



CITY OF BIRCHWOOD VILLAGE
WASHINGTON COUNTY,
MINNESOTA
July 25th, 2023
5:00 P.M.

**NOTICE OF AND AGENDA FOR THE
SPECIAL MEETING OF THE CITY
COUNCIL**

Notice is hereby given that Mayor Ford has called a special meeting of the City Council to be held on: **July 25, 2023 at 5:00PM** in the City Hall.

NOTE: The Council will be meeting with its appointed counsel (lawyer) to discuss current litigation (Nicklaus v. City of Birchwood) and as the conversation is considered to be "attorney-client-privileged," that portion of the meeting will be closed and confidential per the Minnesota Open Meeting Law exception allowing such. See: Minn. Stat. 13D.05 Subd 3(b).

AGENDA

PLEDGE OF ALLEGIANCE

APPROVE AGENDA

Motion: ____ Second: ____ Vote: ____

CITY BUSINESS

- A. Attorney-Client privileged discussion regarding *Nicklaus v. City of Birchwood* with Paul Merwin, esq., LMCIT-appointed counsel, to discuss next steps in the litigation.
Presenter: H. Alan Kantrud, City Attorney (introduction)
Materials: Handed-out at meeting
- B. Discussion of current and future staffing issues.
Presenter: Mayor Ford
Materials: no
- C. Discussion of White Pine and Birchwood Avenue Street Repair Bids.*
Presenter: Mayor Ford
Materials: Attached Bids

Action: _____

Motion: ____ Second: ____ Vote: ____

* Denotes items that have supporting documentation provided

D. Discussion of RFP for Audit.*

Presenter: Ryan Hankins, Council Member

Materials: Attached RFP

Action: _____

Motion: ____ Second: ____ Vote: _____

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

Presenter: Ryan Hankins, Council Member

Materials: Attached Resolution

Action: _____

Motion: ____ Second: ____ Vote: _____

ADJOURN

Motion: ____ Second: ____ Vote: _____

* Denotes items that have supporting documentation provided

AGENDA ITEM "C"
MATERIALS

T. A. Schifsky & Sons, Inc.
 2370 Highway 36 East
 North St. Paul, MN 55109
 Phone (651) 777-1313
 Fax (651) 777-7843
www.taschifsky.com



PROPOSAL

Bid To:	Birchwood Misc.	Attention:	Margaret Ford / Rebecca Kellen
Job:		Address:	City of Birchwood Village, MN
Location:	Birchwood, MN	Phone:	612-396-5038
Addendums:	NA	Fax:	
Date:	7.5.23	Email:	Rebeccakellen@cityofbirchwood.com

Patching	Unit	Quantity	Unit Price	Amount
<i>Misc Pot holes</i>				
Mobilization PER DAY				
Crew Rate for Patching Crew				
Furnish Bituminous Asphalt per ton price				
Milling -Based on 36-6' Wide)				
Total				\$7,560.00
1- Watermain Breaks White Pine Approx 18 X 40'	SF	720		
Mobilization PER DAY				
Remove 3" of bituminous and 6" of class five				
Furnish Install class 5 as needed				
Furish and install 3" of SPWEB340B compacted				
1.20				\$8,160.00
1- Watermain Breaks City Hall Approx 6 X 6'	SF	36		
Mobilization PER DAY				
Remove 3" of bituminous and 6" of class five				
Furnish Install class 5 as needed				
Furish and install 3" of SPWEB340B compacted				
1.20				\$2,280.00
**Staking right of way by city				
Hall Ave	Remove Vegetation and excess fill.			\$32,000.00
Note:	Install class 5 Limerock up to 3' compact with roller	6" thick	ADD Limestone	\$4,000.00
	Mahtomedi City Limits to Lake Ave.			Total \$36,000.00

Notes:

Bid is based on SY listed above and provided plan. Not included in bid are permits, unforeseen site conditions, surveying, subgrade correction or excavation, geotextile fabric, and testing.

