



AGENDA OF THE SPECIAL MEETING OF
THE CITY COUNCIL
CITY OF BIRCHWOOD VILLAGE
WASHINGTON COUNTY, MINNESOTA
April 23, 2024
6:45 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.

*** Mayor Margaret Ford will be attending the meeting from H Hotel in Midland, Michigan located at 111 W. Main Street, Midland, Michigan 48640. 43.6129° N, 84.2467° W.

APPROVE AGENDA

CITY BUSINESS – CONSENT AGENDA

- A. Approve Resolution 2024-23 APPROVING AN IT MANAGED SERVICES AGREEMENT WITH TECHIE DUDES* (pp. 2-4)

CITY BUSINESS

- A. Road Work Maintenance – Marcus Johnson* (pp. 5-13)

ADJOURN

* Denotes items that have supporting documentation provided

RESOLUTION NO. 2024-23

A RESOLUTION APPROVING AN IT MANAGED SERVICES AGREEMENT WITH TECHIE DUDES

WHEREAS, the City of Birchwood Village requires comprehensive IT support and services to maintain its computer systems, network infrastructure, and data security; and

WHEREAS, The City of Birchwood Village is terminating most services with its current provider, Metro-INET, by January 1, 2025; and

WHEREAS, Techie Dudes has submitted a proposal to provide IT Managed Services including monitoring, support, security, and disaster recovery for the City's IT assets; and

WHEREAS, the monthly fee for these services is \$247; and

WHEREAS, the City Council finds that engaging Techie Dudes for Managed IT Services will increase efficiency, security, and provide a single point of contact for IT needs; and

WHEREAS, the Managed Services Proposal is included as Addendum A.

NOW THEREFORE, BE IT RESOLVED by the City Council of Birchwood Village that the IT Managed Services Proposal from Techie Dudes is hereby approved to take effect June 1, 2024.

BE IT FURTHER RESOLVED that the City Administrator is directed to coordinate with Techie Dudes and Metro-INET to implement the proposed Managed IT Services beginning June 1, 2024, and to provide the customer responsibilities in Addendum A.

Adopted by the City Council this 23th day of April, 2024.

Mayor

Attested:

City Clerk

ADDENDUM A

City of Birchwood Village

IT Managed Services Proposal

207 Birchwood Avenue

Birchwood, MN 55110

To: City of Birchwood Village

From: Techie Dudes

Project Statement

Project Title: IT Managed Services Proposal

General Description

Techie Dudes will provide IT Service to provide setup & ongoing IT Service and support for existing functional computers and network owned by City of Birchwood Village. Should the scope and timeline detailed in this Scope of Work require a change due to a customer request, delay or circumstances that are outside of Techie Dudes control, then pricing may be adjusted by applying current time and material rates in the form of an Installation Change Order ("ICO") to this contract or via a Move/Add/Change ("MAC") order outside of this contract. Modification to this SOW requires the approval of both the customer and Techie Dudes prior to any changes being implemented on-site.

Network Security & Disaster Recovery project

Techie Dudes proposes to setup of Acronis protection and monitoring. We will install and configure Acronis tools into your existing computers and network. Techie Dudes will coordinate with the customer and onsite personnel as necessary to assure timely Completion.

Special Considerations

- Work will be performed during normal business hours (8am-5pm M-F) when on customer location during onboarding process.

Techie Dudes Responsibilities

- Conduct work between the hours of 8:00AM and 5:00PM local time Monday through Friday with the intent to complete project on time.
- Dispatch technicians equipped to complete any or all of the above quoted work when they arrive onsite.
- 24/7 break/fix and emergency support is available at 2024 T&M Service Agreement rates.

Customer Responsibilities

- Provide access to the site between the times of 8:00AM and 5:00PM. Monday through Friday.
- Provide point of contact for the Techie Dudes project manager for issues resolution.
- Provide, in advance, notification of any unique requirements, hazardous locations, security precautions, access restrictions or other extraordinary conditions that may exist and which may affect the execution of the project.
- Provide a resource for access to the site if after hours work is required
- Provide each user "Computer name" and "Password"

