



AGENDA OF THE
REGULAR MEETING OF THE CITY COUNCIL
CITY OF BIRCHWOOD VILLAGE
207 BIRCHWOOD AVENUE
WASHINGTON COUNTY, MINNESOTA
SEPTEMBER 11, 2012
7:00 P.M.

CALL TO ORDER – PLEDGE OF ALLEGIANCE

APPROVE AGENDA

COMMUNITY EVENTS AND ANNOUNCEMENTS

OPEN PUBLIC FORUM

CITY BUSINESS – CONSENT CALENDAR

1. Approval of the Minutes of the August 7, 2012 Regular Meeting (see exhibit)
2. Approval of the Minutes of the August 23, 2012 Special Meeting (see exhibit)
3. Acceptance of the Financial Report and Approval of Disbursements (see exhibit)

CITY BUSINESS – REGULAR ORDER

4. 7:15 Recommendations From Each Member of the Personnel Committee (Mitchell/Sampair – see exhibit)
 - a. Consideration of Pay Increases For City Staff
 - b. Approval of Revised Employment Agreements for City Staff
 - c. Approval of Work Goals for City StaffTime Budget: 30 minutes
5. 7:45 Fiscal Year 2013 Preliminary Levy & Proposed Budget (Harper – see exhibits)
 - a. RESOLUTION 2012-25 Establishing the Preliminary 2013 Levy Certification for the City's General Fund
 - b. RESOLUTION 2012-26 Adopting the City's Proposed Preliminary 2013 BudgetTime Budget: 30 minutes
6. 8:15 ORDINANCE 2012-10/RESOLUTION 2012-27: Revision of City Code Section 617.360 (Public Lake Tracts – Neighborhood Meeting) Clarifying the Requirement of a Separate Neighborhood Meeting (Sampair – see exhibit)
 - a. Public Hearing
 - b. Consideration of ApprovalTime Budget: 30 minutes
7. 8:45 Snow Plowing Contract: Review of Bids (Powers – see exhibit)
Time Budget: 15 minutes
8. 9:00 Trimming the Tree Canopy Above City Streets: Discussion and Request to Solicit Bids for Service (Powers)
Time Budget: 15 minutes

9. 9:15 Scheduling a Date/Time for Dock Association Permit Review Meeting
Time Budget: 10 minutes
10. 9:20 Council Reports
Time Budget: 15 minutes
11. 9:35 Next Meeting – October 9, 2012: Topics
Time Budget: 5 minutes
12. 9:40 ADJOURN



CITY OF BIRCHWOOD VILLAGE
207 Birchwood Avenue
Birchwood Village, MN 55110
651-426-3403 tel
651-426-7747 fax
birchwoodvillage@comcast.net

EXECUTIVE SUMMARY – SEPTEMBER 11, 2012 CITY COUNCIL MEETING

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

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

1. Approval of the Minutes of the August 7, 2012 Regular Meeting.
2. Approval of the Minutes of the August 23, 2012 Special Meeting. Per the Council's Rules of Procedure, minutes are not recorded for workshop meetings.
3. Acceptance of the Financial Report & Approval of Disbursements.

CITY BUSINESS – REGULAR ORDER:

4. **PERSONNEL COMMITTEE REPORTS:** Mayor Alan Mitchell and Council Member Anthony Sampair, the members of the Personnel Committee, each are submitting recommendations to the Council regarding salary adjustments, revised employment agreements, and work goals for the next year. These documents are included in the agenda packet as exhibits.

QUESTIONS: Should the City Council adopt the recommendation of Mayor Mitchell, or the recommendation of Council Member Sampair, relating to recommended salary adjustments? Should the City Council adopt the recommendation of Mayor Mitchell, or the recommendation of Council Member Sampair, relating to proposed revisions to the employment agreements of the City Clerk-Coordinator and City Treasurer? Should the City Council adopt the recommendation of Mayor Mitchell, or the recommendation of Council Member Sampair, relating to staff work goals for the upcoming year?

5. **FISCAL YEAR 2013 PRELIMINARY LEVY AND PROPOSED BUDGET>RESOLUTIONS 2012-25 and 2012-26:** Council Member Harper submitted the following documents for Council review and comment in support of a proposed preliminary levy of \$361,975.00: (a) Cover memo; (b) Itemized budget spreadsheet containing historical data from 2007-2011, current year-to-date expenditures, and proposed 2013 line item revenues and expenditures; (c) 2013 Proposed Budget Expenditure Summary; (d) Resolution 2012-25; and (e) Resolution 2012-26. **The preliminary levy amount can be reduced in December when the final levy is set, but it cannot be increased. Please refer to these items in the agenda packet for more detailed information on the proposed preliminary levy and proposed budget.** As a point of reference, the preliminary levy set by the Council last year was \$365,282.00 and the final levy set by the Council last year was \$325,000.00

QUESTIONS: Should the Council certify a preliminary levy of \$361,975.00? Should the Council approve a preliminary general fund budget of \$380,213.00? If not, what areas of the proposed budget should be reduced?

Are there any line item expenditures that the Council would like to schedule time to discuss in more detail before approving the final levy and budget? Should the Council approve Resolutions 2012-25 and 2012-26?

6. ORDINANCE 2012-10/RESOLUTION 2012-27> REVISION OF CITY CODE SECTION 617.360 (PUBLIC LAKE TRACTS – NEIGHBORHOOD MEETING) CLARIFYING THE REQUIREMENT OF A SEPARATE NEIGHBORHOOD MEETING: Council Member Sampair is bringing this matter to the Council's attention, and noted at previous meetings that in 2011, the Birchwood Dock Association did not conduct a separate and distinct meeting with the owners of property adjoining the City's public lake tracts to review with them the proposed dock configuration for the following year. Lynn Hanson, Birchwood Dock Association President, stated at an earlier meeting that the neighbor meeting was included as an agenda item for the Association's annual dock permit review meeting and, as such, believes the ordinance requirement for a neighbor meeting was met. Council Member Sampair believes the intent of the ordinance is for the neighbor meeting to be separate and distinct; this belief was somewhat supported by (at the time) Council Member Mark Peterson, who stated that the ordinance is new and there was some misunderstanding as to whether incorporating the neighbor meeting into the dock permit review meeting met the spirit of the ordinance, and that in his mind it was clear that the meetings should be separate. Mayor Mitchell disagreed with that interpretation. Council Member Sampair prepared a cover memo detailing this matter, along with a proposed Ordinance 2012-10 and Resolution 2012-27 as implements to enact the ordinance change. Copies of these documents are included in the agenda packet as exhibits.

QUESTIONS: Should the City Council approve Ordinance 2012-10 and Resolution 2012-27?

7. SNOW PLOWING CONTRACT>REVIEW OF BIDS: The City's agreement with KEJ Enterprises, Inc. for snow and ice removal expired at the end of the 2011-2012 plowing season. At the July 10, 2012 meeting, the Council authorized staff to publish a Request for Proposal (RFP) in the White Bear Press. Staff caused the RFP to be published in the White Bear Press over the course of the remainder of July and August. The City received 2 proposals: from KEJ Enterprises, Inc. and from White Bear Township. Two items to point out: (1) City staff individually e-mailed a copy of the bid specifications to Brian Lauzon. Lauzon did not submit a proposal; staff later learned that Lauzon is not accepting any new business at this time. (2) The White Bear Township proposal requires the City to maintain a 14-foot canopy clearance; the City ordinance requires a 12-foot canopy clearance. Copies of the proposals and the bid specifications are included in the agenda packet as exhibits.

QUESTION: Should the City Council accept the proposal from KEJ Enterprises, Inc. for snow and ice removal services? Or should the City Council accept the proposal from White Bear Township?