Contractor's Guarantee

We guarantee all material used in this contract to be as specified above and the entire job to be done in a neat, workmanlike manner. Bid is based on quantities stated. Any variations from the plan or alterations requiring extra labor or material will be performed only upon written order and billed in addition to the sum covered by this contract. Prices are for 2023 unless otherwise specified.

Thank you for the opportunity to quote. If you have any questions please do not hesitate to call.

T.A. Schifsky & Sons, Inc. (Affirmative Action, Equal Opportunity Employer)

By: _____ Date 7.5.23
 Rob Stangler 651-775-8399

Accepted By: _____ Date _____
 (Bid must be signed and returned)

Due to the rising cost of asphalt oil fuel, we can only honor our quotes for 30days. After 30 days bids/quotes are subject to our review and possible cost increase. Payment due upon completion.
 M:\2023\2023 Proposals\Patching\City of Birchwood Patching

A.R.C. Paving Inc.

P.O. 627

Willernie Mn 55090

Estimate

Date	Estimate #
7/13/2023	45

Name / Address
City of Birchwood Village 207 Birchwood Ave St Paul Mn 55110

			Project
Description	Qty	Rate	Total
Remove/Replace 12x58 road section White Pine Ln Replace w/4" Bituminous spweb340 mix design (2 lifts)		5,400.00	5,400.00
Remove/Replace 6x8 road section Birchwood Ave Replace w/4" Bituminous spweb340 mix design (2 lifts)		1,350.00	1,350.00
Misc. pot hole patching approx. 3 tons		1,250.00	1,250.00
		Total	\$8,000.00

AGENDA ITEM "D"
MATERIALS

Request for Proposal for Professional Auditing Services For The Fiscal Year Ending 2023

July 11, 2023

TABLE OF CONTENTS

- I. INTRODUCTION**
 - A. General Information
 - B. Term of Engagement
 - C. Subcontracting
- II. NATURE OF SERVICES REQUIRED**
 - A. General
 - B. Scope of Work to be Performed
 - C. Auditing Standards to be Followed
 - D. Reports to be Issued
 - E. Reporting to the Council
 - F. Special Considerations
 - G. Working Paper Retention and Access to Working Papers
- III. DESCRIPTION OF THE GOVERNMENT**
 - A. Name and Telephone Number of Contact Person
 - B. Background Information
 - C. Budgetary Basis of Accounting
 - D. Federal and State Financial Assistance
 - E. Magnitude of Finance Operations
- IV. TIME REQUIREMENTS**
 - A. Proposal Calendar
 - B. Notification and Contract Dates
 - C. Schedule for the 2023 Fiscal Year Audit
 - 1. Interim Work
 - 2. Detailed Audit Plan and Programs
 - 3. Fieldwork
 - 4. Draft Reports
 - D. Date Final Report is Due
- V. ASSISTANCE TO BE PROVIDED TO THE AUDITOR**
 - A. City Administrator, Finance Deputy Clerk, Consultant
 - B. Work Area, Telephone, Photocopying and Wi-Fi
- VI. PROPOSAL REQUIREMENTS**
 - A. General Requirements
 - 1. Submission of Notification of Interest
 - 2. Inquiries
 - 3. Submission of Proposals
 - B. Proposal

To: Birchwood City Council
From: Ryan Hankins

We considered moving forward with an audit of 2023 finances in our June meeting. The following RFP for an audit would allow us to consider budgeting proposals in 2024.

