



AGENDA OF THE REGULAR MEETING OF
THE CITY COUNCIL
CITY OF BIRCHWOOD VILLAGE
WASHINGTON COUNTY, MINNESOTA
August 8th, 2023
6:45 P.M.

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

****Council member **Mark Foster** will be attending the meeting remotely from 9252 Breezy Point Drive, Breezy Point, MN 56472. (46.589700 Latitude, -94.209600 Longitude)*

PLEDGE OF ALLEGIANCE

APPROVE AGENDA

PRESENTATIONS

White Bear Lake Conservation District - Darren DeYoung

OPEN PUBLIC FORUM

CONSENT AGENDA

- A. Approve June Meeting Minutes * (pp. 3-10)
- B. Approve July Special Meeting Minutes* (pp. 11-13)
- C. Approve Treasurer's Report* (pp. 14-35)
- D. Approve Resolution 2023-35* (p. 51)

CITY BUSINESS

- A. Public safety, Sheriff's Contract Discussion* (pp. 36-39)
- B. 2024 Budget Review and Discussion* (pp. 40-45)
- C. First Reading of ORDINANCE 2023-08-01: Cannabis Ban in Public Spaces* (pp. 46-47)
 - a. First Reading and Council Deliberation
 - b. Order Second Reading and Public Hearing

- D. First Reading of ORDINANCE 2023-08-02: an ordinance amending first section 617.215 of ordinance no. 615 adopted on March 13, 2018, and titled “public lake tracts” * (pp. 48-50)
 - a. First Reading and Council Deliberation
 - b. Order Second Reading and Public Hearing
- E. Street Repair Update - Mayor Margaret Ford
- F. Storm Damage Tree Cleanup Update - Mayor Margaret Ford

ADJOURN

**CITY OF BIRCHWOOD VILLAGE
207 BIRCHWOOD AVENUE
BIRCHWOOD, MINNESOTA**

**MINUTES OF THE CITY COUNCIL MEETING
JUNE 13, 2023, 6:45 P.M.**

MEMBERS:

Margaret Ford	Mayor
Mark Foster	Councilmember
Ryan Hankins	Councilmember
Justin McCarthy	Councilmember
Katherine Weier	Councilmember (via teleconference)

STAFF:

H. Alan Kantrud	City Attorney
Mary Cahill	Treasurer
Rebecca Kellen	City Administrator
Marcus Johnson	City Engineer

GUESTS:

John Waller	Rice Creek Watershed District Manager
Gail Nozal	MN Arborist

Minutes prepared by Angela Fracassi of Minutes Solutions Inc. from a video recording.

1. CALL TO ORDER

Mayor Ford called the meeting to order at 6:45 p.m.

2. PLEDGE OF ALLEGIANCE

3. APPROVAL OF AGENDA (0:00:33)

On a motion made by Councilmember McCarthy, seconded by Councilmember Foster, it was resolved to approve the agenda as amended. All in favor; motion carried.

Mayor Ford requested the addition of the following item to the agenda:

- Presentation from John Waller, Rice Creek Watershed District

4. PRESENTATION FROM JOHN WALLER, RICE CREEK WATERSHED DISTRICT (0:01:19)

John Waller noted that he was speaking on his own behalf, and not in his official capacity as Watershed District Manager. He distributed a copy of the proposed taxes paid by the individual cities to Washington County, and noted that the total was approximately \$1 million. He also distributed a copy of a bill stating that 90% of the funds collected in Washington County must be spent in Washington County. He had requested data regarding how much of the money is being spent in Washington County in reality; however, he was told that the information was not available.

The Council thanked Mr. Waller for his assistance.

5. **OPEN PUBLIC FORUM (0:18:08)**

Ken Moss, 125 Wildwood Avenue, spoke on behalf of his mother who resides at 125 Wildwood Avenue, regarding the variance request at 127 Wildwood Avenue. He stated that his mother's home was properly set back, and the house at 127 was not. The addition of a deck or other structure as proposed by owner of 127 Wildwood Avenue would impede the sightlines of houses that are properly set back, and he requested that Council deny the variance request.

Barton Winter, 15 Oaks Lane, presented photos of various potholes around Birchwood Village and stressed the dangers for cyclists.

On a motion made by Councilmember McCarthy, seconded by Councilmember Weier, it was resolved to close the open public forum. All in favor; motion carried.

6. **PRESENTATION BY GAIL NOZAL, NM ARBORIST (0:23:12)**

Gail Nozal was invited to speak about how to care for mature trees. She outlined the distinction between old growth and mature trees, and stated that Birchwood Village has primarily mature trees. Some of the major issues in Birchwood Village include drought, bur oak blight, oak wilt, and two insects: the two-lined chestnut borer and the emerald ash borer. The primary warning sign for these ailments is leaf loss.

Gail Nozal advised residents to contact an arborist at the first signs of canopy loss in the spring or summer. She also advised residents to water their trees. She noted that a certified arborist can be found using the website called treesaregood.org. The Council noted that emerald ash borer has been a problem in the past, and inquired what Council could require of homeowners to prevent the spread. Gail Nozal advised that emerald ash borer should be monitored, as well as the Asian longhorn beetle that attacks maple trees. She also advised using a local source for Christmas greenery, rather than purchasing from out-of-state. Removing infected trees can slow the spread of emerald ash borer.

The Council noted that they budgeted \$1,300 for a tree inspector, and inquired whether that amount was adequate. Gail Nozal advised that that amount could be adequate; however, she suspected that it may be slightly too low, depending on the level of service the City required. She provided information about the tiers of service and consulting services.

7. **ANNOUNCEMENTS (0:41:57)**

- a. **Welcome Deputy Clerk:** The new Deputy Clerk Therese Bellinger introduced herself and thanked Council for the warm welcome.
- b. **Storm Water Pollution Prevention Program:** It was noted that members of the public can comment on the website.
- c. **Music in the Park:** SCCTV will be doing a promotional segment on music in the park.
- d. **National MS Race:** The National MS Race concluded at Century College on June 11, 2023.

- e. **Birchwood Community Clean-Up:** Birchwood Community Clean-Up will take place on June 17, 2023, starting at 9:00 a.m., in front of City Hall. Volunteers with pickup trucks and trailers are needed.
- f. **Congratulations to Councilmember Mark Foster:** Congratulations on the birth of Councilmember Foster's child.

8. **CONSENT AGENDA (0:45:11)**

On a motion made by Councilmember Hankins, seconded by Councilmember McCarthy, it was resolved to approve Consent Agenda items C, D, and F, as presented. Motion carried.

The following Consent Agenda items required further discussion:

a. **May Meeting Minutes (Consent Agenda Item A) (0:46:09):**

On a motion made by Councilman McCarthy, seconded by Mayor Ford, it was resolved to approve the meeting minutes from May 9, 2023, as presented.

Council discussed whether changes should be made to the May meeting minutes, and elected to keep the minutes unchanged.

- b. **Treasurer's Report (Consent Agenda Item B) (0:48:29):** Council noted there may have been a duplicate charge from Menards. Mary Cahill, Treasurer, clarified that a check was voided and reissued. Council noted they appreciated the reconciliation statements. The 4M Fundstatement will be included in future reports.

c. **Approve Parks Committees Request for \$5,000 from the Special Revenue Fund and to Obtain Bids for a Handrail at Owl Path (Consent Agenda Item E) (0:53:00):**

On a motion by Councilmember Foster, seconded by Councilmember McCarthy, it was resolved to authorize the Parks Committee to obtain bids for a handrail at Owl Path. All in favor. Motion carried.

The Council expressed concern that \$5,000 might be excessive for a handrail.

Councilmember Weier clarified that the estimate includes both labor and materials. It was noted that the amount of \$5,000 was an estimate, and that the Committee was seeking authorization to obtain quotes.

9. **CITY BUSINESS – NEW BUSINESS (0:57:56)**

a. **2023-04-VB (423 Wildwood Avenue) Variance (0:58:12)**

On a motion made by Councilmember Foster, seconded by Councilmember McCarthy, it was resolved to approve 2023-04-VB (423 Wildwood Avenue) variance, on the condition that the City Planner approve the pervious surfaces, and the variance include the height conditions imposed by the Planning Commission. All in favor. Motion carried.

The Applicant stated that he purchased the lot on 423 Wildwood Avenue in 2019 with the hopes of building a family home. The home design was based on the topography of the lot, which is very

challenging. He requested a setback variance. The Council reviewed the plan, and discussed whether a variance was required. The City Engineer stated that there were no concerns with the application, and that the application meets the pervious surfaces requirements.

b. 2023-02-VB (127 Wildwood) Variance (1:12:48)

On a motion made by Councilmember McCarthy, seconded by Councilmember Foster, it was resolved to table variance request 2023-02-VB until the next meeting. Four votes in favor. Councilmember Hankins opposed. Motion carried.

Council agreed to provide the Applicant with a list of the documents they would like her to provide in advance of the next meeting.

The Applicant addressed concerns regarding sightlines by presenting photos with the proposed deck outlined. These photos indicated that the sightlines of the abutting property would not be affected by the installation of the proposed deck. Approval of the variance would also allow the Applicant to remove the existing deck from the water's edge and the removal of two side lot line violations. Ken Moss expressed concern about the structures that would be needed to support the new deck. The Council inquired about whether the Applicant obtained DNR approval. The Applicant responded that it was forwarded to Rice Creek and the DNR, and she did not receive a response from DNR; however, Rice Creek did not have any concerns about the application. It was noted that the total impervious surfaces were not consistent throughout the application, and Council requested more information.

It was noted that the Planning Commission denied the application; however, they did not have access to the photos showing location and size of the proposed deck and their effect on the abutting property's site lines. The Applicant noted they would continue to keep both the property line violations without approval of the variance.

Council requested deck and elevation plans that would show in more detail how the proposed changes would affect the neighbors. Ken Marsh suggested changing the proposed location of the deck, and the Applicant expressed willingness to rework the plan. The Applicant requested a written summary of the Council's requests.