8. TRIMMING THE TREE CANOPY ABOVE CITY STREETS>DISCUSSION AND REQUEST TO SOLICIT BIDS FOR SERVICE: City staff has received a number of complaints about low-hanging branches scratching the high-profile vehicles of City residents. Earlier this year, staff received a complaint from Tennis Sanitation about the branches scratching their collection vehicles.

Birchwood City Code § 606.020 (1) cites as a nuisance "[a]ll limbs of trees or shrubs which are less than 12 feet above the surface of any street." Given that the City owns the rights-of-way of the local street network (except East County Line Road), and that the trees to be trimmed are most likely on City property, staff believes it the City's responsibility to abate the nuisance.

This is being brought to the Council's attention due to the reluctance of staff to direct any work to be done that would in any way be perceived as a defoliation of the City's urban forest. Birchwood residents are proud of the street tree canopies that create a bucolic "village" feel to the community. If the Council so directs, staff can procure estimates to raise the street tree canopy to conform to the ordinance for its review at the October 9th meeting.

QUESTION: Should the Council direct staff to procure estimates for tree trimming along the City streets?

CITY OF BIRCHWOOD VILLAGE
REGULAR CITY COUNCIL MEETING
August 7, 2012

MINUTES

MEMBERS PRESENT: Mayor Alan Mitchell; Council Members Barb Carson and Tony Sampair

MEMBER ABSENT: Council Member Jane Harper

STAFF PRESENT: City Engineer Kristie Elfering and City Clerk Dale Powers

OTHERS PRESENT: Greg Donovan

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

AGENDA APPROVAL: Mitchell/Sampair 3-0 (Harper absent) to approve the agenda for the August 7, 2012 Regular Meeting.

COMMUNITY EVENTS AND ANNOUNCEMENTS: Mitchell noted the following: (1) the state primary election will be on Tuesday, August 14th; (2) the filing period for City Council elections continues until 5:00pm on August 14th; (3) the City Council is soliciting statements of interest from residents interested in serving on the Council from August 23 to November 6 to fill the vacancy created by Mark Peterson's resignation; (4) Music In The Park continues with Wayne Hamilton and Friends scheduled for August 12th at Dellwood Beach, and the Dirty Shorts Brass Band scheduled for August 19th at Birch Beach. Powers advised the Council that the pavement condition index report has been completed and posted on the City's web site, and a CodeRED announcement has been sent for solicitation of residents interested in serving on the Roads Committee. Elfering noted that the pavement report reveals that the roads are in better condition than originally thought.

OPEN PUBLIC FORUM: Donovan, one of Birchwood's representatives on the Ramsey Washington Suburban Cable Commission, reported that Comcast has a new Internet program for households with children who receive free school lunches. Donovan added that the cost of this program, called Internet Essentials, is \$9.95 per month and qualifying households are eligible to purchase a computer for \$149.99. The Council directed staff to include information on this program in the next newsletter.

CONSENT CALENDAR: Sampair/Carson 3-0 (Harper absent) to approve the following consent calendar items:

1. Approval of the Minutes of the July 10, 2012 Regular Meeting
2. Acceptance of the Financial Report and Disbursements Register as prepared by the City Treasurer and presented to the City Council on August 7, 2012 in the amount of \$101,243.95, including Check #'s 27336-27348, Check #'s 27350-27376, and Electronic Funds Transfers LIFT072012, PERA063012, EFT072612, SC072012, FED072012, MN072012, and PERA071512.
3. Approval of RESOLUTION 2012-24 Establishing Limited Clean Up And Property Damage Protection For Sewer Back Ups and Water Main Breaks For Water And Sewer Customers.

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48 **STORMWATER POLLUTION PREVENTION PROGRAM (SWPPP) ANNUAL REVIEW>OPPORTUNITY FOR**

49 **PUBLIC COMMENT:** Mitchell said that the City operates a municipal storm sewer system, and state
50 and federal law requires the City to receive a permit to be able to maintain and operate the system.

51 Mitchell noted that smaller cities like Birchwood operate under a general permit issued by the
52 Minnesota Pollution Control Agency (MPCA), and stated that one of the City's obligations is to file an
53 annual report. Mitchell explained that a public meeting is required before filing the report, and it
54 appears that there is no one in the audience that wants to address the Council on this matter.

55
56 Mitchell stated that MPCA is in the process of revising the general MS4 (Municipal Separate Storm
57 Sewer Systems) permit and is expected to adopt the revisions in September or October, and we will
58 have an obligation to go back and review our SWPPP after the revision is approved. Sampair asked the
59 clerk about a course of action; Powers advised that submission of the MS4 report is separate from the
60 potential revision of the SWPPP and recommends approving the report tonight and dealing with the
61 SWPPP revisions later.

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63 ***Mitchell/Sampair 3-0 (Harper absent) to approve the 2011 MS4 report.***

64
65 The consensus of the Council is to direct staff to refer to the Planning Commission the City's SWPPP and
66 to task the Commission with making recommendations on any required changes to that document.

67
68 **REVIEW OF QUOTES>MANHOLE RING REPLACEMENT:** Elfering noted that the Council directed her to
69 get quotes for this service, and stated that the work requested is considered a specialty such that she
70 could receive only 2 quotes for each service. Elfering said that the low bid for manhole lining was from
71 Thul Specialty Contracting at \$5,962.95, and the low bid for televising the sewer main along Lake Avenue
72 was from Pipe Services at \$840.00. Sampair asked whether this work should resolve the issue of
73 infiltration into the City's sanitary sewer; Elfering responded by saying that there may be some
74 infiltration from service lines to private property, but cautioned that there is no ordinance requiring
75 individual property owners to maintain their sewer service lines. Mitchell asked where the additional
76 funding would come from; Elfering said that there still are funds in the Sewer Fund for this work.

77
78 ***Sampair/Mitchell 3-0 (Harper absent) to approve the low bid of \$5,962.95 from Thul Specialty***
79 ***Contracting, Inc. for lining three manholes, and the low bid of \$840.00 from Pipe Services for televising***
80 ***the remaining portion of the sanitary sewer main along Lake Avenue.***

81
82 **REVIEW OF QUOTES>LAND SURVEYING:** Mitchell brought this matter to the Council's attention due to
83 the \$2,500.00 budgeted for land surveying, and stated the Council requested Elfering to investigate the
84 cost of surveying to determine the right-of-way and property lines at Tighe-Schmitz Park, Dellwood
85 Beach, and Kay Beach. Elfering went over with the Council her memo which detailed the cost estimates
86 for surveying Dellwood (\$3,570.00), Tighe-Schmitz (\$2,645.00), and Kay (\$1,845.00), and noted that if all
87 three areas were completed at the same time the City would save \$1,270.00 due to reduced
88 mobilization costs passed on to the City, resulting in a total project cost of \$6,790.00. Elfering assured
89 the City that these figures are considered a "worst case scenario" and represent the maximum cost of
90 the project. Sampair would like a notice given to the public to not pull survey irons, stakes, and
91 monuments; Powers said he would put something in the next newsletter. Sampair asked where the
92 additional \$4,290.00 would come from; Powers recommends taking the funds out of Unallocated
93 Expenditures, which has \$8,351.00 budgeted and \$0.00 spent.

