late Water/Sewer	0.00	496.94	496.94
Sewer Fee	0.00	74,126.89	74,126.89
Total Acct 341	0.00	74,623.83	74,623.83
Delinquent Water/Sewer Fees	0.00	468.51	468.51
Total Acct 361	0.00	468.51	468.51
MISCELLANEOUS REVENUES	0.00	10,821.14	10,821.14
Total Acct 362	0.00	10,821.14	10,821.14
Total Revenues	0.00	85,913.48	85,913.48
Other Financing Sources:			
Total Other Financing Sources	0.00	0.00	0.00
Disbursements:			
Postage/Postal Permits			
Refunds and Reimbursements	0.00	1,034.00	(1,034.00)
Total Acct 414	0.00	1,034.00	(1,034.00)
Office Operations Supplies			
Operating Supplies (211 through 219)	0.00	243.26	(243.26)
Total Acct 419	0.00	243.26	(243.26)
Utility Locates			
Contracted Services	0.00	282.20	(282.20)
Total Acct 428	0.00	282.20	(282.20)
Sewer Utility			
Sewer - Wastewater Charge	0.00	39,905.36	(39,905.36)
Contracted Services	0.00	24,634.94	(24,634.94)
Utility Services (381 through 389)	0.00	5,602.76	(5,602.76)
Utility Services: Gas Utilities	0.00	443.62	(443.62)
Total Acct 431	0.00	70,586.68	(70,586.68)
Unallocated Expenditures			
Miscellaneous (431 through 499)	0.00	13,100.00	(13,100.00)
Total Acct 492	0.00	13,100.00	(13,100.00)
Total Disbursements	0.00	85,246.14	(85,246.14)
Other Financing Uses:			
Total Other Financing Uses	0.00	0.00	0.00
Beginning Cash Balance		130,204.36	
Total Receipts and Other Financing Sources		85,913.48	
Total Disbursements and Other Financing Uses		85,246.14	
Cash Balance as of 09/09/2021		130,871.70	

ORDINANCE 2021-07-02

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

**AN ORDINANCE AMENDING PERMIT REQUIREMENTS
IN THE CITY ZONING CODE**

The City Council of the City of Birchwood Village hereby ordains that Chapter 301 (Zoning Code: General Provisions) of the Municipal Code of the City of Birchwood Village is hereby amended to read as follows:

SECTION 301. ZONING CODE: GENERAL PROVISIONS

301.055. PERMIT REQUIREMENTS. Unless otherwise specifically provided, the following are required for all activity in the City that requires a permit to be issued to conduct the activity:

1. **Certificate of insurance; coverage.** If the applicant is a licensed contractor or is using a licensed contractor in conjunction with a permit under this section they must furnish the city with a certificate of insurance evidencing the following required coverage:
 - A. Commercial general liability, including XCU (explosion, collapse and underground) coverage.
 1. Bodily injury.
 - (i) \$1,000,000.00 each occurrence.
 - (ii) \$1,000,000.00 aggregate products and completed operations.
 2. Property damage.
 - (i) \$1,000,000.00 each occurrence.
 - (ii) \$1,000,000.00 aggregate.
 - B. The minimum insurance coverage must be maintained until six months after the project has been completed or, if a new dwelling is being constructed, a certificate of occupancy has been issued. The city must be named as an additional insured.
2. **Cash escrow.** ~~The applicant~~ ~~If the applicant is the homeowner, they~~ must furnish the city a cash escrow as set forth in Section 701 of the City Code. The City may draw on the cash escrow to reimburse the City for the repair of damage to public property or to remedy permit violations. If the City draws on the cash escrow, upon the City's demand the permit holder must deposit in escrow additional funds to restore the escrowed amount set forth in Section 701. The cash escrow must remain in place until the work under the permit for which the escrow was made has been completed.

