

SPECIAL MEETING OF THE CITY COUNCIL
CITY OF BIRCHWOOD VILLAGE
207 BIRCHWOOD AVENUE
WASHINGTON COUNTY, MINNESOTA
August 5, 2013

WORKSESSION
AGENDA

7:00 P.M.

1. CALL TO ORDER

PLEDGE OF ALLEGIANCE (optional)

2. APPROVE AGENDA

3. DISCUSS CITY BUDGET AND LEVY FOR 2014

Preliminary budget - Certification date September 15, 2013

4. ADJOURN

Parks Committee Budget – 2013/Proposed Budget - 2014

Category/ Item	2013 Budget (General Fund)	2013 Budget (Parks Project Fund)	YTD -- thru 7/11/13	Proposed Budget for 2014 -General Fund	Proposed Budget for 2014 – Parks Project Fund
Wages and Salaries (incl. taxes, Medicare and SS)					
winter student	7500		3262.35	7500	
summer student	600			600	
hockey rink manager					
Total	8100			8100	
Operating Supplies					
landscape supplies – plants for Nordling Park		200			
Total		200			
Repair and Maintenance					
Hockey rink equipment: replacement of hoses and scraper	655		1799.13		
Hockey rink repairs: paint for ice rink floor and stain for boards		1100 (redirected)		4000 (2500 for floor and 1500 for boards)	
Hockey rink repairs: replacement boards for ice rink	0	0			
Paint and repairs for picnic tables and benches		120	45		
Playground and playground equipment(Tighe-Schmitz and Bloomquist)	0	0	31.94	900 (replace swings)	
tennis court – maintenance (repair and weed control)		1000			
baseball field – drag and weed control – twice for season	120				

Parks Committee Budget – 2013/Proposed Budget - 2014

Category/Item	2013 - GF	2013 - PPF	YTD for 2013	Proposed 2014 GF	Proposed 2014 PPF
Easements – Dellwood, Kay, Elm, Ash, and Birch –weed control on sand beaches	675	4000 (redirected)			
Elm Easement project		3000			
Basketball nets					
Soccer nets					
hockey net replacement	150			300	
volleyball court					
flag					
Total	1600	9220		5200	
Special Parks Projects					
Signage at Tige/ Schmitz					1000
Hockey rink grounds area renovation					2500
Total					3500
Contracted Services					
port a potty	1800		742.18	1800	
Total	1800			1800	
Building & Structures					
Warming house rental	1600		764.38	0	
Warming house hook up					
Total	1600			0	
Utility Services					
XCEL	900		622.29	900	
Total	900			900	
TOTAL	14,000	9420		16,000	3500

Parks Committee Budget – 2013/Proposed Budget - 2014

7/31/13

Year	Month	Description	Estimated
2013	6	Warming House - Concrete Pad	\$6,300
2013	9	Warming House - Matching Funds	\$6,000 Based on fund-raising.
		Water main Replacement???	\$170,000 Does not appear to be necessary.
2016		Lift Station Pump Replacement	
2019		Lift Station Pump Replacement	
2014		SCADA System / Lift Station	\$36,000 Need to contact WBL on their project.
2014		Road Committee	\$75,000
2015		Road Committee	\$75,000

City of Birchwood Village Revenue and Expenditure Trends

	A	B	C	D	E	F	G	H	I
		2009	2010	2011	2012	2012	2012	2012	2012
		Actual	Actual	Actual	Budget	Actual	Levy	Other Revenue	PROPOSE
4		RECEIPTS							
5	General Property Taxes (levy)	363,941	323,491	315,354	325,000	320,067	336,013		
6	LICENSES AND PERMITS								
7	Business Licenses and Permits	36,546	9,583		100	0		-	
8	Building Permits	0	0	10,659	8,500	7,792		8,500	
9	Plan Check Fee	0	0		0	0		-	
10	Variances	0	0	206	0	412		-	
11	Dog Licenses	0	0	25	1,000	617		200	
12	INTERGOVERNMENTAL REVENUES								
13	Federal Grants and Aids	0	0	0	0	0		-	
14	State Grants and Aid	7,201	32,985	0	0	0		-	
15	State of MN Pera	0	0	238	238	238		238	
16	Local Grants and Aids	0	3,500	13,404	0	0		-	
17	Recycle Grant	0	0	1,678	1,650	1,678		1,000	
18	Cable Commission Grant	0	0	7,595	7,000	6,496		7,000	
19	CHARGES FOR SERVICES	501	652	0	0	0			
20	GENERAL GOVERNMENT								
21	City Hall Rent & Garage Rent	0	340	350	500	375		500	
22	Certified Bills	8,053	1,116		0	0		-	
23	Delinqnt Utilities - Garb/CEC	0	0		0	248		-	
24	PUBLIC SAFETY								
25	HIGHWAYS AND STREETS								
26	CULTURE AND RECREATION								
27	Park Fees		5,900	0	0	0		-	
28	OTHER CHARGES								
29	State & Misc Fees				0	0		-	
30	Sales Tax	0	0		0	0		-	
31	FINES AND FORFEITS								
32	Fines	2,474	1,277	735	1,000	453		650	

