



AGENDA OF THE  
REGULAR MEETING OF THE CITY COUNCIL  
CITY OF BIRCHWOOD VILLAGE  
207 BIRCHWOOD AVENUE  
WASHINGTON COUNTY, MINNESOTA  
OCTOBER 25, 2011  
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 September 13, 2011 Regular Meeting (see exhibit)
2. Acceptance of Financial Report and Approval of Disbursements (see exhibit)

CITY BUSINESS – REGULAR ORDER

3. 7:15 Cain Garage Rental: Consideration of Awarding of Annual Lease (Powers – see exhibit)  
Time Budget: 5 minutes
4. 7:20 Village Hall Chimney>Flashing & Tuckpointing: Review of Bids and Consideration of Award (Powers – see exhibit)  
Time Budget: 10 minutes
5. 7:30 Water Fee: Authorize Shelley Rueckert to work with Council Member Harper and the Finance Committee to Recommend a Revised Water Fee (Harper – see exhibit)  
Time Budget: 5 minutes
6. 7:35 ORDINANCE 2011-05/Resolution 2011-20> Establishing a Utility Late Fee Interest Charge: Review of Draft Ordinance and Resolution and Consideration of Scheduling a Public Hearing (Powers –see exhibits)  
Time Budget: 10 minutes
7. 7:45 Resolution 2011-21> Denial of a Conditional Use Permit for Roger Kropelnicki: Review and Adoption (Mitchell – see exhibits)  
Time Budget: 5 minutes
8. 7:50 City Engineer's Report (Elfering – see exhibits)
  - a. Shared Services with the City of White Bear Lake
  - b. Backup Vendor for Emergency Water Main BreaksTime Budget: 15 minutes

9. 8:00 Review of Birchwood Dock Association Annual Permit (Lynn Hanson – see exhibit)  
Time Budget: 60 minutes
10. 9:00 Council Member Reports  
Time Budget: 15 minutes
11. 9:15 Consideration of Changing the Time of the November 8, 2011 Regular Meeting (Powers)  
Time Budget: 5 minutes
12. 9:20 Next Meetings: November 8(?) and November 22 - Topics  
Time Budget: 10 minutes
13. 9:30 ADJOURN



**CITY OF BIRCHWOOD VILLAGE**  
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Birchwood Village, MN 55110  
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## **EXECUTIVE SUMMARY – OCTOBER 25, 2011 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 agenda packet.*

**CONSENT CALENDAR:** There are two items on the consent calendar, as follows:

1. Approval of the Minutes of the September 13, 2011 Regular Meeting.
2. Acceptance of the Financial Report & Approval of Disbursements.

### **CITY BUSINESS – REGULAR ORDER:**

3. **CAIN GARAGE RENTAL: CONSIDERATION OF AWARDED ANNUAL LEASE:** The garage across Birchwood Avenue from the Village Hall has been rented out by the City to private party for storage. It was the Council's desire to have an annual lease running from November 1-October 31 for the garage. The City received 3 bids for renting the garage, as follows:

Lori Carter - \$825.00      Ken Kixmoeller and Kim Otness - \$145.00      John Velin - \$252.00

**QUESTIONS: Should the City lease out the structure across Birchwood Avenue from the Village Hall? If so, to whom should the City award the annual lease?**

4. **VILLAGE HALL CHIMNEY FLASHING AND TUCKPOINTING: REVIEW OF BIDS AND CONSIDERATION OF AWARD:** The work of painting the exterior of the Village Hall building revealed the need to repair the chimney by installing flashing, perform tuckpointing, and reinstall some bricks that had become dislodged. The Council directed staff to secure estimates for repairing the chimney. Three estimates were obtained, copies of which are included in the agenda packet as exhibits.

**QUESTION: To which contractor should the City award the bid for repair of the Village Hall chimney?**

5. **WATER FEE: AUTHORIZE SHELLEY RUECKERT TO WORK WITH COUNCIL MEMBER HARPER AND THE FINANCE COMMITTEE TO RECOMMEND A REVISED WATER FEE:** Council Member Jane Harper prepared a memo on this matter, which is included in the packet as an exhibit. Jane is asking permission to financially engage the services of Shelly Rueckert, Finance Director for the City of Little Canada [who provides utility billing services for the City] to evaluate current water rates and bring back to the Council recommendations for adjusting the water rate. Ms. Rueckert advised Jane that she will cap her cost to the City at \$360.00.

**QUESTION: Should the Council authorize an expenditure not to exceed \$360.00 to hire Shelly Rueckert to assist Council Member Jane Harper on evaluating the City's water rates?**

6. ORDINANCE 2011-05/RESOLUTION 2011-20> ESTABLISHING A UTILITY LATE FEE INTEREST CHARGE: REVIEW OF DRAFT ORDINANCE AND RESOLUTION & CONSIDERATION OF SCHEDULING A PUBLIC HEARING: As part of last year's review of utility rates, the City Council heard from Shelly Rueckert, City of Little Canada Finance Director (Little Canada provides utility billing services to the City) on what other cities charge for interest on delinquent utility bills. As a result of the presentation, the City Council directed the City Attorney to develop a draft ordinance and enabling resolution providing for a 5% late fee per quarter on the outstanding delinquent balance, for presentation at the next Council meeting. City Attorney Kevin Sandstrom provided the enclosed exhibits, but in the transition to a new Council the matter was somehow lost. Staff is presenting it tonight for Council review and potential scheduling of a public hearing.

**QUESTION: Should the City Council consider scheduling a public hearing to solicit testimony on the proposed utility late fee ordinance?**

7. RESOLUTION 2011-21>DENIAL OF A CONDITIONAL USE PERMIT FOR ROGER KROPELNICKI: REVIEW AND ADOPTION: At the August 2011 Council meeting, the City Council considered a request by petitioner Roger Kropelnicki for a conditional use permit (CUP) for the purpose of operating a cabinet-making business out of an accessory structure located on property owned by Karen Charpentier-Kropelnicki at 501 Wildwood Avenue. Kropelnicki objected to the imposition of a condition on the requested use that would have prohibited recreational woodworking inside the accessory structure after 5:00pm, and advised the Council that if that condition was to remain in place that he would withdraw his request for the CUP. The Council requested that Kropelnicki submit his withdrawal request in writing so the City would have a written document for the file. To date, said documentation has yet to be forwarded to the Council. With the deadline for agency review extended to November 1, the City should take action to deny the CUP request to avoid any misunderstandings. Mayor Mitchell drafted a memo and resolution (included in the packet as exhibits) for the Council's review.

**QUESTION: Should the City Council adopt Resolution 2011-21 denying the conditional use permit request of Roger Kropelnicki?**

8. CITY ENGINEER'S REPORT: City Engineer Kristie Elfering submitted memoranda discussing her ongoing efforts in working with the City of White Bear Lake on shared services, as well as developing backup to the City of White Bear Lake for provisioning of emergency water system services. These memoranda are included in the agenda packet as exhibits.

9. REVIEW OF BIRCHWOOD DOCK ASSOCIATION ANNUAL PERMIT: Enclosed in the agenda packet is the 2012 application for the Birchwood Dock Association to place docks on the City's 5 lake easements. While the White Bear Lake Conservation District is the granting agency, it places great weight on the City's recommendation. Staff provided a cover memo with the application materials.

**QUESTION: Should the City Council recommend approval of the Birchwood Dock Association 2012 permit application to the White Bear Lake Conservation District?**

11. CONSIDERATION OF CHANGING THE TIME OF THE NOVEMBER 8, 2011 REGULAR COUNCIL MEETING: Minnesota Statutes Chapter 204C.03 prohibits City Council meetings between 6pm and 8pm on the day an election is held within the boundaries of the City. The White Bear Lake School District will be holding its election on November 8, 2011 – the date of the November regular Council meeting. The Council can either start the meeting at 8:00pm or switch the date of the meeting.

**QUESTIONS: Should the City Council change the start time for the November 8<sup>th</sup> meeting to 8:00pm? Or should the City Council change the date of the meeting instead?**

CITY OF BIRCHWOOD VILLAGE  
REGULAR CITY COUNCIL MEETING  
September 13, 2011

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, and City Attorney Kevin Sandstrom

**OTHERS PRESENT:** Kristine Goodrich, Jim Greeley, John Lund, Don Madore, and Gene Ruehle

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

**AGENDA APPROVAL:** *Mitchell/Peterson unanimous to approve the agenda for the September 13, 2011 Regular Meeting, provided that Item # 5 (Resolution 2011-18: A Resolution Naming Dale Powers as the Responsible Authority under the Minnesota Data Practices Act) be removed from the Consent Calendar and placed under Regular Order.*

**COMMUNITY EVENTS AND ANNOUNCEMENTS:** Mitchell noted the following announcements and community events:

- Music in the Park series has ended August 28, and by all accounts it was a success.
- The Fall Plant Exchange is Saturday September 24 at 10:00am at Village Hall.

**OPEN PUBLIC FORUM:** Greeley addressed the Council and stated that he saw John Lund erecting the "no parking" signs on Lake Avenue and that Lund was told by the Mayor to stop. Mitchell responded by saying that Brian Lind called that morning to say that Lund was installing the sign in front of his window. Mitchell said he would come over and take a look at the situation. Mitchell continued by saying that Lind told him that the sign was going up right outside his window and couldn't the sign be put by the bushes instead? Mitchell advised Lind that the Council passed a resolution mandating the location of the sign, and invited Lind to speak at tonight's Council meeting. Mitchell concluded his remarks by stating that Lind was not able to attend tonight's meeting and left a written statement for the Council.

Greeley responded by stating that Lind has an issue with the esthetics of the sign, yet he (Greeley) has to put up with an esthetic problem with Lind's property. Sampair noted that the Council made a decision to install the signs at locations determined with the assistance of the City Engineer and (White Bear Lake Police Officer) Rob Flick, and to stop now is ridiculous. Carson noted that Lind's letter states that placement of the sign would pose a problem with using his parking pad in the winter, and recommends revisiting the issue to see if Lind can be accommodated while maintaining public safety. Mitchell stated that if the sign was placed behind the bushes, it would be 35 or so feet farther down the hill, and that Lind said he would be parking on the grass adjacent to the no parking area anyway. Sampair reiterated that the Council passed this in July and if the Council wants to revisit the issue it can be placed on an agenda for discussion. No motions were made and the discussion ended.

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**CONSENT CALENDAR: Harper/Carson unanimous to approve the following consent calendar items:**

1. ***Approval of the Minutes of the August 9, 2011 Regular Meeting***
2. ***Approval of the Disbursements Register as prepared by the City Treasurer and presented to the City Council on September 13, 2011, including Check #'s 26740-26790 and Electronic Funds Transfers PERA073111, FED082011, MN 082011, and PERA081511***
3. ***Appointment of Anne Salo to the Parks and Natural Resources Committee for a 3-year term expiring September 13, 2014***
4. ***Approval of the assessing contract with Washington County***

**RESOLUTION 2011-18: A RESOLUTION NAMING DALE POWERS AS THE RESPONSIBLE AUTHORITY**

**UNDER THE MINNESOTA DATA PRACTICES ACT:** Mitchell shared with the Council that the City is required by state statute to appoint an individual as the responsible authority for all requests for information under the state's data practices act. Mitchell further noted that he wanted to pull this item off the consent calendar because the original version of the resolution appeared to make it mandatory that Dale charge fees for copies of data, when that should be discretionary on Dale's part. As well, Mitchell noted that the resolution should make clear that Dale is the responsible authority for all data requests, not just for data on individuals. As a result, Mitchell presented to the Council an amended version of the resolution to address those two issues.

***Mitchell/Peterson unanimous to approve Resolution 2011-18 as amended by the Mayor.***

**PERSONNEL COMMITTEE REPORT OF THE CLERK'S PERFORMANCE REVIEW:** Mitchell reviewed with the Council a synopsis of the Clerk's performance review and presented a revised employment agreement, a revised job description which includes a change in title to clerk-coordinator, a set of goals for Dale to work toward for the next year, as well as a 4% pay raise. Mitchell also noted that the City should cause a market study to be performed to see whether the salary structure of the Clerk is in line with other cities, and that the confidential personnel files for the City's employees be kept with the City Attorney. Mitchell concluded by sharing with the Council some of his concerns about the Clerk's interaction with the Mayor.

**Sampair** noted that he is satisfied with the work of the Clerk and said that Dale has been a good resource to him as a new council member.

**Harper** noted that the staff has consistently asked for clear direction, and the goals presented tonight are an attempt to establish a set of goals for the Clerk to achieve between now and July 2012. As it relates to the market study, **Harper** stated that she has been in contact with a vendor that will perform the service at no charge to the City.

**Peterson** noted that the Clerk has brought stability to the office, and said that the Executive Summary is very helpful. **Peterson** said the Council needs to sort through how it sees the position of the Clerk.

**Peterson** concluded by saying that, since Dale is skilled in planning and zoning work and is willing to take on the additional responsibility, the Council should be open to utilizing Dale's skills in those areas.

**Harper** stated that Paragraph 11 of the revised employment agreement, referencing professional development, has a blank to be filled in for the amount the City agrees to budget "up to" that needs to be addressed. **Harper** recommends that this section be revised to read "employer agrees to cover the

96 cost of employees attendance in the amount authorized in the budget". Mitchell commented that a  
97 previous iteration of this clause did not give any guidance as to a dollar amount to budget for, nor any  
98 indication as to what organizations are involved with professional development. Mitchell stated that the  
99 revised clause makes it clearer and lists a specific dollar amount.

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101 *Harper/Sampair unanimous to adopt the new employment agreement which includes a 4% raise*  
102 *effective back to the first pay period after the clerk's anniversary date in July; a new job title referred*  
103 *to as the city coordinator; a new job description; and funds up to \$700.00 for professional*  
104 *development under Clause 11 of the new employment agreement.*

105  
106 *Harper/Sampair unanimous to authorize Harper, on behalf of the Personnel Committee and the City*  
107 *Council, to engage a firm to conduct a market survey for the city clerk position at no cost to the City,*  
108 *and to bring the information back to the Council for consideration before the end of the year.*

109  
110 *Harper/Carson unanimous that the City Council designate the City Attorney as the repository for the*  
111 *city staff personnel files.*

112  
113 *Harper/Sampair unanimous to adopt the list of 21 performance goals for the Clerk to accomplish for*  
114 *2012 dated August 2011(as amended to reflect early 4<sup>th</sup> quarter 2011 for the code book goal) and ask*  
115 *the City Clerk to report back to the Council in writing on a quarterly basis as a way for the Council to*  
116 *monitor these goals.*

117  
118 **FISCAL YEAR 2012 PRELIMINARY LEVY & PROPOSED BUDGET > RESOLUTION 2011-17: A RESOLUTION**  
119 **ESTABLISHING THE PRELIMINARY LEVY CERTIFICATION FOR THE CITY'S GENERAL FUND;** Harper shared

120 with the Council the three actions that need to be done tonight: certify a preliminary levy amount for  
121 2012; approve a preliminary budget for 2012; and to set a date, place, and time for the Truth in Taxation  
122 (TNT) hearing when the public can comment on the preliminary levy and budget.

123  
124 Harper reviewed the proposed all-funds (general, water, sewer) budget, noted that much of the detail  
125 was discussed at the August 23 workshop meeting, and called out the following particular items that  
126 need specific direction from the Council:

- 127
- 128 • Proposed sewer projects include manhole repairs, lift station pump replacement, and video  
129 were mains for cracks. The total anticipated expenditure is \$49,200.00. The Council needs to  
130 determine how much of that cost is to be paid by current revenues and how much from new  
131 revenues such as a surcharge or a sewer fee.
  - 132 • Proposed water projects include the hydrant replacement and maintenance project. The Council  
133 previously recommended funding the \$22,000.00 expenditure entirely out of the Water Fund;  
134 however, there are insufficient funds in that account to cover the cost. The Council needs to  
135 determine whether to finance the project through an increase in water fees, an infrastructure  
136 surcharge fee, or a transfer from the General Fund. To fund the project through an increased fee  
137 or surcharge would result in a per account cost – based on 356 accounts – of about \$62.00.
  - 138 • The Parks Committee submitted a proposed budget increase of nearly \$3,500.00 over its  
139 \$18,000.00 budget for 2011. The Council kept the budget level, with \$13,000 coming from the  
140 levy and \$5,000.00 from the Park fund. Does the City Council want to increase the Parks budget  
141 and from which sources should the revenue come from?
- 142

143 **Harper** concluded her remarks by saying that the preliminary levy amount represents a 13% increase  
144 over last year's levy. If the Council wants to reduce the 2012 levy, it could choose to (a) reduce  
145 expenditures; (b) transfer funds from the Park Fund for park expenditures; (c) transfer funds from the  
146 Capital Project Fund to fund city hall improvements; or use General Fund monies to cover the proposed  
147 expenditures.

148  
149 **Peterson** observed that a 13% levy increase seems a bit aggressive, and that if the intent of the Council  
150 is to end up with a levy close to last year's figure that we need to start paring the proposed budget  
151 down. **Peterson** noted that there are 52 line items that show increases from this year to next year.

152 **Mitchell** responded that the budget format for 2012 reflects a higher level of detail than previous years.

153 **Harper** agreed, stating that the new format allows for correlation with CTAS object codes that need to  
154 be entered into the City's accounting system. **Harper** also noted that, while there isn't a need for a full  
155 audit, a desk audit is included at an expenditure of \$4,000.00. As well, there are election costs to  
156 account for in next year's budget.

157  
158 **Harper/Carson unanimous to approve Resolution 2011-17 (Preliminary Levy), as amended to correct a**  
159 **typing error, that sets the 2012 preliminary levy at \$365,282.00.**

160  
161 **Harper/Carson unanimous to approve Resolution 2011-19 (Preliminary Budget) as amended to change**  
162 **the second "whereas" clause to read "the City of Birchwood Village will be holding a public hearing for**  
163 **the 2012 budget at 7:00pm on December 13, 2011 at City Hall" and to change the clause to a "be it**  
164 **further resolved" clause.**

165  
166 **VILLAGE HALL PAINTING, REPAIR OF SIDING, AND STRIPING OF PARKING LOT: REVIEW OF \$382.50**

167 **CHANGE ORDER:** **Mitchell** noted that the City received a change order from Cornerstone Construction  
168 and Management in the amount of \$382.50 for materials and labor for the installation of 50 feet of  
169 siding during the painting of the exterior of the Village Hall, and noted that he walked around the  
170 building with Lund, Elfering and Carson earlier that evening to inspect the work. **Mitchell** stated that  
171 there is no one present from Cornerstone to address the Council, but the firm did leave correspondence  
172 at the table stating the contractor's position.

173  
174 **Lund** stated that the change order should not be paid due to carelessness by the vendor in removing the  
175 existing siding, as well as not using the required caulking material. **Peterson** asked Lund if he had  
176 witnessed the carelessness and if so, what did he observe. **Lund** replied by saying he witnessed the  
177 removal process, and stated that instead of carefully prying the siding away from the building and  
178 pulling out the nails, the vendor just crunched it down and knocked big holes in the piece below. **Lund**  
179 said he brought it to the vendor's attention, and one of the workers was more careful while the other  
180 did not listen.

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182 **Carson** noted that the contractor said he performed some tasks that were above and beyond the terms  
183 of the contract, specifically citing chimney flashing. **Lund** responded by stating that the flashing was  
184 never installed. **Harper** said that some of the things being discussed are not required as part of the  
185 contract. **Powers** noted that the contract does not require flashing to be installed. **Lund** requested  
186 flashing be installed and that Vulkem caulk to be used. **Carson** stated that the contract does not require  
187 a certain kind. **Mitchell** said he drafted the contract and worked from the bid that was approved by the  
188 Council in 2010, and there was no reference to flashing nor a certain kind of caulk.

189



190 Several motions to resolve the matter were made by various Council members; none of the motions  
191 received a second.

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193 ***Sampair/Mitchell 4-1 (Carson) to deny payment of the change order.***

194

195 The Council was concerned about the condition of the chimney, and directed the work be done before  
196 winter.

197

198 ***Harper/Sampair unanimous to authorize the Clerk to receive 3 quotes for flashing and tuckpointing of***  
199 ***the Village Hall chimney and to bring the quotes to the City Council for review at the October 11<sup>th</sup>***  
200 ***Council meeting.***

201

202 **CITY ENGINEER'S REPORT:**

203 **Shared Services with White Bear Lake:** Elfering updated the Council on her discussions with the City of  
204 White Bear Lake (WBL) on the draft list of public works services that could potentially be offered on a  
205 contract basis. WBL had no objection to doing tree inspection and locating services on a trial basis, but  
206 did not want to commit to anything long term. WBL did not want to get involved with tree removal. WBL  
207 approached her about combining the WBL and Birchwood water systems, which will allow WBL more  
208 time efficiencies since they will not have to test each system separately. Elfering stated that, in essence,  
209 this would involve giving the City's water mains to WBL, with a separate joint powers agreement  
210 requiring Birchwood to pay for any water main breaks and infrastructure maintenance. WBL would be  
211 required to do all of the utility billing. WBL would like to know whether the City would be open to that  
212 idea, and realizes that the ultimate decision depends on whether it makes financial sense to the City to  
213 do so.

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215 (Carson left the Council table at 9:35pm.)

216

217 The consensus of the Council was to not investigate further the idea of combining the two water  
218 systems, and directed Elfering to update the Council at the October meeting with a final WBL proposal.

219

220 Elfering also advised the Council that WBL informed her that it may not be able to respond in a timely  
221 manner to water main breaks and recommends the City obtain a backup provider for this service.

222 Elfering asked the Council for permission to seek out a backup provider(s) and return to the Council with  
223 this information. The consensus of the Council was to direct Elfering to obtain this information and  
224 report back to the Council at the October 11<sup>th</sup> meeting.

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226 **Nordling Park:** Elfering noted that she had talked to John Lund and that final grading should be  
227 completed soon with restoration work to be done on September 20, with seeding to follow. The water  
228 appears to be draining fine, but a foot of water will most likely remain standing. Peterson stated that he  
229 thinks we should watch what happens for now and if further drainage work needs to be done that it  
230 could be done later.

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232 **COUNCIL MEMBER REPORTS:** Mitchell shared with the Council that he is working on the proposed

233 interim use permit ordinance, and has found the issue to be more complicated than originally thought.

234 Mitchell said he would try to get the draft ready for the October meeting. Mitchell also mentioned that

235 he wanted to refresh the contracts for fire and police with White Bear Lake. Finally, Mitchell requested

236 that the executive summary should be a summary of information in the council packets and not the only

237 place where substantive information about agenda items is found. This will also make it easier to  
238 maintain the file for particular items.