94

95 **Carson/Mitchell 3-0 (Harper absent) to approve the expenditure of \$6,790.00 for surveying Dellwood**
96 **Beach, Tighe-Schmitz Park, and Kay Beach; and to approve transferring \$4,290.00 from Unallocated**
97 **Expenditures to Surveying to account for this expense.**
98

99 **COUNCIL REPORTS: Mitchell** noted than on July 12, he attended a meeting with the U. S. Geological
100 Survey (USGS) on the lake level study, and was advised that USGS is \$11,500.00 short for completing the
101 study. **Mitchell** said that Birchwood has been asked to contribute an additional \$500.00 for the project,
102 and asked that this matter be put on the August 23 agenda for consideration of approval.
103

104 **Mitchell** shared with the Council that the resident who volunteered to construct the Little Free Library
105 that the Council talked about a month ago has completed the structure, and directed staff to work with
106 the volunteer to get the structure placed next to the bulletin board outside the hall.
107

108 **Carson** said that the Tighe-Schmitz ball field has been sprayed with organic weed killer, and will be
109 dragged every two weeks to make sure the weeds are removed.
110

111 **Mitchell** asked Elfering to explain an issue regarding a stormwater pond at East County Line Road and
112 Riviera Drive; **Elfering** explained that this pond receives stormwater from areas in Birchwood, White
113 Bear Lake, and Washington County; the pond was scheduled for cleanout in 2008, and it was
114 determined at that time that the City's share of the cost would be \$1,000.00; the pond has yet to be
115 cleaned out; the pond is now scheduled for cleanout; and the City has been advised by the City of White
116 Bear Lake that Birchwood's cost is now \$3,000.00. **Mitchell** requested this matter be put on the August
117 23rd agenda for Council review.
118

119 **NEXT MEETING – AUGUST 23, 2012> TOPICS:** **Mitchell** noted that the majority of the time at this special
120 meeting will be devoted to a workshop on reviewing the proposed 2013 City budget; however, before
121 the workshop the Council will be discussing the request for an additional \$500.00 for the White Bear
122 Lake lake level study; review of the \$3,000.00 request for cleaning out the holding pond at East County
123 Line Road and Riviera Drive; and also consideration of appointing a resident to the City Council to fill the
124 vacancy on the Council created by Mark Peterson's resignation until a successor is elected on November
125 6th.
126

127 **ADJOURN:** **Mitchell/Sampair 3-0 (Harper absent) to adjourn the meeting @ 7:45pm.**
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133 Dale Powers
134 City Clerk
135

CITY OF BIRCHWOOD VILLAGE
SPECIAL CITY COUNCIL MEETING
August 23, 2012

MINUTES

MEMBERS PRESENT: Mayor Alan Mitchell; Council Members Barb Carson, Jane Harper, Bill Hullsiek (@ 7:33 after being appointed to the position) and Tony Sampair

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

OTHERS PRESENT: Joe Allaben, Roger Kurtz, and John Lund

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

AGENDA APPROVAL: Harper/Carson 4-0 (vacancy) to approve the agenda for the August 7, 2012 Special Meeting.

COMMUNITY EVENTS AND ANNOUNCEMENTS: Mitchell noted the following: (1) the State Fair starts today and goes through Labor Day weekend; (2) the filing period for City Council elections has expired, and there are 2 candidates for Mayor – Jane Harper and Mary Wingfield, 2 candidates for 2 four-year Council seats – Bill Hullsiek and Randy LaFoy, and 2 candidates for 1 two-year Council seat – Kevin Woolstencroft and Barbara Carson; (3) the last weekend of Music In The Park is this coming Sunday with Phil Nusbaum & Steve Howard (The Blue Drifters Duet), featuring acoustic, bluegrass, and jazz; and (4) The Birchwood Dock Association will be meeting on Saturday, September 8th at 9:00am at City Hall. Harper advised the Council that the annual White Bear Lake boat tour, sponsored by the White Bear Lake Conservation District, is scheduled for Thursday, September 20th. Harper noted that Perry Jones from the United States Geological Service will be discussing the lake level study. Harper concluded by saying that there is room for 12 folks on the boat – 2 per city, and advised the Council to let the City Clerk know if you want to attend.

OPEN PUBLIC FORUM: Allaben addressed the Council on an issue relating to the resurfacing of driveways and off-street parking areas at 153, 159, and 161 Wildwood Avenue, stating that the existing pavement has holes in it and has been in place for 30 to 40 years, and that they have come up with a plan to resurface the pavement that does not involve increasing the impervious surface or changing where the pavement is located. Allaben said he contacted Planning Commission Chair Len Pratt, who advised him to contact White Bear Lake City Planner Samantha Crosby for direction. Allaben noted that Crosby advised him that since the area to be resurfaced is inside City property; that she could not find evidence that the City authorize the initial paving of the area; and that he would need to get City Council approval for the resurfacing project. There was general discussion among the Council members about establishing a policy about this practice, noting that there is a difference between resurfacing existing areas and establishing new areas of impervious surface. The Council gave general direction to staff to advise Crosby to grant permission to resurface the existing paved area, on the condition that should the City need to tear up all or a portion of the surface for City purposes, outside of the area directly in front of the garage, that the affected property owner would be responsible for restoration. The Council also wanted the permit to note that permission was granted because the project replaces existing impervious surface and not establishing new impervious surface.

48

49 **APPOINTMENT TO FILL A VACANCY ON THE CITY COUNCIL UNTIL NOVEMBER 6, 2012:** Mitchell said
50 that the City received only one application for the Council vacancy – from Bill Hullsiek, who served on
51 the Planning Commission in the past and was active on the Kay Beach Dock Association. Harper asked
52 when Hullsiek was on the Planning Commission; Hullsiek responded that he was on the Commission for
53 5-6 years from 1996-2000.

54

55 ***Sampair/Carson 4-0 (vacancy) to appoint Bill Hullsiek to the City Council for a term ending November***
56 ***6, 2012.***

57

58 Mitchell administered the oath of office to Hullsiek, who was seated at 7:33pm.

59

60 **USGS GROUNDWATER/SURFACE WATER LAKE LEVEL STUDY>REVIEW AND CONSIDERATION OF A**
61 **REQUEST BY LOCAL GROUPS FOR AN ADDITIONAL \$500.00 CONTRIBUTION FROM THE CITY TO HELP**
62 **COVER REMAINING COSTS:** Mitchell said that the City received a request by community volunteer Bill
63 Foussard for an additional \$500.00 as the City's portion of an \$11,510 shortfall on completion of the lake
64 level study. Mitchell noted that the letter states that Foussard asked White Bear Lake, White Bear
65 Township, and Mahtomedi to contribute \$1,500.00 each; White Bear Lake Conservation District
66 (WBLCD) was asked to contribute \$2,000.00, with Dellwood being asked to pay the balance (\$4,500.00).
67 Harper shared concerns she stated at the last WBLCD meeting that Dellwood hasn't contributed to the
68 study, and that the Minnesota Department of Natural Resources has not yet been asked to contribute.
69 Harper noted that the study is complete and that the additional funding is for documentation and to
70 generate a report. Mitchell said he is concerned that this additional funding request is being driven by a
71 volunteer and not the government agencies; the local units of government should be making these
72 decisions, not some volunteer saying "you come up with this amount, you come up with that amount."

73

74 ***Hullsiek/Carson unanimous to authorize an additional \$500.00 expenditure as an additional City***
75 ***contribution to the USGS Lake Level study, payable in January 2013 (or December 2012 if the City's***
76 ***budget situation allows).***

77

78 Council directed staff to correspond to Foussard that the City's expectation is that the other cities will
79 contribute their fair share, and that the City will reassess its commitment if it finds the other cities did
80 not pay their fair share.