Techie Dudes Managed Services Inclusions

- **Standard Package**

- The Managed Service contract is the highest priority of service when dispatching technicians (our target response time onsite is 1 hour for critical calls)
- Includes all remote access IT Service
- Includes all onsite service as needed
- No trip charges
- Covers all your computers, unlimited monthly calls
- Includes new computer setups and transfer from old computers
- Includes administration of Microsoft office products
- Includes management of phone system as needed
- Includes IT Support on all related network equipment such as WiFi, routers, switches, firewalls, VPN's, NAS, and similar network equipment
- Includes end point Anti-virus and Anti-spyware protection on every computer
- Includes daily status monitoring of computers, server, and network
- Includes cloud backup copy of business-critical data and monitoring up to 150 GB of cloud storage
- Includes troubleshooting printer issues
- Includes preventative computer maintenance monthly (System scans for infections, junk files removed, SW updates installed and cookies removed)
- No onboarding costs
- Includes transition from outside IT Support
- Includes Free removal and ethical disposal of unwanted electronic equipment
- Repair parts and materials are not included in the price of this contract and will be billed separately as incurred.
- Additional projects and additions of net new equipment will be charged at T&M hourly rate
- **Number of Computers: Total of 3 at office location**
- **Number of Locations: 1 office locations**

Managed Service

IT Managed Services 247.00

Tax \$0.00

Total monthly investment \$247.00

PRELIMINARY COST ESTIMATE

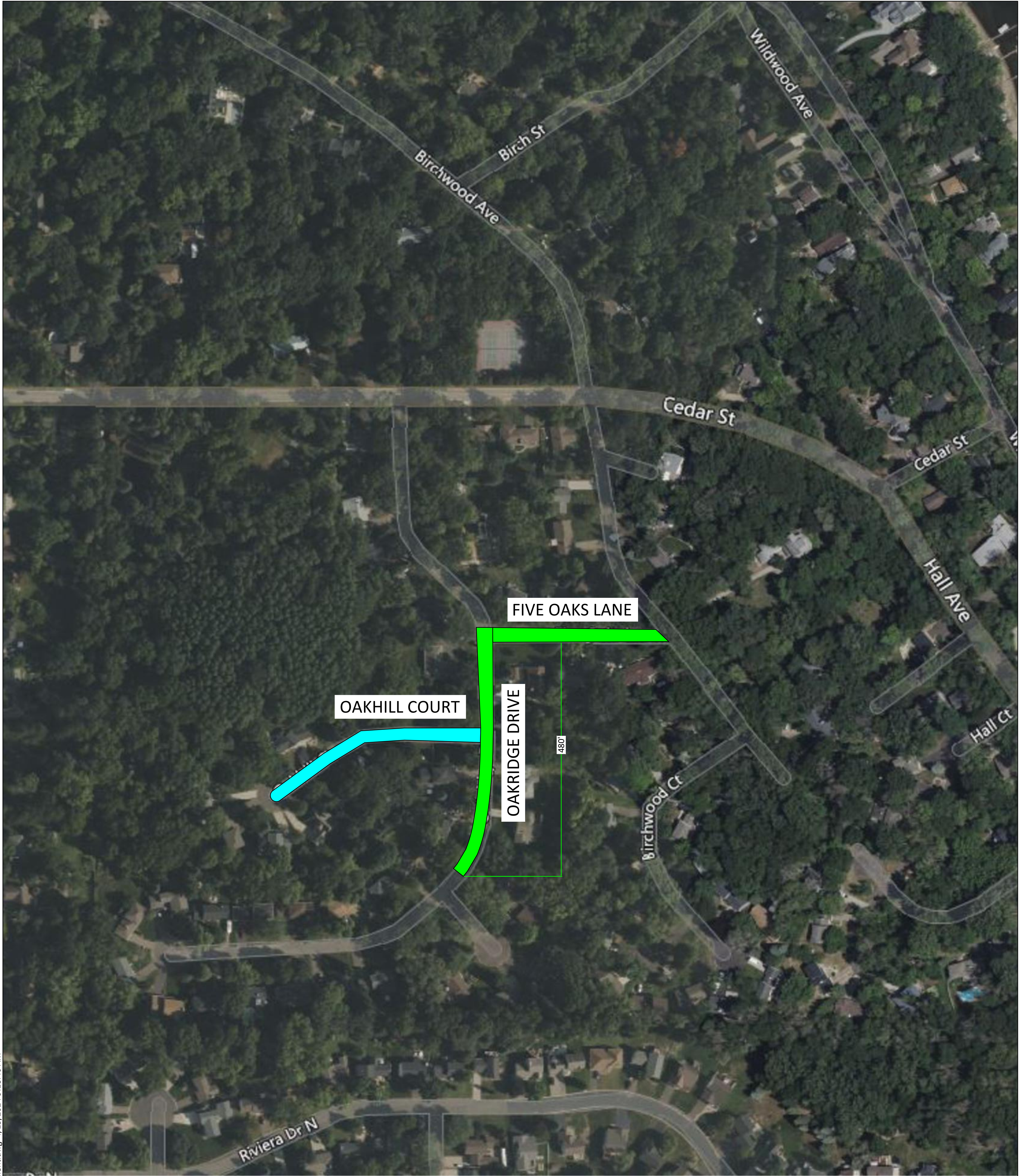
2024 Pavement Maintenance Project
 Birchwood Village, Minnesota

