



AGENDA OF THE REGULAR MEETING OF  
THE CITY COUNCIL  
CITY OF BIRCHWOOD VILLAGE  
WASHINGTON COUNTY, MINNESOTA  
December 12<sup>th</sup>, 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 is appreciated during this process.

**PLEDGE OF ALLEGIANCE**

**APPROVE AGENDA**

**PRESENTATIONS**

**OPEN PUBLIC FORUM**

**ANNOUNCEMENTS**

- A. Ice rink opening date TBD – watch the website for announcement.
- B. Planning Commission position open. Send letter of interest to city clerk by Jan 3, 2023 to [info@cityofbirchwood.com](mailto:info@cityofbirchwood.com).
- C. Lake Links Task Force is looking for volunteers. Please send an email to [info@cityofbirchwood](mailto:info@cityofbirchwood.com) if you are interested.

**CONSENT AGENDA**

- A. Approve Treasurer’s Report\* (pp.3-29)
- B. Approve October Meeting Minutes\* (pp. 30-36)
- C. Approve November Meeting Minutes\* (pp. 37-41)
- D. Approve RESOLUTION 2023-49, Designating Polling Place\* (p. 42)
- E. Approve RESOLUTION 2023-53 Accepting Donations\* (pp. 43-44)
- F. Approve NYFS Contract for 2024\* (pp. 45-51)

**CITY BUSINESS**

- A. Truth in Taxation/Adoption of Final Levy and Budget\* (pp. 52-58)
  - a. Public Hearing
  - b. Review of Proposed 2024 Levy & Budget
  - c. Approve Resolution 2023-50, Final Budget Adoption\* (p. 59)
  - d. Approve Resolution 2023-51, Final Levy Adoption\* (p. 60)

- B.** Resolution 2023-52, Certification of Delinquent Utility Accounts to the County\*  
(pp. 61-62)
  - a. Public Hearing
  - b. Council Deliberation and Approval
- C.** Approve JPA for South Shore Boulevard Trail Management\* (pp. 63-66)
- D.** Traffic Study Results\* (pp. 67-69)
- E.** Earned Sick and Safe Time\* (pp. 70-75)
- F.** Wildwood Lift Station Status update \* (pp. 76-77)
- G.** Permitting Fee Reconciliation – Ryan Hankins\* (pp. 78-82)
- H.** 232 Cedar St. Property vacancy- Ryan Hankins\* (p. 83)
- I.** 310 and 312 rental properties

**ADJOURN**

## Treasurer Report for November

Mary Cahill <Mary.Cahill@cityofbirchwood.com>

Tue 12/5/2023 3:20 PM

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

Items to note:

1. November's reconciliation will not be completed for this upcoming council meeting. I wanted to show the process to our new Treasurer. You'll see both November and December reconciliation in January.
2. John Manship fees included locates for utility work being performed on Jay Ave, Hall Court, White Pine, Birchwood Ave and Wildwood/East CO line. Total cost \$840.00.
3. Bolton & Menk submitted the billing for Sept and Oct in November. Hence the numerous entries. Additionally, separate entries by billing type were made by the administrative staff. This assists staff to allocate the expenses to the appropriate fund and collect reimbursement from permits if applicable.
4. TA Schifsky & Sons billed us \$1750.00 for fall street sweeping. The June invoice included a \$3500 street sweeping charge which was for both spring and fall sweeping. The check was VOIDED and Schifsky notified. They responded we could ignore the bill.
5. The state of MN has been in a new law requiring employers to pay sick leave for part-time employees. This is a mandate by the state and must be granted. The council should determine if they want to include any additional time or just follow the mandate. (brief summary- eligibility includes employees that work at least 80 hours in a year. An employee earns one hour of sick and safe time for every 30 hours worked and can earn a maximum of 48 hours per year, unless the employee agrees to a higher amount). (6 days)
6. Numerous correcting entries were made in CTAS. The printed claims list will show the changes. The disbursements report has the correct information. (Claims lists are printed prior to checks being produced and sent to disbursements. Once in disbursements a revised claims list cannot be printed)
7. Many issues occurred this month with CTAS. I have placed calls for support. The software is proving to be very confusing and cumbersome to use, especially with the measures needed to ensure internal controls are being followed. Our new treasurer brings a lot of knowledge of other accounting software, and I'll rely on her to assess and determine if a more robust interactive software is needed. CTAS is causing an excessive amount of data entry, and the expense of a new software might justify the expense. I just wanted to put the word out now for your awareness.

Mary Cahill

Treasurer

City of Birchwood Village, MN

email: [mary.cahill@cityofbirchwood.com](mailto:mary.cahill@cityofbirchwood.com)

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



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For the Period : 11/8/2023 To 12/5/2023

<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	\$673,274.35	\$13,930.57	\$22,233.76	\$664,971.16	\$16,815.31	\$45,086.17	\$693,242.02
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	\$10,823.05	\$0.00	\$0.00	\$10,823.05	\$0.00	\$2,500.00	\$13,323.05
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	\$77,526.81	\$0.00	\$1,785.32	\$75,741.49	\$0.00	\$1,785.32	\$77,526.81
Water	\$58,995.67	\$1,539.86	\$6,091.50	\$54,444.03	\$1,539.86	\$31,555.26	\$84,459.43
Sewer	\$97,240.02	\$1,347.44	\$15,748.75	\$82,838.71	\$1,347.44	\$21,934.25	\$103,425.52
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
<b>Total</b>	<b>\$917,859.90</b>	<b>\$16,817.87</b>	<b>\$45,859.33</b>	<b>\$888,818.44</b>	<b>\$19,702.61</b>	<b>\$102,861.00</b>	<b>\$971,976.83</b>

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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

Fund Name: All Funds

Date Range: 11/08/2023 To 12/05/2023

<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>
11/13/2023	IRS - US Treasury	11132023A*	Federal Taxes - Q4 2023 -Oct Payment	N	Clerk - Treasurer	100-41401-100-	\$ 2,045.26
		11132023A*				100-41401-100-	\$ 478.32
		11132023A*				100-41401-100-	\$ 752.39
		<b>Total For Check</b>	<b>11132023A</b>				<b>\$ 3,275.97</b>
11/13/2023	MN Department of Revenue	11132023B*	MN State Tax eFiling - Q4 2023 Oct pymt	N	Clerk - Treasurer	100-41401-115-	\$ 728.41
		<b>Total For Check</b>	<b>11132023B</b>				<b>\$ 728.41</b>
11/16/2023	Mary Cahill	32694*	Microsoft License, 9/10/23 - 11/9/23	N	General Government Buildings and Plant	100-41940-320-	\$ 487.70
		<b>Total For Check</b>	<b>32694</b>				<b>\$ 487.70</b>
11/24/2023	Payroll Period Ending 11/18/2023	32695	November Payroll 11/5/23 - 11/18/23	N	Clerk - Treasurer	100-41401-100-	\$ 982.28
		<b>Total For Check</b>	<b>32695</b>				<b>\$ 982.28</b>
11/24/2023	Payroll Period Ending 11/18/2023	32696	November Payroll 11/5/23 - 11/18/23	N	Clerk - Treasurer	100-41401-100-	\$ 133.62
		<b>Total For Check</b>	<b>32696</b>				<b>\$ 133.62</b>
11/24/2023	Payroll Period Ending 11/18/2023	32697	November Payroll 11/5/23 - 11/18/23	N	Clerk - Treasurer	100-41401-100-	\$ 2,105.33
		<b>Total For Check</b>	<b>32697</b>				<b>\$ 2,105.33</b>
11/24/2023	Payroll Period Ending 11/18/2023	32698	November Payroll-Maintenance 11/5/23 - 11/18/23	N	Parks	100-45207-100-	\$ 468.76
		<b>Total For Check</b>	<b>32698</b>				<b>\$ 468.76</b>
11/24/2023	PERA	EFT11242023A*	Retirement funds-PR 11/10- Rebecca, Therese, Jim	N	Clerk - Treasurer	100-41401-121-	\$ 672.74
		EFT11242023A*			Parks	100-45207-121-	\$ 181.75
		<b>Total For Check</b>	<b>EFT11242023A</b>				<b>\$ 854.49</b>
11/24/2023	PERA	EFT11242023B*	Retirement funds-PR 11/24- Rebecca, Therese, Jim	N	Clerk - Treasurer	100-41401-121-	\$ 604.39
		EFT11242023B*			Parks	100-45207-121-	\$ 82.97
		<b>Total For Check</b>	<b>EFT11242023B</b>				<b>\$ 687.36</b>

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11/30/2023	MENARD'S - OAKDALE	32699*	For Maintenance--Concrete Mix	N	Parks	100-45207-400-	\$ 7.48
	<b>Total For Check</b>	<b>32699</b>					<b>\$ 7.48</b>
11/30/2023	MENARD'S - OAKDALE	32700*	Maintenance--Deck boards and fence panels for shed	N	Parks	100-45207-400-	\$ 128.93
	<b>Total For Check</b>	<b>32700</b>					<b>\$ 128.93</b>
11/30/2023	Manship Plumbing & Heating Inc	32701*	Sewer/Water-Locates for cable laying, E pole replacement, annual water testing	N	Water Utility	601-43180-314-	\$ 1,650.00
	<b>Total For Check</b>	<b>32701</b>					<b>\$ 1,650.00</b>
11/30/2023	H.A. Kantrud, P.A.	32702*	Attorney Services -Dec 2023	N	Legal Services	100-41601-300-	\$ 1,500.00
	<b>Total For Check</b>	<b>32702</b>					<b>\$ 1,500.00</b>
11/30/2023	John Wikstrom	32703*	November Fees	N	Engineer Service	100-41650-300-	\$ 1,600.00
	<b>Total For Check</b>	<b>32703</b>					<b>\$ 1,600.00</b>
11/30/2023	City of White Bear Lake Fire	32704*	Fire Srvc -Dec 2023	N	Fire	100-42201-314-	\$ 3,049.13
	<b>Total For Check</b>	<b>32704</b>					<b>\$ 3,049.13</b>
11/30/2023	Toshiba America Business Solutions	32705*	Printer Maintenance 11/9 - 12/8/23	N	Office Operations Supplies	100-41911-314-	\$ 10.62
	<b>Total For Check</b>	<b>32705</b>					<b>\$ 10.62</b>
11/30/2023	Minnesota Department of Health	32706*	Community Water Supply Service Connection Fee 10/1/23-12/31/23	N	Water Utility	601-43180-437-	\$ 860.00
	<b>Total For Check</b>	<b>32706</b>					<b>\$ 860.00</b>
11/30/2023	USS Minnesota One MT LLC	32707*	Energy Charges - Oct Charges	N	General Government Buildings and Plant	100-41940-380-	\$ 73.10
		32707*			Sewer Utility	605-43190-380-	\$ 194.92
		32707*				605-43190-380-	\$ 353.29
	<b>Total For Check</b>	<b>32707</b>					<b>\$ 621.31</b>
11/30/2023	Stoltzman, Cris	32708*	Videography - Council Mtg Nov 3.0 hrs total	N	Cable Eqpmt and Service	100-41950-314-	\$ 79.50
	<b>Total For Check</b>	<b>32708</b>					<b>\$ 79.50</b>
11/30/2023	Minutes Solutions	32709*	Minutes for 10/10/23 council meeting	N	MISCELLANEOUS	100-49001-300-	\$ 305.00



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		<b>Total For Check</b>	<b>32709</b>				<b>\$ 305.00</b>
11/30/2023	Metro - INET	32710*	IT Charges--Nov Tech Support	N	General Government Buildings and Plant	100-41940-320-	\$ 513.00
		<b>Total For Check</b>	<b>32710</b>				<b>\$ 513.00</b>
11/30/2023	Companion Animal Control LLC	32711*	Animal Control Services -Nov Retainer Only	N	Animal Control	100-41916-314-	\$ 80.00
		<b>Total For Check</b>	<b>32711</b>				<b>\$ 80.00</b>
11/30/2023	LRS Portables, LLC	32712*	Portable Restrooms- Nov Billing	N	Parks	100-45207-314-	\$ 572.00
		<b>Total For Check</b>	<b>32712</b>				<b>\$ 572.00</b>
11/30/2023	TSE, Inc. Work Account	32713*	Janitorial Services - 11/2/23 & 11/16/23	N	General Government Buildings and Plant	100-41940-314-	\$ 56.26
		<b>Total For Check</b>	<b>32713</b>				<b>\$ 56.26</b>
11/30/2023	City of St. Anthony Village	32714*	4th Q Utility Billing	N	Financial Administration	601-41501-314-	\$ 3,528.00
		<b>Total For Check</b>	<b>32714</b>				<b>\$ 3,528.00</b>
11/30/2023	White Bear Township	32715*	Contracted Services - October	N	Sewer Utility	605-43190-314-	\$ 930.88
		<b>Total For Check</b>	<b>32715</b>				<b>\$ 930.88</b>
11/30/2023	Press Publications	32716*	Legal 10/26, Treasurer Ad, Ord 2023-07-01, 2023-09-02	N	Ordinances and Proceedings	100-41130-351-	\$ 689.90
		<b>Total For Check</b>	<b>32716</b>				<b>\$ 689.90</b>
11/30/2023	TA Schifsky & Sons, Inc.	32717*	***VOID\$1750.00***Fall Sweeping	Y	Street Sweeping	100-43103-314-	\$ -
		<b>Total For Check</b>	<b>32717</b>				<b>\$ -</b>
11/30/2023	Bolton & Menk, Inc.	32718*	9/2-9/29-117 Wildwood-Site Review After Permit Was Submitted-Billed to HO	N	Engineer Service	100-41650-300-	\$ 74.50
		<b>Total For Check</b>	<b>32718</b>				<b>\$ 74.50</b>
11/30/2023	Bolton & Menk, Inc.	32719*	9/2-9/29--Council Meetings, Review and Council to Staff, Finalize MOA for RCWD,	N	Engineer Service	100-41650-300-	\$ 1,345.00
		<b>Total For Check</b>	<b>32719</b>				<b>\$ 1,345.00</b>
11/30/2023	Bolton & Menk, Inc.	32720*	9/2-9/29--Row Permit Review	N	Engineer Service	100-41650-300-	\$ 74.50

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		<b>Total For Check</b>	<b>32720</b>				<b>\$ 74.50</b>
11/30/2023	Bolton & Menk, Inc.	32721*	9/2-9/29--Row Permit Review--Comcast Upgrade	N	Engineer Service	100-41650-300-	\$ 74.50
		<b>Total For Check</b>	<b>32721</b>				<b>\$ 74.50</b>
11/30/2023	Bolton & Menk, Inc.	32722*	9/2-9/29--127 Wildwood-Billed to HO	N	Engineer Service	100-41650-300-	\$ 74.50
		<b>Total For Check</b>	<b>32722</b>				<b>\$ 74.50</b>
11/30/2023	Sorenson, Andy	32723*	Reimbursement for Paint Expense and Misc Tool for Hockey Rink	N	Parks	100-45207-220-	\$ 317.64
		<b>Total For Check</b>	<b>32723</b>				<b>\$ 317.64</b>
11/30/2023	Therese Bellinger	32724*	Reimbursement for Radon Test Purchase for City Hall--2nd Test Requested Due to 1st Results	N	Office Operations Supplies	100-41911-999-	\$ 59.95
		<b>Total For Check</b>	<b>32724</b>				<b>\$ 59.95</b>
11/30/2023	Xcel Energy	EFT11162023A*	Gas 407 Lake Lift 9/16-10/18	N	Sewer Utility	605-43190-380-	\$ 24.95
		<b>Total For Check</b>	<b>EFT11162023A</b>				<b>\$ 24.95</b>
11/30/2023	Xcel Energy	EFT11162023B*	Gas 200 Wildwood 9/16-10/18	N	Sewer Utility	605-43190-380-	\$ 23.29
		<b>Total For Check</b>	<b>EFT11162023B</b>				<b>\$ 23.29</b>
11/30/2023	Xcel Energy	EFT11162023C*	Electric 210 Birchwood 9/16-10/18	N	Sewer Utility	605-43190-380-	\$ 15.68
		<b>Total For Check</b>	<b>EFT11162023C</b>				<b>\$ 15.68</b>
11/30/2023	A T & T Mobility	EFT11222023A*	Wireless for water tower- 11/2-12/1	N	Water Utility	601-43180-382-	\$ 53.50
		<b>Total For Check</b>	<b>EFT11222023A</b>				<b>\$ 53.50</b>
12/04/2023	Press Publications	32725*	Ref #791956-791961, PH Nov 14 replace 6/11/23, ORD 2023-06-01, Amend 301, Amend 302	N	Ordinances and Proceedings	100-41130-351-	\$ 70.07
		32725*				100-41130-351-	\$ 30.03
		32725*				100-41130-351-	\$ 80.00
		32725*				100-41130-351-	\$ 80.00
		<b>Total For Check</b>	<b>32725</b>				<b>\$ 260.10</b>