The Applicant requested to bring the plans to Council again at the City Council meeting to be held in July of 2023, provided that doing so will not affect her rights under Minnesota State statute 1599, and that the City provide her a complete list of items they would like her submit prior to the next meeting.

c. Road Plan Proposal (2:06:42)

Mayor Ford noted that at the previous meeting, Council agreed to take a detailed look at the state of the roads to adequately budget for pothole and road repair in the future. Mayor Ford presented a first draft of her proposal. The City Engineer reviewed the plan and advised the inclusion of roads that have had frequent water main repairs in the plan and budget.

Council discussed creating a more long-term plan. They identified Wildwood Avenue and Cedar Hall as high priority streets. They also discussed seeking grant options. The City Engineer noted that there are some grants available, and he agreed to research and present some options at a later date. The Council agreed to draft a plan including 2024 to 2034 as a target for the updated plan. The City Engineer advised that he may be able to provide approximate financial figures in

approximately two weeks. Mayor Ford agreed to schedule a special meeting to discuss these figures. The City Engineer agreed to speak to Steve Thatcher, former City Engineer of City of Birchwood, to obtain more information about lift station federal funding. Mayor Ford suggested having a Town Hall to discuss the lift station location.

d. Second Reading Ordinance 2023-04-02 Fee Schedule (2:24:39)

Councilmember Hankins presented a summary of the proposed ordinance.

Public Hearing

Mayor Ford opened the public hearing. There were no comments from the public.

On a motion made by Mayor Ford, seconded by Councilmember Hankins, it was resolved to close the public hearing. All in favor. Motion carried.

Council Deliberation and Approval

On a motion made by Mayor Ford, seconded by Councilmember Hankins, it was resolved to approve the ordinance 2023-04-02. All in favor. Motion carried.

On a motion made by Councilmember McCarthy, seconded by Councilmember Weier, it was resolved to approve RESOLUTION 2023-28 Approving Summary Publication Ordinance 2023-4-02. All in favor. Motion carried.

e. Second Reading ORDINANCE 2023-04-03 (615) Exterior Storage (2:27:39)

Councilmember Hankins noted that there was no summary document included in the meeting package. It was noted that the resolution was too short and not worthy of a summary document. Councilmember Hankins presented a verbal summary of the proposed ordinance.

Public Hearing

Mayor Ford opened the public hearing. There were no comments from the public.

On a motion made by Mayor Ford, seconded by Councilmember McCarthy, it was resolved to close the public hearing. All in favor. Motion carried.

Council Deliberation and Approval

On a motion made by Mayor Ford, seconded by Councilmember McCarthy, it was resolved to approve Ordinance 2023-04-03 as presented. All in favor. Motion carried.

f. Second Reading ORDINANCE 2023-04-04 (208/309) Regulating Public Rights of Way (2:29:57)

Councilmember Hankins provided a summary of the proposed ordinance. He cautioned that the resolution numbers may be in incorrect in the meeting package. City staff confirmed that the resolution number in the agenda was correct; however, there was a typographical error.

Public Hearing

Mayor Ford opened the public hearing. There were no comments from the public.

On a motion made by Mayor Ford, seconded by Councilmember McCarthy, it was resolved to close the public hearing. All in favor. Motion carried.

Council Deliberation and Approval

On a motion made by Councilmember Hankins, seconded by Councilmember McCarthy, it was resolved to approve ordinance 2023-04-04 as a second reading. All in favor. Motion carried.

On a motion made by Councilmember Weier, seconded by Mayor Ford, it was resolved to approve resolution 2023-33 to approve summary publication ordinance 2023-04-04. All in favor. Motion carried.

- g. **Second Reading ORDINANCE 2023-05-05 Amending the Utility Availability Fees and Sections 201, “City Water Systems” and Section 202, “City Plumbing and Sewage System” (2:37:40, 2:56:16 and 3:25:20)**

Councilmember Hankins noted that the resolution is listed on the agenda, but there is no resolution for the summary publication in the meeting package. City staff then printed and distributed the summary, but they were not able to print and distribute the resolution.

Councilmember Hankins presented a summary of the proposed ordinance.

Public Hearing

Mayor Ford opened the public hearing. There were no comments from the public.

On a motion made by Councilmember McCarthy, seconded by Councilmember Hankins, it was resolved to close the public hearing. All in favor. Motion carried.

Council Deliberation and Approval

On a motion made by Councilmember McCarthy, seconded by Councilmember Hankins, it was resolved to approve ordinance 2023-05-05 as presented for second reading. All in favor. Motion carried.

On a motion made by Mayor Ford, seconded by Councilmember McCarthy, was resolved to table approval of RESOLUTION 2023-34 approving Summary Publication Ordinance 2023-05-05 to the next special Council meeting. All in favor. Motion carried.

- h. **Review CPA Bids (2:39:39)**

Councilmember Hankins explained that he had contacted several CPA firms with experience in municipal accounting. He acknowledged that City Treasurer Mary Cahill did an excellent job on proposed policy together; however, Council did not have sufficient expertise to critique an approve it. Council discussed whether hiring a CPA would be an ongoing expense, or a one-time

expenditure. Councilmember Hankins stated that some firms quoted for ongoing services; however, one firm offered a one-time policy review. Mary Cahill expressed concern about the cost of hiring a CPA, and advised that the expense be deferred in order to be included in next year's budget, as the City was already over-budget. Attorney Kantrud and some Councilmembers recommended performing an audit rather than hiring a CPA. Councilmember Hankins agreed to obtain quotes for an audit to present at the next Council meeting.

i. **Council Salary Update (3:00:54)**

Attorney Kantrud spoke with a state auditor and was informed that the City's obligations have been fulfilled. City Council may choose to direct him further, or could drop the matter altogether at this time. He will distribute a letter to Council and the County Attorney within the week. Council advised that the payment return letter have a 30- or 60-day deadline.

j. **Permitting Fee Discussion (3:26:33)**

Rebecca Kellen presented a proposal regarding how to include software and city planner fees in permits. Attorney Kantrud agreed to investigate how other municipalities have recouped these fees.

10. **CITY BUSINESS – NEW BUSINESS**

a. **First Reading Ordinance 2023-06-01 (Solar Panels)**

Councilmember Hankins presented a summary of the proposed ordinance. Council suggested the following changes:

- 3A: Height and Setback: the ordinance does not specify a height nor make reference to relevant codes or section number.
- The chimney and flue extension section requires clarification or removal.
- Visibility: Council suggested removal or changes to this section due to lack of objective standards and the fact that some properties are entirely visible from the right-of-way.
- Shoreline visibility: Council suggested removing or changing this section.
- Reflectors should be banned from glaring onto other properties altogether.
- Ground mount systems: it was questioned whether there are standards to judge whether a roof-mount system is feasible.

Councilmember Weier mentioned not ruining site lines with ground mount systems, and Councilmember Foster cautioned that Council should not function as an HOA by attempting to regulate the aesthetics of private property.

On a motion made by Councilmember McCarthy, seconded by Mayor Ford, it was resolved to approve to send ordinance 2023-06-01 to second reading as amended at the next meeting. All in favor. Motion carried.

b. **Lake Links Trail Grant (3:37:44)**

Steve Thatcher, The City Engineer, requested the timelines for Lake Links Trail plans. Mayor Ford suggested holding a town hall to garner public input. Council suggested to combine the Lake Links Trail project with the road improvement plan.

11. **ADJOURNMENT**

On a motion made by Councilmember Wier, seconded by Councilmember Hankins and carried unanimously, it was agreed that there was no further business of the Council to transact; the meeting was closed at 10:25 p.m. by Mayor Ford.

DISCLAIMER

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

Mayor Margaret Ford

City Administrator Becky Kellen

Date

Date



MINUTES OF THE SPECIAL MEETING OF
THE CITY COUNCIL
CITY OF BIRCHWOOD VILLAGE
WASHINGTON COUNTY, MINNESOTA
July 25th, 2023
5:00 P.M.

PLEDGE OF ALLEGIANCE

Pledged

APPROVE AGENDA

Motion to Approve: McCarthy Second: Weier Vote: AA

CITY BUSINESS

- A. Attorney-Client privileged discussion regarding *Nicklaus v. City of Birchwood* with Paul Merwin, esq., LMCIT-appointed counsel, to discuss next steps in the litigation. Presenter: H. Alan Kantrud, City Attorney (introduction)
Materials: Handed-out at meeting

Discussion was held regarding the propriety and necessity of closing the meeting. Mayor Ford recognized the appointed litigation counsel, Paul Merwin, esq., at the podium and read the following statement provided by counsel into the record: " We will close the meeting for the purposes of the attorney-client privilege pursuant to Minnesota Statute 13D.05, subd. 3(b) in order to discuss the active lawsuit [involving the City] Nickolaus vs. City of Birchwood. Our attorney Paul Merwin is here to discuss the status of the case, and provide legal advice. A closed session balances the general requirements the city business should be conducted in public with the need for the council to get unbiased and candid legal advice that will help us fulfill our responsibility to act in the best interests of the City."

Motion to Close: Mayor Ford Second: Foster Vote: AA

Discussion was had over litigation posture and future steps. Closed session was ended and Council directed the City Planner to make a decision regarding a proposal presented by the litigants that was discussed during mediation. The Council noted that there is no formal application for a building permit pending and thus any decision would be communicated to the litigants and they could make a decision on their own regarding next steps for themselves. The City Planner was directed to do so. Materials were returned to Paul Merwin, esq.

- B. Discussion of current and future staffing issues.

* Denotes items that have supporting documentation provided

Presenter: Mayor Ford
Materials: no

Discussion was had regarding staffing, currently, and the desire to make sure the City has adequate staffing in the event of prolonged absences of key staff. While the expectation is that the City will return to 'normal staffing' next week, the concerns remain about whether and when additional staffing may be called for. Discussion was had about the need to offer some form of insurance for staff as well. The Mayor and Member McCarthy will coordinate with key staff to conduct a workshop to get the staff together on issues of delegation of duties and expectations.

Action: to authorize Mayor Ford and Council Member McCarthy to define and post a job description for administrative support if conditions warrant in the future and bring candidates to the Council for hiring if needed.

Motion: Hankins Second: McCarthy Vote: AA

C. Discussion of White Pine and Birchwood Avenue Street Repair Bids.*

Presenter: Mayor Ford
Materials: Attached Bids

Discussion was had regarding the bids received and due to the cost differential and the additional 1" of asphalt in the A.R.C. bid, the Council declared the A.R.C. bid superior.

