



AGENDA OF THE REGULAR MEETING OF
THE CITY COUNCIL
CITY OF BIRCHWOOD VILLAGE
WASHINGTON COUNTY, MINNESOTA
February 13, 2024
6:45 P.M.

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

PLEDGE OF ALLEGIANCE

APPROVE AGENDA

OPEN PUBLIC FORUM

ANNOUNCEMENTS

CITY BUSINESS – CONSENT AGENDA

- A. Approve Treasurer's Report* (pp. 3-41)
- B. Approve Meeting Minutes from January 9, 2024* (pp. 42-47)
- C. Approve Resolution 2024-11, Re-appointing Mary Sue Simmons and Al Mitchell to the Parks Committee* (p. 48)
- D. Approve Amendment for Law Enforcement Services Agreement* (pp. 49-60)

CITY BUSINESS

- A. Planning Commissioner Appointment* (pp. 61-63)
 - a. William Hullsiek
 - b. Casey Muhm
 - c. Appoint New Planning Commissioner
- B. Utility Rate Increase – Shelly Rueckert* (pp. 64-81)
 - a. Approve Resolution 2024-10* (pp. 82-83)
- C. Second Reading ORDINANCE 2024-01-01 (701) Fees – Justin McCarthy* (pp. 84-88)
 - a. Public Hearing
 - b. Council Deliberation & Approval
 - c. Approve RESOLUTION 2024-12 Approving Summary Publication Ord. 2024-01-01* (pp. 89-90)
- D. Second Reading ORDINANCE 2024-01-02 Fee Schedule – Margaret Ford* (pp. 91-95)
 - a. Public Hearing

- b. Council Deliberation & Approval
- c. Approve RESOLUTION 2024-13 Approving Summary Publication Ord. 2024-01-02* (pp. 96-97)

- E. Park Maintenance – Justin McCarthy and Kathy Weier* (pp. 98-100)

- F. Lift station Update – Ryan Hankins* (pp. 101-105)

- G. Insurance Claims for Lift station Repairs Update* (p. 106)

ADJOURN

February 2024 Treasurer Report

Kathleen Hansen <Kathleen.Hansen@cityofbirchwood.com>

Tue 2/6/2024 1:34 PM

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

Cc: Mary Cahill <Mary.Cahill@cityofbirchwood.com>

1. We had two large invoices for lift stations (\$5,006.68) & (\$7,274.41). LMC is going to reimburse the \$5,006.68 claim.
2. We had a water main pipe break resulting in \$11,107.42 Capras, Steve Dean \$500, Manship \$1840
3. We discovered that Washington County taxes have all been booked to our tax revenue, we will need to make a transfer from the 100 General Funds to our Utility Accounts. Shelly Ruckert will be attending the council meeting to discuss this along with other utility fees.
4. We had to revise several claims to ensure they were all coded correctly.
5. Ryan & Kathy did the bi-annual reconciliation review per the Internal Controls Policy.
6. Per our budget we have allocated to transfer \$30,000 from the 100 General Fund to our Capital Improvement Fund per 2023 approved budget. Need a resolution to approve the transfer in 2024 for the previous year allocation. Please provide direction on when we should transfer the \$30,000 from the 2024 approved budget.
7. We submitted all State Auditor reports that are required.
8. 2023 W-2's and 1099's were completed and mailed mid January.
9. Received a large invoice from Bolton & Menk in the amount of \$12,263 related to the design and coordination of the new lift station.

Kathleen Hansen

Treasurer

City of Birchwood Village, MN

office: (651) 426-3403

fax: (651) 426-7747

email: kathleen.hansen@cityofbirchwood.com

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

For the Period : 1/3/2024 To 2/6/2024

| <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 | \$876,880.65 | \$14,163.88 | \$57,057.46 | \$833,987.07 | \$0.00 | \$41,344.91 | \$875,331.98 |
| 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 | \$0.00 | \$10,823.05 |
| 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 | \$75,741.49 | \$0.00 | \$0.00 | \$75,741.49 | \$0.00 | \$0.00 | \$75,741.49 |
| Water | \$70,085.62 | \$27,024.87 | \$35,253.51 | \$61,856.98 | \$0.00 | \$35,183.84 | \$97,040.82 |
| Sewer | \$83,984.33 | \$18,026.79 | \$23,342.98 | \$78,668.14 | \$0.00 | \$23,409.39 | \$102,077.53 |
| Transit System | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Sewer Infrastructure | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Water Meter Upgrade Fees | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| American Rescue Act Proceeds | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Engineering Services | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Total | \$1,117,515.14 | \$59,215.54 | \$115,653.95 | \$1,061,076.73 | \$0.00 | \$99,938.14 | \$1,161,014.87 |

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

Fund Name: All Funds

Date Range: 01/03/2024 To 02/06/2024

| <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> |
|-------------|-------------------------------------|---------------------|--|-------------|-------------------------------------|----------------|--------------------|
| 01/04/2024 | Payroll Period Ending 01/04/2024 | 32780 | Jan Office PR 12/16-12/30/23 | N | Clerk - Treasurer | 100-41401-100- | \$ 1,013.45 |
| | Total For Check | 32780 | | | | | \$ 1,013.45 |
| 01/04/2024 | Payroll Period Ending 01/04/2024 | 32781 | Jan Office PR 12/16-12/30/23 | N | Clerk - Treasurer | 100-41401-100- | \$ 99.46 |
| | Total For Check | 32781 | | | | | \$ 99.46 |
| 01/04/2024 | Payroll Period Ending 01/04/2024 | 32782 | Jan Office PR 12/16-12/30/23 | N | Clerk - Treasurer | 100-41401-100- | \$ 218.91 |
| | Total For Check | 32782 | | | | | \$ 218.91 |
| 01/04/2024 | Payroll Period Ending 01/04/2024 | 32783 | Jan Office PR 12/16-12/30/23 | N | Clerk - Treasurer | 100-41401-100- | \$ 2,112.61 |
| | Total For Check | 32783 | | | | | \$ 2,112.61 |
| 01/04/2024 | Payroll Period Ending 01/04/2024 | 32784 | Jan Office PR 12/16-12/30/23 | N | Parks | 100-45207-100- | \$ 346.20 |
| | Total For Check | 32784 | | | | | \$ 346.20 |
| 01/04/2024 | Payroll Period Ending 01/04/2024 | 32785 | Jan Office PR 12/16-12/30/23 | N | Parks | 100-45207-100- | \$ 555.56 |
| | Total For Check | 32785 | | | | | \$ 555.56 |
| 01/08/2024 | IRS - US Treasury | EFT A 1/8/24* | Federal Taxes - Q4 2023 -Dec Payment | N | Clerk - Treasurer | 100-41401-100- | \$ 516.40 |
| | | EFT A 1/8/24* | | | | 100-41401-100- | \$ 1,531.50 |
| | | EFT A 1/8/24* | | | | 100-41401-100- | \$ 358.18 |
| | Total For Check | EFT A 1/8/24 | | | | | \$ 2,406.08 |
| 01/08/2024 | MN Department of Revenue | EFT B 1/8/24* | MN State Tax eFiling - Q4 2023 Dec pymt | N | Clerk - Treasurer | 100-41401-115- | \$ 453.33 |
| | Total For Check | EFT B 1/8/24 | | | | | \$ 453.33 |
| 01/08/2024 | MN Department of Labor and Industry | EFT C 1/8/24* | Building Permit Surcharge - Q4-2023 | N | Building Inspections Administration | 100-42401-437- | \$ 621.75 |
| | Total For Check | EFT C 1/8/24 | | | | | \$ 621.75 |
| 01/18/2024 | Payroll Period Ending 01/18/2024 | 32786 | Dec Office PR 12/31/23-1/13/24, TB, MC, KH, BK, JR | N | Clerk - Treasurer | 100-41401-100- | \$ 1,029.11 |
| | Total For Check | 32786 | | | | | \$ 1,029.11 |

Fund Name: All Funds

Date Range: 01/03/2024 To 02/06/2024

| <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> |
|------------------------|----------------------------------|----------------------------|--|-------------|---------------------|----------------|--------------------|
| 01/18/2024 | Payroll Period Ending 01/18/2024 | 32787 | Dec Office PR 12/31/23-1/13/24, TB, MC, KH, BK, JR | N | Clerk - Treasurer | 100-41401-100- | \$ 101.51 |
| Total For Check | | | | | | | \$ 101.51 |
| 01/18/2024 | Payroll Period Ending 01/18/2024 | 32788 | Dec Office PR 12/31/23-1/13/24, TB, MC, KH, BK, JR | N | Clerk - Treasurer | 100-41401-100- | \$ 309.06 |
| Total For Check | | | | | | | \$ 309.06 |
| 01/18/2024 | Payroll Period Ending 01/18/2024 | 32789 | Dec Office PR 12/31/23-1/13/24, TB, MC, KH, BK, JR | N | Clerk - Treasurer | 100-41401-100- | \$ 2,112.61 |
| Total For Check | | | | | | | \$ 2,112.61 |
| 01/18/2024 | Payroll Period Ending 01/18/2024 | 32790 | Dec Office PR 12/31/23-1/13/24, TB, MC, KH, BK, JR | N | Parks | 100-45207-100- | \$ 555.56 |
| Total For Check | | | | | | | \$ 555.56 |
| 01/22/2024 | PERA | EFT01052024-1 ¹ | Retirement funds-PR End 12/30/23 | N | Clerk - Treasurer | 100-41401-121- | \$ 568.55 |
| | | EFT01052024-1 ¹ | | | Parks | 100-45207-121- | \$ 92.55 |
| Total For Check | | | | | | | \$ 661.10 |
| 01/22/2024 | PERA | EFT01222024-1 ¹ | Retirement funds-PR End 1/13/2024 | N | Clerk - Treasurer | 100-41401-121- | \$ 626.41 |
| | | EFT01222024-1 ¹ | | | Parks | 100-45207-121- | \$ 92.75 |
| Total For Check | | | | | | | \$ 719.16 |
| 01/31/2024 | Xcel 335-4 | EFT 1/19/24A* | Electricity 11/16/23 - 12/19/23 | N | Water Utility | 601-43180-380- | \$ 15.92 |
| Total For Check | | | | | | | \$ 15.92 |
| 01/31/2024 | Xcel 4094-1 | EFT 1/19/24B* | Gas Service 11/16/23 - 12/19/23 200 Wildwood Lift Station | N | Sewer Utility | 605-43190-380- | \$ 26.69 |
| Total For Check | | | | | | | \$ 26.69 |
| 01/31/2024 | Xcel 9369-0 | EFT 1/19/24C* | 407 Lake Lift Station 11/16/23 - 12/19/23 | N | Sewer Utility | 605-43190-380- | \$ 25.87 |
| Total For Check | | | | | | | \$ 25.87 |

Fund Name: All Funds

Date Range: 01/03/2024 To 02/06/2024

| <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> |
|-------------|----------------------------------|------------------------|---|-------------|--|----------------|--------------------|
| 01/31/2024 | Xcel 307-8 | EFT 1/2/24* | Street Lighting 11/3/23 - 12/2/23 | N | Street Lighting | 100-43160-380- | \$ 1,363.65 |
| | | Total For Check | EFT 1/2/24 | | | | \$ 1,363.65 |
| 01/31/2024 | A T & T Mobility | EFT 1/22/24* | Wireless for water tower- 1/2/24-2/1/24 | N | Water Utility | 601-43180-382- | \$ 53.75 |
| | | Total For Check | EFT 1/22/24 | | | | \$ 53.75 |
| 01/31/2024 | Xcel 307-8 | EFT 1/31/24* | Street Lighting 12/3/23 - 1/2/24 | N | Street Lighting | 100-43160-380- | \$ 1,314.27 |
| | | Total For Check | EFT 1/31/24 | | | | \$ 1,314.27 |
| 02/01/2024 | Payroll Period Ending 02/01/2024 | 32791 | Office PR 1/14-1/27/2024 | N | Clerk - Treasurer | 100-41401-100- | \$ 950.78 |
| | | Total For Check | 32791 | | | | \$ 950.78 |
| 02/01/2024 | Payroll Period Ending 02/01/2024 | 32792 | Office PR 1/14-1/27/2024 | N | Clerk - Treasurer | 100-41401-100- | \$ 62.69 |
| | | Total For Check | 32792 | | | | \$ 62.69 |
| 02/01/2024 | Payroll Period Ending 02/01/2024 | 32793 | Office PR 1/14-1/27/2024 | N | Clerk - Treasurer | 100-41401-100- | \$ 206.04 |
| | | Total For Check | 32793 | | | | \$ 206.04 |
| 02/01/2024 | Payroll Period Ending 02/01/2024 | 32794 | Office PR 1/14-1/27/2024 | N | Clerk - Treasurer | 100-41401-100- | \$ 2,112.61 |
| | | Total For Check | 32794 | | | | \$ 2,112.61 |
| 02/01/2024 | Payroll Period Ending 02/01/2024 | 32795 | Office PR 1/14-1/27/2024 | N | Parks | 100-45207-100- | \$ 791.24 |
| | | Total For Check | 32795 | | | | \$ 791.24 |
| 02/01/2024 | CivicPlus LLC | 32796* | Permitting Software, Annual maint/support, | N | Unallocated Expenditures | 100-49201-430- | \$ 2,100.00 |
| | | Total For Check | 32796 | | | | \$ 2,100.00 |
| 02/01/2024 | BrightView Landscapes, LLC. | 32797* | High Cap Salt Truck Spray In Late December | N | Ice and Snow Removal | 100-43125-210- | \$ 285.00 |
| | | Total For Check | 32797 | | | | \$ 285.00 |
| 02/01/2024 | Gopher State One Call | 32798* | December 8 Tickets | N | Utility Locates | 605-42805-314- | \$ 10.80 |
| | | Total For Check | 32798 | | | | \$ 10.80 |
| 02/01/2024 | Chase Pelloquin | 32799* | Assessing Services - 2024--135 Permit Review | N | Assessing | 100-41550-314- | \$ 6,262.00 |
| | | Total For Check | 32799 | | | | \$ 6,262.00 |
| 02/01/2024 | Metro - INET | 32800* | IT Charges--Jan Tech Support and Domain Renewal | N | General Government Buildings and Plant | 100-41940-320- | \$ 184.95 |

Fund Name: All Funds

Date Range: 01/03/2024 To 02/06/2024

| <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> |
|-------------|------------------------------------|----------------|---|-------------|--|----------------|---------------------|
| | | 32800* | | | | 100-41940-320- | \$ 501.00 |
| | Total For Check | 32800 | | | | | \$ 685.95 |
| 02/01/2024 | Stoltzman, Cris | 32801* | Videography - Council Mtg Jan 9th | N | Cable Eqpmt and Service | 100-41950-314- | \$ 106.00 |
| | Total For Check | 32801 | | | | | \$ 106.00 |
| 02/01/2024 | USS Minnesota One MT LLC | 32802* | Energy Charges - DEC Charges | N | General Government Buildings and Plant | 100-41940-380- | \$ 25.17 |
| | | 32802* | | | Sewer Utility | 605-43190-380- | \$ 67.12 |
| | | 32802* | | | | 605-43190-380- | \$ 121.66 |
| | Total For Check | 32802 | | | | | \$ 213.95 |
| 02/01/2024 | Washington County - Property & Tax | 32803* | 2024 Truth in Taxation | N | Assessing | 100-41550-314- | \$ 104.76 |
| | Total For Check | 32803 | | | | | \$ 104.76 |
| 02/01/2024 | Therese Bellinger | 32804* | Reimburse for MS License for Kathleen, Light bulbs and hand soap for hall | N | Office Operations Supplies | 100-41911-999- | \$ 161.26 |
| | Total For Check | 32804 | | | | | \$ 161.26 |
| 02/01/2024 | Tennis Sanitation, LLC | 32805* | Recycling for Service Period: Nov - Dec 2023 | N | Recycle | 100-43300-314- | \$ 2,944.00 |
| | Total For Check | 32805 | | | | | \$ 2,944.00 |
| 02/01/2024 | LRS Portables, LLC | 32806* | Jan Portable Potty | N | Parks | 100-45207-314- | \$ 224.00 |
| | Total For Check | 32806 | | | | | \$ 224.00 |
| 02/01/2024 | CAPRA'S UTILITIES, INC | 32807* | Water Main Break @ Hall and Cedar | N | Wtr/Swr Emergency | 601-43185-314- | \$ 10,826.50 |
| | Total For Check | 32807 | | | | | \$ 10,826.50 |
| 02/01/2024 | Steve Dean | 32808* | Water Main Break Material Dump--Hall and Cedar | N | Wtr/Swr Emergency | 100-43185-314- | \$ 500.00 |
| | Total For Check | 32808 | | | | | \$ 500.00 |
| 02/01/2024 | Manship Plumbing & Heating Inc | 32809* | Sewer/Water-Jan Retainer Fee, Water Main Break at Hall / Cedar, Water Test to State Labes | N | Water Utility | 601-43180-314- | \$ 700.00 |
| | | 32809* | | | | 601-43180-314- | \$ 120.00 |
| | | 32809* | | | Wtr/Swr Emergency | 601-43185-314- | \$ 1,840.00 |

Fund Name: All Funds

Date Range: 01/03/2024 To 02/06/2024

| <u>Date</u> | <u>Vendor</u> | <u>Check #</u> | <u>Description</u> | <u>Void</u> | <u>Account Name</u> | <u>F-A-O-P</u> | <u>Total</u> |
|-------------|-------------------------------------|--------------------|--|-------------|--------------------------|----------------|---------------------|
| | Total For Check | 32809 | | | | | \$ 2,660.00 |
| 02/01/2024 | Metropolitan Council - Env. Service | 32810* | Sept and Dec Services | N | Sewer Utility | 605-43190-430- | \$ 4,968.70 |
| | | 32810* | | | | 605-43190-430- | \$ 5,335.64 |
| | Total For Check | 32810 | | | | | \$ 10,304.34 |
| 02/01/2024 | General Repair Service | 32811* | Lift Station #3 Repair Work--Ins Claim-Will NOT be Reimbursed By LMC | N | Unallocated Expenditures | 100-49201-430- | \$ 7,274.41 |
| | Total For Check | 32811 | | | | | \$ 7,274.41 |
| 02/01/2024 | General Repair Service | 32812* | Lift Station #2 Repair Work--Ins Claim-Will be Reimbursed By LMC | N | Unallocated Expenditures | 100-49201-430- | \$ 5,006.68 |
| | Total For Check | 32812 | | | | | \$ 5,006.68 |
| 02/01/2024 | Northeast Youth & Family Services | 32813* | Partnership - 2024 Service Contract | N | Grants | 100-41905-438- | \$ 2,053.89 |
| | Total For Check | 32813 | | | | | \$ 2,053.89 |
| 02/01/2024 | CAPRA'S UTILITIES, INC | 32814* | Traffic Control Charges for Water Main Break Hall and Cedar | N | Wtr/Swr Emergency | 601-43185-314- | \$ 280.92 |
| | Total For Check | 32814 | | | | | \$ 280.92 |
| 02/01/2024 | John Wikstrom | 32815* | Jan Fees | N | Engineer Service | 100-41650-300- | \$ 1,600.00 |
| | Total For Check | 32815 | | | | | \$ 1,600.00 |
| 02/01/2024 | H.A. Kantrud, P.A. | 32816* | Attorney Services -FEb 2024 | N | Legal Services | 100-41601-300- | \$ 1,500.00 |
| | Total For Check | 32816 | | | | | \$ 1,500.00 |
| 02/01/2024 | City of White Bear Lake Fire | 32817* | Fire Srvc -Feb 2024 | N | Fire | 100-42201-314- | \$ 3,888.84 |
| | Total For Check | 32817 | | | | | \$ 3,888.84 |
| 02/01/2024 | City of White Bear Lake Public Work | 32818* | Feb 2024 Monthly Public Safety Facility Fire Services | N | Fire | 100-42201-314- | \$ 1,196.42 |
| | Total For Check | 32818 | | | | | \$ 1,196.42 |
| 02/01/2024 | PERA | EFT02012024* | Retirement funds-PR End 1/27/2024 | N | Clerk - Treasurer | 100-41401-121- | \$ 593.88 |
| | | EFT02012024* | | | Parks | 100-45207-121- | \$ 133.56 |
| | Total For Check | EFT02012024 | | | | | \$ 727.44 |

Fund Name: All Funds
Date Range: 01/03/2024 To 02/06/2024

| <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> |
|----------------------------------|-------------------------|----------------|--|-------------|--|----------------|----------------------|
| 02/02/2024 | Bolton & Menk, Inc. | 32819* | Inv #0328726 11/25-12/22, CC Meeting, Lift Station Discussion, Resident Review with RK | N | Engineer Service | 605-41650-300- | \$ 300.00 |
| | | 32819* | | | | 605-41650-300- | \$ 223.50 |
| | Total For Check | 32819 | | | | | \$ 523.50 |
| 02/02/2024 | TSE, Inc. Work Account | 32820* | Janitorial Services - 1/4 and 1/18 | N | General Government Buildings and Plant | 100-41940-314- | \$ 59.90 |
| | Total For Check | 32820 | | | | | \$ 59.90 |
| 02/02/2024 | Minutes Solutions | 32821* | Meeting Minutes #33051 - Dec 12th Council Meeting. Final Charge | N | MISCELLANEOUS | 100-49001-300- | \$ 235.00 |
| | Total For Check | 32821 | | | | | \$ 235.00 |
| 02/02/2024 | City of White Bear Lake | 32822* | Quarterly Water Billing 9/28/23 - 12/20/2023 | N | Water Utility | 601-43180-314- | \$ 21,416.42 |
| | Total For Check | 32822 | | | | | \$ 21,416.42 |
| 02/06/2024 | Bolton & Menk, Inc. | 32824* | Inv #0328727 11/25-12/22, Design Review, Geotechnical, Grant Coordination | N | Engineer Service | 605-41650-300- | \$ 3,789.50 |
| | | 32824* | | | | 605-41650-300- | \$ 6,958.00 |
| | | 32824* | | | | 605-41650-300- | \$ 1,515.50 |
| | Total For Check | 32824 | | | | | \$ 12,263.00 |
| Total For Selected Checks | | | | | | | \$ 115,653.95 |