<p>Council Action: Request staff post included Request for Proposals.</p>
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1. General Requirements
 2. Independence
 3. License to Practice in Minnesota
 4. Firm Qualifications and Experience
 5. Partner, Supervisory and Staff Qualifications and Experience
 6. Similar Engagements with Other Government Entities
 7. Specific Audit Approach
 8. Identification of Anticipated Potential Audit Problems
- C. Dollar Cost Bid
1. Total All-Inclusive Maximum Price
 2. Rates by Partner, Specialist, Supervisory and Staff Level Times Hours Anticipated for Each
 3. Out-of-pocket Expenses in the Total All-inclusive Maximum Price and Reimbursement Rates
 4. Rates for Additional Professional Services
 5. Manner of Payment

VII. EVALUATION PROCEDURES

- A. Evaluation Criteria
 1. Mandatory Elements
 2. Technical Qualifications
 3. Price
- B. Oral Presentations
- C. Final Selection
- D. Right to Reject Proposals
- E. Current Audit & Accounting Service Hours

ATTACHMENTS

- A. Proposer Warranties
- B. Schedule of Proposed Fees for City of Birchwood Audit
- C. Schedule of Proposed Fees for City of Birchwood Financial Statement Preparation
- D. Schedule of Current Audit & Accounting Service Hours

I. INTRODUCTION

- A. General Information

The City of Birchwood is requesting a proposal from qualified firms of certified public accountants to audit its financial statements for the fiscal year ending December 31, 2023. This audit is to be performed in accordance with U.S. generally accepted auditing standards, the standards set forth for financial audits in the General Accounting Office's (GAO) Government Auditing Standards (July 2007), the provisions of the federal Single Audit Act of 1984 as amended, and U.S. Office of Management and Budget (OMB) Circular A-133, Audits of States, Local Governments, and Non-profit Organizations, as applicable.

There is no expressed or implied obligation for the City of Birchwood to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

To be considered, one copy of the proposal must be received by Rebecca Kellen, City Administrator, rebecca.kellen@cityofbirchwood.com) 207 Birchwood Avenue, Birchwood, MN 55110 by 4:00 P.M. on September 5, 2023. The City of Birchwood reserves the right to reject any or all proposals submitted.

Proposals submitted may be evaluated by City Staff and City Council.

During the evaluation process, the City reserves the right, where it may serve the City's best interest, to request additional information or clarifications from responding firms, or to allow corrections of errors or omissions.

The City reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the engagement letter between the City of Birchwood and the firm selected.

It is anticipated that the selection of a firm will be completed by October 10, 2023. Following the notification of the selected firm, it is expected a Letter of Engagement will be executed by November 10, 2023.

B. Term of Engagement

A one-time contract for audit is contemplated.

C. Subcontracting

Following the award of the audit contract, no subcontracting will be allowed without the express prior written consent of the City of Birchwood.

II. NATURE OF SERVICES REQUIRED

A. General

The City of Birchwood is soliciting the services of qualified firms of certified public accountants to audit its financial statements for the fiscal years ending December 31, 2023, The audit is to be performed in accordance with the provisions contained in this request for proposals.

B. Scope of Work to be Performed

The City of Birchwood desires the auditor to express an opinion on the fair presentation of its basic financial statements in conformity with generally accepted accounting principles. The auditor shall also be responsible for performing certain limited procedures involving required supplementary information required by the Governmental Accounting Standards Board as mandated by generally accepted auditing standards.

The auditor is not required to audit the schedule of expenditures of federal awards if such audit is not triggered by the threshold of funding received by the City.

C. Auditing Standards to Be Followed

To meet the requirements of this request for proposals, the audit shall be performed in accordance with:

- The auditing standards generally accepted in the United States of America.
- The standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States, if applicable.
- The provisions of Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance).
- The provisions of U.S. Office of Management and Budget (OMB) Circular A-133.
- The provisions of the Minnesota Legal Compliance Audit Guide for Local Government.

D. Reports to be Issued

Following the completion of the audit of the fiscal year's financial statements, the auditor shall issue:

1. A report on the fair presentation of the financial statements in conformity with generally accepted accounting principles.
2. A report on the compliance and internal control over financial reporting based on an audit of the financial statements.
3. A report on compliance with applicable laws and regulations.

