



AGENDA OF THE
REGULAR MEETING OF THE CITY COUNCIL
CITY OF BIRCHWOOD VILLAGE
207 BIRCHWOOD AVENUE
WASHINGTON COUNTY, MINNESOTA
JUNE 12, 2012
7:00 P.M.

CALL TO ORDER – PLEDGE OF ALLEGIANCE

APPROVE AGENDA

COMMUNITY EVENTS AND ANNOUNCEMENTS

OPEN PUBLIC FORUM

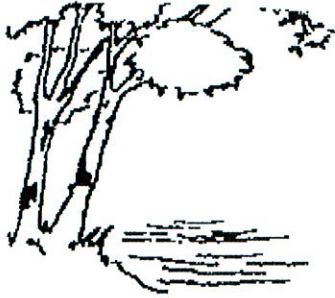
CITY BUSINESS – CONSENT CALENDAR

1. Approval of the Minutes of the May 8, 2012 Regular Meeting (see exhibit)
2. Acceptance of the Financial Report and Approval of Disbursements (see exhibit)
3. Re-Appointment of John Lund to the Parks & Natural Resource Committee for a 3-year term ending July 2015
4. Approval of RESOLUTION 2012-20 Declining to Waive the Statutory Tort Liability Coverage Limits (see exhibits)
5. Approval of RESOLUTION 2012-21 Appointing Election Judges for the Primary and General Elections (see exhibits)
6. Approval of RESOLUTION 2012-22 Directing the City Treasurer to Move the Mayor's Salary to Culture and Recreation to Pay for Acts Performing at the "Music In The Park" series in 2012 (see exhibit)

CITY BUSINESS – REGULAR ORDER

7. 7:30 Review of Street Maintenance History and Cost Estimate for Generation of a Pavement Condition Index (PCI) for the City's Street Network (Elfering – see exhibit)
Time Budget: 15 minutes
8. 7:45 Proposed Roads Committee> Review of Draft By-Laws and Consideration of Establishing Said Committee (Peterson – see exhibit)
Time Budget: 15 minutes
9. 8:00 Sewer and Water Proposed Rate Increases (Harper/Rueckert – see exhibit)
 - a. Review of Proposed Rate Increases
 - b. PUBLIC HEARING
 - c. Council Deliberation and Consideration of AdoptionTime Budget: 20 minutes
10. 8:20 Proposal from the City of Saint Anthony Village for Providing Utility Billing Services (Rueckert – see exhibits)
 - a. Review and Consideration of Acceptance of Proposal
 - b. Review and Consideration of Agreeing to pay the City of Little Canada \$2,500.00 for reimbursement of underbilled services.Time Budget: 20 minutes

11. 8:40 Proposal from Lake Management, Inc. for Removing Aquatic Vegetation from the Lake Easements> Review and Consideration of Acceptance (Powers – see exhibit)
Time Budget: 10 minutes
12. 8:50 Revised City Policy on Contracts> Review of Draft and Consideration of Adoption (Mitchell – see exhibit)
Time Budget: 15 minutes
13. 9:05 2012 Sewer Capital Projects Update (Elfering – see exhibits)
 - a. Televising Remaining Sewer Lines
 - b. Wildwood Lift Station Pump Replacement: Consideration of Approval of Expenditure
 - c. Manhole Ring Replacement: Consideration of Approval of ExpenditureTime Budget: 15 minutes
14. 9:20 2013 Budget and 5-Year Capital Improvement Plan (CIP) (Harper/Elfering – see exhibit)
 - a. Set the 2013 Budget Process and Schedule
 - b. Initial Review of the Draft CIP
 - c. Consideration of Scheduling a Public Hearing for the CIPTime Budget: 25 minutes
15. 9:45 City Coordinator's Report (Powers)
Time Budget: 5 minutes
16. 9:50 Council Reports
Time Budget: 10 minutes
17. 10:00 Next Meeting – July 10, 2012: Topics
Time Budget: 5 minutes
18. 10:05 ADJOURN



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EXECUTIVE SUMMARY – JUNE 12, 2012 CITY COUNCIL MEETING

NOTE: This executive summary is provided to give a broader detail on the various agenda items. This summary is to be used as an adjunct to the agenda packet, and should not be considered a substitute for reading the packet.

CITY BUSINESS - CONSENT CALENDAR: There are six items on the consent calendar, as follows:

1. Approval of the Minutes of the May 8, 2012 Regular Meeting
2. Acceptance of the Financial Report & Approval of Disbursements
3. Re-appointment of John Lund to the Parks & Natural Resources Committee for a 3-year term ending July 2015. John's term ends July 2012, and he indicated to staff an interest in continuing to serve on the Committee.
4. Approval of Resolution 2012-20 declining to waive the statutory tort liability coverage limits. Cities obtaining liability coverage from the League of Minnesota Cities Insurance Trust must decide whether or not to waive the statutory tort liability limits to the extent of the coverage purchased. A cover memo accompanying the resolution details the effect of not waiving the limits. Please read the cover memo before the meeting.
5. Approval of Resolution 2012-21 appointing election judges for the primary and general election.
6. Approval of Resolution 2012-22 accepting the donation of \$1,500.00 from Mayor Alan Mitchell to pay for acts performing at the "Music in the Park" concert series, and directing the City Treasurer to move the \$1,500.00 budgeted for the Mayor's salary to Culture and Recreation for said purpose. Since this is a donation, the City is required by Minnesota Statutes § 465.03 to accept the donation by resolution. Since elected official salaries are paid once a year in December, the most efficient way to actualize this donation is by moving the money in from City Council Wages and Salaries to Culture and Recreation.

CITY BUSINESS – REGULAR ORDER:

7. REVIEW OF STREET MAINTENANCE HISTORY and COST ESTIMATE FOR GENERATION OF A PAVEMENT CONDITION INDEX (PCI) FOR THE CITY'S STREET NETWORK: Council Member Peterson, as Council liaison for roads, is bringing this matter to the Council's attention and has asked City Engineer Kristie Elfering to share with the Council and the public the maintenance history of the City streets and also discuss the need for a pavement condition index (PCI) generated for the City's street network. Elfering also received an estimate from GoodPointe Technology, Inc. of \$995.00 for generation of the PCI. Funding for this project can be transferred in from the Ice and Snow Removal fund account, which still has \$11,907.71 in the account. Elfering has submitted exhibits for Council review and comment. These exhibits are included in the Council packet.

QUESTIONS: Should the City Council approve the expenditure of \$995.00 for development of a pavement condition index? Should the funding for this activity be transferred out of the Ice and Snow Removal fund account?

8. PROPOSED ROAD COMMITTEE>REVIEW OF DRAFT BY-LAWS AND CONSIDERATION OF ESTABLISHING SAID COMMITTEE: At the May 8, 2012 Council meeting, former Councilmember Nino Nardecchia recommended that a committee be formed to develop a comprehensive road maintenance plan for the City's local road network. Several members of the public agreed with Nardecchia and volunteered to serve on the proposed committee. Mayor Mitchell offered to draft a set of by-laws governing the activity of the Committee. A copy of the draft by-laws is included in the agenda packet as an exhibit for the Council's review, comment, and consideration of approval. If the Council approves formation of this Committee, a solicitation for volunteers to serve on the Committee can be placed in the City newsletter.

QUESTIONS: Should the City Council approve formation of the Roads and Streets Committee and by-laws? If so, should the Council approve the draft by-laws for the Committee as written by Mayor Mitchell? Should the City Council appoint members of the Committee at tonight's meeting, or should a solicitation for membership be conducted?

9. SEWER AND WATER PROPOSED RATE INCREASES> REVIEW OF PROPOSED RATE INCREASES, PUBLIC HEARING, AND COUNCIL DELIBERATION AND CONSIDERATION OF ADOPTION: The City Council engaged the services of Shelly Rueckert to evaluate the adequacy of the city's sewer and water rates. Shelly met with the Finance Committee to review her analysis and her recommendations. The Finance Committee reviewed the following information: Water Consumption data for 2011-2012; annual revenue and expenditure data for the sewer and water funds from 2004 – 2011; Mahtomedi sewer and water rates; current Birchwood sewer and water fees; and an assessment of the impact of the recommended changes to the sewer and water fees. Shelly presented her recommendations – which were agreed upon by the Finance Committee – at the May 2012 Council meeting. The Council agreed to schedule a public hearing on the proposed rate increases (which are included in the agenda packet as an exhibit) for the June Council meeting. The public was notified of the public hearing with an insert to the June utility bills, as well as posting on the City's bulletin board.

QUESTION: Should the City Council approve the sewer & water rate increases as recommended by the Finance Committee?

10. PROPOSAL FROM THE CITY OF SAINT ANTHONY VILLAGE FOR PROVIDING UTILITY BILLING SERVICES:

10a. REVIEW AND CONSIDERATION OF ACCEPTANCE OF BID: In March, the City of Little Canada requested of the City a review of its contract to provide utility billing (UB) services. At the March 2012 meeting, the Council appointed members Barb Carson and Mark Peterson to work with staff to determine a course of action. Carson and Peterson directed staff to contact other cities that use the same UB software as Little Canada to see if any of them would like to provide service to the City. Staff contacted the 3 cities in the East Metro that use the same UB software – Stillwater, Arden Hills, and Roseville – and each city declined to provide a quote. Staff reported back its findings to Carson and Peterson, who then authorized expansion of the search to other cities without regard to the type of UB software they used. During this process, the City of Little Canada exercised its right under the existing memorandum of understanding (MOU) to withdraw from the MOU in 6 months. The last UB's to be provided by the City of Little Canada will be the September 2012 billing.

The City received more than a passing interest from 3 other government organizations: White Bear Township, North Saint Paul, and Saint Anthony Village. White Bear Township and North Saint Paul each are bringing new finance directors on board and have requested a delay in providing a quote until mid-summer in order to acclimate the new hires. The City of Saint Anthony Village (SAV) – which recently hired former Little Canada finance director Shelly Rueckert as its finance director – has provided a quote for UB services. A copy of the bid is included in the agenda packet as an exhibit.

The format of the quote is similar to the one currently in force between the City and Little Canada, and provides a similar level of service as it receives from our current vendor. Under # 2 (Compensation and Terms of Payment), SAV proposed a "per account" charge of \$4.45, adjusted annually with an inflationary increase based on the U. S.

consumer price index (CPI), but not less than 2% to cover annual increases in costs incurred by the vendor. Additionally, SAV proposes a one-time set-up fee of \$3,750.00, which will be lowered to \$2,250.00 if history files can be obtained from Little Canada. If the Council accepts SAV's proposal, Rueckert indicates that it can begin immediately and be able to process the September 2012 UB's.

Staff supports Council approval of the SAV proposal, for the following reasons: (1) The City has a history of excellent service from Rueckert, who resides in nearby Mahtomedi; (2) documentation from Little Canada revealed a \$4.33 per account cost to provide the same service, meaning it is doubtful that other communities will propose a fee than is substantially lower than that proposed by SAV; (3) with election season starting up soon, staff time will increasingly be devoted to statutory tasks such as election judge training, equipment testing, etc. – resolving this matter will resolve one more issue ahead of time.

QUESTIONS: Should the City Council accept the recommendation of staff and accept the proposal from the City of Saint Anthony Village to provide utility billing services? Or should the City Council wait until it receives additional proposals from White Bear Township and the City of North Saint Paul?

10b. REVIEW AND CONSIDERATION OF AGREEING TO PAY THE CITY OF LITTLE CANADA \$2,500.00 FOR REIMBURSEMENT OF UNDERBILLED SERVICES: As part of the City of Little Canada's audit of the MOU, it was revealed by Little Canada City Administrator Joel Hanson that it underbilled the City \$5,433.01 for services rendered. Initially, Hanson offered alternative methods of payment of this amount. Staff has been able to negotiate the amount down to \$2,500.00, in exchange for Little Canada's cooperation with the transition to another vendor.

Staff supports payment of the \$2,500.00 underbilled amount, for the following reasons: (1) The City did incur the expenses; (2) payment will ensure a smooth transitioning of the records; and (3) it helps maintain a level of cordiality with the City of Little Canada that may reap benefits in the future. Staff also supports securing documentation making sure that the City of Little Canada accepts the \$2,500.00 as a final settlement of this issue.

QUESTION: Should the City Council authorize payment of \$2,500.00 representing payment in full of the underbilled amount of charges incurred by the City of Little Canada in performing on the MOU with the City?

11. PROPOSAL FROM LAKE MANAGEMENT, INC. FOR REMOVING AQUATIC VEGETATION FROM THE LAKE EASEMENTS> REVIEW AND CONSIDERATION OF ACCEPTANCE: There is substantial aquatic vegetation at each of the City's lake tracts. Removal of this vegetation is regulated by the Minnesota Department of Natural Resources (DNR) and should be performed by a firm or an individual experienced in aquatic vegetation removal. The City received a quote from Lake Management, Inc. in April of \$1,679.00 to perform this service. The quote includes two applications for submerged weeds and algae (including milfoil) at Kay, Dellwood, Elm, Birch, and Ash easements (320 feet x \$2.35 per shoreline foot per application), plus DNR permit fees (\$35.00 x 5). Lake Management proposes the first application to take place sometime near the end of June, and if a second application is required it would take place near the end of July.

QUESTION: Should the City Council approve the quote from Lake Management for the removal of aquatic vegetation at the City's lake tracts?

12. REVISED POLICY ON CONTRACTS>REVIEW OF DRAFT AND CONSIDERATION OF APPROVAL: Mayor Mitchell is bringing this matter to the Council's attention, and stated at the May meeting that there are times that Council members and staff need to contact the City Engineer and City Attorney on city business; however, the City's current policy prohibits such contact unless the service provided by the City Engineer and City Attorney (or other vendor) is provided without charge. Mayor Mitchell stated that this policy is unrealistic and unworkable. At the May meeting, Mayor Mitchell presented a draft of changes to the City's policy he is proposing. This draft was

presented for review purposes only at the May meeting for formal review and consideration of adoption at the June meeting. A copy of the current and proposed policy is included in the agenda packet as exhibits.

As proposed, the December 2007 "Policy Guideline for use of Professional Services" would be amended in the following manner:

- a. The title of the policy is proposed to be changed to "Policy Regarding Contracts for Goods and Services."
- b. The first paragraph is expanded to authorize "any employee or City Councilmember" to contact prospective vendors to "gather information to assist the Council in deciding whether to enter into a contract" with said vendor.
- c. The second paragraph states a requirement that any service agreement should be in writing if the dollar amount of the contract is over \$1,000.00 or for a duration of more than 6 months. There is a clause authorizing oral contracts "in such situations if appropriate to save time, save costs, or promote efficiency".
- d. The third and final paragraph removes the "no charge" restriction from the policy. Replacing the restriction is an advisory comment that staff and elected officials "shall, however, consider that the City may incur some expenses if such contacts are made." Finally, the policy clarifies the ability of the City's contracted vendors (including the city attorney and city engineer) to contact staff or elected officials if necessary to carry out his or her obligations.

Staff has reviewed the proposed policy changes, and feels that while they are more realistic than the current policy, the proposed language makes it difficult to budget the additional expenditures that may occur. Staff supports budgeting a set dollar amount for each Council member to account for the costs of professional consultation, and if the Council member exceeds the budgeted amount that Council approval would be required to replenish the account. This would allow each Council member to get timely information on matters pertaining to City business, while maintaining a level of control over the City's finances.

QUESTION: Should the City Council adopt the proposed revisions to the City's policy regarding contracts?

13. 2012 SEWER CAPITAL PROJECTS UPDATE: City Engineer Kristie Elfering indicated to staff that the televising of the remaining sewer lines in the City will not be performed in time to report back to the Council. Elfering also wants to remind the Council of the need to replace the pump at the Wildwood lift station, and the need to replace the manhole rings at the remaining 69 manholes in the City. Documents provided at the May meeting regarding the replacement items are also included in this agenda packet as exhibits.

QUESTIONS: Should the City Council authorize the expenditure of \$7,000.00 for the replacement of the Wildwood lift station pump? Should the City Council authorize the expenditure of \$30,000.00 for the replacement of the remaining 69 manhole rings?

14. 2013 BUDGET AND 5-YEAR CAPITAL IMPROVEMENT PLAN (CIP)

14a. SET THE 2013 BUDGET PROCESS AND SCHEDULE: The 2nd half of every year is typically devoted to the budget process. The preliminary levy is required by state law to be certified to Washington County no later than September 15; the final levy is required by state law to be certified to Washington County no later than December 15. The preliminary levy can be reduced, but not increased, when the final levy is determined. For that reason, it is important to have accurate expenditure forecasts for the upcoming year before determining a preliminary levy. Council Member Harper has developed a spreadsheet that details the timeline from now until the final levy is approved at the December meeting. A copy of this spreadsheet is included in the agenda packet as an exhibit.

QUESTION: Should the City Council approve the submitted schedule for budget and levy approval?

14b. INITIAL REVIEW OF THE DRAFT CIP/14c. CONSIDERATION OF SCHEDULING A PUBLIC HEARING FOR THE DRAFT CIP: Council Member Harper, with consultation and input from the City Engineer, has also developed a draft capital improvement plan (CIP) for the next five years. (A capital improvement generally is defined as a non-recurring expenditure or any expenditure for physical improvements, including costs for: acquisition of existing buildings, land, or interests in land; construction of new buildings or other structures, including additions and major alterations; construction of streets and highways or utility lines; acquisition of fixed equipment; landscaping; and similar expenditures. It may mean any change, alteration, rearrangement or addition to existing facilities. It is also new construction, acquisition or improvements to sites, buildings, or service systems.) The draft CIP identifies capital improvements to be addressed during the next 5 years, as well as identifying the means to pay for them. The draft is for review purposes only; it is proposed that the Council schedule a public hearing at the July council meeting to accept public comment and approve the CIP.

QUESTIONS: Do any of the Council members have changes or corrections they want to see in the CIP? Should the Council schedule a public hearing for the proposed CIP?

CITY OF BIRCHWOOD VILLAGE
REGULAR CITY COUNCIL MEETING
May 8, 2012

MINUTES

MEMBERS PRESENT: Mayor Alan Mitchell; Council Members Barb Carson, Jane Harper, Mark Peterson, and Tony Sampair

STAFF PRESENT: City Engineer Kristie Elfering, City Clerk Dale Powers, City Treasurer Cindie Reiter, and City Attorney Kevin Sandstrom

OTHERS PRESENT: Suzanne Donnell, Tami Heart, Charles Kaufmann, John Lund, Nino Nardecchia, Tom Patsy, Shelly Rueckert, Gene Ruele, Ron Sternal, and 2 others

Mitchell called the regular meeting to order @ 7:00pm, and the Pledge of Allegiance was recited.