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12/04/2023	Stoltzman, Cris	32726*	Videography - Council Mtg Nov 30, 5 hrs total	N	Cable Eqpmt and Service	100-41950-314-	\$ 132.50
		<b>Total For Check</b>	<b>32726</b>				<b>\$ 132.50</b>
12/04/2023	Metropolitan Council - Env. Service	32727*	November Services	N	Sewer Utility	605-43190-217-	\$ 5,335.64
		<b>Total For Check</b>	<b>32727</b>				<b>\$ 5,335.64</b>
12/04/2023	Bolton & Menk, Inc.	32728*	9/30-10/27--CC Meet, General Eng, PLOP Study at Halls Marsh	N	Engineer Service	100-41650-300-	\$ 1,005.50
		<b>Total For Check</b>	<b>32728</b>				<b>\$ 1,005.50</b>
12/04/2023	Bolton & Menk, Inc.	32729*	9/30-10/27--242 Wildwood Ave Permit Review-Has been billed to HO.	N	Engineer Service	100-41650-300-	\$ 149.00
		<b>Total For Check</b>	<b>32729</b>				<b>\$ 149.00</b>
12/04/2023	Bolton & Menk, Inc.	32730*	9/30-10/27--32 Oakridge Dr Row Permit Review--City Expense	N	Engineer Service	100-41650-300-	\$ 74.50
		<b>Total For Check</b>	<b>32730</b>				<b>\$ 74.50</b>
12/04/2023	Bolton & Menk, Inc.	32731*	Sept Charges for Lift station. Grant Coordination and Admin Help	N	Engineer Service	605-41650-300-	\$ 472.75
		32731*				605-41650-300-	\$ 2,969.50
		<b>Total For Check</b>	<b>32731</b>				<b>\$ 3,442.25</b>
12/04/2023	Therese Bellinger	32732*	Reimbursement for New Mouse and Keyboard for TB Desk	N	Office Operations Supplies	100-41911-999-	\$ 53.73
		<b>Total For Check</b>	<b>32732</b>				<b>\$ 53.73</b>
12/04/2023	Bolton & Menk, Inc.	32733*	Sept Billing For Roadbotics, Capital Improvement Plan	N	Engineer Service	406-41650-300-	\$ 593.32
		32733*				406-41650-300-	\$ 1,192.00
		<b>Total For Check</b>	<b>32733</b>				<b>\$ 1,785.32</b>
12/04/2023	Bolton & Menk, Inc.	32734*	***VOID\$149.00***Sept Billing--268 Wildwood Permi Review--HO has been billed for this service	Y	Engineer Service	100-41650-300-	\$ -
		<b>Total For Check</b>	<b>32734</b>				<b>\$ -</b>

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12/05/2023	Bolton & Menk, Inc.	32735*	268 Permit Review- Inv # 0322325	N	Engineer Service	100-41650-300-	\$ 149.00
		<b>Total For Check</b>	<b>32735</b>				<b>\$ 149.00</b>
12/05/2023	Bolton & Menk, Inc.	32736*	November- Lift Station Reconstruction, Geotechnical, Grant Coordination and Administration	N	Engineer Service	605-41650-300-	\$ 4,130.00
		32736*				605-41650-300-	\$ 809.00
		32736*				605-41650-300-	\$ 447.00
		<b>Total For Check</b>	<b>32736</b>				<b>\$ 5,386.00</b>
12/05/2023	Bolton & Menk, Inc.	32737*	***VOID\$149.00***268 Permit Review- Inv # 0322325	Y	Engineer Service	100-41650-300-	\$ -
		<b>Total For Check</b>	<b>32737</b>				<b>\$ -</b>
12/05/2023	Gopher State One Call	32738*	Email tickets- 31 tickets in November	N	Utility Locates	605-42805-314-	\$ 41.85
		<b>Total For Check</b>	<b>32738</b>				<b>\$ 41.85</b>
<b>Total For Selected Checks</b>							<b>\$ 45,859.33</b>

Fund Name: All Funds

Date Range: 11/08/2023 To 12/05/2023

<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>
11/14/2023	Call Roger	171735963*	BP 2023-117, 164 Wildwood Ave	(11/14/2023) -	N	LICENSES AND PERMITS	100-32001-	\$ 151.00
								<b>\$ 151.00</b>
11/14/2023	Topline Construction	171735964*	BP 23-003, 5 White Pine Ln	(11/14/2023) -	N	LICENSES AND PERMITS	100-32001-	\$ 466.86
								<b>\$ 466.86</b>
11/21/2023	Yogadevo	171735951*	Hall Rental for Oct and Nov Yoga Usage	(11/21/2023) - 1	N	City/Town Hall Rent	100-34101-	\$ 200.00
								<b>\$ 200.00</b>
11/21/2023	W S & D Permit Service	171735952*	BP 191 Wildwood 2023-116	(11/21/2023) - 1	N	Building Permits	100-32211-	\$ 360.22
								<b>\$ 360.22</b>
11/21/2023	League of Minnesota Cities	171735953*	Audit Adjustment for 6/2022 - 6/2023	(11/21/2023) - 1	N	Refund-Reimbursemnt-Dividend	100-36240-	\$ 369.00
								<b>\$ 369.00</b>
11/21/2023	Ramsey/Washington Cable Commission	171735954*	Reimbursement for Audio Equip for Hall	(11/21/2023) - 1	N	Refund-Reimbursemnt-Dividend	100-36240-	\$ 3,604.85
								<b>\$ 3,604.85</b>
11/21/2023	Pinecrest Earthworks	171735955*	BP Pay for 143 Wildwood 2023-83	(11/21/2023) - 1	N	Building Permits	100-32211-	\$ 150.00
								<b>\$ 150.00</b>
11/21/2023	Webber, Dan	171735956*	Hall Rental 12/2	(11/21/2023) - 1	N	City/Town Hall Rent	100-34101-	\$ 25.00
								<b>\$ 25.00</b>
11/21/2023	Heisdorffer, Kevin	171735957*	BP 423 Wildwood Ave 2023-114	(11/21/2023) - 1	N	Building Permits	100-32211-	\$ 503.75
								<b>\$ 503.75</b>
11/21/2023	Liengswangwong, G	171735958*	Variance 23 Birchwood Ave	(11/21/2023) - 1	N	Building Permits	100-32211-	\$ 460.00
								<b>\$ 460.00</b>

Fund Name: All Funds

Date Range: 11/08/2023 To 12/05/2023

<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>	
11/21/2023	Liengswangwong, G	171735959*	Variance 23 Birchwood Ave	(11/21/2023) - 1	N	Building Permits	100-32211-	\$ 140.00	
								<b>\$ 140.00</b>	
11/21/2023	Liengswangwong, Vic	171735960*	Escrow Deposit 23 Birchwood Ave	(11/21/2023) - 1	N	Escrow Deposits	100-36245-	\$ 3,000.00	
								<b>\$ 3,000.00</b>	
11/21/2023	MN Rusco	171735966*	BP 23-0035, 531 Hall Ave	(11/21/2023) -	N	LICENSES AND PERMITS	100-32001-	\$ 84.71	
								<b>\$ 84.71</b>	
11/22/2023	Mahtomedia FastPitch League	171735968*	Hall Rental For FastPitch Association Meeting	(11/22/2023) -	N	City/Town Hall Rent	100-34101-	\$ 25.00	
								<b>\$ 25.00</b>	
11/28/2023	Demorrett, Kelci	171735965*	BP 23-0034, 423 Wildwood Ave	(11/28/2023) -	N	LICENSES AND PERMITS	100-32001-	\$ 151.00	
								<b>\$ 151.00</b>	
11/30/2023	4 M Fund	171735967*	Nov interest	(11/30/2023) -	N	Interest Earning	100-36210-	\$ 4,239.18	
								<b>\$ 4,239.18</b>	
11/30/2023	Residents - via St Anthony Village	171735969*	Utility Billing November	(11/30/2023) -	N	Water Consumption	601-37111-	\$ 943.77	
							Water Utility User Fee	601-37112-	\$ 428.71
							Water Main-break Surcharge	601-37113-	\$ 25.00
							State Surcharge	601-37116-	\$ 30.46
							Penalties and Forfeited Discounts	601-37160-	\$ 111.92
							Sewer Consumption	605-37211-	\$ 444.70
							Sewer Minimum Charge	605-37212-	\$ 781.68
							Penalties and Forfeited Discounts	605-37260-	\$ 121.06
								<b>\$ 2,887.30</b>	
<b>Total for Selected Receipts</b>								<b>\$ 16,817.87</b>	

As on 12/5/2023

Special Rev Projects

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
<b>Receipts:</b>			
Dock/Lift Permit Fee	0.00	15,750.00	15,750.00
<b>Total Acct 322</b>	<b>0.00</b>	<b>15,750.00</b>	<b>15,750.00</b>
<b>Total Revenues</b>	<b>0.00</b>	<b>15,750.00</b>	<b>15,750.00</b>
<b>Other Financing Sources:</b>			
<b>Total Other Financing Sources</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Disbursements:</b>			
Recreation			
Miscellaneous (431 through 499)	0.00	200.00	(200.00)
Community Events	0.00	3,159.99	(3,159.99)
<b>Total Acct 451</b>	<b>0.00</b>	<b>3,359.99</b>	<b>(3,359.99)</b>
Parks			
REPAIRS AND MAINTENANCE - CONTRACTUAL (401 through 409)	0.00	2,487.65	(2,487.65)
<b>Total Acct 452</b>	<b>0.00</b>	<b>2,487.65</b>	<b>(2,487.65)</b>
<b>Total Disbursements</b>	<b>0.00</b>	<b>5,847.64</b>	<b>(5,847.64)</b>
<b>Other Financing Uses:</b>			
Transfer To Governmental Fund			
Interfund Transfers	0.00	2,500.00	(2,500.00)
<b>Total Acct 493</b>	<b>0.00</b>	<b>2,500.00</b>	<b>(2,500.00)</b>
<b>Total Other Financing Uses</b>	<b>0.00</b>	<b>2,500.00</b>	<b>(2,500.00)</b>
<b>Beginning Cash Balance</b>		<b>3,420.69</b>	
<b>Total Receipts and Other Financing Sources</b>		<b>15,750.00</b>	
<b>Total Disbursements and Other Financing Uses</b>		<b>8,347.64</b>	
<b>Cash Balance as of 12/05/2023</b>		<b>10,823.05</b>	

As on 12/5/2023

Capital Project PW

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
<b>Receipts:</b>			
Total Revenues	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>Other Financing Sources:</b>			
Total Other Financing Sources	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>Disbursements:</b>			
Engineer Service			
PROFESSIONAL SERVICES (301 through 319)	<u>0.00</u>	<u>3,469.82</u>	<u>(3,469.82)</u>
Total Acct 416	<u>0.00</u>	<u>3,469.82</u>	<u>(3,469.82)</u>
Streets and Road Mntnc			
Contracted Services	<u>0.00</u>	<u>32,500.00</u>	<u>(32,500.00)</u>
Total Acct 431	<u>0.00</u>	<u>32,500.00</u>	<u>(32,500.00)</u>
Total Disbursements	<u>0.00</u>	<u>35,969.82</u>	<u>(35,969.82)</u>
<b>Other Financing Uses:</b>			
Total Other Financing Uses	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Beginning Cash Balance		111,711.31	
Total Receipts and Other Financing Sources		0.00	
Total Disbursements and Other Financing Uses		<u>35,969.82</u>	
Cash Balance as of 12/05/2023		75,741.49	



As on 12/5/2023

Water

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
<b>Receipts:</b>			
Water Consumption	0.00	87,354.32	87,354.32
Water Utility User Fee	0.00	42,866.40	42,866.40
Water Main-break Surcharge	0.00	7,440.15	7,440.15
Special Water Charges	0.00	977.45	977.45
State Surcharge	0.00	3,095.86	3,095.86
Certified Bills Collections	0.00	44.49	44.49
Administrative Fee Move/Out	0.00	478.98	478.98
Penalties and Forfeited Discounts	0.00	800.86	800.86
<b>Total Acct 371</b>	<b>0.00</b>	<b>143,058.51</b>	<b>143,058.51</b>
<b>Total Revenues</b>	<b>0.00</b>	<b>143,058.51</b>	<b>143,058.51</b>
<b>Other Financing Sources:</b>			
<b>Total Other Financing Sources</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Disbursements:</b>			
Financial Administration			
Contracted Services	0.00	12,084.81	(12,084.81)
<b>Total Acct 415</b>	<b>0.00</b>	<b>12,084.81</b>	<b>(12,084.81)</b>
Newsletter			
Printing and Binding (351 through 359)	0.00	734.34	(734.34)
<b>Total Acct 419</b>	<b>0.00</b>	<b>734.34</b>	<b>(734.34)</b>
Water Utility			
Repair and Maintenance Supplies (221 through 229)	0.00	247.19	(247.19)
Contracted Services	0.00	82,415.61	(82,415.61)
Utility Services (381 through 389)	0.00	2,618.39	(2,618.39)
Utility Services: Water	0.00	588.50	(588.50)
Fees	0.00	3,397.00	(3,397.00)
Wtr/Swr Emergency			
PROFESSIONAL SERVICES (301 through 319)	0.00	1,406.64	(1,406.64)
Contracted Services	0.00	36,595.28	(36,595.28)
REPAIRS AND MAINTENANCE - CONTRACTUAL (401 through 409)	0.00	83.79	(83.79)
<b>Total Acct 431</b>	<b>0.00</b>	<b>127,352.40</b>	<b>(127,352.40)</b>
<b>Total Disbursements</b>	<b>0.00</b>	<b>140,171.55</b>	<b>(140,171.55)</b>
<b>Other Financing Uses:</b>			
<b>Total Other Financing Uses</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Beginning Cash Balance</b>		<b>51,557.07</b>	
<b>Total Receipts and Other Financing Sources</b>		<b>143,058.51</b>	
<b>Total Disbursements and Other Financing Uses</b>		<b>140,171.55</b>	
<b>Cash Balance as of 12/05/2023</b>		<b>54,444.03</b>	

As on 12/5/2023

Sewer

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
<b>Receipts:</b>			
Sewer Consumption	0.00	58,207.12	58,207.12
Sewer Minimum Charge	0.00	50,308.85	50,308.85
Sewer Only	0.00	29.07	29.07
Penalties and Forfeited Discounts	0.00	558.94	558.94
<b>Total Acct 372</b>	<b>0.00</b>	<b>109,103.98</b>	<b>109,103.98</b>
<b>Total Revenues</b>	<b>0.00</b>	<b>109,103.98</b>	<b>109,103.98</b>
<b>Other Financing Sources:</b>			
<b>Total Other Financing Sources</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Disbursements:</b>			
Postage/Postal Permits			
Refunds and Reimbursements	0.00	896.25	(896.25)
<b>Total Acct 414</b>	<b>0.00</b>	<b>896.25</b>	<b>(896.25)</b>
Engineer Service			
PROFESSIONAL SERVICES (301 through 319)	0.00	46,648.25	(46,648.25)
<b>Total Acct 416</b>	<b>0.00</b>	<b>46,648.25</b>	<b>(46,648.25)</b>
Utility Locates			
Contracted Services	0.00	360.50	(360.50)
<b>Total Acct 428</b>	<b>0.00</b>	<b>360.50</b>	<b>(360.50)</b>
Sewer Utility			
Sewer - Wastewater Charge	0.00	55,022.64	(55,022.64)
Contracted Services	0.00	7,669.87	(7,669.87)
Utility Services (381 through 389)	0.00	10,720.97	(10,720.97)
<b>Total Acct 431</b>	<b>0.00</b>	<b>73,413.48</b>	<b>(73,413.48)</b>
<b>Total Disbursements</b>	<b>0.00</b>	<b>121,318.48</b>	<b>(121,318.48)</b>
<b>Other Financing Uses:</b>			
<b>Total Other Financing Uses</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Beginning Cash Balance</b>		<b>95,053.21</b>	
<b>Total Receipts and Other Financing Sources</b>		<b>109,103.98</b>	
<b>Total Disbursements and Other Financing Uses</b>		<b>121,318.48</b>	
<b>Cash Balance as of 12/05/2023</b>		<b>82,838.71</b>	

Date Range : 10/16/2023 To 11/16/2023

<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>
11/16/2023	Mary Cahill	Microsoft License, 9/10/23 - 11/9/23	6719*	\$487.70	100-41940-320-	General Government Buildings and Plant	\$487.70
<b>Total For Selected Claims</b>				<b>\$487.70</b>			<b>\$487.70</b>

