



AGENDA OF THE
REGULAR MEETING OF THE CITY COUNCIL
CITY OF BIRCHWOOD VILLAGE
207 BIRCHWOOD AVENUE
WASHINGTON COUNTY, MINNESOTA
APRIL 26, 2011
WORKSHOP - 7:00 P.M.
REGULAR MEETING - to follow

CALL WORKSHOP TO ORDER

PLEDGE OF ALLEGIANCE

APPROVE AGENDA

COMMUNITY EVENTS

WORKSHOP TOPICS

1. 7:00 Review of Village Hall Building Inspection Report (WBL Chief Building Official Ben Eggan – see exhibit)
Time Budget: 30 minutes
2. 7:30 Debt Service Special Assessment Calculation (Cindie Reiter – see attachment)
Time Budget: 15 minutes
3. 7:50 Street Signs and Parking Signs (Sampair – see exhibit)
Time Budget: 15 minutes
4. 8:00 Draft Fund Balance Policy (Harper – see exhibit)
Time Budget: 15 minutes
5. 8:15 Proposed Budget Process & Year-To- Date Expenditures (Harper – see exhibit)
Time Budget: 15 minutes
6. 8:30 White Bear Lake Conservation District Update (see exhibit)
Time Budget: 15 minutes
7. 8:45 Canoe Rack Liability Issues (Powers – see Executive Summary)
Time Budget: 15 minutes

ADJOURN WORKSHOP – CALL REGULAR MEETING TO ORDER

8. 9:00 Review of Quotes for Pothole Repair (Elfering – see exhibit provided separately)
Time Budget: 15 minutes
9. 9:15 Review and Consideration of Bids for Computer Installation and Software Transfer (Powers – see exhibit)
Time Budget: 15 minutes
10. 9:30 League of Minnesota Cities Annual Conference June 15-17 in Rochester, MN: Deadline for Reduced Registration Fees May 6 – Decision on who will be attending (Powers – see exhibit)
Time Budget: 15 minutes

11. 9:45 Next Meeting – May 10, 2011 – Proposed Agenda Items
- a. Public Hearings on proposed changes to Section 403 (Tree Diseases), Section 201 (City Water System) and Section 202 (City Plumbing and Sewerage System)
 - b. Music in the Park – alcohol permitted?
 - c. Home Occupation – 501 Wildwood Avenue – Review of Home Occupation Ordinance
 - d. Review of Bids for Garage Rental
 - e. Further questions of utility billing where two residences are served by a “Y” to one service to the main
 - f. Action Items emanating from the April 26 workshops

Time Budget: 15 minutes

ADJOURN REGULAR MEETING -- 10:00PM



CITY OF BIRCHWOOD VILLAGE
207 Birchwood Avenue
Birchwood Village, MN 55110
651-426-3403 tel
651-426-7747 fax
birchwoodvillage@comcast.net

EXECUTIVE SUMMARY – APRIL 26, 2011 WORKSHOP AND REGULAR CITY COUNCIL MEETING

NOTE: This executive summary is provided to give a broader detail on the various agenda items. This summary is to be used as an adjunct to the agenda packet, and should not be considered a substitute for reading the agenda packet.

WORKSHOP TOPICS

- 1. REVIEW OF VILLAGE HALL BUILDING INSPECTION REPORT:** Last year, during Council discussion on painting the outside of the Village Hall, the issue of the structural soundness of the building came up. The Council directed staff to contact the City of White Bear Lake for a complete inspection of the Village Hall structure. The inspection was completed last fall and a report was issued to the Council. However, due to the timing of the report the Council was unable to budget for any recommended structural alterations. White Bear Lake Chief Building Official Ben Eggan will be presenting the report and answering questions. A copy of the report is included in the Council packet as an exhibit.
- 2. DEBT SERVICE SPECIAL ASSESSMENT CALCULATION:** At the April 12, 2011 Council meeting, former Mayor Mary Wingfield addressed the Council on what she claims are incorrect calculations on special assessments. City Treasurer Cindie Reiter drafted a memo to the Council responding to Wingfield's comments. A copy of the memo is included in the Council packet as an exhibit.
- 3. STREET SIGNS:** This topic was requested to be placed on the agenda by Council Member Sampair. With new federal regulations on retroreflectivity of street signs, Council Member Sampair and WBL Police Officer Rob Flick toured the City to evaluate the condition, location, and need for street regulation signs in the City. Their report is included in the Council packet as an exhibit.
- 4. DRAFT FUND BALANCE POLICY:** This topic was requested to be placed on the agenda by Council Member Harper. The Office of the State Auditor recommends that unreserved general fund balances be adequate to cover cash flow requirements in between distribution of property tax funds by Washington County (generally, May and November). As well, with the potential for capital improvement planning there is a need for cash reserves dedicated to specific anticipated capital outlays. The City currently does not have a fund balance policy that governs how funds not dedicated to general government expenses are to be maintained and accounted. Council Member Harper offers the draft policy – which is included in the Council packet as an exhibit – for Council review, comment, and resolution.
- 5. PROPOSED BUDGET PROCESS & YEAR-TO-DATE EXPENDITURES:** Council Member Harper requested time to share her thought with the Council on how the City should handle the budget process and to receive feedback from the rest of the Council. Jane also provided the enclosed exhibit indicating year-to-date expenditure comparison from 2010 to 2011 for your review and comment.

6. **WHITE BEAR LAKE CONSERVATION DISTRICT UPDATE:** At the March 22, 2011 Council meeting, there was a consensus of the Council that the City's representatives to the White Bear Lake Conservation District (WBLCD) report to the Council on a regular basis on the activities of the District. Birchwood Village's representatives on the WBLCD Board are Joe Allaben (who has resigned from the WBLCD pending the appointment of his replacement) and Debbie Harrod. Joe and Debbie have been invited to address the Council at this meeting.
7. **CANOE RACK LIABILITY ISSUES:** The City Clerk noted that there are several canoes stored at the canoe racks at the Birch and Dellwood easements. A question exists about whether the City, by requiring permission from canoe owners to store the canoes on the City-owned racks, is also assuming some level of liability if the canoes are damaged or stolen. The City Clerk has communicated this concern to the City Attorney, who has yet to respond as of the date of this summary.

REGULAR MEETING TOPICS

8. **REVIEW OF QUOTES FOR POTHOLE REPAIR:** At the April 12, 2011 Council Meeting, the Council authorized City Engineer Kristie Elfering to procure quotes for repair of the City's potholes, including the hole on Hall/Cedar from the January water main break. (The hole on Wildwood Avenue was caused by a vendor repairing a water service [?] and the vendor was required to place \$2,500.00 bond or cash in escrow for street repair before commencing the repair.). Elfering has the quotes and will be reviewing them with the Council. The quotes are not included in the Council packet, as they were not ready for their timely inclusion.

Question for the Council: Which vendor should the City award the contract for pothole repair?

9. **REVIEW AND CONSIDERATION OF BIDS FOR COMPUTER INSTALLATION & SOFTWARE TRANSFER:** At the March 8, 2011 Council Meeting, the Council authorized the expenditure of \$1,803.00 for the purchase of 2 desktop computers and networking hardware for the Clerk's Office, to replace the computers currently in use. The motion also directed City staff to secure cost estimates for installation and data/software migration from the old computers to the new computers.

The City received three estimates - - from Compar, the vendor where the desktop computers were purchased; Connor IT Solutions; and PC Medic. Cindie is familiar with Connor and I am familiar with PC Medic. Staff attempted to present to the Council as close to an "apples to apples" comparison as possible.

Staff pressed for hard labor estimates from Compar and Connor so as to establish a "not to exceed" dollar figure for labor. As a result, Compar and Connor IT Solutions each authorized 12 hours as a basis for establishing a "not to exceed" labor rate. **Staff misread the labor hours for PC Medic as 12 hours when it should have read 10 hours. Consequently, I am adding 2 hours to PC Medic (with its permission) labor hours.**

Here is the "apples to apples" labor comparison of each vendor:

PC Medic: \$672.00 Connor IT Solutions: \$1200.00 Compar: \$1260.00

Other factors for the Council to consider:

Connor IT Solutions is located in Forest Lake, which means if the City has subsequent computer servicing needs, Connor is close by. Compar is located in Minnetonka and PC Medic is located in Monticello.

Compar is the vendor from which the City is purchasing the hardware. One could surmise that Compar is more familiar with its equipment than the other two vendors and can install the equipment more efficiently than the other two vendors.

PC Medic offers the lowest labor rate because it is a newer company. The City Clerk is familiar with the work of PC Medic and can attest to the firm's professionalism. However, the Council may prefer to use a vendor with an established track record.

Question for the Council: Which firm should be awarded the contract for installation of the City's new computers and data migration from the old computers to the new computers?

- 10. LEAGUE OF MINNESOTA CITIES ANNUAL CONFERENCE -- DEADLINE FOR REDUCED REGISTRATION:** The annual conference of the League of Minnesota Cities will be held on Wednesday – Friday June 15-17, 2011 in Rochester. This conference traditionally has featured any number of excellent sessions on areas impacting municipal governance. A copy of the conference flyer is included in the Council packet as an exhibit. The usual registration fee of \$395.00 will be reduced to \$99.00 for first-time attendees for cities under 1,000 population if registration is made before May 6. The City budgeted \$800.00 towards this training event, anticipating 4 attendees at \$200 each. Unfortunately, staff failed to factor in travel and lodging expenses. This means that the budget can support 2 attendees, not 4. This is based on a \$99.00 registration fee; approximately \$91.00 in travel reimbursement (89 miles from Birchwood-Rochester x 2 x 0.51 per mile); and \$210.00 for lodging. I am not certain whether meals are reimbursable, since the City Clerk has never asked for reimbursement for meals. In my opinion, while I certainly would benefit from attending this conference, I believe it is more important that the Mayor and/or Council Members be afforded the first opportunities to attend this conference, which is very well attended by other elected officials in Minnesota.

Question for the Council: Are there any Council members who would like to attend the LMC Conference? Should the City Clerk be authorized to attend the LMC Conference, even if accounted for in the 2011 budget?

CITY OF BIRCHWOOD VILLAGE



207 Birchwood Ave
Birchwood, MN 55110

Prepared for: City of Birchwood

Prepared by: City of White Bear Lake
4701 Highway 61
White Bear Lake, MN 55110



Definitions

NOTE: All definitions listed below refer to the property or item listed as inspected on this report at the time of inspection

- Acceptable Functional with no obvious signs of defect.
- Not Present Item not present or not found.
- Not Inspected Item was unable to be inspected for safety reasons or due to lack of power, inaccessible, or disconnected at time of inspection.
- Marginal Item is not fully functional and requires repair or servicing.
- Defective Item needs immediate repair or replacement. It is unable to perform its intended function.

General Information

Prepared By: This Report was prepared by Benjamin Eggan, Building Official for the City of White Bear Lake, using Housescope reporting software.

This report is prepared and billed as a service by the City of White Bear Lake for Birchwood Village as part of our Building Department service contract. The fee for this report will be reflected on the quarterly Birchwood Village bill for services provided by the City of White Bear Lake.

Property Information

Property Address : 207 Birchwood Ave



City : Birchwood State : MN Zip : 55110

Client Information

Client Name : City of Birchwood

Phone : (651) 426-3403

Fax : (651) 426-7747

E-Mail : birchwoodvillage@comcast.net

Inspection Company

Inspector Name : Benjamin Eggan



General Information (Continued)

Company Name City of White Bear Lake
 Company Address 4701 Highway 61
 City White Bear Lake State MN Zip 55110
 Phone : 651-429-8521 Fax : (651)429-8503
 E-Mail : beggan@whitebearlake.org

Conditions

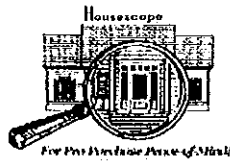
Inspection Date : 10/12/2010
 Start Time : 9:00 am End Time : 11:00 am
 Electric On Yes
 Gas/Oil On Yes
 Water On Yes
 Temperature : 50 Degrees
 Weather : Sunny Soil Conditions : Dry
 Building Type : Public Building Garage : Storage Garage
 Sewage Disposal : City How Verified : Visual Inspection
 Water Source : City How Verified : Visual Inspection

SCOPE AND INTENT:

On October 12, 2010, I performed an inspection of the Birchwood City Hall building located at 207 Birchwood Ave in the City of Birchwood Village. The purpose and intent of the inspection was to determine the condition and potential life expectancy of the building's major components, and recommend upgrades for the building where necessary.

Inspection revealed a two-level building of approximately 3,400 square feet. The main floor area is located close to grade level. The lower level is a walkout basement level below the main floor. The building structure is a Type V wood frame building, with a concrete block foundation. The building is not protected by a fire sprinkler system. The main floor of the building is a public meeting space. The lower level houses the City's administrative office.

The building floor plan is relatively simple. The building consists of a main entry, where residents enter a small foyer. The main floor has a large meeting room



General Information (Continued)

typically used for public meetings. Adjacent to the meeting area is a small bathroom and a kitchen area. The lower level is accessible by stairway only, and houses the City Administrative Office, mechanical room, and some storage areas.

During the inspection, I assessed the condition of the following building components:

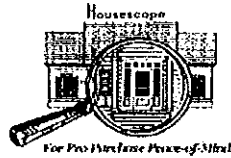
1. Building-related components, such as roof, siding, windows, doors.
2. Plumbing System
3. Mechanical Systems (Boiler, Furnace and A/C Systems)
4. Electrical System
5. Handicap Accessible Access (ADA)

The following is a general account of the conditions noted, and the potential life expectancy of the building's major components. More detailed comments and photographs for the entire building are also provided.

Building Envelope:

During the building inspection, I accessed the roof via a ladder. This revealed that the roof consists of two different roof types. The flat roof areas have a built up tar and gravel-type roof. The sloped roof area has three tab asphalt shingles. It appears for the building permit records that the roofing was replaced around 2002. The asphalt shingle roof appears to be in good condition. Inspection of the roofing reveals open gaps and cracks, especially along the parapet flashing. It is recommended that the gaps at flashing around parapet be sealed to ensure that the roof remains weather tight. The flat roofed area needs to be clear of all loose debris such as leaves and small branches. Removal of the debris from the roof will help water on the roof to drain away more quickly. This will also reduce potential ice buildup on the roof. Allowing unnecessary ice build up and excess moisture to sit on the roof will reduce the overall life span of the roof. Trimming back tree branches that are close to the roof would help reduce the amount of debris that lands on the roof.