239  
240 **Harper** reported that she and Powers met with White Bear Lake Planning and Building to go over some  
241 issues of mutual interest, including fee schedules for building and zoning which should be on the  
242 website. On the issue of fees, **Harper** advised the Council that she will be working with Sandstrom on a  
243 revised fee ordinance for Council review later this year. Finally, **Harper** noted there are two trees – one  
244 at Tighe-Schmitz Park and the other hanging over Birchwood Avenue – that need to be removed. Steve  
245 Dean provided a quote of \$60.00 each to remove the trees. The consensus of the Council was to  
246 authorize the Clerk to proceed with these types of expenditures after consulting with the Council liaison  
247 to the impacted department.

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249 **CANCEL SEPTEMBER 27 COUNCIL MEETING: Mitchell/Sampair 4-0 (Carson absent) to cancel the**  
250 ***September 27, 2011 Council meeting for lack of urgent business.***

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252 **NEXT MEETING> OCTOBER 11, 2011: TOPICS: Mitchell** announced the following topics will be on the  
253 agenda for the September 13, 2011 meeting:

- 254
- 255 • The City Engineer's report on shared services with White Bear Lake; and
  - 256 • The bids for repair of the chimney flashing
- 257

258 **ADJOURN:** Without a motion, the Council adjourned the meeting @10:05 pm.

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265 Dale Powers  
City Clerk

**Birchwood Village Treasurer's Report**  
**10-6-11**  
**(REVISED 10/8/2011)**

(2)

To: City Council  
From: Cindie J Reiter, Treasurer

**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.

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. In the disbursement section you will find a running total (YTD) and variance (remaining balance) of the 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-**

- Catchbasin Expenses –Fund 403, Capital Projects Catchbasin. This is to identify expenses of the catchbasin project which was presented to RC Watershed District for allowable grant expenses as is a cost-share grant. The negative balance this month is \$990 greater for early engineer costs now moved to Fund 403 (It did not exist at time expense was incurred and was coded to General Fund #100). **YTD expense city expense \$19,139** and is shown as a negative number on the Cash Statement Fund 403. **ACTION requested: Transfer the negative balance to either the General Fund or other fund as designated.**
- Dock Permit Fee – refunds to date total \$1,400. This resides in the Special Revenue Fund and per ordinance is to be used for park project(s)\*. Please provide direction for transfer of funds for Parks project.
- Nordling Park Project Cost \$1426.62 (invoices presented for payment of \$1078 this eve).
- REMINDER-AUDIT ITEM – recall by year end &/or early next year there are certain designations to be made for the various city fund balances. (i.e. committed, designated, reserved, etc)

\*Park Expenses YTD \$13,306 – exceeds 2011 Budget of \$13,000. There is also \$5,000 Revenue allocation to Special Revenue Fund, designated by ordinance to be used for park project not operations of parks. Funds derived from Dock Permit Fees.

**Water Fund & Sewer Fund** – To be reviewed for fee structure in upcoming month.

**REVISION:** The invoices for Qtr 2 and Qtr 3 Utility Billing from little Canada along with MN Dept of Labor & Ind. Invoice arrived after the Treasurer's Report was completed. Checks dated 10/12/2011 for these items in amounts of: \$ 2072.47, \$2198.05 and \$ 24.66 totaling \$4295.18 are presented for signature at this time and will be identified on the **November Disbursement Register**. Also Utility billing receipt journals received after completion of Treasurers Report that total \$13,082 received will be entered on the date of deposit, which is prior to 10/6/2011 Treasurer Report date. Thus a revised **Receipts Register** will be provided for the 10/11/2011 council meeting.

Please call/email with any questions.

*Cindie J Reiter.*  
Birchwood City Treasurer

As of 10/05/2011  
Fiscal Year:2011

<u>Name of Fund</u>	<u>Beginning Balance</u>	<u>Total Receipts</u>	<u>Total Disbursements</u>	<u>Ending Balance</u>
General Fund	\$513,678.05	\$184,017.39	\$273,787.94	\$423,907.50
Special Rev Projects	\$7,550.65	\$8,435.46	\$1,400.00	\$14,586.11
Sewer 2004 Bonds	\$0.00	\$6,769.57	\$31,019.47	(\$24,249.90)
Birchwood In Re-hab Bond	\$0.00	\$494.10	\$0.00	\$494.10
Sewer Re-hab 2008 Debt	\$0.00	\$15,773.01	\$3,994.31	\$11,778.70
Cap Project - PW	\$41,571.00	\$0.00	\$0.00	\$41,571.00
Capital Projects	\$65,527.99	\$579.00	\$0.00	\$66,106.99
Cap Proj - Catchbasin	\$0.00	\$13,404.00	\$32,543.00	(\$19,139.00)
Water Enterprise Fund	\$45,623.45	\$39,039.58	\$55,787.80	\$28,875.23
Sewer Enterprise Fund	\$173,186.41	\$59,225.91	\$56,495.68	\$175,916.64
<b>Total</b>	<b>\$847,137.55</b>	<b>\$327,738.02</b>	<b>\$455,028.20</b>	<b>\$719,847.37</b>

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

10/05/2011

As of 12/31/2011

General Fund

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
General Property Taxes	\$323,000.00	\$165,201.43	(\$157,798.57)
Total Acct 310	\$323,000.00	\$165,201.43	(\$157,798.57)
Building Permits	\$0.00	\$4,758.35	\$4,758.35
Dog Licenses	\$0.00	\$25.00	\$25.00
Zoning App Fee	\$0.00	\$206.00	\$206.00
Total Acct 322	\$0.00	\$4,989.35	\$4,989.35
State Grants and Aids	\$0.00	\$119.00	\$119.00
Total Acct 334	\$0.00	\$119.00	\$119.00
Recycle Grant	\$0.00	\$1,678.00	\$1,678.00
Cable Comm. Grant	\$0.00	\$7,119.06	\$7,119.06
Total Acct 336	\$0.00	\$8,797.06	\$8,797.06
City Hall Rent	\$0.00	\$325.00	\$325.00
Total Acct 341	\$0.00	\$325.00	\$325.00
Fines	\$0.00	\$418.63	\$418.63
Total Acct 351	\$0.00	\$418.63	\$418.63
Miscellaneous	\$0.00	\$1,175.18	\$1,175.18
Total Acct 361	\$0.00	\$1,175.18	\$1,175.18
Interest Earnings	\$0.00	\$600.13	\$600.13
Contrib. & Donations-Private	\$0.00	\$600.00	\$600.00
Refunds and Reimbursements	\$0.00	\$1,791.61	\$1,791.61
Total Acct 362	\$0.00	\$2,991.74	\$2,991.74
<b>Total Revenues</b>	<b>\$323,000.00</b>	<b>\$184,017.39</b>	<b>(\$138,982.61)</b>
Other Financing Sources:			
Sale of Investments		\$0.00	
Transfers from other Funds		\$0.00	
Disbursements:			
Publishing	\$2,000.00	\$1,774.80	\$225.20
Total Acct 411	\$2,000.00	\$1,774.80	\$225.20
City Council	\$2,800.00	\$1,614.75	\$1,185.25
Total Acct 413	\$2,800.00	\$1,614.75	\$1,185.25
Clerk - Treasurer	\$52,855.00	\$46,120.76	\$6,734.24
Elections	\$470.00	\$470.00	\$0.00
Office Operations/Supplies	\$4,500.00	\$5,113.75	(\$613.75)
Postage/Postal Permits	\$0.00	\$598.09	(\$598.09)
Total Acct 414	\$57,825.00	\$52,302.60	\$5,522.40
Financial Administration	\$16,000.00	\$15,363.80	\$636.20
Assessing	\$5,200.00	\$5,917.85	(\$717.85)
Total Acct 415	\$21,200.00	\$21,281.65	(\$81.65)

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

**10/05/2011**

Legal Services	\$8,000.00	\$6,052.69	\$1,947.31
Engineer Service	\$6,000.00	\$4,678.95	\$1,321.05
Total Acct 416	\$14,000.00	\$10,731.64	\$3,268.36
Per Diem	\$495.00	\$0.00	\$495.00
Total Acct 418	\$495.00	\$0.00	\$495.00
Grants	\$0.00	\$2,222.00	(\$2,222.00)
Planning and Zoning	\$0.00	\$46.00	(\$46.00)
City Training & Development	\$7,590.00	\$2,848.89	\$4,741.11
City Hall-Gov't Buildings	\$17,300.00	\$12,248.61	\$5,051.39
City Insurance	\$7,600.00	\$10,209.00	(\$2,609.00)
Cable Eqpmt and Service	\$0.00	\$857.50	(\$857.50)
Newsletter	\$1,000.00	\$100.00	\$900.00
Total Acct 419	\$33,490.00	\$28,532.00	\$4,958.00
Police	\$88,500.00	\$73,754.20	\$14,745.80
Total Acct 421	\$88,500.00	\$73,754.20	\$14,745.80
Fire	\$20,100.00	\$16,731.60	\$3,368.40
Total Acct 422	\$20,100.00	\$16,731.60	\$3,368.40
Building Inspection	\$0.00	\$4,393.32	(\$4,393.32)
Total Acct 424	\$0.00	\$4,393.32	(\$4,393.32)
Animal Control	\$0.00	\$857.00	(\$857.00)
Total Acct 428	\$0.00	\$857.00	(\$857.00)
PUBLIC WORKS	\$3,000.00	\$0.00	\$3,000.00
Total Acct 430	\$3,000.00	\$0.00	\$3,000.00
Streets & Road Mntnc	\$21,500.00	\$7,454.22	\$14,045.78
Ice and Snow Removal	\$0.00	\$10,093.73	(\$10,093.73)
Tree Care/Inspection	\$1,500.00	\$0.00	\$1,500.00
Tree Removal	\$4,000.00	\$2,093.78	\$1,906.22
Drainage - Structure Care	\$2,000.00	\$2,159.25	(\$159.25)
Street Signs	\$1,000.00	\$265.74	\$734.26
Street Lights	\$13,800.00	\$10,985.29	\$2,814.71
Water Utility	\$0.00	\$473.90	(\$473.90)
Sewer Utility	\$0.00	\$269.90	(\$269.90)
Total Acct 431	\$43,800.00	\$33,795.81	\$10,004.19
Weed Control	\$0.00	\$135.00	(\$135.00)
Total Acct 432	\$0.00	\$135.00	(\$135.00)
Sanitation - Recycling	\$12,000.00	\$8,236.88	\$3,763.12
Total Acct 441	\$12,000.00	\$8,236.88	\$3,763.12
Lawn Care/Mntnc	\$7,000.00	\$3,145.00	\$3,855.00
Total Acct 450	\$7,000.00	\$3,145.00	\$3,855.00
Recreation	\$1,500.00	\$1,421.42	\$78.58
Total Acct 451	\$1,500.00	\$1,421.42	\$78.58
Parks	\$13,000.00	\$13,306.21	(\$306.21)
Total Acct 452	\$13,000.00	\$13,306.21	(\$306.21)
CONSERVATION - NATURAL RESOURC	\$1,609.00	\$1,609.16	(\$0.16)
Total Acct 461	\$1,609.00	\$1,609.16	(\$0.16)

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

**10/05/2011**

Unallocated Expenditures	\$681.00	\$164.90	\$516.10
Total Acct 492	\$681.00	\$164.90	\$516.10
<b>Total Disbursements</b>	<b>\$323,000.00</b>	<b>\$273,787.94</b>	<b>\$49,212.06</b>
Other Financing Uses:			
Purchase of Investments		\$0.00	
Transfers to other Funds		\$0.00	
<b>Beginning Cash Balance</b>		<b>\$513,678.05</b>	
<b>Cash Balance as of 12/31/2011</b>		<b>\$423,907.50</b>	

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

10/05/2011

As of 12/31/2011

Special Rev Projects

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Dock Permit Fee	\$0.00	\$8,435.00	\$8,435.00
Total Acct 322	\$0.00	\$8,435.00	\$8,435.00
Interest Earnings	\$0.00	\$0.46	\$0.46
Total Acct 362	\$0.00	\$0.46	\$0.46
<b>Total Revenues</b>	<b>\$0.00</b>	<b>\$8,435.46</b>	<b>\$8,435.46</b>
Other Financing Sources:			
Sale of Investments		\$0.00	
Transfers from other Funds		\$0.00	
Disbursements:			
Recreation	\$0.00	\$1,400.00	(\$1,400.00)
Total Acct 451	\$0.00	\$1,400.00	(\$1,400.00)
<b>Total Disbursements</b>	<b>\$0.00</b>	<b>\$1,400.00</b>	<b>(\$1,400.00)</b>
Other Financing Uses:			
Purchase of Investments		\$0.00	
Transfers to other Funds		\$0.00	
<b>Beginning Cash Balance</b>		<b>\$7,550.65</b>	
<b>Cash Balance as of 12/31/2011</b>		<b>\$14,586.11</b>	



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

10/05/2011

As of 12/31/2011

**Sewer 2004 Bonds**

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Sewer Re-hab A&B	\$0.00	\$6,769.57	\$6,769.57
Total Acct 361	\$0.00	\$6,769.57	\$6,769.57
<b>Total Revenues</b>	<b>\$0.00</b>	<b>\$6,769.57</b>	<b>\$6,769.57</b>
Other Financing Sources:			
Sale of Investments		\$0.00	
Transfers from other Funds		\$0.00	
Disbursements:			
Bond Payment	\$0.00	\$31,019.47	(\$31,019.47)
Total Acct 471	\$0.00	\$31,019.47	(\$31,019.47)
<b>Total Disbursements</b>	<b>\$0.00</b>	<b>\$31,019.47</b>	<b>(\$31,019.47)</b>
Other Financing Uses:			
Purchase of Investments		\$0.00	
Transfers to other Funds		\$0.00	
<b>Beginning Cash Balance</b>		<b>\$0.00</b>	
<b>Cash Balance as of 12/31/2011</b>		<b>(\$24,249.90)</b>	

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

10/05/2011

As of 12/31/2011

Birchwood In Re-hab Bond

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Sewer Re-hab A&B	\$0.00	\$494.10	\$494.10
Total Acct 361	\$0.00	\$494.10	\$494.10
<b>Total Revenues</b>	<b>\$0.00</b>	<b>\$494.10</b>	<b>\$494.10</b>
Other Financing Sources:			
Sale of Investments		\$0.00	
Transfers from other Funds		\$0.00	
Disbursements:			
<b>Total Disbursements</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
Other Financing Uses:			
Purchase of Investments		\$0.00	
Transfers to other Funds		\$0.00	
<b>Beginning Cash Balance</b>		<b>\$0.00</b>	
<b>Cash Balance as of 12/31/2011</b>		<b>\$494.10</b>	

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

**10/05/2011**

As of 12/31/2011

**Sewer Re-hab 2008 Debt**

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Sewer Re-hab A&B	\$0.00	\$15,773.01	\$15,773.01
Total Acct 361	\$0.00	\$15,773.01	\$15,773.01
<b>Total Revenues</b>	<b>\$0.00</b>	<b>\$15,773.01</b>	<b>\$15,773.01</b>
Other Financing Sources:			
Sale of Investments		\$0.00	
Transfers from other Funds		\$0.00	
Disbursements:			
Bond Payment	\$0.00	\$3,994.31	(\$3,994.31)
Total Acct 471	\$0.00	\$3,994.31	(\$3,994.31)
<b>Total Disbursements</b>	<b>\$0.00</b>	<b>\$3,994.31</b>	<b>(\$3,994.31)</b>
Other Financing Uses:			
Purchase of Investments		\$0.00	
Transfers to other Funds		\$0.00	
<b>Beginning Cash Balance</b>		<b>\$0.00</b>	
<b>Cash Balance as of 12/31/2011</b>		<b>\$11,778.70</b>	

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

**10/05/2011**

As of 12/31/2011

**Cap Project - PW**

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
<b>Total Revenues</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
Other Financing Sources:			
Sale of Investments		\$0.00	
Transfers from other Funds		\$0.00	
Disbursements:			
<b>Total Disbursements</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
Other Financing Uses:			
Purchase of Investments		\$0.00	
Transfers to other Funds		\$0.00	
<b>Beginning Cash Balance</b>		<b>\$41,571.00</b>	
<b>Cash Balance as of 12/31/2011</b>		<b>\$41,571.00</b>	

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

10/05/2011

As of 12/31/2011

<b>Capital Projects</b>	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Interest Earnings	\$0.00	\$579.00	\$579.00
Total Acct 362	\$0.00	\$579.00	\$579.00
<b>Total Revenues</b>	<b>\$0.00</b>	<b>\$579.00</b>	<b>\$579.00</b>
Other Financing Sources:			
Sale of Investments		\$0.00	
Transfers from other Funds		\$0.00	
Disbursements:			
<b>Total Disbursements</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
Other Financing Uses:			
Purchase of Investments		\$0.00	
Transfers to other Funds		\$0.00	
<b>Beginning Cash Balance</b>		<b>\$65,527.99</b>	
<b>Cash Balance as of 12/31/2011</b>		<b>\$66,106.99</b>	

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

10/05/2011

As of 12/31/2011

Cap Proj - Catchbasin

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Local Agency Grants	\$0.00	\$13,404.00	\$13,404.00
Total Acct 336	\$0.00	\$13,404.00	\$13,404.00
<b>Total Revenues</b>	<b>\$0.00</b>	<b>\$13,404.00</b>	<b>\$13,404.00</b>
Other Financing Sources:			
Sale of Investments		\$0.00	
Transfers from other Funds		\$0.00	
Disbursements:			
Engineer Service	\$0.00	\$4,735.00	(\$4,735.00)
Total Acct 416	\$0.00	\$4,735.00	(\$4,735.00)
Drainage - Structure Care	\$0.00	\$27,808.00	(\$27,808.00)
Total Acct 431	\$0.00	\$27,808.00	(\$27,808.00)
<b>Total Disbursements</b>	<b>\$0.00</b>	<b>\$32,543.00</b>	<b>(\$32,543.00)</b>
Other Financing Uses:			
Purchase of Investments		\$0.00	
Transfers to other Funds		\$0.00	
Beginning Cash Balance		\$0.00	
Cash Balance as of 12/31/2011		(\$19,139.00)	

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

10/05/2011

As of 12/31/2011

Water Enterprise Fund

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Water Fee	\$0.00	\$33,913.54	\$33,913.54
Penalty - Late Water/Sewer	\$0.00	\$891.74	\$891.74
State & Misc fees	\$0.00	\$1,629.91	\$1,629.91
Total Acct 341	\$0.00	\$36,435.19	\$36,435.19
DELQ - Water-Sewer fees	\$0.00	\$2,224.59	\$2,224.59
Total Acct 361	\$0.00	\$2,224.59	\$2,224.59
Interest Earnings	\$0.00	\$379.80	\$379.80
Total Acct 362	\$0.00	\$379.80	\$379.80
<b>Total Revenues</b>	<b>\$0.00</b>	<b>\$39,039.58</b>	<b>\$39,039.58</b>
Other Financing Sources:			
Sale of Investments		\$0.00	
Transfers from other Funds		\$0.00	
Disbursements:			
Engineer Service	\$0.00	\$472.00	(\$472.00)
Total Acct 416	\$0.00	\$472.00	(\$472.00)
Other Protection	\$0.00	\$1,375.00	(\$1,375.00)
Utility Locates	\$0.00	\$191.63	(\$191.63)
Total Acct 428	\$0.00	\$1,566.63	(\$1,566.63)
Water Utility	\$0.00	\$31,641.15	(\$31,641.15)
Wtr/Swr Emergency	\$0.00	\$22,108.02	(\$22,108.02)
Total Acct 431	\$0.00	\$53,749.17	(\$53,749.17)
<b>Total Disbursements</b>	<b>\$0.00</b>	<b>\$55,787.80</b>	<b>(\$55,787.80)</b>
Other Financing Uses:			
Purchase of Investments		\$0.00	
Transfers to other Funds		\$0.00	
<b>Beginning Cash Balance</b>		<b>\$45,623.45</b>	
<b>Cash Balance as of 12/31/2011</b>		<b>\$28,875.23</b>	

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

10/05/2011

As of 12/31/2011

Sewer Enterprise Fund

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Sewer Fee	\$0.00	\$56,853.64	\$56,853.64
Total Acct 341	\$0.00	\$56,853.64	\$56,853.64
Sewer Re-hab A&B	\$0.00	\$15.00	\$15.00
DELQ - Water-Sewer fees	\$0.00	\$1,842.01	\$1,842.01
Total Acct 361	\$0.00	\$1,857.01	\$1,857.01
Interest Earnings	\$0.00	\$515.26	\$515.26
Total Acct 362	\$0.00	\$515.26	\$515.26
<b>Total Revenues</b>	<b>\$0.00</b>	<b>\$59,225.91</b>	<b>\$59,225.91</b>
Other Financing Sources:			
Sale of Investments		\$0.00	
Transfers from other Funds		\$0.00	
Disbursements:			
Utility Locates	\$0.00	\$191.62	(\$191.62)
Total Acct 428	\$0.00	\$191.62	(\$191.62)
Wtr/Swr Emergency	\$0.00	\$8,542.31	(\$8,542.31)
Sewer Utility	\$0.00	\$47,761.75	(\$47,761.75)
Total Acct 431	\$0.00	\$56,304.06	(\$56,304.06)
<b>Total Disbursements</b>	<b>\$0.00</b>	<b>\$56,495.68</b>	<b>(\$56,495.68)</b>
Other Financing Uses:			
Purchase of Investments		\$0.00	
Transfers to other Funds		\$0.00	
<b>Beginning Cash Balance</b>		<b>\$173,186.41</b>	
<b>Cash Balance as of 12/31/2011</b>		<b>\$175,916.64</b>	



Fund Name: All Funds  
 Date Range: 09/14/2011 to 10/06/2011

<u>Date</u>	<u>Remitter</u>	<u>Description</u>	<u>Receipt #</u>	<u>Total</u>	<u>Account #</u>	<u>Amount</u>
09/19/2011	Residents - via LC	Utility Billing JE LC #20	547	\$6,474.44	601-34105	\$3,082.95
					601-34115	\$2.34
					601-34120	\$94.95
					605-34110	\$3,294.20
09/23/2011	Residents - via LC	Utility Billing - LC JE#33	548	\$3,943.54	601-34105	\$1,670.93
					601-34115	\$2.14
					601-34120	\$72.25
					605-34110	\$2,198.22
09/27/2011	White Bear Township	Spec Assmt - Debt Srvcs & Cert Utilities	542	\$505.27	305-36110	\$106.27
					601-36130	\$199.50
					605-36130	\$199.50
09/27/2011	Four Seasons Air	Bldg permit #WB053260	543	\$61.63	100-32210	\$61.63
09/27/2011	American Mechanical	Bldg permit #WB053283	544	\$35.00	100-32210	\$35.00
09/27/2011	Carter Custom Cons/Fireplace	Bldg Permit #WB053278	545	\$46.20	100-32210	\$21.08
					100-32210	\$25.12
09/27/2011	McCraken Inv. (15 Oak Rdg Dr)	UB pay-off & overpymnt	546	\$162.10	100-36140	\$92.34
					601-34105	\$49.76
					605-34110	\$20.00
09/27/2011	Residents - via LC	Utility Billing - LC JE#36	549	\$562.93	601-34105	\$224.36
					601-34120	\$11.68
					605-34110	\$326.89