Fund Name: All Funds

Date Range: 01/03/2024 To 02/06/2024

| <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> |
|-------------|----------------------------|------------------|---|-------------------|-------------|------------------------|--------------|--------------------|
| 01/04/2024 | Simon, Julie | 171735987* | BP 24-0001, 154 Wsildwood Ave | (01/04/2024) - | N | Building Permits | 100-32211- | \$ 151.00 |
| | | | | | | | | \$ 151.00 |
| 01/04/2024 | DeYoung, Amy | 171735988* | Dog License Payment--Paid In Error | (01/04/2024) - | N | LICENSES AND PERMITS | 100-32001- | \$ 15.00 |
| | | | | | | | | \$ 15.00 |
| 01/05/2024 | POP Builders | 171735990* | BP 23.0039, 365 Lakewood Ln | (01/05/2024) - | N | Building Permits | 100-32211- | \$ 1,348.75 |
| | | | | | | | | \$ 1,348.75 |
| 01/09/2024 | Ender, Lisa, Yoga Devotion | 171735991* | Hall Rental Fee for Yoga | (01/09/2024) - | N | City/Town Hall Rent | 100-34101- | \$ 200.00 |
| | | | | | | | | \$ 200.00 |
| 01/10/2024 | MN Management & Budget | 171735997* | Court Fines | (01/10/2024) - | N | Court Fines | 100-35101- | \$ 66.11 |
| | | | | | | | | \$ 66.11 |
| 01/18/2024 | Fleck, Jon | 171735989* | BP 24-0002, 425 Hall Ave | (01/18/2024) - | N | Building Permits | 100-32211- | \$ 398.42 |
| | | | | | | | | \$ 398.42 |
| 01/19/2024 | NRI (Northstar) | 171735983* | Cash for Recycling of Metal Chairs from City Hall | (01/19/2024) - | N | MISCELLANEOUS REVENUES | 100-36200- | \$ 21.60 |
| | | | | | | | | \$ 21.60 |
| 01/19/2024 | Carlson, Paul | 171735984* | BP 24-0003, 365 Lakewood Ln | (01/19/2024) - | N | Building Permits | 100-32211- | \$ 151.00 |
| | | | | | | | | \$ 151.00 |
| 01/23/2024 | Nickolaus, Tony | 171735985* | 117-Wildwood--Payment For Past Engineering Fees | (01/23/2024) - | N | Building Permits | 100-32211- | \$ 5,667.50 |
| | | | | | | | | \$ 5,667.50 |
| 01/24/2024 | Glowing Hearth and Home | 171735992* | BP 24-0006, 469 Lake Ave | (01/24/2024) - | N | Building Permits | 100-32211- | \$ 151.00 |
| | | | | | | | | \$ 151.00 |

Fund Name: All Funds

Date Range: 01/03/2024 To 02/06/2024

| <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> |
|------------------------------------|------------------------------------|------------------|---------------------------------------|-------------------|-------------|--|--------------|---------------------|
| 01/24/2024 | R and S Unerwood Heating and AC | 171735994* | BP 24-0007, 139 Birchwood Ave | (01/24/2024) - | N | Building Permits | 100-32211- | \$ 151.00 |
| | | | | | | | | \$ 151.00 |
| 01/25/2024 | Moliter, Joe | 171735993* | BP 24-0005, 20 White Pine Lane | (01/25/2024) - | N | Building Permits | 100-32211- | \$ 151.00 |
| | | | | | | | | \$ 151.00 |
| 01/25/2024 | Washington County | 171735996* | Property Taxes | (01/25/2024) - | N | General Property Taxes (31001 through 31299) | 100-31001- | \$ 453.64 |
| | | | | | | | | \$ 453.64 |
| 01/31/2024 | Residents - via St Anthony Village | 171735982* | Utility Billing Receipts for Jan 2024 | (01/31/2024) - | N | Water Consumption | 601-37111- | \$ 13,798.85 |
| | | | | | | | 601-37112- | \$ 7,255.66 |
| | | | | | | | 601-37112- | \$ 98.64 |
| | | | | | | | 601-37113- | \$ 4,912.36 |
| | | | | | | | 601-37115- | \$ 376.09 |
| | | | | | | | 601-37116- | \$ 500.56 |
| | | | | | | | 601-37160- | \$ 82.71 |
| | | | | | | | 605-37211- | \$ 9,305.55 |
| | | | | | | | 605-37212- | \$ 8,649.71 |
| | | | | | | | 605-37260- | \$ 71.53 |
| | | | | | | | | \$ 45,051.66 |
| 01/31/2024 | 4 M Fund | 171735995* | Jan 24 interest | (01/31/2024) - | N | Interest Earning | 100-36210- | \$ 5,237.86 |
| | | | | | | | | \$ 5,237.86 |
| Total for Selected Receipts | | | | | | | | \$ 59,215.54 |

As on 2/6/2024

Special Rev Projects

| | <u>Budget</u> | <u>Actual</u> | <u>Variance</u> |
|--|---------------|---------------|-----------------|
| Receipts: | | | |
| Total Revenues | 0.00 | 0.00 | 0.00 |
| Other Financing Sources: | | | |
| Total Other Financing Sources | 0.00 | 0.00 | 0.00 |
| Disbursements: | | | |
| Total Disbursements | 0.00 | 0.00 | 0.00 |
| Other Financing Uses: | | | |
| Total Other Financing Uses | 0.00 | 0.00 | 0.00 |
| Beginning Cash Balance | | 10,823.05 | |
| Total Receipts and Other Financing Sources | | 0.00 | |
| Total Disbursements and Other Financing Uses | | 0.00 | |
| Cash Balance as of 02/06/2024 | | 10,823.05 | |

As on 2/6/2024

Capital Project PW

| | <u>Budget</u> | <u>Actual</u> | <u>Variance</u> |
|--|---------------|---------------|-----------------|
| Receipts: | | | |
| Total Revenues | 0.00 | 0.00 | 0.00 |
| Other Financing Sources: | | | |
| Total Other Financing Sources | 0.00 | 0.00 | 0.00 |
| Disbursements: | | | |
| Total Disbursements | 0.00 | 0.00 | 0.00 |
| Other Financing Uses: | | | |
| Total Other Financing Uses | 0.00 | 0.00 | 0.00 |
| Beginning Cash Balance | | 75,741.49 | |
| Total Receipts and Other Financing Sources | | 0.00 | |
| Total Disbursements and Other Financing Uses | | 0.00 | |
| Cash Balance as of 02/06/2024 | | 75,741.49 | |

As on 2/6/2024

Water

| | <u>Budget</u> | <u>Actual</u> | <u>Variance</u> |
|---|---------------|------------------|--------------------|
| Receipts: | | | |
| Water Consumption | 0.00 | 13,798.85 | 13,798.85 |
| Water Utility User Fee | 0.00 | 7,354.30 | 7,354.30 |
| Water Main-break Surcharge | 0.00 | 4,912.36 | 4,912.36 |
| Special Water Charges | 0.00 | 376.09 | 376.09 |
| State Surcharge | 0.00 | 500.56 | 500.56 |
| Penalties and Forfeited Discounts | 0.00 | 82.71 | 82.71 |
| Total Acct 371 | 0.00 | 27,024.87 | 27,024.87 |
| Total Revenues | 0.00 | 27,024.87 | 27,024.87 |
| Other Financing Sources: | | | |
| Total Other Financing Sources | 0.00 | 0.00 | 0.00 |
| Disbursements: | | | |
| Water Utility | | | |
| Contracted Services | 0.00 | 22,936.42 | (22,936.42) |
| Utility Services (381 through 389) | 0.00 | 15.92 | (15.92) |
| Utility Services: Water | 0.00 | 53.75 | (53.75) |
| Wtr/Swr Emergency | | | |
| Contracted Services | 0.00 | 12,947.42 | (12,947.42) |
| Total Acct 431 | 0.00 | 35,953.51 | (35,953.51) |
| Total Disbursements | 0.00 | 35,953.51 | (35,953.51) |
| Other Financing Uses: | | | |
| Total Other Financing Uses | 0.00 | 0.00 | 0.00 |
| Beginning Cash Balance | | 70,785.62 | |
| Total Receipts and Other Financing Sources | | 27,024.87 | |
| Total Disbursements and Other Financing Uses | | 35,953.51 | |
| Cash Balance as of 02/06/2024 | | 61,856.98 | |

As on 2/6/2024

Sewer

| | <u>Budget</u> | <u>Actual</u> | <u>Variance</u> |
|---|---------------|------------------|--------------------|
| Receipts: | | | |
| Sewer Consumption | 0.00 | 9,305.55 | 9,305.55 |
| Sewer Minimum Charge | 0.00 | 8,649.71 | 8,649.71 |
| Penalties and Forfeited Discounts | 0.00 | 71.53 | 71.53 |
| Total Acct 372 | 0.00 | 18,026.79 | 18,026.79 |
| Total Revenues | 0.00 | 18,026.79 | 18,026.79 |
| Other Financing Sources: | | | |
| Total Other Financing Sources | 0.00 | 0.00 | 0.00 |
| Disbursements: | | | |
| Engineer Service | | | |
| PROFESSIONAL SERVICES (301 through 319) | 0.00 | 12,786.50 | (12,786.50) |
| Total Acct 416 | 0.00 | 12,786.50 | (12,786.50) |
| Utility Locates | | | |
| Contracted Services | 0.00 | 10.80 | (10.80) |
| Total Acct 428 | 0.00 | 10.80 | (10.80) |
| Sewer Utility | | | |
| Contracted Services | 0.00 | 2,883.30 | (2,883.30) |
| Utility Services (381 through 389) | 0.00 | 604.24 | (604.24) |
| Miscellaneous (431 through 499) | 0.00 | 10,304.34 | (10,304.34) |
| Total Acct 431 | 0.00 | 13,791.88 | (13,791.88) |
| Total Disbursements | 0.00 | 26,589.18 | (26,589.18) |
| Other Financing Uses: | | | |
| Total Other Financing Uses | 0.00 | 0.00 | 0.00 |
| Beginning Cash Balance | | 87,230.53 | |
| Total Receipts and Other Financing Sources | | 18,026.79 | |
| Total Disbursements and Other Financing Uses | | 26,589.18 | |
| Cash Balance as of 02/06/2024 | | 78,668.14 | |

City of Birchwood Village
Bank Reconciliation

US Bank
General Fund #1-801-2001-5920
12/31/2023

Genl Fund 4M #35172-101

| | | |
|---------------------------|---|-----------------------|
| 4M balance | General Fund | \$1,166,217.16 |
| Outstanding Checks | Outstanding Checks | <u>(7,847.71)</u> |
| | Deposit on bank not on 4/M | 10,787.10 Ok January |
| | Deposit on bank not on 4/M | |
| | Deposit on bank not on 4/M | |
| | General Fund Checks clrd not on 4M | |
| Bank Open Items | | |
| CTAS Open Items | | |
| | Total | <u>\$1,169,156.55</u> |
| | Balance Per Cash Control Statement | <u>\$1,169,156.55</u> |
| | DIFFERENCE | \$0.00 |

Monthly Activity Summary

12/1/2023 - 12/31/2023

| Class | Account | Beginning Balance | Contributions | Interest | Checks Paid | Other Withdrawals | Month End Balance |
|-------|--------------------------|-----------------------|--------------------|-------------------|----------------------|---------------------|-----------------------|
| 4M | 35389 - 101 General Fund | \$1,125,385.19 | \$56,598.99 | \$4,869.59 | (\$73,036.83) | (\$5,361.28) | \$1,108,455.66 |
| 4MP | 35389 - 101 General Fund | \$57,500.14 | \$0.00 | \$261.36 | \$0.00 | \$0.00 | \$57,761.50 |
| LTD | 35389 - 101 General Fund | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| | | \$1,182,885.33 | \$56,598.99 | \$5,130.95 | (\$73,036.83) | (\$5,361.28) | \$1,166,217.16 |

(35389 - 101) City of Birchwood Village - General Fund

4M

| Transaction | Trade Date | Settle Date | Description | Redemption | Purchase | Share Price | Shares this Transaction |
|-------------|------------|-------------|----------------------------------|------------|-------------|-------------|-------------------------|
| 2208550 | 01/02/2024 | 01/02/2024 | US Bank Deposit Package Purchase | \$0.00 | \$107.00 | \$1.000 | 107.000 |
| 2208551 | 01/02/2024 | 01/02/2024 | US Bank Deposit Package Purchase | \$0.00 | \$3,787.16 | \$1.000 | 3,787.160 |
| 2208552 | 01/02/2024 | 01/02/2024 | US Bank Deposit Package Purchase | \$0.00 | \$6,892.94 | \$1.000 | 6,892.940 |
| | | | | \$0.00 | \$10,787.10 | | 10,787.100 |

Beginning Balance: \$1,108,455.66 | Ending Balance: \$1,119,242.76

(35389 - 101) City of Birchwood Village - General Fund (Checking Inflow/Outflow Summary)

4M

| Trade Date | Description | Amount |
|------------|-----------------|-------------|
| 12/29/2023 | Checking Inflow | \$10,787.10 |

City of Birchwood Village
Reconciliation

US Bank
General Fund #1-801-2001-5920
1/31/2024

Genl Fund 4M #35389-101

| | | |
|-------------------------------|---|-----------------------|
| US Bank 4M balance | General Fund | \$1,161,257.25 |
| Outstanding Checks | Outstanding Checks | (\$399.80) |
| | Deposit on bank not on 4/M | 1,071.89 OK Feb |
| | Deposit on bank not on 4/M | |
| | Deposit on bank not on 4/M | |
| | General Fund Checks clrd not on 4M | |
| Bank Open Items | | |
| Genl Ledger Open Items | | |
| | Xcel Energy (timing) | (\$1,314.27) |
| | | \$1,160,615.07 |
| | Balance Per Cash Control Statement | <u>\$1,160,615.07</u> |
| | DIFFERENCE | \$0.00 |

Monthly Activity Summary

1/1/2024 - 1/31/2024

| Class | Account | Beginning Balance | Contributions | Interest | Checks Paid | Other Withdrawals | Month End Balance |
|-------|--------------------------|-----------------------|--------------------|-------------------|----------------------|---------------------|-----------------------|
| 4M | 35389 - 101 General Fund | \$1,108,455.66 | \$63,692.89 | \$4,977.98 | (\$67,509.76) | (\$6,380.90) | \$1,103,235.87 |
| 4MP | 35389 - 101 General Fund | \$57,761.50 | \$0.00 | \$259.88 | \$0.00 | \$0.00 | \$58,021.38 |
| LTD | 35389 - 101 General Fund | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| | | \$1,166,217.16 | \$63,692.89 | \$5,237.86 | (\$67,509.76) | (\$6,380.90) | \$1,161,257.25 |

(35389 - 101) City of Birchwood Village - General Fund

4M

| Transaction | Trade Date | Settle Date | Description | Redemption | Purchase | Share Price | Shares this Transaction |
|-------------|------------|-------------|----------------------------------|------------|------------|-------------|-------------------------|
| 2222016 | 02/01/2024 | 02/01/2024 | US Bank Deposit Package Purchase | \$0.00 | \$1,071.89 | \$1.000 | 1,071.890 |
| | | | | \$0.00 | \$1,071.89 | | 1,071.890 |

Beginning Balance: \$1,103,235.87 | Ending Balance: \$1,104,307.76

(35389 - 101) City of Birchwood Village - General Fund (Checking Inflow/Outflow Summary)

4M

| Trade Date | Description | Amount |
|------------|-----------------|------------|
| 01/31/2024 | Checking Inflow | \$1,071.89 |

Date Range : 1/1/2024 To 2/1/2024

| <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> |
|----------------------------------|---------------|--------------------------------------|----------------|-----------------|------------------|---------------------|-----------------|
| 02/01/2024 | PERA | Retirement funds-PR End 1/27/2024 | 6827* | \$727.44 | | | |
| | | | | | 100-45207-121- | Parks | \$133.56 |
| | | | | | 100-41401-121- | Clerk - Treasurer | \$593.88 |
| Total For Selected Claims | | | | \$727.44 | | | \$727.44 |

| | | |
|---------------------|--------------------------------|------|
| 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 : 2/1/2024 To 2/1/2024

| <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> |
|-------------|---------------------------------------|--|----------------|--------------|------------------|---|---------------|
| 02/01/2024 | CivicPlus LLC | Permitting Software, Annual maint/support, | 6804* | \$2,100.00 | 100-49201-430- | Unallocated Expenditures | \$2,100.00 |
| 02/01/2024 | BrightView Landscapes, LLC. | High Cap Salt Truck Spray In Late December | 6805* | \$285.00 | 100-43125-210- | Ice and Snow Removal | \$285.00 |
| 02/01/2024 | Gopher State One Call | December 8 Tickets | 6806* | \$10.80 | 605-42805-314- | Utility Locates | \$10.80 |
| 02/01/2024 | Chase Peloquin | Assessing Services - 2024--135 Permit Review | 6807* | \$6,262.00 | 100-41550-314- | Assessing | \$6,262.00 |
| 02/01/2024 | Metro - INET | IT Charges--Jan Tech Support and Domain Renewal | 6808* | \$685.95 | 100-41940-320- | General Government Buildings and Plant | \$184.95 |
| | | | | | 100-41940-320- | General Government Buildings and Plant | \$501.00 |
| 02/01/2024 | Stoltzman, Cris | Videography - Council Mtg Jan 9th | 6809* | \$106.00 | 100-41950-314- | Cable Eqpmt and Service | \$106.00 |
| 02/01/2024 | USS Minnesota One MT LLC | Energy Charges - DEC Charges | 6810* | \$213.95 | 605-43190-380- | Sewer Utility | \$121.66 |
| | | | | | 100-41940-380- | General Government Buildings and Plant | \$25.17 |
| | | | | | 605-43190-380- | Sewer Utility | \$67.12 |
| 02/01/2024 | Washington County - Property & Tax | 2024 Truth in Taxation | 6811* | \$104.76 | 100-41550-314- | Assessing | \$104.76 |
| 02/01/2024 | Therese Bellinger | Reimburse for MS License for Kathleen, Light bulbs and hand soap for hall | 6812* | \$161.26 | 100-41911-999- | Office Operations Supplies | \$161.26 |

Date Range : 2/1/2024 To 2/1/2024

| <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> |
|-------------|-------------------------------------|---|----------------|--------------|--|---|------------------------------------|
| 02/01/2024 | Tennis Sanitation, LLC | Recycling for Service Period: Nov - Dec 2023 | 6813* | \$2,944.00 | 100-43300-314- | Recycle | \$2,944.00 |
| 02/01/2024 | LRS Portables, LLC | Jan Portable Potty | 6814* | \$224.00 | 100-45207-314- | Parks | \$224.00 |
| 02/01/2024 | CAPRA'S UTILITIES, INC | Water Main Break @ Hall and Cedar | 6815* | \$10,826.50 | 601-43185-314- | Wtr/Swr Emergency | \$10,826.50 |
| 02/01/2024 | Steve Dean | Water Main Break Material Dump--Hall and Cedar | 6816* | \$500.00 | 100-43185-314- | Wtr/Swr Emergency | \$500.00 |
| 02/01/2024 | Manship Plumbing & Heating Inc | Sewer/Water-Jan Retainer Fee, Water Main Break at Hall / Cedar, Water Test to State Labes | 6817* | \$2,660.00 | 601-43180-314- 601-43180-314- 601-43185-314- | Water Utility Water Utility Wtr/Swr Emergency | \$700.00 \$120.00 \$1,840.00 |
| 02/01/2024 | Metropolitan Council - Env. Service | Sept and Dec Services | 6818* | \$10,304.34 | 605-43190-430- 605-43190-430- | Sewer Utility Sewer Utility | \$4,968.70 \$5,335.64 |
| 02/01/2024 | General Repair Service | Lift Station #3 Repair Work--Ins Claim-Will NOT be Reimbursed By LMC | 6819* | \$7,274.41 | 100-49201-430- | Unallocated Expenditures | \$7,274.41 |
| 02/01/2024 | General Repair Service | Lift Station #2 Repair Work--Ins Claim-Will be Reimbursed By LMC | 6820* | \$5,006.68 | 100-49201-430- | Unallocated Expenditures | \$5,006.68 |

Date Range : 2/1/2024 To 2/1/2024

| <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> |
|----------------------------------|-------------------------------------|---|----------------|--------------------|------------------|---------------------|--------------------|
| 02/01/2024 | Northeast Youth & Family Services | Partnership - 2024 Service Contract | 6821* | \$2,053.89 | 100-41905-438- | Grants | \$2,053.89 |
| 02/01/2024 | CAPRA'S UTILITIES, INC | Traffic Control Charges for Water Main Break Hall and Cedar | 6822* | \$280.92 | 601-43185-314- | Wtr/Swr Emergency | \$280.92 |
| 02/01/2024 | John Wikstrom | Jan Fees | 6823* | \$1,600.00 | 100-41650-300- | Engineer Service | \$1,600.00 |
| 02/01/2024 | H.A. Kantrud, P.A. | Attorney Services -FEb 2024 | 6824* | \$1,500.00 | 100-41601-300- | Legal Services | \$1,500.00 |
| 02/01/2024 | City of White Bear Lake Fire | Fire Srvc -Feb 2024 | 6825* | \$3,888.84 | 100-42201-314- | Fire | \$3,888.84 |
| 02/01/2024 | City of White Bear Lake Public Work | Feb 2024 Monthly Public Safety Facility Fire Services | 6826* | \$1,196.42 | 100-42201-314- | Fire | \$1,196.42 |
| Total For Selected Claims | | | | \$60,189.72 | | | \$60,189.72 |

Date Range : 2/1/2024 To 2/1/2024

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

Date Range : 2/2/2024 To 2/2/2024

| <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> |
|----------------------------------|-------------------------|--|----------------|--------------------|------------------|---|--------------------|
| 02/02/2024 | Bolton & Menk, Inc. | Inv #0328726 11/25-12/22, CC Meeting, Lift Station Discussion, Resident Review with RK | 6828* | \$523.50 | | | |
| | | | | | 605-41650-300- | Engineer Service | \$300.00 |
| | | | | | 605-41650-300- | Engineer Service | \$223.50 |
| 02/02/2024 | TSE, Inc. Work Account | Janitorial Services - 1/4 and 1/18 | 6829* | \$59.90 | | | |
| | | | | | 100-41940-314- | General Government Buildings and Plant | \$59.90 |
| 02/02/2024 | Minutes Solutions | Meeting Minutes #33051 - Dec 12th Council Meeting. Final Charge | 6830* | \$235.00 | | | |
| | | | | | 100-49001-300- | MISCELLANEOUS | \$235.00 |
| 02/02/2024 | City of White Bear Lake | Quarterly Water Billing 9/28/23 - 12/20/2023 | 6831* | \$21,416.42 | | | |
| | | | | | 601-43180-314- | Water Utility | \$21,416.42 |
| Total For Selected Claims | | | | \$22,234.82 | | | \$22,234.82 |