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 : 10/4/2023 To 11/30/2023

<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>
11/29/2023	MENARD'S - OAKDALE	For Maintenance--Concrete Mix	6720*	\$7.48	100-45207-400-	Parks	\$7.48
11/29/2023	MENARD'S - OAKDALE	Maintenance--Deck boards and fence panels for shed	6721*	\$128.93	100-45207-400-	Parks	\$128.93
11/29/2023	Manship Plumbing & Heating Inc	Sewer/Water-Locates for cable laying, E pole replacement, annual water testing	6722*	\$1,650.00	601-43180-314-	Water Utility	\$1,650.00
11/29/2023	H.A. Kantrud, P.A.	Attorney Services -Dec 2023	6723*	\$1,500.00	100-41601-300-	Legal Services	\$1,500.00
11/29/2023	John Wikstrom	November Fees	6724*	\$1,600.00	100-41650-300-	Engineer Service	\$1,600.00
11/29/2023	City of White Bear Lake Fire	Fire Srvc -Dec 2023	6725*	\$3,049.13	100-42201-314-	Fire	\$3,049.13
11/29/2023	Toshiba America Business Solutions	Printer Maintenance 11/9 - 12/8/23	6726*	\$10.62	100-41911-314-	Office Operations Supplies	\$10.62
11/29/2023	Minnesota Department of Health	Community Water Supply Service Connection Fee 10/1/23-12/31/23	6727*	\$860.00	601-43180-437-	Water Utility	\$860.00
11/29/2023	USS Minnesota One MT LLC	Energy Charges - Oct Charges	6728*	\$621.31	605-43190-380- 100-41940-380- 605-43190-380-	Sewer Utility General Government Buildings and Plant Sewer Utility	\$353.29 \$73.10 \$194.92

Date Range : 10/4/2023 To 11/30/2023

<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>
11/29/2023	Stoltzman, Cris	Videography - Council Mtg Nov 3.0 hrs total	6729*	\$79.50	100-41950-314-	Cable Eqpmt and Service	\$79.50
11/29/2023	Minutes Solutions	Minutes for 10/10/23 council meeting	6730*	\$305.00	100-49001-300-	MISCELLANEOUS	\$305.00
11/29/2023	Metro - INET	IT Charges--Nov Tech Support	6731*	\$513.00	100-41940-320-	General Government Buildings and Plant	\$513.00
11/29/2023	Companion Animal Control LLC	Animal Control Services -Nov Retainer Only	6732*	\$80.00	100-41916-314-	Animal Control	\$80.00
11/29/2023	LRS Portables, LLC	Portable Restrooms- Nov Billing	6733*	\$572.00	100-45207-314-	Parks	\$572.00
11/29/2023	TSE, Inc. Work Account	Janitorial Services - 11/2/23 & 11/16/23	6734*	\$56.26	100-41940-314-	General Government Buildings and Plant	\$56.26
11/29/2023	City of St. Anthony Village	4th Q Utility Billing	6735*	\$3,528.00	601-41501-314-	Financial Administration	\$3,528.00
11/29/2023	White Bear Township	Contracted Services - October	6736*	\$930.88	605-43190-314-	Sewer Utility	\$930.88
11/29/2023	Press Publications	Legal 10/26, Treasurer Ad, Ord 2023-07-01, 2023-09-02	6737*	\$689.90	100-41130-351-	Ordinances and Proceedings	\$689.90
11/29/2023	TA Schifsky & Sons, Inc.	Fall Sweeping	6738*	\$1,750.00	100-43103-314-	Street Sweeping	\$1,750.00

Date Range : 10/4/2023 To 11/30/2023

<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>
11/29/2023	Bolton & Menk, Inc.	9/2-9/29-117 Wildwood-Site Review After Permit Was Submitted-Billed to HO	6739*	\$74.50	100-41650-300-	Engineer Service	\$74.50
11/29/2023	Bolton & Menk, Inc.	9/2-9/29--Council Meetings, Review and Council to Staff, Finalize MOA for RCWD,	6740*	\$1,345.00	100-41650-300-	Engineer Service	\$1,345.00
11/29/2023	Bolton & Menk, Inc.	9/2-9/29--Row Permit Review	6741*	\$74.50	100-41650-300-	Engineer Service	\$74.50
11/29/2023	Bolton & Menk, Inc.	9/2-9/29--Row Permit Review--Comcast Upgrade	6742*	\$74.50	100-41650-300-	Engineer Service	\$74.50
11/29/2023	Bolton & Menk, Inc.	9/2-9/29--127 Wildwood-Billed to HO	6743*	\$74.50	100-41650-300-	Engineer Service	\$74.50
11/29/2023	Sorenson, Andy	Reimbursement for Paint Expense and Misc Tool for Hockey Rink	6744*	\$317.64	100-45207-220-	Parks	\$317.64
11/29/2023	Therese Bellinger	Reimbursement for Radon Test Purchase for City Hall--2nd Test Requested Due to 1st Results	6745*	\$59.95	100-41911-999-	Office Operations Supplies	\$59.95

Date Range : 10/4/2023 To 11/30/2023

<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>
Total For Selected Claims				\$19,952.60			\$19,952.60

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Justin R. McCarthy

City Council/Town Board

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Date

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Katherine A Weier

City Council/Town Board

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Date

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Margaret Arola Ford

City Council/Town Board, Mayor

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Date

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Robert Mark Foster

City Council/Town Board

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Date

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Ryan Q Hankins

City Council/Town Board

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Date

Date Range : 12/1/2023 To 12/4/2023

<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>
12/04/2023	Press Publications	Ref #791956-791961, PH Nov 14 replace 6/11/23, ORD 2023-06-01, Amend 301, Amend 302	6750*	\$260.10			
					100-41130-351-	Ordinances and Proceedings	\$70.07
					100-41130-351-	Ordinances and Proceedings	\$30.03
					100-41130-351-	Ordinances and Proceedings	\$80.00
					100-41130-351-	Ordinances and Proceedings	\$80.00
12/04/2023	Stoltzman, Cris	Videography - Council Mtg Nov 30, 5 hrs total	6751*	\$132.50			
					100-41950-314-	Cable Eqmpt and Service	\$132.50
12/04/2023	Metropolitan Council - Env. Service	November Services	6752*	\$5,335.64			
					605-43190-430-	Sewer Utility	\$5,335.64
12/04/2023	Bolton & Menk, Inc.	9/30-10/27--CC Meet, General Eng, PLOP Study at Halls Marsh	6753*	\$1,005.50			
					100-41650-300-	Engineer Service	\$1,005.50
12/04/2023	Bolton & Menk, Inc.	9/30-10/27--242 Wildwood Ave Permit Review-Has been billed to HO.	6754*	\$149.00			
					100-41650-300-	Engineer Service	\$149.00
12/04/2023	Bolton & Menk, Inc.	9/30-10/27--32 Oakridge Dr Row Permit Review--City Expense	6755*	\$74.50			
					100-41650-300-	Engineer Service	\$74.50
12/04/2023	Bolton & Menk, Inc.	Sept Charges for Lift station. Grant Coordination and Admin Help	6756*	\$3,442.25			
					100-41650-300-	Engineer Service	\$4,130.00
					100-41650-300-	Engineer Service	\$472.75
					100-41650-300-	Engineer Service	\$2,969.50



Date Range : 12/1/2023 To 12/4/2023

<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>
12/04/2023	Therese Bellinger	Reimbursement for New Mouse and Keyboard for TB Desk	6757*	\$53.73	100-41911-999-	Office Operations Supplies	\$53.73
12/04/2023	Bolton & Menk, Inc.	Sept Billing For Roadbotics, Capital Improvement Plan	6758*	\$1,785.32	406-41650-300- 406-41650-300-	Engineer Service Engineer Service	\$593.32 \$1,192.00
12/04/2023	Bolton & Menk, Inc.	Sept Billing--268 Wildwood Permi Review--HO has been billed for this service	6759*	\$149.00	406-41650-300-	Engineer Service	\$149.00
<b>Total For Selected Claims</b>				<b>\$12,387.54</b>			<b>\$16,517.54</b>

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Justin R. McCarthy

City Council/Town Board

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Date

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Katherine A Weier

City Council/Town Board

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Date

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Margaret Arola Ford

City Council/Town Board, Mayor

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Date

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Robert Mark Foster

City Council/Town Board

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Date

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Ryan Q Hankins

City Council/Town Board

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Date

Date Range : 12/5/2023 To 12/5/2023

<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>
12/05/2023	Bolton & Menk, Inc.	268 Permit Review- Inv # 0322325	6764*	\$149.00	100-41650-300-	Engineer Service	\$149.00
<b>Total For Selected Claims</b>				<b>\$149.00</b>			<b>\$149.00</b>

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Justin R. McCarthy

City Council/Town Board

Date

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Katherine A Weier

City Council/Town Board

Date

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Margaret Arola Ford

City Council/Town Board, Mayor

Date

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Robert Mark Foster

City Council/Town Board

Date

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Ryan Q Hankins

City Council/Town Board

Date

Date Range : 12/5/2023 To 12/5/2023

<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>
12/05/2023	Bolton & Menk, Inc.	November- Lift Station Reconstruction, Geotechnical, Grant Coordination and Administration	6760*	\$5,386.00			
					605-41650-300-	Engineer Service	\$4,130.00
					605-41650-300-	Engineer Service	\$809.00
					605-41650-300-	Engineer Service	\$447.00
12/05/2023	Gopher State One Call	Email tickets- 31 tickets in November	6761*	\$41.85			
					605-42805-314-	Utility Locates	\$41.85
<b>Total For Selected Claims</b>				<b>\$5,427.85</b>			<b>\$5,427.85</b>

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Justin R. McCarthy

City Council/Town Board

Date

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Katherine A Weier

City Council/Town Board

Date

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Margaret Arola Ford

City Council/Town Board, Mayor

Date

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Robert Mark Foster

City Council/Town Board

Date

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Ryan Q Hankins

City Council/Town Board

Date

Date Range : 11/13/2023 To 11/13/2023

<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>
11/13/2023	IRS - US Treasury	Federal Taxes - Q4 2023 -Oct Payment	6717*	\$3,275.97			
					100-41401-100-	Clerk - Treasurer	\$2,045.26
					100-41401-100-	Clerk - Treasurer	\$478.32
					100-41401-100-	Clerk - Treasurer	\$752.39
11/13/2023	MN Department of Revenue	MN State Tax eFiling - Q4 2023 Oct pymt	6718*	\$728.41			
					100-41401-115-	Clerk - Treasurer	\$728.41
<b>Total For Selected Claims</b>				<b>\$4,004.38</b>			<b>\$4,004.38</b>

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 : 11/16/2023 To 11/22/2023

<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>
11/16/2023	Xcel Energy	Gas 407 Lake Lift 9/16-10/18	6746*	\$24.95	605-43190-380-	Sewer Utility	\$24.95
11/16/2023	Xcel Energy	Gas 200 Wildwood 9/16-10/18	6747*	\$23.29	605-43190-380-	Sewer Utility	\$23.29
11/16/2023	Xcel Energy	Electric 210 Birchwood 9/16-10/18	6748*	\$15.68	605-43190-380-	Sewer Utility	\$15.68
11/22/2023	A T & T Mobility	Wireless for water tower- 11/2-12/1	6749*	\$53.50	601-43180-382-	Water Utility	\$53.50
<b>Total For Selected Claims</b>				<b>\$117.42</b>			<b>\$117.42</b>

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

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

**MINUTES OF THE CITY COUNCIL MEETING  
OCTOBER 10, 2023, 6:45 P.M.**

**MEMBERS:**

Margaret Ford	Mayor
Mark Foster	Councilmember
Ryan Hankins	Councilmember
Justin McCarthy	Councilmember
Katherine Weier	Councilmember

**STAFF:**

Rebecca Kellen	City Administrator
Marcus Johnson	City Engineer, Bolton & Menk (until 6:53 p.m.)

Minutes prepared by Angela Fracassi of Minutes Solutions 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 (0:00:30)**

**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.**

The following items were added to the agenda:

- Solar Ordinance Discussion was moved forward on the Consent Agenda.
- Response from Rice Creek Watershed District Discussion was added.
- Cable Commission Grant was added.

**4. OPEN PUBLIC FORUM (0:02:44)**

**Johnathan Fleck, 425 Hall Ave,** noted that Council was undertaking many Code changes, and he advised that Council slow the pace of the changes because of the affect the workload would have on City staff and the community. He expressed dissatisfaction with the ordinance supporting gabled roofs over flat roofs, which he said was unfair.

**James Nelson, 256 Wildwood Avenue,** noted his general opposition to Johnathan Fleck.

**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.**

5. **ANNOUNCEMENTS (0:08:18)**

- a. **Truth in Taxation Hearing:** The hearing was scheduled for December 12, 2023, at 6:45 p.m. at City Hall.
- b. **Lift Station Fees Correction:** There was a misstatement of Lift Station Fees during the September City Council meeting. It was incorrectly stated that Thatcher fees for the Wildwood lift station were \$100,000; however the total was \$79,718.49.
- c. **Canoes and Kayaks:** The public was reminded that canoes and kayaks must be removed from the racks by October 31, 2023.
- d. **2023-2024 Deer Hunt Dates:** The deer hunt will take place October 12 to 13, October 29 to 30, November 20 to 21, 2023, and December 6 to 7, 2023.

6. **CONSENT AGENDA (0:09:28)**

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

- a. **September Meeting Minutes (Consent Agenda Item B) (0:10:59):**

**On a motion made by Councilmember Weier, seconded by Councilmember McCarthy, the minutes from the City Council meeting on September 12, 2023, were approved as amended. All in favor; motion carried.**

The following change was made to the minutes of September 25, 2023:

- Item 6f should read “city newsletter,” instead of “community club newsletter.”

- b. **Treasurer’s Report (Consent Agenda Item D) (0:11:59):**

**On a motion made by Councilmember Hankins, seconded by Mayor Ford, it was resolved to approve the claims list in the Treasurer’s Report. All in favor; motion carried.**

Councilmember Hankins inquired about the permit issued to 117 Wildwood Avenue. Ms. Kellen confirmed that the permit was issued, but could not confirm whether the fees related to engineering had been collected. It was also noted that the construction was delayed due to the weather.

Councilmember Hankins noted that the Treasurer’s Report Memo included a call to animal control for a dog charge; the resident should be billed for the amount \$124.89, which could be approved during the fee schedule discussions.

- c. **Birchwood Dock Association Dock Permit Application (0:16:33):**

**On a motion made by Councilmember Hankins, seconded by Mayor Ford, it was resolved to approve the Birchwood Dock Association dock permit application. All in favor; motion carried.**

**Nick Nephew, 20 Birchwood Avenue,** spoke on behalf of the Dock Association. The Association would be bringing Birch into compliance and extending Ash while remaining in compliance.

7. **CITY BUSINESS – OLD BUSINESS (0:19:58)**

a. **Discussion of Ordinance 2023-06-01 (Solar Panels) (0:19:58):**

i) **Public Hearing**

Mayor Ford opened the public hearing.

**Jonathan Fleck, 425 Hall Avenue**, stated that he has a permit and is working through an electrician. He provided Council with a copy of the draft ordinance, with his proposed changes and omissions. He believed the original ordinance, as written, was unnecessarily long, and covers standards that are already covered by state legislation. He was advised by the electrician who installed his solar panels that no other municipality requires a Special Use Permit for solar panels on a roof. Mr. Fleck withdrew his Special Use Permit once he learned of the draft ordinance. Council discussed the need for a permit requirement, due to height issues and issues with ballast mounts, as an inadequate ballast mount could fail in high winds and cause significant damage to property and pose a danger to the public.

Mr. Fleck also objected to Section 3b, as a ballast mount system would never be installed at the same angle as a flat roof. Councilmember Hankins advised Mr. Fleck that until the ordinance is passed, he will need to apply for a Building Permit at minimum.

ii) **Discussion and Approval**

**On a motion made by Councilmember McCarthy, seconded by Councilmember Hankins, it was resolved to approve Ordinance 2023-06-01 as amended. All in favor; motion carried.**

Council reviewed and discussed the ordinance. The agreed-upon changes included:

- Solar panels on gabled roofs must be installed at no more than 10 inches above the roof, and to remove the language about the “same angle as the roof”;
- Solar panels on flat roofs may be no more than 15 inches above the surface of the roof;
- Under General Requirements, Item 5, change section D to state that the application must comply with the Minnesota state statutes, and strike “building code.”

b. **Parks and Natural Resources Committee Member Selection (1:05:45):**

**On a motion made by Councilmember McCarthy, seconded by Mayor Ford, it was resolved to approve Amy Hewlett’s appointment to the Parks and Natural Resources Committee.**

c. **Wildwood Lift Station Potential Placement and Timeline (1:06:55):** Marcus Johnson explained the next steps were soil borings and plan completion by Bolton and Menk. Bolton and Menk Environmental Engineer Seth Peterson met at the lift station with Birchwood Water Superintendent John Manship and Birchwood City Engineer Marcus Johnson on September 29, 2023, to take pictures and discuss technical preferences.