Action: Approve A.R.C. bid/proposal as presented with funding in the following manner: \$1250.00 to be taken from the General Fund to address general pothole repair and \$6750.00 to be taken from the Water Fund to address the White Pine and Birchwood Avenue repairs (due to the causation of the issues (watermain break) it was decided that the water fund would be the better source of funding for those).

Motion: Hankins Second: McCarthy Vote: AA

D. Discussion of RFP for Audit.*

Presenter: Ryan Hankins, Council Member
Materials: Attached RFP

Discussion was had about the concept of audits in general and the need for them from time to time as a matter of good public administration and their frequency. Due to current budget concerns the Council was definitely in favor of doing them periodically but also supportive of budgeting for them. Conducting them in a 3 or 5 year interval was suggested.

Action: Authorize the Mayor and Council Member Hankins to finalize and advertise

* Denotes items that have supporting documentation provided

an RFP for Auditing Services.

Motion: Hankins Second: Weier Vote: AA

E. Discussion of Re-establishing Watermain Break Surcharge to keep fund balance viable.*

Presenter: Ryan Hankins, Council Member

Materials: Attached Resolution

Discussion was had regarding the ongoing costs to the City for watermain breaks and the dramatic frequency of them and the need for consistent funding sources for their repair. Reinstating the 'surcharge' on the residents' water bills (the language of the Resolution) was debated and the option of accumulating the bills and then making an annual/one-time billing for them was also considered. Concerns were raised about the negative impact a, "sizeable," bill being presented to the residents all at once instead of just periodically collecting a small amount to seed the fund with monies. It was agreed that that option may also be explored in the future.

Action: Approve the Resolution as Presented.

Motion: Hankins Second: Weier Vote: AA

ADJOURN

Motion to Adjourn: McCarthy Second: Hankins Vote: AA

* Denotes items that have supporting documentation provided

Treasurer report

Mary Cahill <Mary.Cahill@cityofbirchwood.com>

Wed 8/2/2023 10:28 AM

To:Rebecca Kellen <Rebecca.Kellen@cityofbirchwood.com>

An update for our August council treasurer report.

1. US Bank Statement is not available yet, so consequently, the July Bank reconciliation will be included in September's council meeting.
2. An additional charge of \$356.20 from Water Conservation Service for the water main break on 5 White Pine Lane was received and paid.

Mary Cahill

Treasurer

City of Birchwood Village, MN

email: mary.cahill@cityofbirchwood.com

website:<http://www.cityofbirchwood.com>



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Fund Name: All Funds

Date Range: 07/06/2023 To 08/02/2023

<u>Date</u>	<u>Remitter</u>	<u>Receipt #</u>	<u>Description</u>	<u>Deposit ID</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-P</u>	<u>Total</u>
07/10/2023	Schiller, David	171735872*	BP# 2023-68, 445 Lake Ave	(07/10/2023) -	N	Building Permits	100-32211-	\$ 400.99
								\$ 400.99
07/14/2023	McKiernan, Maureen	171735864*	BP# 2023-58, 128 Wildwood	(07/14/2023) -	N	Building Permits	100-32211-	\$ 50.00
								\$ 50.00
07/14/2023	Walker Roofing	171735865*	BP 2023-75, 702 Birchwood Ave	(07/14/2023) -	N	Building Permits	100-32211-	\$ 541.91
								\$ 541.91
07/14/2023	Walker Roofing, Inc.	171735866*	BP# 2023-74, 706 Birchwood Ave	(07/14/2023) -	N	Building Permits	100-32211-	\$ 345.67
								\$ 345.67
07/14/2023	Rick's Roofing & Siding, Inc	171735867*	BP # 2023-73, 427 Wildwood Ave	(07/14/2023) -	N	Building Permits	100-32211-	\$ 360.05
								\$ 360.05
07/14/2023	W S & D Permit Service, Inc.	171735868*	BP #2023-65, 619 Birchwood Ave	(07/14/2023) -	N	Building Permits	100-32211-	\$ 28.00
								\$ 28.00
07/14/2023	ACM	171735869*	BP# 2023-64, 471 Lake Ave	(07/14/2023) -	N	Building Permits	100-32211-	\$ 96.91
								\$ 96.91
07/14/2023	Timberline Roofing	171735870*	BP# 2023-45, 123 Cedar St	(07/14/2023) -	N	Building Permits	100-32211-	\$ 374.75
								\$ 374.75
07/14/2023	Superior Landscape and Irrigation	171735871*	BP#2023-70, 529 Lake Ave	(07/14/2023) -	N	Building Permits	100-32211-	\$ 606.25
								\$ 606.25
07/28/2023	Schwantes Heating	171735873*	BP Payment 2023-76, 139 Wildwood	(07/28/2023) - 1	N	Building Permits	100-32211-	\$ 151.00
								\$ 151.00

Fund Name: All Funds

Date Range: 07/06/2023 To 08/02/2023

<u>Date</u>	<u>Remitter</u>	<u>Receipt #</u>	<u>Description</u>	<u>Deposit ID</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-P</u>	<u>Total</u>
07/28/2023	Apollo Heating	171735874*	BP Payment 2023-77, 654 Birchwood	(07/28/2023) - 1	N	Building Permits	100-32211-	\$ 94.87
								\$ 94.87
07/28/2023	Apollo Heating	171735875*	BP Payment 2023-77, 654 Birchwood	(07/28/2023) - 1	N	Building Permits	100-32211-	\$ 56.13
								\$ 56.13
07/31/2023	Semars, Anthony	171735876*	BP#2023-60, 407 Lake Ave	(07/31/2023) -	N	Building Permits	100-32211-	\$ 171.50
								\$ 171.50
07/31/2023	4 M Fund	171735877	July interest	(07/31/2023) -	N	Interest Earning	100-36210-	\$ 4,366.82
								\$ 4,366.82
07/31/2023	Residents - via St Anthony Village	171735878	Utility Billing July 2023	(07/31/2023) - 1	N	Water Consumption	601-37111-	\$ 8,404.20
							601-37112-	\$ 7,044.96
							601-37115-	\$ 297.52
							601-37116-	\$ 480.32
							601-37118-	\$ 50.00
							601-37160-	\$ 56.96
							605-37211-	\$ 8,685.33
							605-37212-	\$ 7,778.16
							605-37260-	\$ 59.09
								\$ 32,856.54
Total for Selected Receipts								\$ 40,501.39

Fund Name: All Funds

Date Range: 07/06/2023 To 08/02/2023

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
07/14/2023	IRS - US Treasury	07142023B*	Federal Taxes - Q2 2023 -June Payment	N	Clerk - Treasurer	100-41401-100-	\$ 1,330.28
		07142023B*				100-41401-100-	\$ 311.12
		07142023B*				100-41401-100-	\$ 500.15
	Total For Check	07142023B					\$ 2,141.55
07/14/2023	MN Department of Revenue	07142023C*	MN State Tax eFiling - Q2 2023 June pymt	N	Clerk - Treasurer	100-41401-115-	\$ 505.55
	Total For Check	07142023C					\$ 505.55
07/14/2023	MN Department of Labor and Industry	07142023D*	Building Permit Surcharge - Q2- 2023	N	Building Inspections Administration	100-42401-437-	\$ 387.87
	Total For Check	07142023D					\$ 387.87
07/20/2023	Payroll Period Ending 07/20/2023	32538	Rebecca Kellen- City Administrator	N	Clerk - Treasurer	100-41401-100-	\$ 2,105.33
	Total For Check	32538					\$ 2,105.33
07/20/2023	Payroll Period Ending 07/20/2023	32539	Therese Bellinger- Deputy Clerk	N	Clerk - Treasurer	100-41401-100-	\$ 1,045.57
	Total For Check	32539					\$ 1,045.57
07/31/2023	Water Conservation Service Inc.	32540*	Water Main Leak Locates -06/21/2023, 6 White Pine Lane	N	Wtr/Swr Emergency	601-43185-300-	\$ 356.20
	Total For Check	32540					\$ 356.20
07/31/2023	AcM- DBA Apollo Heating, Air and Pl	32541	overpymt of BP2023-64, 471 Lake Ave	N	MISCELLANEOUS	100-49001-999-	\$ 42.82
	Total For Check	32541					\$ 42.82
07/31/2023	Metropolitan Council - Env. Service	32542*	Wastewater Service-July	N	Sewer Utility	605-43190-217-	\$ 4,968.70
	Total For Check	32542					\$ 4,968.70
07/31/2023	Gopher State One Call	32543*	Email tickets- June	N	Utility Locates	605-42805-314-	\$ 32.40
	Total For Check	32543					\$ 32.40
07/31/2023	USS Minnesota One MT LLC	32544*	Energy Charges - June Charges	N	General Government Buildings and Plant	100-41940-380-	\$ 161.39
		32544*			Sewer Utility	605-43190-380-	\$ 430.35
		32544*				605-43190-380-	\$ 780.00

Fund Name: All Funds

Date Range: 07/06/2023 To 08/02/2023

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
	Total For Check	32544					\$ 1,371.74
07/31/2023	City of White Bear Lake Fire	32545	Fire Srvc -Aug 2023	N	Fire	100-42201-314-	\$ 3,049.17
	Total For Check	32545					\$ 3,049.17
07/31/2023	H.A. Kantrud, P.A.	32546	Attorney Services -Aug 2023	N	Legal Services	100-41601-300-	\$ 1,500.00
	Total For Check	32546					\$ 1,500.00
07/31/2023	Minutes Solutions	32547*	Minutes for June 13 Council Meeting	N	MISCELLANEOUS	100-49001-300-	\$ 340.00
	Total For Check	32547					\$ 340.00
07/31/2023	TSE, Inc. Work Account	32548*	Janitorial Services - 7/6	N	General Government Buildings and Plant	100-41940-314-	\$ 28.13
	Total For Check	32548					\$ 28.13
07/31/2023	White Bear Township	32549*	Contracted Services - June 2023	N	Sewer Utility	605-43190-314-	\$ 572.43
	Total For Check	32549					\$ 572.43
07/31/2023	Bolton & Menk, Inc.	32550*	Professional Services 5/27-6/23, mtgs w/ Administration, hall's marsh, permit reviews	N	Engineer Service	100-41650-300-	\$ 1,268.50
		32550*				100-41650-300-	\$ 223.50
		32550*				100-41650-300-	\$ 74.50
		32550*				100-41650-300-	\$ 596.00
		32550*				100-41650-300-	\$ 372.50
		32550*				100-41650-300-	\$ 149.00
		32550*				100-41650-300-	\$ 149.00
	Total For Check	32550					\$ 2,833.00
07/31/2023	Toshiba America Business Solutions	32551*	Printer Maintenance 7/9-8/8	N	Office Operations Supplies	100-41911-314-	\$ 10.62
	Total For Check	32551					\$ 10.62
07/31/2023	Schwaab, Inc.	32552*	Canoe/Kayak City Permit Stickers - Tax Exempt	N	Unallocated Expenditures	100-49201-200-	\$ 167.95
	Total For Check	32552					\$ 167.95
07/31/2023	Dell Marketing LP	32553*	Desktop for office use	N	Cable Eqpmt and Service	100-41950-320-	\$ 627.52
	Total For Check	32553					\$ 627.52
07/31/2023	Press Publications	32554*	ORD # 2023-05-05	N	Ordinances and Proceedings	100-41130-351-	\$ 120.12