Date Range : 2/2/2024 To 2/2/2024

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

Date Range : 2/6/2024 To 2/6/2024

| <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> |
|----------------------------------|---------------------|--|----------------|--------------------|------------------|---------------------|--------------------|
| 02/06/2024 | Bolton & Menk, Inc. | Inv #0328727 11/25-12/22, Design Review, Geotechnical, Grant Coordination | 6838* | \$12,263.00 | | | |
| | | | | | 605-41650-300- | Engineer Service | \$3,789.50 |
| | | | | | 605-41650-300- | Engineer Service | \$6,958.00 |
| | | | | | 605-41650-300- | Engineer Service | \$1,515.50 |
| Total For Selected Claims | | | | \$12,263.00 | | | \$12,263.00 |

| | | |
|---------------------|--------------------------------|------|
| 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 : 1/8/2024 To 1/8/2024

| <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> |
|----------------------------------|-------------------------------------|---|----------------|-------------------|--|---|------------------------------------|
| 01/08/2024 | MN Department of Revenue | MN State Tax eFiling - Q4 2023 Dec pymt | 58413* | \$453.33 | 100-41401-115- | Clerk - Treasurer | \$453.33 |
| 01/08/2024 | MN Department of Labor and Industry | Building Permit Surcharge - Q4- 2023 | 58414* | \$621.75 | 100-42401-437- | Building Inspections Administration | \$621.75 |
| 01/08/2024 | IRS - US Treasury | Federal Taxes - Q4 2023 -Dec Payment | 6797* | \$2,406.08 | 100-41401-100- 100-41401-100- 100-41401-100- | Clerk - Treasurer Clerk - Treasurer Clerk - Treasurer | \$516.40 \$1,531.50 \$358.18 |
| Total For Selected Claims | | | | \$3,481.16 | | | \$3,481.16 |

| | | |
|---------------------|--------------------------------|------|
| 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 : 1/2/2024 To 2/6/2024

| <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> |
|----------------------------------|------------------|--|----------------|-------------------|------------------|---------------------|-------------------|
| 01/22/2024 | A T & T Mobility | Wireless for water tower- 1/2/24-2/1/24 | 6832* | \$53.75 | 601-43180-382- | Water Utility | \$53.75 |
| 01/19/2024 | Xcel 335-4 | Electricity 11/16/23 - 12/19/23 | 6833* | \$15.92 | 601-43180-380- | Water Utility | \$15.92 |
| 01/19/2024 | Xcel 4094-1 | Gas Service 11/16/23 - 12/19/23 200 Wildwood Lift Station | 6834* | \$26.69 | 605-43190-380- | Sewer Utility | \$26.69 |
| 01/19/2024 | Xcel 9369-0 | 407 Lake Lift Station 11/16/23 - 12/19/23 | 6835* | \$25.87 | 605-43190-380- | Sewer Utility | \$25.87 |
| 01/02/2024 | Xcel 307-8 | Street Lighting 11/3/23 - 12/2/23 | 6836* | \$1,363.65 | 100-43160-380- | Street Lighting | \$1,363.65 |
| 01/31/2024 | Xcel 307-8 | Street Lighting 12/3/23 - 1/2/24 | 6837* | \$1,314.27 | 100-43160-380- | Street Lighting | \$1,314.27 |
| Total For Selected Claims | | | | \$2,800.15 | | | \$2,800.15 |

Date Range : 1/2/2024 To 2/6/2024

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

CTAS Claim

Claim Number : 6818*

Claim Date : 02/01/2024

To : Metropolitan Council - Env. Service, Claimant

Approved

PO Box 856513
Minneapolis, MN 55485-6513

Note : Inv# 1160587 & 1166755 Sept and Dec Services

For :

| | | |
|---------------|---|--------------------|
| 605-43190-217 | Sewer Utility - Sewer - Wastewater Charge | \$4,968.70 |
| 605-43190-217 | Sewer Utility - Sewer - Wastewater Charge | \$5,335.64 |
| Total | | \$10,304.34 |

Declaration

I declare under penalties of law that this account, claim or demand is just and correct and that no part of it has been paid

-
Date

-
Signature of Claimant

Paid by Order - Check Number -----

Filled in my office this ----- day of -----,

tb

Clerk

CTAS Claim

Claim Number : 6828*

Claim Date : 02/02/2024

To : Bolton & Menk, Inc., Claimant
1960 Premier Drive

Approved

Mankato, MN 56001

Note : Inv #0328726 11/25-12/22, CC Meeting, Lift Station Discuss, Resident Review with RK

For :

| | | |
|---------------|--|-----------------|
| 100-41650-300 | Engineer Service - PROFESSIONAL SERVICES (301 through 319) | \$300.00 |
| 100-41650-300 | Engineer Service - PROFESSIONAL SERVICES (301 through 319) | \$223.50 |
| Total | | \$523.50 |

Declaration

I declare under penalties of law that this account, claim or demand is just and correct and that no part of it has been paid

-
Date

-
Signature of Claimant

Paid by Order - Check Number -----

Filled in my office this ----- day of -----, -----

tb

Clerk

CTAS Claim

Claim Number : 6816*

Claim Date : 02/01/2024

To : Steve Dean, Claimant
3850 E. County Line Road N.

Approved

Birchwood, MN 55110

Note : Inv#167731 Water Main Break Material Dump--Hall and Cedar

For :

601-43185-314

Wtr/Swr Emergency - Contracted Services

\$500.00

Total

\$500.00

Declaration

I declare under penalties of law that this account, claim or demand is just and correct and that no part of it has been paid

-
Date

-
Signature of Claimant

Paid by Order - Check Number -----

Filled in my office this ----- day of -----,

tb

Clerk

CTAS Claim

Claim Number : 6819*

Claim Date : 02/01/2024

To : General Repair Service, Claimant
3535 International Drive

Approved

Vadnais Heights, MN 55110

Note : Inv#81876 Lift Station #3 Repair Work--Ins Claim-Will NOT be Reimbursed By LMC

For :
605-43190-380 Sewer Utility - Utility Services (381 through 389)

\$7,274.41

Total \$7,274.41

Declaration

I declare under penalties of law that this account, claim or demand is just and correct and that no part of it has been paid

-
Date

-
Signature of Claimant

Paid by Order - Check Number -----

Filled in my office this ----- day of -----, -----

tb

Clerk

CTAS Claim

Claim Number : 6820*

Claim Date : 02/01/2024

To : General Repair Service, Claimant
3535 International Drive

Approved

Vadnais Heights, MN 55110

Note : Inv#81771 Lift Station #2 Repair Work--Ins Claim-Will be Reimbursed By LMC

For :
605-43190-380 Sewer Utility - Utility Services (381 through 389)

\$5,006.68

Total **\$5,006.68**

Declaration

I declare under penalties of law that this account, claim or demand is just and correct and that no part of it has been paid

-
Date

-
Signature of Claimant

Paid by Order - Check Number -----

Filled in my office this ----- day of -----,

tb

Clerk

CTAS Claim

Claim Number : 58416*

Claim Date : 01/22/2024

To : PERA, Claimant
60 Empire Drive
Ste 200
St Paul, MN 55103

Approved

Note : EFT01222024 A PR End 1/13/2024

For :

| | | |
|---------------|---|-----------------|
| 100-41401-121 | Clerk - Treasurer - Employer Contributions for Retirement: PERA Contributions | \$626.41 |
| 100-45207-121 | Parks - Employer Contributions for Retirement: PERA Contributions | \$92.75 |
| Total | | \$719.16 |

Declaration

I declare under penalties of law that this account, claim or demand is just and correct and that no part of it has been paid

Date

Signature of Claimant

Paid by Order - Check Number -----

Filled in my office this ----- day of -----

tb

Clerk

CTAS Claim

Claim Number : 58415*

Claim Date : 01/08/2024

To: PERA, Claimant
60 Empire Drive
Ste 200
St Paul, MN 55103

Approved

Note : EFT01082024-A PERA PR End 12/30/23

For :

| | | |
|---------------|---|-----------------|
| 100-41401-121 | Clerk - Treasurer - Employer Contributions for Retirement: PERA Contributions | \$568.55 |
| 100-45207-121 | Parks - Employer Contributions for Retirement: PERA Contributions | \$92.55 |
| Total | | \$661.10 |

Declaration

I declare under penalties of law that this account, claim or demand is just and correct and that no part of it has been paid.

Date

Signature of Claimant

Paid by Order - Check Number -----

Filled in my office this ----- day of -----

tb

Clerk

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

**MINUTES OF THE CITY COUNCIL MEETING
JANUARY 9, 2024, 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 |
| Alan Kantrud | City Attorney |

Minutes prepared by Rebecca Kellen 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

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

The following changes were made to the consent agenda:

- Add H. 2024-09: Appointment of Election Judges
- Remove A, Approve Treasurers Report
- Remove G, Approve Resolution 2024-04: Mary Cahill Appreciation

4. OPEN PUBLIC FORUM (0:02:15)

Kevin Woolstencroft, 292 Jay Street commented that there was too much brine sprayed during the previous snowfall.

Barton Winter, 15 Oaks Lane, commented that he had concerns about response times, the Parks Committee and the ice rink.

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

5. ANNOUNCEMENTS

- a. **2024 Schedule:** 2024 Schedule of Meetings and Holidays is available on the website.
- b. **Welcome our New Treasurer Kathleen Hansen**
- c. **Planning Commission:** The planning commission is looking for volunteers. Interested applicants may contact the city clerk.
- d. **The 2024 Local Board and Open Book Meeting will take place April 9th 2024 at 6:00PM**

6. CONSENT AGENDA (14:01)

On a motion made by Councilmember McCarthy, seconded by Councilmember Weier, it was resolved to approve the consent agenda items B-F, and H as presented. All in favor. Motion carried.

a. Treasurer’s Report (0:14:22):

On a motion made by Councilmember Hankins, seconded by Councilmember McCarthy, it was resolved to approve the Treasurer’s Report for the period ending January 2nd, 2024. All in favor. Motion carried.

Council member Hankins had some questions regarding the beginning and ending balances.

b. Resolution 2024-04: Mary Cahill Appreciation (0:18:58)

On a motion by Councilmember McCarthy, seconded by Councilmember Weier, it was resolved to approve resolution 2024-04: Mary Cahill Appreciation. The mayor and council expressed gratitude for Mary Cahill’s many volunteer hours and generous service to Birchwood. All in favor. Motion carried.

7. CITY BUSINESS

a. Halls Marsh Discussion (0:21:29):

- i. **John Waller, Washinton County Manager for the Rice Creek Watershed District, Hugo, MN,** discusses the MOA between RCWD and Birchwood Village and communication gaps that he is trying to remedy.
- ii. Mayor Ford defers discussion of Resolution 2024-08 until its original place in the agenda.

b. Replacement Boards for the Ice Rink (0:34:29)

- i. Councilmember Weier discusses board replacements and donation from resident Barton Winters.

On a motion by Councilmember Hankins, seconded by Mayor Ford, it was resolved to approve resolution 2024-06: Authorizing replacement boards at the rink. All in favor. Motion carried.

Baron Winters, 1 Five Oak Lane, indicates that he has replaced 6 boards.

Council member Weier asks that Mr. Winters bring in the receipt so he can be reimbursed for anything over \$100.

On a motion by Councilmember Weier, seconded by Councilmember Hankins it was resolved to approve resolution 2024-05: Accepting Barton Winter's \$100 donation for boards at the rink. All in favor. Motion carried.

c. 23-05-VB 23 Birchwood Lane Variance (42:29)

- i. Planner Ben Wickstrom explains the variance request. The revised proposal indicated it is a 10 foot deck with a 7 foot encroachment into the 50 foot OHWM setback because the planning commission was not in favor of a 14 foot deck. Three of five commissioners were on board with a smaller deck. The applicants revised the plan to meet a 7 foot encroachment into the OHWM lakeside setback. The planning commission voted 3 to 2 to recommend the revised plan to the city council. The home was built in 1902. They could have a 3 foot deck without a variance. There are arguments that could be made for both approval and disapproval. Side yard encroachment is currently 3 feet. There may be a need for a variance for a legally nonconforming structure. Planner Wikstrom answers questions from the City Council members.
- ii. Greg Liengswangwong 23 Birchwood Lane expresses sentiment on why they want the proposed deck and his discussion with the neighbors and answers questions from the City Council Members.
- iii. Joe Becker, 3464 Savannah Ave White Bear Lake, deck builder addresses questions about the stairs. The proposed stairs will not go beyond the deck toward the lake. The support posts will be lined up with the edge of the deck. No plans for anything underneath the deck. It's a composite deck with grass underneath the deck.
- iv. Council Discussion
 1. Mayor Ford discussed the code that provides guidance for variances. She questions whether granting this deck variance encroaching into the OHWM will be the first time the city council allows such a variance. The city council agreed that this would be the first time such a encroachment has been allowed. She expressed concerns that if approved the code becomes ineffective . Councilmember McCarthy indicates that each case is individual and stated that this case is different than previous cases.
 2. Council member McCarthy indicates that 50 foot OHWM setback requirement comes from the DNR and discussed run off. He suggests approval with conditions such as a riparian buffer and/or a raingarden. The addition of a riparian buffer would include filtration from natural plant materials in the shore impact zone. Conditions of granting a variance would include a riparian

buffer in the shore impact zone with native plants and grasses. There is a 42% impervious surface currently that could also be offset by a rain garden.

3. Council member Weier agrees with Council member McCarthy that she is on the fence about what she thinks.
4. Mayor Ford discusses that in the code, removed decks need to be replaced within a year.
5. Attorney indicates that the previous deck was only 3 feet deep. A deck of that size does not require a variance. Attorney advised that the applicant must state the practical difficulties.
6. Councilmember Foster indicates that applicants have jumped through a number of hoops already and he would support approval with conditions.
7. Councilmember Hankins supported a condition that the applicant establish a raingarden to reduce the impervious surface.
8. Council member McCarthy recommended approval of the variance, with the condition that a riparian buffer be established 10X24 (size of the deck) that is within the shore impact zone. This buffer consists of planting and restoring shore plants that filter rainwater to help the health of the lake. The condition also includes a maintenance agreement.
9. Storm Gregorich, 23 Birchwood Lane discusses her understanding of practical difficulty based on her knee problems.

- v. Councilmember McCarthy moves to approve the variance request with the condition of a riparian buffer of 10X24 (240 square feet) in accordance with 302.050.6 (with the exception of 050.6.c.1.b since this discusses the size requirements) The motion asks for approval of a variance of 7 feet setback from the OHWM and 3 feet side setback. Councilmember McCarthy stated as a practical difficulty that the house was built in 1902 and it fits within the character of the neighborhood and it is a nonconforming structure. Seconded by councilmember Foster.

vi.

Motion and second withdrawn and restated by Councilmember McCarthy who moves to grant a variance to 302.020 to allow for a 7 foot setback from the OHWM and a 3 foot side yard setback for a deck for the reasons given in the planner report that follow:

1. The construction date of the house listed on the County website is 1902; the age of the house predates current ordinances and setbacks and the structure was not built by the applicant.

2. A lakeside deck is a reasonable request that requires a variance to allow a size that becomes usable space.

3. The character of the neighborhood would not be altered with approval of the variance.

4. Neighborhood property values will not be diminished with approval of the variance and construction of the deck.

5. The proposed structure will be built with decking spaced sufficiently so as not to increase impervious surface on the property.

6. That applicants would mitigate the effect on the encroachment of the OHWM by adding a riparian buffer of 240 square feet and in compliance with 302.050.6 (with the exception of 302.050.6.c.i.b) Seconded by councilmember Foster. All in favor except Mayor Ford, Motion Carries.

d. **First Reading ORDINANCE 2024-01-01 (701) Fees (1:45:08):**

- i. Council member McCarthy explained the ordinance will provide a vehicle for the city to collect money owed from residents' use of city services.

- ii. Council members make suggestions to the proposed code changes and ask clarifying questions.
- iii. **On a motion by Councilmember McCarthy, seconded by Councilmember Weier it was resolved to move to a second reading for Ordinance 2024-01-01. All in favor. Motion carried.**

e. Financial Internal Controls (1:59:53):

- i. Mayor Margaret explains the changes to the document governing internal financial controls. The changes center around language that clarifies that two members from the administrative staff will review city financial actions.
- ii. Council members make suggestions to the proposed changes and ask clarifying questions.
- iii. **On a motion by Councilmember Hankins, seconded by Councilmember McCarthy it was resolved to adopt the Financial Internal Controls. All in favor. Motion carried.**

f. Lift Station Issues (2:01:58):

- i. Mayor Margaret explains the lift station issues in the emergency situation that required immediate authorization to repair. .

g. Fee Schedule Update (2:03:56):

- i. Mayor Margaret explains the Fee schedule revisions to align the costs of the planner with the services provided to residents. Other revisions were noted and council members provided suggestions and asked questions.
- ii. **On a motion by Councilmember McCarthy, seconded by Councilmember Weier it was resolved to pass the fee schedule revisions as a first reading. All in favor. Motion carried.**

h. Lift Station Updates (2:14:06):

- i. Councilmember Hankins updated the council on the lift station project progress.

i. Halls Marsh (2:16:17):

- i. Councilmember McCarthy explains the reasoning behind Resolution 2024-08, data request resolution. The data request aims to help discussions on actions taken by the RCWD that will affect Hall's marsh.
- ii. **On a motion by Councilmember McCarthy, seconded by Councilmember Hankins it was resolved to pass Resolution 2024-08, data request resolution with the change of the word "direct" to "authorize". All in favor, Motion carried.**

8. MEETING CLOSE (2:20:19)

On a motion duly made by Councilmember Justin McCarthy, seconded by Councilmember Foster, 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 9:05 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 NO. 2024-11

RESOLUTION RE-APPOINTING MARY SUE SIMMONS AND AL MITCHELL TO THE PARKS COMMITTEE

WHEREAS, due to the initial staggering of Parks Committee members, both Mary Sue Simmons and Al Mitchel only served one year, and

WHEREAS, both Mary Sue Simmons and Al Mitchell have both served with distinction, and

WHEREAS, Al Mitchell has provided enumerable contributions to the Committee including being the Secretary and providing fantastic meeting minutes and also worked diligently in working on the rewrite of our Parks code, and

WHEREAS, Mary Sue Simmons has also provided enumerable contributions to the Committee including work on conservation education, Tighe-Schmitz park planning, and outreach efforts to Washington County Sheriff’s Office and other agencies.

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of Birchwood Village that both be reappointed for two year terms.

I certify that the City of Birchwood Village adopted the above Resolution

on this ____ day of February, 2024

ATTEST:

Mayor

City Administrator

**AGREEMENT FOR
LAW ENFORCEMENT SERVICES**

This agreement ("Agreement") is made and entered into this 26 day of October, 2021 by and between the County of Washington ("County") and the Cities of Mahtomedi, Dellwood, Willernie, and Birchwood Village ("Cities") for the provision of law enforcement services to the Cities by the County.

Whereas, the Cities are desirous of contracting for the performance by the County of the hereinafter described law enforcement functions for and within the political boundaries of the Cities through the Washington County Sheriff's Office; and

Whereas, the County is agreeable to rendering such services on the terms and conditions hereinafter set forth; and

Whereas, this Agreement is authorized and provided for by the provisions of Minnesota Statutes, Sections 412.221, Subdivision 2, 471.59 and 436.05.

NOW, THEREFORE, pursuant to the terms of the aforementioned statutes and in consideration of the mutual promises contained herein, it is mutually agreed between the County and Cities as follows:

I. Scope of Services

1. The County, through the Washington County Sheriff's Office ("Sheriff's Office"), agrees to provide law enforcement services within the corporate limits of the Cities, including but not limited to the following:
 - a. Patrol services with random patrolling of residential areas, businesses, parks, and other public property;
 - b. Enforcement of Minnesota State Statutes and the ordinances of the Cities;
 - c. Traffic enforcement, including the regular use of radar or laser as a speed deterrent;
 - d. Criminal investigative and crime lab services;
 - e. Responding to police, medical, fire, and other emergencies;
 - f. Dispatching and other necessary communication services;
 - g. Driver's license inspections, background checks, and license enforcement services as required under applicable state law and city ordinances;

- h. Enforcement of the Juvenile Code of the State of Minnesota, as applicable; and
 - i. Such other law enforcement functions and services as may be requested by the Cities and which encompass the duties and functions of the type customarily performed by a municipal police force except that the County shall not be required to provide an animal control officer to the Cities.
2. Law enforcement services shall be provided to the Cities twenty-four (24) hours a day, seven (7) days a week.
 3. The County shall furnish and supply all necessary labor, supervision, administration, equipment, communication facilities and dispatching, and supplies necessary to provide the services required by this Agreement. The Cities shall furnish a secure office for the employees to work, at no cost to the County.
 4. Violations of laws or ordinances for which an arrest is made shall be prosecuted in the appropriate court(s) of the County under the laws of the State of Minnesota or ordinances of the Cities, and fines, if any, shall be remitted in accordance with the laws of the State of Minnesota.
 5. The County shall submit to the Cities a monthly activity report detailing the activities of the Sheriff's Office within the Cities. Said reports shall contain, at a minimum, the number of calls answered and the number of citations issued.

II. Assumption of Liability/Insurance

1. Except as otherwise provided herein, the Cities shall not assume any liability for the direct payment of any salaries, wages, or other compensation to any County personnel providing law enforcement services to the Cities under this Agreement and the County hereby assumes said liabilities.
2. Except as otherwise provided herein, the Cities shall not be liable for compensation or indemnity to any County employee for injury or sickness arising out of their employment with the County and/or provision of law enforcement services to the Cities, and the County agrees to indemnify and hold harmless the Cities against any such claims.
3. The Cities and its officers and employees shall not be deemed to assume any liability for the intentional or negligent acts of the County or the County's agents, officers, or employees performing services pursuant to this Agreement, and the County shall hold the Cities and its officers and employees harmless from and shall defend and indemnify the Cities, its officers, and employees, against any claim for damages arising out of the County's performance of this Agreement.
4. The County and its officers and employees shall not be deemed to assume any liability for the intentional or negligent acts of the Cities or of any of the officers, agents, or employees of the Cities, and the Cities shall hold the County and its officers and employees harmless from, and shall defend and indemnify the County and its officers and employees against any claim for damages arising out of the Cities' performance of this Agreement, up to the municipal tort limits found in Minnesota Statutes, Section 466.04.

5. The County agrees to maintain, during the term of this Agreement, automobile, general liability, workers' compensation, and professional liability insurance or self-insurance in amounts deemed appropriate by the County.
6. All deputy sheriffs, clerks, dispatchers, and all other County personnel performing duties pursuant to this Agreement shall at all times and for all purposes be considered employees of the County.