The inspection revealed that the exterior of the building is covered with a rough sawn plank siding. The siding is a thick, and hearty lumber that appears to be cedar. The condition of the existing siding is below average. During the



General Information (Continued)

Inspection, I noticed that there are some pieces of siding that are missing. I noticed a number of missing knots, cracked boards and gaps between boards. These openings in the envelope allow moisture infiltration. They also allow rodents such as bats and mice to nest behind the siding and enter the building. During the inspection, a large build up of bat droppings were noted around one of the meeting room windows. Along the backside of the building, near the ground, the siding has started to rot. In general, the siding surfaces are weathered and worn and in need of new paint. I do not think that the siding needs to be torn off and replaced, but some overall exterior maintenance is needed. I recommend that all moisture damaged or rotten wood be replaced. All gaps and cracks in the exterior envelope need to be sealed. The entire exterior of the building needs to be painted, to ensure a weather tight envelope.

Plumbing System:

The majority of the plumbing system appears original to the building. The drain waste and vent piping is cast iron and the water lines are galvanized with some newer copper piping. The bathroom fixtures, especially down stairs, are old and appear original. The water heater is in good condition and appears to be approximately 8 years old at this time. Average life expectancy of a gas burning water heater is 16 to 20 years. Replacement cost for a water heater of similar quality and efficiency will be approximately \$1,500 to \$2000.

If the plumbing systems are not backing up or causing problems then they tend to remain. Due to their age, the bathroom facilities are not accessible to the handicapped. The bathroom spaces are small and confined. The main floor bathroom has some accessibility features, but is generally dated and not in compliance with current standards.

Heating and Air-Conditioning:

Inspection of the heating equipment reveals two different heat sources in the building. The main floor and a few areas on the lower level receive heat from a hot water radiant heat system. The boiler for this system is brand new, and in excellent condition. The expected life expectancy for a boiler of this style is approximately 20 to 25 years. The expected replacement cost is approximately \$5,000 to \$6,000. The second heating system provides a forced air heat supply



General Information (Continued)

to the lower level administrative office areas. The furnace is a 75,000 BTU Rheem furnace installed around 2004. Average life expectancy of this Rheem forced air furnace is 16 to 20 years. Replacement cost for a furnace of similar quality and size is approximately \$3,000 to \$3,500. The current condition of the furnace is excellent. It is recommended that the furnace filter be replaced monthly or as needed.

The air conditioning compressor is located along the side of the building. Inspection reveals a Lennox Central Cooling System. Inspection revealed that the existing fins around the perimeter of the compressor are covered with debris. This condition can cause the compressor to work harder than necessary, and can cause overheating. I recommend that the fin tubes be brushed clean to increase efficiency and life expectancy. I was unable to find a installation date on the compressor. The unit appears to be approximately 10 years old at this time. Average life expectancy of a A/C compressor is approximately 20 years. Therefore, within 10 years this system will likely require replacement. Estimated replacement cost for a system of similar quality and size will be approximately \$1,500 to \$2,000.

Electrical System:

Inspection revealed that the building is served by an overhead electric service. The main service panel is located below the basement stairway. The lower level office area is supplied power from an additional sub panel located in the furnace closet. A physical inspection of the main service panel revealed a 100 amp Square D service panel equipped with circuit breakers. All wiring at both panels is properly sized and grounded. No corrosion or scorching marks found. Testing of the branch circuits did not reveal any ungrounded circuits or outlets with reverse polarity. The overall condition of the electrical system is good. Some minor repair work is necessary at the lower level where a light fixture and a light switch are broken.

Americans with Disabilities Act (ADA):

Title II of the Americans with Disabilities Act sets forth the Federal requirements for government buildings. The act is intended to ensure that all persons are afforded equal access and services. Inspection of the existing Birchwood City Hall



General Information (Continued)

reveals that the building overall is not very accessible. The handicap parking at the front parking lot is not striped or properly designated. The sidewalk leading to the front entry appears to be slightly steeper than the ADA standard. The threshold at the main entry door is tall and steep. The bathrooms are outdated and therefore not considered accessible by today's standards. The only means of access to the lower level administrative offices is via a narrow and steep stairway. Title II acknowledges that there may be existing buildings that have conditions that are existing and do not conform to the current standards for accessibility. The standard does not require that existing buildings conform.

Title II of the ADA standard does require that people using a government building be provided equal service. Therefore, if a handicapped person comes to City Hall, they should be able to park their car, traverse the site, enter the building, and attend to business, just like any other person in the community. This could be difficult if they need to handle business such as paying a utility bill, filing a complaint with the clerk, reviewing an address file, etc. All of these types of transactions typically take place at the lower level administrative office. I would recommend that the City of Birchwood begins to look at these accessibility issues.

Either make sure that administratively there is a plan for how to provide equal service, and/or begin to enhance accessibility features within the building by upgrading the existing building. I think it would be reasonable to implement upgrades a little bit each year so that over time the building becomes more accessible.

Summary:

The overall condition of the building is good. Every building is in a cycle of life. Maintenance and upgrades to existing buildings are always needed. This building has nicely updated mechanical systems. The boiler, furnace, water heater and electrical panels are in great condition. The roof and riding repairs are the most significant and pressing items that need attention at this time. It is difficult to determine an estimated cost for these repairs. The building as it exists is not very accessible in terms of handicapped access. Perhaps over time it can be upgraded. The remainder of this report is a detailed assessment of each area in the building. The assessment includes specific and detailed comments along with photographs to help show the conditions. The summary at the end of the report indicates the items that need repairs, maintenance, or upgrades.



General Information (Continued)

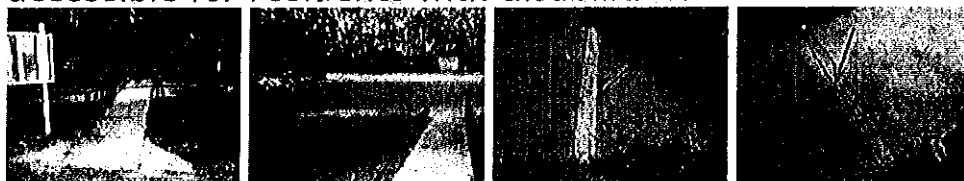
Lots and Grounds

1. Marginal Driveway: Asphalt Parking Area: Inspection of the parking lot area reveals a handicapped sign posted near the main approach sidewalk. Handicapped parking spaces are typically posted with signage and striped on the parking surface. Striping the parking lot surface ensures that a clear area is provided adjacent to the accessible parking space. Parking spaces are typically 8 feet wide, with an additional 8 feet of clear space dedicated for handicapped parking access. It is recommended that a handicapped space be striped.



2. Marginal Walks: Concrete: An exterior accessible route is a sidewalk with a slope of less than 1:20. Therefore, the sidewalk surface rises in elevation one foot for every 20 feet horizontally. The existing sidewalk leading up to the front door of the Birchwood City Office has a slope greater than 1:20. This condition makes it difficult for a person in a wheelchair to approach the front door.

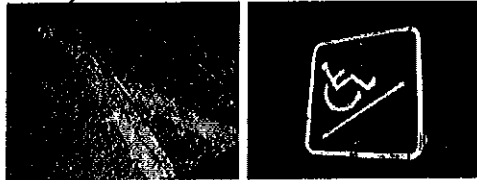
I would recommend that an accessible ramp or sidewalk be constructed so that the existing building is made more accessible for residents with disabilities.





Lots and Grounds (Continued)

Walks: (continued)



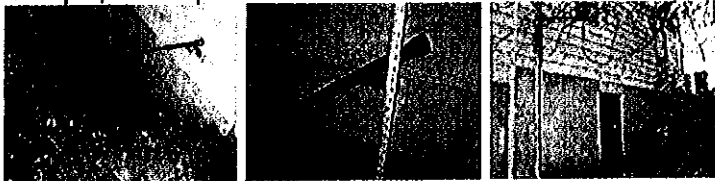
3. Acceptable

Steps/Stoops: Metal:



4. Acceptable

Steps/Stoops: Concrete:



5. Acceptable

Grading: Moderate Slope:

6. Acceptable

Swale: Surface Drainage:

7. Marginal

Vegetation: Grass and Trees: While on the roof for inspection, it became apparent that the trees surrounding the building are dropping a lot of leaves on the roof. It is recommended to clear excess leaves, dead branches, etc. from the roof. Trees growing close to the roof should be trimmed.



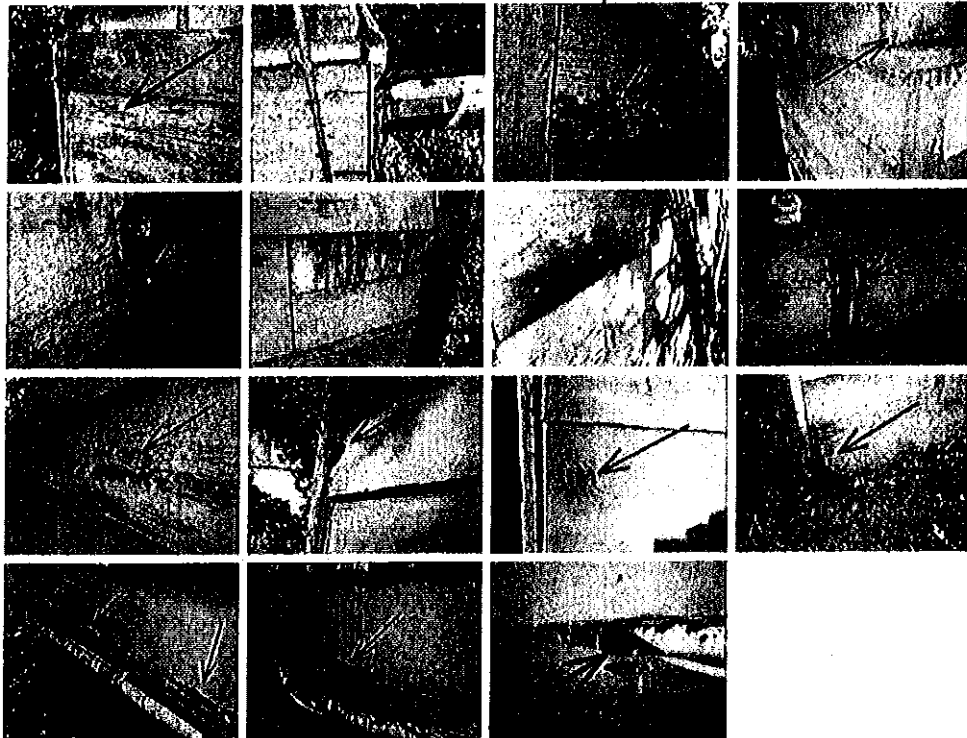


Exterior Surface and Components

Main Envelope: Exterior Surface

1. Marginal

Type: Wood: The exterior of the building is covered with a rough sawn plank siding. This is a thick, hearty lumber that appears to be cedar. The condition of the existing siding is below average. There are some pieces of siding that are missing. A number of knot holes have fallen loose over time. These openings in the envelope allow moisture infiltration. They also allow rodents such as bats to nest behind the siding. A significant quantity of bat droppings was noted near the front window. There are a number of areas where the painted surface is peeling or worn. Along the back side of the building, near the grade level, some of the siding has begun to rot. I don't think that the siding needs to be torn off and replaced, but some overall exterior maintenance is needed. All moisture damaged or rotten wood should be replaced. Gaps and cracks should be filled and the exterior repainted.





Exterior Surface and Components (Continued)

2. Marginal

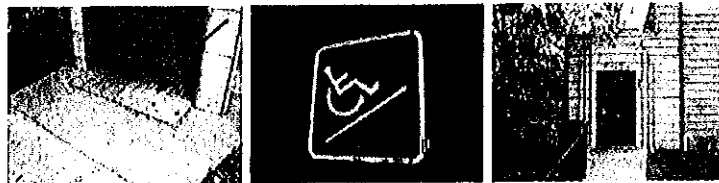
Trim: Wood: Wood trim is weathered and in need of paint.



3. Acceptable
4. Marginal

Fascia: Wood:

Entry Doors: Metal: The main entry door has a steep wood threshold installed to help smooth the transition from the sidewalk over the door threshold. Handicapped accessible doors should not have thresholds greater than 1/2" in overall height. The current threshold is steep and would be difficult for a person in a wheelchair to traverse.



5. Marginal

Windows: Wood Frame: It appears that bats are nesting in the siding and window jam area of one of the front windows. Pest control is recommended. Seal up gaps in siding to prevent further infestation.



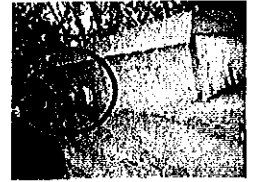
6. Acceptable

Window Screens: Vinyl Mesh:

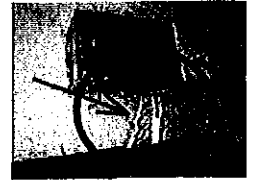


Exterior Surface and Components (Continued)

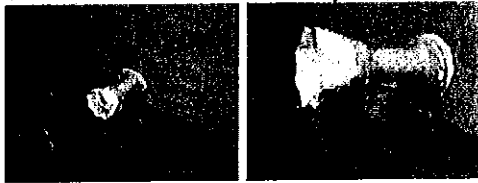
7. Marginal Exterior Lighting: Surface Mount: Light over entry door does not appear to be working.



8. Marginal Exterior Electric Outlets: GFCI: Wiring splicing at exterior junction box should be concealed. Wires are currently exposed.



9. Marginal Hose Bibs: Rotary: Recommend the installation of an anti-siphon device at exterior hose bibs. Without an anti-siphon device, chemicals and pesticides can be siphoned back into the Birchwood water supply. To prevent any possible cross contamination, a simple anti-siphon device can be screwed onto the hose bib. The anti-siphon device simply allows water to only flow out of the faucet.



10. Acceptable Gas Meter: Front of Building:



11. Acceptable Main Gas Valve: Located at gas meter:



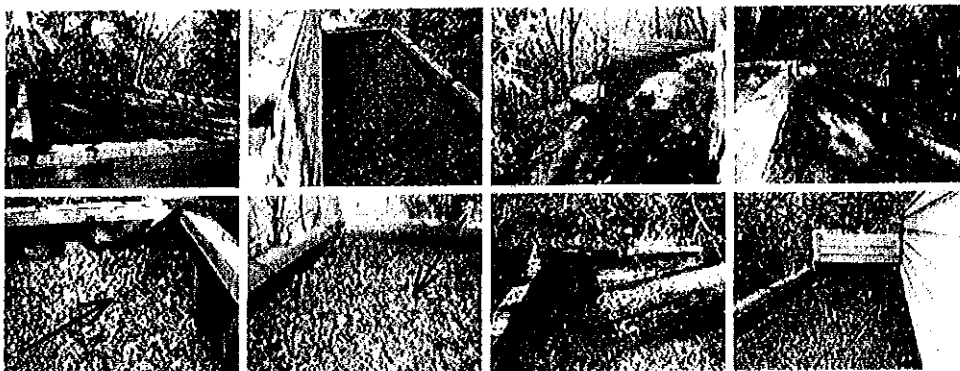
Roof

NOT A GUARANTEE OR WARRANTY

Main Roof: Roof Surface

1. Method of Inspection: On the Roof for Inspection:

2. Marginal Material: Asphalt Shingle: The roof consists of two different roof types. The flat roof areas are covered with a built up tar and gravel type roof. The sloped roof area is covered with three tab asphalt shingles. The asphalt shingle roof appears to be in good condition. The flat roofed area needs to be cleared of all loose debris, such as leaves and small branches. This will help water on the roof to drain away more quickly. It will also reduce ice build-up on the roof. Allowing unnecessary ice build-up and excess moisture to sit on the roof will reduce the overall life span of the roof. Recommend trimming back trees that are close to the roof line. Recommend sealing gaps at flashing around parapet.