Mr. Johnson reported that he should have an update on the timeline for the soil borings in the coming days. Bolton and Menk should have the plan completed within the next two weeks. The EPA review would take place after the plan completion and soil borings, which will take between three weeks to eight weeks. The next step would be tendering bids, which would take approximately one month. Once a contractor is selected, the estimated lead times for material



components is four to six months. Construction was estimated to take three to four weeks in the summer of 2024. The ultimate deadline to have everything completed was October 31, 2024.

Bolton and Menk's next step is to bring to Council one design for review and incorporate Council's feedback. The plan is to be as minimalist as possible and will not extend into the street or park.

**d. Second Reading of Ordinance 2023-09-01 City Parks Systems (1:26:03)**

**i) Public Hearing**

Mayor Ford opened the public hearing.

**Cathy Madoor, 413 Lake Avenue**, referred to Article 607.215 regarding lost articles, and suggested that items should be returned to the owner, if known. Council agreed to the suggestions. She also noted that lake tracks should be open only to Birchwood residents and not to the public. Council explained that the courts ruled that restricting access would be a first amendment violation; however, Council suggested that they could obtain a legal opinion to confirm.

Ms. Madoor also suggested that the lake tracks should close at 9:00 p.m., and law enforcement should be able to remove violators. Council agreed to the suggestion.

**Johnathan Fleck, 425 Hall Avenue**, commented that he did not believe that Council could restrict access to a body of water to non-residents; however, they may be able to levy additional fees to non-residents.

**ii) Council Deliberation & Approval:**

**On a motion made by Councilmember McCarthy, seconded by Councilmember Weier, it was resolved to approve Ordinance 2023-09-01, subject to the removal of section 607.213, moving 607.300B to 607.201, and removing 607.400D. All in favor; motion carried.**

**On a motion made by Councilmember McCarthy, seconded by Councilmember Hankins, it was resolved to approve Resolution 2023-42, approving summary publication ordinance 2023-09- 01. All in favor; motion carried.**

Mayor Ford stated that she had received comments against the proposed elimination of fishing on Kay Beach. Other Councilmembers stated they had received comments from the public in support of eliminating fishing. It was noted that this beach was designated for swimming. Council debated the dog prohibition, and ultimately decided to allow fishing on Kay Beach but to prohibit dogs, and to remove Section 607.213.

**e. Second Reading of Ordinance 2023-07-01 (302.045): Zoning Code Requirement and Performance Standards: Structure Height (1:46:49)**

Councilmember Hankins provided a summary of the ordinance. He stated that the intention of the ordinance is to bring Birchwood in line with other nearby municipalities.

**i) Public Hearing**

**Johnathan Fleck, 425 Hall Avenue**, stated that the ordinance as written is biased against flat roofs. He suggested raising the height limit for flat roof structures to 32.5 feet.

**Cathy Madoor, 413 Lake Avenue**, suggested checking the height of flat roof structures around town, because some are well done.

**ii) Deliberation and Approval**

**On a motion made by Councilmember McCarthy, seconded by Councilmember Foster, it was resolved to add language to Ordinance 2023-07-01 increasing the height limit for flat roof structures by 2.5 feet. All in favor; motion carried.**

**On a motion made by Councilmember McCarthy, seconded by Councilmember Foster, it was resolved to approve Ordinance 2023-07-01, as amended. Councilmembers McCarthy, Foster, Weier, and Mayor Ford in favor; Councilmember Hankins opposed. Motion carried.**

**On a motion made by Councilmember McCarthy, seconded by Councilmember Hankins, it was resolved to approve resolution 2023-41 approving summary publication ordinance 2023-07-01. All in favor; motion carried.**

Council agreed to add a cross reference to the solar ordinance where relevant.

**f. Second Reading of Ordinance 2023-09-02 (302) Setback Changes (2:09:57):**

Councilmember McCarthy provided a summary of the Ordinance 2023-09-02.

**i) Public Hearing**

Mayor Ford opened the public hearing.

**Cathy Madoor, 413 Lake Avenue**, asked for clarifications regarding the landscaping specifications. Councilmember Hankins clarified that the maximum setback only applies to municipal streets and intersections. She also inquired about accessory structures. Councilmember Hankins explained that includes any building that is not a dwelling.

**Jonathan Fleck, 425 Hall Avenue**, made some suggestions regarding the proposed ordinance.

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

**ii) Deliberation and Approval**

**On a motion made by Councilmember McCarthy, seconded by Mayor Ford, it was resolved to approve Ordinance 2023-09-02 as presented. All in favor; motion carried.**

**On a motion made by Councilmember McCarthy, seconded by Mayor Ford, it was resolved to approve the publication of Ordinance 2023-09-02. All in favor; motion carried.**

**Councilmember Hankins** inquired if there was a definition of the term “landscaping barriers,” and noted that landscaping barriers are not permitted within 50 feet of the lakes. Councilmember McCarthy clarified that landscaping barriers are hedges and bushes that could act as a fence. He requested clarification regarding the term “non-address side of corner lot,” as this could confuse the public.

**Cathy Madoor** inquired whether she could request a stop sign at Wildwood and Lake. Mayor Ford responded that it is not related to this discussion; however, she would make a note of the suggestion and include it in the upcoming traffic study.

## **8. NEW BUSINESS**

### **a. Halls Marsh Project Update (1:15:47):**

**On a motion made by Councilmember McCarthy, seconded by Mayor Ford, it was resolved to approve Resolution 2023-43. authorizing additional engineering resources on the Halls Marsh project. All in favor; motion carried.**

Mr. Johnson was in contact with Rice Creek Watershed District who reached out with an MOA. A future meeting will be scheduled soon. Mr. Johnson indicated that Rice Creek Watershed District was pushing back, as expected. He will keep the Council informed.

### **b. Mayor Updates (2:31:24):** Radon testing was done at City Hall, and levels were found to be high. It was recommended that additional testing be done. Additionally, there was a cable grant available that Mayor Ford recommended applying for in order to purchase a larger screen for the public, as well as screens for Council.

**On a motion made by Mayor Ford, seconded by Councilmember McCarthy, it was resolved to allow city staff to purchase additional technology for City Hall at Best Buy. Motion carried.**

### **c. Snowplow Contracts (2:34:00):**

**On a motion made by Councilmember Foster, seconded by Councilmember Hankins, it was resolved to approve the quote from Brightview Landscaping for snow removal services. All in favor; motion carried.**

### **d. Recommendation for Past Due Expenses Due from Residents (2:40:15):**

**On a motion made by Councilmember McCarthy, seconded by Mayor Ford, it was resolved to advise staff to follow the recommendations regarding past due expenses, as amended. Motion carried.**

Council agreed that a \$3,000 escrow fee should be charged only when an engineer must be involved. Council agreed to discuss an ordinance at the next Council meeting. Mayor Ford stated that staff should follow these directives, with the understanding that a more formal ordinance would be forthcoming.

Ms. Kellen asked if the City could withhold a permit from a resident who has outstanding fees. Council believed that they were able to withhold the permits, but noted that a legal opinion would

be needed to confirm this. Councilmember McCarthy suggested that the City begin charging late fees in the future.

Council agreed to remove language stating that Council has the power to reduce fees. Ms. Kellen agreed to look into whether the new permitting software could flag residents who owe outstanding fees.

**e. Animal Control Charge (2:57:06):**

**On a motion by Councilmember Hankins, seconded by Mayor Ford, it was resolved to authorize and request that staff bill the dog owner in question \$124.89 for animal control. All in favor; motion carried.**

**f. Recycling Grant (2:59:00):**

**On a motion made by Mayor Ford, seconded by Councilmember Hankins, it was resolved to direct city staff to pursue the \$1,500 recycling grant. All in favor; motion carried.**

**g. Fee Schedule Updates (3:00:44):** Council agreed to continue the discussion and approve the fee schedule at a future meeting. Councilmember Hankins provided a summary of the proposed fee schedule changes. Councilmember Hankins requested that Ms. Kellen consult the permitting software and provide recommendations. Councilmember McCarthy suggested a certain percentage as an administrative fee and to consult with the planner to determine their fee.

**h. Delinquent Utility Bill Certification (3:16:02):** These bills totaled \$13,489. Ms. Kellen advised that the next step would be to send a letter giving individuals 30 days to pay. Other leftover amounts are added to property taxes as a special assessment. Councilmember Hankins inquired if the City is sure that the water meters are functioning properly. It was noted that it is the resident's responsibility to inform the City if they suspect that the meter is not measuring correctly.

**On a motion made by Councilmember McCarthy, seconded by Mayor Ford, it was resolved to authorize City staff to implement the recommendations made by Ms. Kellen regarding delinquent utility accounts. All in favor; motion carried.**

**9. MEETING CLOSE (3:18:55)**

**On a motion duly made by Mayor Ford, seconded by Councilmember McCarthy. it was agreed that there was no further business of the Council to transact in an open session; the meeting was closed to the public at 10:03 p.m.**

**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

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

**MINUTES OF THE CITY COUNCIL MEETING  
NOVEMBER 14, 2023, 6:45 P.M.**

**MEMBERS:**

Margaret Ford	Mayor
Mark Foster	Councilmember
Ryan Hankins	Councilmember
Justin McCarthy	Councilmember
Katherine Weier	Councilmember

**STAFF:**

Rebecca Kellen	City Administrator
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Minutes prepared by Angela Fracassi of Minutes Solutions 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 (0:00:42)**

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


The following item was removed from the agenda:

-  Consent Agenda, Item [inaudible]

The following items were added to the agenda:

- The Planning Commission Minutes
- 312 Wildwood Avenue
- Update on audio equipment

**4. OPEN PUBLIC FORUM (0:02:12)**

 resident noted that a setback change was recently made, and expressed concern that residents were not aware of the changes being made. He explained that these changes would negatively affect his property, as his neighbor taking advantage of these changes would result in the death of several of his trees. He recommended that Council take additional steps to engage the public and use more conditional use permits.

**Council** clarified that the setback change was not a material change, but was instead a clarification, and asked for more information. It was noted that nearby communities have similar

setback rules, and the recent task force recently found that this change was requested by the public. They also agreed that more effort should be made to make the public aware of the change.

5. **ANNOUNCEMENTS (14:45)**

- a. **Truth in Taxation Hearing:** The Hearing will take place on December 12, 2023, at 6:45 p.m. at City Hall.
- b. **Delinquent Utility Bills:** The letters were distributed to residents on October 16, 2023, and payments are due on November 17, 2023.
- c. **City Cleanup:** The City Cleanup will take place on November 18, 2023, at 10:00 a.m. The meeting place is City Hall.
- d. **Joint Council and Planning Commission Workshop:** The workshop was scheduled on November 30, 2023, at 7:00 p.m.
- e. **Vacant Home Registration:** Registration was completed for 184 Cedar Street.
- f. **Music in the Park:** An update regarding was provided in the meeting package for the Council's review.
- g. **Audio Update:** One television has been purchased and installed. Another was purchased but has not yet been installed. The audio has been adjusted and has improved. The technical improvements were paid for with grant funds.

6. **CONSENT AGENDA (18:25)**

**On a motion made by Councilmember McCarthy, seconded by Councilmember Hankins, it was resolved to approve consent agenda items A, F, and G. All in favor; motion carried.**

a. **Treasurer's Report (Consent Agenda Item B) (19:33):**

**On a motion made by Councilmember McCarthy, seconded by Councilmember Weier, it was resolved to approve the Treasurer's Report, subject to clarification of the two charges to Manship Plumbing. Four in favor; Councilmember Hankins abstained. Motion carried.**

Councilmember suggested that yearly accounting be sent to the Dock Association. Council requested clarification regarding a charges from Manship Plumbing and Heating in the amounts of \$840 and \$1,190.

Councilmember Hankins declared a conflict of interest regarding all of the Amazon charges, as he has a professional relationship with Amazon. As a result, he abstained from approving the Treasurer's Report.

b. **Approve Resolution 2023-44, Approving Summary Publication for Ordinance 2023-06-01, Solar Panels (Consent Agenda Item C) (28:09):**

**On a motion made by Councilmember Hankins, seconded by Councilmember McCarthy, it was resolved to approve Resolution 2023-44 and Summary Publication for Ordinance 2023-06-01, as amended. All in favor; motion carried.**

Councilmember Hankins noted that the ordinance was approved on October 10, 2023.

**c. Council Meeting Schedule and Official Holidays (Consent Agenda Item D) (30:09):**

**On a motion made by Councilmember Foster, seconded by Councilmember Weier, it was resolved to approve the Council Meeting and Official Holiday schedules as presented. Motion carried.**

The Council noted that GOP primary voting affects the Council meeting schedule. Council agreed to discuss changing city staff's office hours at the next meeting.

**d. Approve Washington County All-Hazard Mitigation Plan (Consent Agenda Item E) (35:49):**

**On a motion made by Councilmember McCarthy, seconded by Councilmember Hankins, it was resolved to approve the Washington County All-Hazard Mitigation Plan, pending more information regarding the redacted sections. All in favor; motion carried.**

Council noted that some of the mitigation strategies for Birchwood Village were redacted. It was noted that Attorney Kantrud recommended approval of the plan. The deadline to approve the plan is November 22, 2023, and it was advised that the City would lose FEMA funding if the plan is not approved by the deadline.

**7. CITY BUSINESS (36:26)**

**a. Second Reading of Ordinance 2023-09-01 (607) City Parks Systems (36:27):**

**On a motion made by Councilmember McCarthy, seconded by Councilmember Hankins, it was resolved to table the approval of ordinance 2023-09-01 (607), subject to the removal of 607.401.a. All in favor; motion carried.**

**On a motion made by Councilmember McCarthy, seconded by Councilmember Weier, it was resolved to approve Resolution 2023-42 approving Summary Publication Ordinance 2023-09-01. All in favor; motion carried.**

Mayor Ford opened the hearing to members of the public.

**Mary Sue Simmons, 418 Birchwood Court**, explained that she is a member of the Parks and Natural Resources Committee. She noted that the Committee had discussed Kay Beach at length, and wanted to make sure that the beach remained safe. The Committee was unanimous in thinking that fishing should not be permitted on the docks or the water. The other four docks were still available for fishing. The debris left behind by fishing presented a safety concern.

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

Council discussed the fact that there were changes made between the first and second meetings, and the version that was approved at the previous meeting did not include all the changes. City Attorney Alan Kantrud recommended that Council approve the correct version of the ordinance.

Council noted that the version of the ordinance before them was again the incorrect version, and agreed to table the discussion to a future meeting.

**b. First Reading of Ordinance 2023-11-01 Repealing 617 Sections Regarding City Parks System (46:58):**

**On a motion made by Councilmember McCarthy, seconded by Councilmember Weier, it was resolved to approve Ordinance 2023-11-01 Repealing 617 Sections Regarding City Parks System. All in favor; motion carried.**

**On a motion made by Councilmember McCarthy, seconded by Councilmember Hankins, it was resolved to order a second reading and public hearing of Ordinance 2023-22-01. All in favor; motion carried.**

**c. Approve Ordinance 2023-07-01 (302.045) Language (48:50):**

**On a motion made by Councilmember McCarthy, seconded by Councilmember Hankins, it was resolved to approve ordinance 2023-07-01 (302.045) as amended. All in favor; motion carried.**

Mayor Ford provided a summary of the ordinance. Council obtained a Word document copy of the draft ordinance and made clarifications and language changes directly in the document.

**d. 2024 Budget Review (1:06:25):** Mayor Ford inquired if any members of Council or the public had questions or comments regarding the budget. Hearing none, the further review and final approval of the 2024 budget was tabled until the meeting to be held in December of 2023.

**e. EPA Grant and Lift Station Update (1:06:46):** Council agreed to have a monthly update at each Board meeting. The soil boring work for the Wildwood lift station was completed on October 27, 2023, by Haugo Geotechnical. The geotechnical report and billing were pending. Environmental Engineer Seth Peterson worked on the design enough to submit the work plan to the EPA in order to begin their review. The plan should be submitted to the EPA in November of 2023. There should be plans for Council review available prior to the next Council meeting; however, it was noted that the price estimates would likely not be available prior to the upcoming budget deadline.

**f. City of Birchwood State Bonding Appropriation, Lake Links Trail (1:11:57):**

**On a motion made by Councilmember McCarthy, seconded by Mayor Ford, it was resolved to start a taskforce to work on the Lake Links Trail and to appoint Mayor Ford as the taskforce liaison. All in favor; motion carried.**

Mayor Ford noted that only paved bicycle paths would be eligible for grant funding. A gravel trail, although significantly less expensive, would not be eligible.

**g. First Reading, Fee Schedule Updates (1:17:54):**

**On a motion made by Mayor Ford, seconded by Councilmember McCarthy, it was resolved to approve the first reading of the portions of the fee schedule that pertain to services that require the use of a city planner, and to revisit the fee schedule updates at the second reading. All in favor; motion carried.**

Councilmember Hankins presented a summary of the proposed fee schedule changes included in the meeting package. Some of the increased fees included dog permits, small craft permits, conditional use permits, interim use permits, street vacation applications, variance applications,



certificates of occupancy, and building permit fees. It was explained that the fee schedule changes were intended to be used to pay for a portion of the city planner.