	A	B	C	D	E	F	G	H	I
33	Forfeits								-
34	MISCELLANEOUS REVENUES								
35	Surcharge	0	0		0	0			-
36	Interest Earnings	2,764	1,332	33	1,000	41			50
37	Contrib. & Donations-Private	0	0	725	400	765			500
38	Refunds and Reimbursements	0	0	250	0	2,428			-
39	Sale of Investments	35,000	70,000		0	0			-
40	Recycling Charge (Mahr/Willemie)	0	0		0	0			-
41	Cable/Excess Franchise Fee	0	0		0	0			-
42	Miscellaneous	3,047	4,702	2,741	500	62			100
43									
44									
45									
46									
47									
48									
49	GENERAL GOVERNMENT	2009	2010	2011	2012	2012	2012	2013	
50	Publishing								
51	Printing and Binding	0	0	91	175	100			100
52	Legal Notice Publication	1,535	2,719	1,683	2,000	4,213			2,000
53	Subtotal Publication	1,535	2,719	1,774	2,175	4,313			0
54	City Council								
55	Wages and Salaries	4,300	1,847	4,415	2,700	2,442			4,200
56	Clerk								0
57	Wages and Salaries	32,935	51,131	57,501	56,000	56,260			58,240
58	Federal Tax - Employee	0	0	0					
59	State Tax - Employee	0	0	0					
60	Employer Cont.-Retirement	0	0	0					
61	Retirement - Employee	0	0	0					
62	Medicare - Employer	0	0	0					
63	Social Security Employer	0	0	0					
64	Medicare - Employee	0	0	0					
65	Soc Security - Employee	0	0	0					

DISBURSEMENTS

incl. cap prj

	A	B	C	D	E	F	G	H	I
66	Other Pay	0	0	0	0				
67	Mileage			42					
68	Recording and Reporting	127	0	0					
69	Accounting (Treasurer)								
70	Professional Services	4,064	3,500	0					
71	Admin. Staff Subtotal	37,126	54,631	57,543	56,000	56,260	58,240	0	
72	Elections								
73	Wages and Salaries	0	4,311	0	3,500	3,715	0		
74	Operating Supplies	0	0	0	100	358	0		
75	Repair & Maint. Supplies	470	0	470	500	470	500		
76	Mileage	0	0	0	50	114	0		
77	Legal Notice Publication	0	0	0	250	407	0		
78	Elections Subtotal	470	4,311	470	4,400	5,064	500	0	
79	Office Supplies								
80	Office Supplies	3,413	2,846	2,236	2,500	2,340	2,000		
81	Operating Supplies	0	445	78	100	0	100		
82	Repair & Maint. Supplies	0	520	0	0	0	0		
83	Office Equipment	0	2,023	1,953	1,000	680	800		
84	Small Tools & Minor Equip	0	70	0	300	0	250		
85	Contracted Services	0	59	1,425	375	295	375		
86	Postage/Postal Permits			0					
87	Office Supplies	0	433	642	800	1,026	650		
88	Refunds & Reimbursements	0	52	0		0	0		
89	Office Operations Subtotal	3,413	6,447	6,334	5,075	4,341	4,175	0	
90	Financial Administration								
91	Auditing Services	0	22,874	15,143		0	0		
92	Fees (Banking)	170	472	393	400	375	400		
93	Subtotal	170	23,346	15,536	400	375	400	0	
94	Insurance - City								
95	Insurance	0	0						
96	General Liability Ins.	5,677	3,604	6,980	4,355	3,754	3,800		
97	Property Insurance	930	2,160	2,619	2,500	2,183	2,200		
98	Worker's Comp (for employees & contractors p	676	690	2,447	1,800	3,234	1,100		