81

82 **CLEANOUT OF HOLDING POND AT EAST COUNTY LINE ROAD & RIVIERA DRIVE> REVIEW AND**
83 **CONSIDERATION OF A REQUEST BY THE CITY OF WHITE BEAR LAKE (WBL) FOR A CONTRIBUTION OF**
84 **\$3,000.00 FROM THE CITY TO HELP COVER THE COST OF THE CLEANOUT:** Elfering shared with the
85 Council her conversation with WBL City Engineer Mark Burch on this item, and noted that the reason the
86 cost of the project increased from \$3,000.00 to \$9,000.00 is that the scope of the project now entails
87 dredging 1 ½ feet of material out of the pond, whereas before the project only involved dredging out by
88 the flared ends where water flowed into the pond. Elfering also noted there are additional costs for
89 disposal of the dredged material. Elfering said that the \$9,000.00 total cost allows for cost overruns, and
90 advised the Council that the project is bid out at \$8,000.00. Elfering concluded by saying that each of the
91 three parties (White Bear Lake, Washington County, and Birchwood) is being asked to contribute equal
92 shares to the project; Birchwood's share is \$3,000.00. The Council reviewed a map of the area that
93 contributes stormwater to the pond, focusing on the relative amount of stormwater each area
94 contributed to the runoff, and Harper noted that based on her analysis of the map Birchwood

95 contributes only 1/3rd of the total stormwater to the pond and should pay only 1/3rd of the municipal
96 share of the project, or \$2,000.00

97

98 *Harper/Sampair unanimous to authorize an expenditure of 2/9ths of the actual cost of the holding*
99 *pond cleanout project, up to a maximum contribution of \$2,000.00, and to amend the 2012 budget to*
100 *transfer from "Unallocated Expenditures" to "Drainage-Structure Care" the amount owed by the City*
101 *for this expense.*

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103 **ADJOURN:** *Sampair/Hullsiek unanimous to adjourn the meeting @ 8:17pm.*

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109 _____
Dale Powers

110 City Clerk

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DRAFT

**Birchwood Village
Treasurer's Report
9-5-12
Council Meeting 9/11/2012**

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. For the September 2012 Council meeting checks presented are #27377 – 27423 and EFTs for Xcel Sewer LIFT, US Bank Service Charge (SC), PERA, FED and MN payroll taxes. (Check 27391 – 27393 VOID as mis-print allignment)*

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

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

Current Items of Interest-

- **2013 PROPOSED Budget** spreadsheet presented with updates following the City Council Budget Worksession on 8/23/12.
- Receipts to be entered into CTAS for UB reports received today \$1,979 – are not reflected in this report.

Please call/email with any questions.

Cindie J Reiter.
Birchwood City Treasurer

As of 09/05/2012
Fiscal Year:2012

<u>Name of Fund</u>	<u>Beginning Balance</u>	<u>Total Receipts</u>	<u>Total Disbursements</u>	<u>Ending Balance</u>
General Fund	\$513,015.66	\$179,970.49	\$212,823.11	\$480,163.04
Special Rev Projects	\$11,481.67	\$4,135.00	\$4,170.09	\$11,446.58
Sewer 2004 Bonds	\$0.00	\$4,990.87	\$30,952.96	(\$25,962.09)
Birchwood In Re-hab Bond	\$0.00	\$327.80	\$165.21	\$162.59
Sewer Re-hab 2008 Debt	\$0.00	\$8,671.65	\$7,344.26	\$1,327.39
Cap Project - PW	\$41,571.00	\$0.00	\$0.00	\$41,571.00
Capital Projects	\$59,527.99	\$0.00	\$27,658.75	\$31,869.24
Cap Proj - Catchbasin	\$0.00	\$0.00	\$0.00	\$0.00
Water Enterprise Fund	\$35,730.61	\$25,764.58	\$51,088.36	\$10,406.83
Sewer Enterprise Fund	\$174,704.05	\$45,304.97	\$53,939.33	\$166,069.69
Total	\$836,030.98	\$269,165.36	\$388,142.07	\$717,054.27

Fund Name: All Funds
Date Range: 08/08/2012 to 09/10/2012

<u>Date</u>	<u>Remitter</u>	<u>Description</u>	<u>Receipt #</u>	<u>Total</u>	<u>Account #</u>	<u>Amount</u>
08/28/2012	Hullsiek - Candidate	Election Filing Fee 2012	780	\$2.00	100-36140	\$2.00
08/28/2012	Election - Candidate filing fee	Harper/Wollencroft(2), Carson, Wingfield/LaFoy	781	\$12.00	100-36140	\$12.00
08/28/2012	Velin, John	Garage Rental	782	\$21.00	100-34101	\$21.00
08/28/2012	City of St. Marys Point	Election - Copy fee	783	\$19.30	100-36140	\$19.30
08/28/2012	Simpson, Gerald	Bldg Permit #WB055475	784	\$209.63	100-32210	\$209.63
08/28/2012	Apollo Heating & Air	Bldg Permit #WB055343	785	\$94.03	100-32210	\$94.03
08/28/2012	Leeves, Nicholas	Bldg permit #WB055432	786	\$142.26	100-32210	\$142.26
08/28/2012	Wohlwend Concrete	Bldg Permit #055411	787	\$233.69	100-32210	\$233.69
Total For Period				\$733.91		
Total Year To Date				\$269,165.36		

Fund Name: All Funds
Date Range: 08/08/2012 to 09/10/2012

<u>Date</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Check #</u>	<u>Total</u>	<u>Account #</u>	<u>Amount</u>
08/08/2012	Elfering & Associates	Eng Srvc-July 2012 (Sewer/General)	27377	\$522.00	100-41650-300	\$247.50
					605-41650-300	\$274.50
08/08/2012	GoodPointe Technology, Inc.	Pavement Condition survey - Streets	27378	\$995.00	100-43100-305	\$995.00
08/08/2012	Press Publications	Publish Elections Filings/RFP	27379	\$276.60	100-41130-351	\$56.60
					100-41410-351	\$220.00
08/08/2012	Metropolitan Council Env. Service	Wastewater Service Sept 2012	27380	\$3,313.35	605-43190-217	\$3,313.35
08/08/2012	Waste Management of WI-MN	Recycle - July 2012	27381	\$957.72	100-44100-305	\$957.72
08/08/2012	TSE, INC	City Hall Janitorial 7/24/2012	27382	\$19.00	100-41940-305	\$19.00
08/08/2012	Washington County	Code Red 6/18/12 - Newsletter	27383	\$25.00	100-41960-305	\$25.00
08/08/2012	Gopher State One Call	July 2012 Locates (18)	27384	\$26.10	601-42805-305	\$13.05
					605-42805-305	\$13.05
08/09/2012	Qwest/CenturyLink	Phone/Fax lines Aug 2012	27385	\$112.32	100-41940-321	\$112.32
08/09/2012	Xcel Energy	Street Lights Aug 2012	27386	\$1,199.52	100-43160-380	\$1,199.52
08/09/2012	Hamilton, Wayne	Music In The Park 8/12/12	27389	\$150.00	100-45100-300	\$150.00
08/15/2012	Payroll Period Ending 07/31/2012		27387	\$1,047.94	100-41400-100	\$1,047.94
08/15/2012	Payroll Period Ending 07/31/2012		27388	\$554.82	100-41400-100	\$554.82
08/15/2012	City & Suburban Window Cleaning	City hall window cleaning March 2012	27390	\$299.25	100-41940-300	\$299.25
08/15/2012	LaNee Victorsen-Willey	Music In the prk - Dirty Shorts BAnd 8/19	27394	\$150.00	100-45100-300	\$150.00
08/15/2012	Xcel Energy	Lift Stn Electric Aug 2012	LIFT082012	\$589.36	605-43190-380	\$589.36
08/23/2012	Toshiba Business Solutions, USA Inc	Qtrly Mntnc May- Aug 2012	27395	\$47.98	100-41420-305	\$47.98
08/23/2012	Nusbaum, Phil	Music in the Park 8/26/2012	27396	\$150.00	100-45100-300	\$150.00
08/23/2012	Powers, Dale	Election Judge - meals/supplies	27397	\$97.93	100-41410-210	\$97.93
08/23/2012	City of St. Paul	Quarter3 Mntnc & System Operation 2012	27398	\$4,500.00	601-43180-305	\$4,500.00