In the required report(s) on internal controls, the auditor shall communicate any control deficiencies found during the audit. A control deficiency exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis. A significant deficiency is a deficiency, or combination of deficiencies in internal control that is less than a material weakness, yet important enough to merit attention by those charged with governance.

The reports on compliance shall include all instances of noncompliance.

Irregularities and illegal acts. Auditors shall be required to make an immediate, written report of all irregularities and illegal acts or indications of illegal acts of which they become aware to the following parties:

The City Council.

E. Reporting to those charged with governance

Auditors shall assure themselves that the City of Birchwood's governing body is informed of each of the following:

1. The auditor's responsibility under generally accepted auditing standards
2. Planned scope and timing of the audit
3. Significant findings from the audit

F. Special Considerations

1. The City of Birchwood may prepare one or more official statements in connection with the sale of debt securities which will contain the basic financial statements and the auditor's report thereon. The auditor shall be required, if requested by the underwriter, to issue a "consent and citation of expertise" as the auditor and any necessary "comfort letters."

G. Working Paper Retention and Access to Working Papers

All working papers and reports must be retained, at the auditor's expense, for a minimum of seven (7) years, unless the firm is notified in writing by the City of Birchwood of the need to extend the retention period. The auditor will be required to make working papers available, upon Request.

In addition, the firm shall respond to the reasonable inquiries of successor auditors and allow successor auditors to review working papers relating to matters of continuing accounting significance.

III. DESCRIPTION OF THE GOVERNMENT

A. Major Contact Person: The auditor's principal contact with the City will be Rebecca Kellen, Finance Deputy Clerk ((651) 426-3403), rebecca.kellen@cityofbirchwood.com or a designated representative, who will coordinate the assistance to be provided by the City of Birchwood to the auditor.

B. Background Information:

- The City of Birchwood is located in Washington County and serves an area of 0.34 square miles with a population of 863.
- The City of Birchwood's fiscal year begins on January 1 and ends on December 31.
- The City is a Plan A form of government with an elected Mayor and four elected City Council members.
- The City provides the usual services to its citizens which include public safety; public works; public health; culture; recreation, and community development.
- More detailed information on the government and its finances can be found on the city's website at: <https://www.cityofbirchwood.com/audits>

C. Budgetary Basis of Accounting

The City prepares its budgets on a basis consistent with generally accepted accounting principles.

D. Federal and State Financial Assistance

During the fiscal year to be audited, the City does not expect to have expended in excess of \$750,000 of Federal assistance from various programs.

E. Magnitude of Finance Operations

The finance department is headed by Mary Cahill, Treasurer. There are two full-time employees. The principal functions performed, and the number of employees assigned to each area, are as follows:

<u>Function</u>	<u>Number of Full Time Employees</u>
City Administrator	1
Deputy City Administrator	1

IV. TIME REQUIREMENTS

A. Proposal Calendar:

Request for proposal issued	July 11, 2023
Due date for proposals	September 5, 2023, 4:00 p.m.
City Council Approval	October 10, 2023

B. Notification and Contract Dates:

Selected firm notified October 17, 2023

Engagement Letter executed October 24, 2023

C. Schedule for Audits

The City will have all records ready for audit and all management personnel available to meet with the firm's personnel at a date that is mutually convenient. Each of the following should be completed by the auditor no later than the dates indicated.

1. **Interim Work:** The auditor shall complete interim work by the end of January.
2. **Detailed Audit Plan:** The auditor shall provide by the end of January, to the City, both a detailed audit plan, and a list of all schedules to be prepared by the City.
3. **Fieldwork:** The auditor shall complete all fieldwork by the end of April.
4. **Draft Reports:** The auditor shall have reviewed drafts of the audit report by the middle to end of May.

D. Date Final Report is Due

The selected firm shall prepare draft financial statements, notes and required supplementary schedules by the middle of May. The auditor shall provide all recommendations, revisions, and suggestions for improvement to the City by the end of May. The final auditor reports and five signed copies (and 1 copy in Adobe pdf format) should be delivered to the Finance Deputy Clerk by the beginning of June.