Council discussed that the planner, inspector, and engineering fees should only be applied to permit applications that require these professional services. Mayor Ford and Councilmember Weier volunteered to prepare a revised draft for a second reading.

- h. Ordinance 2023-11-2, Side Setbacks (1:52:11):** Council agreed to the table further discussion of the ordinance to the next Council meeting, so that Council has the opportunity to confer with the Planning Commission.

- i. Planning Commission Meetings (2:02:27):**

**On a motion made by Councilmember McCarthy, seconded by Mayor Ford, it was resolved to approve the Planning Commission’s request for a special meeting on November 30, 2023. All in favor; motion carried.**

Council noted that two Planning Commission terms were about to expire. Council discussed that the positions must be advertised so that interested members of the public may come forward. Council also discussed potentially reappointing the two current Planning Commission members should they consent, and should no members of the public come forward. They advised City staff to draft a resolution for the next Council meeting.

- j. 312 Wildwood Avenue (2:09:05):** Council agreed to invite the owner of 312 Wildwood to the next Council meeting or ask for a detailed update regarding the status of the property.

Councilmember Hankins reported that the property has not yet been vacated, nor cleaned.

- 8. MEETING CLOSE (2:12:00)**

**On a motion duly made by Councilmember McCarthy, seconded by Councilmember Hankins. it was agreed that there was no further business of the Council to transact in an open session; the meeting was closed to the public at 8:57 p.m.**

**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

**RESOLUTION 2023-49**

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

**A RESOLUTION DESIGNATING POLLING PLACES FOR 2023 ELECTIONS**

**WHEREAS**, Minnesota Statutes 204B.16, subd 1 requires the City Council, by ordinance or resolution, to designate polling places for the upcoming year; and

**WHEREAS**, changes to the polling place locations may be made at least 90 days before the next election if one or more of the authorized polling places becomes unavailable for use; and

**WHEREAS**, changes to the polling place locations may be made in the case of an emergency when it is necessary to ensure a safe and secure location for voting.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Birchwood Village hereby designates the following polling places for elections conducted in the city in 2024:

**Birchwood Village Hall  
207 Birchwood Avenue**

**AND BE IT FURTHER RESOLVED**, that the city clerk is hereby authorized to designate a replacement meeting the requirements of the Minnesota Election Law for any polling place designated in this Resolution that becomes unavailable for use by the city;

**AND BE IT FURTHER RESOLVED**, that the city clerk is hereby authorized to designate an emergency replacement polling place meeting the requirements of the Minnesota Election Law for any polling place designated in this Resolution when necessary to ensure a safe and secure location for voting;

**AND BE IT FURTHER RESOLVED**, that the city clerk is directed to send a copy of this resolution and any subsequent polling place designations to the Washington County Elections Office.

Resolution duly seconded and passed this 12<sup>th</sup> day of December, 2023.

\_\_\_\_\_  
Margaret Ford, Mayor

Attest:

\_\_\_\_\_  
Rebecca Kellen, City Administrator-Clerk

**RESOLUTION NO. 2023-53**

**A RESOLUTION ACCEPTING DONATIONS TO THE CITY OF BIRCHWOOD VILLAGE.**

**WHEREAS**, the City of Birchwood Village is generally authorized to accept donations of real and personal property pursuant to Minnesota Statutes Section 465.03 for the benefit of its residents, and is specifically authorized to accept gifts.

**WHEREAS**, the following persons and entities have offered to contribute the cash amounts set forth below to the City, and the terms or conditions of the donations, if any, are as follows:

Date	Amount	Name	Terms or Conditions
2/9/2023	\$10.00	Judith Johnson	Artist Group for use of hall on Mondays. Voluntary donation
2/9/2023	\$10.00	Leona Olson	Artist Group for use of hall on Mondays. Voluntary donation
2/9/2023	\$10.00	Joann Nissen	Artist Group for use of hall on Mondays. Voluntary donation
2/17/2023	\$10.00	Jean Everson	Artist Group for use of hall on Mondays. Voluntary donation
2/17/2023	\$10.00	Marcia Easton	Artist Group for use of hall on Mondays. Voluntary donation
2/17/2023	\$10.00	Barb Lundell	Artist Group for use of hall on Mondays. Voluntary donation
2/17/2023	\$10.00	Polly Olmstead	Artist Group for use of hall on Mondays. Voluntary donation
6/6/2023	\$10.00	Cynthia Moran	Artist Group for use of hall on Mondays. Voluntary donation
7/5/2023	\$10.00	Diana Richart	Artist Group for use of hall on Mondays. Voluntary donation

**WHEREAS**, all such donations have been contributed to the City for the benefit of its citizens, as allowed by law; and

**WHEREAS**, the City finds that it is appropriate to accept the donation(s) offered.

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

1. The donation described above is accepted and shall be used as directed for goods or services either alone or in cooperation with others, as allowed by law;
2. The City Treasurer is hereby directed to issue receipts to each donor acknowledging the City's receipt of the donor's donation.

Passed by the City of Birchwood Village this 12th day of December, 2023.

\_\_\_\_\_  
Margaret Ford - Mayor

Attested:

\_\_\_\_\_  
Rebecca Kellen - Administrator/Clerk

## AGREEMENT

### 1. PARTIES

This agreement is made and entered into by and between the City of Birchwood, Minnesota (“Municipality”) and Northeast Youth and Family Services (“NYFS”).

### 2. RECITALS

- a. NYFS is a non-profit social service agency whose mission is to meet the unmet developmental needs of at-risk youth and families within their community environment with emphasis on providing services through collaboration and coordination with existing community resources. These services are available to youth and families residing in the northern suburbs of Ramsey and Washington County, including, but not limited to, the municipalities which are signatory to agreements which are identical to this Agreement (“participating municipalities”) and students and families from Independent School Districts 621, 622, 623, 624, 282, and 832.
- b. Through this Agreement the Municipality intends to contract with NYFS to provide such services to its residents and to act as a sponsor of NYFS by providing financial support, a method to establish appropriate services to be provided and policy guidance for its activities.
- c. This Agreement shall be used as the formal agreement between NYFS and each of the participating municipalities. This Agreement is intended to continue the spirit of cooperation and collaboration in the provision of social services between the Municipality and NYFS.

### 3. TERMS AND CONDITIONS

In consideration of the mutual understandings of this Agreement, the parties hereby agree as follows:

- a. Prior Agreements Cancelled. By execution of this Agreement any prior agreements and amendments thereto between the parties are hereby cancelled.
- b. Services Provided. NYFS shall provide the Municipality and its residents with youth and family programs set forth in the Addendum attached hereto.
- c. Principles of Service and Program Establishment and Operations. On a yearly basis and prior to submission of its annual budget, as provided for hereafter, NYFS shall:

- i. Report regarding proposed changes in services and programs to the Municipality; and
- ii. Establish a fair and open bidding/request for proposal (RFP) process to contract, manage or provide such services and programs, which are not directly provided by NYFS staff.

d. Funding

- i. In addition to the participating municipalities' share of the annual budget, funds for the operation of NYFS will be raised by NYFS endeavoring to secure user fees, grants and appropriations from private organizations, the State of Minnesota, Federal and County agencies, and other legal and appropriate sources.
- ii. The Municipality shall pay annually to NYFS the base amount listed in Exhibit A. This base amount will be adjusted annually for inflation/deflation based on the Standard Metropolitan Statistical Area Consumer Price Index for All Urban Consumers (CPI-U) and municipal population estimates based on MN State Demographic Center. Any adjustment in the payment beyond those indicated by reference to the CPI-U shall require approval of each of the participating municipalities.
- iii. Any new municipality joining into this agreement will pay a base amount annually to NYFS that is on par with the amount paid by current participating municipalities.
- iv. Amounts payable by the Municipality shall be paid to NYFS on or before January 30<sup>th</sup> of each year, or at a date mutually agreed upon by both parties, to cover the Municipality's share for that year.

e. Board Representation. The Municipality shall have the right to NYFS Board Representation of City Council, staff or community members (as designated by the Municipality and approved by NYFS Board) on the Board of Directors as either a Board Member or Board Advisor.

f. Further Obligations of NYFS. In addition to the obligations set forth elsewhere in this Agreement, this Agreement is further contingent upon NYFS doing the follows:

- i. The Bylaws of NYFS shall be amended to add provisions requiring an open process for contracting services as provided for in paragraph C.2., above, and prohibiting NYFS from supporting or opposing individual candidates for election to public office in any of

the participating municipalities; and adding the requirement that IRS 501.C3 status be maintained.

- ii. On or before June 30, of any year NYFS shall submit the proposed city budgeted amount for the subsequent year.
  - iii. On or before December 31, of any year NYFS shall submit a written report to the Municipality including an Annual Report, the audited financial statement, and a program specific summary of services provided to the municipality; in addition, biannually NYFS shall submit a written report to the participating municipality.
  - iv. Periodically advising the Municipality of services available through NYFS to the Municipality's residents;
  - v. Establishing a sliding scale for services available through NYFS to the Municipality's residents and periodically advising the Municipality of such fees;
  - vi. Providing other reasonable information requested by the Municipality;
  - vii. Purchasing a policy of liability insurance in the amount of at least \$1,500,000.00, naming the Municipality as an additional insured and providing a copy of the insurance certificate evidencing such policy to the Municipality;
  - viii. Upon Request NYFS will provide the Municipality with a copy of its Articles of Incorporation, Bylaws, Amendments thereto, and the IRS tax exempt status letter;
  - ix. NYFS shall defend and indemnify the Municipality from any and all claims or causes of actions brought against the Municipality of any matter arising out of this Agreement or the services provided pursuant to this Agreement; and,
  - x. Without the written approval of the Municipality, NYFS will not enter into any agreement with any other municipality which differs from the terms and conditions of this Agreement.
- g. Term. The term of this agreement will be through December 31, 2024. Unless either party gives at least 6 months written notice of its intent to cancel this Agreement effective December 31 of the year in which the notice is made, NYFS will continue to provide services to the Municipality if a successor agreement has not been executed prior to the end of the term.

h. (A) Distribution of Assets Upon Dissolution.

If NYFS ceases to operate, the Board of Directors will do one of the following:

- i. Give the assets to one or more non-profit agencies providing similar social services in the northern suburbs of Ramsey County; or,
- ii. Form a new Foundation to fund appropriate social service programming in the northern suburbs of Ramsey County.

The final Distribution of Assets Plan must be approved by the Ramsey County District Court.

(B) Deviation from the Mission.

If the City Council determines that NYFS has materially deviated from its mission (See II. Recitals, A.), the City Council may ask the NYFS Board of Directors to consider dissolving the agency and liquidating the assets. The Board will do one of the following:

- iii. Consider the request and by a majority vote deny it.
- iv. Consider the request and by a majority vote agree to modify the programs to be consistent with the mission.
- v. Consider the request and by a majority vote agree with the request and move to dissolve the agency and liquidate the assets.

**IN WITNESS WHEREOF**, the parties have executed this Agreement on this date set forth below.

**MUNICIPALITY**

**City of Birchwood**

By: \_\_\_\_\_

Elected Official

Its: \_\_\_\_\_

Clerk/Manager/Administrator

Dated: \_\_\_\_\_



**NYFS**

**Northeast Youth & Family Services**

By: \_\_\_\_\_

Its: President/CEO

By: \_\_\_\_\_

Its: Chair of the Board of Directors

Dated: \_\_\_\_\_

## **Contracted Services**

### **Mental Health Services:**

- *Shoreview and White Bear Lake Mental Health Clinics* – licensed mental health staff provide therapy for the emotional health of children, teens, and adults.
- *School-Based Mental Health* – licensed mental health staff provide onsite therapy in the schools for the emotional health of students within Roseville, Mounds View, Saint Anthony New Brighton and White Bear Lake school districts.
- *Northeast Educational & Therapeutic Services (NETS)* – provides therapy and academic support for youth in grades 6 -12 with severe mental illnesses who cannot function in traditional school environments.
- *Domestic and Sexual Violence Program*– individual and group therapy and legal advocacy services for adults and children who have witnessed or experienced domestic and/or sexual violence.

### **Community Service Programs:**

- *Youth Diversion* – a coordinated range of services for youth who have committed minor offenses (e.g. shoplifting, chemical/alcohol use, vandalism) to help them focus on positive behavior and prevent recidivism.
- *Community Connections* – This seven-week program helps youth develop social and emotional skills while expanding their horizons and helping them deepen their commitment to their own futures through service, post-secondary education exposure, career exploration, and mentorship.

## **Non-Contracted Services**

### **Community Service Programs:**

- *Community Advocate* – This program serves people who have been involved with local law enforcement but have needs that cannot be sufficiently addressed by law enforcement alone. This can include: mental health issues, family instability, medical care and other needs. Addressing these underlying issues reduces the need for law enforcement intervention in the future.



**Northeast Youth & Family Services  
Municipal Participation Figures**

	<b>Municipal Contract 2023</b>	<b>Community Advocate 2023</b>	<b>Municipal Contract 2024</b>	<b>Dollar increase over 2023</b>	<b>Community Advocate 2024</b>	<b>Dollar increase over 2023</b>
			<b>Board Approved Increase of 4.9% based on CPI-U</b>		<b>Board Approved Increase of 4.9% based on CPI-U</b>	
Falcon Heights	\$ 12,246.11		\$ 12,846.17	\$ 600.06		
Little Canada	\$ 23,213.75		\$ 24,351.22	\$ 1,137.47		
Mounds View	\$ 29,789.41	\$ 27,938.75	\$ 31,249.09	\$ 1,459.68	\$ 29,307.75	\$ 1,368.999
New Brighton	\$ 51,673.28	\$ 11,175.50	\$ 54,205.27	\$ 2,531.99	\$ 11,723.10	\$ 547.60
North Oaks	\$ 11,854.97		\$ 12,435.86	\$ 580.89		
Roseville	\$ 81,071.55	\$ 22,351.00	\$ 85,044.05	\$ 3,972.51	\$ 23,446.20	\$ 1,095.20
St. Anthony	\$ 20,265.65	\$ 13,969.38	\$ 21,258.67	\$ 993.02	\$ 14,653.87	\$ 684.50
Shoreview	\$ 59,185.45		\$ 62,085.53	\$ 2,900.09		
Birchwood	\$ 1,957.95		\$ 2,053.89	\$ 95.94		
Hugo *	\$ 16,275.00		\$ 17,072.48	\$ 797.47		
Mahtomedi	\$ 17,970.20		\$ 18,850.74	\$ 880.54		
Vadnais Heights	\$ 29,498.85		\$ 30,944.29	\$ 1,445.44		
City of WBL	\$ 56,901.18	\$ 27,938.75	\$ 59,689.33	\$ 2,788.16	\$ 29,307.75	\$ 1,369.00
WB Tnship	\$ 24,798.43		\$ 26,013.56	\$ 1,215.12		
Lauderdale	\$ 5,075.91		\$ 5,324.63	\$ 248.72		
Arden Hills	\$ 22,215.00		\$ 23,303.54	\$ 1,088.54		
<b>Total</b>	<b>\$ 463,992.69</b>	<b>\$ 103,373.38</b>	<b>\$ 486,728.34</b>	<b>\$ 22,735.65</b>	<b>\$ 108,438.67</b>	<b>\$ 5,065.30</b>

\* Hugo splits its support of NYFS with another Community-Based Mental Health agency

**City of Birchwood Village Revenue and Expenditure Trends**

Source: 2022 budget and actuals, 2023 known expenditures

City of Birchwood Village Revenue and Expenditure Trends										
Source: 2022 budget and actuals, 2023 known expenditures										
		2021	2022	2023	2024					
RECEIPTS										
<b>General Property Taxes (levy)</b>		<b>\$512,000.00</b>	<b>\$512,000.00</b>	<b>\$493,841.00</b>	<b>\$656,808.59</b>					
DISBURSEMENTS										
		2021	2022	2023	2024	Comments	2022 Actual	YTD 2023	Notes from 8/8/23 CC Mtg	Notes from 9/12/23 CC Mtg
GENERAL GOVERNMENT										
Publishing										
	100-41130-350									
Printing and Binding		\$500.00	\$500.00	\$500.00	\$500.00	\$500 for job posting, posting was logged to Misc versus printing-keep				
	100-41130-351									
Legal Notice Publication (WBP)		\$2,000.00	\$2,000.00	\$2,000.00	\$2,500.00	inc based on 2023 YTD	\$1,330.00	\$1,752.00	Changed from 3K to 2500.	
<b>Subtotal Publication</b>		<b>\$2,500.00</b>	<b>\$2,500.00</b>	<b>\$2,500.00</b>	<b>\$3,000.00</b>					
City Council										
	100-41310-100									
Wages and Salaries		\$8,500.00	\$8,500.00	\$8,500.00	\$4,500.00	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	Changed from 8500 to 1200 due to 3 councilmembers declining salaries	Changed from 1200 to 4500.
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	\$67.50		\$127.50			
Social Security Employer	100-41401-100	\$530.00	\$530.00	\$530.00	\$292.50		\$552.50			
<b>City Council Subtotal</b>		<b>\$9,360.00</b>	<b>\$9,360.00</b>	<b>\$9,360.00</b>	<b>\$4,860.00</b>					
Clerk										
	100-41401-100									
Wages and Salaries		\$55,000.00	\$43,000.00	\$70,380.00	\$73,195.00	assume 6% inc eff 5/1, Becky started end of April 2022, prorated				
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)										
	100-41401-100									
Wages and Salaries		\$29,815.00	\$18,000.00	\$37,990.00	\$61,306.00	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		Changed from 51306 to 61306
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	\$919.59					
Social Security Employer	100-41401-100	\$2,200.00	\$1,500.00	\$2,469.35	\$3,984.89					