AGENDA APPROVAL: *Harper/Peterson unanimous to approve the agenda for the May 8, 2012 Regular Meeting, as amended to take Item # 1 (Approval of the Minutes of the April 10, 2012 Regular Meeting) off the Consent Calendar and placed immediately before Item # 5 (Music in the Park 2012: Authorization to Consume Beer and Wine at the Concerts)*

COMMUNITY EVENTS AND ANNOUNCEMENTS: Mitchell noted that the annual plant exchange is on Saturday, May 19 at 10:00am at City Hall; the Birchwood garage sale is on Saturday, June 2; the 2012 Music in the Park series starts on Sunday, June 3 at 6:00pm. The first group is Harmonic Relief, and the schedule for the season is posted on the City's website; and the Personnel Committee will be meeting on Wednesday, May 16 at 9:30 in City Hall to focus on personnel policies and goals to bring back to the Council in June; Birchwood is in a new County Commissioner district (District 2); and May is Arbor Month – the theme for the month is "Creating a Healthy Community Forest" and a publication titled "A Homeowner's Guide to Creating a Healthy Yard" is available from the state DNR.

Peterson mentioned that garlic mustard is now blooming; it's a tall plant with a white flower on top. Peterson noted that the plant is very invasive and noted that after removal of the plant advised residents to not leave it on the ground but rather to burn it or otherwise dispose of the remnant.

OPEN PUBLIC FORUM: The following residents addressed the Council at this time:

Nardecchia expressed concerns about the proposed Hall Avenue repairs and noted that the City is bound by verbiage in the contract between itself and the County when the road was turned back to the City and dollars were sent to the City for maintenance of Hall/Cedar. Nardecchia also recommended the following: developing a comprehensive road maintenance plan; creating a standing roads committee; and obtaining an independent needs analysis whenever major public works projects are proposed.

Donnell agreed with Nardecchia and said she would serve on the roads committee. Donnell also mentioned that there were some cars drag racing on Hall Avenue a couple of Sundays ago that created a safety hazard.

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48 **Patsy** agreed with Nardecchia and said he would serve on the roads committee.

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50 **Kaufmann** expressed concerns about alcohol at the Music in the Park series, and also that a variance is
51 not needed for the proposed warming house.

52

53 **Ruehle** stated that he can “sleep well at night” with the current Council, agrees with Nardecchia and
54 also expressed concerns about the impact of any assessments on the two rental properties he owns on
55 Hall Avenue.

56

57 **Heart** agreed with Nardecchia and is willing to serve on the roads committee, and thinks Hall/Cedar
58 should be sealcoated immediately. **Heart** also stated that Hall/Cedar needs regular maintenance instead
59 of reconstruction, and traffic calming devices so the speeds are reduced.

60

61 **CONSENT CALENDAR:** *Sampair/Mitchell unanimous to approve the following consent calendar items:*

62

- 63 1. *Acceptance of the Financial Report and Disbursements Register as prepared by the City*
64 *Treasurer and presented to the City Council on May 8, 2012 in the amount of \$44,660.91,*
65 *including Check #'s 27076-27119 and Electronic Funds Transfers LIFT052012, SCHG042012,*
66 *PERA041512, and PERA043012.*
- 67 2. *Approval of Resolution 2012-13 Accepting a Donation of Sand from Judy Duffy.*
- 68 3. *Approval of Resolution 2012-14 Accepting a Donation of Labor and Materials from Andrew*
69 *Sorenson.*

70

71 **APPROVAL OF MINUTES OF THE APRIL 10, 2012 REGULAR MEETING:** **Mitchell** noted that he wanted
72 this item removed from the consent agenda, stating that on Line 98 he suggests that the word
73 “summary” be inserted before the word “publication”.

74

75 *Mitchell/Harper unanimous to approve the minutes of the April 10, 2012 Regular meeting, as*
76 *amended at Line 98 to insert the word “summary” before the word “publication”.*

77

78 **MUSIC IN THE PARK 2012: AUTHORIZATION TO CONSUME BEER AND WINE AT THE CONCERTS:**

79 **Mitchell** brought this matter to the Council’s attention, and noted that City ordinance 607.641 requires
80 a special permit to be able to consume beer and wine on the City’s open spaces. The Council last year
81 approved a motion authorizing the special permit, and recommends using the same language for this
82 year’s approval, changing only the year. **Carson** asked where the concerts will take place this year;
83 **Mitchell** responded that the series will take place at Dellwood Beach or Tighe-Schmitz Park. **Sampair**
84 commented that the neighbors don’t mind if a few concerts take place at Dellwood each year, but last
85 year was excessive and recommends rotating the locations (e. g. Birch or Elm).

86

87 *Mitchell/Carson unanimous to authorize persons of legal age to possess and consume beer and wine*
88 *during the Sunday evening concerts during 2012, but only in the park where the concert is held and*
89 *only during the hours of the concert, and provided further that no person shall offer for sale any*
90 *intoxicating liquor at such places and at such times.*

91

92 **SEWER AND WATER PROPOSED RATE INCREASES> REVIEW PROPOSED RATE INCREASES AND SET**

93 **PUBLIC HEARING:** **Harper** noted that the Finance Committee has been charged with reviewing the

94 adequacy of the City’s sewer & water rates to ensure that the City has enough revenue to cover
95 operating and capital expenses, and introduced Rueckert, the St. Anthony finance director, who

96 analyzed the data and will present her report to the Council. **Rueckert** shared her findings with the
97 Council and recommends a tiered, progressive pricing structure and establishing a water capital
98 replacement fee to build up a reserve to pay for capital improvements to the water infrastructure.
99 **Rueckert** also recommends increasing the sewer rates from \$3.50/100 ft³ to \$3.75/100 ft³ effective with
100 the 3rd quarter billing, and establishing a sewer capital replacement fee to build up a reserve to pay for
101 capital improvements to the sewer infrastructure.

102
103 *Harper/Peterson unanimous to schedule a public hearing at the June 12, 202 Council meeting for the*
104 *proposed sewer and water rates.*

105
106 **2012 SEWER CAPITAL PROJECTS:** **Elfering** reviewed with the Council the bids for televising the remaining
107 sewer lines; the low bid was \$4,202.80, which was slightly above the \$4,200.00 budgeted for this work.
108 **Elfering** also updated the Council on the costs of replacing the pump at the Wildwood lift station and for
109 rehabbing the remaining 69 manholes to prevent infiltration of sand that can cause the lift station
110 pumps to malfunction.

111
112 *Sampair/Harper unanimous to accept the bid from Pipe Services for \$4,202.80 for televising the*
113 *remaining sanitary sewer lines in the City.*

114
115 **PARKS COMMITTEE ISSUES:**

116
117 **Trees:** **Lund** addressed the Council on the matter of removal of a cottonwood and a box elder tree at the
118 tennis courts. **Mitchell** noted that he went up to the tennis court with **Lund** and it seems like the
119 cottonwood is heaving the tennis court a little bit; the box elder seems like it's going to fall down
120 anyway. **Lund** explained that the cottonwood is creating ruts 25 feet into the tennis court, which will
121 eventually compromise the surface of the tennis court; **Lund** also noted that the shedding of the
122 cottonwood tree creates a mess on the court that requires regular cleaning and sweeping.

123
124 **Harper** said that when the tennis courts were put in, trees were removed on the west side of the courts
125 and thought replacement trees were to be planted, and wanted to know the status of that project; **Lund**
126 responded that the neighbors liked it open on the west side so they can use it to play catch, so they
127 didn't install the trees. **Harper** noted that residents were complaining about noise and feels the City
128 can't not install the trees just because the neighbors liked it open. **Carson** stated that tennis court don't
129 like trees; **Harper** responded that shrubs work well as a noise buffer. **Peterson** said that there is a
130 noticeable gap in the trees, and the secluded feeling is lost because of that. **Peterson** asked if the
131 cottonwood was removed, what would replace it; **Lund** responded that he would need to consult with
132 the City Forester (Erica Peterson) on that matter.

133
134 **Mitchell** asked if everyone on the Parks Committee thought the cottonwood should be removed; **Lund**
135 replied that the Committee agreed that it should be removed because it's damaging the court; as an
136 alternative, **Lund** said the City could spend money and continue to clean and sweep the court. **Harper**
137 asked whether a broom could be placed at the tennis courts so the users could sweep off the debris;
138 **Lund** responded that the surface of the court has holes in it that catch the tree debris, making it difficult
139 to sweep. **Harper** said that maybe the roots should be cut to see if that works and defer the removal
140 issue for a year.

141
142 **Peterson** stated that no one has an issue with removing the box elder; however, if the cottonwood is a
143 maintenance issue, if it needs to be removed to replace it with a nice tree so we don't have to wait 30

144 years to enjoy it. **Sampair** recommends tabling this matter until such time that a master landscape plan
145 for the tennis courts is developed. **Peterson** agreed, stating that perhaps it's good to step back a bit and
146 make sure we are planning the area properly. **Carson** said that there is a plan for the tennis court area in
147 the Clerk's office.

148

149 ***Peterson/Carson unanimous to authorize the expenditure of \$200.00 for removal of the box elder tree***
150 ***on the north side of the Bloomquist tennis courts.***

151

152 **Parks Cleanup Plan:** **Lund** shared with the Council the submitted proposed park cleanup plan, and noted
153 that this only involves Tighe-Schmitz, the tennis courts and the easements. **Lund** noted that the proposal
154 includes spring/fall cleanup and leaf cleanup around the sides of the easements and the ditches; the
155 Parks Committee will need to address dragging the ballfield and the trail, as well as the weeds at Tighe-
156 Schmitz. **Lund** concluded by saying this is for informational purposes only and will be integrated into
157 the parks plan for 2013.

158

159 **Sampair** recommends that, in addition to the item in the proposal that buckthorn removal and
160 elimination also be included. **Peterson** recommends that a volunteer work crew remove the buckthorn
161 during fall and spring cleanups. **Harper** suggests that the Committee talk to the Dock Association should
162 be contacted about spring and fall cleanup at the easements, since they've done these cleanups in the
163 past at no charge. **Peterson** also said that county Sentence to Serve crews could be utilized; **Lund** said
164 that needs to be coordinated a year in advance; **Harper** and **Sampair** agreed.

165

166 **RESOLUTION 2012-15 ADOPTING ORDINANCE 2012-05 AMENDING AND CODIFYING THE CITY'S**
167 **EXISTING FUND BALANCE POLICY AS CITY CODE CHAPTER 801:** **Mitchell** opened the public hearing @
168 8:39pm and called for public testimony on the proposed ordinance. Seeing that no members of the
169 public wished to testify, **Mitchell** closed the public hearing @ 8:40pm.

170

171 **Harper** noted that this ordinance essentially codifies the City's existing Fund Balance Policy, adds
172 sections pertaining to definitions for certain terms, and eliminates the provision for reviewing the policy
173 every three years as not appropriate for an ordinance.

174

175 **Mitchell** said that the "therefore" clause of the ordinance states "fund balance" and it should read "fund
176 balances"; and also said that the fourth "whereas" clause of the resolution is incorrect in that the
177 Council did not review the draft ordinance and recommends that clause to read "the City Council
178 authorized a public hearing on the proposal to adopt a fund balance ordinance".

179 **Donnell** commented that the City should have something in place to mandate review of the ordinance,
180 or else there is no motivation for the Council to review the ordinance. **Mitchell** responded that as a
181 policy it was important to have a timing mechanism for review, but it's generally not a good idea to put
182 such a timing mechanism in an ordinance.

183

184 ***Harper/Peterson unanimous to adopt Resolution 2012-15, adopting Ordinance 2012-05, as amended***
185 ***to change "fund balance" to "fund balances" in the "therefore" clause of the ordinance, and also to***
186 ***change the fourth "whereas" clause in the resolution to read "the City Council authorized a public***
187 ***hearing on the proposal to adopt a fund balance ordinance."***

188

189 **RESOLUTION 2012-16 ADOPTING ORDINANCE 2012-06 RENUMBERING CITY CODE CHAPTER 611**
190 **(PUBLIC WORKS RESERVE FUND) AS CITY CODE CHAPTER 802 AND CHANGING THE TEXT THEREOF:**
191 **Harper** shared with the audience the purpose of the Public Works Reserve Fund, and stated that this
192 ordinance renumbers Chapter 611 to Chapter 802 in keeping with the establishment of the 800 series in
193 the code book for finance-related ordinances, and also noted that a definition of "separation of monies"
194 was added for clarity; and that Sections 040, 050, 060, and 070 were modified slightly, also for
195 clarification purposes.

196
197 **Mitchell** opened the public hearing @ 8:53pm and called for public testimony on the proposed
198 ordinance. **Donnell** expressed a concern of herself and the neighbors along Hall Avenue that the
199 wording of the ordinance as it relates to what types of work on Hall/Cedar qualify for the special fund
200 was changed from "repair or rebuild" to "rebuild", and we believe the road was well-built and see it
201 lasting for another 15-20 years. **Harper** assured **Donnell** that the City is bound by contractual language,
202 which states that the Hall/Cedar fund can only be used for, quoting from the contract, "the first major
203 repairs" along Hall/Cedar, and those words have not changed from the prior ordinance.

204
205 **Mitchell** closed the public hearing @ 8:56pm.

206
207 **Mitchell** noted that, due to the testimony received by the Council, that the sixth "whereas" clause
208 should be modified to remove the phrase "and no person testified in opposition to the proposed
209 amendment."

210
211 ***Harper/Sampair unanimous to adopt Resolution 2012-16 adopting Ordinance 2012-06, as amended to***
212 ***modify the sixth "whereas" clause to remove the phrase "and no person testified in opposition to the***
213 ***proposed amendment."***

214
215 **RESOLUTION 2012-17 ADOPTING ORDINANCE 2012-07 RENUMBERING CITY CODE CHAPTER 611A**
216 **(CAPITAL PROJECTS FUND) AS CITY CODE CHAPTER 803 AND CHANGING THE TEXT THEREOF:** **Harper**
217 explained to the audience the purpose of the Capital Projects Fund, and noted that this ordinance is a
218 companion to 2012-06 and that this ordinance renumbers Chapter 611A to Chapter 803 and changes
219 the order of the sections to parallel that of Chapter 802 and to clarify the language.

220
221 **Mitchell** opened the public hearing @ 9:02pm and called for public testimony on the proposed
222 ordinance. Seeing that no members of the public wished to testify, **Mitchell** closed the public hearing @
223 9:03pm.

224
225 ***Harper/Sampair unanimous to adopt Resolution 2012-17 adopting Ordinance 2012-07.***

226
227 **RESOLUTION 2012-18 ADOPTING ORDINANCE 2012-08 ESTABLISHING CITY CODE CHAPTER 804 (PARKS**
228 **SPECIAL REVENUE FUND):** **Harper** shared with the audience the purpose of this ordinance, stating that
229 the City Council directed fees collected for boat slip permits for park improvements; however, there
230 hasn't been any definition of "park improvements"; this ordinance defines parks improvements and
231 establishes a special revenue fund as a repository of the funds, and establishes regulations for use of
232 monies in the fund.

233
234 **Mitchell** opened the public hearing @ 9:07pm and called for public testimony on the proposed
235 ordinance. **Heart** asked what specifics that fund is used for; **Harper** went over the proposed uses of the
236 fund as indicated in the draft ordinance. **Mitchell** closed the public hearing @ 9:12pm.

237 Mitchell noted that under 804.20 that "Kurt" should be "Curt", and also that the phrase "that offer
238 potential pedestrian trails" should be removed from the ordinance, the tense of the verbs in 804.050 (3)
239 needs to be consistent, and the fourth "whereas" clause should read to delete the phrase "and no
240 person testified in opposition to the proposed amendments".

241
242 *Harper/Sampair unanimous to adopt Resolution 2012-18 adopting Ordinance 2012-08, as amended to*
243 *change "Kurt" to "Curt" in 804.020 (2); to strike the phrase "that offer potential pedestrian trails"*
244 *from 804.020 (6); to bring consistency to the tense of the verbs in 804.050 (3); and to delete the phrase*
245 *"and no person testified in opposition to the proposed amendments" in the fourth "whereas" clause of*
246 *the resolution.*

247
248 **RESOLUTION 2012-19 ADOPTING ORDINANCE 2012-09 RENUMBERING CITY CODE CHAPTER 612**
249 **(PUBLIC IMPROVEMENTS FINANCING AND ASSESSMENT ORDINANCE) AS CITY CODE CHAPTER 805:**
250 Harper went over this resolution, stating that the text of the ordinance wasn't changing, only its number
251 – from 612 to 805.

252
253 Mitchell opened the public hearing @ 9:17pm and called for public testimony on the proposed
254 ordinance. Seeing that no members of the public wished to testify, Mitchell closed the public hearing @
255 9:18pm.

256
257 Mitchell said that the fourth "whereas" clause of the resolution is incorrect in that the Council did not
258 review the draft ordinance and recommends that clause to read "the City Council authorized a public
259 hearing on the proposal to renumber City Code 612 to 805".

260 *Harper/Sampair unanimous to adopt Resolution 2012-19 adopting Ordinance 2012-09 as amended to*
261 *change the fourth "whereas" clause to read "the City Council authorized a public hearing on the*
262 *proposal to renumber City Code 612 to 805."*

263
264 **CLERK'S REPORT:** Powers advised the Council of electrical work performed at the City Hall, and also
265 updated the Council on the progress of securing bids for utility billing services.

266
267 **COUNCIL REPORTS:** Mitchell explained to the Council that at times he needs to contact City contract
268 staff on matters, and finds the City's current policy that prohibits contact unless the service to be
269 provided is free of charge to be unrealistic and unworkable. Mitchell shared with the Council a draft
270 revision to the policy for its review, and desires to have formal review of the revision on the agenda for
271 the June meeting.

272
273 Mitchell commented that after reviewing the contract between the City of Saint Paul Regional Water
274 Services (SPRWS), he felt there was language in the contract that needed to be amended; a draft
275 revision was sent to SPRWS, who declined to make the changes. Subsequently, Mitchell sent a letter of
276 clarification to SPRWS stating what the City's position was on certain aspects of the contract; SPRWS
277 expressed a disagreement with the letter of clarification. Consequently, Mitchell said that himself, the
278 City Engineer and the City Attorney were called to a meeting with the executive director, general
279 manager, and attorney for SPRWS last Thursday in regards to this issue. As a result of this meeting, the
280 general manager of SPRWS issued a letter to the City stating that it [SPRWS] must insist that the City
281 unequivocally agree that the terms in the contract mean what they say are as they are written and are
282 to be interpreted exclusively per the four corners of the document; otherwise, SPRWS indicated that the
283 relationship can't continue. Mitchell said that the City will have to live with the contract terms. Sampair

284 asked whether the Council authorized you to meet with SPRWS; **Mitchell** replied that SPRWS called and
285 said it wanted to meet with the City on the areas of contention and noted that was the reason he thinks
286 the current professional services policy is unworkable.