- A. The cash escrow amount will be required at the time of application fees and the application is received by the City. This charge will be used to cover additional staff time required and the cost of repair for any damage to City infrastructure or resources.
 - B. Unused cash escrow will be returned to the applicant upon completion of the project.
 - C. The applicant will be responsible for damages or costs in excess of the cash escrow, if applicable.
3. **Soils investigation report and shoring plan.** Based upon soil types, topography, the location of adjacent structures and other pertinent information, the building official shall determine if a soils investigation report and/or shoring plan is necessary. If the building official determines that a soils report is necessary, the applicant shall have a soil report prepared and signed by a licensed professional soil scientist or licensed professional engineer. If the building official determines a shoring plan is necessary, the applicant must provide a detailed plan to ensure that adjacent property will not be damaged by reducing lateral support for driveways, foundations, fences or lawns caused by excavation, demolition or construction activity. The soils report and shoring plan must be approved by the building official. The permit holder must adhere to the approved plan(s).
4. **Existing condition of property.** Before a permit is issued, the building official must photograph the existing condition of the property, curbs, sidewalks, streets, boulevard and trees adjacent to the property and any other public property that may be impacted by the permitted activity.
5. **Written notification of demolition.** For a demolition permit, at least 15 calendar days before demolition commences, the permit holder must provide written notification to all property owners within 300 feet of the perimeter of the demolition site notifying the property owners of the proposed demolition and building plans, if applicable, and invite them to a neighborhood meeting. The neighborhood meeting must be held at least five days before demolition commences. A sign must also be posted on the demolition site at least five days before demolition commences identifying the nature of the demolition, the permit holder, a contact name and phone number, and the site address. The sign must also provide a city phone number to call with any questions, complaints or concerns. The dimension of the sign must be between five and six square feet. The sign and the content of the sign must be visible from the street. The sign must be kept in place until the completion of demolition.
6. **Signage of construction.** For a building permit, a sign must be posted on the permit site at least five days before construction commences identifying the nature of the construction, the permit holder, a contact name and phone number, and the site address. The sign must also provide a city phone number to call with any questions, complaints or concerns. The dimension of the sign must be between five and six

square feet. The sign and the content of the sign must be visible from the street. The sign must be kept in place until a certificate of occupancy has been issued.

Stormwater and erosion control plans. 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. The erosion control plan must document how proper erosion and sediment control will be maintained on a continual basis to contain on-site erosion and protect on- and off-site vegetation. Permit holder must protect all storm drain inlets with sediment capture devices at all time during the project when soil disturbing activities may result in sediment laden stormwater runoff entering the inlet. The permit holder is responsible for preventing or minimizing the potential for unsafe conditions, flooding, or siltation problems. Devices must be regularly cleaned out and emergency overflow must be an integral part of the device to reduce the flooding potential. Devices must be placed to prevent the creation of driving hazards or obstructions.

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 14th day of September, 2021

Mary Wingfield, Mayor

Attest:

Andy Gonyou, City Administrator-Clerk

ORDINANCE 2021-09-01

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

**AN ORDINANCE AMENDING NON-CONFORMING USES
IN THE CITY ZONING CODE**

The City Council of the City of Birchwood Village hereby ordains that Chapter 301 (Zoning Code: General Provisions) of the Municipal Code of the City of Birchwood Village is hereby amended to read as follows:

SECTION 301. ZONING CODE: GENERAL PROVISIONS

301.050 Non-Conforming Pre-Existing Structures or Uses

A. Definitions

- 1. Non-Conforming Pre-Existing Structure: A structure existing at the time of the adoption of a zoning control that was lawful prior to the time of the adoption of the zoning control but does not comply with that control.**
- 2. Non-Conforming Pre-Existing Use: A use or occupation of land existing at the time of the adoption of a zoning control that was lawful prior to the time of the adoption of the zoning control but does not comply with that control.**

B. A non-conforming pre-existing structure or use existing at the time of the adoption of an additional zoning control may be continued, including through repair, replacement, restoration, maintenance, or improvement, unless:

- 1. the non-conforming pre-existing structure or non-conforming pre-existing use is discontinued for a period of more than one year; or**
- 2. the non-conforming structure 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.**

C. A non-conforming pre-existing structure or non-conforming pre-existing use may not be moved or expanded except:

- 1. If the expansion or move brings the non-conforming pre-existing structure or use into conformance with the zoning code; or**
- 2. The conforming portion of a non-conforming structure may be expanded provided that such modification or expansion does not increase the portion of the structure that is non-conforming, and provided that the modification otherwise conforms to the provisions of the zoning code; or**
- 3. The non-conforming portion of a non-conforming structure may be modified so long as the modification does not increase the horizontal or vertical size of the non-conforming portion;**

D. Notwithstanding paragraphs B and C, the repair, replacement, maintenance, improvement, or expansion of non-conforming structures or uses in floodplain areas must be done such that the structure or use maintains eligibility for the National Flood

Insurance Program and such repair, replacement, maintenance, improvement, or expansion may not increase flood damage potential or increase the degree of obstruction to flood flows in a floodway.