<u>Date</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Check #</u>	<u>Total</u>	<u>Account #</u>	<u>Amount</u>
08/23/2012	MN Dept of Health Drinking Water	Water Supply Connection Srvc Qtrly Fee 2012	27399	\$562.00	601-43180-430	\$562.00
08/23/2012	AVENET, LLC	Website - Host & Service Pkg Annual Renewal	27400	\$350.00	100-41420-230	\$350.00
08/23/2012	Xcel Energy	ParkTS - Electric Aug 2012	27401	\$10.00	100-45200-381	\$10.00
08/23/2012	Xcel Energy	City hall Gas/Electric Aug 2012	27402	\$148.71	100-41940-380	\$148.71
08/29/2012	General Repair Service	Lift Stn - New WWD Rupp Pump	27405	\$6,181.54	605-43185-305	\$6,181.54
08/29/2012	PERA	Staff Retirement PE08/15/12	PERA081512	\$291.88	100-41400-120	\$156.75
					100-41400-121	\$135.13
08/31/2012	Payroll Period Ending 08/15/2012		27403	\$1,047.94	100-41400-100	\$1,047.94
08/31/2012	Payroll Period Ending 08/15/2012		27404	\$365.88	100-41400-100	\$365.88
09/05/2012	IRS - US Treasury	FEDTaxes Aug 2012	FED082012	\$929.85	100-41400-110 100-41400-160 100-41400-162 100-41400-164 100-41400-166	\$388.85 \$58.98 \$252.20 \$58.98 \$170.84
09/05/2012	MN Department of Revenue	State W/H Aug 2012	MN082012	\$178.20	100-41400-115	\$178.20
09/05/2012	PERA	Staff Retirement PE08/15/12	PERA083112	\$257.25	100-41400-120 100-41400-121	\$138.15 \$119.10
09/10/2012	Carson, Barbara	Reimburse - Park Supplies	27406	\$42.84	100-45200-210	\$42.84
09/10/2012	Hunt, Donald	Credit Balance on UB - house sold	27407	\$28.06	601-43180-810 605-43190-810	\$13.25 \$14.81
09/10/2012	City of White Bear Lake Fire	Fire Srvc -Sept 2012	27408	\$1,776.42	100-42200-305	\$1,776.42
09/10/2012	City of White Bear Lake Police	Law Enforcement - Sept 2012	27409	\$7,481.33	100-42100-305	\$7,481.33
09/10/2012	City of White Bear Lake Public Work	Lift Stn ck/REcords/Sewer Call Outs	27410	\$1,346.05	601-43180-305 605-43185-305 605-43190-305 605-43190-305	\$140.00 \$519.30 \$140.00 \$546.75
09/10/2012	Eckberg, Lammers, Briggs, Wolff	Legal Service -July 2012	27411	\$316.25	100-41600-300	\$316.25
09/10/2012	Press Publications	Publish Elections PA Test	27412	\$42.45	100-41410-351	\$42.45
09/10/2012	TSE, INC	City Hall Cleaning 8/7/12	27413	\$19.00	100-41940-305	\$19.00

<u>Date</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Check #</u>	<u>Total</u>	<u>Account #</u>	<u>Amount</u>
09/10/2012	Erick Marshall Electric, Inc.	City hall Chambers Electric repairs & replace	27414	\$189.00	100-41940-300	\$189.00
09/10/2012	Anderson, Nick	Cable Caster Aug 2012 (1.5 hrs)	27415	\$21.00	100-41950-300	\$21.00
09/10/2012	S&T Office Supplies	Envelopes	27416	\$173.55	100-41420-200	\$173.55
09/10/2012	City of White Bear Lake Bldg Inspec	Bldg Inspections -July 2012	27417	\$833.00	100-42401-305	\$833.00
09/10/2012	On-Site Sanitation Inc	Rental Unit -Tennis Crt/TS Pk Sept 2012	27418	\$173.90	100-45200-305 100-45200-305	\$86.95 \$86.95
09/10/2012	FP Mailing Solutions	Postage Machine - Postbase	27419	\$125.34	100-41430-230	\$125.34
09/10/2012	Press Publications	Publish RFP	27420	\$84.90	100-41130-351	\$84.90
09/10/2012	Hilltop Center, Inc.	Ballfield - Grade Infield (2x)	27421	\$107.13	100-45200-305	\$107.13
09/10/2012	Northland Business Systems	Postage Meter Install & Set-up	27422	\$85.70	100-41430-230	\$85.70
09/10/2012	TSE, INC	City Hall Cleaning 8/21/12	27423	\$19.00	100-41940-305	\$19.00
Total For Period				\$38,222.06		
Total Year To Date				\$388,142.07		

As of 12/31/2012

General Fund

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
General Property Taxes	\$325,000.00	\$165,870.19	(\$159,129.81)
Total Acct 310	\$325,000.00	\$165,870.19	(\$159,129.81)
Business Licenses and Permits	\$100.00	\$0.00	(\$100.00)
Total Acct 321	\$100.00	\$0.00	(\$100.00)
Building Permits	\$8,500.00	\$5,519.49	(\$2,980.51)
Dog Licenses	\$1,000.00	\$617.00	(\$383.00)
Total Acct 322	\$9,500.00	\$6,136.49	(\$3,363.51)
State Grants and Aids	\$238.00	\$0.00	(\$238.00)
Total Acct 334	\$238.00	\$0.00	(\$238.00)
Recycle Grant	\$1,650.00	\$0.00	(\$1,650.00)
Cable Comm. Grant	\$7,000.00	\$6,152.79	(\$847.21)
Total Acct 336	\$8,650.00	\$6,152.79	(\$2,497.21)
City Hall and Garage Rent	\$500.00	\$236.50	(\$263.50)
Total Acct 341	\$500.00	\$236.50	(\$263.50)
Fines	\$1,000.00	\$309.98	(\$690.02)
Total Acct 351	\$1,000.00	\$309.98	(\$690.02)
Delinquent Utilities - Garb/CEC	\$0.00	\$248.05	\$248.05
Miscellaneous	\$500.00	\$33.30	(\$466.70)
Total Acct 361	\$500.00	\$281.35	(\$218.65)
Interest Earnings	\$1,000.00	\$3.09	(\$996.91)
Contrib. and Donations-Private	\$400.00	\$670.00	\$270.00
Refunds and Reimbursements	\$0.00	\$310.10	\$310.10
Total Acct 362	\$1,400.00	\$983.19	(\$416.81)
Total Revenues	\$346,888.00	\$179,970.49	(\$166,917.51)
Other Financing Sources:			
Sale of Investments		\$0.00	
Transfers from other Funds		\$0.00	
Disbursements:			
Publishing	\$2,175.00	\$3,354.44	(\$1,179.44)
Total Acct 411	\$2,175.00	\$3,354.44	(\$1,179.44)
City Council	\$2,700.00	\$649.43	\$2,050.57
Total Acct 413	\$2,700.00	\$649.43	\$2,050.57
Clerk - Treasurer	\$56,000.00	\$38,537.99	\$17,462.01
Elections	\$4,400.00	\$855.76	\$3,544.24
Office Operations/Supplies	\$4,275.00	\$2,081.77	\$2,193.23
Postage/Postal Permits	\$800.00	\$661.52	\$138.48
Total Acct 414	\$65,475.00	\$42,137.04	\$23,337.96
Financial Administration	\$400.00	\$196.43	\$203.57