III. Payment

1. The Cities agree to pay to the County the direct costs and expenses of providing the Cities with the law enforcement services provided for by this Agreement, including the full-time services of five (5) full-time equivalent (FTE) deputy sheriffs.
2. Direct costs and expenses shall mean the salaries, payroll taxes, and fringe benefits of the dedicated employees of the County who perform the law enforcement services to the Cities under this Agreement, as well as other related and customary costs incurred by the County as a direct result of providing the law enforcement services to the Cities under this Agreement. Direct costs and expenses shall be those described in Exhibit A. Direct costs and expenses shall not include items of cost and expense attributable to services and facilities provided or available to the Cities which by state law the County must provide. Computation of costs hereunder shall be made by the Sheriff's Office, Budgeting and Accounting Division.
3. The County shall bill the Cities on a semi-annual basis for the provision of services under this Agreement in accordance with the cost allocations found in Exhibit A, and the Cities shall pay the amounts required of the Cities on a semi-annual basis by directing to the County a check or voucher payable to the County Treasurer. If a City fails to pay the County for its share of the provision of services in accordance with the cost allocations found in Exhibit A, the remaining Cities shall not be responsible for the payment of that City's share of total cost of this Agreement.
4. The Cities' cost for law enforcement services under this Agreement for the upcoming year shall be furnished by the County to the Cities no later than August 1st of each year.

IV. Cooperation of Parties

1. To facilitate the County's performance pursuant to this Agreement, the Cities and County shall work together to achieve the objectives of this Agreement for the benefit of the residents of the Cities. Each party to this Agreement shall designate a liaison for the purposes stated above. Meetings of the liaisons can be called by any of the parties as requested.
2. The manner and standards of performance, discipline and control of personnel, methods of providing law enforcement services, and other matters incident to the performance of law enforcement services under this Agreement, including personnel to be employed, shall be determined by the Sheriff's Office.
3. In the event the Cities, through their governing bodies or authorized agents, notify the County that they are dissatisfied with the assignment of personnel for the performance of services under the Agreement and request a change in assigned personnel, the County shall make a reasonable effort to effect a change in the assignment of personnel, provided that such a change does not jeopardize

the ability of the County to provide services to other areas of Washington County in a timely and efficient manner.

V. Additional Terms

1. It is understood that this Agreement contains the entire agreement between the parties, and that no statement, promises, or inducements made by any party hereto, or any officer, agent, or employee of any party hereto which is not contained in this written Agreement shall be valid and binding. This Agreement may not be modified except in writing, signed by all parties.
2. This Agreement shall supersede any and all preceding agreements between the County and the City for the provision of law enforcement services. Any and all preceding agreements shall terminate on the effective date of this Agreement.
3. The effective date of this Agreement is January 1, 2022.
4. This Agreement shall remain in effect for a period of two (2) years, unless earlier terminated by operation of law. This Agreement shall automatically renew for periods of one (1) year following the expiration of the initial two (2) year term and/or any renewal term. The total duration of this Agreement including all renewal terms shall not exceed five (5) years.
5. This Agreement may not be terminated by any party during the first two (2) years from the effective date of the Agreement. This Agreement may be terminated at any time and without any financial penalty by any party during any renewal term of the Agreement by giving the other parties written notice one hundred and eighty (180) days prior to the termination date.
6. The parties agree that any amendment to this Agreement which decreases the number of officers provided to the Cities shall not be effective until one hundred and eighty (180) days after the amendment has been executed by the parties.
7. Notices shall be sent:

a. To the County:

Washington County
Attention: County Administrator
14949 62nd Street North
P.O. Box 6
Stillwater, Minnesota 55082

Washington County Sheriff's Office
Attention: Sheriff
15015 62nd St N
P.O. Box 3801
Stillwater, MN 55082-3801

b. To the Cities:

City of Mahtomedi
Attention: City Administrator
600 Stillwater Road
Mahtomedi, MN 55115

City of Dellwood
Attention: City Administrator
111 Wildwood Road
P.O. Box 775
Willernie, MN 55090

City of Willernie
Attention: City Administrator
P.O. Box 487
Willernie, MN 55090

City of Birchwood Village
Attention: City Administrator
207 Birchwood Avenue
Birchwood, MN 55110

8. This Agreement may not be assigned without the written consent of all parties.
9. This Agreement shall be construed under the laws of the State of Minnesota.
10. If any provision of this Agreement shall be held to be invalid, illegal, or unenforceable, the validity, legality, and enforceability of the remaining provisions shall not in any way be affected or impaired thereby.

IN WITNESS WHEREOF, the Cities have caused this Agreement to be signed by their Mayors and attested to by their City Administrators and the County has caused this Agreement to be signed by the Chairperson of its Board of County Commissioners and attested to by its County Administrator.

Dated: 9/9/21

CITY OF MAHTOMEDI, MINNESOTA

By: 
Its Mayor

ATTEST:

By: 
Its City Administrator

IN WITNESS WHEREOF, the Cities have caused this Agreement to be signed by their Mayors and attested to by their City Administrators and the County has caused this Agreement to be signed by the Chairperson of its Board of County Commissioners and attested to by its County Administrator.

Dated: 10-12-2021

CITY OF DELLWOOD, MINNESOTA

By: 

Its Mayor

ATTEST:

By: 

Its City Administrator

IN WITNESS WHEREOF, the Cities have caused this Agreement to be signed by their Mayors and attested to by their City Administrators and the County has caused this Agreement to be signed by the Chairperson of its Board of County Commissioners and attested to by its County Administrator.

Dated: 8/30/21

CITY OF WILLERNIE, MINNESOTA

By: 

Its Mayor

ATTEST:

By: 

Its City Administrator

IN WITNESS WHEREOF, the Cities have caused this Agreement to be signed by their Mayors and attested to by their City Administrators and the County has caused this Agreement to be signed by the Chairperson of its Board of County Commissioners and attested to by its County Administrator.


Dated: 9/13/2021

CITY OF BIRCHWOOD VILLAGE, MINNESOTA

By: 

Its Mayor

ATTEST:

By: 

Its City Administrator

IN WITNESS WHEREOF, the Cities have caused this Agreement to be signed by their Mayors and attested to by their City Administrators and the County has caused this Agreement to be signed by the Chairperson of its Board of County Commissioners and attested to by its County Administrator.

10/26/2021

Dated: _____

COUNTY OF WASHINGTON, MINNESOTA

DocuSigned by:
Lisa Weik
2BB6324A826E467...

By: _____

Its Chairperson of the Board

DocuSigned by:
Dan Starny
EC49D07FC648424...

By: _____

Its County Sheriff

ATTEST:

DocuSigned by:
Kevin Cortaid
BF6D5C95BF3E41A...

By: _____

Its County Administrator

APPROVED BY COUNTY ATTORNEY
BRENT WARTNER AUGUST 12, 2021

EXHIBIT A

Cities of Mahtomedi, Dellwood, Willernie, Birchwood Village

2022 Police Services 5.0 FTE Deputies



| <u>WAGES</u> | <u>Units</u> | <u>Rate</u> | <u>Amount</u> |
|------------------------------------|--------------|-------------|----------------------|
| Regular Pay | 10,400 | \$37.77 | \$392,759.05 |
| Holiday | 440 | \$37.77 | \$16,616.73 |
| Vacation | 600 | \$37.77 | \$22,659.18 |
| Sick Leave | 200 | \$37.77 | \$7,553.06 |
| Shift Differential | 7,280 | \$1.00 | \$7,280.00 |
| Overtime | 550 | \$56.65 | \$31,156.37 |
| Total Annual Wages | | | \$478,024.38 |
| | | | |
| <u>BENEFITS</u> | | | |
| PERA | | 17.70% | \$84,610.32 |
| Medicare FICA | | 1.45% | \$6,931.35 |
| Employer Liability | | 4.50% | \$17,674.16 |
| Medical Insurance | | | \$71,394.41 |
| Life Insurance | | | \$70.00 |
| Long Term Disability | | | \$580.00 |
| Flex Credits | | | \$4,200.00 |
| Uniform and Vest | | | \$5,025.00 |
| Total Annual Benefits | | | \$190,485.23 |
| | | | |
| <u>OTHER EXPENSES</u> | | | |
| Cost of Clerical Support | | | \$22,317.09 |
| Cost of Supervision | | | \$48,198.82 |
| Radio/Gun/Taser Replacement | 5 | \$700.00 | \$3,500.00 |
| Body Worn Cameras | 5 | \$700.00 | \$3,500.00 |
| Mileage | 100,000 | \$0.559 | \$55,900.00 |
| Total Annual Other Expenses | | | \$133,415.91 |
| | | | |
| <u>CREDITS</u> | | | |
| State Aid Credit | | | (\$48,409.24) |
| Total Annual Credits | | | (\$48,409.24) |
| | | | |
| Total Annual Contract Cost | | | \$753,516.29 |
| | | | |
| Mahtomedi | | 75.9% | \$571,918.86 |
| Dellwood | | 10.5% | \$79,119.21 |
| Willernie | | 5.0% | \$37,675.81 |
| Birchwood Village | | 8.6% | \$64,802.40 |

MEMORANDUM

DATE: 2/1/24

TO: City Council
FROM: Rebecca Kellen, City Administrator
COPIED:
SUBJECT: Planning Commissioner Appointments



Birchwood Village

There are two planning commissioners whose terms expired in December of 2023, Michelle Maiers-Atakpu and Michael Kraemer. Both have expressed an interest in continuing on in their role on the planning commission and are seeking reappointment.

Joe Evans resigned from the planning commission effective December, 2023.

There are two individuals who have expressed interest in becoming Planning Commissioners, William Hullsiek and Casey Muhn. Both have been invited to present at the February City Council Meeting.

The council will need to determine if Michelle Maiers-Atakpu and Michael Kraemer will be reappointed and if so, select a new planning commissioner from the pool of two candidates, William Hullsiek and Casey Muhn, to replace Joe Evans.

Regards,
Rebecca Kellen
City Administrator/Clerk
City of Birchwood Village, MN
office: (651) 426-3403
email: rebecca.kellen@cityofbirchwood.com
website: <http://www.cityofbirchwood.com/>

RE: Miscellaneous Items

william.hullsiek@comcast.net <william.hullsiek@comcast.net>

Tue 1/2/2024 5:14 PM

To:City of Birchwood Village <info@cityofbirchwood.com>

I am retired and have time for being on the planning commission again.

Interests

- Building Science – attended the Building Science Symposium last March...
- Air-to-Water Heat Pumps
- International Building Codes (ICC)

Education

- B. Chemical Engineering - Univ. of Minnesota
- M. Software Engineering – St. Thomas

Employment

- 3M
- Andersen Windows
- Xcel Energy
- EMA – Engineering consultant

Thanks....

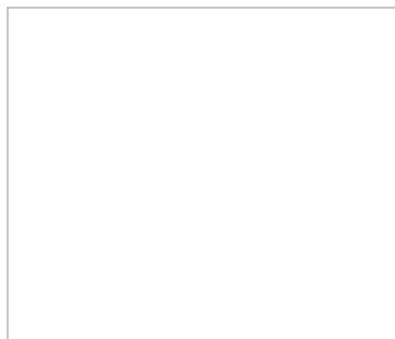
Bill Hullsiek.

From: Birchwood City Hall <info@cityofbirchwood.com>

Sent: Tuesday, January 2, 2024 12:31 PM

To: william.hullsiek@comcast.net

Subject: Miscellaneous Items



Official Birchwood Village Email

ANNOUNCEMENTS

Planning Commission

Casey Muhm <casey.muhm@gmail.com>

Fri 1/12/2024 11:39 PM

To:City of Birchwood Village <info@cityofbirchwood.com>

Hello—I saw in the most recent email newsletter that the City is in need of a planning commissioner. If there's still a vacancy, I'd be interested in learning more about it. I have a degree j community planning that's currently not being utilized! Thanks—Casey Muhm

To: Mayor and Council Members of the City of Birchwood Village

From: Shelly Rueckert / City of St. Anthony Village -Utility Billing

Date: 1/31/2024

Re: 2024 Proposed Utility rates

The 2024 proposed budgets for Water and Sewer funds and proposed rate adjustments are a result of the following process:

- The water and sewer fund recent years operations have been reviewed for:
 - Reoccurring costs run rates.
 - Increases in Met Council Treatment charges for sanitary sewer and increases in the cost of water purchased from The City of White Bear Lake (WBL).
 - Revenues earned from usage charges and flat fee.
 - The cost of watermain break over the past six years.
 - Engineering costs associated with the future replace of the city's Lift station.

- Rate adjustments were proposed at amounts that would ensure that net operating income in each fund would be sufficient if:
 - Watermain break costs exceed the six-year average.
 - Water usage sales dropped by 20% compared to 2023, with 2024 returning to normal summer season rainfall.
 - The City's Water 2024 usage rates were impacted due to a 9% increase in the cost of water from WBL.
 - Proposed sewer usage rates represent a 2% increase over 2023 rates. This will produce a smaller gross margin on sewer sales than the prior year. The smaller margin is due to the fact the percentage increase treatment costs exceeded the percentage increase in sewer usage rates.
 - Engineering costs associated with a new lift improvement will continue for 2024. Costs are estimated to be the range of \$45,000-\$60,000. The cost of \$45,000 was included in the budget as the sewer fund has sufficient cash reserves that the cost of the project will not spike the proposed rates for a non-reoccurring cost.

These factors result in the proposed rate adjustments table on the next page.

Water Fund

| Rates | 2023 | 2024 | 2024 \$ Increase |
|------------------------------------|---------------|---------------|---------------------|
| Flat fee | 35.00 | 40.00 | \$ 5.00 |
| Wm break surcharge / METER REP FEE | 25.00* | - | \$ (25.00) |
| Tier 1 | 3.56 | 3.74 | \$ 0.18 |
| Tier 2 | 4.10 | 4.31 | \$ 0.21 |
| Tier 3 | 4.71 | 4.95 | \$ 0.24 |
| Tier 4 | 5.44 | 5.71 | \$ 0.27 |
| Tier 5 | 6.23 | 6.54 | \$ 0.31 |
| USAGE BILLING INCREMENT | 1,000 gallons | 1,000 gallons | |
| Combined Flat fees % Decrease | 40% | -3% | |
| Usage rate % increase | 0% | 5% | |

Sewer Fund

| Rates | 2023 | 2024 |
|--------------------------|---------------|---------------|
| Sewer Flat Fee | \$36.00 | \$36.00 |
| Sewer Unmetered Fee | \$80.00 | \$81.60 |
| Sewer Metered Usage Rate | \$4.51 | \$4.60 |
| USAGE BILLING INCREMENT | 1,000 gallons | 1,000 gallons |
| Flat fee % CHANGE | | NA |
| Usage rate % increase | | 2.00% |

The 2024 proposed water and sewer budgets are attached. The first quarterly utility billing for 2024 will be dated 3/1/2024. Therefore, Staff is seeking the Council's approval of the rates proposed herein at the February 13th council meeting.

WATER FUND

| | YTD SAV BILLING 2021 | 2022 | 2023 | 2024 |
|--|----------------------------|------|------------------|------------------|
| Revenues | | | | |
| Water Flat Fee (1) | 22,366 | | \$ 46,809 | \$ 53,362 |
| Water Usage (2) | 61,431 | | 96,531 | 80,314 |
| Wm break surcharge | | | 10,001 | - |
| meter repl fee / move in/out | 26,850 | | 1,505 | 1,500 |
| deliquet ub collections | | | 44 | 2,000 |
| State Surcharge | 2,588 | | 3,367 | 3,400 |
| Penalties | 867 | | 894 | 885 |
| Total | 114,102 | | 159,151 | 141,461 |
| Expenses | | | | |
| Cost of Water (City of WBL) | 32,940 | | 64,842 | 60,400 |
| Litigation fee | | | | |
| Surcharge (pass through) | 2,586 | | 3,397 | 3,400 |
| Meter reading/Tower- IT /Elect/ ATT | 3,800 | | 5,342 | 5,609 |
| Maintenance (Manship) | 13,280 | | 12,795 | 13,243 |
| Maintenance (tower wiring) | - | | 2,460 | - |
| Billing / supplies / stuffing | 6,838 | | 12,085 | 13,285 |
| Postage | 231 | | 915 | 1,000 |
| Misc (main breaks) | 28,526 | | 38,086 | 27,252 |
| Total | 88,202 | | 139,922 | 124,188 |
| Net Income | 25,900 | | \$ 19,230 | \$ 17,273 |
| Net Income -Usage | 16,078 | | 17,329 | 7,556 |
| Net Income -Fixed | (17,028) | | 1,901 | 9,717 |
| specific capital call meter replacement | 26,850 | | - | - |
| | 25,900 | | 19,230 | 17,273 |

| Rates | 2021 | 2022 | 2023 | 2024 |
|------------------------------------|--------------|---------------|---------------|---------------|
| Flat fee | \$ 21.00 | 25.00 | 35.00 | 40.00 |
| Wm break surcharge / METER REP FEE | \$ 25.00 | - | 25.00* | - |
| Tier 1 | 2.56 | 3.56 | 3.56 | 3.70 |
| Tier 2 | 2.95 | 4.10 | 4.10 | 4.26 |
| Tier 3 | 3.39 | 4.71 | 4.71 | 4.90 |
| Tier 4 | 3.91 | 5.44 | 5.44 | 5.66 |
| Tier 5 | 4.48 | 6.23 | 6.23 | 6.48 |
| USAGE BILLING INCREMENT | 100 cubic ft | 1,000 gallons | 1,000 gallons | 1,000 gallons |
| Combined Flat fees % Decrease | 0% | 19% | 40% | -0.03% |
| Usage rate % increase | 7% | 4% | 0% | 4% |

*4th quarter only

| | |
|--|---------------|
| Minimum fund balance (Year end cash balance target) | |
| 55% of annual Water expense (represents highest qtr.'s est cash expenditure) | 68,304 |
| Reserve for above budgeted watermain breaks | 10,000 |
| Greater reduction in water use/ margin | 10,563 |
| Minimum fund balance calculated | 88,867 |
| Estimated Cash -year end 2024 | 88,058 |
| Fund Balance surplus | 809 |

Special assessment collections tax settlements

| City of WBL Rates | 2021 | 2022 | 2022 Increase | 2023 | 2023 Increase | 2024 Projected Increase | 2024 |
|------------------------------|-------|--------|------------------|-------------|------------------|----------------------------|------|
| WIF FEE | 17.50 | 21.00 | 20.00% | 30.00 | 42.86% | 15.00 | 45 |
| 6" MTER REPL FEE | - | 110.00 | | 110.00 | - | 15.00 | 115 |
| WATER BASE TIER 1 | 1.40 | 1.56 | 11.43% | 1.59 | 1.92% | 3.00% | 1.64 |
| WATER BASE TIER 2 | 1.45 | 1.62 | 11.72% | 1.64 | 1.23% | 3.00% | 1.69 |
| WATER BASE TIER 3 | 1.62 | 1.81 | 11.73% | 1.84 | 1.66% | 3.00% | 1.90 |
| WATER ABOVE BASE | | 1.96 | | 1.98 | 1.02% | 3.00% | 2.04 |
| WM break average cost | | | 2023 | 2024 | 2024 RISK | | |
| 2018-2023 | | | GM on water | 31,690 | 19,914 | 9,351 | |
| 24,223.62 | | | GM % | 33% | 25% | 12% | |

SEWER FUND

| | 2023 | 2024 | |
|---|--------------------|--------------------|--|
| Revenues | | | |
| Sewer Flat Fee | \$ 50,321 | \$ 50,321 | No Change |
| Sewer Unmetered Usage | 6,109 | 6,231 | |
| Sewer Metered Usage | 65,272 | 66,577 | Increase usage rate to keep up with increasing Met Council treatment costs |
| Penalties | 602 | 602 | |
| Misc. | | | |
| Total | 122,304 | 123,732 | |
| Expenses | | | |
| Treatment cost (MCES) | 55,023 | 64,348 | 2023 reflects only 11 months of pmts, 2024 includes 12 months. |
| Maintenance (WBT) | 6,287 | 7,883 | WBT costs have significantly decreased from prior years, prior years had costly lift station repairs and call outs due to alarms. Those issues seem to be resolved (need to confirm). Resolution has a positive impact on sewer rates. |
| Maintenance (Others/Kodiak) | 1,582 | 2,082 | |
| Meter reading | - | | |
| Billing (100% charged to water) | - | | |
| ENGINEER- THACHER | 37,820 | | 1) Current years have seen increased Engineer costs offsetting positive rate impact noted above. Need to know what of engineering services will be ongoing and what part of prior costs were for lift station issues that have been fixed. |
| ENGINEER- BOLTON | 12,896 | 15,000 | |
| Lift station rehab | | 45,000 | 2) Engineer disbursements associated with a new lift improvements are planned for 2024. Therefore, a \$45,000 allowance for finalizing the engineering and engineer's oversight of construction has been included in the budget. |
| Postage / Office supplies | 896 | 1,000 | |
| Electric/Gas | 10,689 | 11,383 | |
| Misc-Locates + | 397 | 454 | |
| Total | 125,590 | 147,150 | |
| Net Income | \$ (3,285) | \$ (23,418) | |
| Net Income -Usage | \$ 16,358 | \$ 8,461 | |
| Net Income -Fixed | \$ 18,176 | \$ 13,121 | |
| specific capital project expense | \$ (37,820) | (45,000) | |
| | \$ (3,285) | \$ (23,418) | |

| Rates | 2023 | 2024 |
|--------------------------|---------------|---------------|
| Sewer Flat Fee | \$36.00 | \$36.00 |
| Sewer Unmetered Fee | \$80.00 | \$81.60 |
| Sewer Metered Usage Rate | \$4.51 | \$4.60 |
| USAGE BILLING INCREMENT | 1,000 gallons | 1,000 gallons |
| Flat fee % CHANGE | | NA |
| Usage rate % increase | | 2.00% |

| | |
|---|-----------|
| Minimum fund balance (Year end cash balance target) | |
| 35% of annual Sewer expense (MCES bills one month in advance) | |
| <i>Minimum fund balance calculate</i> | 51,502.55 |
| Estimated Cash at 12/31/2024 | 68,391.80 |
| 2024 Fund Balance surplus | 16,889.25 |
| 12/31/2023 CASH | 91,810.00 |

| I | ALCOHOL LICENSES (RESOLUTION NO. 9538) | FEE | LAST ADJUSTED |
|----------|--|------------|----------------------|
| | On- and Off-Sale Malt Liquor App and Background | \$500.00 | January 2024 |
| | On-Sale Malt Liquor License | \$200.00 | January 2024 |
| | Off-Sale Malt Liquor License | \$100.00 | January 2024 |
| | On-Sale Wine License App and Background | \$500.00 | January 2024 |
| | On- and Off-Sale Liquor App and Background | \$500.00 | January 2004 |
| | On-Sale Wine License | \$275.00 | January 2024 |
| | On-Sale Liquor License | \$3,350.00 | January 2024 |
| | Off-Sale Liquor License | \$225.00 | January 2024 |
| | On-Sale Sunday Liquor License (§340A.504, Subd. 3) | \$200.00 | January 2004 |
| | On-Sale Temporary Liquor/Malt/Wine License | \$40.00 | January 2024 |
| | Club License | \$150.00 | January 2024 |
| | Brewer Off-Sale | \$250.00 | January 2024 |
| | Brewer Taproom On-Sale | \$250.00 | January 2024 |