Variances are not to be granted for the provisions of 301.050 but instead may be granted for other sections of chapters 200 or 300 that cause the existing or proposed structure or use to be non-conforming.

~~301.050. 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).~~

~~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.~~

	A	B	N	O	P	Q	R	S
1	City of Birchwood Village Revenue and Expenditure Trends							
2			2017	2018	2019	2020	2021	2022
3								
4	RECEIPTS							
5	General Property Taxes (levy)		\$326,299.00	\$354,500.00	\$364,000.00	\$488,500.00	\$512,000.00	\$512,000.00
43	NON-LEVY REVENUE		\$0.00	\$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	\$512,000.00	\$512,000.00
45	TOTAL REVENUES		\$326,299.00	\$354,500.00	\$364,000.00	\$488,500.00	\$512,000.00	\$512,000.00
46								
47	DISBURSEMENTS							
48			2017	2018	2019	2020	2021	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	\$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	\$2,000.00
53	Subtotal Publication		\$2,080.00	\$2,000.00	\$2,000.00	\$2,500.00	\$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	\$8,500.00	\$8,500.00
56	Employer Cont.-Retirement	100-41310-121		\$195.00	\$195.00	\$195.00	\$200.00	\$200.00
58	Medicare - Employer	100-41401-100		\$57.00	\$57.00	\$57.00	\$130.00	\$130.00
59	Social Security Employer	100-41401-100		\$242.00	\$242.00	\$242.00	\$530.00	\$530.00
62	City Council Subtotal		\$3,900.00	\$4,394.00	\$4,394.00	\$4,394.00	\$9,360.00	\$9,360.00
63	Clerk							
64	Wages and Salaries	100-41401-100	\$65,000.00	\$65,000.00	\$66,500.00	\$68,163.00	\$55,000.00	\$43,000.00
67	Employer Cont.-Retirement	100-41401-121		\$9,100.00	\$5,000.00	\$5,000.00	\$4,200.00	\$3,250.00
69	Medicare - Employer	100-41401-100		\$943.00	\$960.00	\$1,200.00	\$850.00	\$650.00
70	Social Security Employer	100-41401-100		\$4,030.00	\$4,100.00	\$4,800.00	\$3,500.00	\$2,700.00
73	Other Pay (insurance stipend)	100-41401-100		\$6,000.00	\$6,000.00	\$6,216.00	\$0.00	\$0.00
76	Accounting (Assistant Treasurer, & Deputy Clerk)							
77	Wages and Salaries	100-41401-100	\$5,000.00	\$7,128.00	\$8,640.00	\$7,344.00	\$29,815.00	\$18,000.00
78	Employer Cont.-Retirement	100-41401-121		\$1,000.00	\$700.00	\$600.00	\$2,640.00	\$0.00
79	Medicare - Employer	100-41401-100		\$105.00	\$200.00	\$150.00	\$515.00	\$300.00
80	Social Security Employer	100-41401-100		\$448.00	\$700.00	\$600.00	\$2,200.00	\$1,500.00
81	Contracted Services (SAV bank rec.)	100-41501-314					\$2,400.00	\$2,400.00
84	Office Support							
85	Wages and Salaries	100-41401-100			\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00
86	Medicare - Employer	100-41401-100			\$15.00	\$15.00	\$15.00	\$15.00
87	Social Security Employer	100-41401-100			\$60.00	\$60.00	\$62.00	\$62.00
88	Admin. Staff Subtotal		\$70,000.00	\$93,754.00	\$93,875.00	\$95,148.00	\$102,197.00	\$72,877.00