Fund Name: All Funds

Date Range: 07/06/2023 To 08/02/2023

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
		Total For Check	32554				\$ 120.12
07/31/2023	Manship Plumbing & Heating Inc	32555	Standby, Lead/copper Survey of service lines	N	Water Utility	601-43180-314-	\$ 700.00
						601-43180-314-	\$ 120.00
		Total For Check	32555				\$ 820.00
07/31/2023	Judkins, Ross	32556	Overpymt of final utility bill, 135 Wildwood Ave	N	Unallocated Expenditures	100-49201-100-	\$ 26.58
		Total For Check	32556				\$ 26.58
07/31/2023	Xcel Energy	EFT07182023A*	210 Tower, 5/21-06/19	N	Water Utility	601-43180-380-	\$ 15.74
		Total For Check	EFT07182023A				\$ 15.74
07/31/2023	Xcel Energy	EFT07192023A*	Gas for Lift Station, 5/21-06/20, 407 Lake	N	Sewer Utility	605-43190-380-	\$ 33.39
		Total For Check	EFT07192023A				\$ 33.39
07/31/2023	Xcel Energy	EFT07192023B*	Gas for Lift Station, 5/21-06/20, 200 Wildwood	N	Sewer Utility	605-43190-380-	\$ 31.98
		Total For Check	EFT07192023B				\$ 31.98
07/31/2023	A T & T Mobility	EFT07222023A*	Wireless for water tower- July 2-Aug 1	N	Water Utility	601-43180-382-	\$ 53.50
		Total For Check	EFT07222023A				\$ 53.50
07/31/2023	Xcel Energy	EFT07312023A*	Street Lighting- 6/3-7/2	N	Street Lighting	100-43160-380-	\$ 1,356.91
		Total For Check	EFT07312023A				\$ 1,356.91
08/01/2023	Payroll Period Ending 08/01/2023	32557	Therese Bellinger, Deputy Clerk	N	Clerk - Treasurer	100-41401-100-	\$ 666.03
		Total For Check	32557				\$ 666.03
08/01/2023	Payroll Period Ending 08/01/2023	32558	Mary Cahill- Treasurer	N	Clerk - Treasurer	100-41401-100-	\$ 245.25
		Total For Check	32558				\$ 245.25
08/01/2023	Payroll Period Ending 08/01/2023	32559	Jim Rydeen- Maintenance	N	Parks	100-45207-100-	\$ 2,096.23
		Total For Check	32559				\$ 2,096.23
08/02/2023	Stoltzman, Cris	32560	Videography - Council Mtgs, July 11 and 20 Totaling 7 hours	N	Cable Eqpmt and Service	100-41950-314-	\$ 100.00
						100-41950-314-	\$ 75.00
		Total For Check	32560				\$ 175.00

Fund Name: All Funds

Date Range: 07/06/2023 To 08/02/2023

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
08/02/2023	LRS Portables, LLC	32561*	Portable Restrooms- July Billing	N	Parks	100-45207-314-	\$ 174.00
		Total For Check	32561				\$ 174.00
08/02/2023	Kellen, Rebecca	32562	spare charger for laptop	N	Office Operations Supplies	100-41911-200-	\$ 47.99
		Total For Check	32562				\$ 47.99
08/02/2023	Bellinger, Therese	32563	office cleaning supplies	N	Office Operations Supplies	100-41911-200-	\$ 9.62
		Total For Check	32563				\$ 9.62
08/02/2023	PERA	EFT08022023A*	Retirement funds- Jim Rydeen, Month of June, Therese Bellinger, July 16-7/29	N	Clerk - Treasurer	100-41401-121-	\$ 116.54
		Total For Check	EFT08022023A*		Parks	100-45207-121-	\$ 374.70
Total For Selected Checks							\$ 491.24
							\$ 28,450.13

For the Period : 7/6/2023 To 8/2/2023

<u>Name of Fund</u>	<u>Beginning Balance</u>	<u>Total Receipts</u>	<u>Total Disbursed</u>	<u>Ending Balance</u>	<u>Less Deposits In Transit</u>	<u>Plus Outstanding Checks</u>	<u>Total Per Bank Statement</u>
General Fund	\$720,885.81	\$7,644.85	\$20,355.44	\$708,175.22	\$8,698.61	\$114,520.18	\$813,996.79
Road and Bridge	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other Federal Programs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Comp Plan Grant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Tree Canopy Care	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Special Rev Projects	\$15,810.70	\$0.00	\$0.00	\$15,810.70	\$0.00	\$2,400.00	\$18,210.70
Spec Rev - Warm House	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
REIMBURSED CONTRACTED SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Birchwood In Re-hab Bond	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Sewer Re-hab Debt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
CAPITAL PROJECT FUNDS (401 through 499)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
General Capital Projects	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Capital Project PW	\$79,211.31	\$0.00	\$0.00	\$79,211.31	\$0.00	\$32,500.00	\$111,711.31
Water	\$35,150.93	\$16,333.96	\$1,245.44	\$50,239.45	\$16,333.96	\$40,348.77	\$74,254.26
Sewer	\$80,293.42	\$16,522.58	\$6,849.25	\$89,966.75	\$16,522.58	\$8,252.96	\$81,697.13
Transit System	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Sewer Infrastructure	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Water Meter Upgrade Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
American Rescue Act Proceeds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Engineering Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$931,352.17	\$40,501.39	\$28,450.13	\$943,403.43	\$41,555.15	\$198,021.91	\$1,099,870.19

<u>Name of Fund</u>	<u>Beginning Balance</u>	<u>Total Receipts</u>	<u>Total Disbursed</u>	<u>Ending Balance</u>	<u>Less Deposits In Transit</u>	<u>Plus Outstanding Checks</u>	<u>Total Per Bank Statement</u>
Justin R. McCarthy	City Council/Town Board						Date
Katherine A Weier	City Council/Town Board						Date
Margaret Arola Ford	City Council/Town Board, Mayor						Date
Robert Mark Foster	City Council/Town Board						Date
Ryan Q Hankins	City Council/Town Board						Date

As on 8/2/2023

Special Rev Projects

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Dock/Lift Permit Fee	0.00	15,750.00	15,750.00
Total Acct 322	0.00	15,750.00	15,750.00
Total Revenues	0.00	15,750.00	15,750.00
Other Financing Sources:			
Total Other Financing Sources	0.00	0.00	0.00
Disbursements:			
Recreation			
Miscellaneous (431 through 499)	0.00	200.00	(200.00)
Community Events	0.00	3,159.99	(3,159.99)
Total Acct 451	0.00	3,359.99	(3,359.99)
Total Disbursements	0.00	3,359.99	(3,359.99)
Other Financing Uses:			
Total Other Financing Uses	0.00	0.00	0.00
Beginning Cash Balance		3,420.69	
Total Receipts and Other Financing Sources		15,750.00	
Total Disbursements and Other Financing Uses		3,359.99	
Cash Balance as of 08/02/2023		15,810.70	

As on 8/2/2023

Capital Project PW

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Total Revenues	0.00	0.00	0.00
Other Financing Sources:			
Total Other Financing Sources	0.00	0.00	0.00
Disbursements:			
Streets and Road Mntnc			
Contracted Services	0.00	32,500.00	(32,500.00)
Total Acct 431	0.00	32,500.00	(32,500.00)
Total Disbursements	0.00	32,500.00	(32,500.00)
Other Financing Uses:			
Total Other Financing Uses	0.00	0.00	0.00
Beginning Cash Balance		111,711.31	
Total Receipts and Other Financing Sources		0.00	
Total Disbursements and Other Financing Uses		32,500.00	
Cash Balance as of 08/02/2023		79,211.31	

As on 8/2/2023

Water

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Water Consumption	0.00	48,744.76	48,744.76
Water Utility User Fee	0.00	30,879.18	30,879.18
Water Main-break Surcharge	0.00	7,415.15	7,415.15
Special Water Charges	0.00	677.08	677.08
State Surcharge	0.00	2,268.20	2,268.20
Certified Bills Collections	0.00	44.49	44.49
Administrative Fee Move/Out	0.00	230.00	230.00
Penalties and Forfeited Discounts	0.00	537.50	537.50
Total Acct 371	0.00	90,796.36	90,796.36
Total Revenues	0.00	90,796.36	90,796.36
Other Financing Sources:			
Total Other Financing Sources	0.00	0.00	0.00
Disbursements:			
Financial Administration			
Contracted Services	0.00	5,278.81	(5,278.81)
Total Acct 415	0.00	5,278.81	(5,278.81)
Newsletter			
Printing and Binding (351 through 359)	0.00	549.61	(549.61)
Total Acct 419	0.00	549.61	(549.61)
Water Utility			
Contracted Services	0.00	50,327.74	(50,327.74)
Utility Services (381 through 389)	0.00	2,570.61	(2,570.61)
Utility Services: Water	0.00	374.50	(374.50)
Fees	0.00	1,677.00	(1,677.00)
Wtr/Swr Emergency			
PROFESSIONAL SERVICES (301 through 319)	0.00	1,406.64	(1,406.64)
Contracted Services	0.00	29,845.28	(29,845.28)
REPAIRS AND MAINTENANCE - CONTRACTUAL (401 through 409)	0.00	83.79	(83.79)
Total Acct 431	0.00	86,285.56	(86,285.56)
Total Disbursements	0.00	92,113.98	(92,113.98)
Other Financing Uses:			
Total Other Financing Uses	0.00	0.00	0.00
Beginning Cash Balance		51,557.07	
Total Receipts and Other Financing Sources		90,796.36	
Total Disbursements and Other Financing Uses		92,113.98	
Cash Balance as of 08/02/2023		50,239.45	