**Total For Period** **\$11,791.11**

**Total Year To Date** **\$327,738.02**

Fund Name: All Funds  
Date Range: 09/14/2011 to 10/06/2011

<u>Date</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Check #</u>	<u>Total</u>	<u>Account #</u>	<u>Amount</u>
09/15/2011	Payroll Period Ending 08/31/2011		26791	\$1,062.31	100-41400-100	\$1,062.31
09/15/2011	Payroll Period Ending 08/31/2011		26792	\$317.15	100-41400-100	\$317.15
09/15/2011	Payroll Period Ending 08/15/2011		26793	\$98.73	100-41400-100	\$98.73
09/21/2011	PERA	Staff Retirement PE 8/31/11	PERA083111	\$275.10	100-41400-120	\$147.74
					100-41400-121	\$127.36
09/28/2011	Postmaster	Stamps - 200	26797	\$88.00	100-41430-200	\$88.00
09/30/2011	Payroll Period Ending 09/15/2011		26794	\$1,062.31	100-41400-100	\$1,062.31
09/30/2011	Payroll Period Ending 09/15/2011		26795	\$246.15	100-41400-100	\$246.15
09/30/2011	Payroll Period Ending 01/01/2011		26796	\$815.25	100-41310-100	\$815.25
10/03/2011	IRS - US Treasury	FEDTaxes - Sept 2011	FED092011	\$1,535.60	100-41310-110	\$400.00
					100-41310-160	\$21.75
					100-41310-162	\$93.00
					100-41310-164	\$21.75
					100-41310-166	\$63.00
					100-41400-110	\$420.50
					100-41400-160	\$56.20
					100-41400-162	\$240.37
					100-41400-164	\$56.20
					100-41400-166	\$162.83
10/03/2011	MN Department of Revenue	State W/H Sept 2011	MN092011	\$408.42	100-41310-115	\$200.00
					100-41400-115	\$208.42
10/03/2011	PERA	Staff Retirement PE 9/15/11	PERA91511	\$248.27	100-41400-120	\$133.33
					100-41400-121	\$114.94
10/06/2011	City of Birchwood Village	Petty Cash - Reimb.	26798	\$89.11	100-41420-210	\$57.38
					100-41420-331	\$26.14
					100-41430-200	\$5.59
10/06/2011	League of Mn Cities Insurance Trust	Work Comp - Audit 2010/2011	26799	\$1,781.00	100-41945-150	\$1,781.00
10/06/2011	Xcel Energy	Street Lights -Sept 2011	26800	\$1,219.11	100-43160-380	\$1,219.11
10/06/2011	Qwest	Phone/Fax lines Sept 2011	26801	\$112.09	100-41940-321	\$112.09
10/06/2011	HD Supply Waterworks, Ltd	Water Meters - Regular (6)	26802	\$705.61	601-43180-210	\$705.61
10/06/2011	City of White Bear Lake Bldg Inspec	Bldg Inspections -Aug 2011	26803	\$833.00	100-42401-305	\$833.00
10/06/2011	Xcel Energy	City half Elec/Gas - Sept 2011	26804	\$236.05	100-41940-380	\$236.05

City of Birchwood Village

Disbursements Register

10/05/2011

<u>Date</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Check #</u>	<u>Total</u>	<u>Account #</u>	<u>Amount</u>
10/06/2011	TSE, INC	City Hall Cleaning 9/6/11	26805	\$20.45	100-41940-305	\$20.45
10/06/2011	Xcel Energy	Park electric -Sept 2011	26806	\$9.95	100-45200-380	\$9.95
10/06/2011	City of White Bear Lake Fire	Fire Srvc -Oct 2011	26807	\$1,673.16	100-42200-305	\$1,673.16
10/06/2011	City of White Bear Lake Police	Law Enforcement - Oct 2011	26808	\$7,375.42	100-42100-305	\$7,375.42
10/06/2011	MCCracken Investment Trust	REfund overpyment of UB	26809	\$92.34	100-49200-810	\$92.34
10/06/2011	Schwaab, Inc.	Security stamp/Non- Neg. Stamp	26810	\$51.94	100-41420-200	\$51.94
10/06/2011	Press Publications	Cons Confidence Publication 2011	26811	\$636.75	100-41130-351	\$636.75
10/06/2011	Manual & Rebecca Gadd	Refund - overpayment of UB water/sewer	26812	\$77.05	601-43180-810	\$77.05
10/06/2011	Xcel Energy	Sewer Lift Stns -Sept 2011	26813	\$540.62	605-43190-381	\$540.62
10/06/2011	City of White Bear Lake Public Work	Lift Stn Mntnc /Water Testing/Tree Removal	26814	\$1,642.72	100-43135-305 601-43180-305 605-43190-305	\$239.40 \$587.32 \$816.00
10/06/2011	City of White Bear Lake Public Work	Lift Stn Mntnc /Water Testing/Lift emergency	26815	\$1,761.96	601-43180-305 605-43185-305 605-43190-305	\$263.80 \$682.16 \$816.00
10/06/2011	On-Site Sanitation Inc	Rental Unit - Tighe Schmidt Sept 2011	26816	\$86.95	100-45200-305	\$86.95
10/06/2011	Korich, George	Refund of Boat Slip Permit Fee (unused) 2011	26817	\$200.00	210-45100-810	\$200.00
10/06/2011	Ronnan, Kenny	Videographer - Service Sept 2011 (4.5)	26818	\$63.00	100-41950-305	\$63.00
10/06/2011	St. Paul Stamp Works, Inc	Mayor Plaque nameplate	26819	\$12.77	100-41420-210	\$12.77
10/06/2011	TSE, INC	City Hall Cleaning 9/20/11	26820	\$20.45	100-41940-305	\$20.45
10/06/2011	Gopher State One Call	Locates Sept 2011 (24 email)	26821	\$34.80	601-42805-305 605-42805-305	\$17.40 \$17.40
10/06/2011	Elfering & Associates	Eng Srvc- Sept 2011	26822	\$1,474.00	100-41650-300 601-43180-300	\$471.00 \$1,003.00
10/06/2011	Hennen Construction Company	Hydrant Replacement - labor only Sept 2011	26823	\$1,375.00	601-42800-305	\$1,375.00
10/06/2011	Peterson, Erica	Nordling Park Exp. - Reimbursement	26824	\$1,078.93	100-45200-810 100-45200-810 100-45200-810	\$189.49 \$6.95 \$8.97

City of Birchwood Village

Disbursements Register

10/05/2011

<u>Date</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Check #</u>	<u>Total</u>	<u>Account #</u>	<u>Amount</u>
					100-45200-810	\$20.00
					100-45200-810	\$28.24
					100-45200-810	\$3.02
					100-45200-810	\$112.50
					100-45200-810	\$237.22
					100-45200-810	\$406.54
					100-45200-810	\$66.00
<b>Total For Period</b>				<b>\$29,361.52</b>		
<b>Total Year To Date</b>				<b>\$455,028.20</b>		

City of Birchwood Village

Receipts Register

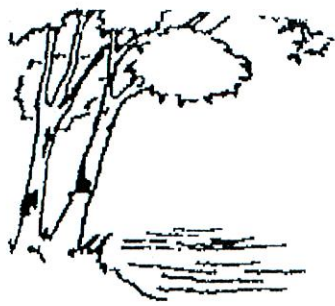
10/10/2011

Fund Name: All Funds  
 Date Range: 09/14/2011 to 10/06/2011

Date	Remitter	Description	Receipt #	Total	Account #	Amount
09/19/2011	Residents - via LC	Utility Billing JE LC #20	547	\$6,474.44	601-34105	\$3,082.95
					601-34115	\$2.34
					601-34120	\$94.95
					605-34110	\$3,294.20
09/23/2011	Residents - via LC	Utility Billing - LC JE#33	548	\$3,943.54	601-34105	\$1,670.93
					601-34115	\$2.14
					601-34120	\$72.25
					605-34110	\$2,198.22
09/27/2011	White Bear Township	Spec Assmt - Debt Svc & Cert Utilities	542	\$505.27	305-36110	\$106.27
					601-36130	\$199.50
					605-36130	\$199.50
09/27/2011	Four Seasons Air	Bldg permit #WB053260	543	\$61.63	100-32210	\$61.63
09/27/2011	American Mechanical	Bldg permit #WB053283	544	\$35.00	100-32210	\$35.00
09/27/2011	Carter Custom Cons/Fireplace	Bldg Permit #WB053278	545	\$46.20	100-32210	\$21.08
					100-32210	\$25.12
09/27/2011	McCraken Inv. (15 Oak Rdg Dr)	UB pay-off & overpymnt	546	\$162.10	100-36140	\$92.34
					601-34105	\$49.76
					605-34110	\$20.00
09/27/2011	Residents - via LC	Utility Billing - LC JE#36	549	\$562.93	601-34105	\$224.36
					601-34120	\$11.68
					605-34110	\$326.89
09/27/2011	Residents - via LC	Utility Billing LC JE#36	554	\$5,536.29	601-34105	\$2,761.09
					601-34115	\$7.49
					601-34120	\$71.55
					605-34110	\$2,696.16
10/05/2011	Residents - via LC	Utility Billing LC JE#3	555	\$4,094.78	601-34105	\$1,779.50
					601-34115	\$3.94
					601-34120	\$58.84
					605-34110	\$2,252.50
10/05/2011	Residents - via LC	Utility Billing LC JE#6	556	\$3,451.33	601-34105	\$1,379.80
					601-34115	\$9.77
					601-34120	\$46.10
					605-34110	\$2,015.66

**Total For Period \$24,873.51**

**Total Year To Date \$340,820.42**



CITY OF BIRCHWOOD VILLAGE  
207 Birchwood Avenue  
Birchwood Village, MN 55110  
651-426-3403 tel  
651-426-7747 fax  
[birchwoodvillage@comcast.net](mailto:birchwoodvillage@comcast.net)

**MEMORANDUM**

DATE: October 4, 2011  
TO: Honorable Mayor and Council  
FROM: Dale Powers, City Clerk-Coordinator  
RE: Cain Garage Rental

=====

The garage across Birchwood Avenue, known as the Cain Garage, has been rented out by the City to private parties in the past. It is my understanding that the lease term was 6 months.

At the May 10, 2011 Council meeting, the Council awarded the six month lease to Kim Otness and Ken Kixmoeller. Kim and Ken objected to the term of the lease, stating that there is little need for storage space in the summer. They asked the Council to consider a one-year lease in light of that fact. The Council considered Kim and Ken's request and declined to extend the term of the lease. As a result, the garage is not being leased at this time.

The Council directed staff to alert City residents in the fall newsletter of the availability of the garage and to request bids for a one-year lease. The City received many inquiries but only 3 bids, as follows:

John Velin	146 Wildwood Avenue	\$252.00
Lori Carter	210 Birch Street	\$825.00
Ken Kixmoeller/Kim Otness	35 Birchwood Lane	\$145.00

Staff does not believe that there are any statutory requirements to award the lease to the highest bidder; however, since John Velin is the husband of Council Member Jane Harper, staff believes that she should recuse herself from the deliberations and refrain from voting on this matter.

**XFINITY Connect**

bwclerk@comcast.net

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## bid on city garage

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**From :** john velin <johnrvelin@comcast.net>

Wed, Sep 28, 2011 11:25 PM

**Subject :** bid on city garage**To :** bwclerk@comcast.net

I bid \$21 per month Nov 1 2011 through oct 31 2012. This is conditioned only upon my travel trailer fitting in length and sides and access turning . You could que up the bids and if I decline based on that condition = "can i get it in the garage " then go to number 2

john velin  
146 wildwood ave  
white bear lake  
MN 55110-1633  
651 426 0136

---

**XFINITY Connect**

bwclerk@comcast.net

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**garage rental**

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**From :** rgcjoy@comcast.net

Tue, Sep 13, 2011 10:00 PM

**Subject :** garage rental**To :** bwclerk@comcast.net

To whom it may concern,

I would like to submit my bid for the garage rental for one year in the amount of \$825.00. I would like to know if we must be present for the bidding process and if we have the opportunity to re-bid if we are not the highest bid.

We live at 210 Birch St and would love this opportunity.

Thank you,  
Lori Carter

---





Ken Kixmaeller &  
Kim Otness

35 Birchwood Lane  
651-653-7255

Garage Bid #145

Lease Period: 11/1/11 -  
10/31/12

Kim @ otness .com  
Ken @ Kixmaeller .com



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651-426-7747 fax  
[birchwoodvillage@comcast.net](mailto:birchwoodvillage@comcast.net)

**MEMORANDUM**

DATE: October 4, 2011  
TO: Honorable Mayor and Council  
FROM: Dale Powers, City Clerk-Coordinator  
RE: Flashing and Tuckpointing Bids

=====

As part of the Village Hall painting project earlier in the summer, it was discovered that the chimney needed new flashing placed around its base to stop water from seeping into the structure. As well, the chimney needed tuckpointing and bricks reset. The Council directed staff to secure estimates for the work and report back to the Council the results at the October 11, 2011 meeting.

The City received several inquiries, but only 3 bids, as follows:

**Gulden Construction** provided two options. The first was to tuckpoint bricks, retar where bricks meet the siding, and to caulk the top flashing to the bricks. *The estimate for that option is \$185.00.* The second option is to "custom bead" the metal to follow the contour of the brick steps ("will give the same look as the entry way"), and to use metal and caulk that closely matches the siding color. No tar would be seen, offering a "clean look". *The estimate for that option is \$385.00.*

**Nelsen Roofing & Sheetmetal** provided an estimate for grinding out the mortar joints on the chimney; replace the broken chimney bricks; tuckpoint the chimney; install a new concrete cap; replace the missing metal flashing; and final cleanup. *Their estimate is \$650.00.*

**Bello Roofing** provided an estimate for regrouting the chimney cap, grinding out loose mortar, replace 3 broken brocks and regrout the entire chimney cap; new flashing will tuck into new mortar and overlap the siding a minimum of 3 inches to prevent any possible water/ice backflow; rear of chimney to be repaired with new cedar siding and painted to match – all with a 5 year warranty. *The estimate for this work is \$1,300.00.* Bello also provided an estimate for trimming trees that are overhanging onto the roof at \$100.00.

The estimates are not perfect "apples to apples". Bello's estimate is highest, but the scope of their bid was larger. Staff does not believe that there is any statutory requirement to award the contract to the lowest bidder.

# GULDEN CONSTRUCTION

P.O. BOX 48748, Coon Rapids, MN 55448  
 Phone 763-783-7181 Fax 763-783-7188 LIC# 20409143  
 763-717-6892

NAME City of Birchwood Village/Dale Powers  
 ADDRESS 207 Village Hall, Birchwood  
 JOB ADDRESS \_\_\_\_\_  
 PHONE 651-426-3403  
 PHONE \_\_\_\_\_ DATE 9/29/11

Gulden Construction proposes to supply materials and labor for the following:

house garage shed \_\_\_\_\_ / \_\_\_\_\_ tear off \_\_\_\_\_ overlay \_\_\_\_\_ new

The tear-off includes removing shingles/siding down to boards, pulling nails out, removing exhaust stacks and vents, tearing out valley metal, removal of wall and chimney flashing when needed, resealing gutters, visual inspection of sheathing boards and all other aspects exposed by the removal or repositioning during the project.

SIDING brand \_\_\_\_\_ type of lap \_\_\_\_\_  
 color \_\_\_\_\_ corners \_\_\_\_\_ trim \_\_\_\_\_  
 ornamental \_\_\_\_\_ vents \_\_\_\_\_  
 blocks \_\_\_\_\_ special flashing \_\_\_\_\_  
 INSULATION/HOUSE WRAP: \_\_\_\_\_

GUTTERS: R/R \_\_\_\_\_ color \_\_\_\_\_ # of downspouts \_\_\_\_\_  
 general placement \_\_\_\_\_  
 notes \_\_\_\_\_

SOFFIT: style \_\_\_\_\_ color \_\_\_\_\_ corners \_\_\_\_\_ box ends \_\_\_\_\_  
 notes \_\_\_\_\_

FASCIA: style \_\_\_\_\_ color \_\_\_\_\_ notes \_\_\_\_\_

WINDOW/DOOR WRAPS: color \_\_\_\_\_ single \_\_\_\_\_  
 double \_\_\_\_\_ picture \_\_\_\_\_ patio \_\_\_\_\_ doors \_\_\_\_\_ garage S/D \_\_\_\_\_

WINDOW INSTALL: type - full frame or pocket  
 Slider \_\_\_\_\_ Double/single hung \_\_\_\_\_ casement \_\_\_\_\_  
 standard latch \_\_\_\_\_ auto latch \_\_\_\_\_ Lo-E argon \_\_\_\_\_  
 color \_\_\_\_\_ single \_\_\_\_\_ double \_\_\_\_\_ picture \_\_\_\_\_  
 extension jambs \_\_\_\_\_ tempered glass \_\_\_\_\_  
 new trim \_\_\_\_\_ stain color \_\_\_\_\_ paint \_\_\_\_\_

In the event of broken or rotten sheathing, they are required to be replaced at an additional cost of \_\_\_\_\_ per Sq. Ft.

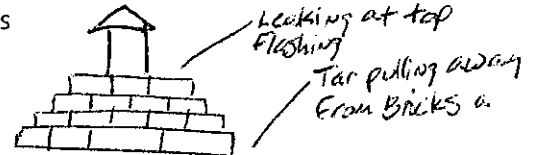
\_\_\_\_\_ obtain permit \_\_\_\_\_ city if different than post address  
 \_\_\_\_\_ obtain dumpster(s) 10 / 15 / 20 / 30 size  
 \_\_\_\_\_ clean up and haul away debris of work done  
 \_\_\_\_\_ trimming or landscape modifying to gain accessibility

## ROOFING:

\_\_\_\_\_ install \_\_\_\_\_ lb. felt  
 \_\_\_\_\_ install drip edge \_\_\_\_\_ rooftop load shingles  
 \_\_\_\_\_ install new metal vents \_\_\_\_\_ flashing color  
 \_\_\_\_\_ install new plumbing stacks \_\_\_\_\_ valley color  
 \_\_\_\_\_ install new stepflashing on walls  
 \_\_\_\_\_ tear-out and replace skylight flashing  
 \_\_\_\_\_ tear-out and replace chimney flashing  
 \_\_\_\_\_ install solid sheathing over spaced roof boards  
 \_\_\_\_\_ install new preformed galvanized metal valleys  
 \_\_\_\_\_ install ice and water shield to Minnesota building code  
 \_\_\_\_\_ apply 25-30-40-50 year self sealing shingles.

MAKE \_\_\_\_\_ COLOR \_\_\_\_\_

diagram/notes



option 1)  
 A) Tuck Point Bricks  
 B) ~~add~~ re tar where bricks meet siding  
 C) Caulk top Flashing to Bricks  
 \$185.00

option 2)  
 Better Choice  
 A) custom bend metal to follow contour of brick steps (will give the same look as the entry way)  
 B) use metal and caulk that closely matches siding color. No tar will be seen and will be a clean look.  
 \$385.00

Gulden Construction will perform all work on this bid for the sum of

\$ see notes This price is good for 30 days from the date above.

If you have any questions or to accept this proposal please call. Thanks for considering our bid.

rep John Golden phone 763-783-7181

# Proposal

Page No. \_\_\_\_\_

of \_\_\_\_\_

Pages \_\_\_\_\_

## NELSEN ROOFING & SHEETMETAL, INC.

P. O. Box 10572 • White Bear Lake, MN 55110

Office: (651) 653-4407

PROPOSAL SUBMITTED TO <i>City of Birchwood</i>	PHONE <i>456-3403</i>	DATE <i>9-20-11</i>
STREET <i>207 Birchwood AVE</i>	JOB NAME <i>Tuck Point</i>	
CITY, STATE AND ZIP CODE <i>Birchwood, MN</i>	JOB LOCATION <i>207 Birchwood AVE</i>	
ARCHITECT	DATE OF PLANS	JOB PHONE
	<i>Chimney</i>	

We hereby submit specifications and estimates for:

1. Grind out mortar joints on chimney.
2. Replace broken chimney Bricks.
3. Tuck point chimney.
4. Install new concrete cap.
5. Replace missing metal Flashing
6. Final cleanup

We **Propose** hereby to furnish material and labor — complete in accordance with above specifications, for the sum of:

*5. x hundred - Fifty* ~~no~~ dollars (\$ *650<sup>00</sup>* )

Payment to be made as follows:

*Upon Completion*

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

Authorized Signature \_\_\_\_\_

Note: This proposal may be

withdrawn by us if not accepted within \_\_\_\_\_ days.

**Acceptance of Proposal** — The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Date of Acceptance: \_\_\_\_\_

# BELLO

ROOFING & REPAIRS

MN LIC#  
20638248

310 Kimberly Road  
P.O. Box 564  
Willernie, MN 55090  
651-354-6831  
Fax 651-429-1194

## Scope Of Work

9/22/1011

RE GREAT CHIMNEY CAP - GRIND OUT LOOSE  
MORTAR, REPLACE BROKEN BRICK (3) AND RE-GRIND  
WHOLE CHIMNEY CAP - NEW FLASHING WILL TUCK  
INTO NEW MORTAR AND OVER LAP SHALL MINIMUM  
OF 3" TO PREVENT ANY POSSIBLE WATER/ICE  
BACK FLOW - LEAK OF CHIMNEY WILL BE REPAIRED  
WITH NEW CEDAR SING & PAINTED TO MATCH

5 YEAR WARRANTY TOTAL \$ (1300<sup>00</sup>)

2 ADDITIONAL - COST TO CUT BACK & REMOVE 2 TREE  
LIMBS ON (1) SOUTH & (2) EAST ELEVATIONS \$387.50 = \$100<sup>00</sup>

CITY OF BROOKWOOD  
Homeowner

RONALD PAUL  
Bello Representative

952-217-6881



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Birchwood Village, MN 55110  
651-426-3403 tel  
651-426-7747 fax  
[birchwoodvillage@comcast.net](mailto:birchwoodvillage@comcast.net)

**MEMORANDUM**

DATE: October 6, 2011  
TO: Honorable Mayor and Council  
FROM: Council Member Jane Harper, Deputy Mayor and Finance Committee Chair  
RE: Water Fee> Authorization to work with Shelly Rueckert to recommend a revised Water Fee

=====

In June 2009, the Finance Committee did an initial review of the Water Fund and the City's water fees. The Committee found that the Water Fund had significant losses in 3 of the 5 years between 2004 and 2008. The Water Fund had a gain in 2008 that was driven by a reduction in charges from White Bear Lake. The Finance Committee concluded that if the City experiences expenditures at the pre-2008 level, the Water Fund would be back in the red with the fees unable to cover expenditures. In 2009 and 2010 the Water Fund again ran deficits. Due to a large expenditure for emergency services (water main breaks) and the need to begin a hydrant maintenance/replacement project, the Water Fund is on course to run another deficit in 2011. These deficits have drained the Water Fund balance to a precariously low level.