Option 3: Reclaim Five Oaks Lane/Oakridge Drive Overlay Oakhill Court

DATE: 4/15/2024

ITEM NO.	ITEM	QTY	UNIT	UNIT PRICE	TOTAL
2024 Pavement Maintenance Project					
1	Mobilization	1	LS	\$5,000.00	\$5,000.00
2	Traffic Control	1	LS	\$2,000.00	\$2,000.00
3	Edge Mill Bituminous	80	LF	\$10.00	\$800.00
4	Bituminous Removal and Patch	180	SY	\$50.00	\$9,000.00
5	Reclaim Existing Bituminous	2267	SY	\$10.00	\$22,666.67
6	Finished Grading	2267	SY	\$2.00	\$4,533.33
7	Type SP 12.5 Wearing Course Mixture (2,B) - Lower Lift	440	TON	\$80.00	\$35,200.00
8	Type SP 9.5 Wearing Course Mixture (1.5,B) - Upper Lift	200	TON	\$80.00	\$16,000.00
9	Pothole Patching	20	TON	\$250.00	\$5,000.00
10	Bituminous Tack Coat	292	GAL	\$5.00	\$1,461.33
11	Sawing Pavement	30	LF	\$10.00	\$300.00
12	Adjust Gate Valve	4	EA	\$500.00	\$2,000.00
13	Adjust Manhole Casting	6	EA	\$500.00	\$3,000.00

Total Estimated Construction Cost	\$106,961.33
10% Contingencies	\$10,696.13
Total Estimated Project Costs	\$117,657.47



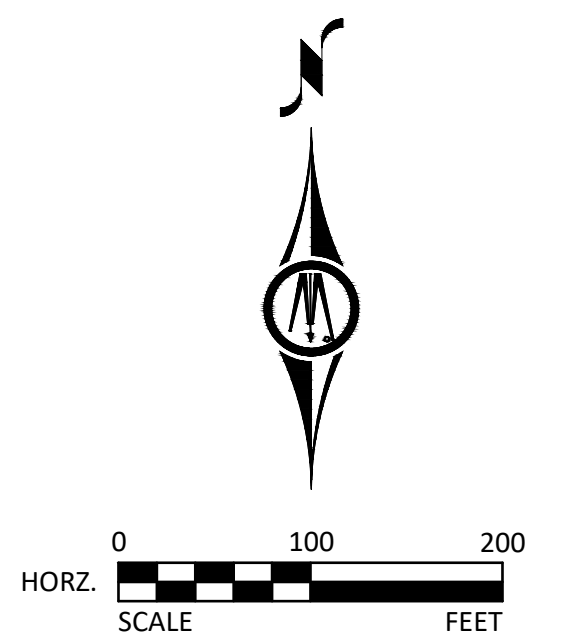
LEGEND



RECLAIM, RESHAPE, REPAVE AREA



MILL AND OVERLAY AREA





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Crack Fill and Seal Coat Groupings