	A	B	N	O	P	Q	R	S
89	Elections							
90	Wages and Salaries	100-41410-100	\$1,750.00	\$1,750.00	\$1,750.00	\$1,750.00	\$0.00	\$0.00
91	Operating Supplies	100-41410-210	\$125.00	\$125.00	\$125.00	\$125.00	\$0.00	\$0.00
92	Contracted Services (Wash. Cty. JPA)	100-41410-314					\$4,750.00	\$5,510.00
93	Repair & Maint. Supplies	100-41410-220	\$500.00	\$500.00	\$500.00	\$500.00	\$1,140.00	\$1,140.00
95	Legal Notice Publication	100-41410-351	\$200.00	\$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	\$6,090.00	\$6,850.00
97	Office Supplies							
98	Office Supplies	100-41911-200	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,100.00
101	Office Equipment	100-41911-230	\$800.00	\$800.00	\$800.00	\$800.00	\$0.00	\$0.00
103	Contracted Services (Toshiba)	100-41911-314	\$375.00	\$625.00	\$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	Non Levy
107	Office Operations Subtotal		\$3,825.00	\$3,625.00	\$3,425.00	\$3,425.00	\$2,625.00	\$2,725.00
108	Financial Administration							
110	Fees (banking)	100-41501-437	\$400.00	\$400.00	\$400.00	\$400.00	\$400.00	\$400.00
111	Subtotal		\$400.00	\$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	\$6,500.00
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	\$3,100.00
118	Excess Liability	100-41945-369	\$1,000.00	\$855.00	\$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	\$10,455.00
122	Assessing							
123	Contracted Services	100-41550-314	\$5,450.00	\$6,300.00	\$6,200.00	\$6,352.00	\$5,550.00	\$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	\$18,000.00
126	Engineer Service							
127	Professional Services	100-41650-300	\$7,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$7,000.00	\$10,000.00
128	Planner Service							
129	Professional Services	100-41650-300						\$2,000.00
131	Planning & Zoning	100-41910-314	\$0.00					
132	Services Subtotal		\$19,950.00	\$29,800.00	\$29,200.00	\$29,352.00	\$30,550.00	\$35,550.00
133	City Training & Development							
134	Training (Admin & Council)	100-41914-310		\$2,005.00	\$2,500.00	\$3,500.00	\$3,000.00	\$3,000.00
135	Travel & Subsistence (Admin trainings)	100-41914-334		\$600.00	\$1,200.00	\$1,200.00		
136	Dues & Subscriptions (LMC memberships, etc.)	100-41914-433	\$1,040.00	\$215.00	\$220.00	\$1,300.00	\$1,040.00	\$1,105.00
138	Grants - Counseling Center (NYFS)	100-41905-438	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$1,805.00
139	T & D Subtotal		\$3,040.00	\$4,820.00	\$5,920.00	\$8,000.00	\$6,040.00	\$5,910.00

	A	B	N	O	P	Q	R	S
140	City Hall-Gov't Buildings							
141	Repair, Operating & Maint. Supplies	100-41940-220	\$500.00	\$500.00	\$765.00	\$765.00	\$765.00	\$810.00
143	Contracted Services (janitorial)	100-41940-314	\$600.00	\$750.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00
145	Utility Services	100-41940-380	\$4,500.00	\$3,500.00	\$3,500.00	\$3,500.00	\$3,500.00	\$3,500.00
146	Buildings & Structures	100-41940-520						
147	I.T./Internet/Telephone (Metro-INET & GovOffice)	100-41940-320	\$5,200.00	\$6,000.00	\$6,250.00	\$6,250.00	\$9,100.00	\$5,250.00
148	Contracted I.T. Software (Microsoft & iDrive)	100-41940-320						\$900.00
149	Gov't Bldgs Subtotal		\$10,800.00	\$10,750.00	\$11,515.00	\$11,515.00	\$14,365.00	\$10,560.00
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	\$0.00
158	TOTAL Gen Government		\$127,820.00	\$160,631.00	\$162,059.00	\$165,890.00	\$183,845.00	\$157,187.00
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	\$64,805.00
162	Fire							
163	Contracted Services	100-42201-314	\$20,000.00	\$21,139.00	\$22,000.00	\$29,715.00	\$29,545.00	\$32,845.00
164	Building Inspection (non levy)							
166	Contracted Services	100-42401-314	Non Levy	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	Non Levy
168	Other Protection							
169	Contracted Services (Code Red)	100-42801-314	\$150.00	\$100.00	\$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	\$1,000.00
176	PUBLIC SAFETY TOTAL		\$73,250.00	\$75,639.00	\$80,600.00	\$90,315.00	\$94,145.00	\$98,750.00
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	\$10,000.00
183	Street Sweeping	100-43103-314	\$4,000.00	\$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	\$14,000.00
188	Street Lights							
189	Utility Services	100-43160-380	\$18,000.00	\$19,000.00	\$16,000.00	\$16,000.00	\$15,000.00	\$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	\$2,000.00
193	Fees (mpca)	100-43150-437	\$400.00	\$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	\$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	\$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	\$17,000.00
198	Snow & Ice Subtotal		\$16,000.00	\$15,000.00	\$15,000.00	\$22,000.00	\$22,000.00	\$22,000.00