3. Type: Gable:

4. Approximate Age: 2003:

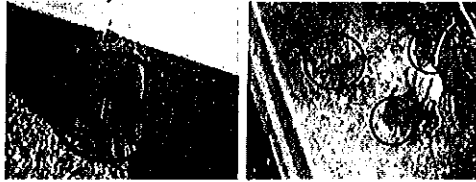
5. Marginal Flashing: Galvanized: Recommend sealing gaps and holes in flashing cap along the top of the parapet.





Roof (Continued)

Flashing: (continued)



- 6. Acceptable
- 7. Acceptable
- 8. Acceptable
- 9. Marginal

Valleys: Galvanized:
 Plumbing Vents: PVC & Cast Iron:
 Electrical Mast: Underground Service:
 Downspouts: Steel: Recommend clearing debris
 from the gutter.



Main Roof: Chimney

- 10. Acceptable

Chimney: Brick:



- 11. Acceptable
- 12. Marginal

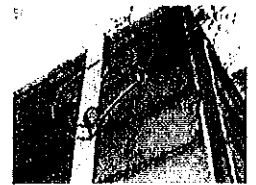
Flue/Flue Cap: Clay with Aluminum Liner:
 Chimney Flashing: Galvanized: Recommend
 sealing or flashing joints where wood siding abuts
 the chimney brick.





Electrical

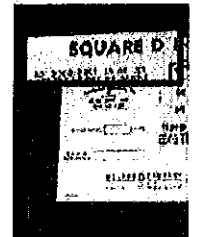
- 1. Service Size Amps: 100 Volts: 110-220 VAC
- 2. Acceptable Service: Underground Electric Service:



- 3. Acceptable 120 VAC Branch Circuits: Copper and Aluminum:
- 4. Acceptable 240 VAC Branch Circuits: Copper and Aluminum:
- 5. Acceptable Aluminum Wiring: Aluminum used on large breakers:
- 6. Acceptable Conductor Type: Romex:
- 7. Acceptable Ground: Plumbing and Ground Rod:
- 8. Acceptable Smoke Detectors: Hardwired:

Basement: Electric Panel

- 9. Acceptable Manufacturer: Square D



- 10. Maximum Capacity: 100 Amp:



- 11. Acceptable Main Breaker Size: 100 Amp:



- 12. Acceptable Breakers: 15 Amp, 20 Amp, 30 Amp, and 40 Amp:



- 13. Acceptable GFCI: Recommend GFCI protection at outlets located near water.

- 14. Is the panel bonded? Yes



Electrical (Continued)

Basement: Electric Panel

15. Acceptable Manufacturer: Square D:



16. Maximum Capacity: 100 Amp:

17. Acceptable Main Breaker Size: 100 Amp:

18. Acceptable Breakers: 15 Amp, 20 Amp, 30 Amp, and 40 Amp Breakers

19. Acceptable GFCI: Recommend GFCI protection at outlets located near water.

20. Is the panel bonded? Yes

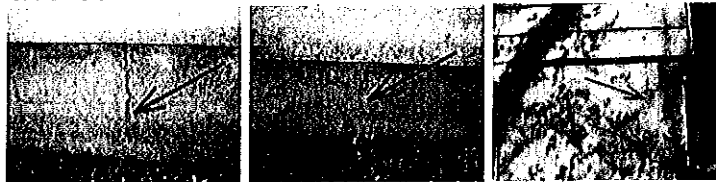
Structure

1. Acceptable

Structure Type: Wood Frame:

2. Marginal

Foundation: Concrete Block: Some mild cracking was noted at the concrete block foundation.



3. Acceptable

Differential Movement: No Significant Movement Noted:

4. Acceptable

Beams: Solid Wood:

5. Acceptable

Bearing Walls: Concrete Block and Wood Framed Walls:

6. Acceptable

Joists/Trusses: Unable to determine:

7. Acceptable

Floor/Slab: Poured slab:

8. Marginal

Stairs/Handrails: Wood Stairs with Wood Handrails: Wood stairs to the basement are the most significant barrier found with regard to accessible access for the handicapped. The Federal ADA standard accepts that there will be buildings that are existing non-conforming. The Americans with Disabilities Act (ADA) does not explicitly require that the office be made 100% accessible. ADA does require that any service provided or performed by the public office must be provided equally for those with disabilities.



Structure (Continued)

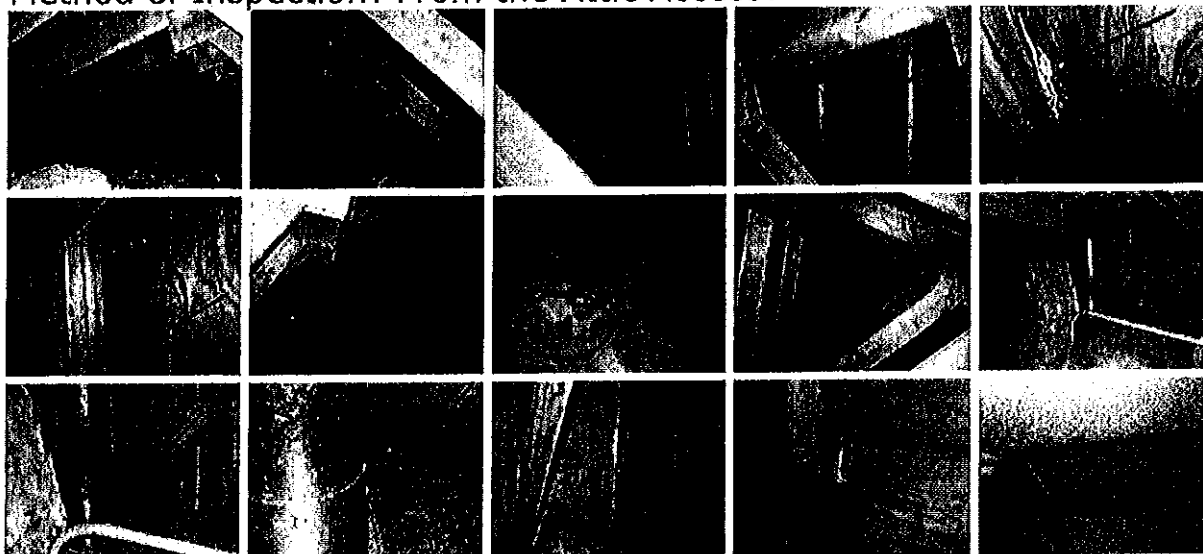
Stairs/Handrails: (continued)



Attic

Main Upper Roof Area: Attic

1. Method of Inspection: From the Attic Access:



2. Marginal

Roof Framing: 2x6 Rafter: Inspection of the attic area in the sloped roof area revealed some sign of previous moisture leakage. Moisture stains found were dry at the time of the inspection. It is likely that these are old stains from leaks that developed prior to the last roof being installed.

3. Acceptable

Sheathing: Plywood:

4. Acceptable

Ventilation: Roof and Soffit Vents:

5. Acceptable

Insulation: Blown in:

6. Acceptable

Insulation Depth: 12 Inches:

7. Acceptable

Vapor Barrier: No Vapor Barrier Found:

8. Acceptable

Attic Fan: Not Applicable:

9. Acceptable

House Fan: Not Applicable:



Attic (Continued)

- 10. Acceptable Wiring/Lighting: No lighting wired at attic:
- 11. Acceptable Moisture Penetration: No Significant Moisture Staining Noted:
- 12. Acceptable Bathroom Fan Venting: Electric Fan:

Air Conditioning

Rear Yard: AC System

- 1. Acceptable A/C System Operation: Unable to test due to cold weather:
- 2. Acceptable Condensate Removal: Plastic Tubing:
- 3. Acceptable Exterior Unit: Pad Mounted:
- 4. Manufacturer: Lennox:
- 5. Model Number: HS29-261-3P Serial Number: 5897A 02468
- 6. Area Served: Whole Building: Approximate Age: Unknown:
- 7. Type: Central A/C: Capacity: Not Listed:
- 8. Acceptable Visible Coil: Copper Core with Aluminum Fins:
- 9. Acceptable Refrigerant Lines: Factory Charged R-22:
- 10. Acceptable Electrical Disconnect: Fused:





Plumbing

- 1. Acceptable Service Line: Cast Iron:
- 2. Acceptable Main Water Shutoff: Basement:



- 3. Marginal Water Lines: Galvanized & Copper: Inspection revealed some copper and galvanized water piping directly connected to each other. This condition can cause corrosion between the two dissimilar metals. Direct connections between dissimilar metals should be accomplished by using a dielectric union fitting. A dielectric union connects the two pipes while keeping the dissimilar metals from touching each other.



- 4. Acceptable Drain Pipes: PVC:



- 5. Acceptable Service Caps: Accessible:
- 6. Acceptable Vent Pipes: Cast Iron:
- 7. Acceptable Gas Service Lines: Black Iron and Copper:

Basement: Water Heater

- 8. Acceptable Water Heater Operation: Functional at time of inspection:



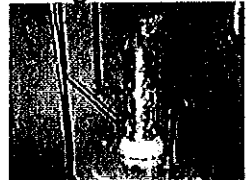
- 9. Manufacturer: A.O. Smith:





Plumbing (Continued)

- 10. Model Number: 40 248 Serial Number: MJ02-1941816-248
- 11. Type: Natural Gas: Capacity: 40 Gal.
- 12. Approximate Age: 2000 ANSI Std Date: Area Served: Whole Building:
- 13. Acceptable Flue Pipe: Single wall / Double wall:



- 14. Acceptable TPRV and Drain Tube: Copper:



Heating System

Utility Room: Heating System

- 1. Acceptable Heating System Operation: Functional at time of inspection: Condition and installation of the boiler looks very good. This system is new and therefore has a good potential life expectancy.
- 2. Manufacturer: Triangle Tube (Prestige):



- 3. Type: Boiler/Radiant Heat Capacity: :
- 4. Area Served: Whole Building: Approximate Age: New:
- 5. Fuel Type: Natural Gas:
- 6. Acceptable Heat Exchanger: 4 Burner:
- 7. Acceptable Blower Fan/Filter: Direct Drive with Reusable Filter:
- 8. Acceptable Distribution: Metal Duct:
- 9. Acceptable Draft Control: Fan Induced:
- 10. Acceptable Flue Pipe: PVC:



Heating System (Continued)

Flue Pipe: (continued)



- 11. Acceptable
- 12. Acceptable

Controls: High Limit Switch:
Devices: Combustion Air:



- 13. Acceptable Humidifier: N/A:

Basement Office Utility Closet: Heating System

- 14. Marginal Heating System Operation: Functional at Time of Inspection:
Note: Mouse droppings were noted along the top edge of the furnace housing.



- 15. Manufacturer: Rheem:



- 16. Type: Forced Air: Capacity: 75,000 BTU
- 17. Area Served: Whole Building: Approximate Age: 2004 ANSI:
- 18. Fuel Type: Natural Gas:

- 19. Acceptable Heat Exchanger: 4 Burner: This furnace is newer and in very good condition.



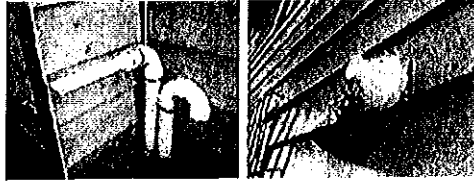
- 20. Acceptable Blower Fan/Filter: Direct Drive with Reusable Filter:





Heating System (Continued)

- 21. Acceptable Distribution: Metal Duct:
- 22. Acceptable Draft Control: Fan Induced:
- 23. Acceptable Flue Pipe: PVC:



- 24. Acceptable Controls: High Limit Switch:
- 25. Acceptable Devices: Combustion Air:



- 26. Acceptable Humidifier: N/A:
- 27. Acceptable Thermostats: Individual:

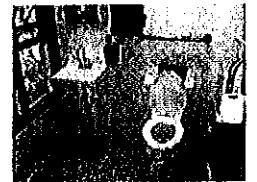
Bathroom

All three existing bathrooms are not considered accessible by today's standards. Fortunately the upstairs bathroom is the largest and does have some accessible features such as grab bars.

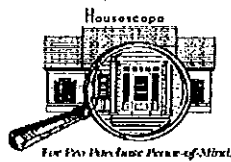
It is most likely that a person with a disability might come to vote or attend a council meeting. Having accessible features in the building is important.