In its 2012 preliminary budget, the City Council recommended funding the hydrant replacement and maintenance project from the Water Fund. Depending on the cost of the project, the Water Fund is unlikely to have sufficient fund balance to cover this expenditure. The Water Fund also is unlikely to have sufficient funds to cover multiple water main breaks if they should occur.

The Finance Committee has been aware for some time that the City needs to revise its water fee to ensure that the fee covers both the current operating expenditures and future infrastructure repairs and replacements. The Finance Committee 2011 Work Plan includes a review of the City's Water Fund and water fees including charges for late fees, consideration of a fixed per household charge fee for infrastructure, and determination of appropriate fund balance.

Shelly Rueckert, Finance Director for the City of Little Canada, has provided the Finance Committee with some preliminary information and recommendations. I am asking that the City Council authorize me to engage the services of Ms. Rueckert to assist the City in determining the appropriate changes to the City's water fees and how best to fund the water infrastructure projects. Ms. Rueckert advised me that she estimates that it will take no more than 8 hours of her time, and also said she will cap the cost of her time at \$360.00.

This work is proposed to be done no later than the December 13<sup>th</sup> city council meeting.



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651-426-3403 tel  
651-426-7747 fax  
[birchwoodvillage@comcast.net](mailto:birchwoodvillage@comcast.net)

**MEMORANDUM**

DATE: October 5, 2011  
TO: Honorable Mayor and Council  
FROM: Dale Powers, City Clerk-Coordinator  
RE: Utility Late Fee Ordinance

=====

As part of last year's review of utility rates, the City Council heard from Shelly Rueckert, City of Little Canada Finance Director (Little Canada provides utility billing services to the City) on what other cities charge for interest on delinquent utility bills. As a result of the presentation, the City Council directed the City Attorney to develop a draft ordinance and enabling resolution providing for a 5% late fee per quarter on the outstanding delinquent balance, for presentation at the next Council meeting. City Attorney Kevin Sandstrom provided the enclosed exhibits, but in the transition to a new Council the matter was somehow lost. Staff is presenting it tonight for Council review and potential scheduling of a public hearing.

**State of Minnesota  
County of Washington  
City of Birchwood Village  
Resolution No. 2011 – 20**

**Resolution Adopting Ordinance No. 2011-05 Amending Fee Ordinance**

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

WHEREAS, the City has conducted a thorough study of its utility fees in relation to the costs associated with administering such services, including late fees typically charged by other municipalities upon delinquent utility billings; and

WHEREAS, the proposed code revisions to enact a utility late fee are set forth in Ordinance No. 2011-05 entitled Utility Late Fee Ordinance.

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

1. The Council hereby approves and adopts Ordinance No. 2011-05, Utility Late Fee Ordinance.
2. The effective date of Ordinance 2011-05 will be upon publication in the City's official newspaper.

Adopted by the City Council on this \_\_\_\_\_ day of \_\_\_\_\_, 2011.

Approved:

\_\_\_\_\_  
Alan Mitchell, Mayor

Attested:

\_\_\_\_\_  
Dae Powers, City Clerk



City of Birchwood Village  
Ordinance No. 2011-05

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

**UTILITY LATE FEE ORDINANCE**

WHEREAS, the City Council is desirous of establishing a uniform system of fees for requests relating to official controls, information, permits, applications, services, or other matters handled by the City; and

WHEREAS, the City has conducted a thorough study of its utility fees in relation to the costs associated with administering such services, including late fees typically charged by other municipalities upon delinquent utility billings.

**NOW THEREFORE, THE COUNCIL OF THE CITY OF BIRCHWOOD VILLAGE ORDAINS:**

Chapter 701 of the Municipal Code of the City of Birchwood Village is hereby amended to add the following provision:

701.095 Water and Sewer Utility Late Fee. The City shall be entitled to charge and collect a late fee in the amount of 5.0% per quarter on the outstanding delinquent balance owed on a resident's water and sewer utility billing.

**EFFECTIVE DATE:** This Ordinance shall be in full force and effect from and after its passage and approval and publication, as required by law.

Adopted by the City of Birchwood Village City Council this \_\_\_\_\_ day of \_\_\_\_\_, 2011.

Attest: \_\_\_\_\_, Mayor  
Alan Mitchell

Attest: \_\_\_\_\_, City Clerk  
Dale Powers

TO: Birchwood City Council  
FROM: Mayor Alan Mitchell  
DATE: October 4, 2011  
SUBJECT: Kropelnicki Conditional Use Permit

On July 6, 2011, Roger Kropelnicki applied for a conditional use permit to operate a home business under the name Birchwood Cabinetry at his home at 501 Wildwood Avenue. The Planning Commission held a public hearing on August 2, 2011 and provided Mr. Kropelnicki an opportunity to address the Planning Commission. The Planning Commission, on a 3-1 vote, recommended that the conditional use permit be issued with a number of conditions.

The matter came before the Council at its meeting on August 9, 2011. The recommendation of the Planning Commission, a report from Samantha Crosby, a staff planner with the City of White Bear Lake, and other written materials were provided to the Council. Mr. Kropelnicki appeared before the Council on August 9 and indicated that he did not like the conditions that were attached to the conditional use permit by the Planning Commission, and that he intended to withdraw his application.

After considering the matter, the Council, on a 4-0 vote, passed a motion to extend the review period for an additional 60 days and to ask the City Clerk to write to Mr. Kropelnicki and ask that he respond in writing that he intended to withdraw his application. The Clerk sent the letter on August 11. As of the day of this memorandum, Mr. Kropelnicki has not responded.

Under Minnesota Statutes § 15.99 a city has 60 days after an application for a conditional use permit to make a decision. The statute allows a city to extend that time for an additional 60 days. That is what the Council did on August 9 and that is what Mr. Kropelnicki was advised in the August 11 letter.

In order to ensure that the Council has taken formal and timely action on the application for a conditional use permit, this matter is on the October 11 agenda. Because Mr. Kropelnicki stated at the August 9 meeting that he intended to withdraw his application, it is appropriate for the Council to act to officially deny the application.

**RESOLUTION NO. 2011 - 21**

**RESOLUTION DENYING A CONDITIONAL USE PERMIT  
TO ROGER KROPELNICKI OF 501 WILDWOOD  
TO CONDUCT A HOME BUSINESS**

**WHEREAS**, Roger Kropelnicki of 501 Wildwood Avenue, Birchwood, Minnesota, (“Applicant”) applied on July 6, 2011, for a conditional use permit to conduct a home business at his residence under the assumed name of Birchwood Cabinetry; and

**WHEREAS**, the Planning Commission held a public hearing on August 2, 2011, to consider the request for the conditional use permit; and

**WHEREAS**, the Applicant was provided an opportunity to address the Planning Commission; and

**WHEREAS**, other members of the public submitted oral and written comments regarding the application for the conditional use permit; and

**WHEREAS**, the Planning Commission on a 3-1 vote recommended approval of the conditional use permit with certain conditions attached; and

**WHEREAS**, the matter came before the City Council on August 9, 2011; and

**WHEREAS**, at the August 9, 2011, meeting the Applicant objected to certain conditions in the conditional use permit as recommended by the Planning Commission; and

**WHEREAS**, the Applicant also indicated on the record at the meeting that he was withdrawing his request for a conditional use permit; and

**WHEREAS**, the City Council acted at the August 9 meeting to extend the review period for an additional 60 days and to have the City Clerk contact Applicant in writing and ask him to send a formal written notice of the withdrawal of his application; and

**WHEREAS**, the City Clerk sent a letter to Applicant on August 11, 2011, requesting that Applicant submit a formal written letter requesting to withdraw his application; and

**WHEREAS**, to date, Applicant has not responded in writing to the letter from the Clerk; and

**WHEREAS**, the Council has been fully advised in the matter and is desirous of taking final action on the application.

**NOW, THEREFORE, BE IT RESOLVED**, that the foregoing recitals are incorporated herein by reference, and that the City Council of the City of Birchwood Village hereby denies the application of Roger Kropelnicki for a conditional use permit to operate a home business at 501 Wildwood Avenue based upon his oral withdrawal of his request at the City Council meeting of August 9, 2011.

Adopted by the City Council on this **25<sup>th</sup>** day of October, 2011.

Approved:

\_\_\_\_\_

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

Alan Mitchell, Mayor

**ATTEST:**

\_\_\_\_\_

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

Dale Powers, Clerk



ELFERING & ASSOCIATES



# Memo

**TO:** Honorable Mayor and City Council Members  
**FROM:** Kristie Elfering, City Engineer  
**DATE:** September 6, 2011  
**RE:** Contracted Services

We have continued to work towards obtaining a cost/budget amount for the provision of services to Birchwood. The watermain operation and maintenance has been and continues to be the largest discussion item. In working with White Bear Lake they wanted a more defined scope of services to meet the Minnesota Department of Health (MnDOH) requirements. We have been in discussions with two staff members from the MnDOH in attempts to provide clarity on this item. They were unable to provide an immediate response and stated that they would be able to provide an answer on October 7<sup>th</sup>, 2011.

We understand the importance of having a budget amount for this item and will continue to push for a response from the involved parties. It is our goal to provide an update with more information prior to the Council meeting. 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 October 11<sup>th</sup>, 2011 Council meeting.



# Memo

**TO:** Honorable Mayor and City Council Members

**FROM:** Kristie Elfering, City Engineer

**DATE:** September 6, 2011

**RE:** Emergency Water System Services

As Council is aware, staff has been working to identify a plan for responding to emergency water system issues. Previously the City has utilized the City of White Bear Lake Public Works crews in conjunction with Capra Utilities. White Bear Lake was concerned with not being able to respond to Birchwood if their crews were needed within their own City. We researched a couple of alternatives as follows.

- Currently the City is paying approximately \$439.00 per hour for crew time and an additional \$200.00 per hour for equipment/vehicles to White Bear Lake and Capra. Overtime, which includes nights and weekends, is at an hourly rate of \$658.00 for crew time.
- We contacted four contractors to obtain hourly rates for emergency work. The lowest hourly rate was obtained from Burschville Construction with an hourly rate of \$475.00 per hour, which includes crew time and equipment/vehicles. They have a crew dedicated to emergency repair needs and the hourly rate is the same regardless of when they are called out.
- Another option that is being explored is contracting with Saint Paul Regional Water Services. They provide emergency response to a number of communities, including White Bear Township and Little Canada. They have stated that they have the capability to meet Birchwood's needs. They are supposed to provide hourly rates prior to the Council meeting and we will send out an update when they are received.

An additional cost to consider for emergency response is time from our office. If White Bear Lake or Saint Paul Regional Water is responding our office may need to aid in coordination of the response, providing maps, or overall response to questions. However, that time will be minimal and if an independent Contractor is utilized we would recommend having someone from our office on-site for most of the work.

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 October 11<sup>th</sup>, 2011 Council meeting.

**XFINITY Connect**

bwclerk@comcast.net

± Font Size -

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## Emergency Water Services - St Paul Quote

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**From :** Kristie Elfering <kelfering@elferingeng.com>

Fri, Oct 07, 2011 02:55 PM

**Subject :** Emergency Water Services - St Paul Quote**To :** almbirchwood@comcast.net, 'Barb Carson' <bbsn@comcast.net>, 'Jane Harper' <janemharper@comcast.net>, 'Mark Peterson' <birchwoodisbest@gmail.com>, tsampair@cbburnet.com**Cc :** bwclerk@comcast.net

This e-mail is an update to the memo on Emergency Water Services. Saint Paul Regional Water provided their rates as follows:

Regular crew time is at an estimated hourly rate of \$325 and equipment is at \$100 per hour. Overtime for the crew would be \$390 per hour.

The above rates can be compared with White Bear Lake and the lowest hourly rate that we received from a Contractor. We have attempted to provide an "apples to apples" hourly rate comparison for the Council based on what a typical response crew would consist of. The actual work would be completed on a time and material basis and may vary from the rates quoted depending on the severity of the break.

Please call or e-mail me if you have any questions.  
Thanks,

Kristie Elfering  
Elfering & Associates  
10062 Flanders Court NE  
Blaine, MN 55449  
Ph: (763) 780-0450 ext. 2  
kelfering@elferingeng.com

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CITY OF BIRCHWOOD VILLAGE  
207 Birchwood Avenue  
Birchwood Village, MN 55110  
651-426-3403 tel  
651-426-7747 fax  
[birchwoodvillage@comcast.net](mailto:birchwoodvillage@comcast.net)

**MEMORANDUM**

DATE: October 13, 2011  
TO: Honorable Mayor and Council  
FROM: Dale Powers, City Clerk-Coordinator  
RE: Birchwood Dock Association 2012 Permit Application

=====  
Pursuant to the requirements of Birchwood City Code Section 617.370, the Birchwood Dock Association has submitted its 2012 Permit Application to the City Council for review and recommendation to the White Bear Lake Conservation District.

For the 2011 boating season, the Dock Association requested 19 boat slips and 1 shore slip. For the 2012 boating season, the number of requested boat slips has increased to 24 boat slips, distributed as follows:

- Ash – 6 (increase of 1 from 2011)
- Birch – 8 (increase of 3 from 2011)
- Elm – 4 (no change from 2011)
- Dellwood – 6 (no change in # from 2011; however the shore slip has been moved to the dock)
- Kay – 0 (this is a swimming only dock)



WBLCD  
FEE PAID  
OCT 10, 2011  
✓ # 2012  
DALE POWERY

**Birchwood Dock Association**  
**2012 Boating Season**  
**WBLCD**  
**Application Fee**

	Dock	Add. Boats \$50	Shore Ramps \$10	Total
Ash - 6	\$ 50	\$ 100	\$ -	\$ 150
Birch - 8	\$ 50	\$ 200	\$ -	\$ 250
Elm - 4	\$ 50	\$ -	\$ -	\$ 50
Dellwood - 6	\$ 50	\$ 100	\$ -	\$ 150
Kay - 0	\$ 50			\$ 50
			<b>WBLCD FEE</b>	<b>\$ 650</b>



5. MULTIPLE USER TYPE: (Please check one)

- Outlot Association       Multiple Dwelling       Municipal  
 Private Municipal       Commercial      **X - Private**  
 Other (please explain) \_\_\_\_\_ Marina \_\_\_\_\_ Club \_\_\_\_\_

6. SITE USAGE:

A. Intended use of facility: **Provide boating and swimming access to White Bear Lake for property owners of Birchwood Village. This includes docks and boat slips.** \_\_\_\_\_

B. Current use of facility: **Same** \_\_\_\_\_

C. Historical use of facility: **Same** \_\_\_\_\_

7. ABUTTING PROPERTY OWNERS: (all lakeshore within 200 feet either side)

North or West Owner(s):

Name \_\_\_\_\_ DayPhone \_\_\_\_\_  
Mailing Address **Full List Attached** Evening Phone \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_ Zip \_\_\_\_\_

Name ~----- DayPhone \_\_\_\_\_  
Mailing Address \_\_\_\_\_ Evening Phone \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_ Zip \_\_\_\_\_

South or East Owner(s):

Name ~----- DayPhone \_\_\_\_\_  
Mailing Address \_\_\_\_\_ Evening Phone \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_ Zip \_\_\_\_\_

Name \_\_\_\_\_ DayPhone \_\_\_\_\_  
Mailing Address \_\_\_\_\_ Evening Phone \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_ Zip \_\_\_\_\_

Any other affected parties

Name \_\_\_\_\_ DayPhone \_\_\_\_\_  
Mailing Address \_\_\_\_\_ Evening Phone \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_ Zip \_\_\_\_\_

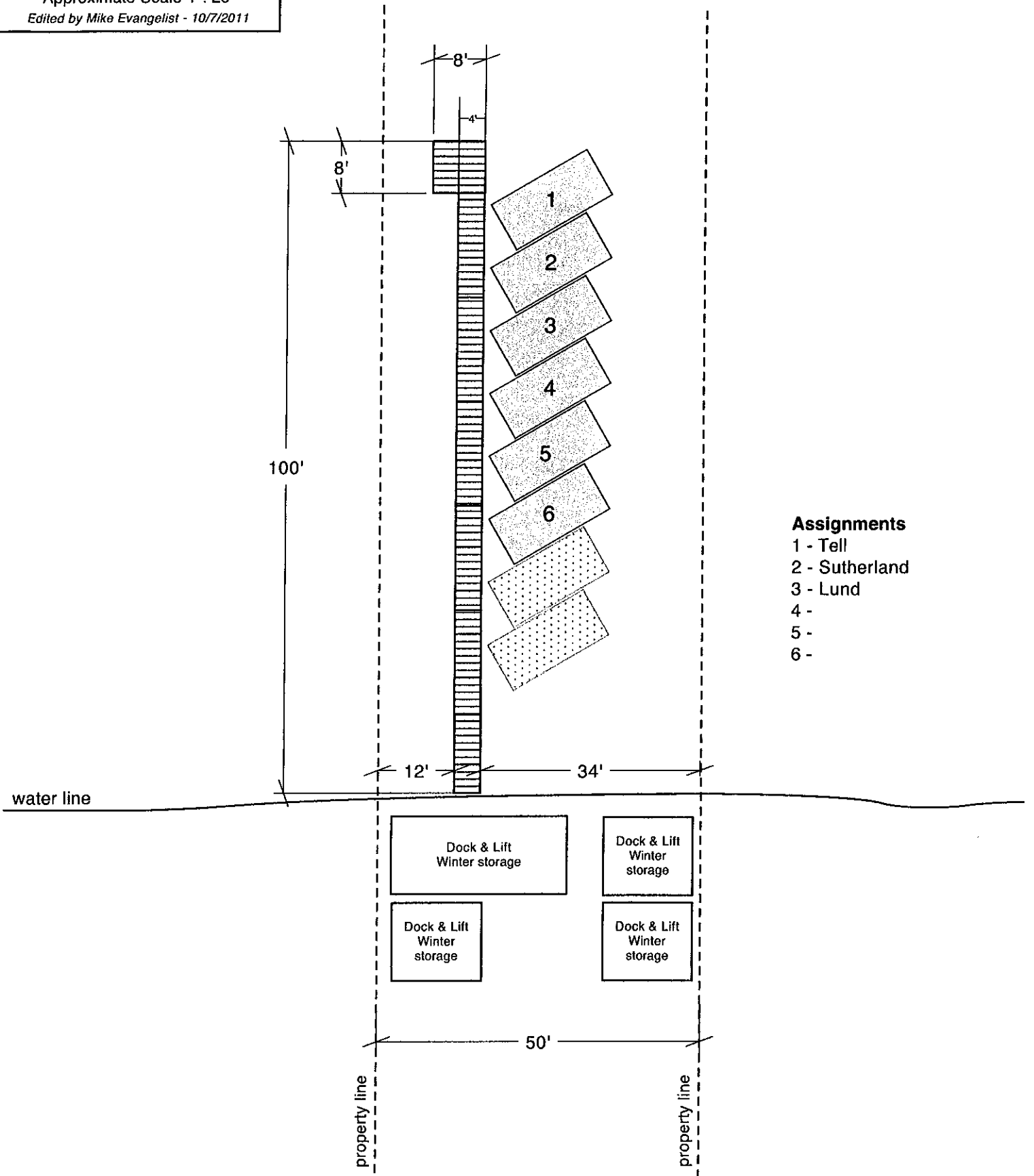
**Neighbors****Birchwood Docks**

	<b><u>First Name</u></b>	<b><u>Last Name</u></b>	<b><u>Address</u></b>	<b><u>Public Lake Tract</u></b>
West	James & Patsy	Ramberg	131 Wildwood Ave.	Ash - Neighbor
West	Ross & Evanna	Judkins	135 Wildwood Ave.	Ash - Neighbor
West	John	Kruse	139 Wildwood Ave.	Ash - Neighbor
West	Tom	Delmont	143 Wildwood Ave.	Ash - Neighbor
East	Joe	Alben	153 Wildwood Ave.	Ash - Neighbor
East	Suzanne	Washburn	145 Wildwood Ave.	Ash - Neighbor
East	Roger & Marge	Kratz	159 Wildwood Ave.	Ash - Neighbor
East	David	Malger	161 Wildwood Ave.	Ash - Neighbor
West	James	Christoff	191 Wildwood Ave.	Birch - Neighbor
West	Nancy	Calderon	195 Wildwood Ave.	Birch - Neighbor
West	Keri	Pakonen	199 Wildwood Ave.	Birch - Neighbor
East	Thomas & Susan	Schway	201 Wildwood Ave.	Birch - Neighbor
East	Ted & Joanne	Thornquist	205 Wildwood Ave.	Birch - Neighbor
East	Richard	Galena	217 Wildwood Ave.	Birch - Neighbor
East	David Vail & Ann	Butler Vail	221 Wildwood Ave.	Birch - Neighbor
West	Kenneth	Broen	243 Wildwood Ave.	Elm - Neighbor
West	Trude	Harmon	251 Wildwood Ave.	Elm - Neighbor
West	Craig & Peggy	Witthaus	259 Wildwood Ave.	Elm - Neighbor
West	Ryan	Kraft	267 Wildwood Ave.	Elm - Neighbor
East	Ellen Maas & Len	Pratt	301 Wildwood Ave.	Elm - Neighbor
East	Jeff	Pratt	309 Wildwood Ave.	Elm - Neighbor
East	Ralph & Patricia	Leibsch	315 Wildwood Ave.	Elm - Neighbor
East	John & Regina	Dow	321 Wildwood Ave.	Elm - Neighbor
West	Jim & Nansee	Greely	407 Lake Ave.	Dellwood -Neighbor
West	Chris & Natalie	Olson	365 Lakewood Ln.	Dellwood -Neighbor
West	Thomas & Carole	Clark	363 Lakewood Lane	Dellwood -Neighbor
East	Tony & Laurie	Sampair	409 Lake Ave.	Dellwood -Neighbor
East	Don & Kathleen	Madore	413 Lake Ave.	Dellwood -Neighbor
East	Coyleen	Davidson	425 Lake Ave.	Dellwood -Neighbor
West	James & Debra	Harrod	483 Lake Ave.	Kay - Neighbor
West	Lawrence & Susan	Mahoney	479 Lake Ave.	Kay - Neighbor
West	James & Debra	LaCasse	471 Lake Ave.	Kay - Neighbor
East	Gerald & Judy	Duffy	505 Lake Ave.	Kay - Neighbor
East	Micheal & Julie	McKenzie	509 Lake Ave.	Kay - Neighbor
East	Guy & Mary	Coursolle	515 Lake Ave.	Kay - Neighbor
East	David & Wanda	Wall	517 Lake Ave.	Kay - Neighbor

# Ash Beach

Approximate Scale 1": 20'