| II | BUSINESS LICENSES | FEE | LAST ADJUSTED |
|-----------|--|--|----------------------|
| | Adult Establishment License (Ord. 1124) | \$2,060.00 | January 2024 |
| | Adult Establishment Application and Background | \$500, unless out-of-state, then actual costs not to exceed \$1,500 | January 2017 |
| | Tobacco and Related Products License (Res. 9538) CLASS A | \$175.00 | January 2024 |
| | -Three compliance issues in one business cycle CLASS B | \$250.00 | January 2024 |
| | Charitable Gambling Premises License (Res. 9538) | \$250.00 | January 2024 |
| | Charitable Gambling Regulatory Tax (Res. 12435) | 0.2% of net profits | August 2019 |
| | Dog Kennel License (Ord. 701) | \$60.00 | January 2024 |
| | Edible Cannabinoid Products License (Ord. 2069) | \$125.00 | September 2023 |
| | Edible Cannabinoid Products App and Background (Ord. 2069) | \$500.00 | September 2023 |
| | Massage Therapist Background | \$100.00 | January 2024 |
| | Massage Therapist License | \$30.00 | January 2024 |
| | Pawnbroker and Precious Metal Dealer License (Ord. 1125) | \$12,360.00 | January 2024 |
| | Public Bench License (Res. 9538) | \$50.00/license & \$20.00/bench | January 2024 |
| | Refuse / Recycling Hauler License (Res. 9538) | \$175.00 | January 2024 |
| | Rubbish Haulers and Junk Dealers | \$75.00 | January 2024 |
| | Solicitor/Peddler/Transient Merchant Background | \$50.00 up to two people, then \$20 each additional person | January 2024 |
| | Solicitor/Peddler/Transient Merchant Permit (Res. 7033) | \$50.00 Valid through December 31 Expedited service (within 5 days of event): Additional \$20.00 | January 2024 |

| III | ADMINISTRATION | FEE | LAST ADJUSTED |
|------------|--|---|----------------------|
| | Copies: 1 to 100 pages (MN Statute, section 13.03) | \$0.25 / page | August 2005 |
| | Copies: over 100 pages (MN Statute, section 13.03) | Actual cost of data collection & copies | August 2005 |
| | Duplicate copies of licenses and permits | \$1.00 | January 2017 |
| | Elections Filing | \$5.00 | 1966 |
| | Fax | \$0.50 / sheet | January 2004 |
| | Passport photo | \$17.00 | January 2023 |
| | Return Check Charge | \$30.00 | January 2004 |

| IV | POLICE ADMINISTRATION | FEE | LAST ADJUSTED |
|----|-----------------------|------------------------------------|---------------|
| | Accident Photo | \$25.00/cd | January 2017 |
| | Accident Data Review | \$10.00/mo | January 2017 |
| | Finger Printing | Residents free, \$20 non-residents | January 2019 |
| | No Parking Signs | \$50.00 | January 2019 |
| | Transcripts | \$40.00/hr | January 2019 |
| | Police Standby | \$100.00/hr, two-hour minimum | January 2021 |

| V | ANIMALS | FEE | LAST ADJUSTED |
|---|---|---------------------------|---------------|
| | Dog License Male / Female (Ord. No. 701) | \$20.00/every two years | January 2017 |
| | Dog License Neutered / Spayed (Ord. No. 701) | \$15.00/every two years | January 2017 |
| | Dog License Late Fee (Ord. No. 701) / replacement license | \$5.00 | January 2017 |
| | Potentially dangerous dogs | \$120.00 | January 2019 |
| | Dangerous dogs | \$500.00 | January 2019 |
| | Impound of dogs (Ord. No. 752) | Actual cost of contractor | January 2017 |
| | Impound / disposal of miscellaneous animals | Actual cost of contractor | January 2017 |

| VI | ADMINISTRATIVE OFFENSES | FEE | LAST ADJUSTED |
|----|---|---------------|---------------|
| | A. Penalties for Alcohol and Tobacco Sales: | | |
| | Purchase, possession | \$50.00 | January 2013 |
| | Underage consumption | \$50.00 | January 2013 |
| | Lending ID to underage person | \$100.00 | January 2013 |
| | License holder, first offense | \$150.00 | January 2013 |
| | License holder, second offense within 12 months | \$275.00 | January 2013 |
| | License holder, third offense within 18 months | \$500.00 | January 2013 |
| | Other alcohol and tobacco related offenses | \$100.00 | January 2013 |
| | B. Animals: | | |
| | Other animal violation | \$25.00 | January 2013 |
| | C. Parking: | | |
| | Handicap zone | \$50.00 | January 2013 |
| | Fire lane | \$25.00 | January 2013 |
| | Snowbird | \$25.00 | January 2013 |
| | Blocking fire hydrant | \$25.00 | January 2013 |
| | Other illegal parking | \$25.00 | January 2013 |
| | D. Fires: | | |
| | Open fires | \$100.00 | January 2021 |
| | Fire Code violations | \$100.00 | January 2013 |
| | E. Noise complaints: | | |
| | Loud party | \$25.00 | January 2013 |
| | Loud party second offense in two months | \$50.00 | January 2013 |
| | Other complaints | \$30.00 | January 2013 |
| | F. Administrative penalties not listed in the fee schedule | \$50.00 | January 2019 |
| | Seat belts | \$25.00 | January 2013 |
| | Expired license plates / tabs | \$20.00 | January 2013 |
| | Subsequent admin offenses within 12 mos. | Increased 25% | January 2013 |

| VI | ADMINISTRATIVE OFFENSES (cont.) | FEE | LAST ADJUSTED |
|----|--|----------|----------------|
| | G. Unauthorized recyclable collections (pulled from 505.050) | \$200.00 | January 2023 |
| | H. Planning and Zoning | | |
| | Sidewalk Café Permit Violation | \$100.00 | March 2023 |
| | I. Penalties for Edible Cannabinoid Products (Ord. No. 2069) | | |
| | Underage consumption | \$50.00 | September 2023 |
| | Lending ID to underage person | \$100.00 | September 2023 |
| | License holder, first offense | \$150.00 | September 2023 |
| | License holder, second offense within 12 months | \$275.00 | September 2023 |
| | Other edible cannabinoid-related offenses | \$100.00 | September 2023 |

| VI | FIRE DEPARTMENT | FEE | LAST ADJUSTED |
|----|---|--|---------------|
| | A. Fire Response | | |
| | Pumper Truck (Ord. 805) | Actual costs | January 2017 |
| | Ladder Truck (Ord. 805) | Actual costs | January 2017 |
| | Rescue Unity (Ord. 805) | Actual costs | January 2017 |
| | Chief / Command Unity (Ord. 805) | Actual costs | January 2017 |
| | Rescue Boat (Ord. 805) | Actual costs | January 2017 |
| | Hazardous Material Unit (Ord. 805) | Actual costs | January 2017 |
| | B. Ambulance Fees | | |
| | Basic Life Support (BLS) | \$1,676.00 | January 2024 |
| | Advanced Life Support (ALS1) | \$2,208.00 | January 2024 |
| | Major Advanced Life Support (ALS2) | \$2,406.00 | January 2024 |
| | Treatment – no transport | \$563.00 | January 2024 |
| | Mileage | \$36/mile | January 2024 |
| | C. Permits and Inspections | | |
| | Open Burning Permit (non-recreational fires) | \$75.00 | January 2020 |
| | Sale of Fireworks Permit (Res. 9366) | \$100.00/location | January 2017 |
| | Tent Permit Inspection / Permit (over 400 sq feet) | \$75.00/location | January 2019 |
| | Fireworks / Pyrotechnical Displays (community festivals exempt) | \$100.00/location | January 2021 |
| | Vent Hood Inspections | \$90.00 | January 2020 |
| | Fire / EMS Standby | \$100.00/hr | January 2019 |
| | Re-inspection fee | \$100.00 after 1 st re-inspection | January 2020 |

| VII | RENTALS | FEE | LAST ADJUSTED |
|-----|--|------------|---------------|
| | A. Pioneer Manor (April 1 current year - March 31 following year) | | |
| | 1-Bedroom | \$825.00 | January 2024 |
| | 1-Bedroom/Den | \$875.00 | January 2024 |
| | 2-Bedroom | \$965.00 | January 2024 |
| | 2-Bedroom Deluxe | \$1,020.00 | January 2024 |
| | Garage | \$67.00 | January 2024 |

| VII | RENTALS (cont.) | Resident/Non-Resident/Corporate or For-Profit | LAST ADJUSTED |
|-----|--|---|---------------|
| | B. Park Facility Rentals | | |
| | Bossard, Ramaley, Rotary, Spruce and Jack Yost | \$50.00 / \$100.00 / \$125.00 | January 2019 |
| | Podvin Park (full facility) | \$125.00 / \$225.00 / \$325.00 | January 2019 |
| | Lakewood Hills (pavilion & kitchen) | \$100.00 / \$150.00 / \$250.00 | January 2019 |
| | Lakewood Hills (ballfields) | \$100.00 / \$150.00 / \$250.00 | January 2019 |
| | Stellmacher Park | \$50.00 / \$110.00 / \$175.00 | January 2019 |
| | West Park | \$50.00 / \$110.00 / \$175.00 | January 2019 |
| | Matoska Park | \$50.00 for two hours maximum | January 2019 |
| | Spray Paint of any kind | \$250.00 | October 2010 |
| | Trash pick-up and disposal | Community & Non-Profit/Corporate or For-Profit | October 2010 |
| | Events over 100 people | No fee/\$50.00 | |
| | Events over 250 – 500 people | \$50.00/\$75.00 | |
| | Every additional 250 people | Additional \$25.00 | |
| | C. Outdoor Activity Rentals | | |
| | Farmers' Market reservation/application | \$150.00/year | January 2023 |
| | Farmers' Market same day temporary permit | \$20.00 | January 2023 |
| | Launch Tags | \$25.00/residents, \$75.00/non-residents | January 2017 |
| | Moorings | \$375.00/residents, \$500.00/non-residents | January 2017 |
| | Skids | \$55.00/residents, \$85.00/non-residents | January 2017 |
| | Kayak / Canoe Rack | \$45.00/residents, \$75.00/non-residents | January 2017 |
| | D. Boatworks Commons Community Room Rentals | | |
| | City-Hosted and School District events | Gratis – Host sets-up, cleans up and tears down | December 2017 |
| | Civic/Non-Profit up to 20 attendees, max 3 hrs | Gratis – Host sets-up, cleans up and tears down | January 2019 |
| | Cleaning fee when food is served | Actual cleaning costs | January 2019 |
| | Greater than 3 hrs and/or 20+ attendees | \$50.00 rental fee + actual cleaning costs | January 2019 |
| | Private sector up to 4 hrs (includes set & clean) | \$500.00 | January 2019 |
| | Additional hours (max of 2 hrs) | \$50.00/hr | January 2019 |
| | E. Sports Center Rentals | | |
| | Miscellaneous Rental | | |
| | Meeting Room Rental | \$20.00/hr | January 2024 |
| | Aerobic Room Rental | \$25.00/hr | January 2024 |
| | Locker Room Rental | \$5.00/mo | January 2019 |
| | Ice Rental March – August | Non-Taxable/Tax Included | |
| | Prime Time | \$180.00/\$193.27 | January 2023 |
| | Non-Prime | \$145.00/155.69 | January 2023 |
| | Ice Rental September – February | Non-Taxable/Tax Included | |
| | Prime Time | \$215.00/\$230.85 | January 2023 |
| | Weekday, 8 a.m. – 3 p.m. | \$150.00/\$161.00 | January 2020 |
| | Non-Prime and after 9 p.m. | \$165.00/\$177.16 | January 2023 |

| VII | RENTALS (cont.) | Resident/Non-Resident/Corporate of For Profit | LAST ADJUSTED |
|-----|---|--|---------------|
| | Skate Show | | |
| | Annual Skating Show | \$130.00 | January 2023 |
| | Additional Show Packages | \$105.00 | January 2023 |
| | Parent / Child Skate | \$80.00 | January 2023 |
| | Ice Time | | |
| | Open Skate | \$7.00 | January 2023 |
| | Skate Rental | \$7.00 | January 2024 |
| | Open Hockey | \$7.00/session | January 2023 |
| | Dead Ice | \$10.00/hr | January 2023 |
| | Miscellaneous | | |
| | High School Game Fees | \$1,200/game | January 2023 |
| | Rink Advertising Small Sign on wall | \$450.00/yr | January 2023 |
| | Rink Advertising Hockey Boards | \$700.00/yr | January 2023 |
| | Rink Advertising Ice Resurfacer (2 sides) | \$1,600/yr | January 2023 |
| | Concession Stand Lease | \$1,200/yr | January 2023 |
| | Skate Sharpening | \$9.00 | January 2023 |
| | F. Marina | | |
| | Slip rental | \$2,575.00/season/resident \$2,885.00/season/non-resident | January 2024 |

| VIII | UTILITIES | FEE | LAST ADJUSTED |
|--|--|--------------------|---------------|
| | A. Water Rates | | |
| | Residential Water Customers | | |
| | 0 – 6,000 gallons | \$15.90/qtr | January 2024 |
| | Winter quarter rate* | \$1.99/750 gallons | January 2024 |
| | Non-winter quarter rate** | \$2.40/750 gallons | January 2024 |
| | Commercial Water Customers | | |
| | 0 – 6,000 gallons | \$15.34/qtr | January 2024 |
| | 6,001 – 20,250 gallons* | \$1.92/750 gallons | January 2024 |
| | 20,251 – 56,250 gallons* | \$1.99/750 gallons | January 2024 |
| | Over 56,250 gallons* | \$2.22/750 gallons | January 2024 |
| | Non-winter quarter rate** | \$2.40/750 gallons | January 2024 |
| * Rate for consumption over 6,000 gallons in 750 gallon increments in the winter quarter & “base” for the other three (3) quarterly billing cycles | | | |
| ** Rate for consumption above the winter quarter rate for the other three (3) quarterly billing cycles | | | |
| | B. Water Infrastructure Fees | | |
| | Residential Water Customers | \$13.75/qtr | January 2024 |
| | Commercial Water Customers | \$37.50/qtr | January 2024 |
| | C. Water Meter Replacement Fees | | |
| | Commercial Water Customers | | |
| | 1” Meter | \$8.10/qtr | January 2024 |
| | 1.5” Meter | \$18.20/qtr | January 2024 |
| | 2” Meter | \$21.20/qtr | January 2024 |
| | 3” Meter | \$55.55/qtr | January 2024 |
| | 4” Meter | \$67.65/qtr | January 2024 |
| | 6” Meter | \$111.10/qtr | January 2024 |
| | 12” Meter | \$275.00/qtr | January 2024 |

| VIII | UTILITIES (cont.) | FEE | LAST ADJUSTED |
|--|--|--|---------------|
| | D. Surface Water Management Fee | | |
| | Residential Water Customers | \$11.00/qtr/per REU | January 2024 |
| | Commercial Water Customers | \$10.00/qtr/per REU | January 2024 |
| | E. Sewer Rates | | |
| | 0 – 6,000 gallons | \$37.20/qtr | January 2024 |
| | Consumption Above 6,000 gallons | \$4.65/750 gallons | January 2024 |
| | F. Refuse / Recycling Rates | | |
| | 30 Gallon Senior | \$41.40/qtr | January 2024 |
| | 30 Gallon Service | \$42.33/qtr | January 2024 |
| | 60 Gallon Service | \$65.55/qtr | January 2024 |
| | 90 Gallon Service | \$92.37/qtr | January 2024 |
| | Recycling processing fee | \$1.50/qtr | |
| | G. Hydrant Meter Rental | | |
| | Cost of inspection, use and administration | \$52.00/mo (non-prorated) | January 2019 |
| | Dec. 1 – Apr 1, charge for extraordinary inspection | \$32.00 additional/mo (non-prorated) | January 2019 |
| | Lost/replacement | \$1,500.00 | January 2024 |
| Water usage charged based on metered amount or 6 billing units per month, whichever is greater. Charges assessed at maximum summer consumption rate in effect on the date the hydrant meter is returned. Applicants will be responsible for breakage or damage to hydrant, meter or other works at actual repair or replacement costs. | | | |
| | H. Temporary Water Shut Off / On for non-maintenance (snow birds, realtors, foreclosures) | | |
| | November 1 – March 31 | \$150.00/event | January 2019 |
| | April 1 – October 31 | \$100.00/event for non-maintenance items | January 2023 |
| | April 1 – October 31 | \$40.00/event for maintenance items | January 2023 |
| | I. Water Meter Data Log | \$25.00/report | January 2022 |
| | J. Final Meter Reads | \$50.00/special read | January 2022 |
| | K. Manual Quarterly Reading | \$50.00/quarterly bill | January 2022 |
| | L. Non-compliance fee (old meters not switched out) | \$200/quarterly bill | January 2024 |
| | M. Water Main Shut Down Fee | \$100.00 | January 2023 |
| | N. Sewer Line Issues | | |
| | Televising | \$165.00 | January 2019 |
| | Televising for Street Reconstruction | \$90.00 | January 2019 |

| IX | PLANNING AND ZONING | FEE | LAST ADJUSTED |
|----|--|--|---------------|
| | Concept Plan Review | \$200.00 | January 2023 |
| | Administrative Variance (Ord. No. 1408) | \$100.00 | January 2023 |
| | Comprehensive Plan Amendment (Ord. No. 1301.010) | \$500.00/\$560.00 if change in Land Use Designation, \$3,000.00 Escrow | January 2023 |
| | Conditional Use Permits (CUP) | \$1,000.00 Escrow | January 2023 |
| | CUP Fee | \$460.00 | January 2004 |
| | Amendments | \$260.00 | January 2004 |
| | Time Extension | \$50.00 | January 2017 |
| | Grading Plan Review (over .5 acre in size) | \$250.00 | January 2010 |
| | Grading Plan Review (less than .5 acre in size) | \$75.00 | January 2010 |
| | Home Occupation Permit Fee (Ord. No. 1303) | \$50.00/permitted, \$160.00 special | April 1994 |
| | Environmental Review | \$1,000.00, \$10,000.00 Escrow | January 2023 |

| IX | PLANNING AND ZONING (cont.) | FEE | LAST ADJUSTED |
|----|---|--|----------------|
| | Excavation/Obstruction/ROW Permit (Ord. 18-2-3031) | \$200.00 | January 2019 |
| | Park Dedication (Res. No. 9538A) | | |
| | Apartment Dwelling | \$750.00/\$150.00 | January 2017 |
| | Townhome, Condominium, Duplex Dwelling | \$1,000.00/unit | January 2017 |
| | Single Family Dwelling | \$1,200.00/unit | January 2017 |
| | Commercial & Industrial | \$3,500.00/acre | January 2017 |
| | Planned Unit Development (Ord. No. 1301.070) | \$810.00, \$5,000.00 Escrow | January 2023 |
| | Rental Dwelling Licenses (Ord. No. 508.020) | | March 2010 |
| | Single Family | \$100.00/2 year license | January 2021 |
| | Two Family | \$150.00/2 year license | January 2022 |
| | 3+ Units | \$200.00/2 year license+\$15.00 each unit over 1 | January 2021 |
| | Re-inspection Fee | \$50.00 single/two-family & \$100 3+ units | January 2021 |
| | Renting without a license | \$200 base fee charge | January 2021 |
| | License Transfer (Ord. No. 508-090) | \$50.00 | January 2017 |
| | Rezoning: Application Fee (Ord. No. 1301.040) | \$810.00, \$1,000.00 Escrow | January 2023 |
| | Sidewalk Café Permit (Ord. No. 23-02-2061) | | |
| | Initial application | \$150.00 | March 2023 |
| | Renewal, with significant changes | \$125.00 | March 2023 |
| | Renewal, with no changes | \$60.00 | March 2023 |
| | Sign Permits (Ord. No. 1115) | | |
| | Permanent | \$50.00/wall | September 1987 |
| | Temporary banner, sign, or reface | \$30.00/each | September 1987 |
| | Free standing and dynamic display | \$150.00/each | January 2017 |
| | Billboard | \$300.00/each | September 1987 |
| | Erecting a sign before the permit is issued | \$200.00 administrative fee | September 1987 |
| | Small Cell Wireless Facility Permit | \$500.00 up to 5 sites, \$100.00 for each additional | January 2019 |
| | Subdivisions (Ord. No. 1407) | | |
| | Preliminary Plat | \$560.00, \$1,500.00 Escrow | January 2023 |
| | Final Plat | \$100.00 | January 2017 |
| | Minor Subdivision/Lot Split | \$250.00 | January 2017 |
| | Text Amendment | \$750.00, \$1,500.00 Escrow | January 2023 |
| | Traffic/Travel Demand Management Study | \$500.00, \$5,000.00 Escrow | January 2023 |
| | Vacation (City Charter, Section 8.02) | \$310.00 | January 2017 |
| | Variance Permit (Ord. No. 1407) | \$250.00/residential, \$500.00/comm & industrial \$310.00/residential, \$560.00/comm & industrial | January 2017 |
| | Zoning Letter (Res. No. 9538) | \$75.00 | January 2017 |
| | Zoning Permits: Shed, Driveway, Fence, Detached Deck under 30", Hot Tub, Pigeons, Hens, Bees, site alteration | \$50.00/each | January 2017 |

X. BUILDING DEPARTMENT LICENSES AND PERMITS

1. BUILDING PERMIT FEES: Building permit fees are either flat fee *or* based on current state valuation costs, plus Minnesota state surcharge. Permit fees not listed in the flat fee chart are based on valuation. See fee charts below.