Main Floor Public Bathroom: Bathroom

- 1. Bathroom:



- 2. Acceptable Closet: Small:
- 3. Acceptable Ceiling: Sheetrock:
- 4. Acceptable Walls: Sheetrock:
- 5. Acceptable Floor: Tile:
- 6. Acceptable Doors: Hollow wood:



Bathroom (Continued)

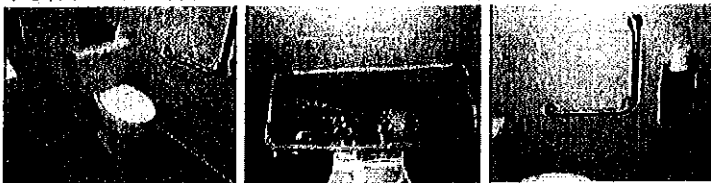
7. Acceptable Windows: Wood Frame:



8. Acceptable Electrical: 110 VAC outlets and lighting circuits:
9. Acceptable Sink/Basin: Wall Hung Lavatory:



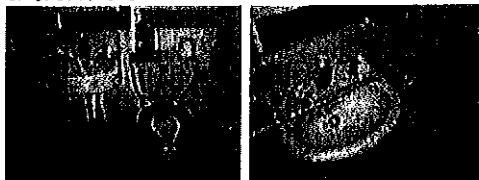
10. Acceptable Faucets/Traps: Stainless Steel:
11. Acceptable Toilets: American Standard:



12. Acceptable HVAC Source: Forced Air:
13. Acceptable Ventilation: Window Only, No bath fan installed.

Basement Bath: Bathroom

14. Bathroom:

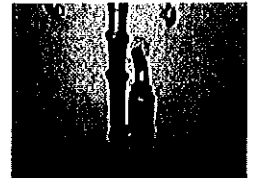


15. Acceptable Closet: Small:
16. Acceptable Ceiling: Sheetrock:
17. Acceptable Walls: Sheetrock:
18. Acceptable Floor: Carpet:
19. Acceptable Doors: Hollow wood:
20. Acceptable Windows: Wood Frame:
21. Acceptable Electrical: 110 VAC outlets and lighting circuits:
22. Acceptable Sink/Basin: Wall Mount:

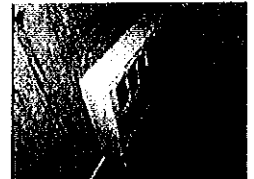


Bathroom (Continued)

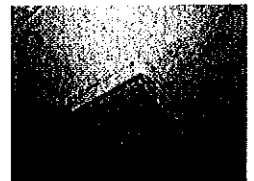
23. Acceptable Faucets/Traps: Stainless Steel Drum Trap:



24. Acceptable Toilets: American Standard:
25. Acceptable HVAC Source: Radiant heat:



26. Acceptable Ventilation: Exhaust fan:

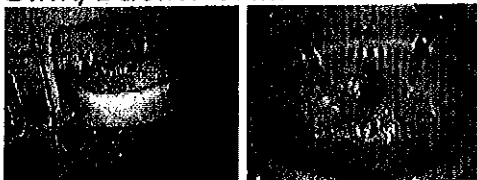


Basement Bath: Bathroom

27. Bathroom:



- 28. Acceptable Closet: Small:
- 29. Acceptable Ceiling: Sheetrock:
- 30. Acceptable Walls: Sheetrock:
- 31. Acceptable Floor: Carpet:
- 32. Acceptable Doors: Hollow wood:
- 33. Acceptable Windows: Wood Frame:
- 34. Acceptable Electrical: 110 VAC outlets and lighting circuits:
- 35. Acceptable Sink/Basin: Wall Mount:



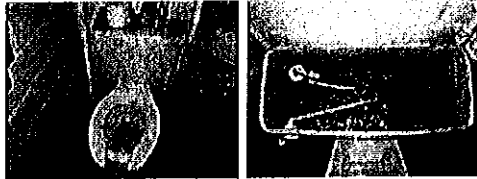
36. Acceptable Faucets/Traps: Stainless Steel Drum Trap:



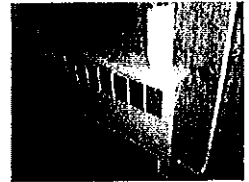


Bathroom (Continued)

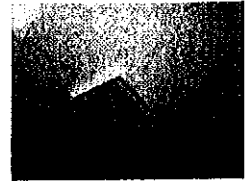
37. Acceptable Toilets: American Standard:



38. Acceptable HVAC Source: Forced Air:



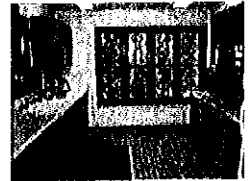
39. Acceptable Ventilation: Exhaust fan:



Kitchen

Main Floor: Kitchen

1. Kitchen:



2. Acceptable Cooking Appliances: Electric Stove: Stove/microwave is old.


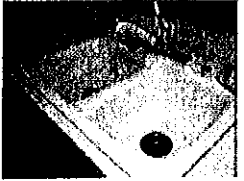
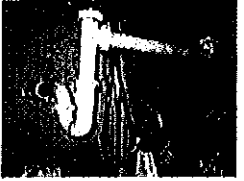

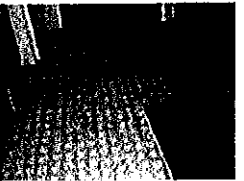
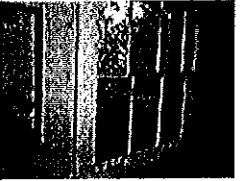



3. Acceptable Refrigerator: Newer:





Kitchen (Continued)

4. Acceptable	Microwave: Modular stove/Microwave Unit:	
5. Acceptable	Sink: Porcelain Coated:	
6. Acceptable 7. Acceptable	Electrical: 110 VAC outlets and lighting circuits: Plumbing/Fixtures: PVC Piping:	
8. Acceptable	Counter Tops: Formica:	
9. Acceptable 10. Acceptable 11. Acceptable 12. Acceptable	Cabinets: Wood: Ceiling: Sheetrock: Walls: Sheetrock: Floor: Linoleum:	
13. Acceptable 14. Acceptable	Doors: Hollow wood: Windows: Wood Frame:	
15. Acceptable	HVAC Source: Forced Air:	



Office Areas:

1. Marginal

1st Floor Entry Area: Office Space

2. Entry Foyer:



3. Acceptable

Closet: Small:

4. Acceptable

Ceiling: Sheetrock:

5. Acceptable

Walls: Sheetrock:

6. Acceptable

Floor: Carpet:

7. Acceptable

Doors: Hollow wood:

8. Acceptable

Windows: Wood Frame:

9. Acceptable

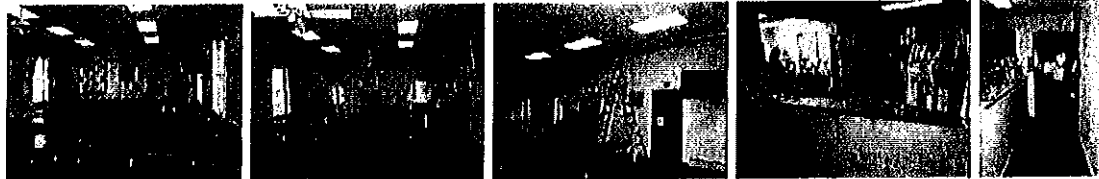
Electrical: 110 VAC outlets and lighting circuits:

10. Acceptable

HVAC Source: Forced Air:

1st Floor Meeting Hall: Office Space

11. Council Chambers:



12. Acceptable

Closet: Small:

13. Acceptable

Ceiling: Suspended Ceiling:

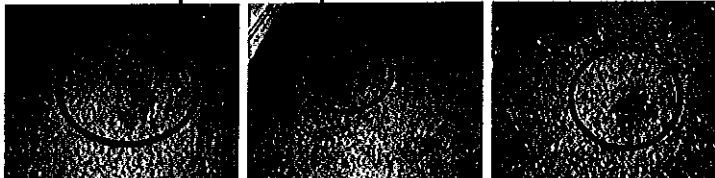


14. Acceptable

Walls: Sheetrock:

15. Marginal

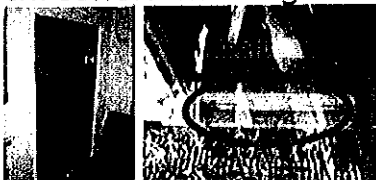
Floor: Carpet: Carpet is stained.





Office Areas: (Continued)

16. Marginal Doors: Metal: Side exit door rubs on a nail at the wood door threshold making closing the door difficult.



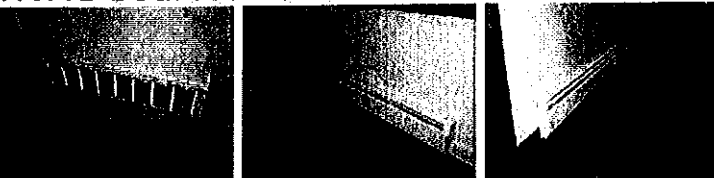
17. Marginal Windows: Wood Frame: These photographs show bat droppings accumulating in the window sill.



18. Marginal Electrical: 110 VAC outlets and lighting circuits: At the time of inspection the exit sign was not illuminated and emergency battery back up power was not responsive. Exit signs should be illuminated at all times. Battery backup power should also be present in the case of a power failure. Recommend repair.



19. Acceptable HVAC Source: Radiant heat:



Lower Level Office Area: Office Space

20. Lower Level Office Area:

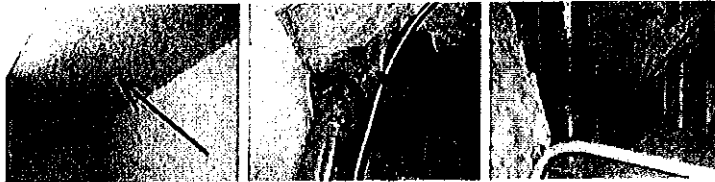


21. Acceptable Closet: Small:



Office Areas: (Continued)

22. Acceptable Ceiling: Sheetrock: Previous moisture staining noted at office ceiling. Staining appears to have been patched or repaired. This staining is in close proximity to the abandoned furnace flue that extends up through the attic area. Previous staining was noted in the attic around the flue area.



23. Acceptable Walls: Sheetrock:
24. Acceptable Floor: Carpet:
25. Acceptable Doors: Hollow wood:



26. Acceptable Windows: Wood Frame:
27. Marginal Electrical: 110 VAC outlets and lighting circuits: At the time of inspection, the exit sign was not illuminated, and emergency battery back up power was not responsive. Exit signs should always be illuminated with power provided via the building's premises wiring. In the case of an emergency where the power is off, the exit signs should have a battery backup power supply.



28. Acceptable HVAC Source: Forced Air:
29. Marginal Fire Extinguisher: The fire extinguisher located in the lower level office is in need of a recharge.



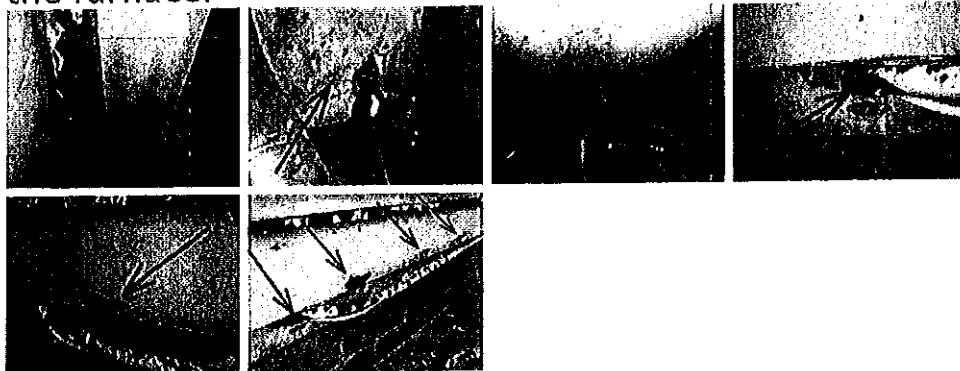
Lower Level Office Utility Closet: Office Space

30. Acceptable Closet: Small:
31. Acceptable Ceiling: Sheetrock:



Office Areas: (Continued)

32. Marginal Walls: Sheetrock: Mold/mildew build up was noted at the utility closet walls. Exterior siding appears to be rotting along this area of the wall line. It looks like the holes in the siding from the rotting are allowing the mice and moisture to get into the utility closet. Mice droppings were apparent on the top of the furnace.



33. Acceptable
34. Marginal

Floor: Carpet:
Doors: Hollow wood: The small round door knobs depicted here require tight grasping and pinching to open the door. To increase accessibility, lever handled door hardware is recommended on all doors.



35. Acceptable Windows: Wood Frame:
36. Acceptable Electrical: 110 VAC outlets and lighting circuits:
37. Acceptable HVAC Source: Forced Air:
Cold Storage Garage Adjacent to Offices: Living Space

38. Storage Garage:



39. Marginal Signs of Mice in Storage Area: Paper towels at storage area are torn up by mice.



40. Acceptable Ceiling: Sheetrock:

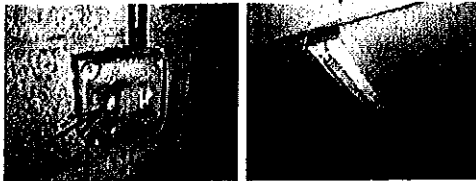


Office Areas: (Continued)

- 41. Acceptable Walls: Concrete Block:
- 42. Acceptable Floor: Concrete:
- 43. Acceptable Doors: Solid Wood:



- 44. Marginal Electrical: 110 VAC outlets and lighting circuits: Light switch knob is broken off at the storage garage. When turning on the light fixture, the electrical power hums quite loud. Recommend an electrician for repairs.

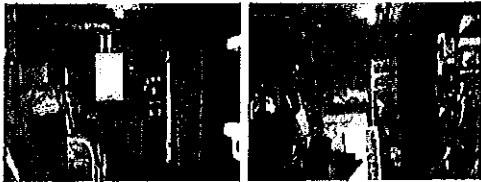


- 45. Not Present HVAC Source: No Heat Source:

Basement

Basement Mechanical/Storage Room: Basement

1. Basement Mechanical Room:



- 2. Acceptable Floor Drain: Surface drain
- 3. Acceptable Doors: Metal:
- 4. Marginal Electrical: 110 VAC GFCI Light fixture in storage closet is broken. Wires should not be left exposed. Recommend repair.



- 5. Acceptable Insulation: None:
- 6. Not Present Sump Pump: No sump or drain-tile system found:
- 7. Acceptable Moisture Location: None found
- 8. Acceptable Bsmt Stairs/Railings: Wood Stairs with Wood Handrails:



Marginal Summary

This summary is not the entire report. The complete report may include additional information of concern to the client. It is recommended that the client read the complete report.

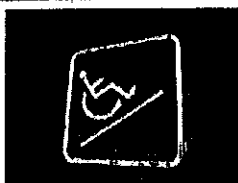
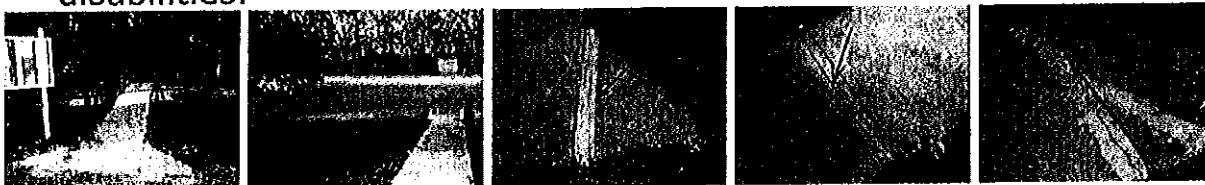
Lots and Grounds

1. Driveway: Asphalt Parking Area: Inspection of the parking lot area reveals a handicapped sign posted near the main approach sidewalk. Handicapped parking spaces are typically posted with signage and striped on the parking surface. Striping the parking lot surface ensures that a clear area is provided adjacent to the accessible parking space. Parking spaces are typically 8 feet wide, with an additional 8 feet of clear space dedicated for handicapped parking access. It is recommended that a handicapped space be striped.



2. Walks: Concrete: An exterior accessible route is a sidewalk with a slope of less than 1:20. Therefore, the sidewalk surface rises in elevation one foot for every 20 feet horizontally. The existing sidewalk leading up to the front door of the Birchwood City Office has a slope greater than 1:20. This condition makes it difficult for a person in a wheelchair to approach the front door.

I would recommend that an accessible ramp or sidewalk be constructed so that the existing building is made more accessible for residents with disabilities.