Edited by Mike Evangelist - 10/7/2011



8. OTHER PERMITS: All required permits, licenses and approvals have been obtained

from the Minnesota Department of Natural Resources and the municipality in which the access to or the dock, ramp or mooring is located, other:

Yes Please list: City of Birchwood Village

No Please explain: \_\_\_\_\_

9. MAXIMUM NUMBER OF WATERCRAFT:

*Ash Beach – Birchwood Village will allow 8 Maximum*

<u>By Location</u>	<u>By Use</u>
At slips	For rent, lease, etc.
At slides	For service work
At lifts <b>6</b>	For company use
At moorings	For private use <b>6</b>
At tie-ons	For transient use
At off-lake storage	
Other (describe)	Other (describe)
TOTAL <b>6</b>	TOTAL <b>6</b>

10. SITE INFORMATION:

Site lake frontage = **50 Feet**

Water depth 100 feet from shore

**Varies due to lake elevation 2' – 3'**

200 feet from shore =

300 feet from shore =

Water depth above measured on \_\_\_\_\_ (date)

Ramsey County Lake elevation \_\_\_\_\_ (date)

(to be filled in by WBLCD)

11. SERVICES PROVIDED: (Check all that apply) **NA**

- |                                       |   |
|---------------------------------------|---|
| <input type="checkbox"/> Boat Storage | <input type="checkbox"/> Boat Rentals   |
| <input type="checkbox"/> Boat Sales   | <input type="checkbox"/> Boat Service   |
| <input type="checkbox"/> Restaurant   | <input type="checkbox"/> Launching Ramp |

Other (Explain) \_\_\_\_\_

Times open to the public: \_\_\_\_\_

12. DOCK INFORMATION:

**Ash Beach**

- A. Total dock length (into the lake) **104** ft.
- B. Length from water's edge  
(including T's and L's) **100** ft.
- C. Width of Dock **4** ft.
- D. Projections from dock:
  - 1. Number of projections **1**
  - 2. Length and width of T's, L's or fingers  
**4'**
  - 3. Other projection(s)

13. ADJOINING PROPERTY OWNERS' INFORMATION:

- A. Distance from (including ends of T's and L's)  
immediate property lines \_\_\_\_\_ ft.
  - North / West **8 Ft.**
  - South / East **34 Ft.**
- B. Distance from (including ends of T's and L's)  
adjoining docks. \_\_\_\_\_ ft.
  - North / West \_\_\_\_\_ ft.
  - South / East \_\_\_\_\_ ft.
- C. Lake frontage size" of adjoining property owners \_\_\_\_\_ ft.
  - North / West
  - South / East '

14. INSURANCE:

Yes No We have Public liability insurance. Amount \$ **2,000,000**  
Expires (date) \_\_\_\_\_ Company **Ekblad, Pardee & Bewall, Inc.**

15. PARKING:

Total parking spaces: **None** Parking not required (explain) \_\_\_\_\_

16. SANITARY FACILITIES:

Facilities are provided Yes  No \_\_\_\_\_ Number of units: \_\_\_\_\_

17. PUMPING SERVICE:

Boat toilet pumping service is provided  Yes  No

18. FEES: (See attached License Fee Schedule)

Application Fee: \$50.00	\$	50	_____
Fee for each approved slip over four: \$50.00	\$	100	_____
Late Fee: \$50.00 (Renewals sent after 12/31/07)	\$		_____
Watercraft storage racks: \$5.00 for each craft stored	\$		_____
License deposit (if applicable)	\$		_____

**Ash Beach** TOTAL FEE ENCLOSED \$ 150

This application is for a commercial dock or mooring area:

Yes  No

If yes, an additional \$50.00 per slip or mooring and an additional \$10.00 per ramp/skid is due as follows:

112 of total fee amount in April

DUE IN APRIL \$ \_\_\_\_\_

and final 112 (or adjusted balance) in August of this license year.

DUE END OF AUGUST \$ \_\_\_\_\_

I certify that the information provided herein and the attachments hereto are true and correct statements. I understand that any License issued may be revoked by the District for violation of any WBLCD Code. I agree to reimburse the District for any legal, surveying, engineering, inspection, maintenance or other expenses incurred by the district. I, also, understand that the District may require a deposit to cover these expenses. I consent to permitting officers and agents of the District to enter the premises at all reasonable times to investigate and to determine whether or not there is compliance with the codes of the District.

Authorized Signature: Lynn E. Hanson Date \_\_\_\_\_

Print name and title: Lynn E. Hanson – President Birchwood Dock Assoc. Phone 426-8567

Relationship to riparian owner Citizen of Birchwood Village

Any questions, call Administrative Secretary at: (651) 429-8520 FAX (651) 429-8500  
Email: [wblcd@msn.com](mailto:wblcd@msn.com) website <http://www.wblcd.org>

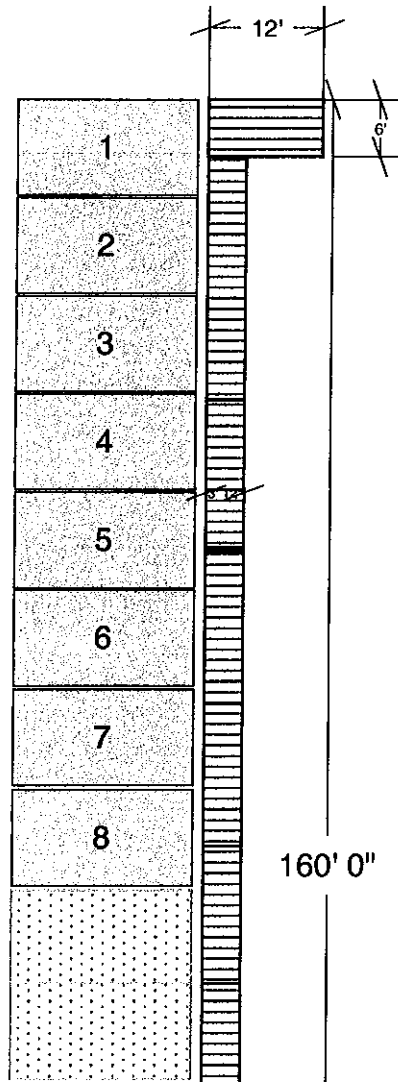
Return this application and all attachments to: White Bear Lake Conservation District  
4701 Highway 61  
White Bear Lake, MN 55110

(All applications approved at a board meeting; meetings are held 3rd Tuesday of the month at 7:00 p.m. in White Bear Lake City Hall.)



# Birch Beach

Approximate Scale 1" : 20'  
Edited by Mike Evangelist - 10/7/2011



### Assignments

- 1 - Fischer
- 2 - Arlandson
- 3 - Morehead
- 4 - Churchill
- 5 -
- 6 -
- 7 -
- 8 -

62' 6"

62' 6"

water line

property line

Center line

property line

Dock & Lift  
Winter storage

8. OTHER PERMITS: All required permits, licenses and approvals have been obtained

from the Minnesota Department of Natural Resources and the municipality in which the access to or the dock, ramp or mooring is located; other:

Yes Please list: City of Birchwood Village

No Please explain: \_\_\_\_\_

9. MAXIMUM NUMBER OF WATERCRAFT:

***Birch Beach – Birchwood Village will allow 10 Maximum***

<u>By Location</u>	<u>By Use</u>
At slips	For rent, lease, etc.
At slides	For service work
At lifts 8	For company use
At moorings	For private use 8
At tie-ons	For transient use
At off-lake storage	
Other (describe)	Other (describe)
TOTAL 8	TOTAL 8

10. SITE INFORMATION:

Site lake frontage = **125 Feet**

Water depth 100 feet from shore

***Varies due to lake elevation 2' – 3'***

200 feet from shore =

300 feet from shore =

Water depth above measured on \_\_\_\_\_ (date)

Ramsey County Lake elevation \_\_\_\_\_ (date)

(to be filled in by WBLCD)

11. SERVICES PROVIDED: (Check all that apply) **NA**

Boat Storage  Boat Rentals

Boat Sales  Boat Service

Restaurant  Launching Ramp

Other (Explain) \_\_\_\_\_

Times open to the public: \_\_\_\_\_

12. DOCK INFORMATION:

**Birch Beach**

- E. Total dock length (into the lake) **160** ft.
- F. Length from water's edge  
(including T's and L's) **160** ft.
- G. Width of Dock **4** ft.
- H. Projections from dock:
  - 4. Number of projections **1**
  - 5. Length and width of T's, L's or fingers **8'**
  - 6. Other projection(s)

13. ADJOINING PROPERTY OWNERS' INFORMATION:

- A. Distance from (including ends of T's and L's)  
immediate property lines
  - North / West **60 Ft.** \_\_\_\_\_ ft.
  - South / East **60 Ft.** \_\_\_\_\_ ft.
- B. Distance from (including ends of T's and L's)  
adjoining docks.
  - North / West \_\_\_\_\_ ft.
  - South / East \_\_\_\_\_ ft.
- C. Lake frontage size" of adjoining property owners
  - North / West \_\_\_\_\_ ft.
  - South / East \_\_\_\_\_ ft.

14. INSURANCE:

Yes  No We have Public liability insurance. Amount \$ **2,000,000** \_\_\_\_\_  
Expires (date) \_\_\_\_\_ Company **Ekblad, Pardee & Bewall, Inc.** \_\_\_\_\_

16. PARKING:

Total parking spaces: **None** \_\_\_\_\_ Parking not required (explain) \_\_\_\_\_

17. SANITARY FACILITIES:

Facilities are provided Yes  No  Number of units: \_\_\_\_\_

17. PUMPING SERVICE:

Boat toilet pumping service is provided  Yes  No

18. FEES: (See attached License Fee Schedule)

Application Fee: \$50.00	\$	50	_____
Fee for each approved slip over four: \$50.00	\$	200	_____
Late Fee: \$50.00 (Renewals sent after 12/31/07)	\$		_____
Watercraft storage racks: \$5.00 for each craft stored	\$		_____
License deposit (if applicable)	\$		_____

**Birch Beach** TOTAL FEE ENCLOSED \$ **250**

This application is for a commercial dock or mooring area:

Yes  No

If yes, an additional \$50.00 per slip or mooring and an additional \$10.00 per ramp/skid is due as follows:

1/2 of total fee amount in April

DUE IN APRIL \$ \_\_\_\_\_

and final 1/2 (or adjusted balance) in August of this license year.

DUE END OF AUGUST \$ \_\_\_\_\_

I certify that the information provided herein and the attachments hereto are true and correct statements. I understand that any License issued may be revoked by the District for violation of any WBLCD Code. I agree to reimburse the District for any legal, surveying, engineering, inspection, maintenance or other expenses incurred by the district. I, also, understand that the District may require a deposit to cover these expenses. I consent to permitting officers and agents of the District to enter the premises at all reasonable times to investigate and to determine whether or not there is compliance with the codes of the District.

Authorized Signature: Lynn E. Hanson Date \_\_\_\_\_

Print name and title: **Lynn E. Hanson – President Birchwood Dock Assoc.** Phone **426-8567**

Relationship to riparian owner Citizen of Birchwood Village

Any questions, call Administrative Secretary at: (651) 429-8520 FAX (651) 429-8500  
Email: [wblcd@msn.com](mailto:wblcd@msn.com) website <http://www.wblcd.org>

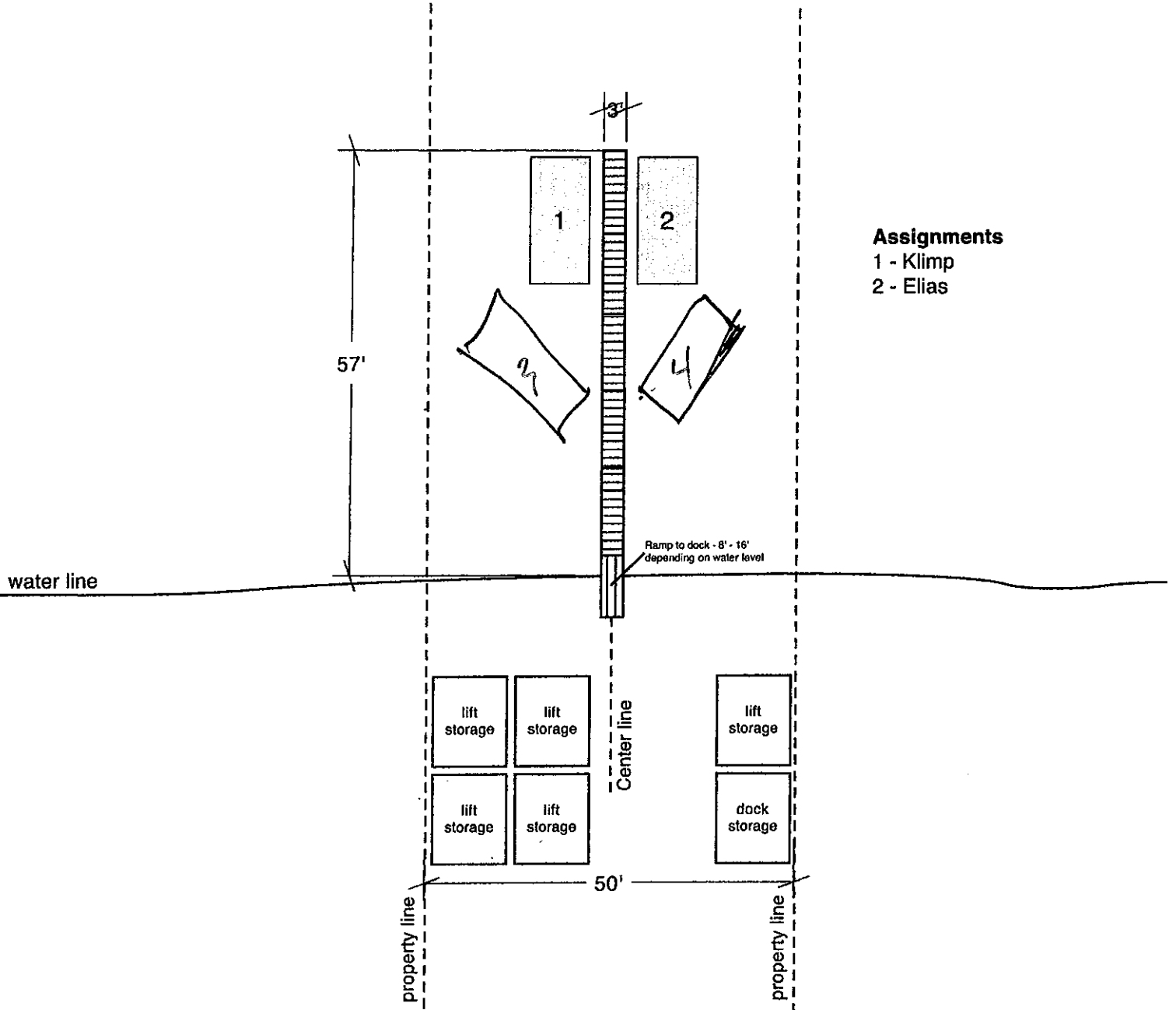
Return this application and all attachments to: White Bear Lake Conservation District  
4701 Highway 61  
White Bear Lake, MN 55110

(All applications approved at a board meeting; meetings are held 3rd Tuesday of the month at 7:00 p.m. in White Bear Lake City Hall.)

# Elm Beach

Approximate Scale 1" = 20'

Edited by Mike Evangelist - 10/7/2011



- Assignments**  
1 - Klimp  
2 - Elias

8. OTHER PERMITS: All required permits, licenses and approvals have been obtained

from the Minnesota Department of Natural Resources and the municipality in which the access to or the dock, ramp or mooring is located, other:

Yes Please list: City of Birchwood Village

No Please explain: \_\_\_\_\_

9. MAXIMUM NUMBER OF WATERCRAFT:

*Elm Beach - Birchwood Village will allow 6 Maximum*

<u>By Location</u>	<u>By Use</u>
At slips	For rent, lease, etc.
At slides	For service work
At lifts <b>4</b>	For company use
At moorings	For private use <b>4</b>
At tie-ons	For transient use
At off-lake storage	
Other (describe)	Other (describe)
TOTAL <b>4</b>	TOTAL <b>4</b>

10. SITE INFORMATION:

Site lake frontage = **50 Feet**

Water depth 100 feet from shore

**Varies due to lake elevation**

200 feet from shore =

300 feet from shore =

Water depth above measured on \_\_\_\_\_ (date)

Ramsey County Lake elevation \_\_\_\_\_ (date)

(to be filled in by WBLCD)

11. SERVICES PROVIDED: (Check all that apply) *NA*

- Boat Storage  Boat Rentals  
 Boat Sales  Boat Service  
 Restaurant  Launching Ramp

Other (Explain) \_\_\_\_\_

Times open to the public: \_\_\_\_\_

12. DOCK INFORMATION:

**Elm Beach**

- I. Total dock length (into the lake) **57** ft.
- J. Length from water's edge (including T's and L's) **57** ft.
- K. Width of Dock **4** ft.
- L. Projections from dock:
  - 7. Number of projections
  - 8. Length and width of T's, L's or fingers
  - 9. Other projection(s)

13. ADJOINING PROPERTY OWNERS' INFORMATION:

- A. Distance from (including ends of T's and L's) immediate property lines
  - North / West **22** ft.
  - South / East **22** ft.
- B. Distance from (including ends of T's and L's) adjoining docks.
  - North / West \_\_\_\_\_ ft.
  - South / East \_\_\_\_\_ ft.
- C. Lake frontage size" of adjoining property owners
  - North / West **50'** ft.
  - South / East ' **50'** ft.

14. INSURANCE:

Yes No We have Public liability insurance. Amount \$ **2,000,000** \_\_\_\_\_  
Expires (date) \_\_\_\_\_ Company **Ekblad, Pardee & Bewall, Inc.** \_\_\_\_\_

17. PARKING:

Total parking spaces: **None** \_\_\_\_\_ Parking not required (explain) \_\_\_\_\_

18. SANITARY FACILITIES:

Facilities are provided Yes  No \_\_\_\_\_ Number of units: \_\_\_\_\_

17. PUMPING SERVICE:

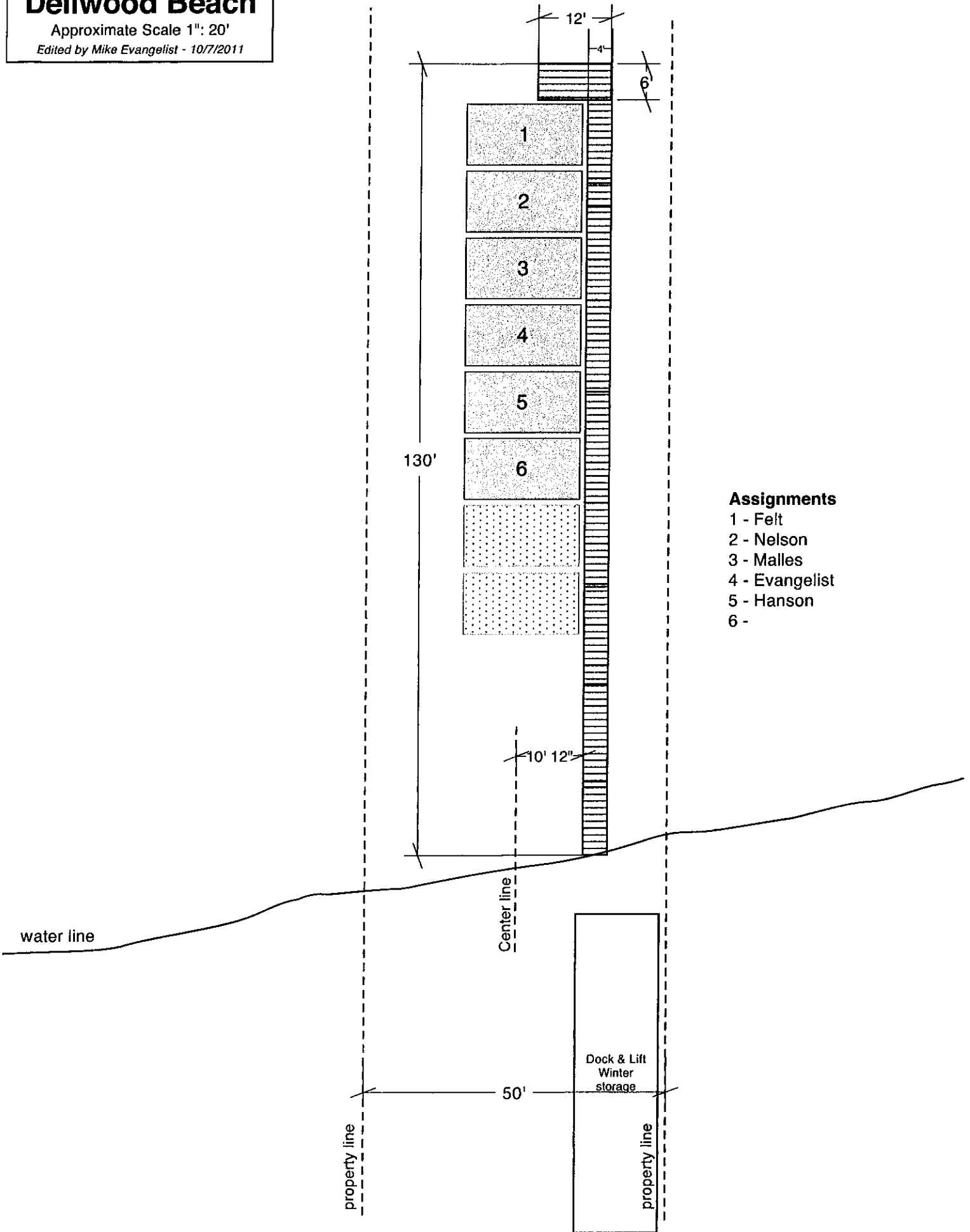
Boat toilet pumping service is provided  Yes  No





# Dellwood Beach

Approximate Scale 1" = 20'  
Edited by Mike Evangelist - 10/7/2011



## Assignments

- 1 - Felt
- 2 - Nelson
- 3 - Malles
- 4 - Evangelist
- 5 - Hanson
- 6 -

12. DOCK INFORMATION:

**Dellwood Beach**

- M. Total dock length (into the lake) **136** ft.  
N. Length from water's edge (including T's and L's) **130** ft.  
O. Width of Dock **4** ft.  
P. Projections from dock:  
10. Number of projections **2**  
11. Length and width of T's, L's or fingers **8'**  
12. Other projection(s)

13. ADJOINING PROPERTY OWNERS' INFORMATION:

- A. Distance from (including ends of T's and L's) immediate property lines \_\_\_\_\_ ft.  
North / West **28 Ft.** \_\_\_\_\_ ft.  
South / East **10 Ft.** \_\_\_\_\_ ft.  
B. Distance from (including ends of T's and L's) adjoining docks. \_\_\_\_\_ ft.  
North / West Varies upon placement \_\_\_\_\_ ft.  
South / East Varies upon placement \_\_\_\_\_ ft.  
C. Lake frontage size" of adjoining property owners \_\_\_\_\_ ft.  
North / West + or - 60 Ft.  
South / East ' + or - 90 Ft.