	A	B	N	O	P	Q	R	S
199	Water Utility							
200	Refunds & Reimbursements	100-43180-810				Non Levy	Non Levy	Non Levy
201	Sewer Utility							
202	Refunds & Reimbursements	100-43190-810				Non Levy	Non Levy	Non Levy
204	TOTAL - Public Works		\$46,000.00	\$43,500.00	\$43,400.00	\$50,400.00	\$49,400.00	\$53,400.00
205	CULTURE & RECREATION							
206	Recreation							
208	Dues & Subscriptions (WBLCD)	100-45101-433	\$200.00	Non Levy	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	Non Levy
210	TOTAL Recreation		\$1,700.00	\$0.00	\$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	\$21,500.00	\$21,500.00
213	Employer Cont.-Retirement	100-45207-121			\$1,560.00	\$850.00	\$850.00	\$850.00
217	Medicare - Employer	100-41401-100		\$70.00	\$450.00	\$450.00	\$450.00	\$450.00
218	Social Security - Employer	100-41401-100		\$300.00	\$1,780.00	\$1,780.00	\$1,780.00	\$1,780.00
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	\$2,100.00
225	Contracted Services (porta potty)	100-45207-314	\$2,000.00	\$3,000.00	\$2,500.00	\$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	\$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	\$29,880.00	\$29,980.00
234	TOTAL Parks & Recreation		\$15,200.00	\$15,570.00	\$28,590.00	\$29,380.00	\$29,880.00	\$29,980.00
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	\$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	\$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	\$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	\$0.00
248	TOTAL - Sanitation		\$25,000.00	\$24,500.00	\$16,300.00	\$18,500.00	\$20,800.00	\$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	\$2,000.00
252	TOTAL - Conservation		\$1,885.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00

	A	B	N	O	P	Q	R	S
253	UNALLOCATED EXPENDITURES							
258	Miscellaneous	100-49201-430	\$7,144.00	\$2,660.00	\$1,051.00	\$2,015.00	\$1,930.00	\$2,000.00
262	Transfer to Capital Projects Fund	100-49360-722	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00
263	Sewer L/S I Project	100-49365-530				\$100,000.00	\$100,000.00	\$100,000.00
264	Village Hall Restoration	100-41940-220						\$17,883.00
266	TOTAL - Other Unallocated		\$37,144.00	\$32,660.00	\$31,051.00	\$132,015.00	\$131,930.00	\$149,883.00
	TOTAL OPERATING EXPENDITURES (DISBURSEMENTS)		\$326,299.00	\$354,500.00	\$364,000.00	\$488,500.00	\$512,000.00	\$512,000.00
267								
268								
269								
270								
271	Levy					<u>2019</u>	<u>2020</u>	<u>2021</u>
272	Proposed \$\$ Change					\$ 364,000	\$ 488,500	\$ 512,000
273	Proposed % Change					\$ 9,500	\$ 124,500	\$ 23,500
274						2.68%	34.20%	4.81%
275								0.00%
276								

MEMORANDUM



TO: Birchwood Village City Council
FROM: Justin McCarthy, Councilmember;
Mary Wingfield, Mayor
SUBJECT: Meeting Minutes Service
DATE: September 4, 2021

Dear Council Members,

Right now, our Deputy Clerk Jackie handles the meeting minutes. After some discussion with Andy and Jackie, it appears that her time might be better spent assisting Andy by fielding resident inquiries and handling follow up with residents. The goal will be to have Jackie be the point-person for resident inquiries and follow up. This will free Andy up for other tasks.

To handle creation of the meeting minutes, we are proposing using a professional service. We believe this service will provide an efficient and cost-effective alternative. Attached is a quote from a meeting minutes service that will take the recording of our meeting and generate minutes. The service is \$210 for up to 2 hours and \$30 for every half hour after that.

For shorter meetings or for simple meetings, we would still do those in-house.