	A	B	C	D	E	F	G	H	I
99	Vehicle Insurance	0	69	69	72	69	70		
100	Excess Liability	0	900	900	927	900	900		
101	Crime Coverage	0	133	118	125	118	120		
102	Municipal	1,500	0		745	0	0		
103	Insurance Subtotal	8,783	7,556	13,133	10,524	10,258	8,190	0	
104	Assessing								
105	Contracted Services	5,978	5,164	5,324	5,325	5,436	5,450		
106	Legal Services								
107	Professional Services	6,557	15,731	7,004	8,000	6,679	7,200		
108	Engineer Service								
109	Professional Services	3,160	2,818	5,491	6,000	6,223	10,000		
110	Per Diem	495	475	475	1,560	985	1,560		
111	Grants THIS SECTION MOVED TO TRAINING & DEV (BELOW)								
112	Grants (pandemic 2008)	0	0	0	0	0	0		
113	Grants Counseling Center 2011/2012 WC Her	0	0	0	0	0	0		
114	Planning & Zoning			46	0	206	0		
115	Services Subtotal	16,190	24,188	18,340	20,885	19,529	24,210	0	
116	City Training & Development								
117	Training	660	40	1,609	700	210	1,200		
118	Transportation	32	0	247	100	0	100		
119	Dues & Subscriptions	5,410	5,275	992	1,000	1,038	1,035		
120	Grants (pandemic 2008)	0	0	200	0	0	0		
121	Grants Counsel Center 2012/2012 WC Heritag	0	0	2,022	3,200	2,941	1,825		
122	T & D Subtotal	6,102	5,315	5,070	5,000	4,189	4,160	0	
123	City Hall-Gov't Buildings								
124	Repair, Operating & Maint. Supplies	2,130	176	3,843	3,300	2,532	2,350		
125	Professional Services	0	182	6,904	0	0	0		
126	Contracted Services	0	418	924	700	624	700		
127	Telephone	0	1,158	1,298	1,300	1,439	1,450		
128	Utility Services	6,631	3,249	3,298	4,000	2,219	2,500		
129	Buildings & Structures	0	10,861	0	0	0	0		
130	Computer/Internet	336	0	0	0	0	0		
131	Gov't Bldgs Subtotal	9,097	16,044	16,267	9,300	6,814	7,000	0	

	A	B	C	D	E	F	G	H	I
132	Cable Eqmnt and Service								
133	Contracted Services	990	1,106	1,064	1,200	839		800	
134	Communication	0	26,785	0	0	0	0	0	
135	Newsletter								
136	Operating Supplies	0		0		0		25	
137	Contracted Services	0	302	446					
138	Printing and Binding	0	0	0	400	228		100	
139	Communication Subtotal	990	28,193	1,510	1,600	1,067		125	800
140	TOTAL Gen Government	88,176	174,597	140,392	118,059	114,652		113,300	800
141	PUBLIC SAFETY								
142	Police								
143	Contracted Services	89,667	85,637	88,505	90,935	89,776		91,348	
144	Fire								
145	Contracted Services	21,375	21,867	20,078	20,500	21,317		20,593	
146	Building Inspection (non levy)								
147	Small Tools and Minor Equipment			175					
148	Contracted Services	22,387	15,664	8,237	8,700	9,623		8,200	
149	Fees (variance, cond.use permits)	0	692	170	700	104		200	
150	Other Protection								
151	Contracted Services (Code Red)	0	1,015	0	68	241		100	
152	Dept. of Labor Fees	1,185	692	0		0			
153	County Environmental Charge	627		0		0			
154	Animal Control	1,237	304	857	925	882		697	200
155	Operating Supplies	0		0		0			
156	Refuse Collection	79	0	0		0			
157	Refunds & Reimbursements	0		0		0			
158	PUBLIC SAFETY TOTAL	136,557	125,871	118,022	121,828	121,943		112,738	8,600
159	PUBLIC WORKS								
160	Improv Other than Bldg	0	0	0	0	0		0	
161	Survey Public Spaces			0	6,800	4,124		0	
162	Highways, Streets & Roadways								
163	Repair & Maint. Supplies	10,703	516		1,000	244		750	