14. INSURANCE:

Yes No We have Public liability insurance. Amount \$ **2,000,000** \_\_\_\_\_  
Expires (date) \_\_\_\_\_ Company **Ekblad, Pardee & Bewall, Inc.** \_\_\_\_\_

18. PARKING:

Total parking spaces: **None** \_\_\_\_\_ Parking not required (explain) \_\_\_\_\_

19. SANITARY FACILITIES:

Facilities are provided Yes  No \_\_\_\_\_ Number of units: \_\_\_\_\_

17. PUMPING SERVICE:

Boat toilet pumping service is provided  Yes  No

18. FEES: (See attached License Fee Schedule)

Application Fee: \$50.00	\$	50	_____
Fee for each approved slip over four: \$50.00	\$	100	_____
Late Fee: \$50.00 (Renewals sent after 12/31/07)	\$		_____
Watercraft storage racks: \$5.00 for each craft stored	\$		_____
License deposit (if applicable)	\$		_____

**Dellwood Beach** TOTAL FEE ENCLOSED \$ **150**

This application is for a commercial dock or mooring area:

Yes  No

If yes, an additional \$50.00 per slip or mooring and an additional \$10.00 per ramp/skid is due as follows:

112 of total fee amount in April

DUE IN APRIL \$ \_\_\_\_\_

and final 112 (or adjusted balance) in August of this license year.

DUE END OF AUGUST \$ \_\_\_\_\_

I certify that the information provided herein and the attachments hereto are true and correct statements. I understand that any License issued may be revoked by the District for violation of any WBLCD Code. I agree to reimburse the District for any legal, surveying, engineering, inspection, maintenance or other expenses incurred by the district. I, also, understand that the District may require a deposit to cover these expenses. I consent to permitting officers and agents of the District to enter the premises at all reasonable times to investigate and to determine whether or not there is compliance with the codes of the District.

Authorized Signature: Lynn E. Hanson Date \_\_\_\_\_

Print name and title: **Lynn E. Hanson – President Birchwood Dock Assoc.** Phone **426-8567**

Relationship to riparian owner Citizen of Birchwood Village

Any questions, call Administrative Secretary at: (651) 429-8520 FAX (651) 429-8500  
Email: [wblcd@msn.com](mailto:wblcd@msn.com) website <http://www.wblcd.org>

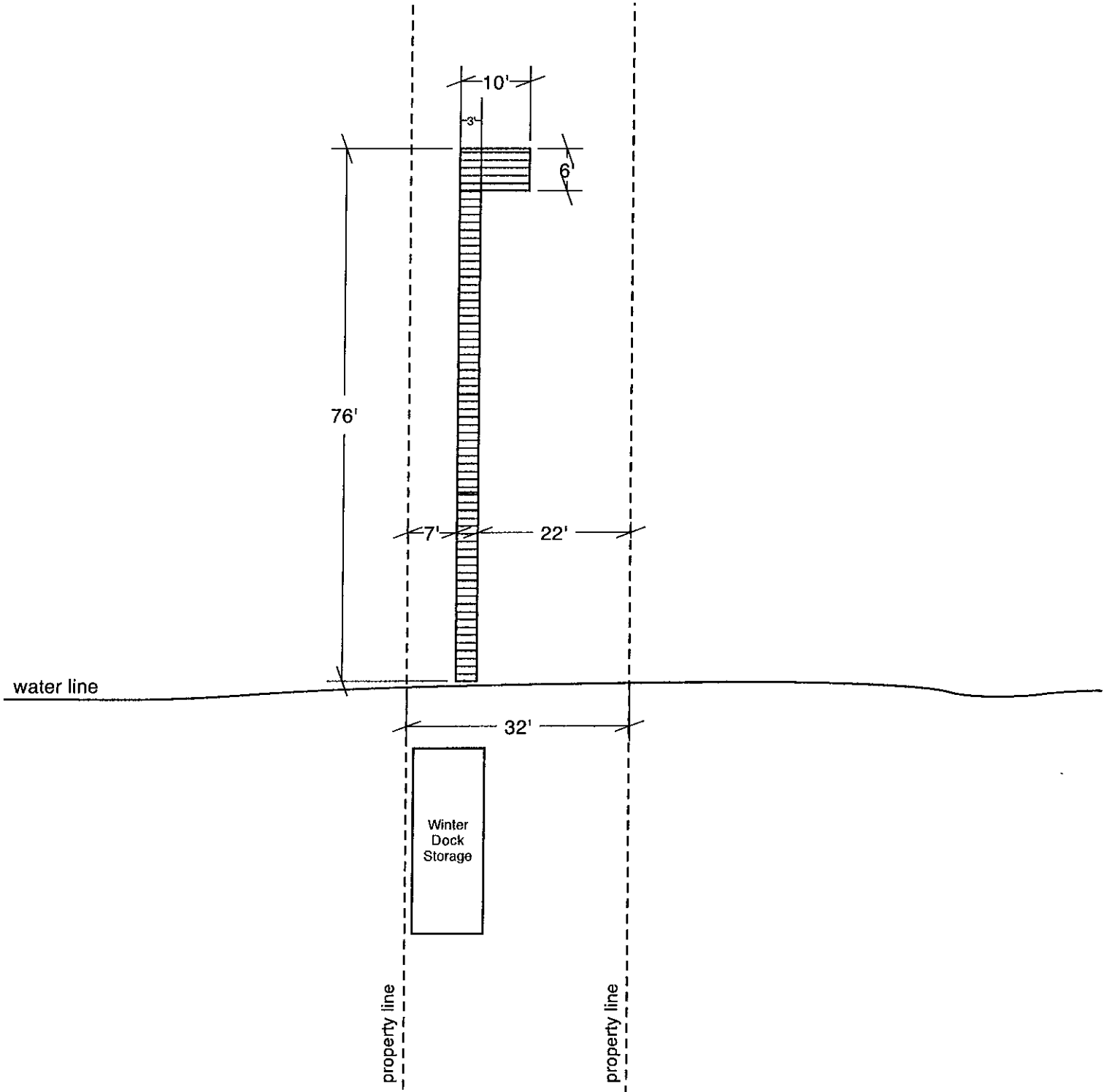
Return this application and all attachments to: White Bear Lake Conservation District  
4701 Highway 61  
White Bear Lake, MN 55110

(All applications approved at a board meeting; meetings are held 3rd Tuesday of the month at 7:00 p.m. in White Bear Lake City Hall.)

# Key Beach

Approximate Scale 1" : 20'

Edited by Mike Evangelist - 10/7/2011



8. OTHER PERMITS: All required permits, licenses and approvals have been obtained

from the Minnesota Department of Natural Resources and the municipality in which the access to or the dock, ramp or mooring is located, other:

Yes Please list: City of Birchwood Village

No Please explain: \_\_\_\_\_

9. MAXIMUM NUMBER OF WATERCRAFT:

*Kay Beach – Birchwood Village will allow 0 Swimming Only*

By Location

At slips  
At slides  
At lifts  
At moorings  
At tie-ons  
At off-lake storage  
Other (describe)

TOTAL

By Use

For rent, lease, etc.  
For service work  
For company use  
For private use  
For transient use

Other (describe)

TOTAL

10. SITE INFORMATION:

Site lake frontage = **32 Feet**

Water depth 100 feet from shore

*Varies due to lake elevation*

200 feet from shore =

300 feet from shore =

Water depth above measured on \_\_\_\_\_ (date)

Ramsey County Lake elevation \_\_\_\_\_ (date)

(to be filled in by WBLCD)

11. SERVICES PROVIDED: (Check all that apply) *NA*

Boat Storage

Boat Rentals

Boat Sales

Boat Service

Restaurant

Launching Ramp

Other (Explain) \_\_\_\_\_

Times open to the public: \_\_\_\_\_

12. DOCK INFORMATION:

**Kay Beach**

- Q. Total dock length (into the lake) **76** ft.  
R. Length from water's edge  
(including T's and L's) **76** ft.  
S. Width of Dock **4** ft.  
T. Projections from dock:  
13. Number of projections **1**  
14. Length and width of T's, L's or fingers  
**7'**  
15. Other projection(s)

13. ADJOINING PROPERTY OWNERS' INFORMATION:

- A. Distance from (including ends of T's and L's)  
immediate property lines \_\_\_\_\_ ft.  
North / West **7 Ft.** \_\_\_\_\_ ft.  
South / East **14 Ft.**  
B. Distance from (including ends of T's and L's)  
adjoining docks. \_\_\_\_\_ ft.  
North / West **Varies** \_\_\_\_\_ ft.  
South / East **Varies** \_\_\_\_\_ ft.  
C. Lake frontage size" of adjoining property owners \_\_\_\_\_ ft.  
North / West  
South / East '

14. INSURANCE:

Yes No We have Public liability insurance. Amount \$ **2,000,000**  
Expires (date) \_\_\_\_\_ Company **Ekblad, Pardee & Bewall, Inc.** \_\_\_\_\_

19. PARKING:

Total parking spaces: **None** \_\_\_\_\_ Parking not required (explain) \_\_\_\_\_

20. SANITARY FACILITIES:

Facilities are provided Yes  No \_\_\_\_\_ Number of units: \_\_\_\_\_

17. PUMPING SERVICE:

Boat toilet pumping service is provided  Yes  No



8. OTHER PERMITS: All required permits, licenses and approvals have been obtained

from the Minnesota Department of Natural Resources and the municipality in which the access to or the dock, ramp or mooring is located, other:

Yes Please list: City of Birchwood Village

No Please explain: \_\_\_\_\_

9. MAXIMUM NUMBER OF WATERCRAFT:

Dellwood Beach – Birchwood Village will allow 8 Maximum

By Location

At slips  
At slides  
At lifts **6**  
At moorings  
At tie-ons  
At off-lake storage  
Other (describe)

TOTAL **6**

By Use

For rent, lease, etc.  
For service work  
For company use  
For private use **6**  
For transient use

Other (describe)

TOTAL **6**

10. SITE INFORMATION:

Site lake frontage = **50 Feet**

Water depth 100 feet from shore

**Varies due to lake elevation 2'**

200 feet from shore =

300 feet from shore =

Water depth above measured on \_\_\_\_\_ (date)

Ramsey County Lake elevation \_\_\_\_\_ (date)

(to be filled in by WBLCD)

11. SERVICES PROVIDED: (Check all that apply) **NA**

Boat Storage  Boat Rentals

Boat Sales  Boat Service

Restaurant  Launching Ramp

Other (Explain) \_\_\_\_\_

Times open to the public: \_\_\_\_\_



**APPROVAL FORM FOR EASEMENT ASSOCIATION DOCK PLANS  
CITY OF BIRCHWOOD VILLAGE  
(TO BE SUBMITTED TO CITY CLERK PRIOR TO OCTOBER 25, 2011)**

Date 10-10-2011

Beach Association Name Birchwood Dock Association

Beach Association Contact Person Lynn Hanson

Phone # 426-8567

Beach Association Officers:

President – Lynn Hanson Phone # 426-8567

Vice President – Mike Evangelist Phone # 653-4257

Secretary – Mary Sue Simmons Phone # \_\_\_\_\_

Treasurer – Debra Harrod Phone # \_\_\_\_\_

Amount of Association Dues: \$35

Include the following when submitted form:

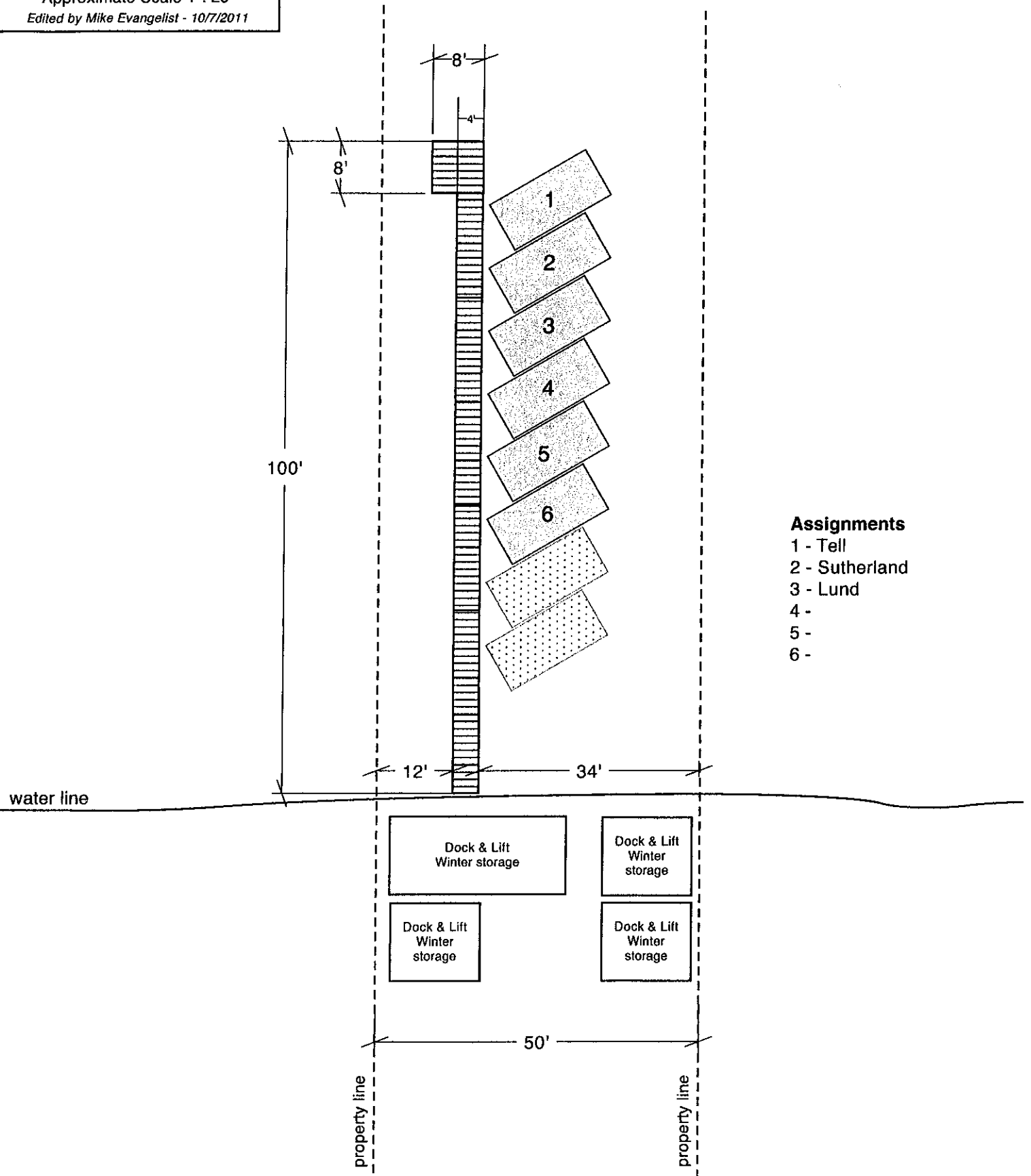
1. Drawing to scale of dock configuration, boat slip placement, length of boats, and property lines of easement.
2. A current membership list including identification of officers.
3. Current bylaws/changes of association.  
(NOTE: ONLY NEEDED IF CHANGES HAVE BEEN MADE.)
4. Treasurer's report from the current year.
5. Minutes from the last annual meeting. **10-8-11- Meeting**
6. Placement plan if lifts are stored on easement in the winter.

Beach club members with boats or lifts at any of the easements are reminded that a certificate of liability insurance is required to be turned into City Hall by May 1<sup>st</sup> of every year.

IS THERE A CHANGE FROM PREVIOUS YEAR? X YES \_\_\_\_\_ NO

# Ash Beach

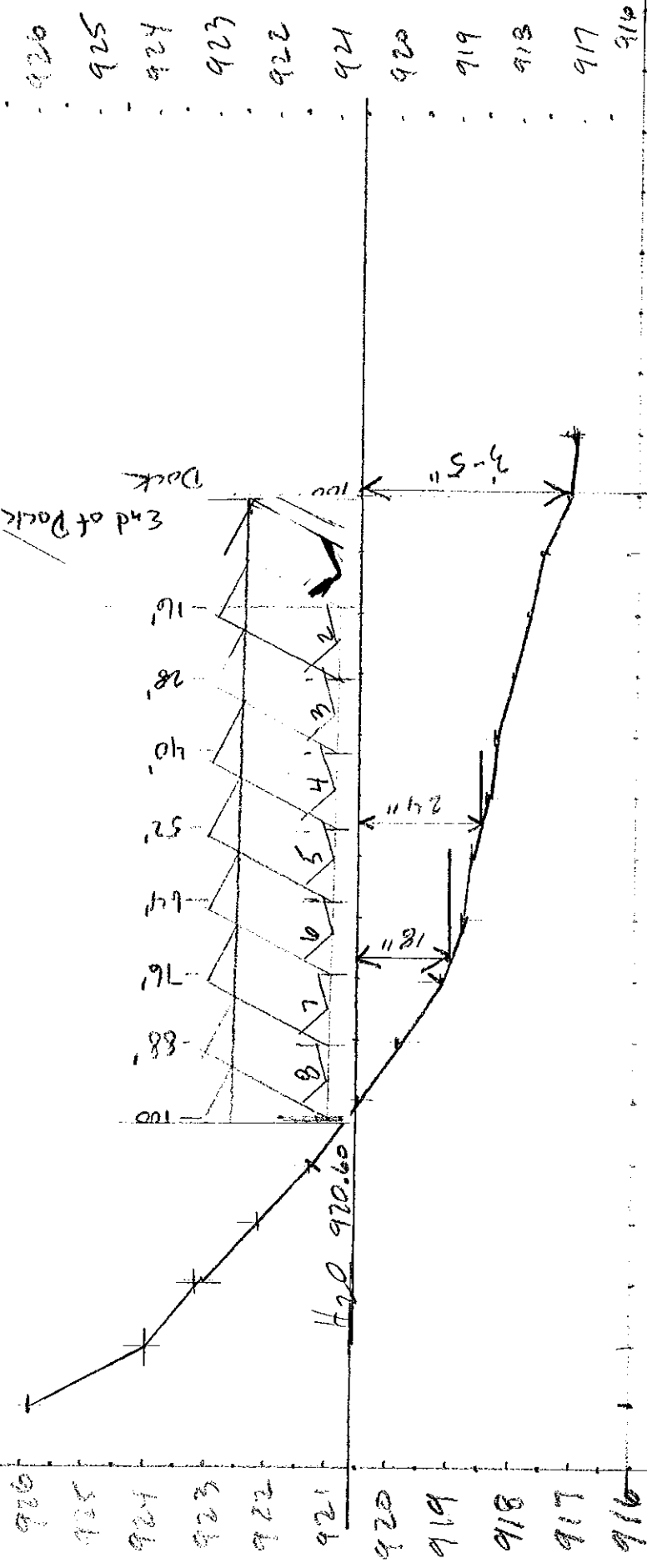
Approximate Scale 1" = 20'  
Edited by Mike Evangelist - 10/7/2011



## Assignments

- 1 - Tell
- 2 - Sutherland
- 3 - Lund
- 4 -
- 5 -
- 6 -

Lake Elevation



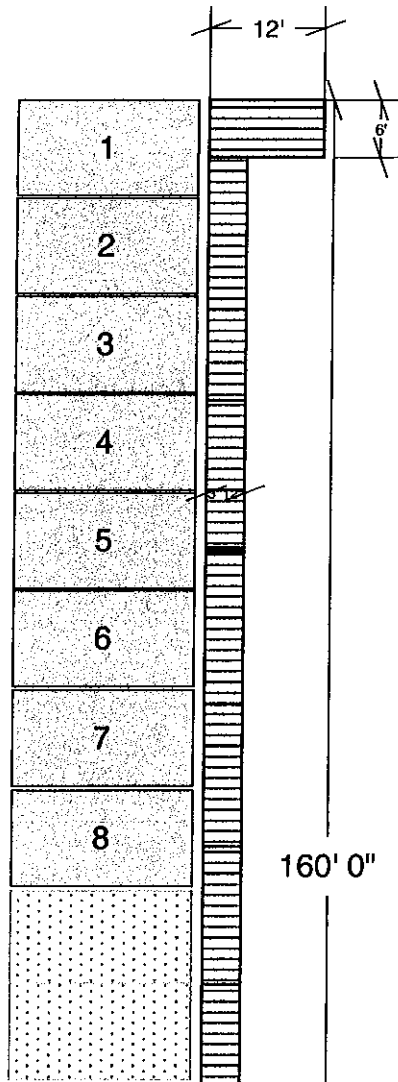
Lake Elevation  
9-20-11

Bottom Elevation 9-24-11  
ASH

# Birch Beach

Approximate Scale 1" = 20'

Edited by Mike Evangelist - 10/7/2011



### Assignments

- 1 - Fischer
- 2 - Arlandson
- 3 - Morehead
- 4 - Churchill
- 5 - *z bobott*
- 6 -
- 7 -
- 8 -

62' 6"

62' 6"