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

09/05/2012

Assessing	\$5,325.00	\$5,436.23	(\$111.23)
Total Acct 415	\$5,725.00	\$5,632.66	\$92.34
Legal Services	\$8,000.00	\$4,620.78	\$3,379.22
Engineer Service	\$6,000.00	\$2,327.93	\$3,672.07
Total Acct 416	\$14,000.00	\$6,948.71	\$7,051.29
Per Diem	\$1,560.00	\$0.00	\$1,560.00
Total Acct 418	\$1,560.00	\$0.00	\$1,560.00
City Training and Development	\$5,000.00	\$2,246.00	\$2,754.00
City Hall-Gov't Buildings	\$9,300.00	\$5,349.33	\$3,950.67
City Insurance	\$10,524.00	\$9,103.00	\$1,421.00
Cable Eqpmt and Service	\$1,200.00	\$434.00	\$766.00
Newsletter	\$400.00	\$228.45	\$171.55
Total Acct 419	\$26,424.00	\$17,360.78	\$9,063.22
Police	\$90,935.00	\$67,331.97	\$23,603.03
Total Acct 421	\$90,935.00	\$67,331.97	\$23,603.03
Fire	\$20,500.00	\$15,987.78	\$4,512.22
Total Acct 422	\$20,500.00	\$15,987.78	\$4,512.22
Building Inspection	\$9,400.00	\$6,658.61	\$2,741.39
Total Acct 424	\$9,400.00	\$6,658.61	\$2,741.39
Other Protection	\$68.00	\$93.88	(\$25.88)
Animal Control	\$925.00	\$882.00	\$43.00
Total Acct 428	\$993.00	\$975.88	\$17.12
Streets and Road Mntnc	\$7,000.00	\$2,579.79	\$4,420.21
Street Sweeping	\$4,000.00	\$1,935.00	\$2,065.00
Ice and Snow Removal	\$15,300.00	\$5,092.29	\$10,207.71
Tree Care/Inspection	\$800.00	\$0.00	\$800.00
Tree Removal	\$2,550.00	\$732.75	\$1,817.25
Weed Control	\$1,700.00	\$0.00	\$1,700.00
Drainage - Structure Care	\$1,400.00	\$0.00	\$1,400.00
Street Signs	\$3,000.00	\$0.00	\$3,000.00
Street Lights	\$15,000.00	\$9,802.36	\$5,197.64
Wtr/Swr Emergency	\$1,000.00	\$0.00	\$1,000.00
Survey - Public Property	\$2,500.00	\$0.00	\$2,500.00
Total Acct 431	\$54,250.00	\$20,142.19	\$34,107.81
Sanitation - Recycling	\$12,700.00	\$7,557.66	\$5,142.34
Total Acct 441	\$12,700.00	\$7,557.66	\$5,142.34
Lawn Care/Mntnc	\$6,000.00	\$2,100.00	\$3,900.00
Total Acct 450	\$6,000.00	\$2,100.00	\$3,900.00
Recreation	\$2,000.00	\$1,850.00	\$150.00
Total Acct 451	\$2,000.00	\$1,850.00	\$150.00
Parks	\$13,000.00	\$8,438.62	\$4,561.38
Total Acct 452	\$13,000.00	\$8,438.62	\$4,561.38
CONSERVATION - NATURAL RESOURC	\$5,700.00	\$5,697.34	\$2.66
Total Acct 461	\$5,700.00	\$5,697.34	\$2.66
Unallocated Expenditures	\$8,351.00	\$0.00	\$8,351.00
Total Acct 492	\$8,351.00	\$0.00	\$8,351.00

Total Disbursements	\$341,888.00	\$212,823.11	\$129,064.89
Other Financing Uses:			
Purchase of Investments		\$0.00	
Transfers to other Funds		\$0.00	
Beginning Cash Balance		\$513,015.66	
Cash Balance as of 12/31/2012		\$480,163.04	

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

09/05/2012

As of 12/31/2012

Special Rev Projects

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Dock/Lift Permit Fee	\$0.00	\$4,135.00	\$4,135.00
Total Acct 322	\$0.00	\$4,135.00	\$4,135.00
Total Revenues	\$0.00	\$4,135.00	\$4,135.00
Other Financing Sources:			
Sale of Investments		\$0.00	
Transfers from other Funds		\$0.00	
Disbursements:			
Parks	\$5,000.00	\$4,170.09	\$829.91
Total Acct 452	\$5,000.00	\$4,170.09	\$829.91
Total Disbursements	\$5,000.00	\$4,170.09	\$829.91
Other Financing Uses:			
Purchase of Investments		\$0.00	
Transfers to other Funds		\$0.00	
Beginning Cash Balance		\$11,481.67	
Cash Balance as of 12/31/2012		\$11,446.58	

As of 12/31/2012

Sewer 2004 Bonds

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Sewer Re-hab A&B	\$0.00	\$4,990.87	\$4,990.87
Total Acct 361	\$0.00	\$4,990.87	\$4,990.87
Total Revenues	\$0.00	\$4,990.87	\$4,990.87
Other Financing Sources:			
Sale of Investments		\$0.00	
Transfers from other Funds		\$0.00	
Disbursements:			
Bond Payment	\$0.00	\$29,768.00	(\$29,768.00)
Total Acct 471	\$0.00	\$29,768.00	(\$29,768.00)
Unallocated Expenditures	\$0.00	\$1,184.96	(\$1,184.96)
Total Acct 492	\$0.00	\$1,184.96	(\$1,184.96)
Total Disbursements	\$0.00	\$30,952.96	(\$30,952.96)
Other Financing Uses:			
Purchase of Investments		\$0.00	
Transfers to other Funds		\$0.00	
Beginning Cash Balance		\$0.00	
Cash Balance as of 12/31/2012		(\$25,962.09)	

As of 12/31/2012

Birchwood In Re-hab Bond

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Sewer Re-hab A&B	\$0.00	\$327.80	\$327.80
Total Acct 361	\$0.00	\$327.80	\$327.80
Total Revenues	\$0.00	\$327.80	\$327.80
Other Financing Sources:			
Sale of Investments		\$0.00	
Transfers from other Funds		\$0.00	
Disbursements:			
Unallocated Expenditures	\$0.00	\$165.21	(\$165.21)
Total Acct 492	\$0.00	\$165.21	(\$165.21)
Total Disbursements	\$0.00	\$165.21	(\$165.21)
Other Financing Uses:			
Purchase of Investments		\$0.00	
Transfers to other Funds		\$0.00	
Beginning Cash Balance		\$0.00	
Cash Balance as of 12/31/2012		\$162.59	

As of 12/31/2012

Sewer Re-hab 2008 Debt

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Sewer Re-hab A&B	\$0.00	\$8,671.65	\$8,671.65
Total Acct 361	\$0.00	\$8,671.65	\$8,671.65
Total Revenues	\$0.00	\$8,671.65	\$8,671.65
Other Financing Sources:			
Sale of Investments		\$0.00	
Transfers from other Funds		\$0.00	
Disbursements:			
Bond Payment	\$0.00	\$3,571.91	(\$3,571.91)
Total Acct 471	\$0.00	\$3,571.91	(\$3,571.91)
Unallocated Expenditures	\$0.00	\$3,772.35	(\$3,772.35)
Total Acct 492	\$0.00	\$3,772.35	(\$3,772.35)
Total Disbursements	\$0.00	\$7,344.26	(\$7,344.26)
Other Financing Uses:			
Purchase of Investments		\$0.00	
Transfers to other Funds		\$0.00	
Beginning Cash Balance		\$0.00	
Cash Balance as of 12/31/2012		\$1,327.39	

As of 12/31/2012

Cap Project - PW

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

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

09/05/2012

As of 12/31/2012

Capital Projects

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Total Revenues	\$0.00	\$0.00	\$0.00
Other Financing Sources:			
Sale of Investments		\$0.00	
Transfers from other Funds		\$0.00	
Disbursements:			
City Hall-Gov't Buildings	\$15,000.00	\$940.00	\$14,060.00
Total Acct 419	\$15,000.00	\$940.00	\$14,060.00
Sewer Utility	\$0.00	\$26,718.75	(\$26,718.75)
Total Acct 431	\$0.00	\$26,718.75	(\$26,718.75)
Total Disbursements	\$15,000.00	\$27,658.75	(\$12,658.75)
Other Financing Uses:			
Purchase of Investments		\$0.00	
Transfers to other Funds		\$0.00	
Beginning Cash Balance		\$59,527.99	
Cash Balance as of 12/31/2012		\$31,869.24	