Contracted Services (SAV bank rec.)	100-41501-314	\$2,400.00	\$2,400.00	\$2,400.00	\$8,000.00	St. Anthony does not complete bank reconciliation, remove, add \$10,000 for audit			Changed from 10K to 8K per the 8/8/23 Mtg.
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				
<b>Admin. Staff Subtotal</b>		<b>\$102,197.00</b>	<b>\$72,877.00</b>	<b>\$135,688.40</b>	<b>\$163,844.38</b>				
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	Confirmed actuals for 2024			
Repair & Maint. Supplies	100-41410-220	\$1,140.00	\$1,140.00	\$1,140.00	\$1,332.00	Confirmed actuals for 2024			
<b>Elections Subtotal</b>		<b>\$6,090.00</b>	<b>\$6,850.00</b>	<b>\$6,850.00</b>	<b>\$10,469.00</b>	Confirmed actuals for 2024			
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	\$0.00	added postage costs since mailings are related to a variety of services. Utility mailings, permits, variances, and other notifications			Goes to 0 per the 8/8/23 mtg. •Eliminate postage fees related to utility billing, as the funds can be recouped through utility fees.
<b>Office Operations Subtotal</b>		<b>\$2,625.00</b>	<b>\$2,725.00</b>	<b>\$2,350.00</b>	<b>\$2,100.00</b>				
Financial Administration									
Fees (banking)	100-41501-437	\$400.00	\$400.00	\$0.00	\$0.00	we haven't incurred fees for services			
<b>Subtotal</b>		<b>\$400.00</b>	<b>\$400.00</b>	<b>\$0.00</b>	<b>\$0.00</b>				
Insurance - City									
Insurance									
Packaged Liability (incl. gen. liab.)	100-41945-361	\$6,200.00	\$6,500.00	\$8,500.00	\$ 11,781.00	Confirmed for 2024	\$8,385.00	\$10,933.00	
Property Insurance	100-41945-362						\$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	unknown until we have the audit. Leaving the same as 2022.	\$2,768.00	\$1,902.00	
Excess Liability	100-41945-369	\$855.00	\$855.00	\$855.00	\$855.00		\$855.00	\$1,200.00	

<b>Insurance Subtotal</b>		<b>\$9,718.00</b>	<b>\$10,455.00</b>	<b>\$12,455.00</b>	<b>\$15,404.00</b>					
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	\$30,000.00	based on actuals for services that are for city only, does not include lift station-part of sewer utility billing?				Went from 25350 to 18K per 8/8/23 mtg.
Planner Service										
Professional Services	100-41650-300		\$2,000.00	\$1,000.00	\$5,000.00	planner is paid \$1600 a month, need to determine how to allocate expense. Contract began in mid April	0			Updated to 2K per the 8/8/23 meeting Changed from 2K to 5K.
<b>Services Subtotal</b>		<b>\$30,550.00</b>	<b>\$35,550.00</b>	<b>\$37,000.00</b>	<b>\$59,500.00</b>					
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 20	\$1,137.00			
Grants - Counseling Center (NYFS)	100-41905-438	\$2,000.00	\$1,805.00	\$1,805.00	\$1,805.00	assume inc based on prior yr	\$1,805.00	\$1,958.00		Went from 2K to \$1805 as per the 8/8/23 meeting
<b>T &amp; D Subtotal</b>		<b>\$6,040.00</b>	<b>\$5,910.00</b>	<b>\$4,942.00</b>	<b>\$5,042.00</b>					
City Hall-Gov't Buildings										
Repair, Operating & Maint. Supplies	100-41940-220	\$765.00	\$810.00	\$810.00	\$2,500.00	many supplies for 2023 have been donated, 2022 included \$1700 for door, 2023 included checks (\$362) plan on window upgrade of \$2000	\$2,022.00	\$782.00		
Professional Services										
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	\$ 9,351.00	\$513 monthly for Metro- INET, add \$1200 for additional PC support in 2024, hosting fee Gov Office \$600	\$6,744.00	\$3,611.00	Gov office was bought out by Catalis which is now costing \$1995.yr for 2024 (or \$1000)
Contracted I.T. Software (Microsoft & iDrive & permitting technology)	100-41940-320		\$900.00	\$900.00	\$ 3,100.00	Added the permitting	\$813.00		
<b>Gov't Bldgs Subtotal</b>		<b>\$14,365.00</b>	<b>\$10,560.00</b>	<b>\$11,460.00</b>	<b>\$20,951.00</b>				
Cable Eqpmt and Service									
Contracted Services (videographer)	100-41950-314				\$1,500.00	Cable commission has been reimbursing due to grant. Need to see if continues for 2024. Longer meetings.	\$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		\$2,090.00	
<b>Communication Subtotal</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$3,000.00</b>	<b>\$5,680.00</b>				
<b>TOTAL Gen Government</b>		<b>\$183,845.00</b>	<b>\$157,187.00</b>	<b>\$225,605.00</b>	<b>\$290,850.38</b>				
<b>PUBLIC SAFETY</b>									
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 = \$36,216.53	
Fire									
Contracted Services	100-42201-314	\$29,545.00	\$32,845.00	\$36,590.00	\$0.00	new contract amount	\$32,845.00		Went from 37809 to 0 due to grant in that exact amount
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		
<b>PUBLIC SAFETY TOTAL</b>		<b>\$94,145.00</b>	<b>\$98,750.00</b>	<b>\$110,190.00</b>	<b>\$93,139.66</b>					
<b>PUBLIC WORKS</b>										
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	\$100,000.00	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	went from 20,500 to 30K per 8/8/23 meeting	Changed from 30K to 100K.
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		
<b>Street Maintenance Subtotal</b>		<b>\$10,000.00</b>	<b>\$14,000.00</b>	<b>\$18,000.00</b>	<b>\$104,000.00</b>					
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				
<b>Subtotal</b>		<b>\$2,400.00</b>	<b>\$2,400.00</b>	<b>\$2,400.00</b>	<b>\$2,400.00</b>					
Ice and Snow Removal										
Operating Supplies (salt, sand)	100-43125-210	\$5,000.00	\$5,000.00	\$7,500.00	\$20,000.00	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.	\$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		
<b>Snow &amp; Ice Subtotal</b>		<b>\$22,000.00</b>	<b>\$22,000.00</b>	<b>\$27,500.00</b>	<b>\$40,000.00</b>					
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					
<b>TOTAL - Public Works</b>		<b>\$49,400.00</b>	<b>\$53,400.00</b>	<b>\$64,700.00</b>	<b>\$163,200.00</b>					
<b>CULTURE &amp; RECREATION</b>										
Recreation										
Dues & Subscriptions (WBLCD)	100-45101-433	Non Levy	Non Levy	Non Levy	Non Levy					



	210-45101-440					Music in the park costs \$3000 annually, plus \$200 contribution to WBL for fireworks. Costs are offset by Dock Assoc fees				
Community Events (Volunteer, Music in the Park, an fireworks		Non Levy	Non Levy	Non Levy	Non Levy					
<b>TOTAL Recreation</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>					
<b>Parks</b>										
	100-45207-100					through June. Assume 6% inc as summer/fall hours increase				
Wages and Salaries		\$21,500.00	\$21,500.00	\$22,800.00	\$24,170.00		\$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	budgeted - excel emergy	\$270.00	\$399.72		
Fees	100-45207-530				\$0.00					
Projects										
<b>Parks GF Subtotal</b>		<b>\$29,880.00</b>	<b>\$29,980.00</b>	<b>\$35,382.00</b>	<b>\$36,398.55</b>					
<b>TOTAL Parks &amp; Recreation</b>		<b>\$29,880.00</b>	<b>\$29,980.00</b>	<b>\$35,382.00</b>	<b>\$36,398.55</b>					
<b>SANITATION</b>										
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	\$15,000.00	Cost went up substantially due to easements and parks that had Emerald Ash trees removed.	\$500.00	\$22,500.00		Changed from 20K to 15K per the 8/8/23 mtg
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						
<b>TOTAL - Sanitation</b>		<b>\$20,800.00</b>	<b>\$20,800.00</b>	<b>\$23,964.00</b>	<b>\$37,480.00</b>					
<b>CONSERVATION - NATURAL RESOURCE</b>										
Fees, Dues & Subscriptions (WBLCD)	100-46101-437	\$2,000.00	\$2,000.00	\$2,000.00	\$740.00	actual based on info fr	\$1,791.00	\$1,100.00		
<b>TOTAL - Conservation</b>		<b>\$2,000.00</b>	<b>\$2,000.00</b>	<b>\$2,000.00</b>	<b>\$740.00</b>					
<b>UNALLOCATED EXPENDITURES</b>										
Miscellaneous	100-49201-430	\$1,930.00	\$2,000.00	\$2,000.00	\$ 2,000.00	catch all, note 2022 Zoom and PC's were logged				
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	\$0.00	\$ -	assume bond or utility billing to cover sewer lift project?				
Village Hall Restoration	100-41940-220		\$17,883.00	\$0.00	\$ 3,000.00	New window for 2024				
Transfer to Water Fund					\$ -					

<b>TOTAL - Other Unallocated</b>		<b>\$131,930.00</b>	<b>\$149,883.00</b>	<b>\$32,000.00</b>	<b>\$35,000.00</b>					
<b>TOTAL OPERATING EXPENDITURES (DISBURSEMENTS)</b>		<b>\$512,000.00</b>	<b>\$512,000.00</b>	<b>\$493,841.00</b>	<b>\$656,808.59</b>					
		<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2023</b>					
	Levy	\$ 512,000	\$ 512,000	\$ 493,841	\$ 656,809					
	Proposed \$\$ Change	\$ 23,500	\$ 23,500	-\$18,159.00	\$162,967.59					
	Proposed % Change	4.81%	4.81%	-3.55%	33.00%					

**RESOLUTION 2023-50**

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

**A RESOLUTION ADOPTING THE FINAL BUDGET FOR THE MUNICIPAL  
OPERATIONS OF THE CITY OF BIRCHWOOD VILLAGE, WASHINGTON  
COUNTY, MINNESOTA FOR FISCAL YEAR 2024**

**WHEREAS**, the City of Birchwood Village is required to maintain a budget to fund its regular operations; and

**WHEREAS**, the City has the legal authority to levy necessary funds to operate; and

**WHEREAS**, the City continually monitors its expenditures and develops a budget based on a calendar year's expenses.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Birchwood Village, Washington County, Minnesota that the final budget for the municipal operations of the City of Birchwood Village, Washington County, Minnesota, for fiscal year 2024, and as indicated in the attached exhibit, is hereby adopted.

I certify that the City Council of the City of Birchwood Village, Washington County, Minnesota adopted the above Resolution on this 12th day of December 2023.

\_\_\_\_\_  
Margaret Ford, Mayor

Attest:

\_\_\_\_\_  
Rebecca Kellen, City Administrator-Clerk

**RESOLUTION 2023-51**

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

**A RESOLUTION ADOPTING THE FINAL LEVY ON REAL PROPERTY LOCATED  
WITHIN THE CORPORATE LIMITS OF THE CITY OF BIRCHWOOD VILLAGE,  
WASHINGTON COUNTY, MINNESOTA PAYABLE IN FISCAL YEAR 2024**

**WHEREAS**, the City of Birchwood Village is required to maintain a budget to fund its regular operations; and

**WHEREAS**, the City has the legal authority to levy necessary funds to operate; and

**WHEREAS**, the City continually monitors its expenditures and develops a budget based on a calendar year's expenses; and

**WHEREAS**, the City conducted a Truth In Taxation meeting on December 12<sup>th</sup>, 2023 to solicit public input on the proposed levy.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Birchwood Village, Washington County, Minnesota that the 2023 levy on real property located within the corporate limits of the City of Birchwood Village, Washington County, Minnesota, payable on property taxes in the year 2024, be set at \$656,808.59.

I certify that the City Council of the City of Birchwood Village, Washington County, Minnesota adopted the above Resolution on this 12th day of December 2023.

\_\_\_\_\_  
Margaret Ford, Mayor

Attest:

\_\_\_\_\_  
Rebecca Kellen, City Administrator-Clerk

**CITY OF BIRCHWOOD VILLAGE  
STATE OF MINNESOTA**

**RESOLUTION 2023-52**

**RESOLUTION CERTIFYING UNPAID UTILITY CHARGES FOR COLLECTION**

**WHEREAS**, the City of Birchwood Village has identified residents who are delinquent in payment of their utility bills, and

**WHEREAS**, the City has given notice to those residents that the City Council would conduct a public hearing on December 12, 2023, at which residents who are considered delinquent would have an opportunity to be heard; and

**WHEREAS**, the City has provided ample opportunity for residents to pay their utility bills.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF BIRCHWOOD VILLAGE, MINNESOTA**

1. The City of Birchwood Village hereby makes the delinquent utility payments on the following accounts a charge against the resident identified and hereby certifies these unpaid charges to the county auditor with taxes against the property served for collection as other taxes are collected.
2. The resident may pay the amount due at any time. If payment is made by 5pm central standard time on December 12, 2023, the delinquency will not be certified to the county.
3. After December 12, 2023, the City Administrator shall transmit a certified copy of this list to the County Auditor to be extended on the property tax lists of the county and such assessment shall be collected and paid in the same manner as property taxes.
4. The City of Birchwood Village will add a \$50 fee to all accounts that have delinquent utility payments that are certified to the county auditor with taxes against the property.

I certify that the City Council of the City of Birchwood Village, Washington County, Minnesota adopted the above Resolution on this 12th day of December 2023.

\_\_\_\_\_  
Margaret Ford, Mayor

Attest:

\_\_\_\_\_  
Rebecca Kellen, City Administrator-Clerk

CITY OF BIRCHWOOD VILLAGE  
 PRELIMINARY CERTIFICATION LIST - SUMMARY BALANCES

Customer	Customer Name	Cert Payor	Property Address	Tax Parcel	Amount
8149-00		Owner Occupied	104 WILDWOOD AVE	30-030-21-22-0008	\$392.10
8151-00		Owner Occupied	4025 E COUNTY LINE RD	25-30-22-11-0007	\$280.00
8163-01		Owner Occupied	131 WILDWOOD AVE	19-030-21-33-0003	\$335.18
8167-00		Owner Occupied	136 WILDWOOD AVE	30-030-21-22-0017	\$988.30
8243-01		Tenant	310 WILDWOOD AVE	30-030-21-21-0065	\$928.52
8247-01		Owner Occupied	265 CEDAR ST	30-030-21-24-0075	\$597.87
8251-02		Tenant	312 WILDWOOD AVE	30-030-21-21-0066	\$422.36
8259-00		Owner Occupied	2 PARK AVE	30-030-21-13-0040	\$725.83
8290-00		Owner Occupied	297 JAY ST	30-030-21-42-0057	\$1,315.86
8293-00		Owner Occupied	508 WILDWOOD AVE	30-030-21-13-0061	\$226.91
8313-00		Owner Occupied	703 BIRCHWOOD AVE	30-030-21-42-0044	\$398.73
8347-02		Owner Occupied	149 BIRCHWOOD AVE	30-030-21-22-0070	\$1,336.87
8377-02		Tenant	232 CEDAR ST	30-030-21-24-0066	\$1,047.90
8429-01		Owner Occupied	5 OAKHILL CT	30-030-21-23-0030	\$509.21
8451-01		Owner Occupied	21 OAKRIDGE DR	30-030-21-23-0001	\$790.27
8462-02		Owner Occupied	179 CEDAR ST	30-030-21-22-0060	\$594.54
8475-00		Owner Occupied	6 OAKVIEW CT	30-030-21-24-0060	\$688.72
8690-01		Owner Occupied	15 OAKRIDGE DR	30-030-21-23-0039	\$854.89
8692-02		Owner Occupied	23 WILDWOOD AVE	19-030-21-33-0022	\$102.49
					\$12,536.55

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Run date - 8/16/2023 3:27:41 PM, Desc - PRELIM 081623, Include Overrides - True

Page 1

**JOINT POWERS AGREEMENT  
City of Birchwood and Town of White Bear  
Trail Management Agreement**

This Joint Powers Agreement made and entered into this \_\_\_\_\_ day of December, 2023 by and between the City of Birchwood, Washington County, (“City”) Minnesota and Town of White Bear, Ramsey County, Minnesota (“Town”).