As on 8/2/2023

Sewer

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Sewer Consumption	0.00	43,331.87	43,331.87
Sewer Minimum Charge	0.00	36,783.24	36,783.24
Sewer Only	0.00	29.07	29.07
Penalties and Forfeited Discounts	0.00	335.54	335.54
Total Acct 372	0.00	80,479.72	80,479.72
Total Revenues	0.00	80,479.72	80,479.72
Other Financing Sources:			
Total Other Financing Sources	0.00	0.00	0.00
Disbursements:			
Postage/Postal Permits			
Refunds and Reimbursements	0.00	896.25	(896.25)
Total Acct 414	0.00	896.25	(896.25)
Engineer Service			
PROFESSIONAL SERVICES (301 through 319)	0.00	37,820.00	(37,820.00)
Total Acct 416	0.00	37,820.00	(37,820.00)
Utility Locates			
Contracted Services	0.00	174.20	(174.20)
Total Acct 428	0.00	174.20	(174.20)
Sewer Utility			
Sewer - Wastewater Charge	0.00	34,780.90	(34,780.90)
Contracted Services	0.00	4,946.62	(4,946.62)
Utility Services (381 through 389)	0.00	6,948.21	(6,948.21)
Total Acct 431	0.00	46,675.73	(46,675.73)
Total Disbursements	0.00	85,566.18	(85,566.18)
Other Financing Uses:			
Total Other Financing Uses	0.00	0.00	0.00
Beginning Cash Balance		95,053.21	
Total Receipts and Other Financing Sources		80,479.72	
Total Disbursements and Other Financing Uses		85,566.18	
Cash Balance as of 08/02/2023		89,966.75	

Date Range : 8/2/2023 To 8/2/2023

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
08/02/2023	Stoltzman, Cris	Videography - Council Mtgs, July 11 and 20 Totaling 7 hours	6588	\$175.00			
					100-41950-314-	Cable Eqpmt and Service	\$100.00
					100-41950-314-	Cable Eqpmt and Service	\$75.00
08/02/2023	LRS Portables, LLC	Portable Restrooms- July Billing	6590*	\$174.00			
					100-45207-314-	Parks	\$174.00
08/02/2023	Kellen, Rebecca	spare charger for laptop	6591	\$47.99			
					100-41911-200-	Office Operations Supplies	\$47.99
08/02/2023	Bellinger, Therese	office cleaning supplies	6592	\$9.62			
					100-41911-200-	Office Operations Supplies	\$9.62
Total For Selected Claims				\$406.61			\$406.61

Justin R. McCarthy	City Council/Town Board	Date
Katherine A Weier	City Council/Town Board	Date
Margaret Arola Ford	City Council/Town Board, Mayor	Date
Robert Mark Foster	City Council/Town Board	Date
Ryan Q Hankins	City Council/Town Board	Date

Date Range : 7/20/2023 To 7/20/2023

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
07/20/2023	Judkins, Ross	Overpymt of final utility bill, 135 Wildwood Ave	6589	\$26.58	100-49201-100-	Unallocated Expenditures	\$26.58
Total For Selected Claims				\$26.58			\$26.58

Justin R. McCarthy	City Council/Town Board	Date
Katherine A Weier	City Council/Town Board	Date
Margaret Arola Ford	City Council/Town Board, Mayor	Date
Robert Mark Foster	City Council/Town Board	Date
Ryan Q Hankins	City Council/Town Board	Date

Date Range : 7/31/2023 To 7/31/2023

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
07/31/2023	Water Conservation Service Inc.	Water Main Leak Locates -06/21/2023, 6 White Pine Lane	6567*	\$356.20	601-43185-300-	Wtr/Swr Emergency	\$356.20
07/31/2023	AcM- DBA Apollo Heating, Air and Pl	overpymt of BP2023-64, 471 Lake Ave	6568	\$42.82	100-49001-999-	MISCELLANEOUS	\$42.82
07/31/2023	Metropolitan Council - Env. Service	Wastewater Service-July	6569*	\$4,968.70	605-43190-217-	Sewer Utility	\$4,968.70
07/31/2023	Gopher State One Call	Email tickets- June	6570*	\$32.40	605-42805-314-	Utility Locates	\$32.40
07/31/2023	USS Minnesota One MT LLC	Energy Charges - June Charges	6571*	\$1,371.74	605-43190-380- 100-41940-380- 605-43190-380-	Sewer Utility General Government Buildings and Plant Sewer Utility	\$780.00 \$161.39 \$430.35
07/31/2023	City of White Bear Lake Fire	Fire Srvc -Aug 2023	6572	\$3,049.17	100-42201-314-	Fire	\$3,049.17
07/31/2023	H.A. Kantrud, P.A.	Attorney Services -Aug 2023	6573	\$1,500.00	100-41601-300-	Legal Services	\$1,500.00
07/31/2023	Minutes Solutions	Minutes for June 13 Council Meeting	6574*	\$340.00	100-49001-300-	MISCELLANEOUS	\$340.00
07/31/2023	TSE, Inc. Work Account	Janitorial Services - 7/6	6575*	\$28.13	100-41940-314-	General Government Buildings and Plant	\$28.13
07/31/2023	White Bear Township	Contracted Services - June 2023	6576*	\$572.43	605-43190-314-	Sewer Utility	\$572.43

Date Range : 7/31/2023 To 7/31/2023

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
07/31/2023	Bolton & Menk, Inc.	Professional Services 5/27-6/23, mtgs w/ Administration, hall's marsh, permit reviews	6577*	\$2,833.00			
					100-41650-300-	Engineer Service	\$1,268.50
					100-41650-300-	Engineer Service	\$223.50
					100-41650-300-	Engineer Service	\$74.50
					100-41650-300-	Engineer Service	\$596.00
					100-41650-300-	Engineer Service	\$372.50
					100-41650-300-	Engineer Service	\$149.00
					100-41650-300-	Engineer Service	\$149.00
07/31/2023	Toshiba America Business Solutions	Printer Maintenance 7/9-8/8	6578*	\$10.62			
					100-41911-314-	Office Operations Supplies	\$10.62
07/31/2023	Schwaab, Inc.	Canoe/Kayak City Permit Stickers - Tax Exempt	6579*	\$167.95			
					100-49201-200-	Unallocated Expenditures	\$167.95
07/31/2023	Dell Marketing LP	Desktop for office use	6580*	\$627.52			
					100-41950-320-	Cable Eqpmt and Service	\$627.52
07/31/2023	Press Publications	ORD # 2023-05-05	6581*	\$120.12			
					100-41130-351-	Ordinances and Proceedings	\$120.12
07/31/2023	Manship Plumbing & Heating Inc	Standby, Lead/copper Survey of service lines	6582	\$820.00			
					601-43180-314-	Water Utility	\$700.00
					601-43180-314-	Water Utility	\$120.00
Total For Selected Claims				\$16,840.80			\$16,840.80

Date Range : 7/31/2023 To 7/31/2023

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
	Justin R. McCarthy		City Council/Town Board				Date
	Katherine A Weier		City Council/Town Board				Date
	Margaret Arola Ford		City Council/Town Board, Mayor				Date
	Robert Mark Foster		City Council/Town Board				Date
	Ryan Q Hankins		City Council/Town Board				Date

Date Range : 7/17/2023 To 7/31/2023

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
07/31/2023	Xcel Energy	Street Lighting- 6/3-7/2	6583*	\$1,356.91	100-43160-380-	Street Lighting	\$1,356.91
07/18/2023	Xcel Energy	210 Tower, 5/21-06/19	6584*	\$15.74	601-43180-380-	Water Utility	\$15.74
07/19/2023	Xcel Energy	Gas for Lift Station, 5/21-06/20, 407 Lake	6585*	\$33.39	605-43190-380-	Sewer Utility	\$33.39
07/19/2023	Xcel Energy	Gas for Lift Station, 5/21-06/20, 200 Wildwood	6586*	\$31.98	605-43190-380-	Sewer Utility	\$31.98
07/19/2023	A T & T Mobility	Wireless for water tower- July 2-Aug 1	6587*	\$53.50	601-43180-382-	Water Utility	\$53.50
Total For Selected Claims				\$1,491.52			\$1,491.52

Date Range : 7/17/2023 To 7/31/2023

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
	Justin R. McCarthy		City Council/Town Board			Date	
	Katherine A Weier		City Council/Town Board			Date	
	Margaret Arola Ford		City Council/Town Board, Mayor			Date	
	Robert Mark Foster		City Council/Town Board			Date	
	Ryan Q Hankins		City Council/Town Board			Date	

Date Range : 8/2/2023 To 8/2/2023

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
08/02/2023	PERA	Retirement funds- Jim Rydeen, Month of June, Therese Bellinger, July 16-7/29	6593*	\$491.24			
					100-45207-121-	Parks	\$374.70
					100-41401-121-	Clerk - Treasurer	\$116.54
Total For Selected Claims				\$491.24			\$491.24

Justin R. McCarthy	City Council/Town Board	Date
Katherine A Weier	City Council/Town Board	Date
Margaret Arola Ford	City Council/Town Board, Mayor	Date
Robert Mark Foster	City Council/Town Board	Date
Ryan Q Hankins	City Council/Town Board	Date

Date Range : 7/14/2023 To 7/14/2023

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
07/14/2023	IRS - US Treasury	Federal Taxes - Q2 2023 -June Payment	6564*	\$2,141.55			
					100-41401-100-	Clerk - Treasurer	\$1,330.28
					100-41401-100-	Clerk - Treasurer	\$311.12
					100-41401-100-	Clerk - Treasurer	\$500.15
07/14/2023	MN Department of Revenue	MN State Tax eFiling - Q2 2023 June pymt	6565*	\$505.55			
					100-41401-115-	Clerk - Treasurer	\$505.55
07/14/2023	MN Department of Labor and Industry	Building Permit Surcharge - Q2- 2023	6566*	\$387.87			
					100-42401-437-	Building Inspections Administration	\$387.87
Total For Selected Claims				\$3,034.97			\$3,034.97

Justin R. McCarthy	City Council/Town Board	Date
Katherine A Weier	City Council/Town Board	Date
Margaret Arola Ford	City Council/Town Board, Mayor	Date
Robert Mark Foster	City Council/Town Board	Date
Ryan Q Hankins	City Council/Town Board	Date

Fwd: Contract

Margaret Ford <Margaret.Ford@cityofbirchwood.com>

Tue 8/1/2023 12:19 PM

To: Rebecca Kellen <Rebecca.Kellen@cityofbirchwood.com>

Hi Becky,

Below is some information from Sheriff Starry about a potential increase to our contract. Let's add this discussion item to the agenda.