V. ASSISTANCE TO BE PROVIDED TO THE AUDITOR & REPORT PREPARATION

A. Administration Department

The Finance Deputy Clerk and responsible personnel will be available during the audit to assist the firm by providing information, documentation, and explanations. The preparation of confirmations will be the responsibility of the City.

B. Work Area, Telephones, Photocopying, and Wi-Fi.

The City will provide the auditor with reasonable work space, desks, and chairs. The auditor will also be provided with access to telephone lines photocopying facilities and Wi-Fi

C. Report Preparation

Report preparation, editing, and printing shall be either the responsibility of the City or the auditor.

VI. PROPOSAL REQUIREMENTS

A. General Requirements

1. Time will be made available to Audit Firms for an on-site visit should one be desired.
2. Inquiries: Inquiries concerning the request for proposals and the subject of the request for proposals must be made to:
Rebecca Kellen, City Administrator
207 Birchwood Avenue
Birchwood, MN 55110
Email: rebecca.kellen@cityofbirchwood.com
Phone: 651-426-3403
www.cityofbirchwood.com
3. Submission of Proposals: The following material is required to be received by September 2, 2022 for a proposing firm to be considered:
 - a. A master copy (so marked) of a Technical Proposal and two copies to include the following:
 - i. Title Page: Title page showing the request for proposals subject; the firm's name; the name, address, and telephone number of the contact person; and the date of the proposal.
 - ii. Table of Contents
 - iii. Transmittal Letter: A signed letter of transmittal briefly stating the proposer's understanding of the work to be done, the commitment to perform the work within the time period, a statement why the firm believes it to be best qualified to perform the engagement and a statement that the proposal is a firm and irrevocable offer for 60 days.
 - iv. Detailed Proposal: The detailed proposal should follow the order set forth in Section VI B of this request for proposals.
 - v. Proposers should send the completed proposal to the following address or email address: rebecca.kellen@cityofbirchwood.com
City of Birchwood
207 Birchwood Avenue
Birchwood, MN 55110

B. Proposal

1. General Requirements

The purpose of the Proposal is to demonstrate the qualifications, competence and capacity of the firms seeking to undertake an independent audit of the City of Birchwood in conformity with the requirements of this request for proposals. As such, the substance of proposals will carry more weight than their form or manner of presentation. The Technical Proposal should demonstrate the qualifications of the firm and of the particular

staff to be assigned to this engagement. It should also specify an audit approach that will meet the request for proposals requirements.

The Proposal should address all the points outlined in the request for proposals. The Proposal should be prepared simply and economically, providing a straightforward, concise description of the proposer's capabilities to satisfy the requirements of the request for proposals. While additional data may be presented, the following subjects, items No.2 through 10, must be included. They represent the criteria against which the proposal will be evaluated.

2. Independence

The firm should provide an affirmative statement that is independent of the City as defined by generally accepted auditing standards/the U.S. General Accounting Office's Government Auditing Standards (July 2007). The firms should also list and describe the firm's professional relationship involving the City or any of its agencies for the past five (5) years, together with a relative to performing the proposed audit. In addition, the firm shall give the City written notice of any professional relationships entered into during the period of this agreement.

3. License to Practice in Minnesota

An affirmative statement should be included that the firm and all assigned key professional staff are properly registered and licensed to practice in Minnesota.

4. Firm Qualifications and Experience

The proposer should state the size of the firm, the size of the firm's governmental audit staff, the location of the office from which the work on this engagement is to be performed, and the number and nature of the professional staff to be employed in this engagement on a full-time basis and the number and nature of the staff to be so employed on a part-time basis. If the proposer is a joint venture or consortium, the qualifications of each firm comprising the joint venture or consortium should be separately identified and the firm that is to serve as the principal auditor should be noted, if applicable. The firm is also required to submit a copy of the report on its most recent external quality control review, with a statement whether that quality control review included a review of specific government engagements. The firm shall also provide information on the results of any federal or state desk reviews or field reviews of its audits during the past three (3) years. In addition, the firm shall provide information on the circumstances and status of any disciplinary action taken or pending against the firm during the past three (3) years with state regulatory bodies or professional organizations.