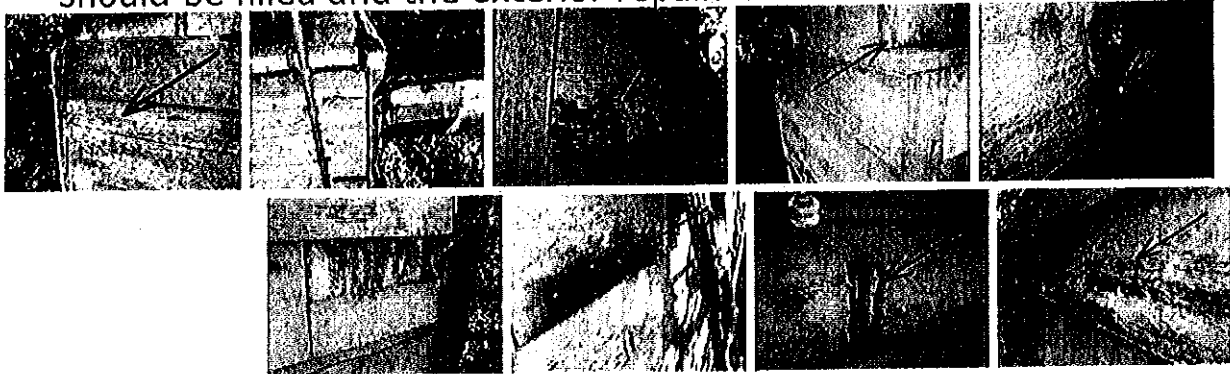
Marginal Summary (Continued)

3. Vegetation: Grass and Trees: While on the roof for inspection, it became apparent that the trees surrounding the building are dropping a lot of leaves on the roof. It is recommended to clear excess leaves, dead branches, etc. from the roof. Trees growing close to the roof should be trimmed.



Exterior Surface and Components

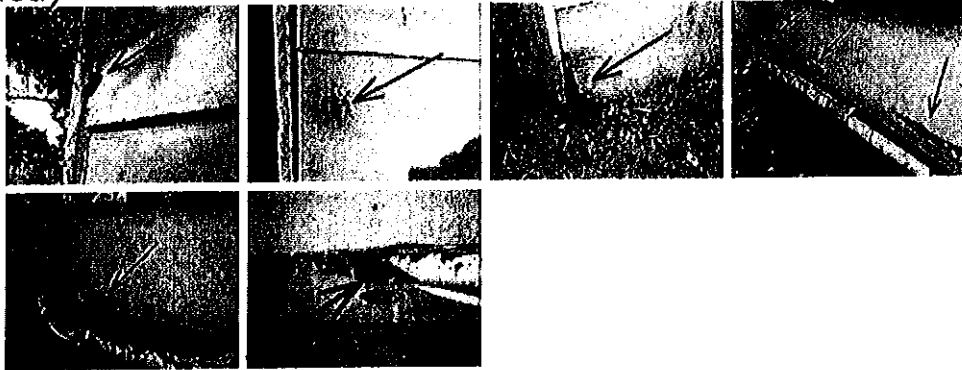
4. Main Envelope: Exterior Surface Type: Wood: The exterior of the building is covered with a rough sawn plank siding. This is a thick, hearty lumber that appears to be cedar. The condition of the existing siding is below average. There are some pieces of siding that are missing. A number of knot holes have fallen loose over time. These openings in the envelope allow moisture infiltration. They also allow rodents such as bats to nest behind the siding. A significant quantity of bat droppings was noted near the front window. There are a number of areas where the painted surface is peeling or worn. Along the back side of the building, near the grade level, some of the siding has begun to rot. I don't think that the siding needs to be torn off and replaced, but some overall exterior maintenance is needed. All moisture damaged or rotten wood should be replaced. Gaps and cracks should be filled and the exterior repainted.





Exterior Surface and Components (Continued)

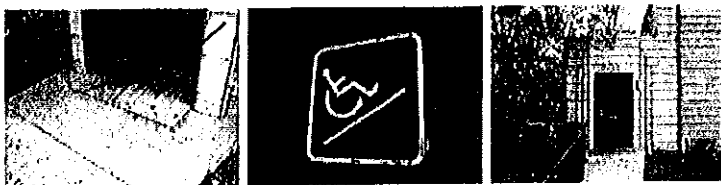
Type: (continued)



5. Trim: Wood: Wood trim is weathered and in need of paint.



6. Entry Doors: Metal: The main entry door has a steep wood threshold installed to help smooth the transition from the sidewalk over the door threshold. Handicapped accessible doors should not have thresholds greater than 1/2" in overall height. The current threshold is steep and would be difficult for a person in a wheelchair to traverse.



7. Windows: Wood Frame: It appears that bats are nesting in the siding and window jam area of one of the front windows. Pest control is recommended. Seal up gaps in siding to prevent further infestation.

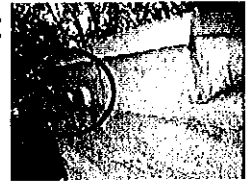


Exterior Surface and Components (Continued)

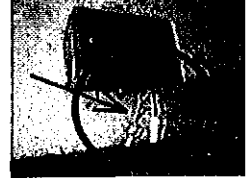
Windows: (continued)



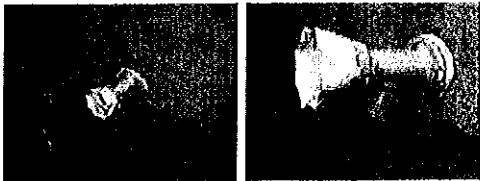
8. Exterior Lighting: Surface Mount: Light over entry door does not appear to be working.



9. Exterior Electric Outlets: GFCI: Wiring splicing at exterior junction box should be concealed. Wires are currently exposed.



10. Hose Bibs: Rotary: Recommend the installation of an anti-siphon device at exterior hose bibs. Without an anti-siphon device, chemicals and pesticides can be siphoned back into the Birchwood water supply. To prevent any possible cross contamination, a simple anti-siphon device can be screwed onto the hose bib. The anti-siphon device simply allows water to only flow out of the faucet.



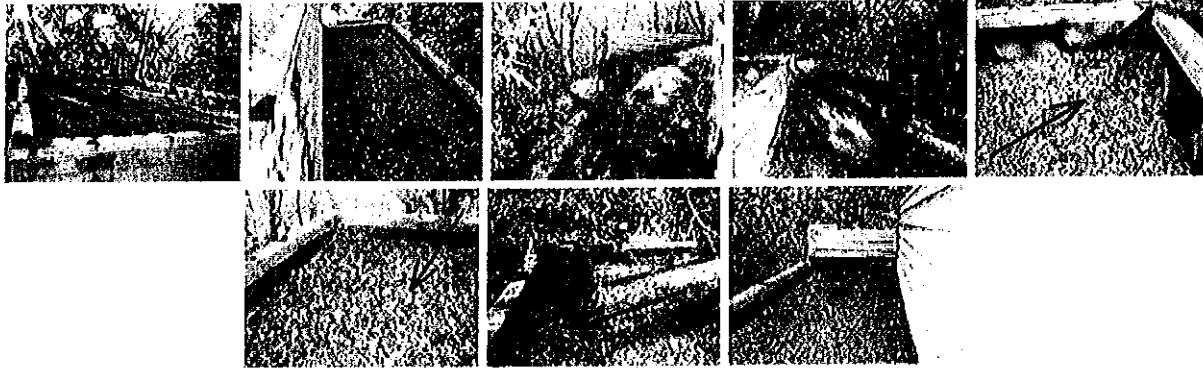
Roof

11. Main Roof: Roof Surface Material: Asphalt Shingle: The roof consists of two different roof types. The flat roof areas are covered with a built up tar and gravel type roof. The sloped roof area is covered with three tab asphalt shingles. The asphalt shingle roof appears to be in good condition. The flat roofed area needs to be cleared of all loose debris, such as leaves and small branches. This will help water on the roof to drain away more quickly. It will also reduce ice build-up on the roof. Allowing unnecessary ice build-up and excess moisture to sit on the roof will reduce the overall life span of the roof. Recommend trimming back trees that are close to the roof line. Recommend sealing gaps at flashing around parapet.



Marginal Summary (Continued)

Material: (continued)



- 12. Flashing: Galvanized: Recommend sealing gaps and holes in flashing cap along the top of the parapet.



- 13. Downspouts: Steel: Recommend clearing debris from the gutter.



- 14. Main Roof: Chimney Chimney Flashing: Galvanized: Recommend sealing or flashing joints where wood siding abuts the chimney brick.



Structure

- 15. Foundation: Concrete Block: Some mild cracking was noted at the concrete block foundation.



Structure (Continued)

Foundation: (continued)



16. Stairs/Handrails: Wood Stairs with Wood Handrails: Wood stairs to the basement are the most significant barrier found with regard to accessible access for the handicapped. The Federal ADA standard accepts that there will be buildings that are existing non-conforming. The Americans with Disabilities Act (ADA) does not explicitly require that the office be made 100% accessible. ADA does require that any service provided or performed by the public office must be provided equally for those with disabilities.



Attic

17. Main Upper Roof Area: Attic Roof Framing: 2x6 Rafter: Inspection of the attic area in the sloped roof area revealed some sign of previous moisture leakage. Moisture stains found were dry at the time of the inspection. It is likely that these are old stains from leaks that developed prior to the last roof being installed.

Plumbing

18. Water Lines: Galvanized & Copper: Inspection revealed some copper and galvanized water piping directly connected to each other. This condition can cause corrosion between the two dissimilar metals. Direct connections between dissimilar metals should be accomplished by using a dielectric union fitting. A dielectric union connects the two pipes while keeping the dissimilar metals from touching each other.

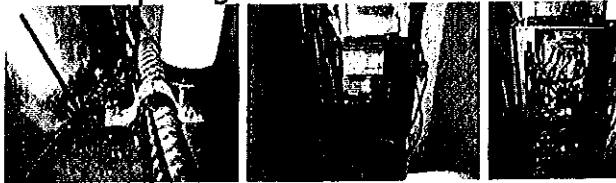




Marginal Summary (Continued)

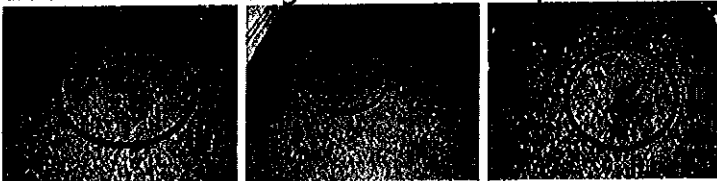
Heating System

19. Basement Office Utility Closet: Heating System Heating System Operation: Functional at Time of Inspection: Note: Mouse droppings were noted along the top edge of the furnace housing.



Office Areas:

20. Signs of Mice in Storage Area:
21. 1st Floor Meeting Hall: Office Space Floor: Carpet: Carpet is stained.



22. 1st Floor Meeting Hall: Office Space Doors: Metal: Side exit door rubs on a nail at the wood door threshold making closing the door difficult.



23. 1st Floor Meeting Hall: Office Space Windows: Wood Frame: These photographs show bat droppings accumulating in the window sill.

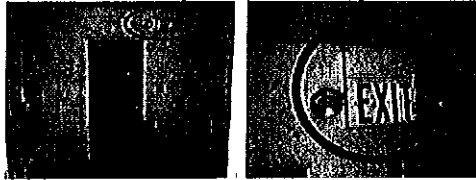


24. 1st Floor Meeting Hall: Office Space Electrical: 110 VAC outlets and lighting circuits: At the time of inspection the exit sign was not illuminated and emergency battery back up power was not responsive. Exit signs should be illuminated at all times. Battery backup power should also be present in the case of a power failure. Recommend repair.

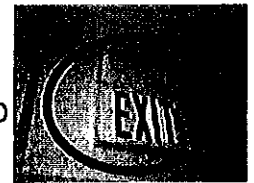


Office Areas: (Continued)

Electrical: (continued)



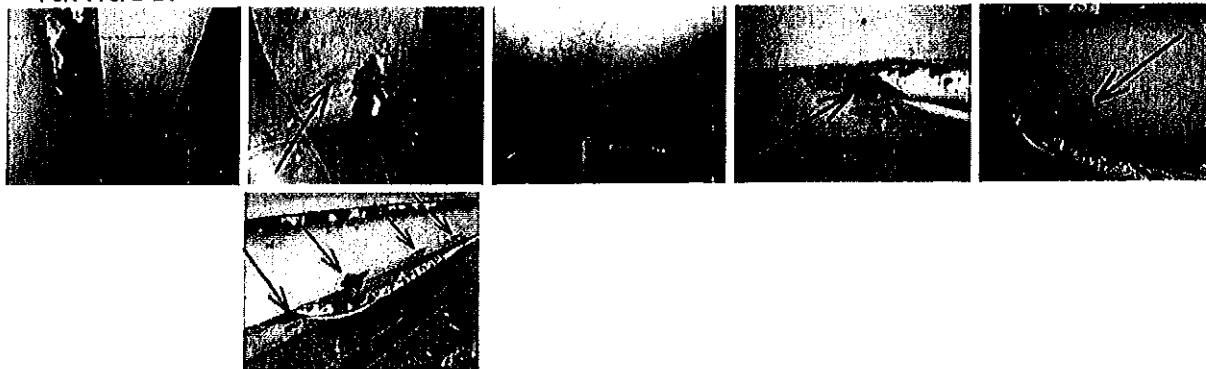
- 25. Lower Level Office Area: Office Space Electrical: 110 VAC outlets and lighting circuits: At the time of inspection, the exit sign was not illuminated, and emergency battery back up power was not responsive. Exit signs should always be illuminated with power provided via the building's premises wiring. In the case of an emergency where the power is off, the exit signs should have a battery backup power supply.



- 26. Lower Level Office Utility Closet: Office Space Fire Extinguisher: The fire extinguisher located in the lower level office is in need of a recharge.



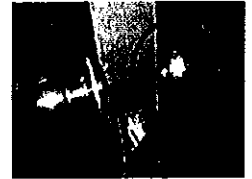
- 27. Lower Level Office Utility Closet: Office Space Walls: Sheetrock: Mold/mildew build up was noted at the utility closet walls. Exterior siding appears to be rotting along this area of the wall line. It looks like the holes in the siding from the rotting are allowing the mice and moisture to get into the utility closet. Mice droppings were apparent on the top of the furnace.





Marginal Summary (Continued)

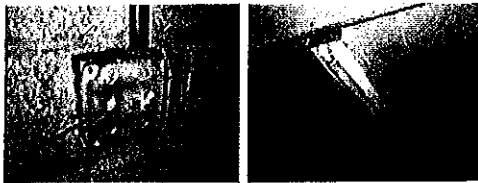
28. Lower Level Office Utility Closet: Office Space Doors: Hollow wood: The small round door knobs depicted here require tight grasping and pinching to open the door. To increase accessibility, lever handled door hardware is recommended on all doors.