287
288 **Mitchell** concluded his remarks by commenting that the proposed road committee should review all of
289 the streets in the City and not just Hall/Cedar. **Peterson** added that it's always good to get more citizens
290 involved in the process and wants this topic on the agenda for the June meeting. **Mitchell** offered to
291 draft a set of by-laws for the Committee.

292
293 **Sampair** reported that he received a complaint about a boat being stored on one of the lake tracts and
294 believes staff should contact the Dock Association about taking care of the matter. **Sampair** also believes
295 that the length of the docks at Dellwood and Birch easements exceed the length approved by the City
296 Council. **Sampair** concluded his remarks by stating that the lake tract ordinance needs to make explicit
297 the need for a separate meeting between the dock association and the neighbors.

298
299 **Harper** noted that Elfering is reviewing the draft 5-year capital improvement plan for the City and will be
300 prepared to comment on the draft at the June meeting. **Carson** asked about striping Hall/Cedar; **Reiter**
301 explained that the outside stripes are too visible at this time for restriping, as it would appear that there
302 are 2 sets of stripes on each side of the road.

303
304 **NEXT MEETING>JUNE 12, 2012: TOPICS:** **Mitchell** noted the following items scheduled for the June
305 meeting: (1) policy on contracts; (2) planning commission report on the 618 [Complaints] ordinance; (3)
306 public hearing on the sewer and water rates; (4) review of draft personnel policies; (5) Council Member
307 Peterson will have an update on a possible Road Committee; (6) resolution on the mayor's salary going
308 to Music in the Park; (7) results of televising the sewers; and (8) Council Member Sampair will have a
309 proposed amendment to 617 pertaining to Dock Association neighbor meetings. **Powers** advised that
310 there are additional items, as follows: (9) planning commission report on the variance for the warming
311 house; (10) approval of election judges; (11) approval of \$200.00 expenditure for fireworks; (12)
312 manhole ring replacement; (13) weed treatment at Tighe-Schmitz Park; (14) 5-year capital
313 improvements plan review; (15) and review of bids for utility billing services.

314
315 **ADJOURN:** Without a formal motion, the Council meeting adjourned @ 9:50pm.

316
317
318
319
320
321
322

323 Dale Powers
324 City Clerk

#2

**Birchwood Village Treasurer's Report
6-7-12**

To: City Council
From: Cindie J Reiter, Treasurer *cjr*

Financial Report

Attached are the CTAS reports:

The **DISBURSEMENTS REGISTER** is for those claims presented for approval and/or payment this eve. Disbursement Register includes check numbers or EFT identifier. June 2012 checks #27120 – 27221 and EFTs for Xcel Sewer LIFT, U S Bank Service Charge (SC), PERA, FED and MN payroll taxes.

The **Interim Financial Report** shows the year to date totals for each revenue and expense of each Fund. The report is presented by ACCOUNT code. Fund 100 is the operating fund (General Fund) for which property taxes are levied, and also includes other revenues the city receives. In the disbursement section of this report you will find a running total (YTD) and variance (remaining balance) of the full year budgeted amount for each category of expense.

The **Cash Balance Statement** is the beginning balances (same as: prior year-end). The beginning balances are all cash balances – which reside at US Bank (checking for operating funds & savings) and at Piper Jaffray (money market accounts for various fund reserves & savings)

Current Items of Interest-

- **Special assessment interest refunds*** - Refunds checks process ongoing. Council approval to 5/08/2012 allow checks to be signed as processed and mailed to recipient.
- **Water main break January 2012** – Small repair expenses continue for this break, YTD is \$6,706.
- **Recycle rate increase** - 2.22% from \$936.90 to 957.72 per month
- **2013 Budget** spreadsheet prep to begin late June

Please call/email with any questions.

Cindie J Reiter.
Birchwood City Treasurer

Note: **Special Assessment – Pay 2011 REFUND IN 2012

Resolution of over calculation of interest for Pay 2011 is to refund all PAID debt service special assessment for Pay 2011. This refund will be sent to property owners after the county provides report of those properties paid for 2011.

As of 06/07/2012
Fiscal Year:2012

<u>Name of Fund</u>	<u>Beginning Balance</u>	<u>Total Receipts</u>	<u>Total Disbursements</u>	<u>Ending Balance</u>
General Fund	\$513,015.66	\$12,512.37	\$141,867.36	\$383,660.67
Special Rev Projects	\$11,481.67	\$3,735.00	\$4,170.09	\$11,046.58
Sewer 2004 Bonds	\$0.00	\$0.00	\$1,884.00	(\$1,884.00)
Birchwood In Re-hab Bond	\$0.00	\$0.00	\$115.24	(\$115.24)
Sewer Re-hab 2008 Debt	\$0.00	\$241.82	\$6,117.11	(\$5,875.29)
Cap Project - PW	\$41,571.00	\$0.00	\$0.00	\$41,571.00
Capital Projects	\$59,527.99	\$0.00	\$940.00	\$58,587.99
Cap Proj - Catchbasin	\$0.00	\$0.00	\$0.00	\$0.00
Water Enterprise Fund	\$35,730.61	\$13,548.78	\$32,662.12	\$16,617.27
Sewer Enterprise Fund	\$174,704.05	\$24,967.15	\$28,639.68	\$171,031.52
Total	\$836,030.98	\$55,005.12	\$216,395.60	\$674,640.50

Fund Name: All Funds
 Date Range: 05/09/2012 to 06/12/2012

<u>Date</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Check #</u>	<u>Total</u>	<u>Account #</u>	<u>Amount</u>
05/09/2012	Metropolitan Council Env. Service	Wastewater Service June 2012	27120	\$3,313.35	605-43190-217	\$3,313.35
05/09/2012	Ronnan, Kenny	Videographer - Service Apr 2012 (3.5)	27121	\$49.00	100-41950-305	\$49.00
05/09/2012	Ken Johnson	sign replc/Grotto/ & Wtr mainbreak sand/WGT signs/pothole/sweep	27122	\$2,340.00	100-43100-305	\$45.00
					100-43100-305	\$135.00
					100-43100-305	\$45.00
					100-43100-305	\$45.00
					100-43123-305	\$1,935.00
					210-45200-305	\$45.00
					601-43185-305	\$90.00
05/09/2012	On-Site Sanitation Inc	Rental Unit -Tennis Crt/ Tighe Schmidt Apr/May 2012	27123	\$261.03	100-45200-305	\$86.95
					100-45200-305	\$87.13
					100-45200-305	\$86.95
05/09/2012	Waste Management of WI-MN	Recycle - Apr 2012	27126	\$936.90	100-44100-305	\$936.90
05/09/2012	MCKiernan, Mark	Interest Refund - Spec Assessment Pay 2011	27127	\$45.45	305-49200-810	\$45.45
05/09/2012	Nicholson, Betty	Interest Refund - Spec Assessment - Pay 2011 (2)	27128	\$90.90	305-49200-810	\$45.45
					305-49200-810	\$45.45
05/09/2012	LeMieux, Renee	Interest Refund - Spec Assessment - Pay 2011	27129	\$45.45	305-49200-810	\$45.45
05/09/2012	MCKiernan, Mark	INterst refund - Spec Assessment Pay 2011	27130	\$45.45	305-49200-810	\$45.45
05/09/2012	Goetzi, Wayne	Interest Refund - Spec Assessment Pay 2011	27131	\$45.45	305-49200-810	\$45.45
05/09/2012	Lauer, John	Interst refund - Spec Assessment Pay 2011	27132	\$45.45	305-49200-810	\$45.45
05/09/2012	Alnes, Judy & Kruse, John	Interest Refund - Special Assessment Pay 2011	27133	\$45.45	305-49200-810	\$45.45
05/09/2012	Churchill, Christopher & Angela	Interst REfund - Spec Assessment 2011	27134	\$45.45	305-49200-810	\$45.45
05/09/2012	Danks, Doug	Interst REfund - Spec Assessment Pay 2011	27135	\$45.45	305-49200-810	\$45.45
05/09/2012	Delmont, Tom	Interst Refund - Spec Assessment Pay 2011	27136	\$45.45	305-49200-810	\$45.45
05/09/2012	ONI, Richarad & Tracy	Intrest REfund - Spec Assessment pay 2011	27137	\$45.45	305-49200-810	\$45.45

City of Birchwood Village

Disbursements Register

06/07/2012

<u>Date</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Check #</u>	<u>Total</u>	<u>Account #</u>	<u>Amount</u>
05/09/2012	Alben J & Sommerfeldt	Interst Refund - Pay 2011 Spec Assessment	27138	\$45.45	305-49200-810	\$45.45
05/09/2012	Kordosky, Robert	Interest Refund - Spec Assessment pay 2011	27139	\$45.45	305-49200-810	\$45.45
05/09/2012	Kurtz, Roger	Interest Refund - Special Assessment pay 2011	27140	\$45.45	305-49200-810	\$45.45
05/09/2012	Ebbott, Michael & Sandee	Interst Refund - Spec Assessment Pay 2011	27141	\$45.45	305-49200-810	\$45.45
05/09/2012	Nelson, Brian & Kathy	Interst Refun - Spec Assessment Pay 2011	27142	\$45.45	305-49200-810	\$45.45
05/09/2012	Fischer, Adam	Interest REFUND - Pay 2011 Spec Asmt	27143	\$45.45	305-49200-810	\$45.45
05/09/2012	Bosse, William	Interst Refund - Spec Assessment Pay 2011	27144	\$45.45	305-49200-810	\$45.45
05/09/2012	CAlderon, Nancy	Interst Refund - Spec Interest Pay 2011	27145	\$45.45	305-49200-810	\$45.45
05/09/2012	Pankonen, Richard & Keri	Interest Refund - Spec Assessment Pay 2011	27146	\$45.45	305-49200-810	\$45.45
05/09/2012	Donovan, Greg	Interst Refund - Spec Assessment pay 2011	27147	\$45.45	305-49200-810	\$45.45
05/09/2012	Thury, Mark	Interst Refund - Spec Assessment pay 2011	27148	\$45.45	305-49200-810	\$45.45
05/09/2012	Rauch, Christina	Interest REFund - Spec Assessment Pay 2011	27149	\$45.45	305-49200-810	\$45.45
05/09/2012	Peterson, Ken	Interst Refund - Spec Assessment Pay 2011	27150	\$45.45	305-49200-810	\$45.45
05/09/2012	Pratt, Len	Interstr Refund - Spec Assessment Pay 2011	27151	\$45.45	305-49200-810	\$45.45
05/09/2012	Pratt, Jeff	Interest Refund - Spec Assessment pay 2011	27152	\$45.45	305-49200-810	\$45.45
05/09/2012	Simning, James	Interest Refund - Spec Assessment pay 2011(2)	27153	\$90.90	305-49200-810	\$45.45
					305-49200-810	\$45.45
05/09/2012	Dow, John & Regina	Interest Refund - spec Assessment pay 2011	27154	\$45.45	305-49200-810	\$45.45
05/09/2012	MN Department of Revenue	State W/H Apr 2012	MN042012	\$177.96	100-41400-115	\$177.96
05/10/2012	Ken Johnson	Clean up - tennis crts/parks/beach/dispo sal/mowing	27155	\$1,925.00	100-45010-305	\$700.00
					100-45200-305	\$1,225.00
05/10/2012	IRS - US Treasury	FEDTaxes April 2012	FED042012	\$933.28	100-41400-110	\$388.41

City of Birchwood Village

Disbursements Register

06/07/2012

<u>Date</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Check #</u>	<u>Total</u>	<u>Account #</u>	<u>Amount</u>
					100-41400-160	\$58.90
					100-41400-162	\$251.91
					100-41400-164	\$58.90
					100-41400-166	\$170.66
					100-41400-610	\$4.50
05/15/2012	Payroll Period Ending 04/30/2012		27124	\$1,047.94	100-41400-100	\$1,047.94
05/15/2012	Payroll Period Ending 04/30/2012		27125	\$509.34	100-41400-100	\$509.34
05/15/2012	Postmaster	Stamps - 300	27158	\$135.00	100-41430-200	\$135.00
05/15/2012	Qwest/CenturyLink	Phone/Fax lines May 2012	27159	\$125.49	100-41940-321	\$125.49
05/18/2012	PERA	Staff Retirement PE04/30/12	PERA051512	\$293.54	100-41400-120	\$131.27
					100-41400-121	\$162.27
05/24/2012	Xcel Energy	Parks- Apr 2012	27160	\$9.88	100-45200-380	\$9.88
05/24/2012	Xcel Energy	City hall Gas/Electric - Apr 2012	27161	\$138.61	100-41940-380	\$138.61
05/24/2012	MN Dept of Health Drinking Water	Water Supply Connection Srvc Qtrly Fee 2012	27162	\$562.00	601-43180-430	\$562.00
05/24/2012	City of St. Paul	Quarter 2 Mntnc & System Operation 2012	27163	\$4,500.00	601-43180-305	\$4,500.00
05/24/2012	Xcel Energy	Street Lights May 2012	27164	\$1,201.58	100-43160-380	\$1,201.58
05/24/2012	U S Bank	Debt Service Bond Interest 2012	EFT052412	\$3,571.91	305-47100-610	\$3,571.91
05/30/2012	Harmonic Relief	Music in the Park June 3, 2012	27165	\$150.00	100-45100-300	\$150.00
05/31/2012	Payroll Period Ending 05/15/2012		27156	\$1,047.94	100-41400-100	\$1,047.94
05/31/2012	Payroll Period Ending 05/15/2012		27157	\$558.32	100-41400-100	\$558.32
06/04/2012	Tom Lutmer /Any Day Now	Music In the Park 6/10/12	27167	\$150.00	100-45100-300	\$150.00
06/04/2012	Xcel Energy	Lift Stn June 2012 (EFT)	LIFT062012	\$373.78	605-43190-380	\$373.78
06/06/2012	IRS - US Treasury	FEDTaxes May 2012	FED052012	\$975.09	100-41400-110	\$407.56
					100-41400-160	\$61.87
					100-41400-162	\$264.57
					100-41400-164	\$61.87
					100-41400-166	\$179.22
06/06/2012	MN Department of Revenue	State W/H May 2012	MN052012	\$188.30	100-41400-115	\$188.30
06/06/2012	PERA	Staff Retirement PE05/15/12	PERA053012	\$292.50	100-41400-120	\$157.08
					100-41400-121	\$135.42
06/07/2012	Press Publications	Summary Chapter 305 Pub	27166	\$226.40	100-41130-351	\$226.40

City of Birchwood Village

Disbursements Register

06/07/2012

<u>Date</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Check #</u>	<u>Total</u>	<u>Account #</u>	<u>Amount</u>
06/07/2012	Press Publications	Publish Chapter 301 Amend	27168	\$247.63	100-41130-351	\$247.63
06/07/2012	Press Publications	Publish Chapter 2 Amend	27169	\$212.25	100-41130-351	\$212.25
06/07/2012	Press Publications	Publish Chapter 203 Amend	27170	\$240.55	100-41130-351	\$240.55
06/07/2012	S&T Office Supplies	Washable Keyboard	27171	\$46.65	100-41420-200	\$46.65
06/07/2012	Hugo Plumbing & Pump Svc, Inc.	Fountains on Summer Operation	27172	\$150.00	100-45200-300	\$150.00
06/07/2012	TSE, INC	City Hall Janitorial - 4/24/2012	27173	\$19.00	100-41940-305	\$19.00
06/07/2012	SL - serco	Meter Readings - Qtr 2 2012	27174	\$281.00	601-43180-305 605-43190-305	\$140.50 \$140.50
06/07/2012	S&T Office Supplies	Executive Chair - office furniture	27175	\$150.31	100-41420-200	\$150.31
06/07/2012	League of Mn Cities Insurance Trust	WC Renewal 2012	27176	\$1,934.00	100-41945-150	\$1,934.00
06/07/2012	Eckberg, Lammers, Briggs, Wolff	Legal Service -Apr 2012	27177	\$276.00	100-41600-300	\$276.00
06/07/2012	On-Site Sanitation Inc	Rental Unit -Tennis Crt May 2012	27178	\$62.89	100-45200-305	\$62.89
06/07/2012	TA Schifsky & Sons, INC	Grotto Steps class 5 & asphalt	27179	\$95.09	210-45200-224	\$95.09
06/07/2012	Toshiba Business Solutions, USA Inc	Qtrly Mntnc Feb-May 2012	27180	\$53.90	100-41420-305	\$53.90
06/07/2012	City of White Bear Lake Police	Law Enforcement - June 2012	27181	\$7,481.33	100-42100-305	\$7,481.33
06/07/2012	City of White Bear Lake Fire	Fire Svc -June 2012	27182	\$1,776.42	100-42200-305	\$1,776.42
06/07/2012	S&T Office Supplies	Black Binders	27183	\$51.98	100-41420-200	\$51.98
06/07/2012	Washington County	Assessment Billing 2012	27184	\$5,436.23	100-41550-305	\$5,436.23
06/07/2012	City of White Bear Lake Public Work	Lift Stn ck/Mo records fee	27185	\$826.75	605-43190-305	\$826.75
06/07/2012	TSE, INC	City Hall Janitorial - 5/8/2012	27186	\$19.00	100-41940-305	\$19.00
06/07/2012	Press Publications	Publish Ord 2012-09	27187	\$537.70	100-41130-351	\$537.70
06/07/2012	Press Publications	Publish Ord 2012-08	27188	\$254.70	100-41130-351	\$254.70
06/07/2012	Press Publications	Publish Ord 2012-07	27189	\$155.65	100-41130-351	\$155.65
06/07/2012	Press Publications	Publish Ord 2012-06	27190	\$268.85	100-41130-351	\$268.85
06/07/2012	Press Publications	Publish Ord 2012-05	27191	\$346.68	100-41130-351	\$346.68
06/07/2012	Waste Management of WI-MN	Recycle - May 2012	27192	\$957.72	100-44100-305	\$957.72
06/07/2012	City of Birchwood Village	City Hall Utility Bill	27193	\$42.84	100-41940-380	\$42.84