Thanks!

Margaret

Sent from my iPhone

Begin forwarded message:

From: Dan Starry <Dan.Starry@co.washington.mn.us>

Date: July 24, 2023 at 11:49:41 AM CDT

To: Margaret Ford <Margaret.Ford@cityofbirchwood.com>, Rebecca Kellen <rebecca.kellen@cityofbirchwood.com>

Subject: Contract

City Administrator Kellen and Mayor Ford,

Last week we attended the Mahtomedi and Willernie city council meetings to give an annual update but also to request the addition of one full time deputy to the contract.

As you know we remain busy in each of the cities and I want to make sure that our contract continues to meet the needs and expectations of our partners and residents. I am sending this because I know the next scheduled regular council meeting is in August and we have to get out our police services contract projections to you by August 1 and I wanted to make sure you get the information ahead of that meeting. The cost to Birchwood to add this deputy would be \$14,962.61.

We value our continued partnership and are dedicated to working together to provide the heist level of public safety services possible!

In service,

Dan Starry | Washington County Sheriff



Washington County Sheriff's Office

15015 62nd Street North, Stillwater, MN 55082-3801

651-430-7601

Web-Site: <http://wcsheriff.net/index.html>

"Commitment to Excellence"

IMPORTANT NOTICE

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Office of the Sheriff

Commitment to Excellence



Dan Starry
County Sheriff

Douglas H. Anschutz
Chief Deputy

July 25, 2023

Rebecca Kellen
City Administrator
City of Birchwood Village

Our goal at the Washington County Sheriff's Office is to collaborate with the community to provide high-quality public safety services in a responsible manner through innovation, leadership, and the cooperation of dedicated people. The remarkable men and women who comprise the Sheriff's Office carry out this mission in their work each day, and we strive to provide the citizens of Washington County with the most efficient and cost-effective services possible.

In 2023, we prioritized our commitment to the recruitment and retention of the highest-caliber law enforcement professionals possible, in part through competitive wage ranges. Currently in the State of Minnesota there are an unprecedented 189 agencies seeking qualified candidates. I am proud to report our deputy positions are currently fully staffed, allowing us to maintain a highly skilled and qualified team.

Despite our achievements in personnel management, we continue to face escalating demands across all the communities we serve, including a sustained increase in agency calls in our patrol division. Over the past three years, we have experienced a 467 percent increase involving people in crisis in our response areas. Just last year, calls for service in the Mahtomedi, Birchwood, Dellwood, and Willernie contract area reached over 7,000.

For 2024, we are requesting that an additional patrol deputy be added to the Mahtomedi, Birchwood, Dellwood, and Willernie contract for a total of 6 FTE. We feel this addition is essential to effectively meet the public safety expectations and needs of our community. We are asking for the support of the Birchwood City Council to approve this request. I am aware of the costs associated with adding an FTE, and I would not ask unless I felt this addition was in the best interest of the residents we serve, and the deputies that are called upon to respond to these calls for service.

We value our continued partnership, and we are committed to working together to provide the highest level of public safety services possible. Thank you for your continued trust and I look forward to working together in the years ahead.

In service,

Dan Starry
Sheriff

**Cities of Mahtomedi, Dellwood,
Willernie, Birchwood Village**

2024 Police Services

6.0 FTE Deputies



<u>WAGES</u>	<u>Units</u>	<u>Rate</u>	<u>Amount</u>
Regular Pay	12,480	\$43.01	\$536,796.81
Holiday	528	\$43.01	\$22,710.63
Vacation	720	\$43.01	\$30,969.05
Sick Leave	240	\$43.01	\$10,323.02
Shift Differential	9,360	\$1.00	\$9,360.00
Overtime	750	\$64.52	\$48,389.14
Total Annual Wages			\$658,548.64

<u>BENEFITS</u>			
PERA		17.70%	\$116,563.11
Medicare		1.45%	\$9,548.96
Employer Liability		4.50%	\$29,634.69
Medical Insurance			\$92,554.68
Life Insurance			\$294.00
Long Term Disability			\$696.00
Total Annual Benefits			\$249,291.43

<u>OTHER EXPENSES</u>			
Cost of Administrative Support			\$28,794.28
Cost of Supervision			\$65,635.55
Uniform/Vest Replacement	6	\$1,445.00	\$8,670.00
Radio/Gun/Taser Replacement	6	\$900.00	\$5,400.00
Body Worn Camera/Radio Service	6	\$1,000.00	\$6,000.00
Vehicle Mileage	120,000	\$0.685	\$82,200.00
Records Management System			\$28,227.77
Total Annual Other Expenses			\$224,927.60

<u>CREDITS</u>		
Police State Aid Credit		(\$64,515.87)
Total Annual Credits		(\$64,515.87)

Total Annual Contract Cost	\$1,068,251.80
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Mahtomedi	75.9%	\$810,803.12
Dellwood	10.5%	\$112,166.44
Willernie	5.0%	\$53,412.59
Birchwood Village	8.6%	\$91,869.66

City of Birchwood Village Revenue and Expenditure Trends

Source: 2022 budget and actuals, 2023 known expenditures

RECEIPTS								
		2021	2022	2023	2024			
General Property Taxes (levy)		\$512,000.00	\$512,000.00	\$493,841.00	\$623,147.59			
DISBURSEMENTS								
		2021	2022	2023	2024	Comments	2022 Actual	YTD 2023
GENERAL GOVERNMENT								
Publishing								
Printing and Binding	100-41130-350	\$500.00	\$500.00	\$500.00	\$500.00	\$500 for job posting, posting was logged to Misc versus printing- keep		
Legal Notice Publication (WBP)	100-41130-351	\$2,000.00	\$2,000.00	\$2,000.00	\$3,000.00	inc based on 2023 YTD	\$1,330.00	\$1,752.00
Subtotal Publication		\$2,500.00	\$2,500.00	\$2,500.00	\$3,500.00			
City Council								
Wages and Salaries	100-41310-100	\$8,500.00	\$8,500.00	\$8,500.00	\$8,500.00	2 council members have declined their 2024 salary. 3 have declined their 2023 salary. Keeping budget as is for future years	\$8,500.00	NA
Employer Cont.-Retirement	100-41310-121	\$200.00	\$200.00	\$200.00	\$0.00	Pera does not apply	\$200.00	
Medicare - Employer	100-41401-100	\$130.00	\$130.00	\$130.00	\$127.50		\$127.50	
Social Security Employer	100-41401-100	\$530.00	\$530.00	\$530.00	\$552.50		\$552.50	
City Council Subtotal		\$9,360.00	\$9,360.00	\$9,360.00	\$9,180.00			
Clerk								
Wages and Salaries	100-41401-100	\$55,000.00	\$43,000.00	\$70,380.00	\$73,195.00	assume 6% inc eff 5/1, Becky started end of April 2022, pro-rated		
Employer Cont.-Retirement	100-41401-121	\$4,200.00	\$3,250.00	\$9,853.20	\$10,247.30			
Medicare - Employer	100-41401-100	\$850.00	\$650.00	\$1,055.70	\$1,097.93			
Social Security Employer	100-41401-100	\$3,500.00	\$2,700.00	\$4,574.70	\$4,757.68			
Other Pay (insurance stipend)	100-41401-100	\$0.00	\$0.00	\$0.00	\$0.00			
Accounting (Assistant Treasurer, & Deputy Clerk)								
Wages and Salaries	100-41401-100	\$29,815.00	\$18,000.00	\$37,990.00	\$51,306.00	Deputy Clerk and Treasurer, assume 6 % inc, Therese started in April 2023 @ \$30 hourly. Assume 30 hrs per week Deputy Clerk, 20 hours per month Treasurer @ \$10 hourly.	\$46,800.00	\$2,400.00
Employer Cont.-Retirement	100-41401-121	\$2,640.00	\$0.00	\$5,318.60	\$336.00			
Medicare - Employer	100-41401-100	\$515.00	\$300.00	\$569.85	\$769.59			
Social Security Employer	100-41401-100	\$2,200.00	\$1,500.00	\$2,469.35	\$3,334.89			
Contracted Services (SAV bank rec.)	100-41501-314	\$2,400.00	\$2,400.00	\$2,400.00	\$10,000.00	St. Anthony does not complete bank reconciliation, remove, add \$10,000 for audit		0
Office Support								