Thank you,
Councilmember McCarthy & Mayor Wingfield



Minutes Solutions Proposal for: Mary Wingfield
Company Name: City of Birchwood
Written by: Leanne Unruh, Administrative Coordinator - Sales
Minutes Solutions Inc.
August 16th, 2021

Minutes Solutions Inc Proposal for Mary Wingfield - City of Birchwood

A) Background

Minutes Solutions was founded in 2014 and has shown continual growth based on quality, attention to detail, flexibility and the understanding that every board is unique. We work with a variety of companies, from start-ups to Fortune 500 companies throughout Canada, the US and overseas. We have a roster of over 100 trained and experienced recording secretaries and editors. Our dedicated editors oversee every set of minutes prior to their submission and our system ensures that all minutes are properly articulated and approved by our clients.

B) Method of Recording the Proceedings

When we begin working with a new client, we send them a Customer Info Form which asks a sequence of informative questions that allow us to serve them better. Once we have the executed document returned to us, we allocate three recording secretaries to their Board. We realize there is the possibility of scheduling conflicts from time to time, so we use one primary, and up to two reserves per board. Once the meeting is complete, our recording secretaries format the minutes (in accordance with the customer profile) and send it to our editor for quality assurance. The final set of minutes will be returned to our clients within seven business days of the meeting, unless an expedited turnover time is requested prior.

C) Virtual Solutions

For clients outside of our in-person service areas, or clients who simply prefer to opt for an accessible, technology-based solution - we offer virtual methods to take your minutes:

- a) **Dial-in Meetings:** One of our minute takers attends your meeting via conference call
- b) **Recorded Meeting:** We can create meeting minutes from a meeting recording

D) Experience of Persons Assigned to your Corporation

Our recording secretaries undergo a thorough screening, training course, followed by an exam and then shadow one of our senior minute takers in a live meeting. Every set of minutes are scrutinized by a senior employee, as well as an editor. Any corrections are sent to the recording secretary with *Tracked Changes on*, so they can use it as an educational reference for future meetings. In the unlikely scenario that one of our clients requests a different minute taker, we take the appropriate steps to understand the reasoning behind the request and make changes in accordance with our client to ensure satisfaction.

E) Privacy of Information

All of our employees sign an NDA prior to starting with Minutes Solutions. This states that any information learned or shared during a meeting and specific to a board is sensitive, and not shared with any other parties outside of the Recording Secretary, the Editor and Senior Management.

F) Sample Format of Minutes Solutions Standard Board Meeting or AGM Template

See attached sample minutes.

G) Costs and Fees

Please refer to the attached pricing list.

H) Meeting Cancellations and Last-Minute Bookings

Our operations staff work tirelessly to ensure that a minute taker can be available for all of our client's requests. When meetings are cancelled last minute, it affects the schedule and requires a lot of our operational bandwidth to manage the changes. It also affects our minute takers as they need to pivot their schedules to accommodate meeting changes. Although the nature of these situations are often out of the clients control (we understand that you're busy as well!) we think it's important to identify them so we can all be on the same page and work together. The more time we have to prepare, the better the outcome for everyone.

I) Value Adds

- 1) Robust roster of professional and qualified minute takers
- 2) Secured archiving of all your minutes.
- 3) Available meeting summary and newsletter creation for member distribution.

J) Contact Information

Minutes Solutions
942 Yonge St. Suite 920
Toronto, ON, M4W 3S8

Marko Lindhe, VP Sales & Marketing
(888) 570-1149 ext. 2
marko@minutessolutions.com

Leanne Unruh, Sales Administrative Coordinator
(888) 570-1149 ext. 1
sales@minutessolutions.com

We look forward to the opportunity of working with you and your group, and if there is anything we can do to assist, please don't hesitate to contact us.

**TORONTO STANDARD CONDOMINIUM CORPORATION NO. 5555
HIGH RISE CONDOS
555 BATHURST STREET
TORONTO, ONTARIO**

**MINUTES OF THE BOARD OF DIRECTORS MEETING
DECEMBER 1, 2020, 6:00 P.M.**

BOARD MEMBERS:

Oscar Malicka	President
Mark Janione	Vice President
Melissa Chan	Secretary
Zhun Nguyen	Treasurer

GUESTS:

Chelsea Amanore	Property Manager, ABC Property Management
Sam Green	Assistant Property Manager, ABC Property Management
Sarah Passana	Recording Secretary, Minutes Solutions

ABSENT:

David Roberts	Director
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1. CALL TO ORDER

There being a quorum present, and the Directors having been given adequate and proper notice of the meeting, the meeting was called to order at 6:04 p.m.