City of Birchwood Village

Disbursements Register

06/07/2012

<u>Date</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Check #</u>	<u>Total</u>	<u>Account #</u>	<u>Amount</u>
06/07/2012	Elfering & Associates	Eng Srvc-May 2012	27194	\$1,030.50	100-41650-300 100-41650-300 601-41650-300 601-43185-300 605-41650-300	\$297.00 \$99.00 \$336.00 \$150.00 \$148.50
06/07/2012	Metropolitan Council Env. Service	Wastewater Service July 2012	27195	\$3,313.35	605-43190-217	\$3,313.35
06/07/2012	S&T Office Supplies	Easel/ Binder	27196	\$19.77	100-41420-200	\$19.77
06/07/2012	Gopher State One Call	May 2012 Locates (29/1)	27197	\$42.05	601-42805-305 605-42805-305	\$21.03 \$21.02
06/07/2012	St. Anthony Village	Newsletter - mailing	27198	\$203.45	100-41960-200 100-41960-305	\$175.95 \$27.50
06/07/2012	On-Site Sanitation Inc	Rental Unit -Tennis Crt/Tighe Schmidt June 2012	27199	\$174.08	100-45200-305 100-45200-305	\$86.95 \$87.13
06/07/2012	Anderson, Mark/Tami Hart	Interest Refund - Spec Asmt 2010	27200	\$45.45	305-49200-810	\$45.45
06/07/2012	Andres, Marie	Interst REfund - Spec Asmt Pay 2011	27201	\$45.45	305-49200-810	\$45.45
06/07/2012	Belisle, Kimberly	Interest Refund - Spec Asmt Pay 2011	27202	\$45.45	305-49200-810	\$45.45
06/07/2012	Claeson, Richard & Mary Jo	Interest Refund - Spec Asmt Pay 2011	27203	\$45.45	305-49200-810	\$45.45
06/07/2012	Clark, Thomas & Carole	Interst Rfund - Spec Asmt pay 2011	27204	\$45.45	305-49200-810	\$45.45
06/07/2012	Corliss, Chuck & Karleen	Interest Refund - Spec Asmt Pay 2011	27205	\$45.45	305-49200-810	\$45.45
06/07/2012	Delisle, Darleen	Interst Refund - Spec Asmt - Pay 2011	27206	\$45.45	305-49200-810	\$45.45
06/07/2012	Dopson, Steven & Karen	Interst Refund - Spec Asmt Pay 2011	27207	\$45.45	305-49200-810	\$45.45
06/07/2012	Egan, Michael	interst Refund - Spec Asmt Pay 2011	27208	\$45.45	305-49200-810	\$45.45
06/07/2012	Evangelista, Michael & Sandra	Interest Refund - Spec Asmt Pay 2011	27209	\$45.45	305-49200-810	\$45.45
06/07/2012	Farnan, Ruth	Interest Refund - spec Asmt pay 2011	27210	\$45.45	305-49200-810	\$45.45
06/07/2012	Erick Marshall Electric, Inc.	City hall Electric repairs & replace	27211	\$1,370.00	100-41940-300	\$1,370.00
06/07/2012	Flatten, Barb	Interest Refund - Spec Asmt Pay 2011	27212	\$45.45	305-49200-810	\$45.45
06/07/2012	Ford, Olivia C Trs & Silas M Ford	Interest Refund - Spec Asmt Pay 2011	27213	\$45.45	305-49200-810	\$45.45
06/07/2012	Freeberg, Scott & Karen	Interst Refund - Spec Asmt pay 2011	27214	\$45.45	305-49200-810	\$45.45
06/07/2012	Glander, Mark & Susan	Interest Refund - Spec Asmt Pay 2011	27215	\$45.45	305-49200-810	\$45.45

City of Birchwood Village

Disbursements Register

06/07/2012

<u>Date</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Check #</u>	<u>Total</u>	<u>Account #</u>	<u>Amount</u>
06/07/2012	Goertz, Ronald	Interest REfund - Spec Asmt Pay 2011	27216	\$45.45	305-49200-810	\$45.45
06/07/2012	Goodreid, Heidi	Interst Reund - Spec Asmt Pay 2011	27217	\$45.45	305-49200-810	\$45.45
06/07/2012	Greeley, James & Nansee	Interest Refund - Spec Asmt Pay 2011	27218	\$45.45	305-49200-810	\$45.45
06/07/2012	Hanson, Lynn & & Dyanne	Interest Refund - Spec Asmt Pay 2011	27219	\$45.45	305-49200-810	\$45.45
06/07/2012	Jann, David & Kirsten	Interest Refund - Spec Asmt Pay 2011	27220	\$45.45	305-49200-810	\$45.45
06/07/2012	Ken Johnson	Mowing/Grade Grotto/Seed Wtrmain brk	27221	\$1,040.00	100-43100-305	\$45.00
					100-45010-305	\$700.00
					100-45200-305	\$100.00
					601-43185-305	\$195.00

Total For Period **\$57,384.96**

Total Year To Date **\$216,395.60**

Fund Name: All Funds
Date Range: 05/09/2012 to 06/12/2012

<u>Date</u>	<u>Remitter</u>	<u>Description</u>	<u>Receipt #</u>	<u>Total</u>	<u>Account #</u>	<u>Amount</u>
05/09/2012	Trepanier	Dog License	723	\$10.00	100-32240	\$10.00
05/09/2012	Nelson, thomas	Dog License	724	\$10.00	100-32240	\$10.00
05/09/2012	Weber, Kathy & Herb	Hall Rental	725	\$25.00	100-34101	\$25.00
05/09/2012	Sutherland, Philip	Boat Slip 2012	726	\$200.00	210-32260	\$200.00
05/09/2012	Klimp, Lori/Dana	Boat Slip 2012	727	\$200.00	210-32260	\$200.00
05/09/2012	Nelson, Thomas	Boat Slip fee 2012	728	\$200.00	210-32260	\$200.00
05/09/2012	Johnson, Carter	Deposit for Wating List 2012	729	\$200.00	210-32260	\$200.00
05/09/2012	Paradise, Kelly	Deposit for Wating Llist 2012	730	\$200.00	210-32260	\$200.00
05/09/2012	Birchwood Dock Assn	Dock Fee 2012	731	\$500.00	210-32260	\$500.00
05/09/2012	Air American Heatig & Cooling	Bldg permit #WB054498	732	\$46.44	100-32210	\$46.44
05/09/2012	Northland Home Exteriors	Bldg Permit #WB054704	733	\$258.75	100-32210	\$258.75
05/30/2012	Churchill, Chris and Angela	Boat Slip permit fee	739	\$200.00	210-32260	\$200.00
05/30/2012	Morehead, Troy/Naomi	Boat Slip Permit fee 2012	740	\$200.00	210-32260	\$200.00
05/30/2012	Elias, John/Patricia	Boat Slip permit fee 2012	741	\$200.00	210-32260	\$200.00
05/30/2012	Arlandson, John/Martha	Boat slip permit fee 2012	742	\$200.00	210-32260	\$200.00
05/30/2012	Felt, R/J	Boat Slip permit fee	743	\$200.00	210-32260	\$200.00
05/30/2012	Lund, John/Kellie	Boat Slip permit fee 200	744	\$200.00	210-32260	\$200.00
05/30/2012	Fischer, Adam/Wendy	Boat Slip permit fee 2012	745	\$200.00	210-32260	\$200.00
05/30/2012	Anderson, Don	Bldg permit #WB054843	746	\$61.50	100-32210	\$61.50
05/30/2012	Gibbs/Gadd	Bldg permitti #WB054725	747	\$30.00	100-32210	\$30.00
05/30/2012	KB Service	Bldg permit #WB054742	748	\$61.50	100-32210	\$61.50
05/30/2012	MN Dept of Unemployment	Refund	749	\$64.10	100-36240	\$64.10
05/30/2012	Pratt, len	Bldg permitti #WB054864	750	\$23.25	100-32210	\$23.25
05/30/2012	Nelson, Carly	Bldg Permit #WB054760	751	\$147.63	100-32210	\$147.63

Total For Period

\$3,638.17

Total Year To Date

\$55,005.12

As of 12/31/2012

General Fund

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
General Property Taxes	\$325,000.00	\$409.80	(\$324,590.20)
Total Acct 310	\$325,000.00	\$409.80	(\$324,590.20)
Building Permits	\$8,500.00	\$3,932.11	(\$4,567.89)
Dog Licenses	\$1,000.00	\$575.00	(\$425.00)
Total Acct 322	\$9,500.00	\$4,507.11	(\$4,992.89)
State Grants and Aids	\$238.00	\$0.00	(\$238.00)
Total Acct 334	\$238.00	\$0.00	(\$238.00)
Recycle Grant	\$1,650.00	\$0.00	(\$1,650.00)
Cable Comm. Grant	\$7,000.00	\$6,152.79	(\$847.21)
Total Acct 336	\$8,650.00	\$6,152.79	(\$2,497.21)
City Hall and Garage Rent	\$500.00	\$169.50	(\$330.50)
Total Acct 341	\$500.00	\$169.50	(\$330.50)
Fines	\$1,000.00	\$289.98	(\$710.02)
Total Acct 351	\$1,000.00	\$289.98	(\$710.02)
Interest Earnings	\$1,000.00	\$3.09	(\$996.91)
Contrib. and Donations-Private	\$400.00	\$670.00	\$270.00
Refunds and Reimbursements	\$0.00	\$310.10	\$310.10
Total Acct 362	\$1,400.00	\$983.19	(\$416.81)
Total Revenues	\$346,288.00	\$12,512.37	(\$333,775.63)
Other Financing Sources:			
Sale of Investments		\$0.00	
Transfers from other Funds		\$0.00	
Disbursements:			
Publishing	\$2,175.00	\$3,212.94	(\$1,037.94)
Total Acct 411	\$2,175.00	\$3,212.94	(\$1,037.94)
City Council	\$2,700.00	\$319.20	\$2,380.80
Total Acct 413	\$2,700.00	\$319.20	\$2,380.80
Clerk - Treasurer	\$56,000.00	\$24,999.54	\$31,000.46
Elections	\$4,400.00	\$470.00	\$3,930.00
Office Operations/Supplies	\$4,275.00	\$1,107.28	\$3,167.72
Postage/Postal Permits	\$800.00	\$315.48	\$484.52
Total Acct 414	\$65,475.00	\$26,892.30	\$38,582.70
Financial Administration	\$0.00	\$111.80	(\$111.80)
Assessing	\$5,325.00	\$5,436.23	(\$111.23)
Total Acct 415	\$5,325.00	\$5,548.03	(\$223.03)
Legal Services	\$8,000.00	\$3,002.28	\$4,997.72
Engineer Service	\$6,000.00	\$1,486.43	\$4,513.57
Total Acct 416	\$14,000.00	\$4,488.71	\$9,511.29

City of Birchwood Village Financial Report by Account Number (YTD)

06/07/2012

Per Diem	\$1,560.00	\$0.00	\$1,560.00
Total Acct 418	\$1,560.00	\$0.00	\$1,560.00
City Training and Development	\$5,000.00	\$230.00	\$4,770.00
City Hall-Gov't Buildings	\$9,300.00	\$3,661.74	\$5,638.26
City Insurance	\$10,324.00	\$1,934.00	\$8,390.00
Cable Eqpmt and Service	\$1,200.00	\$203.00	\$997.00
Newsletter	\$400.00	\$203.45	\$196.55
Total Acct 419	\$26,224.00	\$6,232.19	\$19,991.81
Police	\$90,935.00	\$44,887.98	\$46,047.02
Total Acct 421	\$90,935.00	\$44,887.98	\$46,047.02
Fire	\$20,500.00	\$10,658.52	\$9,841.48
Total Acct 422	\$20,500.00	\$10,658.52	\$9,841.48
Building Inspection	\$10,100.00	\$4,562.88	\$5,537.12
Total Acct 424	\$10,100.00	\$4,562.88	\$5,537.12
Other Protection	\$68.00	\$93.88	(\$25.88)
Animal Control	\$925.00	\$882.00	\$43.00
Total Acct 428	\$993.00	\$975.88	\$17.12
Streets and Road Mntnc	\$7,000.00	\$360.00	\$6,640.00
Street Sweeping	\$4,000.00	\$1,935.00	\$2,065.00
Ice and Snow Removal	\$17,000.00	\$5,092.29	\$11,907.71
Tree Care/Inspection	\$800.00	\$0.00	\$800.00
Tree Removal	\$2,550.00	\$0.00	\$2,550.00
Drainage - Structure Care	\$1,400.00	\$0.00	\$1,400.00
Street Signs	\$3,000.00	\$0.00	\$3,000.00
Street Lights	\$15,000.00	\$6,228.24	\$8,771.76
Wtr/Swr Emergency	\$1,000.00	\$0.00	\$1,000.00
Survey - Public Property	\$2,500.00	\$0.00	\$2,500.00
Total Acct 431	\$54,250.00	\$13,615.53	\$40,634.47
Sanitation - Recycling	\$12,700.00	\$5,642.22	\$7,057.78
Total Acct 441	\$12,700.00	\$5,642.22	\$7,057.78
Lawn Care/Mntnc	\$6,000.00	\$1,400.00	\$4,600.00
Total Acct 450	\$6,000.00	\$1,400.00	\$4,600.00
Recreation	\$2,000.00	\$500.00	\$1,500.00
Total Acct 451	\$2,000.00	\$500.00	\$1,500.00
Parks	\$13,000.00	\$7,233.64	\$5,766.36
Total Acct 452	\$13,000.00	\$7,233.64	\$5,766.36
CONSERVATION - NATURAL RESOURC	\$5,700.00	\$5,697.34	\$2.66
Total Acct 461	\$5,700.00	\$5,697.34	\$2.66
Unallocated Expenditures	\$8,251.00	\$0.00	\$8,251.00
Total Acct 492	\$8,251.00	\$0.00	\$8,251.00
Total Disbursements	\$341,888.00	\$141,867.36	\$200,020.64

Other Financing Uses:
Purchase of Investments
Transfers to other Funds

\$0.00
\$0.00

City of Birchwood Village Interim Financial Report by Account Number (YTD)

06/07/2012

Beginning Cash Balance	\$513,015.66
Cash Balance as of 12/31/2012	\$383,660.67

City of Birchwood Village Financial Report by Account Number (YTD)

06/07/2012

As of 12/31/2012

Special Rev Projects

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Dock/Lift Permit Fee	\$0.00	\$3,735.00	\$3,735.00
Total Acct 322	\$0.00	\$3,735.00	\$3,735.00
Total Revenues	\$0.00	\$3,735.00	\$3,735.00
Other Financing Sources:			
Sale of Investments		\$0.00	
Transfers from other Funds		\$0.00	
Disbursements:			
Parks	\$5,000.00	\$4,170.09	\$829.91
Total Acct 452	\$5,000.00	\$4,170.09	\$829.91
Total Disbursements	\$5,000.00	\$4,170.09	\$829.91
Other Financing Uses:			
Purchase of Investments		\$0.00	
Transfers to other Funds		\$0.00	
Beginning Cash Balance		\$11,481.67	
Cash Balance as of 12/31/2012		\$11,046.58	

City of Birchwood Village Financial Report by Account Number (YTD)

06/07/2012

As of 12/31/2012

Sewer 2004 Bonds

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Total Revenues	\$0.00	\$0.00	\$0.00
Other Financing Sources:			
Sale of Investments		\$0.00	
Transfers from other Funds		\$0.00	
Disbursements:			
Bond Payment	\$0.00	\$1,884.00	(\$1,884.00)
Total Acct 471	\$0.00	\$1,884.00	(\$1,884.00)
Total Disbursements	\$0.00	\$1,884.00	(\$1,884.00)
Other Financing Uses:			
Purchase of Investments		\$0.00	
Transfers to other Funds		\$0.00	
Beginning Cash Balance		\$0.00	
Cash Balance as of 12/31/2012		(\$1,884.00)	

City of Birchwood Village Financial Report by Account Number (YTD)

06/07/2012

As of 12/31/2012

Birchwood In Re-hab Bond

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Total Revenues	\$0.00	\$0.00	\$0.00
Other Financing Sources:			
Sale of Investments		\$0.00	
Transfers from other Funds		\$0.00	
Disbursements:			
Unallocated Expenditures	\$0.00	\$115.24	(\$115.24)
Total Acct 492	\$0.00	\$115.24	(\$115.24)
Total Disbursements	\$0.00	\$115.24	(\$115.24)
Other Financing Uses:			
Purchase of Investments		\$0.00	
Transfers to other Funds		\$0.00	
Beginning Cash Balance		\$0.00	
Cash Balance as of 12/31/2012		(\$115.24)	

City of Birchwood Village Financial Report by Account Number (YTD)

06/07/2012

As of 12/31/2012

Sewer Re-hab 2008 Debt

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Sewer Re-hab A&B	\$0.00	\$241.82	\$241.82
Total Acct 361	\$0.00	\$241.82	\$241.82
Total Revenues	\$0.00	\$241.82	\$241.82
Other Financing Sources:			
Sale of Investments		\$0.00	
Transfers from other Funds		\$0.00	
Disbursements:			
Bond Payment	\$0.00	\$3,571.91	(\$3,571.91)
Total Acct 471	\$0.00	\$3,571.91	(\$3,571.91)
Unallocated Expenditures	\$0.00	\$2,545.20	(\$2,545.20)
Total Acct 492	\$0.00	\$2,545.20	(\$2,545.20)
Total Disbursements	\$0.00	\$6,117.11	(\$6,117.11)
Other Financing Uses:			
Purchase of Investments		\$0.00	
Transfers to other Funds		\$0.00	
Beginning Cash Balance		\$0.00	
Cash Balance as of 12/31/2012		(\$5,875.29)	

City of Birchwood Village Financial Report by Account Number (YTD)

06/07/2012

As of 12/31/2012

Cap Project - PW

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Total Revenues	\$0.00	\$0.00	\$0.00
Other Financing Sources:			
Sale of Investments		\$0.00	
Transfers from other Funds		\$0.00	
Disbursements:			
Total Disbursements	\$0.00	\$0.00	\$0.00
Other Financing Uses:			
Purchase of Investments		\$0.00	
Transfers to other Funds		\$0.00	
Beginning Cash Balance		\$41,571.00	
Cash Balance as of 12/31/2012		\$41,571.00	

City of Birchwood Village Financial Report by Account Number (YTD)

06/07/2012

As of 12/31/2012

Capital Projects

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Total Revenues	\$0.00	\$0.00	\$0.00
Other Financing Sources:			
Sale of Investments		\$0.00	
Transfers from other Funds		\$0.00	
Disbursements:			
City Hall-Gov't Buildings	\$15,000.00	\$940.00	\$14,060.00
Total Acct 419	\$15,000.00	\$940.00	\$14,060.00
Total Disbursements	\$15,000.00	\$940.00	\$14,060.00
Other Financing Uses:			
Purchase of Investments		\$0.00	
Transfers to other Funds		\$0.00	
Beginning Cash Balance		\$59,527.99	
Cash Balance as of 12/31/2012		\$58,587.99	

As of 12/31/2012

Cap Proj - Catchbasin

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Total Revenues	\$0.00	\$0.00	\$0.00
Other Financing Sources:			
Sale of Investments		\$0.00	
Transfers from other Funds		\$0.00	
Disbursements:			
Total Disbursements	\$0.00	\$0.00	\$0.00
Other Financing Uses:			
Purchase of Investments		\$0.00	
Transfers to other Funds		\$0.00	
Beginning Cash Balance		\$0.00	
Cash Balance as of 12/31/2012		\$0.00	

City of Birchwood Villagegerim Financial Report by Account Number (YTD)