29. Cold Storage Garage Adjacent to Offices: Living Space Signs of Mice in Storage Area: Paper towels at storage area are torn up by mice.



30. Cold Storage Garage Adjacent to Offices: Living Space Electrical: 110 VAC outlets and lighting circuits: Light switch knob is broken off at the storage garage. When turning on the light fixture, the electrical power hums quite loud. Recommend an electrician for repairs.



Basement

31. Basement Mechanical/Storage Room: Basement Electrical: 110 VAC GFCI Light fixture in storage closet is broken. Wires should not be left exposed. Recommend repair.



Birchwood Street Signs

Upon recent updates to the street signs for the City of Birchwood required by Federal or state law to occur every 10 years, Officer Flick and Council member Sampair toured Birchwood to consider the condition, location and need of street regulation signs throughout Birchwood. The projection is to include these improvements with the new street name signs that need to be ordered. Engineer Kristy Elfering suggested a new design for street name signs that could be incorporated as well to improve aesthetics and Birchwood appeal. Officer Flick identified the following concerns for our street regulation signs that should be improved, added, removed, or simply updated/refurbished due to age & condition:

- A.) Ordinance 502 Parking regulation within the City of Birchwood: These signs are posted throughout Birchwood to alert residents and passing traffic to the standard parking regulations throughout Birchwood (i.e. no parking on city streets between 2am and 8am, etc.). They should be posted at all entrances and along Hall/Cedar Ave. (unless they were consciously left off the 'through route'*, where transitory traffic flows) - see following results:
- a.) *Entrances:
- 1.) Missing-Mahtomedi/Birchwood Border on Hall Ave. and Birchwood Ave East side of town.
 - 2.) Missing-Birchwood Lane/East Cty line.
 - 3.) Missing-Cedar Entrance from East Cty Line
 - 4.) Replace-White Pine Lane (poor condition).
- b.) Stop Signs throughout Birchwood need to be straightened. Several require the small 'No Parking within 50':
(this is not 'required – the statute (169.34) says 30' – but in a few places the signs were added to allow for better motorist visibility and safety. The addition of the ones we noted would make those areas safer.)
- 1.) Missing East Stop Sign on Wildwood Ave and Lake Ave intersection.
- c.) No Parking Signs at Easements: Officer Flick advised define better.
- 1.) Suggested all easement (public lake tracts except possibly for Ash no signs there presently) should have 2 'No Parking Between Signs' posted at the borders of the public lake tracts as the present single 'No Parking' signs are too vague. Or leave it as one sign with the added language 'Across Easement'. With this, the present single 'No Parking' signs could remain.
- d.) Tighe-Schmitz Park has several recommendations:
- 1.) Parking should be relegated to one side of the street only, specifically park side. 'Parallel Parking' is good and recommended and exists east of the Ollie Washburn Rink parking lot, yet west (the split rail fence corner) should be identified as a no parking area. Very hazardous with cars parked along that side pushing them into the road way (really no shoulder due to split rail fence) and at a curve and bottom of hill (on Lake Ave) could

present unsafe for emergency vehicles and pedestrians especially seasonally (ice-winter).

2.) Also suggested the eastern 'No Parking Between Signs' for the public lake tract should be extended east 25-50' on the north side of the road past the east boundary of the Public Lake Tract as that side presents hazardous and unsafe situations for emergency vehicles and pedestrians if cars were to park there (bottom of the hill and at a curve). Too congested.

e.) Time frames on the signs need to be consistent:

1.) Presently are inconsistent and very difficult to enforce the 'am' portion. A perfect example is in front of Kay Beach. The public lake tract sign states closed 9:30 pm – to 6am, directly across the street from this sign in Tighe-Schmitz Park it states Park hours (Park Closed 9:30pm – 8am). There is also 2 No Parking 9:30pm – 6am signs on the Tighe-Schmitz Park directly across from the Kay Beach Public Lake tract. Also on the Kay Beach Public tract is a No Parking Any Time sign. All these signs are inconsistent with Ordinance 502 posted at every entrance for parking regulations throughout Birchwood (i.e 2am-8am). (Parking hours at tennis courts state inconsistency as well, 7am to 9pm). Suggest all new signs have the same hours for parking to be allowed - (suggest No Parking 9:30pm - 8am) basically be consistent & which would also bode well for enforcement. Park closure and Public Lake Tract closure would and should be the same time, and that way rules are much more consistent, and enforcement will be much easier for the police. No Parking on the Lake Tract would be consistent with the No Parking Any Time sign, but replaced with earlier suggestion of placing two No Parking Between Signs at the borders of the Public Lake Tract. This would most likely reduce any loiterers or other 'unwants' 'hanging around' the Park and Public Lake Tracts at weird hours. Most probably would reduce police calls and criminal issues that occur around the park more frequently than in other areas. Provide a safer environment and easier to patrol and enforce for our police force.

f.) Halls Marsh: Replace No Parking sign - poor condition.

g.) Wildwood Ave Parkway should have the No Parking signs clearly defined boundaries on Parkway at either ends (west and east). Presently on east end and not in a clearly defined area.

h.) Need possibly one more 'No Parking' sign on Birchwood Ave just east of 110 Birchwood Ave, so that the signs are visible from one sign to the next. Helps clearly define no parking on that side of the street.

B.) Crime Prevention Signs: would be nice if we had more of them, however a neighborhood watch association needs to be gathered and then they need to have a minimum of 1 meeting per year to maintain, with attendance of the police representative (Officer Flick and usually a sergeant or captain attends). At these meetings they would present crime statistics for our city and offer suggestions to prevent or bring the rate down. Several micro pockets throughout Birchwood have done this & it would be nice if we could get others or request others to meet so we could put these signs at the entrances to Birchwood. Possible consider a 'watch night' meeting for all of Birchwood would work, and then we could get Crime Prevention Signs for all entrances. We could meet at City Hall, Public Lake tract, Tighe-Schmitz Park, etc. and have a pot luck dinner or something. Just need one meeting a year.

**FUND BALANCE POLICY
CITY OF BIRCHWOOD VILLAGE**

Policy

The city shall maintain adequate financial reserves to meet cash flow needs; to fund short-term capital improvements and special one-time projects; to meet emergencies; and to mitigate the effects of unexpected fluctuations in revenues or expenditure needs. The city shall maintain the unreserved fund balance between 40 and 50 percent of the budgeted operating expenditures or six months of operating revenue whichever is greater and as measured on December 31st of each year.

1. The unreserved fund balance may be above the range when saving for a major project or purchase and in anticipation of taking on an expensive capital project.
2. The city shall develop a specific plan for increasing or decreasing the level of unreserved fund balance to bring it into compliance with the policy when the unreserved fund balance doesn't match the policy.
3. The policy shall be reviewed every 3 years or more often if conditions change.

Definitions

Fund balance means the difference between assets and liabilities in a governmental fund. There are five types of governmental funds: general fund, special revenue funds, debt service funds, capital projects funds and enterprise funds.

Unreserved fund balance means all designated and undesignated financial resources in all general, special revenue, and capital project funds. These financial resources would be available to authorize for future expenditures.

Unreserved, undesignated fund balance means financial resources for which no legally binding commitment has been made and for which the city has not planned to expend for a specific purpose.

Unreserved, designated fund balance includes financial resources for which there is no legally binding commitment but for which the city council has designated how they will be used in the future. Designations reflect the government's self-imposed limitations on the use of otherwise available expendable financial resources.

Reserved fund balance means that portion of the financial resources in the governmental funds that is not available for appropriation and can be spent only for the purpose for which they are reserved (E.g. funds for which there is a legally binding commitment as to how the funds shall be used.).

Guidelines

The city will maintain the unreserved fund balance at an appropriate level by:

1. Designating an amount of financial resources that are to be available for times of an emergency. An emergency may occur when budget deficits arise from significant revenue losses or expenditure increases; when there is a temporary revenue shortfall or when the city incurs an unpredicted expenditure.
2. Allowing for the planned use of the unreserved fund balance for defined purposes such as property tax relief, major capital project or time-limited projects. The city shall adopt a plan to

restore the fund balance to the targeted level for any planned use of fund balance below the minimum level.

3. Designating a portion of any year-end budget surplus for major projects such as street improvements or water treatment system upgrades. The city shall hold these financial resources in a designated account for the specified purpose.
4. Designating a portion of any year-end budget surplus to increase the General Fund fund balance.

City of Birchwood Village Year End Fund Balances by Fund

Fund	2005	2006	2007	2008	2009	2010	Change		Fund Type
							09-10	05-10	
General	\$376,499	\$419,093	\$388,998	\$410,313	\$570,755	\$547,269	-4.29%	31.20%	Unreserved, undesignated fund balance: no legally binding commitment has been made for use of funds.
Public Works (Hall/Cedar)	\$37,934	\$39,536	\$41,258	\$42,421	\$42,421	\$41,571	-2.04%	8.75%	Reserved fund balance: Legally binding commitment for how the funds will be used in the future.
Capital Projects (tennis court, dock fees)	\$125,627	\$126,709	\$154,678	\$102,287	\$102,460	\$73,079	-40.20%	-71.91%	Designated fund balance: No legally binding commitments but the council has designated how the funds will be used in the future.
Sewer	\$299,519	\$280,277	\$280,296	\$369,617	\$296,250	\$171,160	-73.08%	-74.99%	Reserved fund balance (Enterprise fund): Funds must be used for operation, maintenance, and improvement of the sewer utility.
Water	\$49,091	\$37,118	\$37,118	\$37,133	\$48,348	\$15,623	-209.47%	-214.22%	Reserved fund balance (Enterprise fund): Funds must be used for operation, maintenance, and improvement of the water utility.
TOTAL	\$888,670	\$902,733	\$902,348	\$961,771	\$1,060,234	\$848,702	-24.92%	-4.71%	

Source:

2005 - 2008: Year End Financial Report: Schedule 8 from Statement of Cash Receipts, Disbursements, Transfers, Balances, and Investments

2009 Audit (Cash and Investments)

2010: Unaudited Statement of Receipts, Disbursements and Balances (Schedule 1)

Fund Balance Policy

The Office of the State Auditor recommends that at year-end local governments maintain an unreserved fund balance in their general fund and special revenue funds of approximately 35 to 50 percent of general fund operating revenues or no less than five months of operating expenditures.

Data for the following calculations was taken from the same sources listed in the fund balance table above. The data is summary in nature. More precise numbers could be generated by using accounting data kept by the city. For example, with more precise data the Capital Project fund balance could be divided into two, those funds that are designated for specific purposes such as the tennis court and other park projects and funds that are not reserved for specific capital projects.

Unreserved Fund Balance	2005	2006	2007	2008	2009	2010
General Fund	\$376,499	\$419,093	\$388,998	\$410,313	\$570,755	\$547,269
Capital Projects	\$125,627	\$126,709	\$154,678	\$102,287	\$102,460	\$73,079
TOTAL	\$502,126	\$545,802	\$543,676	\$512,600	\$673,215	\$620,348

	2005	2006	2007	2008	2009	2010
Operating Expenditures						
Annual	\$721,873	\$762,675	\$826,810	\$854,591	\$663,095	\$811,511
6 month	\$360,937	\$360,581	\$413,405	\$427,296	\$331,548	\$405,756
3 Yr average			\$378,307	\$400,427	\$390,749	\$388,200
Operating Revenue						
Annual	\$720,383	\$721,161	\$792,208	\$993,317	\$710,322	\$829,980
6 mo	\$360,192	\$360,581	\$396,104	\$496,659	\$355,161	\$414,990
3 Yr average			\$372,292	\$417,781	\$415,975	\$422,270

LEVY BUDGET
Year-to-Date Expenditure Comparison
Expenditures Through April 11, 2011

	2010	2011	2011 Exp	Exp As % of Budget	Comments
Public Safety					
Fire	23,000	20,100	5,019.48	25%	Monthly Installments
Police	90,000	88,500	22,126.26	25%	Monthly Installments
Roads	23,500	21,500	9,523.68	44%	Street sweeping (\$3700), potholes, Nov/Dec snowplowing remain.
Traffic Sign Retro Reflectivity		1,000	0.00	0%	
Street Lights	13,500	13,800	4,937.07	36%	Monthly Installments
Legal (Civil & Criminal)	8,000	8,000	3,073.14	38%	
Election Maintenance					
Maintenance	450	470	0.00	0%	Pd to county.
Judges	2,000	0	0.00		
Birchwood Government					
Clerk & Treasurer Base Pay	40,000	52,855	19,957.70	38%	Includes FICA & PERA.
FICA - 7.65% (3,520)					May go over budget a bit - add'l hours were authorized
PERA - 7.25% (3,335)					to for treasurer to work on audit.
Admin (Mayor - Council)	4,300	4,300	0.00	0%	Paid out at year end. LOWER by \$400
Planning Commission	495	495	0.00	0%	Should city not pay out this year - no mtgs?
Grounds/Maintenance	21,250	7,000	0.00	0%	Contract services & rates apply.
Hall Maintenance	7,000	12,000	3,179.42	26%	
Supplies	4,600	5,300	1,276.58	24%	
Audit	16,000	16,000	11,106.55	69%	Expect to spend full amt.
Newsletter	0	1,000	0.00	0%	\$100/issue color, \$40/issue b&w. (no postage w/UB)
Insurance	7,500	7,600	61.00	1%	Volunteer coverage. Premium renews in June.
League of Mn Cities	1,000	1,000	0.00	0%	Pd at year end.
White Bear Transit	900	900	0.00	0%	Pd later in year.
WB Community Counseling	3,000	3,150	0.00	0%	Pd later in year.
Engineer	7,500	6,000	2,137.50	36%	Will recoup some costs from catch basin grant.
Equipment	750	4,500	0.00	0%	Computers - \$1800 , est. install - \$1000
Clerk desktop computer 2,500					Not Needed
Clerk laptop computer 1,000					Not Needed
Internet Service - Cable Covers					Not Needed
Phone system upgrade 1,000					Not Needed
Capital Improvements	5,000	3,000	0.00	0%	Catch basin project budgeted in 2009 - use reserves.
Storm Sewers-Catch Basin Cleaning	2,000	2,000	0.00	0%	
Continuing Education	1,600	2,540	1,120.00	44%	Municipal Clerk Training (450) Newly Elected Officials - 3 (900) Municipal Clerk Conference (220) MCROA Dues - 2 (70) LMC Conf - 4 - (800) LMC Safety-Loss - 5 - (100)
Trees					
Inspection	1,500	1,500	0.00	0%	
Removal	4,000	4,000	0.00	0%	
Parks	13,000	18,000	7,517.60	42%	Exp. doesn't yet include 1500 authorized for Nordling Park and 2600 for tennis court tree cutting.
Docks Revenue to Parks		-5,000		0%	
Miscellaneous	1,486	681	2,114.25	310%	Thatcher catch basin analysis.
Recycling	12,000	12,000	2,727.42	23%	Monthly bill.
WBL Conservation District	1,069	1,609	1,609.16	100%	Spring Bill
Legal Publishing	1,600	2,000	957.14	48%	
Assessor (no change)	5,000	5,200	0.00	0%	
TOTAL	323,000	323,000	98,443.95	30%	4 of 12 monthly bills paid out (33% of calendar yr)

INSERT ITEM # 6

WHITE BEAR LAKE

CONSERVATION DISTRICT

UPDATE HERE

INSERT ITEM # 8
REVIEW OF QUOTES FOR
POTHOLE REPAIR HERE

90

PC Medic LLC
306 East Third Street
Monticello, MN 55362

QUOTATION

Quote Number: 103
Quote Date: Mar 29, 2011
Page: 1

Voice: 763-202-8400
Fax:

Quoted To:
City of Birchwood Village
207 Birchwood Avenue
Birchwood Village, MN 55110

Customer ID	Good Thru	Payment Terms	Sales Rep
03242011001	4/28/11	C.O.D.	