As of 12/31/2012

Cap Proj - Catchbasin

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

As of 12/31/2012

Water Enterprise Fund

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Water Fee	\$0.00	\$21,599.80	\$21,599.80
Penalty - Late Water/Sewer	\$0.00	\$705.70	\$705.70
State and Misc fees	\$0.00	\$1,179.01	\$1,179.01
Total Acct 341	\$0.00	\$23,484.51	\$23,484.51
DELQ - Water-Sewer fees	\$0.00	\$2,279.80	\$2,279.80
Total Acct 361	\$0.00	\$2,279.80	\$2,279.80
Interest Earnings	\$0.00	\$0.27	\$0.27
Total Acct 362	\$0.00	\$0.27	\$0.27
Total Revenues	\$0.00	\$25,764.58	\$25,764.58
Other Financing Sources:			
Sale of Investments		\$0.00	
Transfers from other Funds		\$0.00	
Disbursements:			
Legal Services	\$0.00	\$981.45	(\$981.45)
Engineer Service	\$0.00	\$1,375.50	(\$1,375.50)
Total Acct 416	\$0.00	\$2,356.95	(\$2,356.95)
Utility Locates	\$0.00	\$199.54	(\$199.54)
Total Acct 428	\$0.00	\$199.54	(\$199.54)
Water Utility	\$27,000.00	\$40,853.77	(\$13,853.77)
Wtr/Swr Emergency	\$0.00	\$7,678.10	(\$7,678.10)
Total Acct 431	\$27,000.00	\$48,531.87	(\$21,531.87)
Total Disbursements	\$27,000.00	\$51,088.36	(\$24,088.36)
Other Financing Uses:			
Purchase of Investments		\$0.00	
Transfers to other Funds		\$0.00	
Beginning Cash Balance		\$35,730.61	
Cash Balance as of 12/31/2012		\$10,406.83	

As of 12/31/2012

Sewer Enterprise Fund

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Sewer Fee	\$0.00	\$43,765.28	\$43,765.28
Total Acct 341	\$0.00	\$43,765.28	\$43,765.28
DELQ - Water-Sewer fees	\$0.00	\$1,538.83	\$1,538.83
Total Acct 361	\$0.00	\$1,538.83	\$1,538.83
Interest Earnings	\$0.00	\$0.86	\$0.86
Total Acct 362	\$0.00	\$0.86	\$0.86
Total Revenues	\$0.00	\$45,304.97	\$45,304.97
Other Financing Sources:			
Sale of Investments		\$0.00	
Transfers from other Funds		\$0.00	
Disbursements:			
Financial Administration	\$0.00	\$489.00	(\$489.00)
Total Acct 415	\$0.00	\$489.00	(\$489.00)
Engineer Service	\$0.00	\$1,322.50	(\$1,322.50)
Total Acct 416	\$0.00	\$1,322.50	(\$1,322.50)
Utility Locates	\$0.00	\$99.51	(\$99.51)
Total Acct 428	\$0.00	\$99.51	(\$99.51)
Drainage - Structure Care	\$58,200.00	\$0.00	\$58,200.00
Wtr/Swr Emergency	\$0.00	\$8,035.94	(\$8,035.94)
Sewer Utility	\$0.00	\$43,992.38	(\$43,992.38)
Total Acct 431	\$58,200.00	\$52,028.32	\$6,171.68
Total Disbursements	\$58,200.00	\$53,939.33	\$4,260.67
Other Financing Uses:			
Purchase of Investments		\$0.00	
Transfers to other Funds		\$0.00	
Beginning Cash Balance		\$174,704.05	
Cash Balance as of 12/31/2012		\$166,069.69	

**Dale Powers
2011-2012 Performance Goals
August 2011**

Dale Powers' June 2012 Comments in PURPLE

Council Member Sampair's July 2012 Review and Recommendations in RED

The following goals are not an inclusive list of the clerk's activities for the upcoming twelve month period. They are meant to be areas of special focus and are in addition to the typical duties contained in the City Clerk/Coordinator position description.

A Priority – Highest Priority

1. Ensure that code and policy books are up-to-date and posted to the city website. (3rd quarter 2011) This is an ongoing activity; as codes and policies are updated, I update the website as time permits.

7/1/2012 New Goal on this subject

a.) A Handbook(or outline) for Incoming New Council People was set as a new goal!

b.) Web Page –Continue to Improve by adding easier link buttons and try to organize items better possibly in Chronological order. Dale is to research Website Packages that may be improvements to our site

2. Ensure that all city services are under a current contract; retain an up-to-date contract book. (ongoing) **Completed**, except for a meter reading contract with S L Serco. I've been in contact with Alex Guderian of S L Serco on this matter, so he is aware of the City's desire for a contract.
3. Ensure that paperwork for all current activities is filed appropriately for easy retrieval. (ongoing) **This is an established practice.**
4. Work with Parks Committee on bringing focus and direction to the Committee's responsibilities and provide administrative guidance. Ensure a smooth and timely hiring process for hockey attendants and other park employees. (ongoing) **There is regular communication with the Committee Chair. While this goal could be more effectively accomplished by attending monthly Committee meetings, the City Council did not authorize additional hours for this. The hiring process for seasonal parks staff continues to be smooth and timely.**

7/1/2012 New Goal on this subject

a.) Council Needs to address more hours for Dale to more effectively provide direction and efficiencies to Parks Commission by attending and assisting & directing with agenda of meetings, staying on task and budget, and providing and communicating meeting minutes to the City Council.

5. Work with Planning Commission to update the city code for exterior Storage, Complaint investigation Process, Interim Use Permit and other specific land use ordinances as directed by the City Council. (3rd and 4th quarter 2011) **Completed.**

7/1/2012 New Goal on this subject

a.) History to Ordinance Amendments when reviewing an Ordinance for an update or change - should be provided to all council members to the best of our recording allows so that we may follow the history of all changes.

b.) Council Needs to address adding more hours for Dale to more effectively provide direction and efficiencies to Planning Commission by attending and assisting & directing with agenda of meetings and communicating meeting minutes to the council

6. Meet semi-annually with White Bear Lake Planning and Building staff to discuss work process. (3rd quarter 2011, 1st quarter 2012). **I've been in regular contact with WBL Planning & Building staff on matters of mutual interest. However, no formal "sit down" meeting has been scheduled with WBL, nor has one been requested by WBL staff.**
7. Provide work direction and oversight of park employees in coordination with City Council liaison to Parks Committee and the Parks Committee Chairperson. (ongoing) **This is being accomplished through oral communication with John Lund (primarily) and Barb Carson (occasionally). It is not thought that the Council wants me to provide line-level (direct) supervision of park employees. If this is not the case, please advise.**

The City Council Needs to Address this Issue if Dale is to Improve on this Set Goal

8. Complete a new contract with the City of White Bear Lake for desired services related to the City's water system. (4th quarter 2011) **Completed – however, the contract is with Saint Paul Regional Water Systems. .**
9. Recommend to the City Council an implementation strategy and timeline for City Hall improvements. (1st quarter 2012). **There are two remaining improvements to the City Hall: a handicapped ramp and front door, and making the upstairs bathroom fully ADA-compliant. The meeting space was painted spring 2012. Since the cost of the ramp/door exceeds \$20,000, staff previously recommended putting aside funds over a multiple year period for subsequent construction. Staff recommends procuring an estimate for making the upstairs bathroom ADA-compliant for review , comment, and consideration for inclusion in the FY 2013 budget.**
10. Continue building effective working relationships with other City staff, committee chairs, vendors, and contractors. (ongoing) **This goal is difficult to quantify.**

7/1/2012 Personnel committee Defined and reset this goal as continuous

a.) Definition included the following outline:

- i. **Treat Fairly all parties**
- ii. **Commitment to Respect all parties**

iii. All actions must reflect positively on the city

11. Develop a list of possible volunteer services in the City and solicit volunteers to perform those services, including Sentence to Service crews. Publish in newsletter (ongoing). This goal needs explanation.