| | FEE – Plus \$1.00 State Surcharge | LAST ADJUSTED |
|--------------------------|---|----------------------|
| Building Moving (Garage) | \$60.00 | January 2017 |
| Building Moving (House) | \$150.00 | January 2017 |
| Demolition | Interior Only \$60.00 / Accessory Structure \$85.00 / Residential Structure \$200.00 / Commercial Structure \$350 | January 2024 |
| Doors | 1 Door \$80.00 / 2 or More Doors \$110.00 | January 2020 |
| Egress Windows | 1 Egress Window \$80.00 / 2 or More Egress Windows \$135.00 | January 2020 |
| Garage Roofing Only | \$80.00 | January 2017 |
| Garage Siding Only | \$80.00 | January 2017 |
| Grading | Site Under 2 Acres \$350.00 / Site Over 2 Acres \$450.00 | January 2017 |
| Grading / Excavation | \$90.00 | January 2017 |
| Parking Lot Replacement | \$175.00 | January 2024 |
| Roof Solar Panels | Residential \$175.00 / Commercial \$275.00 | January 2024 |
| Roofing | Full Replacement \$160.00 / Repair Only \$80.00 | January 2020 |
| Siding | Full Replacement \$160.00/ Repair Only \$80.00 | January 2020 |
| Swimming Pools | Above Ground \$75.00 / In Ground \$125.00 | January 2017 |
| Windows | 1 Window \$80.00 / 2 or More Windows \$135.00 | January 2020 |

| TOTAL VALUATION | FEE – Plus State Surcharge Based on Valuation (see chart below) | LAST ADJUSTED |
|--------------------------|---|----------------------|
| \$1.00 to \$500 | \$30.00 | January 2017 |
| \$501 to \$2,000 | \$30.00 for the first \$500.00 plus \$3.50 for each additional \$100.00 or fraction thereof, to and including \$2,000.00 | January 2017 |
| \$2,001 to \$25,000 | \$82.50 for the first \$2,000.00 plus \$16.10 for each additional \$1,000.00 or fraction thereof, to and including \$25,000.00 | January 2017 |
| \$25,001 to \$50,000 | \$452.80 for the first \$25,000.00 plus \$11.65 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00 | January 2017 |
| \$50,001 to \$100,000 | \$744.05 for the first \$50,000.00 plus \$8.15 for each additional \$1,000.00 or fraction thereof, to and including \$100,000.00 | January 2017 |
| \$100,001 to \$500,000 | \$1,151.55 for the first \$100,000.00 plus \$6.50 for each additional \$1,000.00 or fraction thereof, to and including \$500,000.00 | January 2017 |
| \$500,001 to \$1,000,000 | \$3,751.55 for the first \$500,000.00 plus \$5.60 for each addition \$1,000.00 or fraction thereof, to and including \$1,000,000.00 | January 2017 |
| \$1,000,001 to and up | \$5,991.55 for the first \$1,000,000.00 plus \$4.00 for each additional \$1,000.00 or fraction thereof | January 2017 |

| Valuation of Structure, Addition or Alteration | State Surcharge Computation | LAST ADJUSTED |
|---|--|----------------------|
| \$ 0 to \$1,000,000 | .0005 x valuation (minimum \$0.50) | State Fee |
| \$1,000,001 to \$2,000,000 | \$ 500 + .0004 x (value - \$1,000,000) | State Fee |
| \$2,000,001 to \$3,000,000 | \$ 900 + .0003 x (value - \$2,000,000) | State Fee |
| \$3,000,001 to \$4,000,000 | \$ 1,200 + .0002 x (value - \$3,000,000) | State Fee |
| \$4,000,001 to \$5,000,000 | \$ 1,400 + .0001 x (value - \$4,000,000) | State Fee |
| \$5,000,001 or greater | \$ 1,500 + .0005 x (value - \$5,000,000) | State Fee |

OTHER BUILDING FEES

| | FEE | LAST ADJUSTED |
|---|--|---------------|
| Appeal Fee | \$150.00 (refunded if appeal granted) | January 2017 |
| Certificate of Occupancy | \$20.00 | January 2017 |
| License Fee – Commercial General Contractor | \$120.00/Prorated to \$75.00 after 7/1 | January 2017 |
| License Fee – Mechanical/Tree Trimmer | \$45.00/Prorated to \$35.00 after 7/1 | January 2017 |
| Other Inspections & Fees: <ul style="list-style-type: none"> • Inspections outside business hours • Re-inspection fees • Inspection which no fee is specifically indicated (30 minute min) • Additional plan review: changes, additions or revisions to plans (30 minute min) | \$62.00 per hour or the total hourly cost to the jurisdiction, whichever is greater. This cost shall include supervision, overhead, equipment, hourly wages & fringe benefits of employees involved. | January 2017 |
| Outside Consultants for Plan Checking & Inspections or Both | Actual costs including administrative & overhead costs | January 2017 |
| Plan Review Fee (Residential) | 50% of Permit Fee | Pre 2017 |
| Plan Review Fee (Commercial) | 65% of Permit Fee | Pre 2017 |

2. **SEWER AND WATER PERMIT FEES:** Sewer & Water permits are based on fees below, plus \$1.00 state surcharge.

A. SEWER & WATER PERMIT FEES

| | FEES – Plus \$1.00 State Surcharge | LAST ADJUSTED |
|---|------------------------------------|---------------|
| Water Line Install or Repair | \$57.00 | January 2020 |
| Sewer Line Install or Repair | \$57.00 | January 2020 |
| Water Disconnect | \$42.00 | January 2019 |
| Sewer Disconnect | \$42.00 | January 2019 |
| Water Tap (Each) | \$27.00 | January 2019 |
| Sewer Tap (Each) | \$27.00 | January 2019 |
| Storm Sewer | \$42.00 | January 2019 |
| Hydrostatic and Conductivity Test (Each) | \$57.00 | January 2019 |
| Street Excavation & Street Deposit | \$32.00/\$1,550.00 | January 2019 |
| Individual Sewage Treatment System – New Installation or Replacement of existing system | \$206.00 | January 2019 |
| Individual Sewage Treatment System - Repair or Alteration of existing system | \$103.00 | January 2019 |
| Individual Sewage Treatment System Abandonment | \$52.00 | January 2019 |

3. SEWER AND WATER CONNECTION FEES: All commercial buildings and dwellings in White Bear Lake shall connect to the municipal water and sanitary sewer where a connection is feasible. Metropolitan Council sewer access units and fees (SAC) are established by the Metropolitan Council, Chapter 473, Metropolitan Government (Wastewater Services; 473.517 Allocation of Costs). The Metropolitan Council SAC unit determination is applied to the Metropolitan Council SAC, City of White Bear Lake SAC and City of White Bear Lake WAC. Prior to connecting to public utilities, the owner shall pay all applicable fees.

A. SEWER CONNECTION FEES

| | FEES | LAST ADJUSTED |
|---------------------------|---------------------|----------------------|
| Single Family Dwellings | \$670.00/Dwelling | January 2019 |
| Two Family Dwellings | \$1,340.00/Dwelling | January 2019 |
| Multiple Dwellings | \$670.00/unit | January 2020 |
| Commercial and Industrial | \$670.00 /unit | January 2020 |

B. WATER CONNECTION FEES

| | FEES | LAST ADJUSTED |
|---------------------------|---------------------|----------------------|
| Single Family Dwellings | \$670.00/Dwelling | January 2019 |
| Two Family Dwellings | \$1,340.00/Dwelling | January 2019 |
| Multiple Dwellings | \$670.00/unit | January 2020 |
| Commercial and Industrial | \$670.00/unit | January 2020 |

4. PLUMBING PERMIT FEES: Plumbing Permits are based on fees listed below, plus \$1.00 state surcharge.

A. PLUMBING PERMIT FEES

| | FEES – Plus \$1.00 State Surcharge | LAST ADJUSTED |
|--|---|----------------------|
| Plumbing Minimum Fee | \$50.00 | January 2020 |
| For Each Fixture or Fixture Opening | \$15.00/fixture | January 2017 |
| Water Heater - New Install or Replace | \$50.00 | January 2017 |
| Water Softener – New Install or Replace | \$25.00 | January 2017 |
| Gas Piping | \$30.00 | January 2017 |
| Water Piping/Drain/Waste/Vent Alteration or Repair | \$50.00 | January 2017 |
| Plumbing General Repair | \$50.00 | January 2017 |
| New backflow Prevention Device (Permit Required) | \$25.00 | January 2017 |
| Backflow Prevention Annual Testing Per Device | \$20.00 | January 2017 |

5. MECHANICAL PERMIT FEES: Mechanical permit fees are based on 1% of job valuation or the minimum fee, whichever is greater, plus the state surcharge of .0005% of job valuation. For review of mechanical plans and other data, the fee is equal to 25% of the permit fee or the minimum, whichever is greater.

A. MECHANICAL PERMIT FEES

| | MINIMUM FEES (or 1% of job valuation, whichever is greater, plus state surcharge of .0005% of job valuation) | LAST ADJUSTED |
|---------------------------------------|---|----------------------|
| Heating System | \$70.00 | January 2017 |
| Air Conditioning | \$40.00 | January 2017 |
| Heating & Air Conditioning | \$100.00 | January 2017 |
| HVAC for new residential construction | \$175.00 | January 2017 |
| Ductwork | \$30.00 | January 2017 |
| Fireplace | \$50.00 | January 2017 |

A. MECHANICAL PERMIT FEES (cont.)

| | MINIMUM FEES (or 1% of job valuation, whichever is greater, plus state surcharge of .0005% of job valuation) | LAST ADJUSTED |
|--|---|----------------------|
| Process piping | \$40.00 | January 2017 |
| Miscellaneous appliance or equipment regulated by code | \$40.00 | January 2017 |
| Repair - Heating and/or AC | \$30.00 | January 2017 |

6. FIRE SUPPRESSION / STORAGE TANK PERMIT FEES: Fire Suppression/Storage Tank Permits are based on fees listed below, plus \$1.00 state surcharge. For review of Fire Suppression plans and other data, the fee is equal to 25% of the permit fee.

A. FIRE SUPPRESSION / STORAGE TANK PERMIT FEES

| | FEES – Plus \$1.00 State Surcharge | LAST ADJUSTED |
|--|---|----------------------|
| Automatic Fire Suppression System 1-10 Heads/Risers | \$85.00 | January 2024 |
| Each Additional 10 Heads or Fraction Thereof | \$5.00 | January 2017 |
| Each Fire Alarm (New, Addition, Upgrade) | \$85.00 | January 2024 |
| Each Miscellaneous Fire Related Permit | \$85.00 | January 2024 |
| Each Chemical/Ansul Hood Extinguisher System | \$85.00 | January 2024 |
| Each Fuel Storage Tank Installed or Removed - Under 1000 gallons | \$85.00/tank | January 2024 |
| Each Fuel Storage Tank Installed or Removed – Over 1000 gallons | \$235.00/tank | January 2024 |
| Miscellaneous Fire Suppression Permit | \$85.00 | January 2024 |
| Fire Permit Plan Review | 50% of the Permit Fee | January 2019 |

7. ELECTRICAL PERMIT FEES: Electrical fees are based on fees listed below, plus \$1.00 state surcharge. Fees are set by Togle Inspections. The City of White Bear Lake contracts with Togle Inspections, electrical contractor for the State of Minnesota Department of Labor and Industry. Website: www.togleinspections.com

A. ELECTRICAL PERMIT FEES

| | FEES – Plus \$1.00 State Surcharge | LAST ADJUSTED |
|-------------------------------------|---|----------------------|
| Residential Panel Replacement | \$110.00 | January 2020 |
| Residential Sub Panel Replacement | \$45.00 | January 2020 |
| New Service or Power Supply: | | |
| 0-300 Amp | \$55.00 | January 2020 |
| 400 Amp | \$71.00 | January 2020 |
| 500 Amp | \$87.00 | January 2020 |
| 600 Amp | \$103.00 | January 2020 |
| 800 Amp | \$135.00 | January 2020 |
| 1000 Amp | \$167.00 | January 2020 |
| Each Additional 100 Amps | \$16.00/each | January 2020 |
| Circuits and Feeders: | | |
| 0-100 Amp | \$9.00 | January 2020 |
| 101-200 Amp | \$15.00 | January 2020 |
| 201-300 Amp | \$21.00 | January 2020 |
| 301-400 Amp | \$27.00 | January 2020 |
| 401-500 Amp | \$33.00 | January 2020 |

A. ELECTRICAL PERMIT FEES (cont.)

| | FEES – Plus \$1.00 State Surcharge | LAST ADJUSTED |
|---|--|----------------------|
| 501-600 Amp | \$39.00 | January 2020 |
| Each additional 100 Amps | \$6.00/each | January 2020 |
| Minimum fee for 1 inspection only | \$50.00 | January 2023 |
| Minimum fee for 2 inspections (rough in & final) | \$100.00 | January 2023 |
| Maximum fee for single-family dwelling or townhouse not over 200 Amps (No max if service is over 200 Amps). Max of 2 rough-ins and 1 final inspection | \$200.00 | January 2023 |
| Failed inspections per visit | \$50.00 | January 2023 |
| Apartment Buildings – Fee per unit of an apartment or condominium complex. This does not cover service, unit feeders or house panels | \$90.00/unit | January 2023 |
| Swimming pools & hot tubs (includes 2 inspections). | \$100.00 plus ckts @ \$9/each | January 2023 |
| Additions, remodels or basement finishes (includes 2 inspections) | \$100.00 (includes up to 10 ckts) | January 2023 |
| Residential accessory structures | The greater of \$55.00 for panel + \$9.00 per ckt OR \$100.00 for 2 inspections | January 2023 |
| Traffic signals | \$8.00 per each standard | January 2020 |
| Street & parking lot lights | \$5.00 per each standard | January 2020 |
| Transformers & generators | \$5.00 – 0 to 10kva \$40.00 – 11kva to 74kva \$60.00 – 75kva to 299kva \$165.00 - over 299kva | January 2020 |
| Retrofit lightening | \$0.85 cents per fixture | January 2020 |
| Sign transformer or driver | \$9.00 per transformer | January 2020 |
| Low voltage fire alarm, low voltage heating & air conditioning control wiring | \$0.85 cents per device | January 2020 |
| Re-inspection fee in addition to all other fees | \$50.00 | January 2023 |
| Hourly rate for carnivals | \$90.00 | January 2020 |
| Solar fees: | | |
| 0kw – 5kw | \$90.00 | January 2020 |
| 5.1kw – 10kw | \$150.00 | January 2020 |
| 10.1kw – 20kw | \$225.00 | January 2020 |
| 20.1 to 30kw | \$300.00 | January 2020 |
| 301.1kw – 40kw | \$375.00 | January 2020 |
| 401 kw and larger | \$375.00 + \$25 each additional 10kw | January 2020 |
| Electronic inspection fee for these items only: furnace, air conditioning, bath fan, fireplace or receptacle for water heater vent ** Must be pre-approved by Electrical Inspector ** | \$40.00 | January 2020 |
| *Permit fee is doubled if work starts before permit issued | | |
| *Refunds must be requested in writing. No refunds on minimum fee permits, expired permits or state surcharge fee. Refunds are minus a city handling fee of 20%. | | |

8. **ELECTRICAL COMMERCIAL FEES:** Based on valuation of the electrical work. \$50.00 per trip or the fees below, whichever is greater. Refunds issued only for permits over \$100.00.

A. ELECTRICAL COMMERCIAL FEES

| TOTAL VALUATION | | | FEE – Plus State Surcharge Based on Valuation (see chart below) | LAST ADJUSTED |
|--|----|-------------|--|---------------|
| \$1.00 | to | \$1,000 | \$50.00 per trip | January 2023 |
| \$1,001 | to | \$2,000 | \$50.00 for the first \$1,000 plus \$3.25 for each additional \$100 or fraction thereof, to and including \$2,000 | January 2023 |
| TOTAL VALUATION (cont.) | | | FEE – Plus State Surcharge Based on Valuation (see chart below) | LAST ADJUSTED |
| \$2,001 | to | \$25,000 | \$82.00 for the first \$2,000 plus \$14.85 for each additional \$1,000 or fraction thereof, to and including \$25,000 | January 2023 |
| \$25,001 | to | \$50,000 | \$423.55 for the first \$25,000 plus \$10.70 for each additional \$1,000 or fraction thereof, to and including \$50,000 | January 2023 |
| \$50,001 | to | \$100,000 | \$691.05 for the first \$50,000 plus \$7.45 for each additional \$1,000 or fraction thereof, to and including \$100,000 | January 2023 |
| \$100,001 | to | \$500,000 | \$1,063.55 for the first \$100,000 plus \$6.00 for each additional \$1,000 or fraction thereof, to and including \$500,000 | January 2023 |
| \$500,001 | to | \$1,000,000 | \$3,463.55 for the first \$500,000 plus \$5.10 for each additional \$1,000 or fraction thereof, to and including \$1,000,000 | January 2023 |
| \$1,000,001 | to | and up | \$6,013.55 for the first \$1,000,000 plus \$4.00 for each additional \$1,000 or fraction thereof | January 2023 |
| Reinspection fee (in addition to all other fees) | | | \$50.00 | January 2023 |
| Investigative fee (working without permit) | | | Fee(s) are doubled | January 2023 |

| Valuation of Structure, Addition or Alteration | | | State Surcharge Computation | LAST ADJUSTED |
|--|----|-------------|--|---------------|
| \$ 0 | to | \$1,000,000 | .0005 x valuation (minimum \$0.50) | State Fee |
| \$1,000,001 | to | \$2,000,000 | \$ 500 + .0004 x (value - \$1,000,000) | State Fee |
| \$2,000,001 | to | \$3,000,000 | \$ 900 + .0003 x (value - \$2,000,000) | State Fee |
| \$3,000,001 | to | \$4,000,000 | \$ 1,200 + .0002 x (value - \$3,000,000) | State Fee |
| \$4,000,001 | to | \$5,000,000 | \$ 1,400 + .0001 x (value - \$4,000,000) | State Fee |
| \$5,000,001 | | or greater | \$ 1,500 + .0005 x (value - \$5,000,000) | State Fee |

| XI | SPORTS CENTER | FEE | LAST ADJUSTED |
|----|--|------------------------------|---------------|
| | A. Skating School | | |
| | Group Lessons – Tot – PreAlpha & Power | \$13.00/wk + \$7 session fee | January 2023 |
| | Group Lessons – Alpha – Delta & Adults | \$18.00/wk + \$7 session fee | January 2023 |
| | Group Lessons – Freestyle Drop-In | \$23.00 | January 2024 |
| | Late Fee | \$10.00 | January 2024 |
| | Freestyle Levels | \$23.00/wk + \$7 session fee | January 2023 |
| | Contract (Open and Intermediate) | \$14.00/wk in session | January 2023 |
| | Contract (High Level) | \$14.00/wk in session | January 2023 |
| | Contract (Early Morning) | \$7.00/session | January 2023 |
| | Drop-In Morning | \$12.00/session | January 2023 |
| | Drop-In Afternoon | \$16.00/session | January 2023 |
| | B. Ice Show Tickets | | |
| | High Top Reserved /pair | \$40.00 | January 2024 |
| | Child Pre-Sale | \$8.00 | January 2024 |
| | Adult Pre-Sale | \$10.00 | January 2024 |
| | 3-Day Pre-Sale Pass | \$27.00 | January 2024 |

| XI | SPORTS CENTER (cont.) | FEE | LAST ADJUSTED |
|-----------|--|------------|----------------------|
| | Tickets at Door (all ages) | \$12.00 | January 2024 |
| | Show Program | \$8.00 | January 2024 |
| | Show Skate Gram | \$5.00 | January 2024 |
| | C. Skating Competition | | |
| | Individual Fee | \$90.00 | January 2024 |
| | Extra Number | \$25.00 | January 2024 |
| | Team Events | \$20.00 | January 2024 |
| | D. Birthday Parties (max 20 kids) | | |
| | Prime Time Birthday Party (bring own decorations/food) | \$251.00 | January 2024 |
| | Non-Prime Time Birthday Party (bring own decorations/food) | \$181.00 | January 2024 |
| | E. Pro Shop Items | | |
| | Hockey Tape | \$5.00 | January 2024 |
| | Hockey Laces | \$5.00 | January 2024 |
| | Figure Skate Laces | \$5.00 | January 2024 |
| | Skate Guards | \$11.00 | January 2024 |
| | Gloves | \$4.00 | January 2024 |
| | Mouthguard | \$5.00 | January 2024 |
| | Skate Soakers | \$20.00 | January 2024 |
| | Child Tights | \$14.00 | January 2024 |
| | Adult Tights | \$16.00 | January 2024 |
| | Skating Pins | \$3.00 | January 2024 |

RESOLUTION 2024-10

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

A RESOLUTION APPROVING THE 2024 WATER AND SEWER RATE INCREASES

WHEREAS, the City purchases its water from the City of White Bear Lake which is then provided to the residential customers, the residents, of the City, AND

WHEREAS, the City is periodically notified by the City of White Bear Lake of adjustments to the rates for water, AND

WHEREAS, the City then must periodically adjust the rates charged to residents for the provisioning of water, AND

WHEREAS, the City periodically adjusts its sewer rates to take into account the adjustments made for handling the material as well as to reimburse itself for watermain and other infrastructure repairs, AND

WHEREAS, the City administers its water and sewer billing with the assistance of the City of Saint Anthony Village which analyzes these accounts and periodically calls for the adjustments to the City’s water and sewer rates based on the available data and projections, AND

WHEREAS, the City has received the recommendations from the City of Saint Anthony Village for adjustments in the City’s Water and Sewer rates for 2024 as shown in the table here:

| <u>Water Rates</u> | <u>2024</u> | <u>Sewer Rates</u> | <u>2024</u> |
|---------------------------------------|-------------|--------------------------|-------------|
| Water Flat fee per Qtr. | \$40.00 | Sewer Flat Fee per Qtr. | \$36.00 |
| Wm break surcharge / METER REP FEE | \$0.00 | Sewer Unmetered Fee | \$81.60 |
| Tier 1 | \$3.74 | Sewer Metered Usage Rate | \$4.60 |
| Tier 2 | \$4.31 | | |
| Tier 3 | \$4.95 | | |
| Tier 4 | \$5.71 | | |
| Tier 5 | \$6.54 | | |

NOW, THEREFORE, BE IT RESOLVED, that the City of Birchwood Village hereby adopts the rate adjustments as recommended above for the 2024 calendar year and authorizes the City of Saint Anthony Village to make those adjustments beginning with the next scheduled billing cycle.

This designation is effective until subsequently rescinded or modified by the Birchwood Village City Council.

I certify that the City of Birchwood Village adopted the above Resolution on this 13th day of February, 2024.

Margaret Ford, Mayor

Attest:

Rebecca Kellen
City Administrator-Clerk

**ORDINANCE NO. 2024-01-01
CITY OF BIRCHWOOD VILLAGE
WASHINGTON COUNTY, MINNESOTA
AN ORDINANCE AMENDING CHAPTER 701 OF THE
BIRCHWOOD CITY CODE REGARDING FEES**

Findings and Purpose:

The City of Birchwood Village has had a problem collecting certain fees from residents. These residents simply ignore bills they do not want to pay. The amounts owed negatively affects City operations and significantly increases overhead costs associated with providing services to City residents. It has been determined that the current methods of collecting these sums is not sufficient. The City has determined that three specific changes are necessary to ensure payment of services provided to residents. First, that payment for any outstanding charges should be made before the City issues new permits. Second, that late penalties should be added for extremely overdue invoices. Third, that overdue fees for services should be assessed to the property taxes of the person owing the fee to the City. This last provision is authorized by Minnesota Statute 366.012 which authorizes Townships to “certify to the county auditor of the county in which the recipient of the services owns real property, on or before October 15 for each year, any unpaid service charges which shall then be collected together with property taxes levied against the property.” Minnesota Statute 415.01 states that “a city has and may exercise within its limits any of the powers conferred by these chapters upon towns.” Read together, this empowers statutory cities to assess fees for unpaid services to a resident’s property taxes. In addition to enhancing the methods the City uses to collect fees, the City also finds that a method is needed for residents to challenge the imposition of fees or the amount of fees.