Quantity	Item	Description	Unit Price	Amount
1.00		APC BE450G 450 VA 257 Watts 8 Outlets UPS	57.99	57.99
2.00	Guarantee	Backup of both computers before data migration included free. 90 Day Guarantee on Labor. Hardware covered by the manufacturers' warranties.		
10.00 12.00	Labor Hours	Setup of (2) Desktops, Mice, Keyboards, Monitors, Network Adapters, (1) Router. Network (2) computers. Migrate data and software from (2) old computers to (2) new.. ... Install all additional software and hardware listed on quote. New Customer Discount 30% Off Labor	80.00	800.00 960.00 -288.00 -240.00
			Subtotal	617.99
			Sales Tax	42.49
			TOTAL	660.48

SmartZone Communications Center

bwclerk@comcast.net

+ Font size -

RE: Quote #21950

From : Rick Brestrup <rickb@comparinc.com>

Thu Mar 31 2011 3:04:06 PM

Subject : RE: Quote #21950**To :** bwclerk@comcast.net

I spoke to my tech and he does not believe it will take 12 hours so yes it's fair to say we will not exceed the \$1,260.00 fee. We will only charge the city the time it takes so if it's 8 hours that is all we will charge.

Richard Brestrup
Compar, Inc.
Direct: 952-945-2282
Mobile: 612-839-9093
Fax: 952-945-2286

Tawnya Bonsante
952-945-2274
tawnyab@comparinc.com

From: bwclerk@comcast.net [mailto:bwclerk@comcast.net]**Sent:** Thursday, March 31, 2011 1:24 PM**To:** Rick Brestrup**Subject:** Re: Quote #21950

In reviewing Quote # 21950, I noted with interest the line at the bottom of the first page of the quote. It states "...Labor time to back up current PCs is NOT included in the 3 hour original estimate." You do not indicate proposed labor time for the back up function. Further, you have stated that "too many variables are included in email to give an accurate answer".

I am attempting to give the City Council a level of cost certainty on this project. I have one vendor that has delivered cost certainty with 12 total labor hours. From what I am able to ascertain from Quote # 21950, it appears that you are quoting 3 hours @ \$135.00 per hour, with extra hours billed at \$95.00/hour.

I am considering using your stated labor rates as indicated in your quote and using the first 3 hours at \$135.00/hour and 9 hours @ \$95.00 an hour stating that the "will not exceed" amount for labor is \$1,260.00. Would you consider that a fair portrayal?

CITY OF BIRCHWOOD VILLAGE

Dale Richard Powers, MA, AICP
City Clerk
207 Birchwood Avenue
Birchwood Village, MN 55110
651-426-3403 tel
651-426-7747 fax
320-493-8930 cell

----- Original Message -----

From: "Rick Brestrup" <rickb@comparinc.com>

To: bwclerk@comcast.net

Cc: rickb@comparinc.com

Sent: Wednesday, March 30, 2011 1:21:03 PM

Subject: Quote #21950

Thank you for the opportunity to provide a quote for your technology needs. The quote you requested may be viewed by opening the attachment.

Compar, Inc.
 10301 Yellow Circle Drive
 Minnetonka, Minnesota 55343-9101
 United States
<http://www.comparinc.com>



Quote

Date
 Mar 18, 2011 10:23 AM CDT
Doc #
 21950 - rev 1 of 1
Description
 HP Desktops
SalesRep
 Brestrup, Rick (P) 952-945-2282
Customer Contact
 Powers, Dale
 bwclerk@comcast.net

Customer
 City of Birchwood Village (CO0790)
 207 Birchwood Avenue
 Birchwood Village, Minnesota 55110

Bill To
 City of Birchwood Village
 Powers, Dale
 207 Birchwood Avenue
 Birchwood Village, Minnesota 55110
 (P) 651-426-3403

Ship To
 City of Birchwood Village
 Powers, Dale
 207 Birchwood Avenue
 Birchwood Village, Minnesota 55110
 (P) 651-426-3403

Customer PO: None	Terms: Unknown	Ship Via: UPS Ground
Special Instructions: None		Carrier Account #: None

Item Description	Part #	Qty	Tax	Unit Price	Total
1 HP Elite 8000 Operating System Windows 7 Professional 32 bit Windows 7 Professional 32 bit Processor Intel Core i5 650 processor 3.2GHz OR Intel Core2Duo processor 3.16GHz (E8500) - one offering only Intel Core2Duo processor 3.16GHz (E8500) V-pro activated Specify Yes or No Yes RAM - capacity, type and open slots 4 GB memory DDR3, two open slots 4GB DDR3, two open slots RAM - speed Specify memory speed 1333MHz Hard Drive - capacity, type and rpms 160 GB SATA hard drive 7200 rpm 250GB SATA 7200rpm Sound Integrated sound Integrated sound Network Integrated Gigabit ethernet (Specify make, model) Integrated Gigabit ethernet (Intel 82567LM) Optical Drive CD-RW/DVD-ROM combo DVD-RW/CD-RW Case Specify primary case type (desktop, SFF, etc.) SFF PCI slots One open PCI slot One open PCI slot PCI X-16 slots One open PCI Express x-16 slot One open PCI Express x-16 slot Diskette drive (3.5 inch) Specify included or not included Not included (not available) Video - type Integrated video Integrated video (Intel GMA 4500) Keyboard Standard 104-key keyboard PS/2 Keyboard Mouse Optical mouse PS/2 Mouse Parallel port Specify included or not included Included Serial port Specify included or not included Included P/S 2 keyboard port Specify included or not included Included P/S 2 mouse port Specify included or not included Included USB port(s) Six USB 2.0 ports Ten USB 2.0 ports eSATA port Specify included or not included Included Bluetooth Specify included or not included Not included (not available) Warranty Three year next working day on site warranty Three year next working day on site warranty VPAT registration filed Specify Yes or No Yes Hyperlink to VPAT registration Provide web address of VPAT information (if available) http://vausnzpro.austin.hp.com/508Accessibility/vpat_DetailedReport_hp.aspx?Detail=Detail&requiredPartNumber=1239&Displayvpatt_id=5390&strDate=12/11/2009&strFamDescription=HP%20Compaq%208000%20Elite%20SFF%20PC%20(Win7%2032-bit)Energy-Star Energy Star compliant per v5.0 Energy Star 5.0 Category B EPEAT EPEAT gold level EPEAT Gold	COMHPDT-1010	2	Yes	\$612.00	\$1,224.00
2 Belkin Components - SURF N300 11N WIRELESS ROUTER See link for full description. http://www.belkin.com/IWCatProductPage.process?Product_Id=522108	F7D6301	1	Yes	\$41.35	\$41.35
3 Cables to Go Patch cable - RJ-45 (M) - RJ-45 (M) - 10 ft - UTP - (CAT 5e) - molded, stranded, snagless - blue Note: Would not be needed if Item #4 is used.	22824	2	Yes	\$5.88	\$11.76
4 Belkin Surf & Share Wireless USB Adapter Network adapter - Hi-Speed USB - 802.11b, 802.11g, 802.11n Note: Would not be needed if Ethernet cables (Item #3) are used.	F7D2101	2	Yes	\$43.69	\$87.38
5 HP Compaq LA1905wg LCD display - TFT - 19" - widescreen - 1440 x 900 / 60 Hz - 250 cd/m2 - 1000:1 - 3000:1 (dynamic) - 5 ms - 0.2835 mm - DVI-D, VGA, DisplayPort - black, brushed aluminum - Smart Buy	NM360A8#ABA	2	Yes	\$164.00	\$328.00
6 Professional Services Installaion time for 2 PCs Estimated time to install 2Pcs 3 hours, not including time needed to do additional services on email dated March 28. To complete the tasks outlined in email, time would have to be added at \$95.00 per hour. To many variables are included in email to give an accurate answer.		1	Yes	\$405.00	\$405.00
7 APC Back-UPS ES 450 UPS - AC 120 V - 257 Watt - 450 VA - USB - 8 output connector(s) This is the answer to question #2. See link for complete description and specs. http://www.apc.com/products/resource/include/techspec_index.cfm?base_sku=BE450G&tab=features&total_watts=200	BE450G	2	Yes	\$51.88	\$103.76
8 FreeAgent Desk Hard drive - 1 TB - external - 3.5" - Hi-Speed USB - 7200 rpm - silver Note: Answer to question #3 in email. Labor time to back up current PCs is NOT included in the 3 Hour original estimate.	ST310005FDB2E1-RK	1	Yes	\$118.86	\$118.86

Subtotal: \$2,320.11
Tax (7.275%): \$168.79
Shipping: \$0.00
Total: \$2,488.90

Please fax all orders to 952-945-2286

Compar Contract Information
State Contract: 436390
Vendor Number: 060824013-00

These prices do NOT include applicable taxes, insurance, shipping, delivery, setup fees, or any cables or cabling services or material unless specifically listed above. All prices are subject to change without notice. Supply subject to availability.

SmartZone Communications Center

bwclerk@comcast.net

± Font size -

RE: Labor estimate

From : Joe Connor <joe@tctechs4hire.com>

Thu Mar 31 2011 6:48:55 PM

Subject : RE: Labor estimate**To :** bwclerk@comcast.net

Hi Dale

The minimum rate was to show integrity and courtesy on my part, that if the job goes faster than planned, the city wouldn't be on the hook for the whole 6 hours. I am sorry, it is not my intent to be problematic, I'm simply trying to offer the best possible pricing I can (based on experience and best case scenario's), and also protecting myself on things that are outside of my control.

Here are my thoughts on items 2 & 3:

2. I agree the disclaimer is ambiguous, just as the specific equipment the city currently has is, and whether or not we have identified ALL of the specific software the city is using currently and wants to use going forward are, to me. At this point in time the only tasks that I am aware of are: that I am installing is CTAS, Microsoft Office & antivirus/internet security software, migrating files, setting up email and network printers.. For example: If you don't have the CTAS software and registration info ready and waiting for me when I get there, why should I need to stop my time clock from running, for something that is outside of my control, if its absence results in it taking me longer to complete the job? Or if there is another software package that needs to be added that hasn't been disclosed prior to my bid, I don't think it's reasonable to expect me to perform the service for free, if it takes me beyond my bid time amount. If you would prefer it be "any additional tasks and materials provided outside of the quoted amount will be billed at Time & Materials", then I will re-word it as such.

3. I'm confident in my quote. If it will quell the waters, I will affirm that I can perform the specifically defined tasks in my bid in under 8 hours, barring circumstances outside of my control. Example if one of the new computer's hard drives happen to fail midway thru the migration/installation process, and we have to wait for a replacement drive from the vendor and begin the installation/migration process over again, the labor to begin again on the new/replacement hard drive is beyond my original quote or if Comcast's internet goes down.

Would this sit better with the council, I'll provide an alternate bid in the event of any issues with the original...

I would submit a labor bid for 12 hours (\$1,200) with the understanding that 'typically' this shouldn't take more than 8 hours (4 hours each computer) and any unused full hours of time, beyond those 8 quoted for THIS project, would be banked and could be used towards any additional I.T. support labor the city might need over the six (6) months following the installation date? This way if the city pays for 12 hours, then they will get 12 hours within a reasonable period of time. *Note ordinarily my support calls are billed in 15 min increments for phone/remote and a 1 hour minimum per site visit.

I'm surprised I didn't think to bid it this way in the first place, I just wasn't thinking outside the box.

Thanks for your attention to the details and not simply dismissing me.

Best Regards!

Joe

ps If the city would like references from me, I will gladly provide them names and contact info.

From: bwclerk@comcast.net [mailto:bwclerk@comcast.net]

Sent: Thursday, March 31, 2011 1:39 PM

To: Joe Connor

Subject: Labor estimate

Joe, I am trying to establish some level of cost certainty into each of the three bids. One of the vendors has given me that by using 12 hours of labor. Also, your quote is the only one with a minimum labor rate. Finally, your quote is the only one with a 15% "overage" factor.

I have the following questions:

1. Can it be assumed that the maximum number of billable labor hours for your estimate is 6×1.15 , or 6.9 hours?
2. The disclaimer is a bit ambiguous. I am taking it that the 15% overage "does not include time waiting on client to locate missing software, keys, licenses or Connor IT Solutions having to source them at the time of installation, or additional services provided outside of this quote". Is that correct?
3. In order to establish a "stop loss" "maximum labor charge", would you object if I quoted 12 hours of labor for you as a maximum labor rate you would charge the City?

Please advise. Thanks!

CITY OF BIRCHWOOD VILLAGE

Dale Richard Powers, MA, AICP
City Clerk
207 Birchwood Avenue
Birchwood Village, MN 55110
651-426-3403 tel
651-426-7747 fax
320-493-8930 cell

Quote for services for **Birchwood Village** provided by **Connor I.T. Solutions, Inc.** **March 28, 2011**

Prices good for 30 days from date of quote.

Set up 2 new computers and lcd monitors. Remove any trial software pre-installed on new computers.

Migrate files from old computers. *(If client wants data migrated via external hard drive from old hard drive, for extra archival purposes, allow additional \$125 for external hard drive* and allow additional labor time of up to 2 hours as this process is the most time consuming method of migration, as the data is being copied twice; from old pc to external hard drive and from external hard drive to new computer).*

Install client provided software (CTAS, Microsoft Office, **Comcast provided antivirus/malware/spyware software** and any other Windows 7 compatible software that client has appropriate installation media and licenses for.)

Install printer drivers and test printer.

Setup e-mail.

Configure network shares.

Recycle/dispose of old hardware (At client's request the old hard drive's can either be wiped clean and then destroyed or client can retain them for archival/backup sake).