5. Partner, Supervisory and Staff Qualifications, and Experience

Identify the principal supervisory and management staff, including engagement partners, managers, other supervisors and specialists, who would be assigned to the engagement. Indicate whether each such person is registered or licensed to practice as a certified public accountant in Minnesota. Provide information on the government auditing experience of each person, including information on relevant continuing professional education for the past three (3) years and membership in professional organizations relevant to the performance of this audit.

Provide as much information as possible regarding the number, qualifications, experience and training, including relevant continuing professional education, of the specific staff to be assigned to this engagement. Indicate how the quality of staff over the term of the agreement will be assured.

Engagement partners, managers, or other assigned staff may be changed if those personnel leave the firm, are promoted, or are assigned to another office; provided that the replacements have substantially the same or better qualifications or experience. The City retains the right to approve or reject replacements.

6. Similar Engagements with Other Government Entities

For the firm's office that will be assigned responsibility for the audit, list the most significant engagements (maximum - 5) performed in the last five years that are similar to the engagement described in this request for proposal. These engagements should be ranked on the basis of total staff hours. Indicate the scope of work, date; engagement partners, total hours, and the name and telephone number of the principal client contact.

7. Specific Audit Approach

The proposal should set forth a work plan, including an explanation of the audit methodology to be followed, to perform the services required in Section II of this request for proposal. In developing the work plan, reference should be made to such sources of information as the City's budget and related materials, organizational charts, manuals and programs, and financial and other management information systems.

Proposers will be required to provide the following information on their audit approach:

- a. Proposed segmentation of the engagement
- b. Level of staff and number of hours to be assigned to each proposed segment of the engagement
- c. Sample size and the extent to which statistical sampling is to be used in the engagement

8. Identification of Anticipated Potential Audit Problems

The proposal should identify and describe any anticipated potential audit problems, the firm's approach to resolving these problems and any special assistance that will be requested from the City.

C. Dollar Cost Bid

1. Total All-Inclusive Maximum Price

The dollar cost bid should contain all pricing information relative to performing the audit engagement as described in this request for proposal. The total all-inclusive maximum price to be bid is to contain all direct and indirect costs including all out-of-pocket expenses.

The City will not be responsible for expenses incurred in preparing and submitting the proposal. Such costs should not be included in the proposal.

- 2. Rates by partner, manager, supervisory and staff level times and hours anticipated for each. The dollar cost bid should include a schedule of professional fees and expenses, presented in the format provided in Attachment B, that supports the total all-inclusive maximum price.**
- 3. All estimated out-of-pocket expenses to be reimbursed should be presented in the format provided in Attachment B. All expense reimbursements will be charged against the total all-inclusive maximum price submitted by the firm.**

4. Rates for Additional Professional Services

If it should become necessary for the City to request the auditor to render any additional services to either supplement the services requested in this RFP or to perform additional work as a result of the specific recommendations included in any report issued on this engagement, then such additional work shall be performed only if set forth in an addendum to the contract between the City and the firm. Any such additional work agreed to between the City and the firm shall be performed at the same rates set forth in the schedule of fees and expenses included in the dollar cost bid.

5. Manner of Payment

Progress payments will be made on the basis of hours of work completed during the course of the engagement and out-of-pocket expenses incurred in accordance with the firm's dollar cost bid proposal. Interim billing shall cover a period of not less than a calendar month.

VII. EVALUATION PROCEDURES

Proposals submitted may be evaluated by Staff and City Council. The City Nowthen reserves the right to retain all proposals submitted and use any idea in a proposal regardless of whether that proposal is selected.