160' 0"

water line

property line

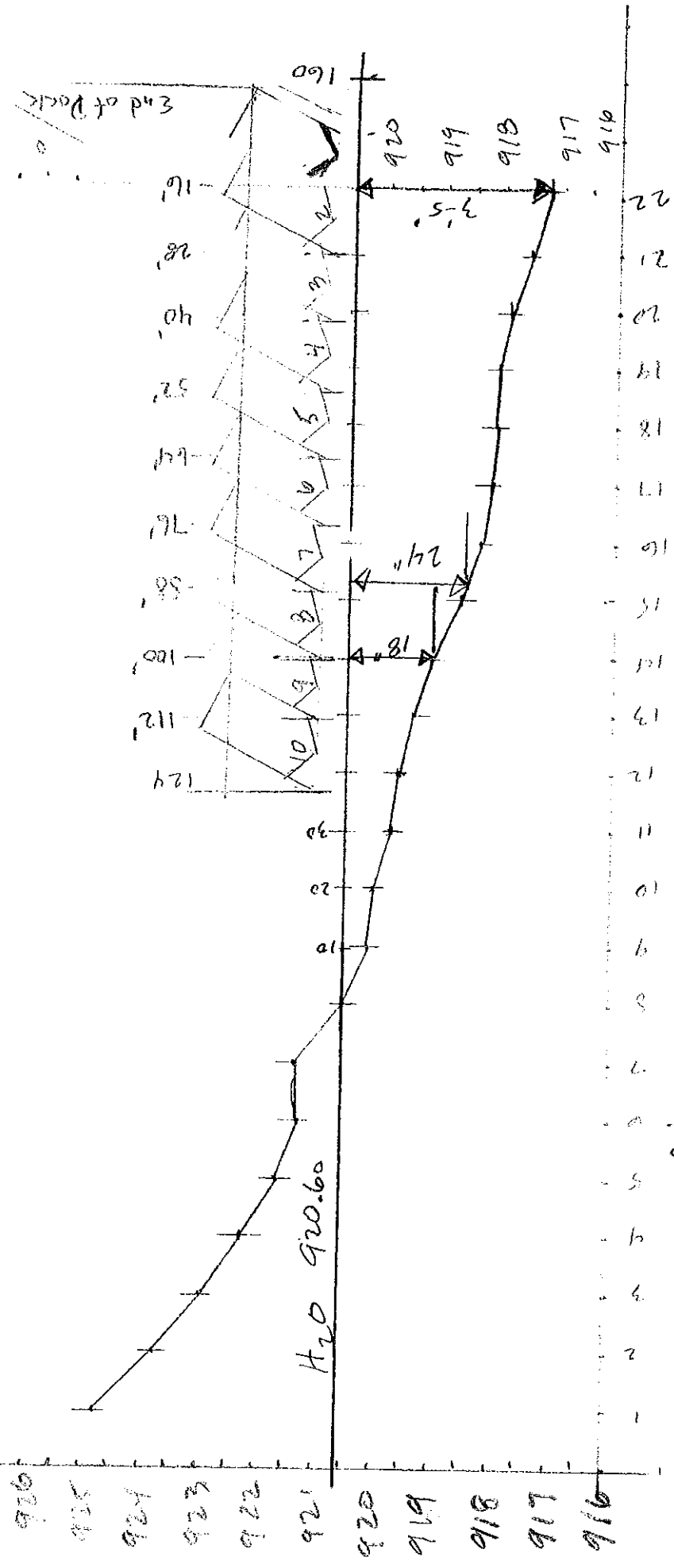
Center line

property line

Dock & Lift  
Winter storage

Lake Elevation

924.75-1  
 923.75-2  
 923.0-3  
 922.3-4  
 921.68-5  
 921.35-6  
 921.05-7  
 920.8-8  
 920.2-9  
 920.10-10  
 919.8-11  
 919.22-12  
 918.7-13  
 918.15-14  
 918.70-15  
 918.35-16  
 918.0-17  
 918.10-18  
 918.05-19  
 917.90-20  
 917.55-21  
 917.20-22



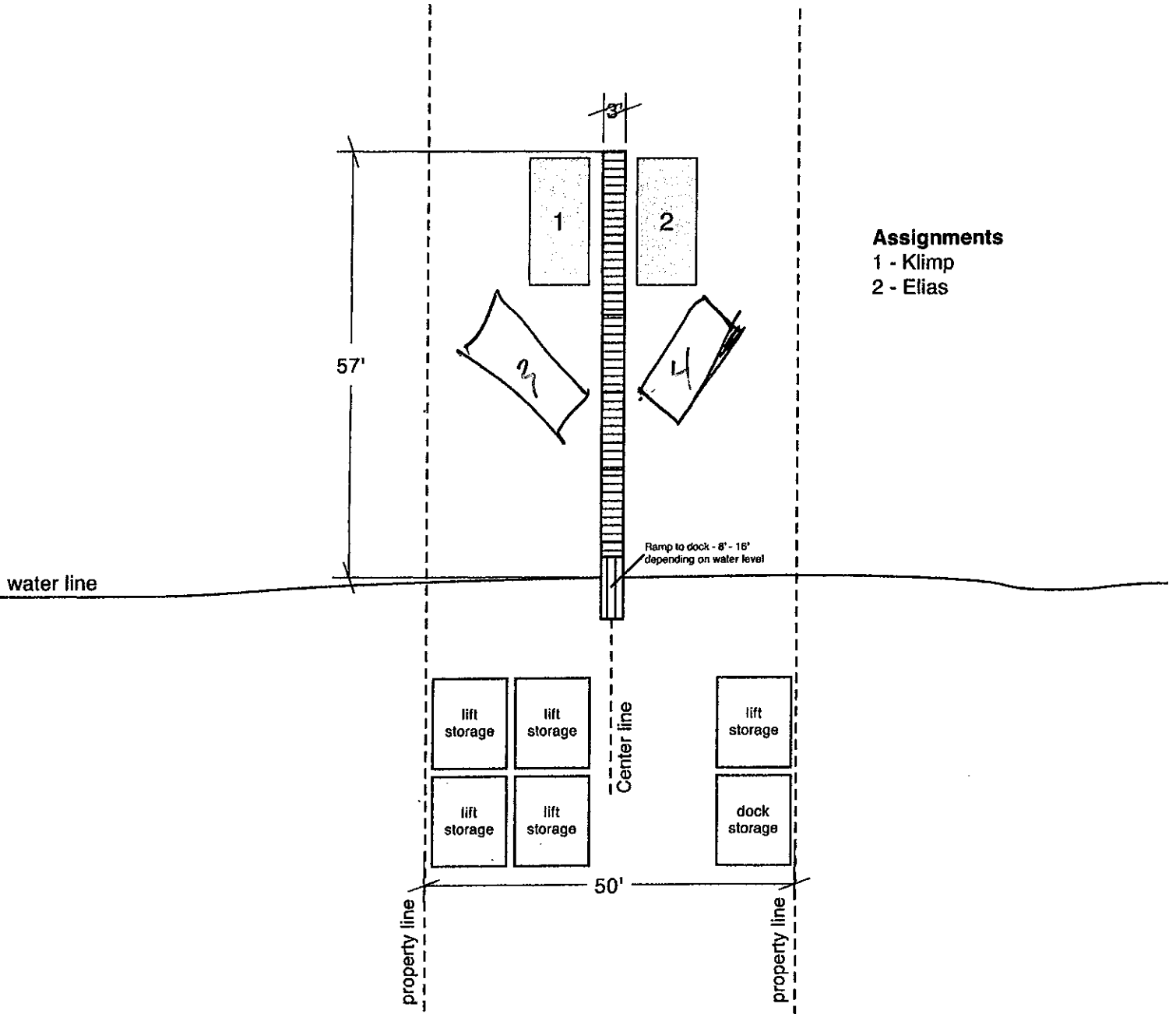
Lake Elevation  
 9-20-11

Bottom Elevation  
 Birch  
 9-24-11

# Elm Beach

Approximate Scale 1" = 20'

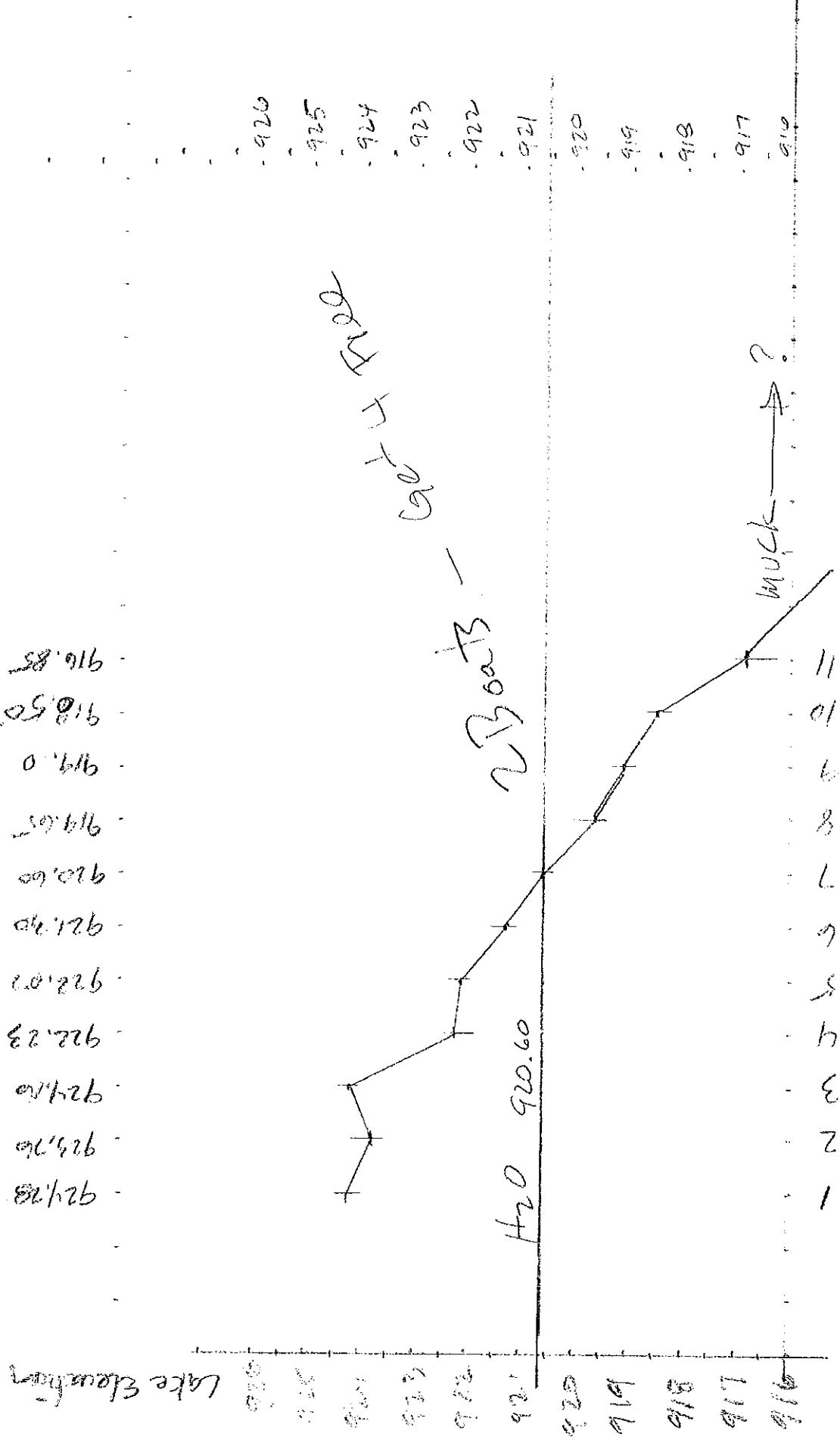
Edited by Mike Evangelist - 10/7/2011



## Assignments

1 - Klimp

2 - Elias



926  
925  
924  
923  
922  
921  
920  
919  
918  
917  
916

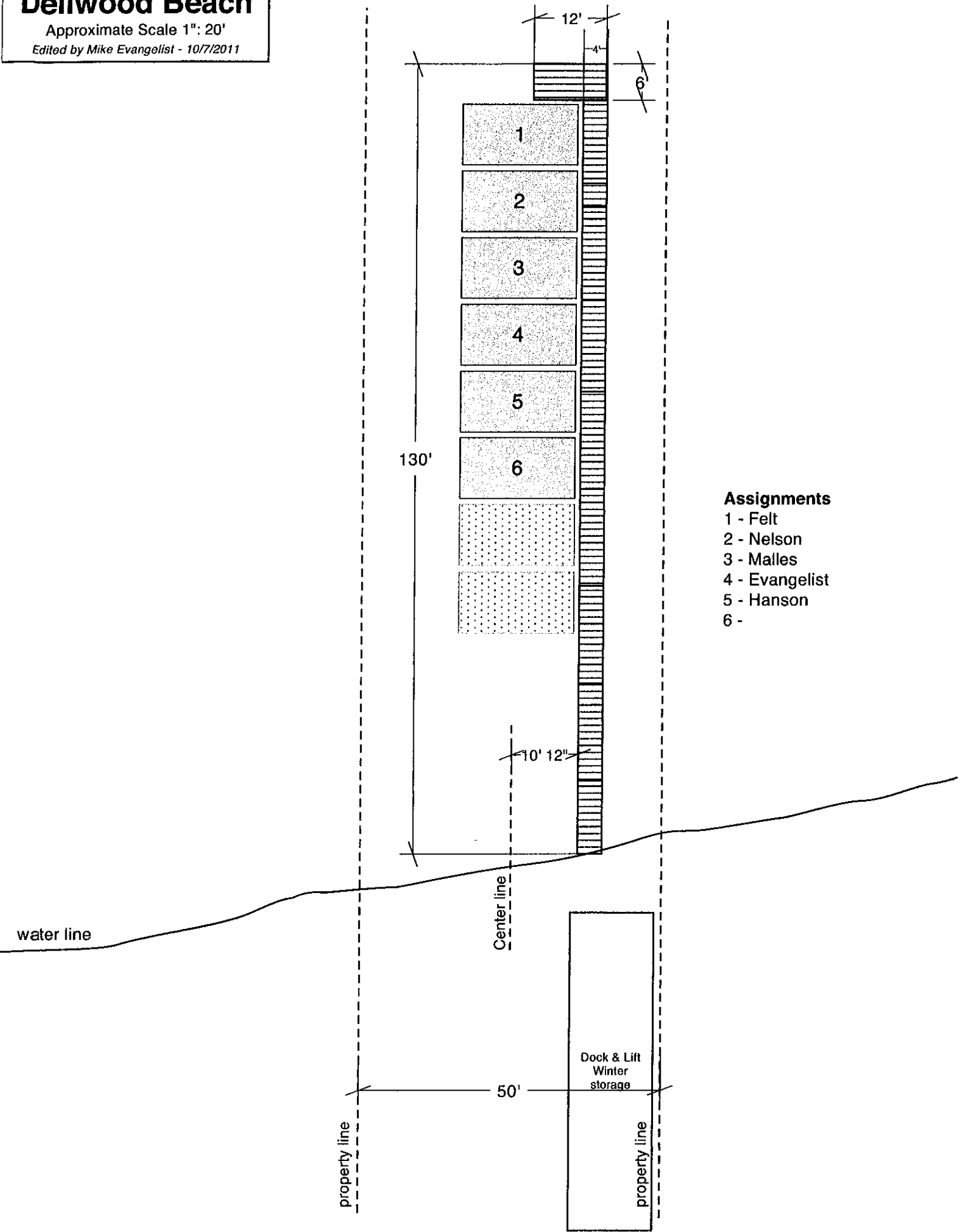
Bottom Elevation  
Lake Elevation  
9-24-11  
S/W

Lake Elevation  
926  
925  
924  
923  
922  
921  
920  
919  
918  
917  
916

# Dellwood Beach

Approximate Scale 1" = 20'

Edited by Mike Evangelist - 10/7/2011



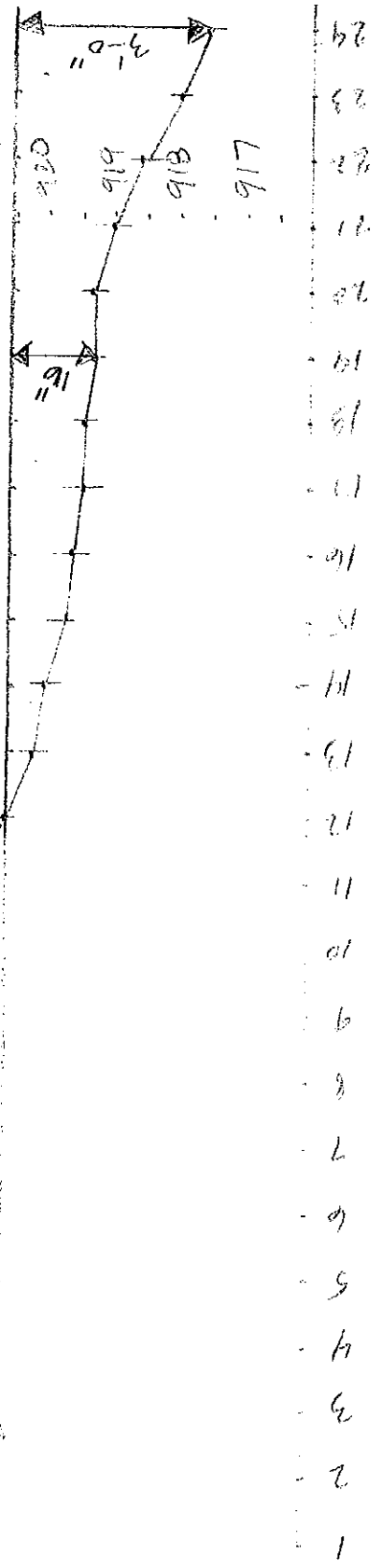
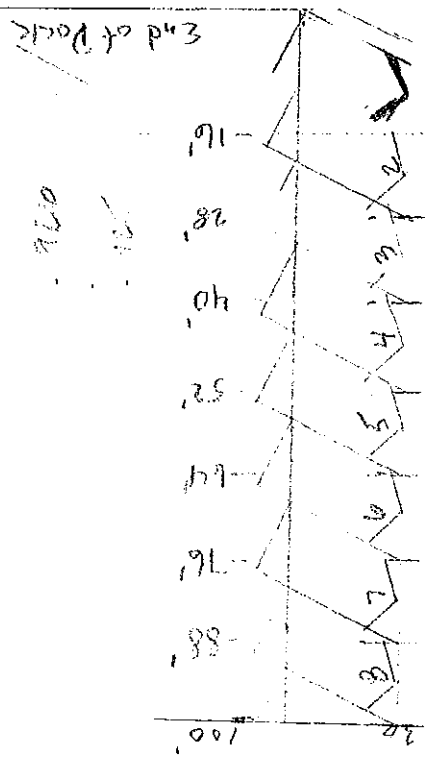
## Assignments

- 1 - Felt
- 2 - Nelson
- 3 - Malles
- 4 - Evangelist
- 5 - Hanson
- 6 -



Lake Elevation

917.60  
 918.00  
 918.60  
 919.10  
 919.27  
 919.27  
 919.40  
 919.45  
 919.60  
 919.70  
 920.00  
 920.18  
 920.60  
 920.90  
 921.12  
 921.30  
 921.35  
 921.35  
 921.57  
 921.69  
 921.95  
 922.35  
 922.75  
 923.50

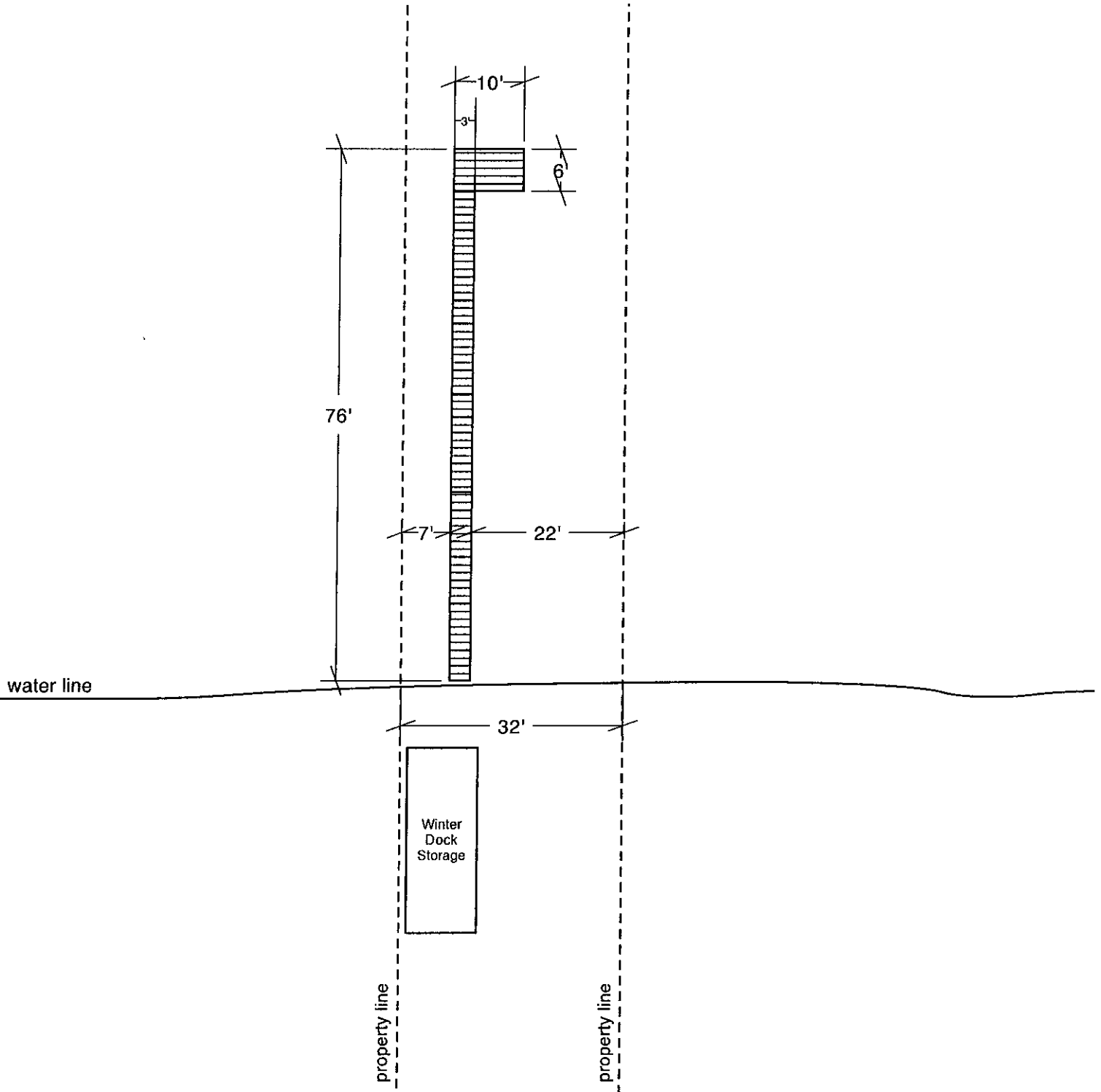


Lake Elevations  
 920-11  
 Bottom Elevation  
 9-24-11  
 Bellwood

# Key Beach

Approximate Scale 1" = 20'

Edited by Mike Evangelist - 10/7/2011



## **Birchwood Dock Association Officers - 2012**

### **President**

Lynn Hanson  
700 Hall Ave.                      651-426-8567      [lhanson54@comcast.net](mailto:lhanson54@comcast.net)

### **Vice President**

Mike Evangelist  
364 Wildwood Ave.              651-605-5873      [mike.evangelist@me.com](mailto:mike.evangelist@me.com)

### **Treasurer**

Debbie Harrod  
483 Lake Ave.                      612-246-4612      [debbie.harrod@hotmail.com](mailto:debbie.harrod@hotmail.com)

### **Secretary**

Mary Sue Simmons  
418 Birchwood Ct.              651-429-6259      [simmo001@umd.edu](mailto:simmo001@umd.edu)

### **Complaint Managers**

Lynn Hanson                      651-426-8567      [lhanson54@comcast.net](mailto:lhanson54@comcast.net)  
Mike Evangelist                  651-605-5873      [mike.evangelist@me.com](mailto:mike.evangelist@me.com)