WHEREAS, the parties, pursuant to the provision of Minnesota Statutes Chapter 471.59, are authorized to enter into agreements to exercise jointly the governmental powers and functions each has individually; and,

WHEREAS, the County of Ramsey did, as part of the reconstruction of South Shore Boulevard construct a trail along the Northerly and Easterly right-of-way of South Shore Boulevard; and

WHEREAS, approximately two hundred and sixty feet of said trail lies within the boundaries of the City of Birchwood as shown on Exhibit A hereto; and,

WHEREAS, the City of Birchwood is responsible for the maintenance, repair, or reconstruction of said trail to the extent said trail lies within the City’s boundaries; and

WHEREAS, the City has requested the Town maintain, repair, and if necessary reconstruct said trail. And the Town has agreed to be responsible for maintenance, repair, and reconstruction of said trail.

NOW, THEREFORE, it is hereby agreed by and between the parties hereto as follows:

1. That the Town shall be responsible for the maintenance, repair, and reconstruction of the trail. This shall include but not be limited to snow removal, surface sealing, crack repair, pavement repair, and any other maintenance and repairs that Town, at its sole discretion, deems necessary to maintain the trail in a safe condition. The Town shall have sole discretion as to the means and methods used to carry out the duties set forth above.
2. Costs. By the tenth day of each calendar month, the Town shall send an invoice to the City outlining the work performed pursuant to this Agreement and stating the costs to

be reimbursed. The City shall pay said invoice within thirty (30) days of the Town transmitting said invoice.

3. Reconstruction. If the Town determines the trail must be reconstructed, and in the event the Town elects to reconstruct that portion of the trail lying within Town boundaries and requires reconstruction of that portion lying within the boundaries of the City, the Town shall retain those engineering services necessary to prepare plans and specifications for both the trail lying within the Town boundaries and that part of the trail governed by this Agreement. The Town shall consult with the City regarding said plans and specifications, however: the Town retains final authority over all plans and specifications. The City hereby appoints the Town as its agent and grants the Town the authority to obtain bids for the completion of the work set forth in the plans and specifications approved. The City retains the right to accept or reject any contract for the work to be performed pursuant to this section. However, if the City rejects any such contract, the Town reserves the right to terminate this Agreement with thirty (30) days written notice to the City.

The City shall be responsible for its share of the engineering and contract costs relating to the reconstruction of the trail. Such share will be based on the ratio of the lengths of the City trail being reconstructed to the length of the entire trail being reconstructed.

4. The parties agree to indemnify each other and hold each other harmless from any and all claims, causes of action, lawsuits, judgments, charges, demands, costs, and expenses, including, but not limited to, interest involved therein and attorneys' fees and costs and expenses connected therewith, arising out of or resulting from the failure of either party to satisfy the provisions of this agreement or for damages caused to other parties as a result of the manner in which the offending party performs or fails to perform duties imposed on each party by the terms of this agreement.



5. Unless otherwise stated this agreement shall remain in full force and effect until terminated by mutual agreement of the parties, by operation of this agreement, or by an independent arbitrator in the event that there is not a mutual agreement.
6. It is agreed that, except as specifically provided hereby the execution of this agreement, neither party relinquishes any rights or powers possessed by it, neither party is relieved of any responsibility, duty or obligation imposed on it by law or regulation.
7. Data Practices:
  - a. The parties agree to comply with the Minnesota Data Practices Act and all other state and federal laws relating to data privacy or confidentiality;
  - b. The parties will immediately report to each other any requests from third parties for information relating to this Agreement.
  - c. The parties agree to promptly respond to each other's inquiries concerning data requests.
8. Arbitration of Disputes: Any controversy claim arising out of or relating to this Agreement or breach thereof shall be settled by arbitration in accordance with the rules of the American Arbitration Association. Judgment upon the award rendered by the arbitrator may be entered in any court having jurisdiction thereof.

IN WITNESS WHEREOF, the parties hereto have caused this agreement to be executed by their respective duly authorized representatives.

Dated

\_\_\_\_\_

TOWN OF WHITE BEAR

By \_\_\_\_\_  
Its Town Board Chair

By \_\_\_\_\_  
Its Clerk-Treasurer

Dated

\_\_\_\_\_

CITY OF BIRCHWOOD

By \_\_\_\_\_  
Its Mayor

By \_\_\_\_\_  
Its City Administrator

Attached you will find the results of the speed trailer located at Birchwood 164 Wildwood Eastbound. The areas was monitored from 10/18 – 10/25. I spoke with Sheriff Pearson and the results show that the 50<sup>th</sup> percentile of travelers were at 21 miles per hour. The 25<sup>th</sup> percentile of travelers were at 17 miles per hour, and the 85<sup>th</sup> percentile of travelers were at 25 miles per hour. The speed limit there is 20 mph. Attached you will find the more detailed results for your review, by week.

Thank you,

Rebecca Kellen

# Highest Speeds Summary Report

Title/Location: Bwood164ebwd  
Sign Address: 20401123300003

Measurement Period: 10/23/23 12:00:00 AM to 10/25/23 02:30:00 PM  
Reporting Period: 10/23/23 12:00:00 AM to 10/25/23 02:30:00 PM

Total number of vehicles: 1110  
Posted Speed Limit: 20 MPH  
25th Percentile Speed: 17 MPH  
Total Vehicles For:  
Below 19: 419  
37 - 45: 0  
64 - 72: 0  
Above 91: 0

Lowest Log Speed Setting: 10 MPH  
Average Speed: 19 MPH  
50th Percentile Speed: 21 MPH  
19 - 27: 676  
46 - 54: 0  
73 - 81: 0

Highest Log Speed Setting: 100 MPH  
85th Percentile Speed: 25 MPH  
28 - 36: 15  
55 - 63: 0  
82 - 90: 0

# Highest Speeds Summary Report

Title/Location: Bwood164ebwd  
Sign Address: 20401123300003

Measurement Period: 10/18/23 12:00:00 AM to 10/23/23 02:00:01 PM  
Reporting Period: 10/18/23 12:00:00 AM to 10/23/23 02:00:01 PM

Total number of vehicles: 2552  
Posted Speed Limit: 20 MPH  
25th Percentile Speed: 17 MPH  
Total Vehicles For:  
Below 19: 953  
37 - 45: 2  
64 - 72: 0  
Above 91: 0

Lowest Log Speed Setting: 10 MPH  
Average Speed: 19 MPH  
50th Percentile Speed: 21 MPH  
19 - 27: 1564  
46 - 54: 0  
73 - 81: 0

Highest Log Speed Setting: 100 MPH  
85th Percentile Speed: 25 MPH  
28 - 36: 33  
55 - 63: 0  
82 - 90: 0

Earned sick and safe time (ESST) is a new regulation, effective January 1<sup>st</sup>, 2024, requiring employers to grant ESST to employees who work at least 80 hours per year. The law requires that they gain 1 hour of ESST for every 30 hours worked up to a maximum of 48 hours per year, unless the employer agrees to a higher amount. Please see the following pages for more information.

Thank you.

Rebecca Kellen

## EARNED SICK AND SAFE TIME



Effective Jan. 1, 2024, Minnesota’s earned sick and safe time law requires employers to provide paid leave to employees who work in the state. Minnesota’s current sick and safe leave law remains in effect until Dec. 31, 2023 and will be replaced by the new earned sick and safe time law on Jan. 1, 2024.

- View FAQs about earned sick and safe time.

[CALL US ►](#)

[EMAIL US ►](#)

### **What is sick and safe time?**

Sick and safe time is paid leave employers must provide to employees in Minnesota that can be used for certain reasons, including when an employee is sick, to care for a sick family member or to seek assistance if an employee or their family member has experienced domestic abuse, sexual assault or stalking.

[MINNESOTA PAID FAMILY AND MEDICAL LEAVE ►](#)

### **Who is eligible for sick and safe time?**

An employee is eligible for sick and safe time if they:

- work at least 80 hours in a year for an employer in Minnesota; and

- are not an independent contractor.

Temporary and part-time employees are eligible for sick and safe time. Sick and safe time requirements will not apply to building and construction industry employees who are represented by a building and construction trades labor organization if a valid waiver of these requirements is provided in a collective bargaining agreement.

### **How much sick and safe time can employees earn?**

An employee earns one hour of sick and safe time for every 30 hours worked and can earn a maximum of 48 hours each year unless the employer agrees to a higher amount.

### **At what rate must sick and safe time be paid?**

Sick and safe time must be paid at the same hourly rate an employee earns when they are working.

### **What can sick and safe time be used for?**

Employees can use their earned sick and safe time for reasons such as:

- the employee's mental or physical illness, treatment or preventive care;
- a family member's mental or physical illness, treatment or preventive care;
- absence due to domestic abuse, sexual assault or stalking of the employee or a family member;
- closure of the employee's workplace due to weather or public emergency or closure of a family member's school or care facility due to weather or public emergency; and
- when determined by a health authority or health care professional that the employee or a family member is at risk of infecting others with a



communicable disease.

## **Which family members are included?**

Employees may use earned sick and safe time for the following family members:

1. their child, including foster child, adult child, legal ward, child for whom the employee is legal guardian or child to whom the employee stands or stood in loco parentis (in place of a parent);
2. their spouse or registered domestic partner;
3. their sibling, stepsibling or foster sibling;
4. their biological, adoptive or foster parent, stepparent or a person who stood in loco parentis (in place of a parent) when the employee was a minor child;
5. their grandchild, foster grandchild or step-grandchild;
6. their grandparent or step-grandparent;
7. a child of a sibling of the employee;
8. a sibling of the parents of the employee;
9. a child-in-law or sibling-in-law;
10. any of the family members listed in 1 through 9 above of an employee's spouse or registered domestic partner;
11. any other individual related by blood or whose close association with the employee is the equivalent of a family relationship; and
12. up to one individual annually designated by the employee.

## **What additional sick and safe time responsibilities do employers have?**

In addition to providing their employees with one hour of paid leave for every 30 hours worked, up to at least 48 hours each year, employers are required to:

- include the total number of earned sick and safe time hours available for use, as well as the total number of earned sick and safe time hours used, on earnings statements provided to employees at the end of each pay period;
- provide employees with a notice by Jan. 1, 2024 — or at the start of employment, whichever is later — in English and in an employee’s primary language if that is not English, informing them about earned sick and safe time; and
- include a sick and safe time notice in the employee handbook, if the employer has an employee handbook.

The Minnesota Department of Labor and Industry has created a uniform employee notice that employers can use and will make it available in the five most common languages spoken in Minnesota.

## **Current sick and safe time local ordinances**

Earned sick and safe time local ordinances already exist in the cities of Bloomington, Duluth, Minneapolis and St. Paul, Minnesota. When Minnesota’s statewide earned sick and safe time law goes into effect Jan. 1, 2024, employers must follow the most protective law that applies to their employees.

## **Sick and safe time resources**

Additional resources will be added as they become available.

- Employee notice: [Word](#) | [PDF](#)

## Earned sick and safe time overview



- Fact sheet: English, Amharic, Chinese, Hmong, Karen, Laotian, Oromo, Somali and Spanish and Tigrinya
- FAQs
- Grants: Earned sick and safe time outreach
- Video overview: English, Hmong, Somali and Spanish
- Workplace poster: English
- Sign up for email updates about earned sick and safe time

 Español | Soomaali | Hmoob | Karen/ကညီ | Chinese/简体中文

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Disclaimer

To: Birchwood City Council  
From: Ryan Hankins  
Re: November 2023 Wildwood Lift Station Status update

Bolton & Menk submitted lift station plans to the EPA the week of November 27 for EPA review; Marcus plans to get an update on the time it will take for review by mid-December. The lift station plans that were not submitted should be sufficient for review but are not complete enough for construction.

The soil boring tests and report are being finalized, and some testing remains relating to dewatering. The soil borings are likely to cost around \$4,000. The tests show rock at 20 feet.

Marcus will have lift station cost estimates available to the council in January, but Bolton & Menk's current estimate is \$500,000. The village has grants in the amount of \$580,000. The estimate includes some funds for rock excavation.

Marcus writes that we should be reasonably secure that we can afford the lift station fully within grants. He writes:

"We have 580,000 in grant funds at the moment, with a 500k estimate, our estimate are normally slightly higher to account for bids coming in worse case scenario, so I'd hope bids to come in 450-480,000 ish. Our estimates are based on what we are seeing for numbers for similar project's with some protection in there. The 500,000 is not including any engineering, administrative, or construction inspection services from BMI.

I wouldn't say there is a guarantee, but it is the best estimate we have to date with what we are expecting. Should the scope change, or the city gets the plans and wants to make changes from there, prices obviously has a lot of variables but based on our current estimate, the funds planned to be available with the EPA and the RCWD. It looks like you should easily be able to afford the bids, before the city provides any funds from their budget."

In my opinion, we should budget some funds for Bolton & Menk to oversee, administer and inspect the lift station project construction. Ideally, this will not exceed the \$580,000, but I would suggest we maintain an additional \$50,000 for the project for 2024, over and above grant amounts.

#### Project Status Line Items

Soil Borings: Boring completed; waiting for final report.

Bolton and Menck plan completion: Plans sufficiently completed for EPA review. Final plans and estimates should be available in January.

EPA Review: After plan completion and soil borings, it will take between 3 weeks and 2 months. We expect an estimate by mid-December on how long the review will take.

Advertising for bids: After EPA review, month-long process.

Lead times for lift station components: Approximately 4 months after EPA review

Construction: 3-4 weeks duration in late summer or fall 2024.

#### November Updates:

The soil boring work for the Wildwood lift station was completed on October 27, by Haugo Geotechnical, the cheapest bid from Haugo Geotechnical, Braun and AET. The geotechnical report and billing to the city are pending. Environmental Engineer Seth Peterson has been working on the design to get it far enough along to submit the work plan to the EPA to get started with their review. The work plan should be submitted to the EPA in November 2023.

#### October Updates:

The next steps are soil borings from Braun and plan completion by Bolton and Menck.

Bolton and Menck Environmental Engineer Seth Peterson met at the lift station with Birchwood Water Superintendent John Manship and Birchwood City Engineer Marcus Johnson on Friday, September 29 to take pictures and discuss technical preferences. The following is a rough timeline; a more detailed plan will follow during the plan completion phase.

No action is required of the council right now; this is just an update.

#### Project Status Line Items

Soil Borings: Waiting for a status update from Braun.

Bolton and Menck plan completion: Will start on plan completion within the next two weeks.

EPA Review: After plan completion and soil borings, will take between 3 weeks and 2 months.

Advertising for bids: After EPA review, month-long process.

Lead times for lift station components: Approximately 4 months after EPA review

Construction: 3-4 weeks duration in Summer, 2024.

To: Birchwood City Council  
From: Ryan Hankins  
Re: Permitting fee reconciliation

The city derives its revenue from four sources: taxes, fees, donations and grants. As has been apparent in our recent budgeting discussions, we have a good handle on most of our expenses, perhaps better than in years. The bank reconciliation and budgeting have contributed significantly to our clarity on expenses.

Because we generally determine our tax levy based on only the levy expenses we expect, we need to account for non-levy revenue that we receive. Although it is common in most cities to subsidize planning, zoning and building permitting expenses with tax revenue, I suspect we subsidize it significantly. However, without adequate accounting for permit revenue and expenses, it's hard to know.

On March 13, 2023, Becky provided a report on the amount we paid Steve Thatcher:

Please note that we paid Steve Thatcher \$99,714.61 in 2022 for Planning and Engineering Services. We do not have an exact breakdown but Wteve estimated that he spend 25% of his time approximately on planning services, so that would be a little less than 25K annually for planning purposes and the remainder is for Engineering. I thought this information would be helpful when we consider the Engineering and Planning proposals tomorrow evening.

The expenses we pay to Jack Kraemer for building inspections in 2022 were around \$50,000.

In other words, the city spent as much as a quarter of its budget in these areas. It is critical for the city to maintain records of our revenue and permitting expenses, to account to taxpayers how much we are subsidizing private building with the general tax levy, and due to required reporting.

Through 2021, Birchwood maintained detailed reporting on its permitting revenue; there is a permitting spreadsheet with a list of project valuations, permit costs, and the portion of those fees that are expended in at least some areas for each project.

In 2022, we stopped keeping complete records of valuations and permitting revenue, and our records may have errors. For 2019, 2020 and 2021, we reported valuations of \$896,334.00, \$2,422,683.00 and \$1,928,227.00 to DLI. These numbers match closely to what the city logged in its permitting valuation spreadsheet.