Based upon prior experience a typical migration and install takes 4 hours per computer. (As the desks are in close proximity it will be easier to multitask and migrate the files simultaneously and am bidding with that in mind).

Total Quote 6 hours labor @ \$100hr for a total of \$600.00(with a \$400 minimum).**

Labor guaranteed for a week after installation. Connor I.T. Solutions, Inc. is not responsible for mis or non-communicated information, user/client unfamiliarity with Windows 7, Office 2007 or any other newly installed software, problems caused by user/client provided software, user actions, viruses/spyware/malware or hardware malfunctions/failure.

Additional equipment as requested or needed:

Network patch cables - \$5.00 each

External hard drive to store migrated files on to keep for archival purposes - \$125.00 (plus extra time if results in going over quoted amount)

Battery backup - \$60 and up each, please inquire if interested.

Please direct any questions or comments to:

Connor I.T. Solutions, Inc.

651 755 4790

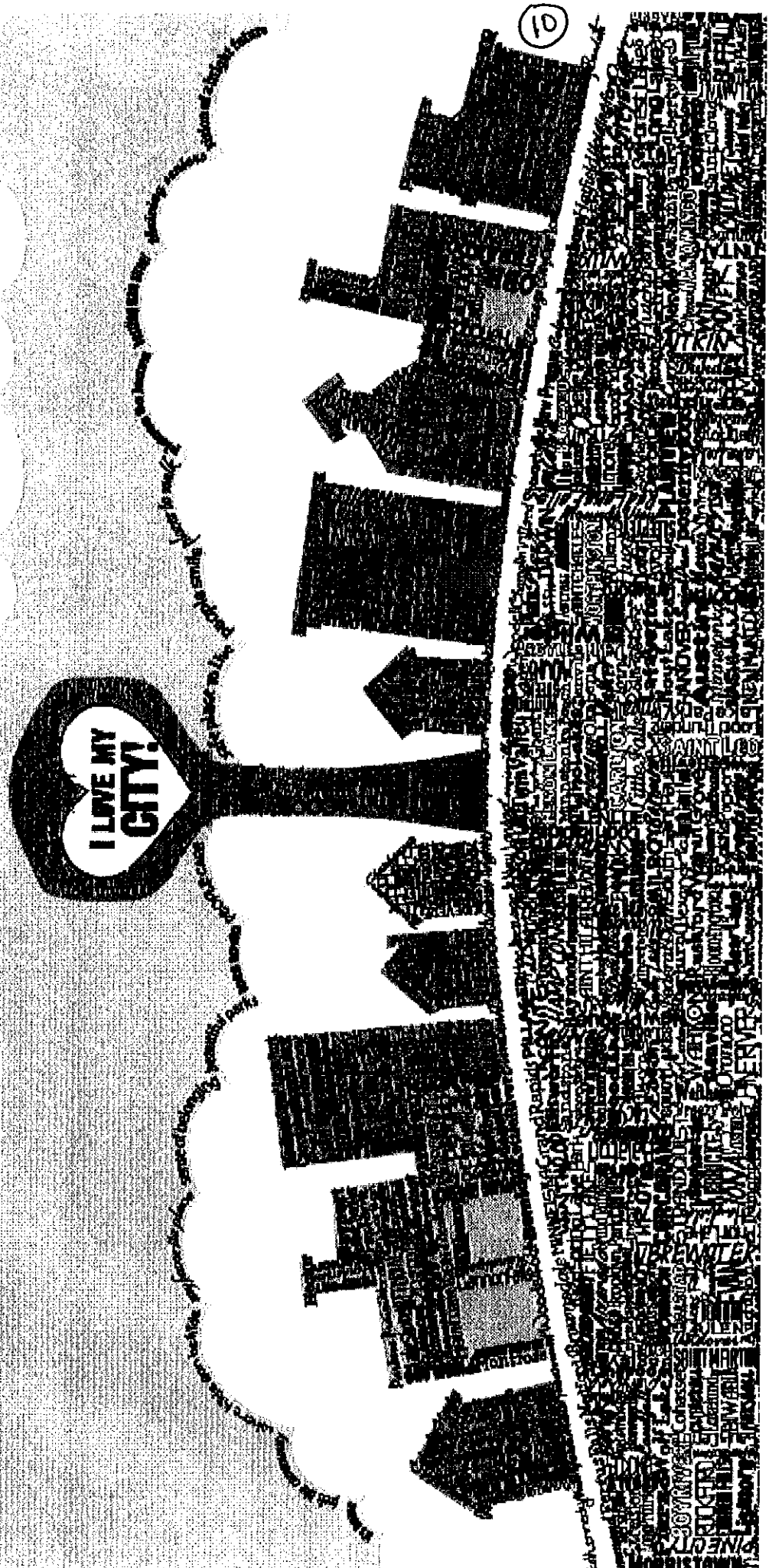
joe@tctechs4hire.com

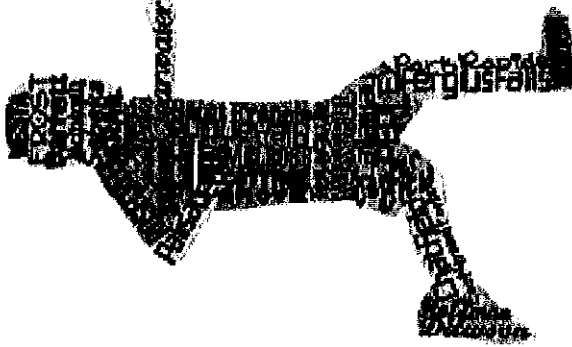
**All quotes are bid with the understanding of allowing for an overage of %15 for unforeseen circumstances outside of the control of Connor I.T. Solutions, Inc. This does not include time spent waiting on client to locate missing software, keys, licenses or Connor I.T. Solutions, Inc. having to source them at the time of installation, or additional services provided outside of this quote.

2011 ILMC Annual Conference and Marketplace

June 15-17 • Rochester, MN
Mayo Civic Center

Join your colleagues at this year's
Annual Conference and Marketplace
to celebrate all the things that make
our cities great and share ideas for
preserving what we love about our cities





Safe and vibrant neighborhoods. Places to gather and play. Bustling business areas. Caring community.

It's hard work to make a city feel like home, but it's worth the time, energy, and love you put into it.

Attend this unique, one-stop-shop conference to learn more about trust and leadership, city budgeting, financial planning and human resource issues, as well as timely topics like creative service delivery, how to encourage public input in your city's decisions, and ways to save money on technology.

You'll leave this conference equipped with the information, tools, and resources you'll need to keep the city you love moving forward.



PRE-CONFERENCE WORKSHOPS

Wednesday, June 15

9 a.m.-4:30 p.m.
There is an additional fee for these workshops.

ICMA University Workshop

Asking Your Police and Fire Chief

the Right Questions to Get the Right Answers

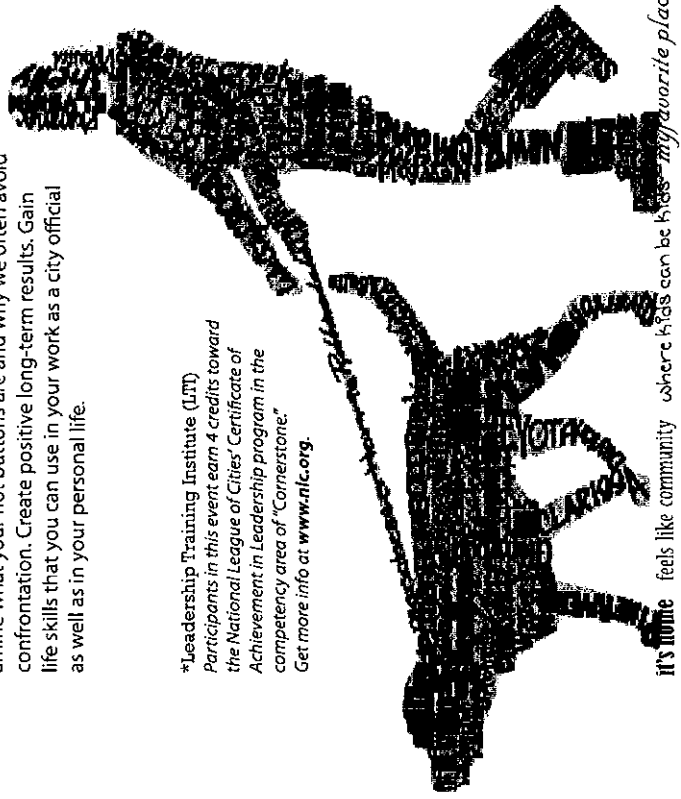
Every city department has to operate effectively and efficiently. But somehow asking the tough questions about police and fire can be hard—the field is filled with jargon, operations are complex, emotions can run high. Two seasoned public safety practitioners, now faculty with the ICMA Center for Public Safety Management, will help you establish goals and priorities, quantify workloads, identify the equipment that is really necessary, and apply strategies to follow the path of continuous improvement.

NLC Leadership Training Institute (LTI) Workshop*

Dealing with Difficult Personalities

Difficult times seem to bring out even more difficult people! Master new tools and learn new ways to enhance group collaboration by letting people know that their needs matter. Examine what your hot buttons are and why we often avoid confrontation. Create positive long-term results. Gain life skills that you can use in your work as a city official as well as in your personal life.

*Leadership Training Institute (LTI)
Participants in this event earn 4 credits toward the National League of Cities' Certificate of Achievement in Leadership program in the competency area of "Cornerstone."
Get more info at www.nlc.org.



It's time feels like community where kids can be kids—my favorite place

CONFERENCE OVERVIEW

Wednesday, June 15	Thursday, June 16	Friday, June 17
7:30am-9pm Registration Open	7am-7pm Registration Open	7am-7pm Registration Open
7:30am-9pm City's Orientation Conference	7:45am-4:30pm City's Orientation Conference	7:30am-3pm Hot Breakfast
9am-4:30pm Pre-Conference Workshop Localities Only	9-11am Opening Ceremony, Awards, and Keynote Speaker David Horsley	7:30am-10am City's Orientation Conference
Asking Your Police and Fire Chief the Right Questions to Get the Right Answers	11:30am-12:30pm Concurrent Sessions I	8:45-10am Concurrent Sessions II
Dealing with Difficult Personalities	12:30-2:30pm LTI Credits Earned and Annual Meeting	10:15-11:50am Concurrent Sessions III
6-9pm NLC/ICMA/OSC Evening Reception	3-5:30pm 2011 Legislative Recap and Policy Review	11:15am-2:30pm Closing Luncheon How to Talk with the Public About City Services and Funding
	4:30-7:30pm Marketplace Event	
	7:30-9pm City Night	

Register now at
www.nlc.org/AC36

CONCURRENT SESSIONS I

Thursday, June 16

11:15 a.m.-12:30 p.m.

Creative Service Delivery

What options are there for innovation and redesign in the way that your city delivers services? Learn about a new resource for local government officials that sets out several redesign approaches. The author of *Navigating the New Normal: A Minnesota Local Government Innovation and Redesign Guide* will describe a five-step problem-solving approach cities can use in thinking through innovation ideas.

Land Use Law and Logistics

Planning, zoning, and other land use issues can create sticky situations for your city. Make sure you understand your city's land use roles and responsibilities. In this session, you'll review the purpose and process for creating and amending comprehensive plans and zoning ordinances, and get the latest updates about laws related to variances. Plus, learn how the League's online land use training course can save your city money!

Trends in Economic Development

Tax increment financing (TIF) may be your city's ticket to economic development—or maybe not. Get an overview of TIF, discover the new ways cities are using it, and learn why it may or may not be the right approach for your city. If you're new to city government—or simply need a refresher on economic development tools—you'll want to attend this session.

New Approaches to Budgeting

There's more than one way to craft a budget. Discover new ways to fund city services and tools to plan for and develop operating budgets as city budgeting experts share their knowledge and expertise on a variety of budgeting approaches.

Hot Topic Roundtable Conversations

Here's your chance to engage with facilitators and peers on the latest issues facing cities. Choose from among several roundtable topics submitted by conference attendees.

CONCURRENT SESSIONS 2

Friday, June 17

8:45-10 a.m.

Partnering for Success

Regional service delivery is all the rage in these uncertain times. But how do you get started? Learn all about joint powers agreements, including the process for putting one together, important issues to address, and liability concerns that may arise. Hear from city colleagues about their experiences in regional service delivery.

HR Discussion: Tough Times, Tough Decisions

Get the scoop on tough employment issues, including furloughs, layoffs, early retirement incentives, and managing employee performance. During this session, experts will be available to answer questions on a variety of employment challenges in a tough economy.

You Got Questions? We Got Answers!

Haven't you always wanted to know if a husband and wife can really be on a council together? Or what all the fuss is about posting notice for special meetings? These are just two of the common questions that the League researchers will cover in this fun and informative session! Come learn the answers to these and other common questions that the LMC Research Department answers. You will also get to know more about the researchers and what they can do for you and your city.

Analyzing Trends for Long-Term Planning

Surviving in today's economic environment means more than just paying the bills this year—you'll need a plan for the long-term financial viability of your community. Learn how to move to multi-year financial planning; the role of trend analysis in getting you there; and the where, who, and how of getting started.

Mobile Tour:

Complete Streets and Public Works Building

In the spring of 2009, Rochester adopted a Complete Streets Policy. During this bus tour, you'll see how implementation of this policy is beginning to transform the design of the city's roadways. Participants will also tour Rochester's new public works facility, and learn how this new facility will streamline department operations and maintenance, and improve service delivery.

CONCURRENT SESSIONS 3

Friday, June 17

10:15-11:30 a.m.

Harnessing the Power of Public Input

Local elected officials and staff often think they need to have all the answers. But recent experience with direct citizen engagement suggests that, with a good process, citizens are happy to lend their insights and perspectives. Learn ways to encourage your citizens to join city officials as partners in facing up to, addressing, and even solving difficult problems.

United We Stand? What Elected Officials Need to Know about Unions

Union missteps by your city can have disastrous long-term effects. What types of decisions do you have to negotiate? What rights does management have? What should you do if your employees are thinking of joining a union? Attend this session to explore these questions, and more.

Affordable Technology for the Non-Geek

If you know nothing (or next to nothing) about technology, this session is for you! You'll explore the pros and cons of various methods of procuring and maintaining your technology environment, and learn more about purchasing from the state contract, cloud computing (what is it and is it right for us?), and how to keep technology cost-effective.

Finding Money for Infrastructure

Streets, sewers, water systems, and parks are vital to your city's economic well-being and quality of life. Yet in difficult times, construction and maintenance of infrastructure can take a back seat to maintaining daily operations. What options do you have for financing infrastructure, who are your potential partners, and how do you get citizen buy-in to invest in these critical community resources?

Hot Topic Roundtable Conversations

Here's another chance to engage with facilitators and peers on the latest issues facing cities. Choose from among several roundtable topics submitted by conference attendees.