Repair Method

Group 1
Group 2
Group 3
Group 4

Reclaim, Reshape, Repave
Mill + Overlay
Crack Fill and Seal Coat

Option 1

STREET SEGMENT	FROM	TO	Reconstruction Year												
			2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036
Birch St.	Birchwood Ave.	End of St.		CFSC										CFSC	
Birchwood Ave.	East County Line Rd.	Cedar St./Hall Ave.						M+O				CFSC			
Birchwood Ave.	Cedar St./Hall Ave.	150' past Birchwood Ct.						M+O				CFSC			
Birchwood Ave.	End of St.	City Limits/End of St.										CFSC			
Birchwood Ct.	Birchwood Ave.	Center of cul-de-sac						M+O				CFSC			
Birchwood Lane	East County Line Rd.	Wildwood Ave.												CFSC	
Cedar St./Hall Ave.	East County Line Rd.	City Limits										M+O	M+O		CFSC
Cedar St.	Hall Ave.	Wildwood Ave.		CFSC											CFSC
Five Oaks Lane	Oakridge Dr.	Birchwood Lane	RRR									CFSC			
Hall Ct.	Hall Ave.	Center of cul-de-sac		CFSC											CFSC
Iris St.	Wildwood Ave.	Lake Ave.		CFSC											CFSC
Jay St.	Hall Ave.	Center of cul-de-sac		CFSC											CFSC
Lake Ave.	Wildwood Ave.	Iris St.						CFSC							CFSC
Lake Ave.	Iris St.	End of St.		CFSC											CFSC
Lakewood Lane	Lake Ave.	End of St.		CFSC											CFSC
Oakridge Dr.	Cedar St./Hall Ave.	Oakview Ct.	RRR									CFSC			
Oakridge Dr.	Oakview Ct.	Center of cul-de-sac							M+O			CFSC			
Oakview Court	Oakridge Dr.	Center of cul-de-sac	CFSC												CFSC
Oakhill Court	Oakridge Dr.	Center of cul-de-sac	M+O									CFSC			
Owl St.	Wildwood Ave.	End of St.		CFSC											CFSC
Rice/Rosa Lane	Birchwood Ave.	End of St.		CFSC											CFSC
White Pine Lane	Hall Ave.	Center of cul-de-sac		CFSC											CFSC
Wildwood Ave.	East County Line Rd.	Owl St.								M+O		CFSC			
Wildwood Ave. (One Way South)	Owl St.	625' South of Owl St.			RRR							CFSC			
Wildwood Ave. (One Way North)	Owl St.	625' South of Owl St.			RRR							CFSC			
Wildwood Ave	Lake Ave.	Iris St.				RRR						CFSC			
Wildwood Ave.	625' South of Owl St.-Lake Ave.	Iris St.-Hall Ave.										CFSC			

Estimated Yearly Construction Cost	\$ 120,605	\$ 67,614	\$ 152,778	\$ 168,667	\$ 122,084	\$ -	\$ 94,173	\$ 100,466	\$ 83,213	\$ 99,820	\$ 99,820	\$ 92,760	\$ 91,400
Annual Revenue	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000
Cash Flow	-\$20,605	\$11,781	-\$40,997	-\$109,664	-\$131,748	-\$31,748	-\$25,921	\$23,614	\$90,401	\$140,581	\$190,761	\$248,001	\$306,601

NOTE: Annual Revenue is anticipated to remain at \$100,000 until 2031 when it will increase to \$150,000. The Crack Fill and Seal Coat repair cycle will begin in 2031.

Crack Fill and Seal Coat Groupings

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Group 1
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Mill + Overlay
Crack Fill and Seal Coat