Wages and Salaries	100-41401-100	\$1,000.00	\$1,000.00	\$1,000.00	\$0.00	Has not worked since 2020, too difficult to keep current		
Medicare - Employer	100-41401-100	\$15.00	\$15.00	\$15.00	\$0.00			
Social Security Employer	100-41401-100	\$62.00	\$62.00	\$62.00	\$0.00			
Admin. Staff Subtotal		\$102,197.00	\$72,877.00	\$135,688.40	\$155,044.38			
Elections								
Wages and Salaries	100-41410-100	\$0.00	\$0.00	\$0.00	\$0.00			
Operating Supplies	100-41410-210	\$0.00	\$0.00	\$0.00	\$0.00			
Contracted Services (Wash. Cty. JPA)	100-41410-314	\$4,750.00	\$5,510.00	\$5,510.00	\$9,137.00	Becky confirm		
Repair & Maint. Supplies	100-41410-220	\$1,140.00	\$1,140.00	\$1,140.00	\$1,332.00	Becky confirm		
Elections Subtotal		\$6,090.00	\$6,850.00	\$6,850.00	\$10,469.00	Becky confirm		
Office Supplies								
Office Supplies	100-41911-200	\$2,000.00	\$2,100.00	\$2,100.00	\$1,900.00	Donated supplies keeping supply cost down, suggest decreasing by \$200	\$960.00	\$827.00
Office Equipment	100-41911-230	\$0.00	\$0.00	\$0.00	\$0.00	2023 purchased web-cam for planning commission		
Contracted Services (Toshiba)	100-41911-314	\$625.00	\$625.00	\$250.00	\$200.00	printer maintenance fee, currently \$11 month plus any high usage fee		
Postage/Postal Permits								
Office Supplies	100-41430-200	Non Levy	Non Levy	Non Levy	\$1,500.00	added postage costs since mailings are related to a variety of services. Utility mailings, permits, variances, and other notifications		
Office Operations Subtotal		\$2,625.00	\$2,725.00	\$2,350.00	\$3,600.00			
Financial Administration								
Fees (banking)	100-41501-437	\$400.00	\$400.00	\$0.00	\$0.00	we haven't incurred fees for services		
Subtotal		\$400.00	\$400.00	\$0.00	\$0.00			
Insurance - City								
Insurance								
Packaged Liability (incl. gen. liab.)	100-41945-361	\$6,200.00	\$6,500.00	\$8,500.00	\$11,781.00	Confirmed with LMC	\$8,385.00	\$10,933.00
Property Insurance	100-41945-362					Confirmed with LMC	\$277.00	
Worker's Comp (for employees & contractors per audit)	100-41945-150	\$2,663.00	\$3,100.00	\$3,100.00	\$2,768.00	Confirmed with LMC	\$2,768.00	\$1,902.00
Excess Liability	100-41945-369	\$855.00	\$855.00	\$855.00	\$855.00	Confirmed with LMC	\$855.00	\$1,200.00
Insurance Subtotal		\$9,718.00	\$10,455.00	\$12,455.00	\$15,404.00			
Assessing								
Contracted Services	100-41550-314	\$5,550.00	\$5,550.00	\$6,000.00	\$6,500.00	Per new fee schedule from contractor		
Legal Services								
Professional Services	100-41601-300	\$18,000.00	\$18,000.00	\$18,000.00	\$18,000.00	assume same rate		
Engineer Service								
Professional Services	100-41650-300	\$7,000.00	\$10,000.00	\$12,000.00	\$25,350.00	based on actuals for services that are for city only, does not include lift station- part of sewer utility billing?		
Planner Service								

Professional Services	100-41650-300		\$2,000.00	\$1,000.00	\$19,200.00	planner is paid \$1600 a month, need to determine how to allocate expense. Contract began in mid April	0	
Planning & Zoning	100-41910-314							
Services Subtotal		\$30,550.00	\$35,550.00	\$37,000.00	\$69,050.00			
City Training & Development								
Training (Admin & Council)	100-41914-310	\$3,000.00	\$3,000.00	\$2,000.00	\$2,000.00	Kathy Weier and Becky training for 2023, keep for future needs, 2022 Foster and Kellen	\$579.00	\$1,462.00
Travel & Subsistence (Admin trainings)	100-41914-334							
Dues & Subscriptions (LMC memberships, etc.)	100-41914-433	\$1,040.00	\$1,105.00	\$1,137.00	\$1,237.00	assume \$100 inc in 2024	\$1,137.00	
Grants - Counseling Center (NYFS)	100-41905-438	\$2,000.00	\$1,805.00	\$1,805.00	\$2,000.00	assume inc based on prior yr	\$1,805.00	\$1,958.00
T & D Subtotal		\$6,040.00	\$5,910.00	\$4,942.00	\$5,237.00			
City Hall-Gov't Buildings								
Repair, Operating & Maint. Supplies	100-41940-220	\$765.00	\$810.00	\$810.00	\$1,000.00	2022 included \$1700 for door, 2023 included checks (\$362)	\$2,022.00	\$782.00
Professional Services	100-41940-300							
Contracted Services (janitorial)	100-41940-314	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	TSE \$660, add \$340 for other		\$330.00
Utility Services	100-41940-380	\$3,500.00	\$3,500.00	\$3,500.00	\$5,000.00	Includes utility services for gas, lighting, solar, plus boiler repair, increase based on 2022 actuals	\$5,057.00	\$2,409.00
Buildings & Structures	100-41940-520							
I.T./Internet/Telephone (Metro-INET & GovOffice)	100-41940-320	\$9,100.00	\$5,250.00	\$5,250.00	\$7,956.00	\$513 monthly for Metro-INET, add \$1200 for additional PC support in 2024, hosting fee Gov Office \$600	\$6,744.00	\$3,611.00
Contracted I.T. Software (Microsoft & iDrive)	100-41940-320		\$900.00	\$900.00	\$1,000.00	Keep the same	\$813.00	not billed yet
Gov't Bldgs Subtotal		\$14,365.00	\$10,560.00	\$11,460.00	\$15,956.00			
Cable Eqpmt and Service								
Contracted Services (videographer)	100-41950-314					Cable commission will continue to reimburse expenses.	\$1,722.75	\$787.50
Communication (Minutes Solutions and zoom)	100-41950-320			\$3,000.00	\$4,180.00	cancelled zoom. Longer meetings, resulting in increased costs, YTD is 6 mo	not logged to communication in 2022	\$2,090.00
Communication Subtotal		\$0.00	\$0.00	\$3,000.00	\$4,180.00			
TOTAL Gen Government		\$183,845.00	\$157,187.00	\$225,605.00	\$291,620.38			
PUBLIC SAFETY								
Police								

Contracted Services	100-42101-314	\$63,500.00	\$64,805.00	\$72,500.00	\$91,869.66	Washington County proposes to add one additional person to the force. Note: we should get a grant of \$30 K to help pay for enforcement of police, fire, etc, note: 2022 included \$866.47 for additional patrol	\$65,688.87	6 mo = \$36,21
Fire								
Contracted Services	100-42201-314	\$29,545.00	\$32,845.00	\$36,590.00	\$37,809.00	new contract amount	\$32,845.00	
Building Inspection (non levy)								
Contracted Services	100-42401-314	Non Levy	Non Levy	Non Levy	Non Levy	paid Inspector \$50,709 for 2022. Non-Levy due to admin salary, permit cost and software		
Fees (variance, cond.use permits)	100-42401-437	Non Levy	Non Levy	Non Levy	Non Levy			
Other Protection								
Contracted Services (Code Red)	100-42801-314	\$100.00	\$100.00	\$100.00	\$70.00	lowered due to actual cost	\$68.00	\$68.00
Animal Control	100-41916-314	\$1,000.00	\$1,000.00	\$1,000.00	\$1,200.00	\$80 monthly plus any animal reporting, if resident animal bill resident, if undetermined city pays	\$1,557.40	\$703.00
PUBLIC SAFETY TOTAL		\$94,145.00	\$98,750.00	\$110,190.00	\$130,948.66			
PUBLIC WORKS								
Highways, Streets & Roadways								
Repair & Maint. Supplies	100-43101-220							
Contracted Services (Pot Holes)	100-43101-314	\$6,000.00	\$10,000.00	\$14,000.00	\$20,500.00	NOTE: \$33,787 was taken from capital projects fund for 2022, and \$ 32,500 for 2023, additional repair for \$8K expected. Expenses include mill and overlay-part of capital expense below	\$43,965.00	\$42,500.00
Street Sweeping	100-43103-314	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00	paid for fall/spring, did not occur in 2022	0	\$3,500.00
Street Maintenance Subtotal		\$10,000.00	\$14,000.00	\$18,000.00	\$24,500.00			
Street Lights								
Utility Services	100-43160-380	\$15,000.00	\$15,000.00	\$16,800.00	\$ 16,800.00	2023 YTD is for 7 months, keep same as budget	\$17,368.00	\$9,680.00
Drainage - Structure Care								
Contracted Services (sewer cleanout - Schifsky's)	100-43150-314	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	not recorded as occurred. Should keep service?		
Fees (mpca)	100-43150-437	\$400.00	\$400.00	\$400.00	\$400.00	not recorded since 2018, permit fee		
Subtotal		\$2,400.00	\$2,400.00	\$2,400.00	\$2,400.00			
Ice and Snow Removal								

	100-43125-210					NOTE: 2023 season was unusual snow fall, plus gas increases. Billing is difficult to determine supplies versus just services. 2022 actuals were significantly less, however both years were over budget.		
Operating Supplies (salt, sand)		\$5,000.00	\$5,000.00	\$7,500.00	\$20,000.00		\$12,971.00	\$44,868.00
Contracted Services (Birch)	100-43125-314	\$17,000.00	\$17,000.00	\$20,000.00	\$20,000.00		\$16,941.00	\$31,302.00
Snow & Ice Subtotal		\$22,000.00	\$22,000.00	\$27,500.00	\$40,000.00			
Water Utility								
Refunds & Reimbursements	100-43180-810	Non Levy	Non Levy	Non Levy	Non Levy			
Sewer Utility								
Refunds & Reimbursements	100-43190-810	Non Levy	Non Levy	Non Levy	Non Levy			
TOTAL - Public Works		\$49,400.00	\$53,400.00	\$64,700.00	\$83,700.00			
CULTURE & RECREATION								
Recreation								
Dues & Subscriptions (WBLCD)	100-45101-433	Non Levy	Non Levy	Non Levy	Non Levy			
Community Events (Volunteer, Music in the Park, an fireworks)	210-45101-440	Non Levy	Non Levy	Non Levy	Non Levy	Music in the park costs \$3000 annually, plus \$200 contribution to WBL for fireworks. Costs are offset by Dock Assoc fees		
TOTAL Recreation		\$0.00	\$0.00	\$0.00	\$0.00			
Parks								
Wages and Salaries	100-45207-100	\$21,500.00	\$21,500.00	\$22,800.00	\$24,170.00	through June. Assume 6% inc as summer/fall hours increase	\$15,051.00	\$12,006.09
Employer Cont.-Retirement	100-45207-121	\$850.00	\$850.00	\$3,192.00	\$3,383.80			
Medicare - Employer	100-41401-100	\$450.00	\$450.00	\$342.00	\$362.55			
Social Security - Employer	100-41401-100	\$1,780.00	\$1,780.00	\$1,596.00	\$1,691.90			
Operating Supplies	100-45207-210							
Repair & Maint. Supply/Contractual	100-45207-400	\$2,000.00	\$2,100.00	\$2,100.00	\$1,000.00	2022 included wood chipper, not used in 2023	\$1,624.00	\$571.00
Contracted Services (porta potty)	100-45207-314	\$2,500.00	\$2,500.00	\$2,500.00	\$2,930.00	price increase \$185.50 monthly	\$2,242.50	\$974.60
Utility Services	100-45207-380	\$800.00	\$800.00	\$800.00	\$685.00	less cost than budgeted	\$270.00	\$399.72
Fees	100-45207-530				\$0.00			
Projects								
Parks GF Subtotal		\$29,880.00	\$29,980.00	\$35,382.00	\$36,398.55			
TOTAL Parks & Recreation		\$29,880.00	\$29,980.00	\$35,382.00	\$36,398.55			
SANITATION								
Tree Care - Inspection & Removal								
Contracted Services (tree inspector)	100-43104-314	\$1,300.00	\$1,300.00	\$1,300.00	\$5,000.00	need to hire new contractor	\$1,300.00	
Tree Removal								
Operating Supplies	100-43135-210							
Contracted Services	100-43135-314	\$5,000.00	\$5,000.00	\$5,000.00	\$20,000.00	Cost went up substantially due to easements and parks that had Emerald Ash trees removed. Anticipate more removal needed in 2024.	\$500.00	\$22,500.00
Sanitation - Recycling								
Contracted Services (Tennis Sanitation)	100-43300-314	\$14,500.00	\$14,500.00	\$17,664.00	\$17,480.00	YTD is for 8 months	\$16,192.00	\$11,592.00