06/07/2012

As of 12/31/2012

Water Enterprise Fund

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Water Fee	\$0.00	\$12,111.40	\$12,111.40
Penalty - Late Water/Sewer	\$0.00	\$576.37	\$576.37
State and Misc fees	\$0.00	\$661.24	\$661.24
Total Acct 341	\$0.00	\$13,349.01	\$13,349.01
DELQ - Water-Sewer fees	\$0.00	\$199.50	\$199.50
Total Acct 361	\$0.00	\$199.50	\$199.50
Interest Earnings	\$0.00	\$0.27	\$0.27
Total Acct 362	\$0.00	\$0.27	\$0.27
Total Revenues	\$0.00	\$13,548.78	\$13,548.78
Other Financing Sources:			
Sale of Investments		\$0.00	
Transfers from other Funds		\$0.00	
Disbursements:			
Legal Services	\$0.00	\$693.95	(\$693.95)
Engineer Service	\$0.00	\$1,375.50	(\$1,375.50)
Total Acct 416	\$0.00	\$2,069.45	(\$2,069.45)
Utility Locates	\$0.00	\$168.36	(\$168.36)
Total Acct 428	\$0.00	\$168.36	(\$168.36)
Water Utility	\$27,000.00	\$23,718.21	\$3,281.79
Wtr/Swr Emergency	\$0.00	\$6,706.10	(\$6,706.10)
Total Acct 431	\$27,000.00	\$30,424.31	(\$3,424.31)
Total Disbursements	\$27,000.00	\$32,662.12	(\$5,662.12)
Other Financing Uses:			
Purchase of Investments		\$0.00	
Transfers to other Funds		\$0.00	
Beginning Cash Balance		\$35,730.61	
Cash Balance as of 12/31/2012		\$16,617.27	

City of Birchwood Villagegerim Financial Report by Account Number (YTD)

06/07/2012

As of 12/31/2012

Sewer Enterprise Fund

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Sewer Fee	\$0.00	\$24,766.79	\$24,766.79
Total Acct 341	\$0.00	\$24,766.79	\$24,766.79
DELQ - Water-Sewer fees	\$0.00	\$199.50	\$199.50
Total Acct 361	\$0.00	\$199.50	\$199.50
Interest Earnings	\$0.00	\$0.86	\$0.86
Total Acct 362	\$0.00	\$0.86	\$0.86
Total Revenues	\$0.00	\$24,967.15	\$24,967.15
Other Financing Sources:			
Sale of Investments		\$0.00	
Transfers from other Funds		\$0.00	
Disbursements:			
Financial Administration	\$0.00	\$489.00	(\$489.00)
Total Acct 415	\$0.00	\$489.00	(\$489.00)
Engineer Service	\$0.00	\$148.50	(\$148.50)
Total Acct 416	\$0.00	\$148.50	(\$148.50)
Utility Locates	\$0.00	\$68.34	(\$68.34)
Total Acct 428	\$0.00	\$68.34	(\$68.34)
Drainage - Structure Care	\$58,200.00	\$0.00	\$58,200.00
Wtr/Swr Emergency	\$0.00	\$177.00	(\$177.00)
Sewer Utility	\$0.00	\$27,756.84	(\$27,756.84)
Total Acct 431	\$58,200.00	\$27,933.84	\$30,266.16
Total Disbursements	\$58,200.00	\$28,639.68	\$29,560.32
Other Financing Uses:			
Purchase of Investments		\$0.00	
Transfers to other Funds		\$0.00	
Beginning Cash Balance		\$174,704.05	
Cash Balance as of 12/31/2012		\$171,031.52	

STATE OF MINNESOTA
COUNTY OF WASHINGTON
CITY OF BIRCHWOOD VILLAGE

RESOLUTION 2012-20

A Resolution Declining to Waive the Statutory Monetary Limits on Municipal Tort
Liability Established by Minnesota Statutes 466.04

WHEREAS, cities obtaining liability coverage from the League of Minnesota Cities Insurance Trust must decide whether or not to waive the statutory tort liability limits to the extent of coverage purchased; and

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of Birchwood Village that the City does not waive the monetary limits on municipal tort liability established by Minnesota Statutes 466.04 and attached to this resolution as an exhibit.

Adopted by the City Council on this 12th day of June, 2012.

Approved:

Alan Mitchell, Mayor

Attest:

Dale Powers, City Clerk/Coordinator

466.04 MAXIMUM LIABILITY.

Subdivision 1. **Limits; punitive damages.** (a) Liability of any municipality on any claim within the scope of sections 466.01 to 466.15 shall not exceed:

(1) \$300,000 when the claim is one for death by wrongful act or omission and \$300,000 to any claimant in any other case, for claims arising before January 1, 2008;

(2) \$400,000 when the claim is one for death by wrongful act or omission and \$400,000 to any claimant in any other case, for claims arising on or after January 1, 2008, and before July 1, 2009;

(3) \$500,000 when the claim is one for death by wrongful act or omission and \$500,000 to any claimant in any other case, for claims arising on or after July 1, 2009;

(4) \$750,000 for any number of claims arising out of a single occurrence, for claims arising on or after January 1, 1998, and before January 1, 2000;

(5) \$1,000,000 for any number of claims arising out of a single occurrence, for claims arising on or after January 1, 2000, and before January 1, 2008;

(6) \$1,200,000 for any number of claims arising out of a single occurrence, for claims arising on or after January 1, 2008, and before July 1, 2009;

(7) \$1,500,000 for any number of claims arising out of a single occurrence, for claims arising on or after July 1, 2009; or

(8) twice the limits provided in clauses (1) to (7) when the claim arises out of the release or threatened release of a hazardous substance, whether the claim is brought under sections 115B.01 to 115B.15 or under any other law.

(b) No award for damages on any such claim shall include punitive damages.

Subd. 1a. **Officers and employees.** The liability of an officer or an employee of any municipality for a tort arising out of an alleged act or omission occurring in the performance of duty shall not exceed the limits set forth in subdivision 1, unless the officer or employee provides professional services and also is employed in the profession for compensation by a person or persons other than the municipality.

Subd. 1b. **Total claim.** The total liability of the municipality on a claim against it and against its officers or employees arising out of a single occurrence shall not exceed the limits set forth in subdivision 1.

Subd. 2. **Inclusions.** The limitation imposed by this section on individual claimants includes damages claimed for loss of services or loss of support arising out of the same tort.

Subd. 3. **Disposition of multiple claims.** Where the amount awarded to or settled upon multiple claimants exceeds the applicable limit under subdivision 1, paragraph (a), clauses (2) to (4), any party may apply to any district court to apportion to each claimant a proper share of the total amount limited by subdivision 1. The share apportioned each claimant shall be in the proportion that the ratio of the award or settlement made to each bears to the aggregate awards and settlements for all claims arising out of the occurrence.

History: 1963 c 798 s 4; 1976 c 264 s 1-3; 1983 c 121 s 28; 1983 c 331 s 2,3; 1986 c 444; 1989 c 325 s 50; 1997 c 210 s 3,4; 2006 c 232 s 2

STATE OF MINNESOTA
COUNTY OF WASHINGTON
CITY OF BIRCHWOOD VILLAGE

RESOLUTION 2012-21

A Resolution Appointing Election Judges for the 2012 Primary and General Elections

WHEREAS, a State Primary will be held on August 14, 2012 and General Election will be held on November 6, 2012; and

WHEREAS, Minnesota Statutes Chapter 204B.21, subd. 2, requires election judges for precincts in a municipality be appointed by the governing body of the municipality; and

WHEREAS, the City of Birchwood Village has one voting precinct; and

WHEREAS, the following City of Birchwood Village and Washington County residents have agreed to serve as elections judges and will meet the qualifications as established by the State of Minnesota; and

WHEREAS, the judges will receive training from the Head Judge and the Certified Election Administrator of Birchwood Village; and

WHEREAS, the following judges will be eligible for serving as City of Birchwood Village election judges upon meeting the qualifications established by the State of Minnesota,

NOW, THEREFORE, BE IT RESOLVED, that the City of Birchwood Village hereby appoints **Pamela Meissner** to serve as head judge for the Primary and General Elections of 2012 at an hourly wage of \$15.00 during election trainings and time served as Head Judge for the Primary and General Elections; and

BE IT FURTHER RESOLVED that the City of Birchwood Village hereby appoints the following City residents to serve as election judges for the Primary and General Elections of 2012 at an hourly wage of \$10.00 during election trainings and time served as an Election Judge for the Primary and General Elections: **Alice Anderson, Suzanne Donnell, Greg Donovan, Charlene Engebretson, Donald Husnik, Ross Judkins, Phil Kohls, Shari Mitchell, Linda Moore, Gary Oakins, Mary Sue Simmons, Ron Sternal, and Margaret Westin**; and

BE IT FURTHER RESOLVED that amendments to this list that may be necessary to fill vacancies and meet party splits will be presented to the Council for subsequent approval.

Adopted by the City Council on this 12th day of June, 2012.

Approved:

Alan Mitchell, Mayor

Attest:

Dale Powers, City Clerk/Coordinator

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

RESOLUTION 2012-22

A RESOLUTION ACCEPTING A DONATION OF \$1,500.00 FROM MAYOR ALAN MITCHELL FOR PAYMENT TO THE ACTS PERFORMING AT THE "MUSIC IN THE PARK" CONCERT SERIES

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Birchwood Village, that a donation of \$1,500.00, to pay for the acts performing at the "Music in the Park" concert series, is accepted from Mayor Alan Mitchell.

BE IT FURTHER RESOLVED that the method of acceptance of the donation is by a fund transfer of \$1,500.00 from "City Council Wages and Salaries", representing the annual mayoral salary, to "Recreation-Community Events".

I certify that the City of Birchwood Village adopted the above Resolution on this 12th day of June, 2012.

Alan Mitchell, Mayor

ATTEST:

Dale Powers
City Clerk



Memo

TO: Honorable Mayor and City Council Members

FROM: Kristie Elfering, City Engineer

DATE: June 6, 2012

RE: Street Network

As part of the Capital Improvements Plan (CIP) planning process the street system network within the City has generated interest from residents and Council on developing a comprehensive, uniform approach to addressing street maintenance and improvements. To aid in that discussion and as part of the CIP process we have developed the attached spreadsheet indicating the streets within Birchwood and the last year that maintenance or rehabilitation occurred.

Cedar Street/Hall Avenue was turned back by the County sometime during or after May 1989. The street has only had maintenance projects completed in the form of seal coating and crack filling since the turn back. We contacted the County to obtain any historical street information. They did not have information on streets that were turned back readily available, but Staff was going to look for any data. To date we have not received any additional information, but will provide an update at the Council meeting.

Given the age of the streets within the City and the current desire to develop a formal process for addressing the streets, it is an appropriate time to have the streets rated to have a pavement condition index (PCI) generated. The PCI is a number that is generated based on a field review of the condition of the pavement surface that identifies pavement distress and the extent. The rating methodology is used nationwide and by numerous communities within Minnesota. The rating that is generated indicates what type of maintenance and/or rehabilitation is necessary if it falls within a certain range.

We have obtained a quote from GoodPointe Technology, Inc. to complete a full length review and provide a PCI rating for each street within Birchwood for a cost of \$995.00. Utilizing an independent recognized expert in the field will provide uniform, consistent data for the City. We reviewed the possibility to have another Contractor complete the work; however there is no other independent Contractor that has the experience or is within the cost that GoodPointe has offered. We would recommend proceeding with GoodPointe.

If you have any questions please feel free to contact me at (763) 780-0450 ext. 2. I will also be in attendance at the June 12th, 2012 Council meeting.

Birchwood Village Street Information

	Last Seal Coat	Last Crack Seal	Mill & Overlay	Mill & Overlay	Paved
Cedar St/Hall Ave	2005	2010			1964
Birchwood Avenue	2007	2010	1996	1984	1964
Birchwood Lane	2007	2010	1996	1984	1964
Wildwood Avenue	2007	2010	1996	1984	1964
Oakridge Drive	2008	2008	1998	Portion - 1984	1967
Oakview Court	2008	2008	1998		1967
Oakhill Court	2008	2008	1998		1967
Five Oaks Lane	2008	2008	1998	1984	1964
Birchwood Avenue	2008	2008	1997	1984	1964
Birchwood Court	2008	2008	1997		1975
Birch Street	2008	2008	1997	1984	1964
Rice Lane	2008	2008	1997	1984	1964
Lake Avenue	2010	2008	1999	1984	1964
Cedar Street	2010	2008	1998	1984	1964
Hall Court	2010	2008	1996		1975
White Pine Lane	2010	2008	1996		1975
Jay Street	2010	2010	1999		
Birchwood Avenue	2010	2010	1999	1984	
Iris Street	2010	2010	1999	1984	1964

*Does not include Owl Street, Grotto Street, or Lakewood Lane
1984, 1996, 1997, 1998, and 1999 Mill and Overlay were 100% assessed



**GOODPOINTE
TECHNOLOGY**

ICON
Get to the point^e
Infrastructure Management Solutions

May 14, 2012

Ms. Kristie Elfering
Elfering & Associates
10062 Flanders Court NE
Blaine, MN 55449

Dear Kristie:

**Re: A.1 Proposal for Pavement Management Consulting Services for
Birchwood Village**

We are pleased to present the following scope of work and related cost proposal to perform the above-referenced project in accordance with your request for proposal dated May 9, 2012.

All official correspondence during this project may be directed to:

Tony Kadlec, President
Phone: (651) 726-2555
Fax: (651) 726-2545
E-mail: tkadlec@goodpointe.com

We appreciate the opportunity to work with you on this project, and we look forward to providing high quality pavement and infrastructure management consulting services to Birchwood Village!

Sincerely,
GoodPointe Technology

Anthony J. Kadlec
President

Attachments:
Technical Scope of Work
Proposed Cost Estimate

1. Firm Information

We are pleased to submit the following information on our company and the services we can provide to Birchwood Village for this project:

WHY SELECT GOODPOINTE TECHNOLOGY FOR THIS PROJECT?

Simply put, the collection of high quality pavement condition data and the implementation of pavement and related infrastructure asset management systems is what we do for a living, day in and day out. We take pride in building and maintaining long-term client relationships and supporting our clients with their use of their pavement management software and through the delivery of high- quality pavement condition data.

Our project team includes staff with vast experience to provide Birchwood Village with exceptional value above and beyond the data that is collected and delivered in this project.

OUR FIRM

GoodPointe Technology, Inc. (**GoodPointe**) appreciates this opportunity to serve Birchwood Village and to present the qualifications of our firm.

GoodPointe has the extensive knowledge in necessary to perform this work efficiently and effectively. Our firm provides Birchwood Village with a wealth of experience that has already served the needs of a variety of local governmental clients throughout the state of Minnesota, across North America, and around the world.



GoodPointe is an Equal Employment Opportunity employer that specializes in providing high quality data collection, data reduction, and implementation services for infrastructure management software systems across North America and Asia. Our clients include cities, counties, state DOTs,

telecommunication companies, utility companies, and transportation agencies. To date, we have processed more than 500,000 miles of digital right of way data collection, mapping, road geometry and asset inventory on roads and rails throughout North America and Asia since 1994.

INTRODUCING GOODPOINTE TECHNOLOGY

GoodPointe Technology (GoodPointe) is one of the leading infrastructure management systems- engineering and software-consulting firms in North America. The core mission of GoodPointe is to develop and provide high-quality roadway maintenance management software and system consulting services to clients in the government and private sector.

We help the authorities of public and private infrastructure/facilities to more effectively meet their management and maintenance needs by providing powerful, flexible, and easy to use management system software and implementation services.

Our management system implementation services include:

-
- Strategic capital improvement project planning and needs analysis for your local conditions;
 - Data transfer and design of infrastructure condition data collection services;
 - Digital Right of Way imaging data collection and integration services;
 - Infrastructure system performance analysis;
 - Software Development and Implementation Services;
 - GIS Consulting, Crystal Reports Development, and System Training Services;
 - Generating budget investment and deferred maintenance analysis scenarios; and,
 - The development of short-term and long-term infrastructure maintenance, repair, and rehabilitation plans.

To summarize: we design, develop, market, implement, and maintain maintenance management software systems used by businesses, government agencies and other organizations. The use of these systems enables responsible officials to more cost-effectively manage assets. These assets include highways, county roads, city streets, sidewalks, curb and gutter, signs and signals, lighting systems, bridges, parking lots, wastewater and storm drainage systems, water pipelines, park features and other miscellaneous assets.

OUR PHILOSOPHY

We realize that understanding and effectively resolving today's increasingly complex infrastructure problems requires an experienced, interdisciplinary team of professionals. Pavement and related infrastructure management systems no longer present single-issue solutions but interdependent ones that cross technical, departmental, regulatory, and provincial boundaries. That is why we take an integrated, interdisciplinary approach to help our clients meet these challenges.

We take great pride in delivering high-quality infrastructure management software and system data to our clients, and we encourage you to contact our references to verify our claim as you perform your due diligence in consideration of this project. Since we work on "both sides of this equation", we realize it is not good enough to implement our industry leading software (or any other third party software program) with average quality data. Nor will it suffice to have the world's best data reside within a software program that is difficult to use, maintain, and cannot model the local dynamics that challenge your infrastructure system.

OUR PEOPLE

Our personnel have been developing successful pavement management consultation relationships with local, national, and international government agencies since the 1980's. Our team for this project includes staff whose work has advanced the technology of infrastructure management science in North America and the rest of the world. We believe our experience in the field of pavement management science, management system implementations, and our experience in knowing how to work well with governmental agencies across the world, demonstrates our strong

commitment to serving clients like you.

Role in this Project: GoodPointe will serve as the prime contractor and will perform the visual surface rating survey specified for this project.

GoodPointe Technology is headquartered in St. Paul, Minnesota, and has offices located regionally across North America, Europe, and Asia.

2. Project Outline

The project deliverables shall include the following:

Task A. Pavement Condition Survey

Perform a pavement surface condition evaluation that identifies pavement distress type, quantity, severity, and extent expressed as a percent.

General Survey Methodology

The PCI is a numerical expression of a pavement condition rating system which was initially developed by the U.S. Army Corps of Engineers. The PCI methodology is used nationwide and is endorsed by the American Public Works Association (APWA), the Federal Aviation Administration (FAA), the U.S. Military, and has been standardized by the American Society of Testing and Materials (ASTM).

The surface condition assessment for this project will contain standard survey condition methodology as defined in the ASTM 6433-11, by the American Society for Testing and Materials. The assessment will provide a Pavement Condition Index (PCI) for each pavement section defined in this project.

GoodPointe Technology uses the PCI methodology as the basis for the majority of our pavement management system implementations because it provides a reliable and repeatable methodology, which follows nationally established definitions, procedures, and provides the greatest utility for pavement rehabilitation analysis.

Survey Methodology Proposed for This Project

GoodPointe Technology will use the most current set of available data from the current City pavement management system to perform the field survey of physical pavement features. Using a relational database of inventory sections, which has been received for use in this project, GoodPointe Technology will generate data collection forms using Crystal Reports software, to be used for executing the survey.