	A	B	C	D	E	F	G	H	I
164	Contracted Services	0	10,460	10,292	6,000	2,805	4,500		
165	Street Sweeping	0	0		4,000	3,785	4,000		
166	Seal Coat	0	35,739		0	0	12,500	12,500	
167	Crack Sealing	0	0	0	0	0	5,000	5,000	
168	Street Signs (Council action to place on Open Fund)			266	3,000	0	1,500		
169	Street Maintenance Subtotal	10,703	46,715	10,558	14,000	6,834	28,250	17,500	
170	Street Lights								
171	Utility Services	12,979	14,847	14,679	15,000	14,002	15,600	0	
172	Drainage - Structure Care								
173	Stormwater Pond								
174	Contracted Services (pd Jan 2013 \$2358 - '12	0	228	2,042	2,800	0	800		
175	Fees (mpca)	0	400	117	600	0	400		
176	Subtotal	0	628	2,159	3,400	0	1,200	0	
177	Ice and Snow Removal								
178	Operating Supplies (salt, sand)	0	3,266	0	5,000	2,791	5,000		
179	Contracted Services	18,404	17,646	10,319	12,000	5,800	11,000		
180	Snow & Ice Subtotal	18,404	20,912	40,140	17,000	8,591	16,000	0	
181	Water Utility								
182	Refunds & Reimbursements	0	554	474	0	0	0		
183	Sewer Utility								
184	Refunds & Reimbursements	0	270	270	0	0	0		
185	Weed Control \$135 moved to line 232			0	0	0	0		
186	TOTAL Public Works	42,086	83,927	744	56,200	33,551	61,050	17,500	
187	CULTURE & RECREATION								
188	Recreation								
189	Operating Supplies	0	41	96	100	0	0		
190	Dues & Subscriptions	0	0	0	200	200	200		
191	Community Events			1,325	1,700	1,500	1,700		
192	TOTAL Recreation	0	41		2,000	1,700	1,900		
193	Parks								
194	Wages and Salaries (Spvsr=volunteer 2012 un	0	5,508	5,490	5,900	2,883	7,500		
195	Federal Tax - Employee								
196	State Tax - Employee	0	34						

	A	B	C	D	E	F	G	H	I
197	Unemployment Compensation	0	174						
198	Medicare - Employer								
199	Social Security - Employer								
200	Social Security - Employee								
201	Medicare - Employee								
202	Office Supplies	0	30						
203	Operating Supplies	0	1,392	979	350	97	450		
204	Repair & Maint. Supply/Contractual	0	890	223	1,530	1,030	1,600		
205	Professional Services	0	190	374	0	590			
206	Contracted Services	0	1,902	3,438	360	4,526	1,600		
207	Utility Services	0	507	901	900	973	1,150		
208	Fees	0	35	0		0			
209	Buildings & Structures	0	1,429	1,336	1,660	1,390	1,700		
210	Furniture and Fixtures	0	1,212	0		0			
211	Garbage Pickup			0		0			
212	Tree Removal			0	600	0	0	0	
213	Parks Project			0	0	0	0	9,900	
214	Parks GF Subtotal	16,388	13,304	12,741	11,300	11,489	14,000		
215	TOTAL Parks & Recreation	16,388	13,345	14,162	13,300	13,189	15,900	9,900	
216	SANITATION								
217	Tree Care - Inspection & Removal								
218	Contracted Services	0	701	450	800	711	0		
219	Tree Removal								
220	Operating Supplies	0	321	0	250	0			
221	Diseased Trees	4,218	0	0	0	0	0		
222	Contracted Services	0	4,762	3,991	2,300	2,393	5,000		
223	Sanitation - Recycling								
224	Contracted Services	8,849	12,537	11,047	11,050	11,389	12,000		
225	Recycling grant projects				1,650	0			
226	Lawn Care/Maintenance								
227	Contracted Services	0	4,480	5,065	6,000	4,900	6,000		
228	Weed Control - MILLFOIL	0	4,480	135	1,700	927	1,200		
229	TOTAL - Sanitation	13,067	27,280	20,688	23,750	20,320	24,200	0	