Proposals will be evaluated using three sets of criteria. Firms meeting the mandatory criteria will have their proposals evaluated and scored for both technical qualifications and price. The following represent the principal selection criteria which will be considered during the evaluation process.

1. Mandatory Elements

- a. The audit firm is independent and licensed to practice in Minnesota.
- b. The firm has no conflict of interest with regard to any other work performed by the firm for the City
- c. The firm adheres to the instructions in this request for proposal on preparing and submitting the proposal
- d. The firm submits a copy of its last external quality control review report and the firm has a record of quality audit work

2. Technical Qualifications

- a. Expertise and Experience
 - i. The firm's past experience and performance on comparable government engagements
 - ii. The quality of the firm's professional personnel to be assigned to the engagement and the quality of the firm's management support personnel to be available for technical consultation
- b. Audit Approach
 - i. Adequacy of a proposed staffing plan for various segments of the engagement
 - ii. Adequacy of sampling techniques
 - iii. Adequacy of analytical procedures
 - iv. Price: Please complete Attachment B

3. Price

C. Oral Presentations

During the evaluation process the City may, at its discretion, request anyone or all firms to make oral presentations. Such presentations will provide firms with an opportunity to answer any questions the City may have on a firm's proposal.

C. Final Selection

The City Clerk/Treasurer may recommend to the City Council the appointment of a CPA firm judged to be most responsive and responsible proposer for the auditing services requested. The final decision with respect to the appointment will be made by the City Council.

D. Right to Reject Proposals

Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposal unless clearly and specifically noted in the proposal submitted and confirmed in the engagement letter between the City and the firm selected. The City of Birchwood reserves the right, without prejudice, to reject any or all proposals.

E. Current Audit and Accounting Service Hours

Proposals should include major hours of work performed for the audit. For additional information about hours and services to be performed, please contact the city clerk/treasurer.

ATTACHMENT A

PROPOSER WARRANTIES

- A. Proposer warrants that it is willing and able to comply with State of Minnesota laws with respect to foreign (non-state) corporations.
- B. Proposer warrants that it is willing and able to obtain an errors and omissions insurance policy providing a prudent amount of coverage for the willful or negligent acts, or omissions of any officers, employees or agents thereof.
- C. Proposer warrants that it will not delegate or subcontract its responsibilities under an agreement without the prior written permission of the City.
- D. Proposer warrants that all information provided by it in connection with this proposal is true and accurate.--