If Birchwood Village has historical records of construction/maintenance projects that have most recently been performed on the roadway sections in the pavement network, then please include the construction/maintenance project (type of maintenance and date of project) for the relevant inventory record(s) for the pavement sections to be evaluated in the project.

During the course of the pavement condition survey GoodPointe Technology will validate the project information as it relates to the current pavement condition observed in the field. Any incorrect and/or missing data will be noted for

The condition survey data will be recorded based upon actual surface conditions and physical characteristics of the pavement section observed in the field. The proposed survey is a walking survey which will cover the surface of each pavement section using the PCI survey procedure in conjunction with the sampling procedures selected by Birchwood Village for this project. Data entry will be performed concurrently with the pavement surface condition data collection process.

For the bituminous pavements within the selected project area, the following pavement surface condition distresses will be utilized for evaluation:

- Bleeding & Pumping
- Block Cracking
- Bumps & Sags
- Corrugations (shoving/washboard)
- Depression
- Edge Cracking
- Fatigue (Alligator) Cracking
- Lane/Shoulder Drop-off
- Patching
- Polished Aggregate
- Potholes
- Railroad Crossing
- Raveling & Weathering
- Rutting
- Slippage Cracking
- Swell

If any Portland Cement Concrete (PCC) pavements are located within the selected project area, the following pavement surface distresses will be utilized for evaluation:

- Corner Breaks
- Joint Seal Damage
- Polished Aggregate
- Scaling/Map Cracking
- Longitudinal/Transverse Cracking
- Durability ("D") Cracking
- Faulting
- Punchout
- Spalling, Corner
- Divided Slabs
- Patching
- Shrinkage Cracks
- Spalling, Joint
- Other distresses as specified

Task Deliverables

- MS Excel spreadsheet with calculated PCI for each pavement inventory section, including street name, from/to Limits, section dimensions: length, width, other area, cul-de-sac diameter, and pavement surface type.

Information Required of Birchwood Village

In order to deliver a high quality work product to Birchwood Village in this project, GoodPointe will require the following information **before the work on this project proceeds**:

- **Hardcopy map** (2 copies) of the pavement management sections in the area to be evaluated in this project;
- **Digital inventory file** (XLS) of the pavement management sections in the area to be evaluated in this project, to include:
 - **Street name, from/to Limits, section dimensions: length, width, other area, cul-de-sac diameter, and pavement surface type;**
 - **Date of most recent structural rehabilitation strategy (e.g. overlay or construction)-if known;**

-
- o **Most recent non-structural maintenance project to have occurred on each project section and the date of the project (e.g. 'Sealcoat 6/1/2010', 'Crack Seal 9/1/2011', etc.)-if known;**

3. Time Schedule

At the writing of this proposal, the preliminary schedule for this project, assuming a notice to proceed on or before June 15, 2012 is to provide all of the proposed services on or before July 31st, 2012. Please note: a delay in the notice to proceed date may require an adjustment in the estimated date of completion for this project.

4. Compensation

Our proposed not-to-exceed lump sum cost to evaluate 4.2 centerline miles of AC pavement in this project is \$995.00.

Our cost estimate is based on providing the services described under the Scope of Services, and Proposed Cost Schedule dated May 14, 2012, for Birchwood Village. The cost estimate will not be exceeded without additional authorization from Birchwood Village.

Out of pocket expenses such as billable project mileage for meetings will be billed at \$0.75/mile. GoodPointe Technology is available to provide consulting services for work above and beyond the scope of this project on a cost-plus basis at \$105/hour.

The hourly or unit cost presented in this contract is based on the scope of services described and the assumption that the project will be completed within one year from the signature date. If the project cannot be completed within the proposed schedule due to circumstances beyond our control, revising the unit costs may be required for completion of the remaining tasks.

Signature Page: Sign and Fax to: (651) 726-2545

Attention: Tony Kadlec, GoodPointe Technology
Re: Birchwood Village, MN PCI Survey Project

RE: INFRASTRUCTURE MANAGMENT SYSTEM PROFESSIONAL SERVICES

The agreement is based on providing the services described under Exhibit A.1 Scope of Work for Birchwood Village, MN dated May 14, 2012. The project budget will not be exceeded without the additional authorization from the client.

The hourly or unit cost presented in this contract is based on the scope of services described and the assumption that the project will be completed within one year from the signature date. If the project cannot be completed within the proposed schedule due to circumstances beyond our control, revising the unit costs may be required for completion of the remaining tasks. Invoices will be submitted on a monthly basis in accordance with the progress achieved in this project. Terms on payment for services are due immediately upon receipt.

GoodPointe Technology appreciates the opportunity to present this contract to you. Please sign this page and return a copy to GoodPointe Technology by fax at (651) 726-2545. Receipt of the signed agreement will serve as our written authorization to proceed with the proposed scope of work.

Authorization to Proceed:

Please proceed according to the described scope of services denoted in Exhibit A.1

Total Authorized Budget: \$995.00

Date _____


Client Birchwood Village, MN

Authorized Signature _____

Name _____

Title _____

Date May 14, 2012
Authorized Signature _____
Name Anthony J. Kadlec
Title President



GOODPOINTE CLIENT REFERENCES

In the last five years, GoodPointe has served as the preferred pavement management/data collection consultant for the following agencies:

Total Centerline Miles	Agency	Coordinate Survey Crews	Tabulation of Data	Quality Control Review Services	Database Management	Data Collection Services	Point of Contact	Department
425	Anoka County, MN	x	x	x	x	x	Mr. Andy Witter	Highway Department
422	Arlington County, VA	x	x	x	x	x	Mr. Hung Tran	Public Works Department
366	Chisago County, MN		x	x	x		Mr. Joe Triplett	Highway Department
28	City of Arden Hills, MN	x	x	x	x	x	Ms. Kristine Giga	Engineering Department
399	City of Bloomington, MN	x	x	x	x	x	Mr. Charlie Wild	Public Works Department
211	City of Burnsville, MN	x	x	x	x	x	Mr. Jeff Radick	Engineering Department
101	City of Champlin, MN	x	x	x	x	x	Ms. Sue Knight	Public Works Department
161	City of Chanhassen, MN	x	x	x	x	x	Ms. Alyson Fauske	Public Works Department
170	City of Cottage Grove, MN	x	x	x	x	x	Ms. Jennifer Levitt	Public Works Department
516	City of Dothan, MN	x	x	x	x	x	Mr. Charles Metzger	Engineering Department
228	City of Eagan, MN	x	x	x	x	x	Ms. Nancy Bailey	Public Works - Streets Department
224	City of Eden Prairie, MN	x	x	x	x	x	Mr. Rod Rue	Engineering Department
193	City of Eden Prairie Parks, MN	x	x	x	x	x	Mr. Stu Rose	Parks and Recreation
200	City of Edina, MN	x	x	x	x	x	Mr. Jack Sullivan	Engineering Department
146	City of Elk River, MN		x	x	x		Mr. John Anderson	Public Works/Engineering
14	City of Falcon Heights, MN	x	x	x	x	x	Ms. Deb Bloom	Engineering Department
452	City of Fargo, ND	x	x	x	x	x	Mr. Dave Johnson	Engineering Department
111	City of Fergus Falls, MN	x	x	x	x	x	Ms. Anne Marlens	Engineering Department
98	City of Hastings, MN	x	x	x	x	x	Mr. John Caven	Engineering Department
57	City of Hopkins, MN	x	x	x	x	x	Mr. Rich Hill	Engineering Department
76	City of Hutchinson, MN	x	x	x	x	x	Mr. John Olson	Public Works Department
151	City of Inver Grove Heights, MN	x	x	x	x	x	Mr. Scott Thureen	Engineering Department
217	City of Maple Grove, MN		x	x	x		Mr. Marc Culver	Engineering Department
132	City of Maplewood, MN	x	x	x	x	x	Mr. Michael Thompson	Public Works Department
39	City of Mounds View, MN			x	x		Mr. Jim Hess	Department of Public Works
63	City of New Hope, MN	x	x	x	x	x	Mr. Guy Johnson	Public Works Department
320	City of Newark, NJ		x	x	x		Mr. Jason Hahn	Michael Baker Jr.
224	City of Norfolk, NE	x	x	x	x	x	Mr. Dale Bohac	Engineering Department
46	City of North St Paul, MN	x	x	x	x	x	Ms. Bette Malm	Community Services Department
100	City of Northfield, MN	x	x	x	x	x	Ms. Katy Gehler-Hess	Public Works Department
286	City of Plymouth, MN			x	x		Mr. Jim Renneberg	Engineering Department
131	City of Richfield, MN		x	x	x		Mr. Derick Anderson	Department of Public Works
53	City of Robbinsdale, MN	x	x	x	x	x	Mr. Richard McCoy	Public Works Department
422	City of Rochester, MN	x	x	x	x	x	Mr. Russ Kelm	Department of Public Works
120	City of Roseville, MN	x	x	x	x	x	Mr. Pat Dolan	Department of Public Works
3800	City of San Antonio, TX	x	x	x	x	x	Mr. Rocky Aranda, Jr.	Streets Division, Public Works
108	City of Savage, MN	x	x	x	x	x	Ms. Jeannie Briol	Engineering Department
88	City of Shoreview, MN	x	x	x	x	x	Mr. Tom Wesolowski	Department of Public Works
83	City of St. Louis Park, MN	x	x	x	x	x	Mr. Scott Merkle	Public Works Department
71	City of West St. Paul, MN	x	x	x	x	x	Mr. Matt Saam	Engineering Department
243	City of Woodbury, MN	x	x	x	x	x	Mr. Aaron Nelson	Public Works Department
745	Clay County, MN		x	x	x		Mr. Nathan Gannon	Highway Department
951	Columbus Consolidated Government, GA	x	x	x	x	x	Mr. Farhad Alfarhani	Department of Engineering
603	Crow Wing County, MN		x	x	x		Mr. Steve Stroschein	Highway Department
428	Dakota County, MN		x	x	x		Ms. Jodi Ulrich	Highway Department
331	Dodge County, MN		x	x	x		Ms. Jessica Brennan	Highway Department
412	Fillmore County, MN		x	x	x		Mr. John Grindelund	Highway Department
623	Freeborn County, MN		x	x	x		Mr. Dan Kenison	Highway Department
401	Goodhue County, MN		x	x	x		Mr. Greg Isakson	Highway Department
321	Grand Forks East Grand Forks MPO, ND	x	x	x	x	x	Ms. Teri Kouba	Planning Department
561	Hennepin County, MN		x	x	x		Mr. Larry Bush	Transportation Division
420	Kanabec County, MN		x	x	x		Mr. Greg Nikodym	Public Works
399	McLeod County, MN	x	x	x	x	x	Mr. John Brunkhorst	Highway Department
402	Mille Lacs County, MN		x	x	x		Mr. Bruce Cochran	Highway Department
1200	Monterey County, CA	x	x	x	x	x	Mr. Javad Tanbakuchi	AAE Project Manager
2226	Montgomery County, TX		x	x	x		Ms. Rhonda Hovater	Communication Information Services
381	Olmsted County, MN		x	x	x		Mr. Zach Demmer	Department of Public Works
1058	Ottertail County, MN		x	x	x		Mr. Chuck Grotte	Highway Department
1469	City of Tulsa, OK		x	x	x		Mr. Jim Hemphill	Poe & Associates, Inc.
531	City of Tulsa, OK		x	x	x		Mr. Jim Hemphill	Poe & Associates, Inc.
967	Polk County, MN		x	x	x		Mr. Rich Sanders	Highway Department
450	Rice County, MN		x	x	x		Mr. Jim Kollar	Highway Department
2650	San Bernardino County, CA		x	x	x		Mr. Medhat Matta	Pavement Mgmt. Department
340	Scott County, MN		x	x	x		Mr. Greg Fell	Highway Department
350	Steele County, MN		x	x	x		Ms. Anita Benson	Highway Department
274	Wadena County, MN		x	x	x		Mr. Jeff Adolphson	Highway Department
281	Washington County, MN	x	x	x	x	x	Mr. Don Theisen	Transportation Department
380	Winona County, MN		x	x	x		Mr. Dave Kramer	Highway Department
516	Wright County, MN		x	x	x		Mr. Kevin Johnson	Highway Department

**EXPLANATION OF DRAFT BYLAWS
FOR THE ROADS AND STREETS COMMITTEE**

A number of residents along Hall/Cedar Avenue have asked the City Council to create a committee of residents who could deal with the matter of maintaining the streets and roads within the city limits of Birchwood. This committee could consider what should be done with Hall/Cedar Avenue and how should any repairs or improvements to that street be paid for. At the same time, this committee could also consider the maintenance of other streets and roads in the city.

It is the practice of the City Council to have bylaws for each committee that the Council creates. Bylaws exist for the Personnel Committee and the Parks and Natural Resources Committee. These draft bylaws for the Roads and Streets Committee are based on the bylaws utilized for these other two committees and follow a similar format.

Below is an explanation of the terms of the draft bylaws.

I. NAME OF THE COMMITTEE

The name of the committee is simply the Roads and Streets Committee. The Council is free to call the committee whatever it deems most appropriate. The committee is being created to consider all the roads and streets in Birchwood, not just Hall/Cedar Avenue, so a broad name to recognize that role is preferable.

II. PURPOSE OF THE COMMITTEE

This provision is a broad statement of the purpose of the committee. Its purpose is to consider the status of all roads and streets in Birchwood, not just Hall/Cedar Avenue, and advise the Council and make recommendations to the Council on work that should be undertaken to ensure that Birchwood's roads and streets are properly maintained and in good condition. As addressed in more detail in Paragraph VI, the committee has no authority to actually authorize any maintenance or repair of any road or street in the community, but can only make recommendations to the Council.

III. COMMITTEE MEMBERSHIP

A. Members. The Council can authorize any size committee it likes. Seven members seems like a reasonable number. The committee should be large enough to get a good cross-section of the community represented but not so large as to become unwieldy. The Parks and Natural Resources Committee, for comparison, has nine members. The Planning Commission has five members.

The proposed bylaw language provides that no more than three members of the committee can live along the same street or border the same street or own property on the same street. The purpose of this limitation is to provide a broad

representation of the community, who can consider all the roads and streets in Birchwood, and not create a committee that will focus exclusively on Hall/Cedar Avenue, or any one other particular concern.

B. Terms. The terms are for three years, the same as the Parks Committee. Any particular individual can be reappointed after expiration of a three year term.

C. Resignation. This provision simply recognizes that a member of the committee can choose to resign at any time. The language is the same as the language for the Parks Committee.

D. Removal. Again, this language tracks the Parks Committee language.

E. Vacancy. Parks Committee language.

F. Council Liaison. As with the Parks Committee, it is helpful to have one councilmember assigned as a liaison to the committee. The liaison here is the councilmember who has been appointed as the Public Works Director. That person presently is Mark Peterson. The full Council decides each year in January which councilmembers assume which duties.

G. List of Members. Parks Committee language.

IV. COMMITTEE OFFICERS

The language here tracks the same language as that in the Parks Committee bylaws. The only difference is that the sentence – “Preparation of the budget document for review by the committee is the responsibility of the treasurer” – found in paragraph B for the Parks Committee has not been repeated here because it is uncertain whether the Roads and Streets Committee will have a budget.

V. COMMITTEE MEETINGS

Paragraph V also tracks the language in the Parks Committee bylaws. The meetings of the Roads and Streets Committee must be open to the public and notice of the meetings must be given a few days in advance, with notice of the agenda as well. The only change is that the sentence in paragraph C of the Parks Committee bylaws – “Preparation of the budget document for review by the committee is the responsibility of the treasurer.” – has been deleted because the Roads and Streets Committee cannot actually decide to take specific action, it can only make recommendations to the Council. Also, paragraph VI.A. provides that members could decide to file minority reports with the Council.

VI. COMMITTEE ACTION

- A. Recommendations to the City Council.** This provision states that the committee can make recommendations to the City Council regarding maintenance, upgrade, repair, or any other work on any of the city streets and roads. Importantly, the committee can also make recommendations on how maintenance or other work should be paid for, whether by assessment or by property taxes, or a combination or other method. Of course, the City Council could at any time also request the committee to look into a specific matter relating to one of the city's streets or roads.
- B. Authority.** This provision emphasizes that the committee has no authority to make decisions with regard to any work on any roads or streets in the community. It is the City Council that decides whether to undertake certain maintenance or repair and how to pay for the costs of that work.
- C. Expenses and Budget.** Since the committee has no budget, at least at the moment of creation in June 2012, it cannot incur any expenses. The committee can come to the Council and request that the Council fund certain expenses that the committee would like to incur. Such expenses could be for such things as survey work or other engineering evaluations. Also, the language does recognize that the committee could submit a request to the Council for a sum of money from the next year's budget to fund certain anticipated expenses of the committee. The committee would have to submit a specific request to the Council, laying out the amount and the costs and the reasons for the expense. The request should be submitted by October 1 to allow the Council time to factor the request into the development of the next year's budget and tax levy.

This language does not apply to the costs of actual maintenance or repair of any city streets or roads, but only to the expenses of the committee itself in carrying out its tasks. Recommendations regarding funding of street and road repair should be submitted to the Council as soon as possible to allow the Council to plan for the funding of the anticipated work.

- D. Report to the Council.** This language is identical to language in the Parks Committee bylaws. It simply provides that the committee should report to the Council upon request of the Council. The committee is probably in a better position to determine when a report to the Council is appropriate, and in most cases will probably be the entity to initiate a report.

X. COMMITTEE CONTINUATION

This language is the same as that in the Parks Committee bylaws. The purpose is to state that this committee is intended to be a permanent committee, not an ad hoc committee with a limited life.

XI. COMPENSATION

As with the Parks Committee, members of the Roads and Streets Committee will receive no compensation from the city.

XII. AMENDMENT OF BYLAWS

The City Council has complete authority to change these bylaws at any time and in fact, could even decide to abolish the committee. The committee itself could always bring proposed bylaw amendments to the Council at any time as well.

ROADS AND STREETS COMMITTEE

BYLAWS

I. NAME OF THE COMMITTEE

The name of the committee shall be the Roads and Streets Committee.

II. PURPOSE OF THE COMMITTEE

The purpose of the Roads and Streets Committee is to advise the City Council on the status of all roads and streets within the city limits of Birchwood, including maintenance, upgrading, and repair of such roads and streets and the funding of all such work.