***The City Council of The City of Birchwood Village, Minnesota ordains:
Section 701 of the Birchwood Village City Code entitled “Fees” is amended to
read:***

701. FEES

701.005. The City of Birchwood Village is authorized to impose fees, rates, or charges.

701.010. **Fee Schedule.** A schedule of fees shall be established by resolution of the City Council, and may be amended from time to time by the City Council.

701.020. **Fee Required.** Every person or organization applying for a permit or license or other action from the City shall pay a fee as indicated in the fee schedule.

701.030. **Payment of Fee.** The fee shall be paid at the time of application of the permit or license. The City will not process the permit or license application until the appropriate fee has been paid, nor will the City issue the permit or license until the fee has been paid.

701.035. **Payment of Outstanding Fees Required.** The City will not process, approve, or issue any building permit, variance, or conditional use permit if the applicant has not paid outstanding balances for previous permit applications, variance applications, or conditional use permit applications regardless of whether said application matured into a permit or variance or was abandoned by the applicant.

701.040. **Refunds.** Upon a request from an applicant rescinding their request for a permit or license, the City will refund one-half (1/2) of the fee for the permit or license if the applicant requests a refund within fifteen (15) days after the fee is paid and no action has been taken by the City on the request for the permit or license. The permit or license shall then be voided by the City Administrator or Clerk.

701.050. **Other Requirements.** Payment of the appropriate fee does not guarantee that a permit or license will be issued. An applicant for a permit or license must also comply with all other requirements of the City Code.

- 701.60. **Additional Fees.** The following fees shall be paid in addition to the original ~~application~~ fee, if the situation is applicable.
- 701.61. **Investigation Fee.** If work or activity for which a license or permit is required by the code has been commenced without first obtaining the permit or license, a special investigation shall be made by the City Administrator or their designee to determine the appropriate permits to be applied, and a report issued to the property owner before permits may be issued for the work. An investigation fee equal to and in addition to the required license or permit fees established by the City and listed in the fee schedule shall be collected at the time of application in addition to any required escrows.
- 701.62. **Additional Fee.** An additional fee, not to exceed actual expenses or the original amount of the fee, whichever is less, shall be paid if the City Council determines that the applicant has changed the project after submission of the initial application, of if it is necessary to conduct an excessive number of re-inspections of the project in order to ensure compliance with the City Code or the terms of the permit or license.
- 701.63. **Penalties Late Charge.** Any amounts due to the City, if not paid within sixty (60) days of the mailing date of the invoice by the City, will be assessed a one-time five percent (5%) late charge. Payment if of any late fee or additional fees shall be in addition to any fines that may be imposed for violation of the City Code.
- 701.70. Certification to Property Taxes.** On October 15th of every year, any outstanding amounts due for City provided services where at least ninety (90) days has elapsed since the mailing date of the invoice by the City, shall be applied as a special assessment

against any property owned by the person owing the fee and shall be certified the same to the County Auditor for collection in the same manner as taxes and special assessments are certified and collected in accordance with Minnesota Statutes 366.012 and 415.01. The assessed fees shall include any late charges already accrued.

701.71 **Notice Required.** A charge may be certified to the auditor only if, on or before September 15, the City has given written notice to the property owner of its intention to certify the charge to the auditor.

701.80 **Appeal to the City Council.** A person or entity owing a fee for city services who disputes the charges, or the amount of the charges, may by written notice, appeal the charges or amount of the charges to the City Council. Such appeal will be heard by the City Council.

701.081 **Timeframe for Filing Appeal.** Appeals must be filed within 30 days of the mailing date of the invoice for such charges, or within 60 days of enactment of this ordinance for existing charges outstanding at the time of enactment of this ordinance.

701.082 **Late Charges and Certification Efforts While Appeal is Pending.** When determining whether to apply late fees or whether to certify the amounts to the County Auditor, the time between when the appeal is received by the City and the time when a decision is mailed is not counted.

701.083 **Hearing.** The hearing will be noticed to the person or entity and the hearing will provide the person or entity an opportunity to address the City Council.

701.084 **Council Decision.** Once a decision has been made, a letter explaining the decision will be mailed to the person or entity by the City. The decision by the City Council will be

deemed final and non-appeal-able except to a court of law of competent jurisdiction.

701.90

Notice on Invoices. Invoices from the City should contain a notice of the late penalties provided under this section, the certification requirements provided under this section, as well as the right to appeal under this section. The failure of the City to provide such notice shall not affect the rights of the City to collect late penalties or certify the fees to taxes of a property owner.

RESOLUTION 2024-12

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

**A RESOLUTION APPROVING SUMMARY PUBLICATION OF
ORDINANCE NO. 2024-01-01, AN ORDINANCE Amending Section 701 Fees**

WHEREAS, the City of Birchwood Village is a political subdivision, organized and existing under the laws of the State of Minnesota; and

WHEREAS, the City has adopted Ordinance No. 2024-01-01, which amends the language of City Code Section 701; and

WHEREAS, the new ordinance is lengthy and would be costly for the City to publish in its entirety as required by law for the adoption of an ordinance.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Birchwood Village, Minnesota, as follows:

1. Because the terms of Ordinance 2024-01-01 are lengthy, the City may publish the attached summary of the Ordinance as allowed by statute, and need not publish the entire ordinance. The attached summary clearly informs the public of the intent and effect of the Ordinance. Summary publication has been approved by at least a 4/5 vote of the City Council.
2. The effective date of the Ordinance amendments shall be upon their publication by summary as required by law.

Resolution duly seconded and passed this _____th day of _____, 2024.

Margaret Ford, Mayor

Attest:

Rebecca Kellen, City Administrator-Clerk

Please be advised that the City of Birchwood has duly-passed the following ORDINANCE:

AN ORDINANCE AMENDING SECTION 701 regarding collection of fees.

The following is a SUMMARY of the Ordinance:

On February 13, 2024 the City adopted an Ordinance (2024-01-01) which allows the City to report fees for unpaid services to the County Assessor to be an additional assessment on individual residential County property taxes. Additionally, the Ordinance provides a notice and appeal process prior to assessment.

PLEASE BE ADVISED, this is not the full text of the Ordinance passed and the published material is only a summary. The full text is available for public inspection at the City of Birchwood, 207 Birchwood Avenue, Birchwood, Minnesota 55110 or delivered upon request electronically or by U.S. Mail.

Summary complies with Minn. Stat. §§ 331A.05 subd. 8. & 412.191 subd 4.

ORDINANCE NO. 2024-01-02
 CITY OF BIRCHWOOD VILLAGE
 WASHINGTON COUNTY, MINNESOTA
 AN ORDINANCE SETTING AND ADOPTING THE CITY'S FEE SCHEDULE

The City of Birchwood Village hereby adopts the following schedule of fees for services, permits and other rates:

| CITY OF BIRCHWOOD VILLAGE 2024 FEE SCHEDULE | | | | | |
|---|---|--------------------------------------|--|------------|--------------|
| All fees in this schedule are subject to "Other Inspections and Fees" (under Additional Fees). | | | | | 12/2022 |
| Category | Description | Code | Fee | Proposed | Last Revised |
| ADMINISTRATIVE SERVICE FEES | Compact Disc | | \$1.00 | | |
| | Copies (Black and White) per page 8 1/2 x 11 or 8 1/2 x 14 | | \$0.25 | | |
| | Copies (Black and White) per page 11 x 17 | | \$0.35 | | |
| | Copies (Color) per page | | \$1.00 | | |
| | Hall Rental | | \$25.00 + \$100.00 refundable deposit | | |
| | Postage & Envelopes for Mailings & Public Hearing Notices | | \$1.00 + postage | | |
| | Returned Check | Minnesota Statute 604.113 Subd. 2(a) | \$30.00 | | |
| ANIMAL FEES | Chicken License - three years | 605.028(2) | \$25.00 | \$30.00 | 12/2022 |
| | Pig License - three years | 605.029(3) | \$25.00 | \$30.00 | 12/2022 |
| | Dog Permit - first year of term (2022) | 605.021.1(1), 605.021.2 | \$25.00 | \$30.00 | 12/2022 |
| | Dog Permit - second year or term (2023) | 605.021.1(1), 605.021.2 | \$20.00 | \$25.00 | 12/2022 |
| | Dog Permit - third year or term (2024) | 605.021.1(1), 605.021.2 | \$15.00 | \$20.00 | 12/2022 |
| | Dog Permit Late Fee | 605.021.2 | \$5.00 | \$7.00 | 12/2022 |
| | Dog Permit Administrative Fee | 605.021.2 | \$25.00 | \$30.00 | 12/2022 |
| | Potentially dangerous dog or dangerous dog appeal fee | | \$100.00 | | 12/2022 |
| | Dangerous dog annual fee | 605.024(9) | \$500.00 | | 12/2022 |
| | Potentially dangerous dog annual fee | 605.024(11) | \$100.00 | | 12/2022 |
| | Potentially dangerous dog or dangerous dog administrative review fee | 605.024(12) | \$100.00 | | 12/2022 |
| DOCK ASSOCIATION FEES | Annual Boat Slip Permit Fee | 617.118 | Set and collected by Dock Association | | |
| | Annual Dock Permit Fee (\$875 per boat) | 617.44, 617.119 | \$875 times the number of Boat Slip Permits issued by the Birchwood Dock Association (BDA) on or before April 1, due by April 1. In the event of low water, the greater of the number of boats proposed next year or Boat Slip Permits issued by the BDA in the most recent year. For Boat Slip Permits issued by BDA after April 1, the additional amount is due before the permitted watercraft is placed at the dock. | | 3/2018 |
| | Lake Tract Personal Property Abandonment Fee | 617.250 | \$300.00 | Delete | 12/2022 |
| | Fee in Lieu of Personal Property Removal | 617.255 | \$100.00/day | Delete | 12/2022 |
| | Boat Hoist Registration Fee | 617.380(11) | \$25.00/owner | Delete | 12/2022 |
| | Annual Feistner Beach Boat Slip Beach Permit | | \$1,000.00 | Delete | 1/2021 |
| | | | | | |
| SMALL CRAFT STORAGE FEES | Annual Small Craft Permit | 617.215(2) | \$30.00 | \$35.00 | 7/2022 |
| | Annual Small Craft Permit for household upon | 617.215(2) | no cost | | 1/2020 |
| | Use of Small Craft Rack without a permit | 617.215(3) | \$75.00 | \$100.00 | |
| | Small Craft Removal Fee | 617.215(3) | \$50.00 | \$75.00 | |
| | Post-season Boat Storage Violation Fee | 617.240 | \$25.00 | \$35.00 | 3/2018 |
| PLANNING AND ZONING FEES, ESCROWS AND DEPOSITS *subject to additional fees, in that section of the fee schedule. All planning and zoning permits require an additional refundable permit escrow when listed. | Conditional Use Permit (CUP) Application or Refundable Conditional Use Permit or CUP Amendment Escrow for permitting costs incurred by city | 306.010 | \$460.00 | \$1,000.00 | |
| | Interim Use Permit Application * | 305.020, 305.040(6) | \$400.00 | \$600.00 | |
| | Refundable Interim Use Permit Escrow for permitting costs incurred by city | 302.050 | \$3,000.00 | | 8/2021 |
| | Street Vacation Application * | | \$300.00 | \$500.00 | 12/2022 |
| | Refundable Street Vacation Escrow for permitting costs incurred by city | 302.050 | \$3,000.00 | | 12/2022 |
| | Variance Application * | 304.020 | \$600.00 | \$1,000.00 | 4/2021 |
| | Refundable Variance Escrow for staff review time incurred by city | 302.050 | \$3,000.00 | | |
| | Subdivision: Lot Split Application * | 308.121 | \$225.00 | \$300.00 | |
| | Refundable Lot Split Escrow for permitting costs incurred by City | 301.055(2) | \$1,000.00 | | 12/2022 |
| | Subdivision: Preliminary Plat Application * | 308.040(3) | \$1,000.00 | | 8/2021 |
| | | | | | |

| | | | | | |
|--|---|-------------------|-----------------|---------|---------------|
| | Plat Application Escrow for permitting costs incurred by city | 301.055(2) | \$10,000.00 | | 8/2021 |
| | Subdivision: Final Plat Application * | 308.050 | \$1,000.00 | | 8/2021 |
| | Subdivision: Refundable Final Plat Application Escrow for permitting costs incurred by city | 301.055(2) | \$10,000.00 | | 8/2021 |
| | Zoning Permit * | 307.010 | \$50.00 | \$60.00 | |
| | Refundable Zoning Permit Escrow for permitting costs incurred by city | 301.055(2) | \$3,000.00 | | 11/2021 |
| | Move a building from its present location in Birchwood to any other site, whether or not the new site is within the City. * | | \$500.00 | | 12/2022 |
| | Refundable building move escrow for permitting costs incurred by city | 301.055(2) | \$1,000.00 | | 12/2022 |
| | Certificate of occupancy | | \$25.00 | \$35.00 | 12/2022 |
| | Public Property Access Limited License | 607.235 | \$50.00 | | 1/2019 |
| | Stormwater Management Maintenance Review | 302.050(8) | \$100.00 | | 9/2023 |
| | Escrow for permit where city planner is consulted. | | \$200.00 | | |
| | Escrow for permit where city planner is consulted. | | \$500.00 | | |

ROOFING, SIDING REPLACEMENT, WINDOW REPLACEMENT, AND BUILDING PERMIT FEES

| VALUATION OF STRUCTURE, ADDITION OR ALTERATION | CODE | FEE COMPUTATION | Last Revised |
|--|-------------------------------------|--|--------------|
| \$1 to \$500 **, ** | 203.050, Minnesota Statute 326B.153 | \$29.50 | |
| \$501 to \$2,000 **, ** | 203.050, Minnesota Statute 326B.153 | \$23.50 for the first \$500 + \$3.05 for each additional \$100, or fraction thereof, to and including \$2,000.00. | |
| \$2,001 to \$25,000 **, ** | 203.050, Minnesota Statute 326B.153 | \$69.25 for the first \$2,000 + \$14.00 for each additional \$1,000, or fraction thereof, to and including \$25,000. | |
| \$25,001 to \$50,000 **, ** | 203.050, Minnesota Statute 326B.153 | \$391.25 for the first \$25,000 + \$10.10 for each additional \$1,000, or fraction thereof, to and including \$50,000. | |
| \$50,001 to \$100,000 **, ** | 203.050, Minnesota Statute 326B.153 | \$643.75 for the first \$50,000 + \$7.00 for each additional \$1,000, or fraction thereof, to and including \$100,000. | |
| \$100,001 to \$500,000 **, ** | 203.050, Minnesota Statute 326B.153 | \$993.75 for the first \$100,000 + \$5.60 for each additional \$1,000, or fraction thereof, to and including \$500,000. | |
| \$500,001 to \$1,000,000 **, ** | 203.050, Minnesota Statute 326B.153 | \$3,233.75 for the first \$500,000 + \$4.75 for each additional \$1,000, or fraction thereof, to and including \$1,000,000. | |
| \$1,000,001 and up **, ** | 203.050, Minnesota Statute 326B.153 | \$5,608.75 for the first \$1,000,000 + \$3.15 for each additional \$1,000, or fraction thereof. | |
| State Surcharge | Minnesota Statute 326B.148 | Using calculator at: https://www.dli.mn.gov/about-department/permit-surcharge-report | |

DEMOLITION FEES

| | | | |
|-------------------|---------|----------|---------|
| Demolition Permit | 203.050 | \$100.00 | 12/2022 |
|-------------------|---------|----------|---------|

UTILITY AVAILABILITY FEES

| | | | |
|---|---------|--|--------|
| Metropolitan Council Environmental Services Sewer Availability Charge . (SAC) | 202.070 | The most recent fee published by MCES. \$2485.00 as of July, 2022. | |
| Water Connection Fee (WAC) | 202.070 | \$1960.00 | 6/2023 |
| Sewer Connection Fee | 202.070 | \$2,016.00 | 6/2023 |

PLUMBING AND FIRE PERMIT FEES

| | | | |
|--|----------------------------|-----------------------------------|---------|
| Plumbing Permit (piping inside the house) ** | 202.040 | \$150 + \$100/hour after one hour | 12/2022 |
| State Surcharge | Minnesota Statute 326B.148 | \$1.00 | |
| Fire Sprinkler Permit ** | 202.040 | \$150 + \$100/hour after one hour | 12/2022 |
| State Surcharge | Minnesota Statute 326B.148 | \$1.00 | |

GAS, HEATING AND MECHANICAL PERMIT FEES

| | | | |
|--|----------------------------|-----------------------------------|---------|
| Mechanical Permit ** | 202.040 | \$150 + \$100/hour after one hour | 12/2022 |
| State Surcharge | Minnesota Statute 326B.148 | \$1.00 | |
| Gas Piping Permit (that is not part of mechanical installation) ** | 202.040 | \$150 + \$100/hour after one hour | 12/2022 |

| | | | | | |
|--|---|------------------------------------|---|---------|---------|
| | State Surcharge | Minnesota Statute 326B.148 | \$1.00 | | |
| | Air Conditioning Installation Permit ** | 203.050 | \$150 + \$100/hour after one hour | | 12/2022 |
| | State Surcharge | Minnesota Statute 326B.148 | \$1.00 | | |
| | Air Conditioning Permit (part of mechanical installation) ** | 203.050 | \$150 + \$100/hour after one hour | | 12/2022 |
| | State Surcharge | Minnesota Statute 326B.148 | \$1.00 | | |
| | Fireplace Permit (gas, wood or other type) ** | 203.050 | \$150 + \$100/hour after one hour | | 12/2022 |
| | State Surcharge | Minnesota Statute 326B.148 | \$1.00 | | |
| WATER AND SEWER FEES | Residential and non-residential water use: Tier 1 - up to 6,000 gallons | 201.090 | \$0.00356 per gallon | | 1/2022 |
| | Residential and non-residential water use: Tier 2 - after 6,000 gallons up to 9,000 gallons | 201.090 | \$0.00410 per gallon | | 1/2022 |
| | Residential and non-residential water use: Tier 3 - after 9,000 gallons up to 15,000 gallons | 201.090 | \$0.00471 per gallon | | 1/2022 |
| | Residential and non-residential water use: Tier 4 - after 15,000 gallons up to 44,883 gallons | 201.090 | \$0.00544 per gallon | | 1/2022 |
| | Residential and non-residential water use: Tier 5 - after 44,883 gallons | 201.090 | \$0.00623 per gallon | | 1/2022 |
| | Quarterly Safe Drinking Water Fee | Minnesota Statute 144.3831 | The most recent fee assessed by the Minnesota commissioner of health, divided into quarters. \$2.43 as of July, 2022. | | |
| | Sewer Fee (metered, quarterly) | 202.110 | \$36.00 + \$.00451 per gallon based on first quarter water consumption | | 6/2019 |
| | Sewer Fee (unmetered, quarterly) | 202.110 | \$80.00 | | 6/2019 |
| | Water Utility User Fee | | \$35.00 | | 12/2022 |
| | Water Main Break Surcharge (as City exhausts budgeted funds for water main breaks) | | As required (\$25.00 for June - December, 2022 as of June, 2022) | | 5/2022 |
| | Street excavation permit * | | \$50.00 | \$60.00 | 12/2022 |
| | Refundable Street Excavation Damage Deposit | | \$3,000.00 | | 12/2022 |
| | Turning water service on or off at street, including seasonally | 201.240 | \$150.00 | | |
| | Water Meter Installation or Replacement 3/4" or smaller | 201.080 | \$500.00 + \$150.00/hour after one hour | | 12/2022 |
| | Water Meter Installation or Replacement 1" or larger or other non-standard meter | 201.080 | Cost of meter + \$150.00/hour, with 1 hour minimum | | 12/2022 |
| | Utility Bill Late Fee | 201.100, 202.120 | 5% of the unpaid balance | | |
| | Utility Bill Quarterly Automated Clearing House | | \$3 Discount | | 5/2022 |
| | Non-electronic water meter fee | 201.080 | \$100.00/quarter | | 1/2023 |
| | Non-submission of emailed photo of non-electronic water meter | 201.080 | \$100.00 | | 1/2023 |
| | Open water and sewer account | | \$25.00 | | |
| | Close water and sewer account | | \$25.00 | | |
| | Costs to City for damages and liabilities for irrigation system backflow into water system | 202.095 | actual costs | | 3/2022 |
| Water meter testing (refundable as described in City code) | 201.170 | \$300.00 | | 12/2022 | |
| OTHER FEES. All fees in this schedule are subject to the following charges when required by the City. (See Addendum A regarding unpaid fees.) | Investigation Fee: If work or activity for which a license or permit is required by the code has been commenced without first obtaining the permit or license. | 701.061 | Up to the amount equal to the permit fee, in addition to the permit fee. | | 12/2022 |
| | Additional Fee: An additional fee, not to exceed actual expenses or the original amount of the fee, whichever is less, shall be paid if the City Council determines that the applicant has changed the project after submission of the initial application, or if it is necessary to conduct an excessive number of re-inspections of the project in order to ensure compliance with the City Code or the terms of the permit or license. | 701.062 | | | |
| | Building Official: Inspections outside of normal business hours DELETE | | \$126.50 + \$63.25/hour after two hours | | 6/2019 |
| | Building Official: Reinspection fee DELETE | | \$63.25/hour | | 6/2019 |
| | Building Official: Inspection for which no fee is specifically indicated DELETE | | \$31.63 + \$63.25/hour after one half hour | | 6/2019 |
| | Building Official: Plan Review fee | Minnesota Statute 326B.153 Subd. 2 | 65% of permit fee | | 6/2019 |