2. APPROVAL OF MINUTES OF THE BOARD MEETING HELD NOVEMBER 1, 2020

The Board reviewed the minutes of the November 1, 2020, board meeting.

On a motion made by Mark, seconded by Zhun, it was resolved to approve the minutes of the November 1, 2020 meeting. Motion carried.

3. TRANSITION TO NEW MANAGEMENT

Management reported that the transition from XYZ Residential to ABC Property Management had gone smoothly. All documents had been turned over with the exception of invoice backup and bank statements, which were expected by December 15, 2020.

Management will display an introduction letter on the noticeboard and include it in the monthly newsletter to owners. An e-mail to all owners and residents will provide further explanation of the transition and any associated changes.

ACTION – Management is to include the phone number for their 24/7 emergency line in their introductory email to all residents and post it on the door of the management office.

4. MANAGEMENT REPORT

Performance Audit: The Board reviewed and signed a form authorizing ABC to act as the Corporation's designate in all dealings with Clarion.

On a motion made by Oscar Malicka, seconded by Melissa Chan, it was resolved to authorize and direct ABC Property Management to be and act as the condominium Corporation's duly authorized designate in all dealings with Clarion. Motion carried.

ACTION – Management is to acquire quotes from at least two auditors for presentation to the owners at the AGM.

Annual Fire Inspection: Management led the Board through the report from the annual fire inspection by Trace Fire Protection and presented quotes for repair of deficiencies.

On a motion made by Melissa Chan, seconded by Zhun Nguyen, it was resolved to approve the quotation of \$700 plus HST from Capital Fire Protection for the repairs to the deficiencies listed in the annual fire inspection, with the exception of the fire pump. Motion carried.

Generator: Management explained that necessary repairs to the generator were needed following the annual inspection conducted by TTT Power. The total cost of the repairs was quoted at \$1,050 plus HST.

ACTION – Management is to contact TTT Power to inquire whether the generator repairs are covered by warranty.

Heat Pump and ERV Maintenance: Management provided the Board with a quotation from Dynasty for annual maintenance over a three-year period. The Board reviewed the quotation but deferred approval pending a question regarding the termination clause.

5. ANNUAL GENERAL MEETING

The Board agreed to hold the annual general meeting on Wednesday, February 10, 2021, via teleconference.

ACTION – Management is to investigate options for holding the AGM virtually.

6. OTHER BUSINESS

Holiday Season: Security and cleaning staff will receive \$50 Visa gift cards from the Corporation.

Party: It was not possible to hold the annual holiday party due to COVID-19.

Monthly Inspection: Any issues going forward will be brought to the Board's attention during board meetings.

Compost: Currently compost must be put through the garbage chute. Management was investigating the purchase of a green bin for the moving room and the cost of composting services from the Corporation's waste service provider.

7. DATE OF NEXT BOARD MEETING

The Board agreed to hold the next meeting of the Board of Directors on Monday, January 11, 2021.

8. ADJOURNMENT

On a motion made by Mark Janione, seconded by Melissa Chan, and carried unanimously, it was agreed that there was no further business of the Corporation to transact; the meeting was closed at 7:17 p.m.

DISCLAIMER

The above minutes should be used as a summary of the motions passed and issues discussed at the meeting of the members of the Board of the Condo Corporation. This document shall not be considered to be a verbatim copy of every word spoken at the meeting.

Director

Director

Date

Date

**TORONTO STANDARD CONDOMINIUM CORPORATION NO. 5555
HIGH RISE CONDOS
555 BATHURST STREET
TORONTO, ONTARIO**

**IN-CAMERA MINUTES
December 1, 2020**

Restricted Records (s.55 (4) of the Condominium ACT, 1998)

This section of the minutes does not form a part of the minutes which are available for owners' review under section 55(4) (a-c) of the Condominium Act, as it relates to specific units or owners, to employees of the Corporation, or to an actual or pending litigation or an insurance investigation.

1. Unit 702

The windows in this suite continue to leak after several attempts by the superintendent to fix the sealant.

ACTION – Management will get quotes from two companies for window repair.

2. Unit 814

The owner of this suite reported an ongoing problem with ants in the unit. Pest control came once and nothing was found. Management is monitoring the situation to see whether the problem returns with warmer weather in the spring.