Signature of Official: _____

Name (typed): _____

Title: _____

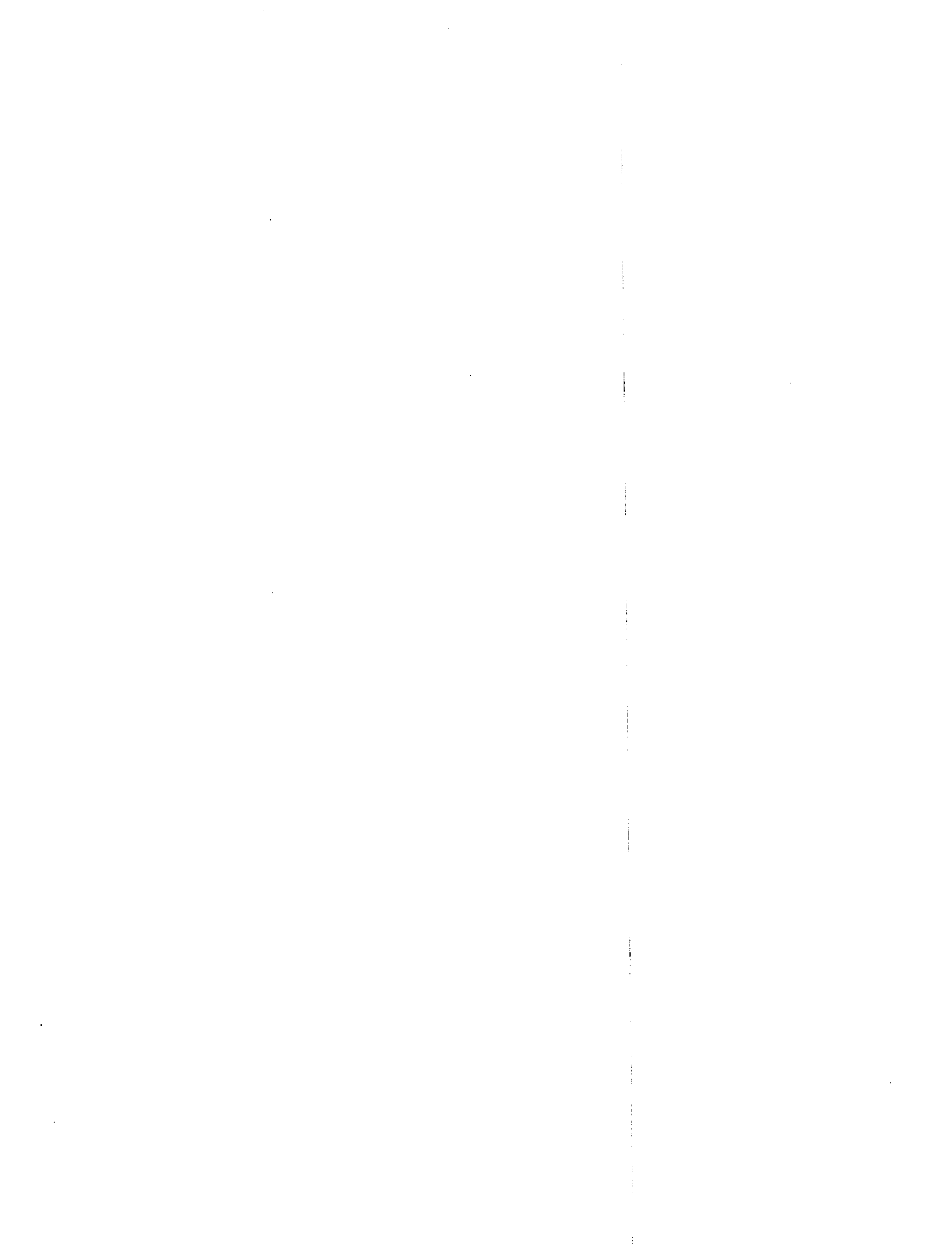
Firm: _____

Date: _____

ATTACHMENT B

**SCHEDULE OF PROFESSIONAL FEES AND EXPENSES FOR
THE AUDIT OF THE FINANCIAL STATEMENTS**

	<u>HOURS</u>	<u>STANDARD HOURLY RATES</u>	<u>QUOTED HOURLY RATES</u>	<u>TOTAL</u>
PARTNERS	_____	_____	_____	_____
MANAGERS	_____	_____	_____	_____
SUPERVISORY STAFF	_____	_____	_____	_____
OTHER (SPECIFY)	_____	_____	_____	_____
SUBTOTAL	_____			_____
TOTAL NOT-TO-EXCEED COST FOR THE 2023 AUDIT				_____



AGENDA ITEM "E"
MATERIALS

RESOLUTION NO. _____

A RESOLUTION RE-ESTABLISHING A WATER MAIN BREAK SURCHARGE

WHEREAS The City of Birchwood Village pays for water main maintenance and repair through water utility user fees, and budgets for water main breaks each year.

WHEREAS The City fee schedule provided for a surcharge of \$25 for June through December, 2022.

WHEREAS The City has incurred unexpected expenses to repair water mains.

WHEREAS The low water fund balance is creating a risk that further expenses might exceed the funds available.

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

The water utility user fee shall be re-established for the next and subsequent water billing cycles in the amount of \$25.00 per quarter.

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

Mayor

Attested:

City Clerk