2011

Dock Membership

<u>First Name</u>	<u>Last Name</u>	<u>Mailing Address</u>	<u>City</u>	<u>State</u>	<u>Zip</u>
John & Martha	Arlandson	19 Oakridge Dr.	Birchwood	MN	55110
Kim	Belisle	3980 E. County Line	Birchwood	MN	55110
Jim & Judy	Berg	250 East 7th St.	St. Paul	MN	55101
Gene	Bowar	11 White Pine Lane	Birchwood	MN	55110
Barb	Brenny	364 Hall Ave.	Birchwood	MN	55110
Laura	Broomel	422 Birchwood Cts.	Birchwood	MN	55110
Chris & Angie	Churchill	140 Birchwood Ave	Birchwood	MN	55110
Greg	Donovan	2 Hall Court	Birchwood	MN	55110
Mike & Sandee	Ebbott	160 Birchwood Ave	Birchwood	MN	55110
John	Elias	9 Oakhill Ct.	Birchwood	MN	55110
Charlene	Engebretson	521 Hall Ave.	Birchwood	MN	55110
Mike	Evangelist	364 Wildwood Ave.	Birchwood	MN	55110
Arlene	Feistner	705 Birchwood Ave	Birchwood	MN	55110
Randy & Jackie	Felt	286 Jay St.	Birchwood	MN	55110
Adam	Fischer	184 Cedar Ave.	Birchwood	MN	55110
Jon & Sue	Fleck	425 Hall Ave.	Birchwood	MN	55110
Christopher	French	287 Jay St.	Birchwood	MN	55110
Tom & Shawna	Gibson	179 Cedar St	Birchwood	MN	55110
Mark & Susan	Glander	5 Oakview Ct.	Birchwood	MN	55110
Lynn & Dyanne	Hanson	700 Hall Ave.	Birchwood	MN	55110
Debra	Harrod	483 Lake Ave.	Birchwood	MN	55110
Louis & Mary	Hauser	616 Hall Ave.	Birchwood	MN	55110
Karen	Holmen	706 Hall Ave.	Birchwood	MN	55110
Bill & Mary	Hullsiek	290 Jay St.	Birchwood	MN	55110
Tyler & Gretchen	Johnson	10 White Pine Ln	Birchwood	MN	55110
Paul	Kaluzniak	7317 N. Shore Trail	Forest Lake	MN	55025
Dana and Lori	Klump	414 Birchwood Ct	Birchwood	MN	55110
Bob & Linda	Kordosky	158 Wildwood Ave.	Birchwood	MN	55110
Mick & Reanne	Korich	7 White Pine Lane	Birchwood	MN	55110
Doug & Bea	Krinke	429 Wildwood Ave.	Birchwood	MN	55110
Adrian & Dawn	Kuczynski	4 White Pine Lane	Birchwood	MN	55110
Robert & Diane	Landberg	531 Hall Ave.	Birchwood	MN	55110
John	Lund	608 Wildwood Ave	Birchwood	MN	55110
Ron	Malles	420 Wildwood Ave.	Birchwood	MN	55110
Laura	Manske	706 Birchwood Ave	Birchwood	MN	55110
David	Martinucci	174 Birchwood Ave	Birchwood	MN	55110
John	McCormick	110 Birchwood Ave	Birchwood	MN	55110
Bryan & Karin	McGinnis	194 Wildwood Ave.	Birchwood	MN	55110
Alan	Mitchell	23 Oakridge Dr.	Birchwood	MN	55110
Joe & Julie	Molitor	20 White Pine Lane	Birchwood	MN	55110
Troy & Naomi	Morehead	505 Wildwood Ave	Birchwood	MN	55110
Anthony	Nardecchia	710 Hall Ave	Birchwood	MN	55110
Tom & Carly	Nelson	4 Five Oaks Ln	Birchwood	MN	55110
Nicholas & Sara	Nephew	20 Birchwood Ave.	Birchwood	MN	55110
Patrick	Nigon	16 White Pine Lane	Birchwood	MN	55110
Theresa	Norton	164 Wildwood Ave	Birchwood	MN	55110
Jordon	Oyloe	533 Wildwood Ave	Birchwood	MN	55110
Mark	Peterson	709 Hall Ave.	Birchwood	MN	55110
Urho & Pam	Rahkola	545 Wildwood Ave.	Birchwood	MN	55110
Christina	Rauch	215 Cedar St	Birchwood	MN	55110
Bev	Ringsak	107 Birchwood Ave.	Birchwood	MN	55110
Chris & Mary	Rollinger	305 Jay St.	Birchwood	MN	55110
Kye	Samuelson	5 Birchwood Ave	Birchwood	MN	55110
Mike	Scanlan	17 White Pine Ln	Birchwood	MN	55110
Mary Sue	Simmons	418 Birchwood Ct.	Birchwood	MN	55110
Paul	Steinhauser	600 Birchwood Ave.	Birchwood	MN	55110
Ron & Mary	Sternal	6 Hall Court	Birchwood	MN	55110
Philip	Sutherland	106 Wildwood	Birchwood	MN	55110
Jennifer & Jason	Tell	697 Hall Ave.	Birchwood	MN	55110
Ted & Joanne	Thornquist	205 Wildwood Ave.	Birchwood	MN	55110
David & Patricia	Trepanier	439 Birchwood Court	Birchwood	MN	55110
John	Velin	146 Wildwood Ave.	Birchwood	MN	55110
Chad & Deborah	Woolhouse	430 Wildwood Ave	Birchwood	MN	55110
Maureen	Seibert	425 Birchwood Court	Birchwood	MN	55110
Daniel & Susan	Weber	4 Oakridge Drive	Birchwood	MN	55110



## Birchwood Dock Association Fall Meeting

Saturday, Oct 8<sup>th</sup>, 2011  
Birchwood Village Hall

**Call to Order:** 9:31am

**Review agenda-** It was noted that we needed to refer to Agenda sent out with Meeting Notice instead of one available at meeting place. Put on overhead for reference.

**Dock Permit Application Review:**

Measured and Scaled Diagram being reviewed (*via overhead*)

**Ash Beach-**Lynn had a surveying equipment and measured dock length and depth of water. 6<sup>th</sup> boat would have an 18 inch variance. Some people wanted a small sailboat so maybe could float a small 6<sup>th</sup> sail boat. Move end around and change bench configuration. Will apply for 6 boats this year (*had 3 summer of 2011*).

None of the boats will be past the "L".

Did the angle work out ok? It worked great.

Beach is curved so next year work with the neighbor Tom Delmont to get the dock at the right angle.

Did any one consult with the neighbor on the east side? No. It was suggested that we provide the schematics to adjoining neighbors as a good will effort even though not required in our By-Laws. Discussion of the Fall Meeting notice should suffice as the Associations' invitation for neighbor input and platform for discussion.

Debbie will provide neighboring households of schematics for the Association's 2012 intended application.

**Birch:** This year length was 125 feet and moored 5 boats. Intend to apply for 160 feet dock for 2012 boating season. Even with 160 feet still less than neighboring dock lengths, estimated to be 200+ feet (not adjacent but within 200 feet of easement. Approved for 10 boats and will apply for 8 in 2012. Discussion of having boats on both sides of the dock took place. Agreed right side was good for swimming.

Lynn read Richard Galena's letter aloud to the attendees. See attachment. Noted that not unlike previous opinion shared.

No other comments on Birch.

**Elm:** Only able to have 2 boats in 2011 season even with 4 approved. Discussion of someday considering a "floating dock" may be appropriate. Will consider as Associations finances strengthen.

Any comments? No Comments.

**Dellwood:** 5 boats with one shore ramp used in 2012 season. The Association felt that this year we should be able to accommodate 6 boats and will apply for such. While approved for 8 boats lake levels prevent applying for more.

Comments for Dellwood:

Ron Malles: Wants to lengthen Dellwood Dock back to 144 ft (*as in past*) to accommodate more boats. Felt that for the benefit of the community, need to offer more access and at a reduced price, to allow all income levels to utilize this natural resource.

Lynn felt it important to retain the progress we have made with adjoining neighbor relations. We are still in transitional mode with the new Association and important to keep the positive progress moving in the right direction.

Lynn shared that neighbor; Jim Greely left a voice message and stated his desire to keep the same number of boats (5). And did acknowledge that's it's been a great year for Dellwood and seeing new some new utilization.

Once again discussion of the need to have neighbors attend the Association's meetings was discussed. While not required in By Laws to hand deliver notices of intended application, those attending agreed to extend the courtesy.

**Ron Malles Motions:** "The Association sends out dock configuration drawing to the neighbors within 200 feet of the respective docks.

**John Lund: Seconds the motion.**

**Call for vote: Motion carries.**

It was also noted that all information on Dock Application is also available on the Birchwood Village Website for interested parties to reference themselves. Deb Herrod will spearhead the communication to adjoining neighbors.

**Kay:** 75 feet dock length. Kay is swimming beach.

Comments: Questions? None.

**Lynn Hanson Motions:** "To submit the dock configurations as discussed above".

**John Lund: Seconds the Motion.**

**Call for Vote: Motion carries.**

**Treasurer's report:** Reviewed by attendees and provided via overhead. See report provided.

**John Velin:** Suggested we have a "Contingency Reserve" line item within our budget to provide rationale for any excess dollars. Also that it would make more sense to collect dues in the Fall vs. Spring so that the Association knows upfront what amount of revenue they have to work with. He went on to suggest that if boat slip awards were identified in the Fall vs. Spring, there would be more planning time available.

Discussion of Ash dock purchase reimbursement to President, Lynn Hanson needs to begin.

Also discussion that the current dues structure will allow the Association to build a reserve to replace docks as needed going forward, once Lynn Hanson has been reimbursed. However will need to

ensure that the early boat slip users, via their fees paid will not be unduly charged for future purchase cost.

Ask for dues and payments in the fall. So you know what you have to spend.

Need to update treasures report. Lynn agreed to do so.

**Ron Malles Motion: "Clean up treasures report and then submit with application".**

**Dyanne Ross-Hanson: Seconds**

**Call for Vote: Motion Passes.**

### **Election of Officers:**

**John Velin Motions: "Elect Lynn Hanson as President. Mike Evangelist as Vice President and Mary Sue Simmons as Secretary".**

**Dyanne Ross-Hanson: Seconds Motion.**

**Call for Vote: Motion Passes**

It was decided that the Association needs to look to those new boat slip users for more leadership involvement. Need to groom new leaders was sighted as an initiative. It was agreed to reach out to those people to elicit interest. From those will come recommendation for 2012 Treasurer and Member at Large (appointed by the Executive Team).

Also agreed that if newer members volunteered for existing executive committee positions, that consideration would be made to replace the existing executive committee volunteers in an effort to mentor future leadership.

It was also noted that we will need to identify and encourage assistance of a Dock Manager and Assistant Dock Manager for each easement. Will do so at the Association's Spring Meeting.

### **Dock Out Dates:**

After discussion, it was determined to be October 22<sup>nd</sup> with October 23 (*as needed*) for dock out date. Those individuals that were hired for "dock in" would not be interested in dock-out work for the \$2000 fee paid. It was suggested that we look for laborers within the Association to take the docks out.

The following stepped forward:

- John Lund
- Lynn Hanson
- Mike Evangelist
- Mike Evangelist's son
- Ron Malles
- John Arlandson (if available)
- Chris Churchill

**John Lund Motions: Dock out fee increased to \$2500.**

**Dyanne Ross-Hanson: Seconds the Motion.**

**Lynn Hanson: Amendment to the Motion: Split fee based upon an hourly involvement.**

**Mike Evangelist: Seconds the Motion after Amendment.**

**Call for Vote: Motion Passes**

Greg Donavon offered to communicate with all boat slip owners of the deadline to remove boats by October 20<sup>th</sup> at latest. If Boats are not removed by then, it will be up to the boat/lift owner to vacate their equipment.



### **Additional Business:**

Lift Storage on Easements: Discussion about who is responsible for people who store lifts on easements. It was determined to the City of Birchwood since they collect the storage fees.

Discussion of the deteriorating easement condition this year: Members concluded that the City of Birchwood (*Parks and Recreational Committee*) should be responsible for easement upkeep, since the Dock Association pays them a fee which presumably should include upkeep/maintenance.

### **New Business:**

Al Mitchell suggested the following:

1. That the Association writes a piece for the Birchwood Village Newsletter. Estimated distribution date of December. Reminding the community of the Easement as a neighborhood resource and encourage utilization. And note where/what the Association could use more help, i.e. with Treasurer and Member at Large position opening. Mike Evangelist agreed to take on this task.
2. Consideration of the creation of a Birchwood Dock Association Webpage. Or, to consider inclusion in the City of Birchwood's' web page.
3. Social Committee to encourage outreach and community building.
4. Reminded the officers that when the Executive Committee meets, as per the By Laws, it needs to inform the members.

Discussion of moving the Association's Spring Meeting to an earlier time (*March vs. April*) to allow more planning opportunity both logistically and financially.

Clarification of how/when a boat slip owner or temporary user could lose spot on priority list? It was felt that some were passing on boat slip usage due to fear of getting bumped. Review of and potential change of By Laws may be in order. Agreed to discuss in more detail at a later meeting.

John Velin agreed to assist with the administrative needs as necessary for meeting notices/distribution, etc.

Discussion of non boat users annual membership fees and adequacy thereof, also took place. No conclusion reached. Will continue to evaluate as budgetary needs become clear.

Discussion of the need for a "Membership Management" volunteer. No conclusions reached.

Conclusion that this first transitional year for the newly formed Birchwood Dock Association was a huge success given the challenges faced much to the efforts of tireless volunteers. It was felt that dock users, boat slip users and neighbors made significant progress in building community around this natural resource we all share.

### **Meeting Adjourned:**

With no further discussion, meeting adjourned @ 11:37am.

Respectfully Submitted: Debbie Harrod/Dyanne Ross-Hanson

		<b>2011 Meeting - 10-8-11</b>		<b>2011 Sign In Sheet</b>	<i>Please Initial Here</i>	<b>Membership Address</b>
<b>Member</b>	<b>BL</b>	<b>First Name</b>	<b>Last Name</b>			
1	x	10 John & Martha	Arlandson		MA	19 Oakridge Dr.
2	x	29 Gene	Bowar		GB	11 White Pine Lane
3	x	Barb	Brenny			364 Hall Ave.
4	x	23 Laura	Broomel			422 Birchwood Cts.
5	x	9 Chris & Angie	Churchill		CHC	140 Birchwood Ave
6	x	19 Greg	Donovan		GD	2 Hall Court
7	x	6 Mike & Sandee	Ebbott			160 Birchwood Ave
8	x	21 John	Elias		SE	9 Oakhill Ct.
9	x	Charlene	Engebretson			521 Hall Ave.
10	x	3 Mike	Evangelist		ME	364 Wildwood Ave.
11	x	Arlene	Feistner			705 Birchwood Ave
12	x	4 Randy & Jackie	Felt			286 Jay St.
13	x	12 Adam	Fischer			184 Cedar Ave.
14	x	Christopher	French			287 Jay St.
15	x	Mark & Susan	Glander			5 Oakview Ct.
16	x	Jim & Nansee	Greely			407 Lake Ave.
17	x	5 Lynn & Dyanne	Hanson		LH DH	700 Hall Ave.
18	x	Debra	Harrod		DH	483 Lake Ave.
19	x	Louis & Mary	Hauser			616 Hall Ave.
20	x	Karen	Holmen			706 Hall Ave.
21	x	Bill & Mary	Hullsiek			290 Jay St.
22	x	Tyler & Gretchen	Johnson			10 White Pine Ln
23	x	17 Paul	Kaluzniak			180 Wildwood Ave
24	x	22 Dana and Lori	Klimp			414 Birchwood Ct
25	x	Bob & Linda	Kordosky			158 Wildwood Ave.
26	x	18 Mick & Reanne	Korich			7 White Pine Lane
27	x	Doug & Bea	Krinke			429 Wildwood Ave.
28	x	Adrian & Dawn	Kuczynski			4 White Pine Lane
29	x	Robert & Diane	Landberg			531 Hall Ave.
30	x	14 John	Lund		LL	608 Wildwood Ave
31	x	16 Ron	Malles		DM	420 Wildwood Ave.
32	x	David	Martinucci			174 Birchwood Ave
33	x	34 John	McCormick			110 Birchwood Ave

Please  
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34	x		Bryan & Karin	McGinnis		194 Wildwood Ave.
35	x	30	Alan	Mitchell	ARM	23 Oakridge Dr.
36	x		Joe & Julie	Molitor		20 White Pine Lane
37	x	15	Troy & Naomi	Morehead		505 Wildwood Ave
38	x		Anthony	Nardecchia		710 Hall Ave
39	x	13	Tom & Carly	Nelson		4 Five Oaks Ln
40	x		Nicholas & Sara	Nephew		20 Birchwood Ave.
41	x		Renters	Norton		164 Wildwood Ave
42	x		Urho & Pam	Rahkola	USR	545 Wildwood Ave. (
43	x		Christina	Rauch		215 Cedar St
44	x		Bev	Ringsak		107 Birchwood Ave.
45	x		Chris & Mary	Rollinger		305 Jay St.
46	x	31	Mike	Scanlan		17 White Pine Ln
47	x		Maureen	Seibert		425 Birchwood Court
48	x	18	Mary Sue	Simmons	M.SS	418 Birchwood Ct.
49	x		Paul	Steinhauser		600 Birchwood Ave.
50	x		Ron & Mary	Sternal		6 Hall Court
51	x		Bill	Stock		22 Oakridge Dr.
52	x	2	Philip	Sutherland	PJP	106 Wildwood
53	x	1	Jennifer & Jason	Tell		697 Hall Ave.
54	x		Ted & Joanne	Thornquist		205 Wildwood Ave.
55	x		David & Patricia	Trepanier		439 Birchwood Court
56	x		John	Velin	JVQ	146 Wildwood Ave.
57	x		Chad & Deborah	Woolhouse		430 Wildwood Ave
		28	Kim	Belisle		3980 E. County Line
		27	Jim & Judy	Berg		419A Wildwood Ave
		24	Jon & Sue	Fleck		425 Hall Ave.
		25	Tom & Shawna	Gibson		179 Cedar St
		32	Laura	Manske		706 Birchwood Ave
		33	Patrick	Nigon		16 White Pine Lane
		11	Theresa	Norton		164 Wildwood Ave
		35	Jordon	Oyloe		533 Wildwood Ave
		26	Kye	Samuelson		5 Birchwood Ave

# Neighbors

Neighbors Birchwood Docks

10/8/2011

Meeting - Sign In

<u>Initial Here</u>	<u>First Name</u>	<u>Last Name</u>	<u>Address</u>	<u>Public Lake Tract</u>
West	James & Patsy	Ramberg	131 Wildwood Ave.	Ash - Neighbor
West	Ross & Evanna	Judkins	135 Wildwood Ave.	Ash - Neighbor
West	John	Kruse	139 Wildwood Ave.	Ash - Neighbor
West	7D Tom	Delmont	143 Wildwood Ave.	Ash - Neighbor
East	Joe	Alben	153 Wildwood Ave.	Ash - Neighbor
East	Suzanne	Washburn	145 Wildwood Ave.	Ash - Neighbor
East	Roger & Marge	Kratz	159 Wildwood Ave.	Ash - Neighbor
East	David	Malger	161 Wildwood Ave.	Ash - Neighbor
West	James	Christoff	191 Wildwood Ave.	Birch - Neighbor
West	Nancy	Calderon	195 Wildwood Ave.	Birch - Neighbor
West	Keri	Pakonen	199 Wildwood Ave.	Birch - Neighbor
East	Thomas & Susan	Schway	201 Wildwood Ave.	Birch - Neighbor
East	Ted & Joanne	Thornquist	205 Wildwood Ave.	Birch - Neighbor
East	Richard	Galena	217 Wildwood Ave.	Birch - Neighbor
East	David Vail & Ann	Butler Vail	221 Wildwood Ave.	Birch - Neighbor
West	Kenneth	Broen	243 Wildwood Ave.	Elm - Neighbor
West	Trude	Harmon	251 Wildwood Ave.	Elm - Neighbor
West	Craig & Peggy	Witthaus	259 Wildwood Ave.	Elm - Neighbor
West	Ryan	Kraft	267 Wildwood Ave.	Elm - Neighbor
East	Ellen Maas & Len	Pratt	301 Wildwood Ave.	Elm - Neighbor
East	Jeff	Pratt	309 Wildwood Ave.	Elm - Neighbor
East	Ralph & Patricia	Leibsch	315 Wildwood Ave.	Elm - Neighbor
East	John & Regina	Dow	321 Wildwood Ave.	Elm - Neighbor
West	Jim & Nansee	Greely	407 Lake Ave.	Dellwood -Neighbor
West	Chris & Natalie	Olson	365 Lakewood Ln.	Dellwood -Neighbor
West	Thomas & Carole	Clark	363 Lakewood Lane	Dellwood -Neighbor
East	Tony & Laurie	Sampair	409 Lake Ave.	Dellwood -Neighbor
East	Don & Kathleen	Madore	413 Lake Ave.	Dellwood -Neighbor
East	Coyleen	Davidson	425 Lake Ave.	Dellwood -Neighbor
West	df James & Debra	Harrod	483 Lake Ave.	Kay - Neighbor
West	Lawrence & Susan	Mahoney	479 Lake Ave.	Kay - Neighbor
West	James & Debra	LaCasse	471 Lake Ave.	Kay - Neighbor
East	Gerald & Judy	Duffy	505 Lake Ave.	Kay - Neighbor
East	Micheal & Julie	McKenzie	509 Lake Ave.	Kay - Neighbor
East	Guy & Mary	Coursolle	515 Lake Ave.	Kay - Neighbor
East	David & Wanda	Wall	517 Lake Ave.	Kay - Neighbor

# RICHARD J. GALENA

217 Wildwood Avenue ♦ Birchwood, MN 55110  
Telephone: 651-429-9396 ♦ Office: 651-429-6555

[rjgalena@galenalaw.com](mailto:rjgalena@galenalaw.com)

October 6, 2011

Mr. Lynn Hanson  
Birchwood Dock Association  
700 Hall Avenue  
Birchwood, MN 55110

RE: Birchwood Dock Association Fall Meeting

Dear Mr. Hanson:

Unfortunately I will not be able to attend the October 8, 2011 Birchwood Dock Association Fall Meeting.

As you know, my house is within 100 feet of the Birch Beach Public Lake Tract.

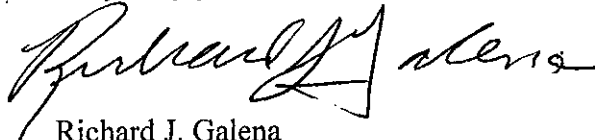
I am not in favor of any increase in the number of boat slips, docks, or dock length above that which was established in 2011 at the Birch Beach Public Lake Tract or any of the other Birchwood Public Lake Tracts.

I am not in favor of any change in the Birch Beach dock placement or boat configuration.

Any change in dock placement, boat configuration, or any increase in number of docks, dock length, or number of boat slips will have a detrimental effect upon the neighbors, upon the lake itself, and the general use by the public.

Thank you.

Very truly yours,



Richard J. Galena

cc: City of Birchwood Village