Director

Director

Date

Date



Pricing Schedule

Standard Board Meeting In-Person

Up to 2 hours	\$210
Over 2 hours	+\$30/Half hour

Virtual Board Meeting Via Video/Call Recording

Up to 2 hours	\$200
Over 2 hours	+\$30/Half hour
Full-Service Option we arrange and host the virtual meeting for you	+\$60

**Annual General Meeting/Special General Meeting/
Turnover Meeting/Owners Meeting In-Person or Virtual**

Please inquire about our virtual hosting and voting capabilities for Owners Meetings

Up to 2 hours	\$335
Over 2 hours	+\$30/Half hour

Newsletters and Summaries (Recap of Meeting)

Summary of major points of the meeting intended for distribution to owners

Meeting Summary	\$70
Newsletter	\$200

Urgency Fee

Meeting scheduled within 48 hours of start time	\$60
Completed minutes returned within 72 hours	\$75
Must be requested prior to meeting	

Cancellation Fee

Cancellation within 1 hour of meeting start time:	
In-Person Meeting	\$200
Virtual Meeting	\$185
Cancellation within 48 hours of meeting start time:	
In-Person Meeting	\$90
Virtual Meeting	\$90

Verbatim transcription rates are priced at \$3.15/minute
All hours for cancellation and urgency fees are considered business hours.
Using a specific template/format is an additional \$50.
Meetings over 4 hours may be subject to different pricing.

MEMORANDUM



TO: Birchwood Village City Council
FROM: Andy Gonyou, City Administrator
SUBJECT: Councilmember Reports Agenda Items
DATE: September 9, 2021

Dear Council Members,

The following content is mean to serve as a brief tee-up to agenda items located in the Council Member Reports agenda item (Item G), as well as in the Village Hall agenda item (Item E).

Village Hall

Roof: Consider EPDM bids from Bruette, Berwald (include both in packet)

Electrical Connection: Bring electrical connection to bldg up to code (too low,). Assign two bids for review to city eng and implement (roughly \$5000)

West Window Replacement: Add small window on west side to replace. Historic Windows has demonstrated reasonable cost and good work. (Not to exceed \$1500)

Concrete Replacement/Repairs: Replace concrete pad (rear area--drains into bldg), replace plywood ramp with concrete stairs, replace rotten retaining wall (east side) with concrete, finish off front door sidewalk interface with building. Pelco bid \$10,000 (previously demonstrated good, timely work)

Tree Planting: Blue spruce are short- lived and near end of life. Paper Birch would complement "new" exterior. Also add a couple of evergreens near street west side.

Councilmember Reports

Halls Marsh

This wetland has deteriorated appreciably due to runoff from suburbia in WBL. Substantial pollution and costs exist. Next step--to demand RCWD take responsibility for that which they created and failed to address. Consider next steps and possible future legal action and time frame.

Bloomquist park: Users request addition of 7-8 evergreen trees on east side of courts for shade/wind breaks. (Like what exists on west side). Total tree cost about \$2500 (paid from special parks fund). Install this fall (best time to do so)

Sewer & Water Rate Changes: Water rate. Use/volume rate increase 4 percent (passing along wbl increase); flat rate increase \$4/qtr. --due to water main breaks (three breaks used to be \$15k ten years ago, now \$30k). Water meter surcharge (\$25). Terminate in next quarter's billing, use covid money (\$100k) to cover meter transition process and cell pole. Sewer...no change.

Feistner Beach: Now cleaned out. Needs "ladder stairs" to make accessible. Need to clear out drowned/dead trees off shore. Twenty-foot.wide property (see stakes in ROW). Room for two boats (parked/locked on shore). Proposed fee \$1000/boat. Good for pontoons that can't access Birch beach due to size limitations. City insurance already covers use of space.

Subd. Code Amendment: Amendment for lot split exemption (language reviewed by eng and atty. Draft pending)

Sentence-to-Serve: Next project up--buckthorn removal Bloomquist park. There is also unauthorized debris deposited in Birch st ROW in ravine near 180 Birchwood ave. Needs to be removed/chipped.

City Property Rental: Rental of city property that excludes public's use: The parks and open space survey three years ago highlighted the public's desire to increase off-road, safe walking opportunities. There are multiple places in the city that could be expanded, yet the adjacent properties have voiced opposition. Undeveloped trails could be rented and generate income when public is precluded from use and enjoyment of its open space.

Thank you,
Andy Gonyou
City Administrator-Clerk