Option 1

STREET SEGMENT	FROM	TO	Reconstruction Year									
			2037	2038	2039	2040	2041	2042	2043	2044	2045	
Birch St.	Birchwood Ave.	End of St.						CFSC				
Birchwood Ave.	East County Line Rd.	Cedar St./Hall Ave.				CFSC						
Birchwood Ave.	Cedar St./Hall Ave.	150' past Birchwood Ct.				CFSC						
Birchwood Ave.	End of St.	City Limits/End of St.				CFSC						
Birchwood Ct.	Birchwood Ave.	Center of cul-de-sac				CFSC						
Birchwood Lane	East County Line Rd.	Wildwood Ave.						CFSC				
Cedar St./Hall Ave.	East County Line Rd.	City Limits								RRR	RRR	
Cedar St.	Hall Ave.	Wildwood Ave.								RRR	RRR	
Five Oaks Lane	Oakridge Dr.	Birchwood Lane				CFSC						
Hall Ct.	Hall Ave.	Center of cul-de-sac						CFSC				
Iris St.	Wildwood Ave.	Lake Ave.						CFSC				
Jay St.	Hall Ave.	Center of cul-de-sac						CFSC				
Lake Ave.	Wildwood Ave.	Iris St.						CFSC				
Lake Ave.	Iris St.	End of St.						CFSC				
Lakewood Lane	Lake Ave.	End of St.						CFSC				
Oakridge Dr.	Cedar St./Hall Ave.	Oakview Ct.				CFSC						
Oakridge Dr.	Oakview Ct.	Center of cul-de-sac				CFSC						
Oakview Court	Oakridge Dr.	Center of cul-de-sac						CFSC				
Oakhill Court	Oakridge Dr.	Center of cul-de-sac				CFSC						
Owl St.	Wildwood Ave.	End of St.						CFSC				
Rice/Rosa Lane	Birchwood Ave.	End of St.						CFSC				
White Pine Lane	Hall Ave.	Center of cul-de-sac						CFSC				
Wildwood Ave.	East County Line Rd.	Owl St.					CFSC					
Wildwood Ave. (One Way South)	Owl St.	625' South of Owl St.					CFSC					
Wildwood Ave. (One Way North)	Owl St.	625' South of Owl St.					CFSC					
Wildwood Ave	Lake Ave.	Iris St.					CFSC					
Wildwood Ave.	625' South of Owl St.-Lake Ave.	Iris St.-Hall Ave.					CFSC					
Estimated Yearly Construction Cost			\$ -	\$ -	\$ -	\$ 100,466	\$ 83,213	\$ 92,760	\$ -	\$ 397,834	\$ 397,834	
Annual Revenue			\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	
Cash Flow			\$ 456,601	\$ 606,601	\$ 756,601	\$ 806,135	\$ 872,922	\$ 930,162	\$ 1,080,162	\$ 832,328	\$ 584,494	

NOTE: Annual Revenue is anticipated to remain at \$100,000 until 2031 when it will increase to \$150,000. The Crack Fill and Seal Coat repair cycle will begin in 2031.



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Crack Fill and Seal Coat Groupings

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Group 1
Group 2
Group 3
Group 4

Reclaim, Reshape, Repave
Mill + Overlay
Crack Fill and Seal Coat

Option 2

STREET SEGMENT	FROM	TO	Reconstruction Year												
			2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036
Birch St.	Birchwood Ave.	End of St.			CFSC									CFSC	
Birchwood Ave.	East County Line Rd.	Cedar St./Hall Ave.		M+O								CFSC			
Birchwood Ave.	Cedar St./Hall Ave.	150' past Birchwood Ct.		M+O								CFSC			
Birchwood Ave.	End of St.	City Limits/End of St.										CFSC			
Birchwood Ct.	Birchwood Ave.	Center of cul-de-sac		M+O								CFSC			
Birchwood Lane	East County Line Rd.	Wildwood Ave.												CFSC	
Cedar St./Hall Ave.	East County Line Rd.	City Limits								M+O	M+O			CFSC	
Cedar St.	Hall Ave.	Wildwood Ave.			CFSC									CFSC	
Five Oaks Lane	Oakridge Dr.	Birchwood Lane	RRR									CFSC			
Hall Ct.	Hall Ave.	Center of cul-de-sac			CFSC									CFSC	
Iris St.	Wildwood Ave.	Lake Ave.			CFSC									CFSC	
Jay St.	Hall Ave.	Center of cul-de-sac			CFSC									CFSC	
Lake Ave.	Wildwood Ave.	Iris St.						CFSC						CFSC	
Lake Ave.	Iris St.	End of St.			CFSC									CFSC	
Lakewood Lane	Lake Ave.	End of St.			CFSC									CFSC	
Oakridge Dr.	Cedar St./Hall Ave.	Oakview Ct.	RRR									CFSC			
Oakridge Dr.	Oakview Ct.	Center of cul-de-sac							M+O			CFSC			
Oakview Court	Oakridge Dr.	Center of cul-de-sac							CFSC					CFSC	
Oakhill Court	Oakridge Dr.	Center of cul-de-sac	M+O									CFSC			
Owl St.	Wildwood Ave.	End of St.			CFSC									CFSC	
Rice/Rosa Lane	Birchwood Ave.	End of St.			CFSC									CFSC	
White Pine Lane	Hall Ave.	Center of cul-de-sac			CFSC									CFSC	
Wildwood Ave.	East County Line Rd.	Owl St.								M+O			CFSC		
Wildwood Ave. (One Way South)	Owl St.	625' South of Owl St.							RRR				CFSC		
Wildwood Ave. (One Way North)	Owl St.	625' South of Owl St.						RRR					CFSC		
Wildwood Ave	Lake Ave.	Iris St.				RRR							CFSC		
Wildwood Ave.	625' South of Owl St.-Lake Ave.	Iris St.-Hall Ave.											CFSC		