| | | | | | |
|--|---|------------------------------------|---|-----------------------|---------|
| | Building Official: Plan Review fee for exact same plans | Minnesota Statute 326B.153 Subd. 5 | 25% of permit fee | | 12/2022 |
| | Building Official: Additional plan review for changes, additions or revisions to plans | | \$31.63 + \$63.25/hour after one half hour | | 6/2019 |
| | Planner: Consult or review land use plans | | \$100.00/hour, or the total hourly cost to the city, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages, and fringe benefits of the employees involved, as well as any consulting fees | | 12/2021 |
| | Planner: Inspections or other services | | \$100.00/hour, or the total hourly cost to the city, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages, and fringe benefits of the employees involved, as well as any consulting fees | | 12/2021 |
| | Engineer: Consult or review land use plans | | \$149.00/hour, or the total hourly cost to the city, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages, and fringe benefits of the employees involved, as well as any consulting fees | | |
| | Engineer: Inspections or other services | | \$149.00/hour, or the total hourly cost to the city, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages, and fringe benefits of the employees involved, as well as any consulting fees | | |
| | Attorney: Consultations, reviews and analysis | | actual costs, including administrative and overhead costs, and attorney review and analysis expenses | | |
| | Other Professionals: Consultations, reviews and inspections | | actual costs, including administrative and overhead costs, and consultant review and analysis expenses | | |
| VACANT BUILDING FEES | Vacant building annual registration fee | 407.03(k) | \$360.00 + City costs incurred for property maintenance | \$480 plus city costs | |
| LAW ENFORCEMENT FEES | Excessive Use of Law Enforcement - first incident | 406.03(3)(b) | cost, with \$100.00 minimum | | |
| | Excessive Use of Law Enforcement - second incident | 406.03(3)(b) | cost, with \$200.00 minimum | | |
| | Excessive Use of Law Enforcement - after second incident | 406.03(3)(b) | cost, with \$300.00 minimum | | |
| TREE FEES AND DEPOSITS | Diseased Tree Abatement fee | 403.080(c) | \$50.00 + cost of abatement amount necessary to cover the cost of replacement trees | | 12/2022 |
| | Significant Tree Removal Replacement deposit | 302.055(2)(d)(3) | | | |
| RIGHT OF WAY FEES | Refundable ROW Excavation Permit Deposit | 301.055(2) | \$3,000.00 | | 6/2023 |
| | Obstruction Permit | 208B.060(2) | \$200.00 | | 6/2023 |
| | Excavation Permit | 208B.060(1) | \$200.00 | | 6/2023 |
| | Small Wireless Facility Permit | 208B.060(3) | \$500 up to 5 sites, \$100 for each additional | | 6/2023 |
| | Delay Fee Minimum | 208A.090(3) | \$60 plus \$20 per day each day late over 3 days | | 6/2023 |
| | Delay Fee, One Lane Blocked to Motor Vehicle | 208A.090(3) | \$60 per day | | 6/2023 |
| | Delay Fee, Fully Blocked to Motor Vehicle Traffic | 208A.090(3) | \$100 per day | | 6/2023 |
| | Refundable Right of Way Non-Excavation Damage Deposit | 208A.100(6) | \$3,000.00 | | 6/2023 |
| REFUNDS | Permit, license or fee refund, if the applicant requests a refund within 15 days after payment, and the City has incurred no expenses to process the application. | | 50% of the fee | | 4/2018 |
| ADDENDUM A: Notice to applicants applying for permits or using city consulting services | Past due permit expenses: Residents that have past-due permitting expenses may not apply for a new permit until prior permitting expenses are paid. | Resolution 2023-47 | | | 11/2023 |

| | | | | | |
|------------------|---|--|--|--|--|
| | Expenses incurred prior to permit application: City fees incurred due to necessary engineering, inspection, or administrative review prior to permit submittal are the resident's responsibility. This also applies to fees incurred for permits that are cancelled, withdrawn or rejected. | | | | |
| | Permit expenses post permit approval: Occasionally permit expenses arise after permit issuance. These expenses are billed separately and are the resident's responsibility. | | | | |
| | Disputing expenses appeals process: If you wish to appeal an expense presented, you may refer to Birchwood City Code, section number 300, code numbers 310.01 through 310.03 and follow the appeals process. | | | | |
| FOOTNOTES | * Escrow for City Permitting costs is required. Unused portion is returned to applicant. ** State Surcharge is required | | | | |

Passed by the City Council of The City of Birchwood Village this 13th day of February, 2024.

Margaret Ford, Mayor

Attested:

Rebecca Kellen
City Clerk-Administrator

RESOLUTION 2024-13

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

**A RESOLUTION APPROVING SUMMARY PUBLICATION OF
ORDINANCE NO. 2024-01-02, AN ORDINANCE Amending the Fee Schedule**

WHEREAS, the City of Birchwood Village is a political subdivision, organized and existing under the laws of the State of Minnesota; and

WHEREAS, the City has adopted Ordinance No. 2024-01-02, which amends the Fee Schedule; and

WHEREAS, the new ordinance is lengthy and would be costly for the City to publish in its entirety as required by law for the adoption of an ordinance.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Birchwood Village, Minnesota, as follows:

1. Because the terms of Ordinance 2024-01-02 are lengthy, the City may publish the attached summary of the Ordinance as allowed by statute, and need not publish the entire ordinance. The attached summary clearly informs the public of the intent and effect of the Ordinance. Summary publication has been approved by at least a 4/5 vote of the City Council.
2. The effective date of the Ordinance amendments shall be upon their publication by summary as required by law.

Resolution duly seconded and passed this _____th day of _____, 2024.

Margaret Ford, Mayor

Attest:

Rebecca Kellen, City Administrator-Clerk

Please be advised that the City of Birchwood Village has duly-passed the following ORDINANCE:

AN ORDINANCE UPDATING AND COFIFYING THE CITY'S FEE SCHEDULE.

The following is a SUMMARY of the Ordinance:

On February 13, 2024 the City adopted an Ordinance (2024-01-02) that codifies the City's Schedule of Fees for services, permits and other items for which fees apply.

PLEASE BE ADVISED, this is not the full text of the Ordinance passed and the published material is only a summary. The full text is available for public inspection at the City of Birchwood, 207 Birchwood Avenue, Birchwood, Minnesota 55110 or delivered upon request electronically or by U.S. Mail.

Summary complies with Minn. Stat. §§ 331A.05 subd. 8. & 412.191 subd 4.

Dear Council,

Please see the attached volunteer sign up sheet for posting to the City's website. This will allow community members to easily volunteer to help with maintaining the parks and natural resources. This list should be advertised to the community via the email list and/or newsletter.

Thanks

Parks Committee.

Park Maintenance

Ash

Birch

Bloomquist

Dellwood

Creek and culvert erosion

Access to water's edge needs improvement

Park Maintenance

Elm

Kay Beach

need another buoy

equipment additions

Polly's Park

Tighe-Schmitz

Trim birch trees

To: Birchwood City Council
From: Ryan Hankins
Re: January 2024 Wildwood Lift Station Status update

We expect lift station plans and cost estimates soon, but in any case by the March meeting. It's possible they could be available for February. Bidding is now anticipated in April. There is no word back from the EPA, but this seems to be similar to other projects.

Project Status Line Items

Soil Borings: Boring completed; final report provided to city.

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

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.~~ There is no estimate available, but review has not been completed for similar projects.

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.

Previous Updates

Bolton and Menck is still drafting the plans for the lift station. The cost estimate will come at the same time the plans are ready. They did not quite get costs prepared for the January meeting. We expect those in February.

Marcus has reached out to the EPA , without response, which is normal. Unless we hear differently, planning appears to be on schedule.

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~~ February.

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.

Previous updates

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.



SMH
RIM=932.61
INV=924.91 NW
INV=924.10 SW
INV=921.62 SE
INV.=922.00 E
TOP OF CONDUIT=925.06
TOP OF DIP=921.69

MANHOLE REFER TO
CIVIL PLAN AND PROFILE
FOR LOCATION AND
DESIGN INFO.

4'-0" FLOW
THROUGH
MANHOLE

SMH
RIM= 932.16
INV.=922.15 W
INV.=921.85 S

LIFT STATION
WET WELL

SMH 6'-0" WETWELL MANHOLE
RIM= 935.50
INV.=921.62 N

LIFT STATION
VALVE MANHOLE

(4" CIP)

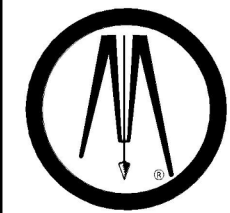
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I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION, AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

SIGNATURE: _____ TYPED OR PRINTED NAME: **Jacob E. Humburg**
DATE: _____ LIC. NO.: **56751**



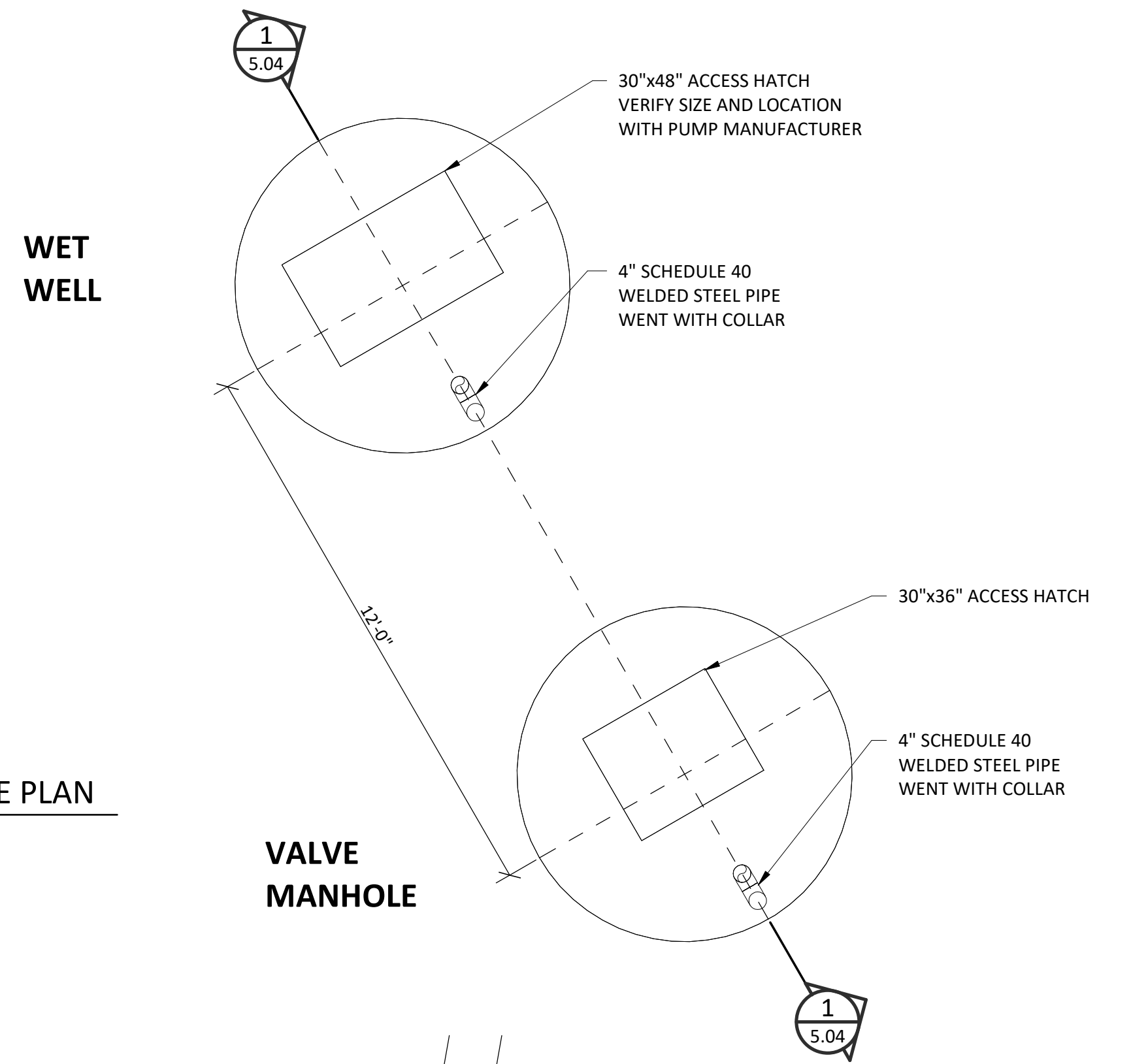
BOLTON & MENK

1960 PREMIER DRIVE
MANKATO, MINNESOTA 56001
Phone: (507) 625-4171
Email: mankato@bolton-menk.com
www.bolton-menk.com

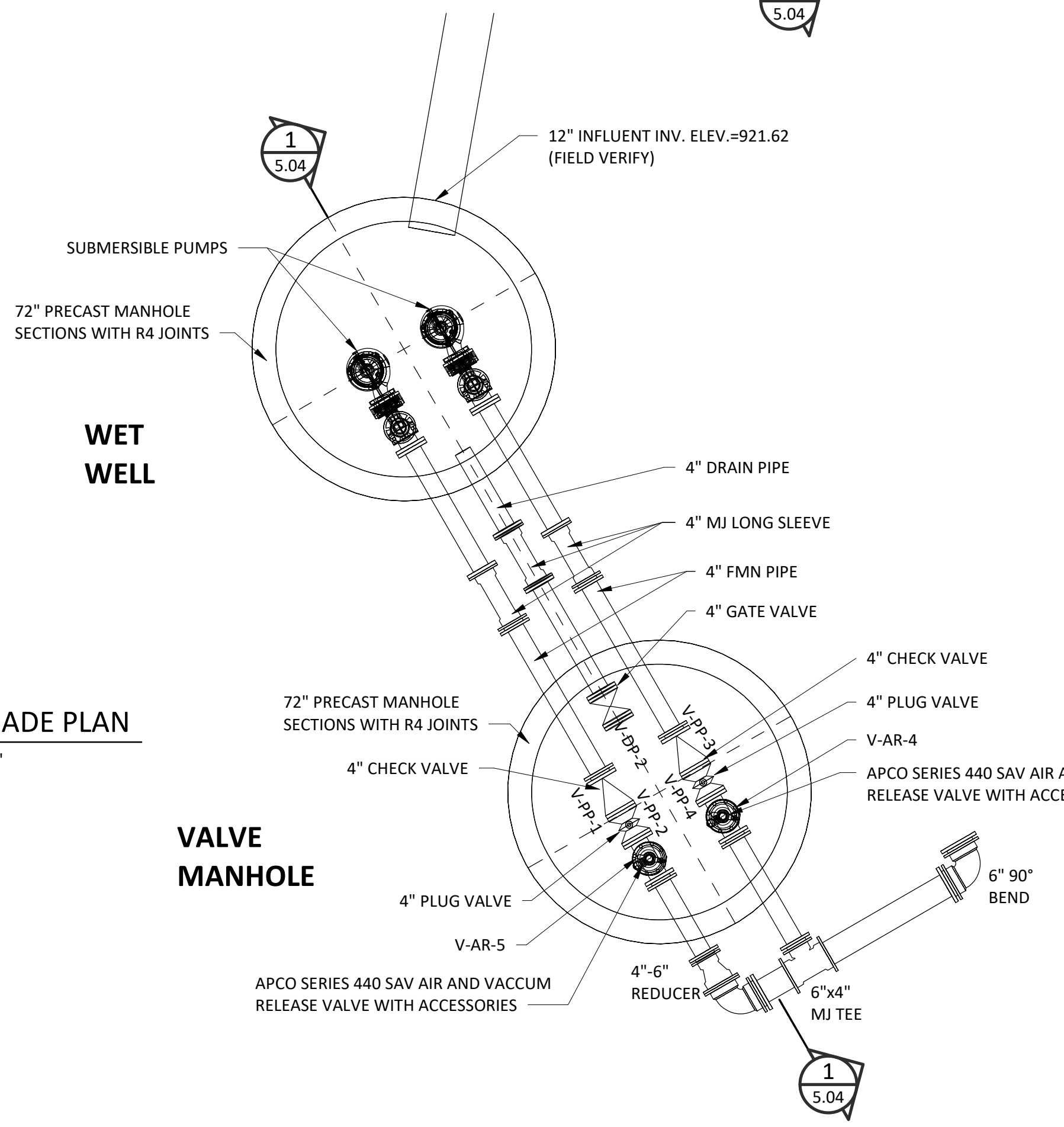
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CITY OF BIRCHWOOD, MINNESOTA
WILDWOOD AVENUE LIFT STATION MODIFICATIONS
VILLAGE OF BIRCHWOOD WILDWOOD AVENUE LIFT STATION
- PROPOSED SITE PIPING PLAN

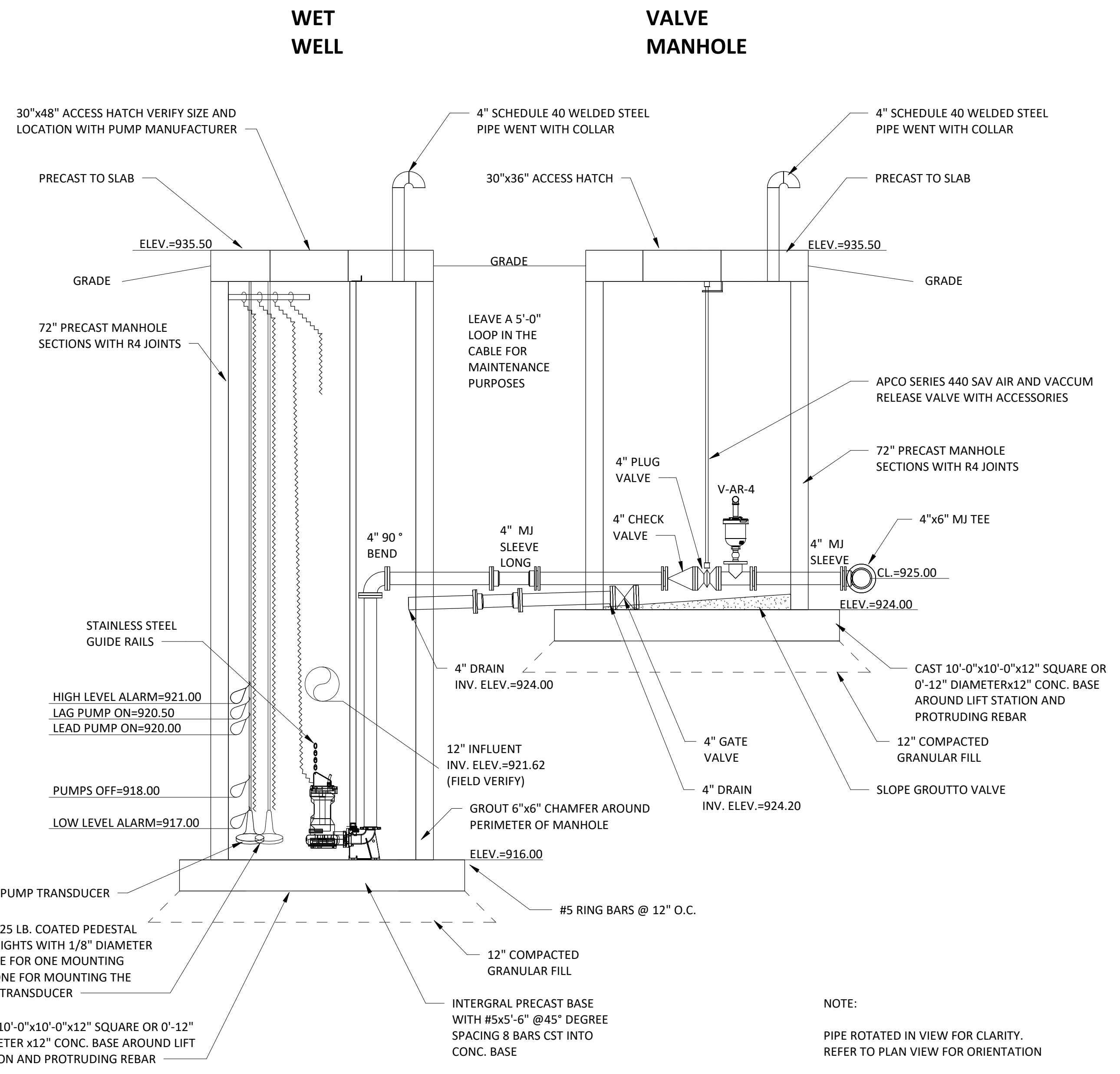
SHEET
5.02



ABOVE GRADE PLAN
SCALE: 3/8" = 1'-0"



BELOW GRADE PLAN
SCALE: 3/8" = 1'-0"

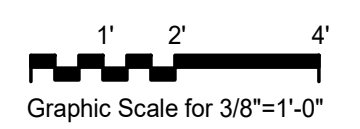


- NOTES:**
1. ALL INTERIOR PIPING SHALL BE FLANGED FITTINGS AS SHOWN.
 2. ALL EXTERIOR PIPING SHALL BE MECHANICAL JOINT WITH MEGALUG RESTRAINT JOINTS.
 3. FLEXIBLE WATERTIGHT SEAL TO BE PROVIDED AND LIFT STATION. FLEXIBLE WATERTIGHT SEAL TO BE APPROVED BY ENGINEER.

1 SECTION
5.04 SCALE: 3/8" = 1'-0"

NOTE:
PIPE ROTATED IN VIEW FOR CLARITY. REFER TO PLAN VIEW FOR ORIENTATION

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I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION, AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

SIGNATURE: _____ TYPED OR PRINTED NAME: **Jacob E. Humburg**
DATE: _____ LIC. NO.: **56751**



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| DESIGNED | NO. | ISSUED FOR | DATE |
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| DJF | | | |
| DRAWN | | | |
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CITY OF BIRCHWOOD, MINNESOTA
WILDWOOD AVENUE LIFT STATION MODIFICATIONS
VILLAGE OF BIRCHWOOD WILDWOOD AVENUE LIFT STATION
- PLAN AND SECTION

SHEET
5.04

MEMORANDUM

DATE: 2/01/24

TO: City Council
FROM: Rebecca Kellen, City Administrator
COPIED: Therese Bellinger
SUBJECT: LMC Insurance Claims



This is an update regarding our League of MN insurance claims regarding the problems we encountered at Lift stations #2 and #3.

The claim for lift station #2, CP329713 is complete and approved by LMC. The invoice total from General Repair Service is \$5006.68. It will be covered in full, minus the deductible. This invoice is coming due this month.

One of two invoices for claim CP329718 for lift station #3, has not yet been finalized (work is pending) but is approved for coverage under LMC. This invoice is estimated at \$7118.55 and is for a plug valve that failed. Once finalized, LMC will pay in full, minus the deductible. Note that this invoice had not yet been finalized and the amount may be adjusted.

The second and final invoice for claim CP329718 for lift station #3 is for \$7274.41. It will not be covered by LMC. Although the pump did suffer a reduction of output, it did not completely fail. Without total failure, it is not covered. This invoice is coming due this month.

Regards,
Rebecca Kellen
City Administrator/Clerk
City of Birchwood Village, MN
office: (651) 426-3403
email: rebecca.kellen@cityofbirchwood.com
website: <http://www.cityofbirchwood.com/>