Lawn Care/Maintenance								
Contracted Services	100-45208-100	\$0.00	\$0.00	\$0.00				
TOTAL - Sanitation		\$20,800.00	\$20,800.00	\$23,964.00	\$42,480.00			
CONSERVATION - NATURAL RESOURCE								
Fees, Dues & Subscriptions (WBLCD)	100-46101-437	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	based on slip #'s, keep	\$1,791.00	\$1,100.00
TOTAL - Conservation		\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00			
UNALLOCATED EXPENDITURES								
Miscellaneous	100-49201-430	\$1,930.00	\$2,000.00	\$2,000.00	\$ 2,000.00	Catch all for miscellaneous expenses that come up, NOTE: Civic Plus for permitting software included in 2023, Need to ensure permit cost covers expense.	\$1,422.91	\$4,126.00
Transfer to Capital Projects Fund	100-49360-722	\$30,000.00	\$30,000.00	\$30,000.00	\$ 30,000.00	road repair		
Sewer L/S 1 Project	100-49365-530	\$100,000.00	\$100,000.00		\$ -	assume bond or utility billing to cover sewer lift project?		
Village Hall Restoration	100-41940-220		\$17,883.00	\$0.00	\$ 4,000.00	New window for 2024, siding repair for hall		
Transfer to Water Fund					\$ -			
TOTAL - Other Unallocated		\$131,930.00	\$149,883.00	\$32,000.00	\$36,000.00			
TOTAL OPERATING EXPENDITURES (DISBURSEMENTS)		\$512,000.00	\$512,000.00	\$493,841.00	\$623,147.59			
		<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>			
	Levy	\$ 512,000	\$ 512,000	\$ 493,841	\$ 623,148			
	Proposed \$\$ Change	\$ 23,500	\$ 23,500	-\$18,159.00	\$129,306.59			
	Proposed % Change	4.81%	4.81%	-3.55%	26.18%			

Mark Foster <mark.foster@cityofbirchwood.com>

Tue 8/1/2023 1:53 PM

To: Rebecca Kellen <Rebecca.Kellen@cityofbirchwood.com>

And here's the cannabis prohibition in public spaces addition that I would like to discuss. The state government legalized cannabis effective August 1, but left a gap for cities to cover when it comes to use in public spaces. This would just align our ordinances with no tobacco or alcohol use in all publicly owned spaces. We just adjusted 610 a couple of months ago so this just adds cannabis and related products. Please place this as a first reading for next week.

Thanks

Mark

From: Mark Foster

Sent: Monday, July 31, 2023 2:53 PM

To: Rebecca Kellen <Rebecca.Kellen@cityofbirchwood.com>; City of Birchwood Village <info@cityofbirchwood.com>; H.A.Kantrud <BirchwoodLegal@protonmail.com>

Subject: Cannabis Ban in Public Spaces

Good afternoon,

Please add this under my name for the August meeting. Just making a cannabis addition to the tobacco ban in public spaces. Let me know if you need anything additional.

Thanks!

ORDINANCE 2023-08-01
Cannabis Ban in Public Spaces

The City Council of the City of Birchwood Village hereby ordains that:

610. Tobacco, Cannabis, and Cannabis Products of the Municipal Code of the City of Birchwood Village is amended to read as follows.

610. Tobacco, Cannabis, and Cannabis Products

610.045. USE OF TOBACCO, CANNABIS AND CANNABIS PRODUCTS. No person shall use any form of tobacco, e-cigarettes, **cannabis, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products** at or on any public open space, restroom, public lake tract park, warming house, athletic court or field, ice rink, picnic shelter or path, nor shall any person use any form of tobacco, e-cigarettes, **cannabis, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products** at or on any dock association dock, nor at or in any boat at a dock, boat life or boat hoist at a public lake tract, nor at any event on any City street, road or parkway that is open to the public and hosted by the City.

610.060. PENALTIES. Any person who violates this chapter shall be guilty of a misdemeanor.

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

Adopted by the City of Birchwood Village City Council this ____th day of _____, 2023

Margaret Ford, Mayor

Attest:

Rebecca Kellen, City Administrator-Clerk

From: Ryan Hankins
To: Birchwood City Council
Re: Allowing small craft to remain on beaches in winter

I am putting this forward this month so that we have time to let kayak and canoe rack users know of additional flexibility in winter storage.

[ACTION] Amendment to Small Craft section of Public Lake Tracts ordinance.

ORDINANCE NO. 2023-08-02

AN ORDINANCE AMENDING SECTION 617.215 OF ORDINANCE NO. 615 ADOPTED ON MARCH 13, 2018, AND TITLED “PUBLIC LAKE TRACTS”

Section 1. Findings and Purpose:

This change removes the requirement that small craft be removed in winter. Instead, we can just inspect in the spring and if an unpermitted craft is on the racks, the owner can simply pay the fee. Hopefully if it is easier for owners to resolve the problem (by paying instead of removing), it will reduce overhead. I suspect most owners will still remove their boats, but they don't have to do so.

It also:

- *Makes rack slots available to city employees.*
- *Eliminates that rack slots are available to non-resident property owners.*
- *Requires that each craft have a DNR license, if applicable. This may help us deal with boats that remain on racks that are not being used.*
- *Requires that owners register a valid email address with the City, if they wish to receive reminders.*

Section 2.

Section 617.215, titled “Small Craft” of Ordinance No. 617, and titled “PUBLIC LAKE TRACTS” is hereby amended to read as follows:

617.215 **Small Craft.**

(1) Storage. ~~Only Birchwood~~ Permit holders may store canoes, kayaks, and other ~~small~~ non-motorized watercraft which fit within a single rack space on racks provided by the City located at Lake Tracts City Easements. Permit holders must hold title to the permitted watercraft. ~~may not rent their small craft~~

~~to non-residents. Small Craft shall be stored on a Public Lake Tract only during the Boating Season and the owner shall remove such during the non-boating season. Owners of small craft may must not leave any chains or locks on the racks at the end of each Boating Season. As a matter of courtesy, families who own more than one small craft are encouraged to place both on the same rack.~~

(2) Permit required. ~~On or after January 1 of each year, City Employees, and residents may purchase a small craft permit for each small craft from the City Administrator Clerk to store small craft on racks at City Easements on or after January 1 of each year. A permit shall be valid until April 15 in the year after it is issued. The permit applicant shall acknowledge that notifications from the City depend on the City's record of a valid email address. The cost for each permit is as set forth in the fee schedule Chapter 701. The owner shall place~~ A sticker provided by the City accompanying the permit must be placed on on each small craft, and the sticker must be visible when the craft is stored in the rack, registered with the City. If a DNR license is required to operate the ~~craftboat~~ on public waters, ~~an unexpired~~ the license sticker must also be attached to the ~~craftboat~~. When purchasing a permit, if the owner is not a City ~~E~~mployee, the small craft owner shall show proof of residency.

(3) Penalty for Violation. The owner of a small craft ~~without~~ determined to not have a valid permit ~~shall pay will be charged the~~ a fee as set forth in the City Fee Schedule Chapter 701. ~~If, after notice~~ If an unpermitted small craft remains on a rack after 30 days' notice by email or if the City does not have a record of the owner's valid email address, the City may apply the remedies in chapter 613. ~~a small craft without a valid sticker remains on a rack, the City may~~ city reserves the right to remove the small craft and charge the owner a removal cost as set forth in Chapter 701.

Section 3. This ordinance becomes effective from and after its passage and publication.

Passed by the City Council of The City of Birchwood Village, Minnesota this _____ day of Month, Year.

Mayor

Attested:

City Clerk

RESOLUTION NO. 2023-35

A RESOLUTION INITIATING BILLING OF INCURRED CITY ENGINEERING FEES FOR 117 WILDWOOD AVE.

WHEREAS The City of Birchwood Village has deferred the collection of permitting, planning, engineering and related fees at 117 Wildwood Ave. in Birchwood because of previous arbitration and discussions relating to, inter alia, those fees.

WHEREAS City residents benefit when we ensure that the City collects incurred fees.

WHEREAS 117 Wildwood Ave. has Parcel ID Number 19.030.21.33.0007.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BIRCHWOOD VILLAGE, MINNESOTA AS FOLLOWS:

The City shall, within 30 days, begin its normal process to bill and collect all uncollected fees due to the City relating to permitting, planning, engineering and related matters at 117 Wildwood Ave.

Passed by the City Council of the City of Birchwood Village, Minnesota this ____th day of _____, 2023.

Mayor, Margaret Ford

Attested:

City Clerk, Rebecca Kellen