Estimated Yearly Construction Cost

Annual Revenue

Cash Flow

\$ 117,658	\$ 102,151	\$ 67,614	\$ 168,667	\$ 76,389	\$ 96,322	\$ 97,120	\$ 99,820	\$ 99,820	\$ 100,466	\$ 83,213	\$ 92,760	\$ 91,400
\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000
-\$17,658	-\$19,809	\$12,577	-\$56,090	-\$32,479	-\$28,801	-\$25,921	\$24,260	\$74,440	\$123,974	\$190,761	\$248,001	\$306,601

NOTE: Annual Revenue is anticipated to remain at \$100,000 until 2031 when it will increase to \$150,000. The Crack Fill and Seal Coat repair cycle will begin in 2033 and occur every 7 years.

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Option 2

STREET SEGMENT	FROM	TO	Reconstruction Year										
			2037	2038	2039	2040	2041	2042	2043	2044	2045		
Birch St.	Birchwood Ave.	End of St.							CFSC				
Birchwood Ave.	East County Line Rd.	Cedar St./Hall Ave.				CFSC							
Birchwood Ave.	Cedar St./Hall Ave.	150' past Birchwood Ct.				CFSC							
Birchwood Ave.	End of St.	City Limits/End of St.				CFSC							
Birchwood Ct.	Birchwood Ave.	Center of cul-de-sac				CFSC							
Birchwood Lane	East County Line Rd.	Wildwood Ave.							CFSC				
Cedar St./Hall Ave.	East County Line Rd.	City Limits								RRR		RRR	
Cedar St.	Hall Ave.	Wildwood Ave.								RRR		RRR	
Five Oaks Lane	Oakridge Dr.	Birchwood Lane				CFSC							
Hall Ct.	Hall Ave.	Center of cul-de-sac							CFSC				
Iris St.	Wildwood Ave.	Lake Ave.							CFSC				
Jay St.	Hall Ave.	Center of cul-de-sac							CFSC				
Lake Ave.	Wildwood Ave.	Iris St.							CFSC				
Lake Ave.	Iris St.	End of St.							CFSC				
Lakewood Lane	Lake Ave.	End of St.							CFSC				
Oakridge Dr.	Cedar St./Hall Ave.	Oakview Ct.				CFSC							
Oakridge Dr.	Oakview Ct.	Center of cul-de-sac				CFSC							
Oakview Court	Oakridge Dr.	Center of cul-de-sac							CFSC				
Oakhill Court	Oakridge Dr.	Center of cul-de-sac				CFSC							
Owl St.	Wildwood Ave.	End of St.							CFSC				
Rice/Rosa Lane	Birchwood Ave.	End of St.							CFSC				
White Pine Lane	Hall Ave.	Center of cul-de-sac							CFSC				
Wildwood Ave.	East County Line Rd.	Owl St.					CFSC						
Wildwood Ave. (One Way South)	Owl St.	625' South of Owl St.					CFSC						
Wildwood Ave. (One Way North)	Owl St.	625' South of Owl St.					CFSC						
Wildwood Ave	Lake Ave.	Iris St.					CFSC						
Wildwood Ave.	625' South of Owl St.-Lake Ave.	Iris St.-Hall Ave.					CFSC						
Estimated Yearly Construction Cost			\$ -	\$ -	\$ -	\$ 100,466	\$ 83,213	\$ 92,760	\$ -	\$ 397,834	\$ 397,834		
Annual Revenue			\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000		
Cash Flow			\$456,601	\$606,601	\$756,601	\$806,135	\$872,922	\$930,162	\$1,080,162	\$832,328	\$584,494		

NOTE: Annual Revenue is anticipated to remain at \$100,000 until 2031 when it will increase to \$150,000. The Crack Fill and Seal Coat repair cycle will begin in 2033 and occur every 7 years.