III. COMMITTEE MEMBERSHIP

- A. Members.** The committee shall consist of up to seven members appointed by the City Council. No more than three members shall live on or border the same street in Birchwood or own property on the same street.
- B. Terms.** The terms of each member shall be for three years. A person may be reappointed to the committee by the Council and serve more than one term. Terms shall run from July to July. Any new member appointed in months other than July shall end his/her term three years after her/his appointed month.
- C. Resignation.** Any member of the committee may resign before his or her term expires by providing written notice of such intent to the City Council. The resignation shall be effective upon receipt of the written notification, unless the member identifies a later date.
- D. Removal.** The City Council may remove any member from the committee prior to expiration of the member's term upon the request of a majority of the committee members.
- E. Vacancy.** In the event of a vacancy through resignation or removal, the City Council shall appoint a person to serve the remainder of the term of the person who resigned or was removed. The person appointed to fill a vacancy may be appointed to a full three year term upon expiration of the filled term.
- F. Council Liaison.** The member of the City Council who is appointed the Director of Public Works each January shall be the liaison to the committee. The Council liaison shall not be a voting member of the

committee but may participate in committee functions and may vote on all matters before the Council involving the committee.

- G. List of Members.** The City Clerk shall maintain a list of the members of the committee and the date of each member's term and shall post the same information on the City webpage.

IV. COMMITTEE OFFICERS

- A. Chair.** The committee shall elect a Chair of the committee. The Chair shall be elected for a one year term. The term shall run from July to July. The Chair may serve up to three consecutive terms.
- B. Secretary/Treasurer.** The committee shall also elect a Secretary/Treasurer. The term shall run from July to July. The Secretary/Treasurer may serve up to three consecutive terms. The committee may determine to separate the office of Secretary/Treasurer and decide to elect two people to serve these roles, one as Secretary and one as Treasurer. Whether the office is combined or not may be changed from year to year.
- C. Majority Vote.** All officers shall be elected by a simple majority vote.
- D. Resignation.** Any officer may resign his or her position by providing written notice of the resignation to the City Clerk and the Mayor. The resignation shall be effective upon receipt of the notice or upon such later date, not to exceed three months, that the officer designates.
- E. Vacancy.** Upon a vacancy in the position of one of the officers, the committee shall elect another member to serve the remainder of the vacated term.

V. COMMITTEE MEETINGS

- A. Scheduling.** The Chair of the committee shall call for meetings of the committee as deemed necessary. The committee shall meet at least once every three months. The Chair shall call for a meeting upon the request of three committee members.
- B. Open Meeting and Notice.** All meetings of the Roads and Streets Committee shall be open to the public. Notice of all committee meetings shall be given at least three days in advance by posting notice on the City's webpage and by posting a notice on the bulletin board outside city hall, along with a draft agenda.

C. Quorum Not Necessary. The committee can meet regardless of how many members are in attendance at the meeting. A quorum is not necessary for the committee to hold a meeting.

D. Minutes. The committee shall keep Minutes of all its meetings. The Secretary or other person shall be responsible for keeping the Minutes of each meeting. Upon approval of the Minutes by the committee, the Chair shall forward the approved Minutes to the Clerk and the Council and the approved Minutes shall be posted on the city webpage.

VI. COMMITTEE ACTION

A. Recommendations to the City Council. The committee shall make recommendations to the City Council on the maintenance, upgrade, repair, and other work on any of the roads and streets within the city limits of Birchwood. The committee shall also make recommendations regarding the funding of any of the work on the roads and streets in Birchwood recommended by the committee. The committee may file both a majority report and a minority report with the Council on any recommendation.

B. Authority. The committee shall have no authority to make final decisions with regard to any work on the roads and streets in Birchwood. All final decisions shall be made by the Council.

C. Expenses and Budget. The committee shall not incur any expenses without the approval of the City Council. The committee may request the City Council to budget funds for the work of the committee. The committee shall submit any budget requests to the Council by October 1 of the year previous to the year for which funding is requested.

D. Report to the Council. Upon the request of the City Council, the Chair or another member shall report to the Council on the activities of the committee.

VII. COMMITTEE CONTINUATION

The committee shall continue in existence until terminated by action of the Council.

VIII. COMPENSATION

Members of the Roads and Streets Committee shall receive no compensation for their service on the committee.

IX. AMENDMENT OF BYLAWS

These bylaws may be amended at any time by action of the City Council. The committee may recommend changes to the Council.

Adopted this 12th day of June, 2012

Alan Mitchell
Mayor

Attest

Dale Powers
City Clerk

**PUBLIC HEARING
JUNE 12, 2012
7:00 p.m.
CITY HALL**

PLEASE TAKE NOTICE that the City Council will hold a public hearing as part of the monthly City Council meeting on Tuesday, June 12, 2012, on the proposed adoption of a sewer and water rate increase. Interested persons will be provided an opportunity to speak. Written comments may also be submitted to the city clerk in advance of the City Council meeting.

The City Council is considering the following rate increases to be effective the third quarter of 2012. The proposed increased rates would remain in effect through at least the end of 2013.

Water Rates

Water Use (cubic feet)	2011 (Rate per 100 cubic feet)	2012 (Rate per 100 cubic feet)
0-800	\$1.65	\$2.00
801-2000	\$1.65	\$2.00
2001-4000	\$1.65	\$2.20
4001-10,000	\$1.65	\$2.42
Over 10,000	\$1.65	\$2.66

The **Sewer Rate** will increase from \$3.50 to \$3.75 per 100 cubic feet.

The reasons for the proposed rate increases are to produce sufficient cash flow to meet debt service requirements and budgeted capital improvements, including cash reserve requirements, with regard to the sewer fund, and to restore an adequate balance in the water fund after two years of operating losses due to lower water use and costly water main breaks. Additional information is available in the city clerk's office.

Date: May 3, 2012

To: City Council

From: Jane Harper, City Council Member and Finance Committee Chair

RE: Proposed Water and Sewer Fee Increase

Purpose of Agenda Item: The City Council is being asked to set a public hearing for the June City Council meeting to take public comment on proposed water and sewer rate increases.

Background: The City Council engaged the services of Shelly Rueckert to evaluate the adequacy of the city's sewer and water rates. Shelly will be at the upcoming City Council meeting to present the recommendations and answer questions. She will have information on the impact of the rate increases on the typical household. Shelly met with the Finance Committee to review her analysis and her recommendations. The Finance Committee reviewed the following information: Water Consumption data for 2011-2012; annual revenue and expenditure data for the sewer and water funds from 2004 – 2011; Mahtomedi sewer and water rates; current Birchwood sewer and water fees; and an assessment of the impact of the recommended changes to the sewer and water fees. The Finance Committee agrees with the recommendations listed below.

Water Fund

Findings:

- The Water Fund has suffered operating losses in 5 of the last 8 years and just broke even in one of those years.
- Most recently, the Water Fund suffered losses in both 2010 and 2011 due to wet summers (resulting in lower than normal water use and revenue collections) and significant water main breaks.
- The losses have decreased the Water Fund cash balance to a very low level.
- Operating losses are not viewed favorably when bonding for capital projects; the city will likely need to bond for a water main improvement project along Hall/Cedar in the next few years.
- WBL increased water rates in 9/1/2011 (charged to the city); the city did not pass those increases along to the consumer.
- Water loss (unaccounted water use) has averaged 10% since 2010. Water loss in quarters not experiencing a water main break has been in the acceptable range. An allowance for water loss needs to be built into future rates.

Conclusion:

Without a rate adjustment the Water Fund is proposed to continue to run a deficit. With the proposed rate adjustments the operating income for 2012 is projected to be close to breakeven (collection for only 2 quarters). In future years the operating income should exceed the operating expenditures and will begin to build the fund balance. Note: The revenue/expenditure analysis included an expenditure for only one water main break. Additional water main breaks would be funded out of the fund balance (i.e. cash reserves).

Recommended Rate Adjustment:

1. Increase water rate per 100 cubic feet on the tiered basis effective 3rd quarter 2012.

Cubic Ft	2011	2012
0-800	1.65	2.00
801-2000	1.65	2.00
2001-4000	1.65	2.20
4001-10000	1.65	2.42
10,000+	1.65	2.66

2. Consider adopting a water capital replacement fee to build up monies to pay for capital improvements to the water infrastructure. Determine the desired fund balance goal and the appropriate amount of this fee after adoption of the 2013 – 2018 Capital Improvement Plan.

Sewer Fund

Findings:

- Sewer fees are based on 1st quarter water usage.
- The 2012 1st quarter water usage was down 5.66% so sewer revenue collected in 2012 will be down.
- 2012 MCES charge to the city decreased by \$3,997 due to decreased flows.
- 2012 MCES rate increased by 0.5%
- The 2011 sewer operating income was \$13,827. With the proposed rate adjustments, the operating income for 2012 is projected to be \$20,063.
- The Sewer Fund's year-end cash balance has steadily decreased from about \$299,000 in 2005 to about \$181,000 in 2011.
- The Sewer Fund must retain a minimum cash balance at all times of \$115,000 until the bonds are paid off in 2018.
- The sewer projects budgeted for completion in 2012 will reduce the Sewer Fund cash balance to the required minimum level in 2012.

Conclusion:

Without increasing the sewer fees, the Sewer Fund is projected to run a deficit in 2012 and all future years until the bonds are paid off (2014 for 2004 bond, 2018 for 2008 bond).

Recommended Rate Adjustments:

1. Increase sewer usage rates per 100 cubic feet from to \$3.50 to \$3.75 effective 3rd quarter 2012.
2. Consider adopting a sewer capital replacement fee to build up monies to pay for capital improvements to the sewer infrastructure. Determine the desired fund balance goal and the appropriate amount of this fee after adoption of the 2013 – 2018 Capital Improvement Plan.

MEMORANDUM OF UNDERSTANDING

To: Alan Mitchell, Mayor
City of Birchwood Village City Council

From: Mark Casey, City Manager
City of Saint Anthony Village

Subject: TERMS OF AGREEMENT FOR UTILITY BILLING SERVICES

Date: Monday, June 4, 2012

The propose of this Memorandum of Understanding is to outline our agreement for the services desired by the City of Birchwood Village (Birchwood) from the City of St. Anthony Village (St. Anthony) relating to the billing of utility accounts for Birchwood's residents.

1. Scope of Work:

- 1.1 Birchwood will provide beginning account balances and services to be billed for each account. St. Anthony Village will set up the Birchwood accounts in its utility billing system and it will be segregated from the St. Anthony Village accounts by billing cycle. Other billing information such as owner name, service address, billing address, meter location, remote type, etc. will be entered in each account's maintenance file as provided by Birchwood or the meter reading vendor.
- 1.2 Birchwood will provide their rate structure and St. Anthony Village will set up the same in its billing software. Policies or written directions regarding late fees and other billing adjustments will be provided to St. Anthony Village. Annually, or as required, Birchwood will provide St. Anthony Village with any changes to their rate structures, three weeks prior to the billing date.
- 1.3 All accounts will be billed on a quarterly basis.
- 1.4 Birchwood's vendor will provide meter-reading services. Meter readings will be provided to St. Anthony Village three weeks prior to bill date. St. Anthony Village will work directly with the vendor in order to receive the readings in the format preferred. St. Anthony Village will also provide the meter-reading vendor with the information necessary to keep their route sheets current.
- 1.5 Billing dates will be March 1st, June 1st, September 1st, and December 1st. Bills will be delivered to Birchwood within two days of the bill date if Birchwood is processing the mailing, and if these dates fall on a weekend or holiday, they will be delivered on the next

business day. If unforeseeable issues arise that will preclude the timely delivery of the bills then St. Anthony Village will contact Birchwood and provide a revised delivery date. If St. Anthony Village is processing the mailing, the bills will be mailed on the above dates unless unforeseeable issues arise that will preclude the timely mailing of the bills, in which case St. Anthony Village will contact Birchwood and provide a revised mailing date.

- 1.6 Bills will be generated in a letter style on plain paper stock, or if provided by Birchwood, a watermark stock similar to that used by St. Anthony Village. St. Anthony Village will provide a summary of the services billed per quarter. St. Anthony Village will also track the water usage billed to customers versus the water purchased by Birchwood (later provided by Birchwood) in order to determine the percentage of unallocated water. This will be provided to Birchwood two weeks after the quarter billing has been processed
- 1.7 St. Anthony Village will collect and process the utility bill payments from Birchwood's residents. Customer return envelopes for utility payments will be directed to St. Anthony Village, and will be provided along with the bills. Any payments received at Birchwood City Hall will be submitted to St. Anthony Village in weekly batches. Payments returned via direct mail or forwarded by Birchwood will be deposited to Birchwood's US Bank account at the St. Anthony branch location. St. Anthony Village will update the account balances for payments received and provide to Birchwood in electronic format the documentation necessary to code and post the cash receipts to the City's General Ledger.
- 1.8 Billing questions will be handled initially by St. Anthony Village. St. Anthony Village will provide information regarding, balances, payments applied, usage and read dates. If there are any on-going concerns regarding water usage, these will be turned over to Birchwood for further investigation.
- 1.9 Final Bills will be processed by St. Anthony Village, which will require Birchwood's assistance in coordinating readings, obtaining forwarding addresses, and new billing information.
- 1.10 St. Anthony Village will provide a listing of past due accounts for possible certification. Birchwood will be responsible for sending certification notices to the customers, certification to taxes to Washington County and providing St. Anthony Village with the final listing of certified accounts and these accounts will be adjusted appropriately.
- 1.11 St. Anthony Village will inform Birchwood of any equipment failures it detects, such as defective remotes and slow meters. St. Anthony Village will advise Birchwood of the steps necessary to correct the issue.

2. Compensation and Terms of Payment:

2.1 The one-time fee to set-up the Birchwood billing information is \$3,750.00 with no history files available and \$2,250.00 if history files are available. St. Anthony Village will charge \$4.45 per account to process the billing, deliver the bills for distribution and provide the accounting reports to record the utility billing transactions into the Birchwood general ledger. Each year on the anniversary date of the agreement, St. Anthony Village retains the authority to adjust the per account charge based on the Consumer Price Index, but not less than a 2% increase. Birchwood will retain their meter-reading vendor and continue to internally process the bill mailing. If Birchwood chooses to have St. Anthony Village arrange for these services, the cost for these services would be negotiated.

3 Warranty:

3.1 The City of St. Anthony Village agrees and warrants to the City of Birchwood that it will provide the utility billing services and work product set forth in this agreement in a timely, precise, and accurate fashion to the best of its skill and ability.

4 Indemnity, Term and Termination:

4.1 It is the intent of the parties hereto that each shall remain responsible for the intentional or negligent actions of its own respective employees, agents, and/or representatives taken pursuant to this agreement. The City of Birchwood Village agrees to defend, indemnify, and hold the City of St. Anthony Village and its employees, harmless from any claims, demands, actions, or causes of action, including reasonable attorney's fees, brought against or incurred by the City of St. Anthony Village and its employees arising out of or relating to this Agreement, for injury to, death of, or damage to the property of any third person or persons, arising out of any act or omission on the part of the City of Birchwood Village, and its employees, agents, or representatives. The City of St. Anthony Village agrees to defend, indemnify, and hold the City of Birchwood Village and its employees, harmless from any claims, demands, actions, or causes of action, including reasonable attorney's fees, brought against or incurred by the City of Birchwood Village and its employees arising out of or relating to this Agreement, for injury to, death of, or damage to the property of any third person or persons, arising out of any act or omission on the part of the City of St. Anthony Village and its employees, agents, or representatives.

4.2 Either Party can terminate this agreement with six months' notice without cause.

Contact Persons:

The primary contact and person to whom any notices required under this agreement shall be directed are as follows:

City of Birchwood Village

Dale Powers, City Clerk-Coordinator

207 Birchwood Avenue

Birchwood, MN 55110

Phone: 651-426-3403

Email: bwclerk@comcast.net

City of St. Anthony Village

Shelly Rueckert, Finance Director

3301 Silver Lake Road

St. Anthony, MN 55418

Phone: 612-782-3316

Email: shelly.rueckert@ci.saint-anthony.mn.us

The parties, by their undersigned representatives, hereby agree to the terms set forth above:

Mayor, City of Birchwood Village

Date

Mayor, City of St. Anthony Village

Date

City Clerk-Coordinator, City of Birchwood Village

Date

City Manager, City of St. Anthony Village

Date

106

XFINITY Connect

bwclerk@comcast.net

± Font Size -

From : Joel Hanson <joel.hanson@ci.little-canada.mn.us> Wed, Jun 06, 2012 08:35 PM
Subject : <No Subject>
To : bwclerk@comcast.net
Cc : Shelly Rueckert <shelly.rueckert@ci.saint-anthony.mn.us>, Jessica Jagoe <jessica.jagoe@ci.little-canada.mn.us>

Dale:

I would readily accept Shelly Rueckert's proposal of Birchwood paying us \$2,500 for the unrecovered costs we have incurred. In return, we will fully cooperate with the transition to another utility billing vendor including providing account balance information.

Joel

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LAKE MANAGEMENT, INC.

Minnesota Operations
10400 185th Street North
Marine on St. Croix, MN 55047
(651) 433-3283 Phone Fax # (651) 433-5316
Email: info@lakemanagementinc.com

PROPOSAL FOR AQUATIC NUISANCE MANAGEMENT PROGRAM 2012

Submitted to:

Date: April 27, 2012

City of Birchwood Village
C/O Dale, City Clerk
207 Birchwood Ave
Birchwood, MN 55110

Phone: (651) 426-3403
Fax: (651) 426-7747

Lake Management, Inc. proposes to furnish at it's expense, all of the necessary materials, subject to state and federal regulations, equipment and labor as well as to direct and administer treatment as needed for the control of the excessive growth of submerged vegetation and algae in the water area described as follows:

City of Birchwood Beaches located on White Bear Lake:
Kay - 50 sl ft, Deilwood - 50 sl ft , Elm - 50 sl feet, Birch - 120 sl feet , Ash - 50 sl feet

Two applications for submerged weeds and algae	
320 total shoreline x 100 ft lakeward	
\$2.35 per shoreline foot/application.....	\$1,504.00
DNR permit fees - \$35.00 per beach.....	\$ 175.00
Total.....	\$1,679.00

In consideration of the goods and materials furnished, use of equipment and services rendered, payment is to be:
One Thousand Six Hundred Seventy Nine and 00/100 Dollars (\$1,679.00)

Terms: Net 30 Days

Questions about our program or special requests should be directed to: Mike O'Connell at (651) 433-3283.

Lake Management, Inc. will post such signs as may be required to restrict the use of treated water. It is the responsibility of the customer to remove the signs at the end of the restriction periods.

**Lake Management (LMI) will obtain the DNR permit for customer and customer will reimburse LMI for permit fees. If the DNR raises permit fees from the current charge of \$35.00 per property with a \$750.00 maximum, LMI will notify you for your approval. All work, when permit is required, is contingent upon DNR approval. The DNR permit fee is non-refundable.

Lake Management, Inc. carries insurance for both liability and property damage and workers' compensation and will, upon request, confirm that coverage by certificates issued to the customer.

This proposal may be withdrawn by Lake Management, Inc. if not accepted within 30 days.

ACCEPTANCE OF PROPOSAL

The above payment and conditions are satisfactory and are accepted. Lake Management, Inc. is authorized to conduct the management program described above. Payment will be made as indicated above. If you have any questions regarding the effectiveness of the treatment, please call us between the 14th and 18th day following treatment.