For 2022, the city reported the valuation of \$5,124,726. Because of the missing records, it's not easy to explain from where the 2022 number derives, nor to verify it.

Additionally, the data that underlies the calculation seems to have outliers. For example, a roof replacement is listed for 427 Wildwood Ave. At a project valuation of \$216,000. Most roof replacement projects are closer to \$20,000, and this appears to have been a normal roof replacement. It is also not clear whether separate records between permit escrows and permit amounts have been maintained. Some, but not all, valuations have been recorded for 2023, and the 2022 spreadsheet does not appear to include valuations at all.

I believe we need to come up with a process by which we correctly record permitting valuations and expenses, and to provide that information to the council, so that we are not making broad assumptions about fee increases with a shortage of data. Just as we performed a bank reconciliation, we need to reconcile our permitting records against both our permit forms and our financial statements; we should be able to show that our spreadsheet with collected amounts and disbursements matches our financial accounting.

As a further step, as we move into the new year, a more comprehensive view of each of our categories or revenue would improve our ability to budget, minimize taxes and appropriately set fees, without guessing.

Fortunately, Therese has agreed to go through 2022 and 2023 permit applications and reconcile them with our accounting.

We may have to correct data previously reported to the state, and we need to ensure we have adequate records for 2023 reporting and our own purposes.

Reporting for 2023:

Permit #	Project	Project Val	contractor	Homeowner	Proje
2023-1	New fireplace & piping		TLT Enterprises	Ferry	191 V
2023-2	Replace furnance		Genz Ryan	Bergeron	173 E
ROW-21	Underground Telecomm Lines at 5 locations		Qwest/Century Link		
ROW-22	New aerial fiber on existing poles		Qwest/Century Link		
2023-	Variance application		Kyle Hunt & Partners	Barthel	469 L
2023-3	Replace gas fireplace		The Fireplace Guys	Strobel	401 E
2023-4	Gas lines, ductwork		SR Mechanical	Quick	176 V
2023-5	Kitchen remodel/addition		Benchmark Plumbing	Quick	176 V
2023-6	Repair Chimney		Master Gas Fitters Inc	Kuetz	159 V
2023-7	Bath Remodel		Sutherland Plumbing	Mammel	143 V
2023-8	Furnance/AC		Sutherland Plumbing	Mammel	143 V
2023-9	Furnance, ductwork, gas line		DAS Heating & Cooling	Jagged Edge Builders	612 F
2023-10	Remodel baths/Kit/water heater, laundry		All Pride Plumbing	Jagged Edge Builders	612 F
2023-11	Remodel, windows, patio doors		Jagged Edge Builders	Jagged Edge Builders	612 F
2023-12	siding		Hoffman Weber Contruction	Robert and Kelly Manke	430 E
2023-13	Roofing		Bear Roofing	Jay Brunner	30 O
2023-14	Re-Roof		Trio Contracting	Greseth	214 V
2023-15	AC Replacement		HomeWorks Services LLC	David Erickson	3836
2023-16	Window Replacement		Renewal by Anderson	Shirley Donovan	2 Hall
2023-17	Garage		Mulcahy/Nicholas	Nicholas	117 V
2023-	CUP		Husnik	Buerkle	529 L
2023-18	Reroof		Lindus Constraction	Karen Freeberg	327 V
2023-	Fence		Superior Fence Rail	Greg Lieng	23 Bi
2023-19	AC Replacement		McQuillan Brothers	Zachary Michalk	531 F
2023-20	AC and Furnace		Four Seasons	Bradley Hanson	404 E
2023-21	Gas Fireplace Insert		Master Gas Fitters Inc	Goudreau	30 Bi
2023-22	Reroof		Built Strong Exteriors	Calderwood	533 L



2023-23	Fence		Superior Fence Rail	Liengswangwong, Greg	23 Bi
2023-24	Reroof		Tom Ryan Remodeling	Granec	363 L
2023-25	Reroof		Pratt Homes	Len Pratt	301 V
2023-26	hydronic floor heat--OWES PAST \$\$\$'S TO CITY		NA	Nadja Gale	419B
2023-27	Garage repair/replace	\$80,000.00	Homeowner	Dan Webber	4 Oal
2023-27a	Retaining Wall--ZONING	\$1,500.00	Homeowner	Dan Webber	4 Oal
2023-28	Reroof		Built Strong Exteriors	McKenkie	509 L
2023-29	Reroof		Built Strong Exteriors	McKenkie	511 L
2023-30	Water Heater		Pro Master Plumbing	David Strobel	401 E
2023-31	Replace Furnace		Northern One Hour	Charlene Engebretson	521 F
2023-32	Reroof		1st Team Exteriors	Laura Feist	203 E
2023-33	Reroof		Homeowner	Lindsey Shellenberger	402 E
2023-34	Windows	\$8,000.00	The Window Store	Taylor Mamood	25 Oa
2023-35	reroof		Bear Roofing & Ext	Brian Kraft	267 V
2023-36	Landscaping-pervious block, Bocce Court--Paver Patio--ZONING	\$15,000.00	Ready Landscaping	Greg Sherwood	15 Bi
2023-37	Siding	\$24,000.00	Jagged Edge Builders Inc	Randy Babcock	612 F
	New Fence--Being checked on--no permit found		Jagged Edge Builders Inc		
2023-38	reroof	\$10,323.00	Hail Pro LLC	David Howard	426 E
2023-39	Garage Repair/Windows/Siding	\$25,000.00	DSI Holding Corp	Phillip Rad	3832
2023-40	Fence-ZONING	????	Fence Me In	Samantha Smith	264 C
2023-41	Plumbing	\$30,000.00	The Plumber LLC	Sue Riess	127 V
2023-42	Garage with 2nd story finished space	\$102,000.00	Pratt Homes	Mark and Jill Greseth	214 E
2023-43	New A/C	\$5,000.00	Binder Heating & Air	Tom Schway	201 V
ROW-23	directional boring of conduit along and across Birchwood Ave		Qwest/Century Link		619 -
2023-44	Garage Reroof	\$47,197.00	Crown Exteriors	Amy and Darren Deyoung	309 V
2023-45	Re-Roof	\$23,000.00	Timberline Roofing	Scott Howe	123 C
2023-46	New water and sewer line	\$8,700.00	Olson's Sewer Service	Sue Riess	127 V
2023-47	Roof, siding & windows	\$65,000.00	Bruggeman Exteriors	NA	262 V
A23-0010	Chickens				3980
2023-48	Re-Roof		Tom Ryan Remodeling	Terry Granec	363 L
2023-49	Reroof	\$10,012.00	Hoffman Weber Construction	Karen and James Anderson	364 F
2023-50	Reroof	\$6,000.00	Evergreen Construction	Erica Brodd	3 Oal
2023-51	Replacing Current Fence-ZONING	\$8,000.00	Northland Fencing	Bridget Spertl	110 E
2023-52	Fence--ZONING	\$16,000.00	Superior Fence and Rail	Greg Liengswangwong	23 Bi
2023-53	A/C--MECHANICAL	\$17,175.00	Tradewinds HVAC/Fireplace	Mike Mercer	121 V

2023-54	Deck	\$1,500.00	Jagged Edge Builders	Jagged Edge Builders	612 F
2023-55	Concrete Patio--ZONING		Wohlwend Concrete	Brad Hanson	404 E
2023-56	Reroof	\$14,000.00	Bear Roofing & Ext	Didier Tellier	18 W
2023-57	Reroof	\$14,000.00	Bear Roofing & Ext	Smith	264 C
2023-58	fence-ZONING	\$2,600.00	Midwest Fence	Mark McKiernan	128 (
2023-59	Windows	\$25,795.00	Window Nation	Amy Hulett	608 V
2023-60	reroof	\$8,500.00	Homeowner	Anthony DeMars	407 L
2023-61	reroof	\$12,921.00	Tacheny Exteriors	Nicole Tschider	509 V
2023-62	reroof	\$21,608.00	All Around	Carl Wegner	303 J
2023-63	reroof	\$16,100.00	Crown Exteriors	Samantha Theno	3980
2023-64	A/C & Furnace-MECHANICAL	\$13,823.88	Apollo Heating	Michael Kraemer	471 L
2023-65	Replace Patio Door	\$8,502.00	Renewal by Anderson	Michael & Julie Ohara	619 E
2023-66	fence-ZONING	\$800.00	Homeowner	Brittany Libra	157 E
2023-67	reroof	\$13,173.00	Minnesota Exteriors	Mary and Mark Cahil	165 E
2023-68	reroof	\$23,750.00	Paragon Grounds LLC	Todd Hawkins	3720
2023-70	Retaining Wall--ZONING	\$55,000.00	Superior Landscape & Irrigation	Sandy Kriz-Buerkle	529 L
2023-70-rcwd	RCWD INSPECTION		RCWD Inspection Report	Sandy Kriz-Buerkle	529 L
2023-71	Driveway-ZONING	\$6,000.00	Driveway Envy	Cecil Bonebright	268 V
2023-72	Fence-ZONING		Homeowner	Dave and Rachael Drew	180 C
2023-73	Reroof	\$216,000.00	Ricks Roofing & Siding	John Wyland	427 V
2023-74	reroof	\$20,850.32	Walker Roofing	Laura Manske	706 E
2023-75	reroof	\$37,733.75	Walker Roofing	Andrea Engel	702 E
2023-76	AC-MECHANICAL	\$7,255.00	Schwantes Heating and Air	Judy Aines	139 V
2023-77	AC-MECHANICAL	\$9,750.00	Apollo Heating, Air and Plumbing	Andrea Evans	654 E
2023-78	New Home Construction	\$1,724,255.00	Kyle Hunt & Partners Inc	James Barthel	469 L
2023-79	Reroof	\$10,000.00	Everlasting Exteriors	Josh Gagne	14 W
2023-80	Reroof		Barnhouse Exteriors	James Rupert	719 E
2023-81	Deck Replace-ZONING	\$1,000.00	Homeowner	Mark Schaffhausen	262 V
2023-82	New Water Lines--SEWER/WATER	\$20,000.00	Capras Utilities	Nadja Gale	419B

Earlier data are comprehensive:

Permit #	Permit Type	Name	Project Address	Date Issued	Valuation	City Fee:	75	Plan Ck.	75	Surcharge	Pa
2020-1	Draintile	Harrod	483 Lake Ave.	1/15/20	\$ 6,400.00	\$ 139.25	\$ 104.43	\$ -	\$0.00	\$ 3.20	x
2020-2	Door Installation	Jasper	16 Oakridge Dr.	2/3/20	\$ 6,500.00	\$ 139.25	\$ 104.43	\$ -	\$0.00	\$ 3.25	x
2020-3	Plumbing	Hartman	234 Cedar St.	2/20/20	\$ 19,800.00	\$ 215.00	\$ 161.25	\$ -	\$0.00	\$ 9.99	x
2020-3	HVAC	Tiemey	234 Cedar St.	3/6/20	\$ 19,995.00	\$ 179.95	\$ 134.96	\$ -	\$0.00	\$ 8.99	x
2020-4	Windows	Oyloe	533 Wildwood Ave	3/18/20	\$ 6,285.00	\$ 139.25	\$ 104.43	\$ -	\$0.00	\$ 3.14	x
2020-5	Plumbing	Wippler	339 Wildwood ave.	3/31/20	\$ 19,808.00	\$ 135.00	\$ 101.25	\$ -	\$0.00	\$ 9.90	x
2020-6	Void	Void	Void	Void	Void	Void	Void	Void	Void	Void	
2020-7	Windows	Ciapetta	4 Hall Ct.	4/21/20	\$ 10,930.00	\$ 195.25	\$ 146.43	\$ -	\$0.00	\$ 5.46	x
2020-8	Fireplace	Hartman	234 Cedar St.	4/22/20	\$ 4,875.00	\$ 48.75	\$ 35.56	\$ -	\$0.00	\$ 2.43	x
2020-9	Deck	Howard	426 Birchwood Ct.	4/24/20	\$ 4,800.00	\$ 111.25	\$ 83.43	\$ 72.31		\$ 2.40	x
2020-10	Sewer & Water	Hartman	234 Cedar St.	5/11/20	\$ 10,000.00	N/A	\$ -	\$ -	\$0.00	\$ 5.00	x
2020-11	Re-Siding	Manke	430 Birchwood Ct.	5/15/20	\$ 14,500.00	\$ 251.25	\$ 188.43	\$ -	\$0.00	\$ 7.25	x
2020-12	Screen Porch	Murray	229 Wildwood Ave	5/17/20	\$ 20,000.00	\$ 321.25	\$ 240.93	\$ -	\$0.00	\$ 10.00	x
2020-13	Re-Roof	Broen	243 Wildwood Ave.	5/19/20	\$ 3,725.00	\$ 100.97	\$ 75.72	\$ -	\$0.00	\$ 1.36	x
2020-14	Plumbing	Cosgrove	104 Wildwood Ave.	5/23/20	\$ 1,200.00	\$ 36.00	\$ 27.00	\$ -	\$0.00	\$ 0.60	x
2020-15	HVAC	Atakpu	201 Birchwood Ave	5/30/20	\$ 6,397.00	\$ 73.97	\$ 55.47	\$ -	\$0.00	\$ 3.19	x
2020-16	Re-Roof	Stockwell	17 White Pine Ln.	6/5/20	\$ 9,500.00	\$ 181.25	\$ 135.93	\$ -	\$0.00	\$ 4.75	x
2020-17	Fence	City Property	Jay St.	6/5/20	\$ 1,000.00	\$ 38.75	\$ 29.06	\$ -	\$0.00	\$ 0.50	x
2020-18	House	Sherwood	15 Birchwood Ln.	6/6/20	\$ 800,000.00	\$ 4,658.75	\$ 3,493.63	\$ 3,028.18	\$2,271.13	\$ 400.00	x
2020-19	Demo	Sherwood	15 Birchwood Ln.	6/6/20	N/A	\$ 100.00	\$ 75.00	\$ -	\$0.00	\$ -	x
2020-20	HVAC	Gohl/Berger	173 Birchwood Ln.	6/12/20	\$ 7,465.85	\$ 74.65	\$ 55.98	\$ -	\$0.00	\$ 3.73	x
2020-21	Windows	Johnson	237 Wildwood Ave.	6/13/20	\$ 13,493.00	\$ 237.05	\$ 177.93	\$ -	\$0.00	\$ 6.94	x
2020-22	Void	Void	Void	Void	Void	Void	Void	Void	Void	Void	
2020-23	Patio Door	Weier	613 Wildwood Ave	6/25/20	35,000.00	\$ 492.75	\$ 369.56	\$ -	\$0.00	\$ 17.50	x
2020-24	HVAC	Holvig	429 Birchwood Ct.	6/27/20	\$ 3,000.00	\$ 30.00	\$ 22.50	\$ -	\$0.00	\$ 1.50	x
2020-25	Re-Roof	Spavin	26 Oakridge Dr.	6/30/20	\$ 12,606.93	\$ 223.25	\$ 167.43	\$ -	\$0.00	\$ 6.30	x
2020-26	Re-Roof	Mercer	121 Wildwood	7/2/20	\$ 10,000.00	\$ 181.25	\$ 135.93	\$ -	\$0.00	\$ 5.00	x
2020-27	Sewer & Water	Sherwood	15 Birchwood Ln.	7/2/20	\$ 1,000.00	N/A	\$ -	\$ -	\$0.00	\$ 0.50	x
2020-28	Fence	Stanhope	19 Birchwood Ln.	7/3/20	\$ 1,000.00	N/A	\$ 29.06	\$ -	\$0.00	\$ 0.50	x
2020-29	Plumbing	Holvig	429 Birchwood Ct.	7/8/20	\$ 1,200.00	\$ 30.00	\$ 22.50	\$ -	\$0.00	\$ 0.60	x
2020-30	Re-Roof	Hanson	700 Hall Ave.	7/8/20	\$ 12,000.00	\$ 209.25	\$ 156.93	\$ -	\$0.00	\$ 6.00	x

To: Birchwood City Council  
From: Justin McCarthy and Ryan Hankins  
Subject: 232 Cedar St. Property vacancy

232 Cedar St. has been the subject of several police calls for each of the last several months. The home is a bank-owned foreclosure, and the house may qualify as unoccupied under Chapter 407 of our code:

“A building which is not being used legally for living or sleeping.”

We had significant success getting 184 Cedar cleaned up by sending a letter to an out-of-state property owner, resulting in registration and improvement of the conditions of the property.

The state of the property and associated activity, which has often been documented in the White Bear Press police reports, has caused serious concerns among several of the neighbors in that area.

Thanks to Alan, on Monday, November 27, the city sent a letter to the bank owning the property, requesting that it be registered as vacant. If the bank does register the property, the city may have some options to secure the property.