Signature _____ Date _____

Representing _____

CITY OF BIRCHWOOD VILLAGE
POLICY GUIDELINE FOR USE OF PROFESSIONAL SERVICES

Adopted December 11, 2007

It is the policy of the City Council of the City of Birchwood Village, Minnesota that no individual city council member may engage, on behalf of the City, any person or business organization to provide goods or services to the City.

Rather, it is the policy of the City Council that persons or business organizations may be engaged to provide goods or services to the City only by the act of the City Council.

Nevertheless, let it be understood that this policy does not prevent or prohibit an individual city council member from speaking with (for example) the City Attorney, an accountant, or any other person or business entity regarding city business, provided that such interaction does not result in a monetary charge to the City.

POLICY REGARDING CONTRACTS FOR GOODS AND SERVICES

Only the City Council can enter into a contract with another individual, corporation, or other entity to provided goods or services to the City. Any employee or City Councilmember may, however, contact any individual, corporation, or other entity to gather information to assist the Council in deciding whether to enter into a contract with the individual, corporation, or other entity.

It is the policy of the City of Birchwood Village that any contract with another individual, corporation, or other entity to provide goods or services to the City should be in writing if the contract is for more than \$1,000 or for more than six months duration, although the City Council may elect to have an oral contract in such situations if appropriate to save time, save costs, or promote efficiency.

Nothing in this Policy shall prevent an employee or City Councilmember from contacting a person, corporation, or other entity with whom the City has contracted. In particular, nothing in this Policy shall preclude an employee or City Councilmember from contacting the city attorney, city engineer, or other person about city business. Employees and Councilmembers shall, however, consider that the City may incur some expenses if such contacts are made. Similarly, any person with whom the City has contracted, including the city attorney and the city engineer, may contact an employee or City Councilmember if necessary to carry out his or her obligations.



Memo

TO: Honorable Mayor and City Council Members
FROM: Kristie Elfering, City Engineer
DATE: June 6, 2012
RE: Sanitary Sewer System Projects

As Council is aware the City has been considering three sanitary sewer projects for 2012. The televising project was awarded to Pipe Services and a contract signed. We had anticipated that the televising would be complete in time for a report at the June 2012 City Council meeting; however the Contractor was delayed in their ability to start the project. They anticipate completing the work in June.

The next project is the rehabilitation of the sanitary manhole rings. This project would be the sealing of the grade adjustment ring area of the manholes from the inside of the structure. No disruption to the street or vegetated area around the manhole cover will occur other than to gain access to the manhole. The work would be completed by the same Contractor that completed the work in 2008. The quote received is \$25,840 and is based on estimated quantities. The estimated quantities were determined by reviewing the amount of flex-seal kits and grout that were used in a similar project that was completed in 2008. There is the possibility that the quantities could be increased based on actual field conditions. Council will need to make two decisions. The first is if they want to proceed with the project and the second is to decide if an overrun of the estimated project cost will be allowed to address all of the remaining manholes. The Contractor will be applying the appropriate quantities as the work is undertaken and there will not be an opportunity to wait for Council direction as the project is progressing in the field.

The final project is the replacement of the second Gorman Rupp pump in the Wildwood Lift Station. A quote has been received from the Contractor that has completed all of the maintenance for our lift stations when the work has been beyond the capability of White Bear Lake Public Works. The quote is in the amount of \$6,554.00, which is less than the estimated cost of \$7,000. The pump will need to be replaced this fall and we are asking for Council approval at this time so that in case timing of the replacement needs to be moved up we can act under Council direction.

If you have any questions please feel free to contact me at (763) 780-0450 ext. 2. I will also be in attendance at the June 12th, 2012 Council meeting.

Proposed 2013 Budget Schedule

June 12, 2012	Council receives draft 5-Year Capital Improvement Plan	Engineer, Deputy Mayor
July 10, 2012	Council approves draft 5-Year Capital Improvement Plan	Council
July 10, 2012	Expenditure trends provided to council	Jane
July 31, 2012	Budget requests and numbers submitted to clerk	Council and staff
Week of August 13	Staff prepares draft budget for consideration by Budget Committee	Treasurer and clerk
Week of August 13	Budget Committee meets to prepare draft budget for council consideration	Jane, Barb, staff
August 20 - 29	Council holds budget meeting	Council and staff
September 11, 2012	Council approves proposed budget & preliminary levy	Council and staff,
October 9, 2012	Council holds public hearing on draft CIP. Council considers Parks Committee 2013 Work Plan.	
November 13, 2012	Council approves proposed final budget and sets public hearing	Council
December 11, 2012	Council holds public hearing on proposed final budget	Council
December 11, 2012	Council adopts final budget & certifies final property tax levy; Council adopts 5-Year Capital Improvement Plan	Council and staff, Staff prepares necessary
End of December	Certification of final levy due to county	Clerk



Memo

TO: Honorable Mayor and City Council Members

FROM: Kristie Elfering, City Engineer

DATE: June 6, 2012

RE: Capital Improvements Plan

We have been working towards developing a draft Capital Improvements Plan (CIP) for comment by the City Council. Attached is a first draft of the plan that can be used to build upon and further refine. The plan covers 5 years, which is the typical time frame most communities use. A few projects have costs provided that are not yet scheduled. They were included due to their larger cost and the fact that the City may want to take them into account for setting fee structures and budgeting.

The CIP document consists of a spreadsheet with projects listed by infrastructure type, estimated year to be undertaken, and estimated cost in today's dollars. Each project has an ID associated with it that corresponds to the text within the word document. The text provides background information on the project and some historical data. The spreadsheet also lists the funding source to be used either by direction of ordinance or past practice.

The time frame to formalize the CIP should follow the schedule for developing the budget for next year in order to incorporate any projects as desired.

If you have any questions please feel free to contact me at (763) 780-0450 ext. 2. I will also be in attendance at the June 12th, 2012 Council meeting.

**City of Birchwood Village
Capital Improvement Plan
2012-2017**

W1 – Hydrant and Valve Maintenance

Maintenance and operation of all of the City's hydrants and valves to ensure the on-going functionality of the water system appurtenances. Currently hydrant flushing, valve operation, and any minor maintenance items are included in the Operations and Maintenance Contract with Saint Paul Regional Water System. The overall annual contract cost is \$18,000 and a portion should be prorated to account for this on-going maintenance. A break out of the costs was not provided by Saint Paul Regional Water, but the City may want to consider applying \$8,000 per year to this maintenance item.

W2 – Hydrant Replacement

As the system ages it is assumed that hydrant replacement will become more frequent. When a hydrant is replaced the cost includes the addition of a valve for shut-off as currently many of the existing hydrants do not have a separate shut-off. Total hydrant replacement is not included in the annual contract with Saint Paul Regional Water System; however, it is possible that they will be able to complete the work on a time and material basis. The Capital Improvement Plan assumes replacement of one hydrant per year. There are 49 hydrants within the City. Three hydrants were replaced in 2008 and major maintenance was performed in 2011 on 20 hydrants. The remaining hydrants are from initial construction in the early 1960's. The life expectancy of a hydrant can vary significantly depending on maintenance, operation, water quality, and installation conditions. It is difficult to determine the remaining life expectancy on the hydrants, however since a few have already needed to be replaced in various locations of the City we may see a continuation of the trend. Saint Paul Regional Water will be completing a survey of the hydrants with the annual maintenance and that information will be used to update the CIP item.

W3 – Cedar Watermain Replacement

This item considers the replacement of the watermain on Cedar Street from East County Line Road to Hall Court. Due to frequent breaks within this segment of watermain requiring emergency repairs the item includes replacement of 2,300 linear feet of watermain, including construction of the watermain and temporary water to the residents. The existing watermain is 6-inch cast iron pipe and the replacement pipe is proposed to be a standard 8-inch ductile iron pipe. The item doesn't include any costs associated with restoration or street repair as it is assumed the work will be completed at the same time as any street rehabilitation.

The condition of the watermain can not be directly viewed like the sanitary sewer mains since the system is closed and under pressure. The remaining areas of the City have not experienced a history of breaks like Cedar Street and Hall Avenue; however the majority of the watermain within the City is 6-inch cast iron pipe. Typically if a major street project were undertaken on a road with cast iron pipe a City will upgrade to 8-inch ductile iron pipe.

S1 – Televising Remaining System

The City has been monitoring the sanitary sewer distribution system by televising the mains that have not been rehabilitated every five years to determine if their condition has changed. The remaining sections that are scheduled to be televised in 2012 include the cul-de-sacs on Oakridge Drive, Birchwood Courts, White Pine Lane, and Jay Street. The bid item also includes cleaning and a televising report.

S2 – Wildwood Lift Station Pump

The Wildwood Lift Station was rehabilitated in 2001. In 2011 one of the pumps within the station was replaced due to damage to the impeller. White Bear Lake Public Works Staff reviewed the condition of the other pump and due to high run times of the pump it is projected that the other pump will need to be replaced in the fall of 2012. Typical pump life is 15 years, however due to the high run time of the pumps it appears that a typical life span for the Wildwood Lift Station Pumps is 10 years.

S3 - Manhole Ring Rehabilitation

The sanitary sewer manholes are an important component of the distribution system. The sanitary manholes have concrete rings near the top of the structure below the casting that allow for final adjustment to the street grade. The space between these rings is originally grouted with a cement mortar mix. However, the grout deteriorates over time creating gaps that material and infiltration can pass through and enter the system. The sanitary sewer system was originally installed in 1964. In 2008, half of the sanitary sewer manholes had maintenance completed in the form of adding flex-seal kits at the rings. It is proposed to address the remaining sanitary sewer manhole rings in 2012 with the addition of flex-seal kits. The flex-seal kits will protect the concrete ring area for approximately 50-years according to the manufacturer with no additional maintenance needs.

S4 – Remote Lift Station Monitoring Equipment

White Bear Lake performs the on-going inspection and minor maintenance of the lift stations within the City. White Bear Lake is currently reviewing the addition of a remote monitoring system that would not require physically inspecting the lift stations as often and allow for continuous monitoring. White Bear Lake is in the process of reviewing systems to determine an approach. Birchwood will be kept informed, but will be expected to update our system at the same time. Due to the planning process it is unknown exactly when this project will be undertaken, but it is estimated for 2013 or 2014. The estimate was provided by White Bear Lake.

S5 – Birchwood Lane Lift Station Pumps

The Birchwood Lane Lift Station was rehabilitated in 1997. It was originally assumed that the pumps may need replacement in 2012. However, an inspection in April 2012 by White Bear Lake Public Works Staff identified that the pumps do not run very often. Based on the observed pump run time and the condition of the pumps it is currently estimated that the pumps can function adequately for another three years. Replacement on this cycle is assumed every eighteen years.

S6 – Sanitary Main Jetting

As part of the City's No Fault Sewer Back-up Insurance requirements and as part of standard operating policy, the sanitary sewer mains are cleaned every other year. White Bear Lake Public Works Staff undertakes this maintenance on behalf of the City.

S7 – Sanitary Main Rehabilitation

Approximately 2,660 linear feet of sanitary sewer main within the system has not been rehabilitated, including the cul-de-sacs on Oakridge Drive, Birchwood Courts, White Pine Lane, and Jay Street. Televising is completed on a 5-year cycle on these segments to monitor the condition of the main. At some point the condition will warrant rehabilitation. The project would consist of pipe rehabilitation by the cured-in-place pipe method.

S8 – Dellwood Lift Station Pumps

The Dellwood Lift Station was replaced in 2004. It is assumed that the pump life expectancy is 15-years and that the pumps will not need replacement until 2019. The structure itself has a 50-year life expectancy.

ST1 – Seal Coat/Chip Seal

A seal coat is an application of asphalt immediately followed by an aggregate cover. Seal coating can waterproof the surface and restore surface friction. The primary reason to seal coat an asphalt pavement is to protect the pavement from the deteriorating effects of sun and water. Seal coating is typically completed on a roadway every four (4) to eight (8) years depending on vehicular traffic and wear conditions. Cedar Street/Hall Avenue was seal coated in 2005. The remaining streets were seal coated as part of a three year project in 2007, 2008, and 2010.

ST2 – Crack Seal

Crack sealing is a localized method to prevent water and debris from entering a crack. The crack is cleaned, routed out to create a reservoir, and then filled with a sealant. Cracks that are sealed by this method are typically less than ¼ inch wide. Crack sealing was completed on all of the streets in 2008 or 2010. As the streets age, cracks will occur more frequently but should be sealed at a minimum prior to seal coating.

ST3 – Mill and Overlay

An overlay is the addition of typically a 1 ½ to 2-inch thick mat of asphalt. The overlay can be accompanied by a mill over the entire surface or at the edges. A mill is the removal of asphalt by a milling machine prior to paving. A City typically undertakes the first mill and overlay project on a street approximately twenty (20) years after the initial construction. The duration between following overlays is reduced and typically only two (2) to three (3) overlays are completed before a more extensive rehabilitation method is necessary. The streets, with the exception of Cedar Street/Hall Avenue, were overlaid as part of a four year project from 1996 to 1999. This was the second time most of the streets had been overlaid and so the life expectancy is less than 20 years. The last major

overlay project prior to the project in the 90's occurred in 1984, which resulted in a time frame between overlays of twelve (12) to fifteen (15) years.

ST4 – Full Depth Reclamation (FDR)

A Full Depth Reclamation (FDR) is a recycling method in which all of the asphalt section and a predetermined amount of underlying material are treated to produce a base course. A new layer of asphalt is paved over the top. This process eliminates all distress areas, the potential for reflective cracking, and it provides a stabilized new base. A FDR process will typically raise the street grade to address the base course. A FDR is usually completed when the life span of the street has reached forty (40) to fifty (50) years. The estimated cost will vary with the design section that is needed and the width of the street, but an approximate cost per foot is \$85.00.

ST5 – Reconstruction

A street reconstruction is the rebuild of a street in its entirety from pre-existing soil conditions. This option is the most costly; however it corrects any foundation problems, increases the road longevity, and reduces the frequency of temporary fixes and/or rehabilitation. Typically, this option is used if a significant portion of the roadway will be disturbed due to utility installation and if curb and gutter will be added. A reconstruction is typically completed every fifty (50) to sixty (60) years. The estimated cost will vary significantly depending on the design section, addition of concrete curb and gutter, storm sewer improvements, storm water rate control, and storm water treatment. The cost will be upwards of two to five times the cost of FDR.

P1 – Warming House

The City has applied for a state grant to construct a permanent warming house at the hockey rink in Tighe Schmitz Park. The City's portion of the project cost is estimated at \$18,000. The City will consider the project approval once the City receives notification of whether or not the City has been awarded the grant.

P2 – Park Projects

The City allocates funds annually from the Park Special Revenue Fund to implement park improvement projects in accordance with the approved annual work plan for parks.

Revenue Sources for Funding Capital Projects

Parks Special Revenue Fund

Chapter 804 Parks Special Revenue Fund is to be used for improvement projects within the city park system including:

1. Acquisition of land or physical structures.
2. Development of facilities such as access roads, parking lots, boundary fencing, signage utilities, restrooms, and other similar permanent facilities.
3. Maintenance of existing facilities such as removing structures not useful to park functions, eliminating dangerous land forms or attractive nuisances, stabilizing or rehabilitating natural resources.
4. Enhancement of existing facilities including capital expenditures that increase the value, improve the usability or extend the useful life of a facility.

Capital Projects Fund

Chapter 803 Capital Projects Fund establishes the Capital Project Fund to finance capital improvements of the city including the purchase, repair, maintenance, or replacement of equipment, land or facilities having a value of five thousand dollars or more and a projected useful life of five years or more.

Public Works Reserve Fund

Chapter 802 Public Works Reserve Fund establishes the Hall/Cedar Avenue Reserve Fund for the purpose of funding the first major repairs to Hall/Cedar Avenue. These monies were received from Washington County after the transfer of the jurisdiction of the road from the county to the city.

Assessments against Property

Chapter 805 Public Improvements Financing and Assessment Ordinance declares that it is the policy of the City of Birchwood Village that the following project costs shall be assessed against the property in the area served by the project:

- 100% of construction and reconstruction of sidewalks
- 100% of construction and reconstruction of storm sewer
- 100% of construction and reconstruction of residential streets
- 100% of construction of city water lines
- 50% of reconstruction of city water mains
- 100% of construction of sanitary sewer mains
- 50% of reconstruction of sanitary sewer mains

Water Fund – User Fee

Chapter 201 City Water System establishes a water fund for the purpose of paying the expenses and costs incurred in the operation and maintenance of the city water system.

Sewer Fund – User Fee

Chapter 202 City Plumbing and Sewage System code establishes a sewer fund for the purpose of paying the costs connected with the construction, maintenance and operation of the city's sanitary sewer system.

Birchwood Village CIP 2012 - 2017

ID	Infrastructure Type	2012	2013	2014	2015	2016	2017	Total	Funding Source	Not Scheduled
	Water System									
W1	Hydrant and Valve Maintenance	8,000	8,000	8,000	8,000	8,000	8,000	48,000	WF	
W2	Hydrant Replacement	5,000	5,000	5,000	5,000	5,000	5,000	30,000	WF	
W3	Cedar Watermain Replacement								WF	204,000
	Water System Total	13,000	13,000	13,000	13,000	13,000	13,000	78,000		204,000
	Sanitary System									
S1	Televise Remaining System	4,200					4,200	8,400	SF	
S2	Wildwood LS Pump	7,000						7,000	SF	
S3	Manhole Ring Rehabilitation	30,000						30,000	SF	
S4	Remove LS Monitoring Equipment			7,000				7,000	SF	
S5	Birchwood Lane LS Pumps				15,000			15,000	SF	
S6	Sanitary Main Jetting	1,500		1,500				4,500	SF	
S7	Sanitary Main Rehabilitation								SF/CPI/A	120,000
	Sanitary System Total	42,700	0	8,500	15,000	1,500	4,200	71,900		120,000
	Street System									
ST1	Seal Coat								Levy	
ST2	Crack Seal								Levy	
ST3	Mill and Overlay								A	
ST4	Full Depth Reclamation								A	
ST5	Reconstruction								A	
	Street System Total	0	0	0	0	0	0	0		0

ID	Infrastructure Type	2012	2013	2014	2015	2016	2017	Total	Funding Source	Not Scheduled
	Park System									
P1	Warming House		18,000					18,000	PF/CP	
P2	Park Projects	5,000	5,000	5,000	5,000	5,000	5,000	30,000	PF	
	Park System Total	5,000	23,000	5,000	5,000	5,000	5,000	48,000		0
	City Hall									
	City Hall Total	0	0	0	0	0	0	0		0
	CIP TOTAL	60,700	36,000	26,500	33,000	19,500	22,200	197,900		324,000

PF - Park Special Revenue Fund

CP - Capital Project Fund

PWF - Public Works Reserve Fund

A - Assessments

WF - Water Fund

SF - Sewer Fund