7/1/2012 Personnel committee Defined and reset this goal as continuous

a.) Services such as Filing, Website, Buckthorn removal, Newsletter are areas to explore

B Priority – As time permits.

1. Continue to clean and organizes historic files according to the adopted records retention policy. (ongoing) This is being done as time permits.
2. Take proactive action when discovering activities in the City that are out of compliance with city code. (ongoing) To the extent that the discovery process is from others and not me, this is already being done. Given the City's previous experience with proactive code enforcement, I did not think the Council wanted me to patrol the City. If this is a misimpression, please advise.

7/1/2012 (Dog License)

Identify problems, bring to the attention of the Council

3. Work with the City Treasurer to complete the electronic funds transfer process. (4th quarter 2011). My understanding from talking with Cindie is that Direct Deposit is completed. I am unaware of Cindie's progress on the other aspects of the EFT process.
4. Continue work on improving the City's website. (ongoing). You be the judge

Stretch Goal

1. Conduct a resident satisfaction survey. No work has been done on this.
2. Work with the City Treasurer and the City Council liaison for Budget and Finance to prepare the annual budget. (2nd quarter 2012). No work has been done on this.

7/1/2012 Jane Harper and dale are working on this transition on Budget items

Areas of Concern to Council-Need to be addressed

- 1.) Hour allocation and Committee Oversight
- 2.) Filing System-Needs to be Chosen (i.e. chrono, alpha, issue)
- 3.) Application Form Unity

Over All Review Conclusion: Dale has completed a majority of the tasks and goals asked of him. New goals and tasks have been assigned or tweaked and reassigned for 2012-2013. His request for more hours must be considered along with a continuation of his Log book correlating hours to work items (which we have tweaked to more relevant data-(hours for each task completed that day). I recommend Log book continued through end of Septemer 2013 and then reviewed by the council. I recommend assigning one committee now without increasing hours to see the impact. I-We recommend 4% increase in pay for 2012-2013 time period (a 4% raise was given last year).

SURVEY OF MUNICIPAL COST OF LIVING PROPOSALS FOR 2013

Perham (population 2,995; pays \$3,768/yr per employee for health insurance).....2%
Calloway (population 200; pays \$4,662/yr per employee for health insurance)3.3%
Blaine (population 57,000; pays \$11,160/yr per employee for benefit package).....2%
Pine River (population 944; pays \$4,560/yr per employee for health insurance)..... 2%

NOTE: Perham's health insurance contribution represents 10.64% of an employee salary of \$35,400.

NOTE: Calloway's health insurance contribution represents 13.17% of an employee salary of \$35,400.

NOTE: Blaine's benefit package contribution represents 31.53% of an employee salary of \$35,400.

NOTE: Pine River's health insurance payment contribution represents 12.88% of an employee salary of \$35,400.

Annual Performance Review
City Clerk/Coordinator Dale Powers
September 2012

- I. Meeting.** The Personnel Committee, consisting of Mayor Alan Mitchell and Councilman Tony Sampair, met with Dale Powers on June 26, 2012, to discuss Dale's performance over the past twelve months. At Dale's request, the meeting was open to the public. Alan Mitchell and Tony Sampair have elected to prepare their own synopsis of the review and to make their own recommendations.
- II. Performance Evaluation.** I have placed a written performance evaluation in Dale's personnel file and provided a copy to Dale. This evaluation is protected from public disclosure under the Data Practices Act, although Dale may elect to disclose it.
- III. Goals.** In September 2011 the City Council established a list of goals for Dale to achieve. Dale has made good progress in achieving the goals that were established last year. I recommend a number of different, specific goals for the Clerk to address going forward. A copy of the list of goals is attached.
- IV. Salary.** The City Council approved a 4% raise in salary for the Clerk in September 2011, retroactive to July, the one year anniversary of Dale's hiring. I recommend that the Clerk be awarded another 2% raise, from the present \$35,360 to \$36,067 annually, a raise of \$707 a year. The actual amount and the effective date of the raise will be determined by the full City Council.
- V. Employment Agreement.** The Employment Agreement between the City Clerk/Coordinator and the City was revised in September 2011. It needs to be revised again in a couple of respects – to reflect any changes in salary approved by the City Council and to establish the budget for professional development. If the Clerk or other City Councilmembers have other terms that need review, those can be identified.

/s/ Alan Mitchell_____

Alan Mitchell, Mayor

September 6, 2012_____

Date

City Clerk/Coordinator
2012-2013 Performance Goals
September 2012

The following goals are identified for the upcoming twelve month period, September 2012 through August 2013.

1. **Handbook.** Create a handbook that can be provided to all new councilmembers when they take office in January 2013. This handbook would also be helpful to members of the public and could be made available in city hall. The handbook would contain such documents as the Rules of Procedure, city policies, Council appointments, the budget, and members of the various committees created by the Council.
2. **Webpage.** Identify and make improvements in the Birchwood webpage to make it even more reader friendly. In addition, post all new information within a week after the action is taken by the Council or a matter requiring posting comes to the City's attention.
3. **Filing System.** Describe the City's filing system in writing so that Councilmembers and the public can learn how documents are filed at city hall.
4. **Application Form.** Develop an Application Form that can be used by the City when residents apply for appointment to a committee or other body.
5. **Code Book.** Update the city Code Book to provide the history of each ordinance where such history is available.
6. **Storm Water Pollution Prevention Program.** Update the City's SWPPP as required by the Pollution Control Agency's new MS4 Permit (Municipal Separate Storm Sewer System Permit) for cities like Birchwood.
7. **Resident Satisfaction Survey.** Develop a survey form that can be circulated among residents to receive their comments on City services and performance.
8. **Committee Assistance.** Provide assistance to all City committees as requested by the committees.

**Annual Performance Review
City Treasurer Cindie Reiter
September 2012**

- I. **Meeting.** I met with the City Treasurer, Cindie Reiter, on July 20, 2012. The meeting was noticed as a meeting of the Personnel Committee but the other member of the Committee, Councilman Tony Sampair, was unable to make the meeting. At Cindie's request, the meeting was open to the public. This was the first meeting of its kind that had been held with Cindie since she began working for the City in September 2010.

- II. **Performance Evaluation.** I have placed a written performance evaluation in Cindie's personnel file and provided a copy to Cindie. This evaluation is protected from public disclosure under the Data Practices Act, although Cindie may elect to disclose it.

- III. **Salary.** Cindie has not had a raise since she was hired. I recommend that Cindie be given a 6% raise, retroactive to July 1, 2012, provided there is money in the 2012 budget to pay for the increase. This would change her hourly rate from the present \$19 per hour to \$20.14. The actual amount and the effective date of the raise will be determined by the full City Council.

- IV. **Employment Agreement.** The Employment Agreement between the City and the Treasurer has not been revised since it was executed in January 2011. It needs to be revised to reflect the increase in pay and to update the language to be consistent with the agreement with the City Clerk/Coordinator. A revised draft of the agreement is attached.

/s/ Alan Mitchell
Alan Mitchell, Mayor

September 6, 2012
Date

**BIRCHWOOD VILLAGE CITY TREASURER
EMPLOYMENT AGREEMENT**

This AGREEMENT made this _____ day of _____, 2012, by and between the City of Birchwood Village, Minnesota (“Employer”), and Cindie Reiter (“Employee”).

WHEREAS, the parties previously agreed upon the terms of employment of Employee and such agreement was approved by the City Council of Employer;

WHEREAS, the parties desire to extend Employee’s employment and to enter into a new agreement setting forth the terms of employment including compensation;

WHEREAS, the parties desire that this Agreement replace any prior Employment Agreements;

NOW THEREFORE, the parties agree as follows:

1. **POSITION.** Employer agrees to employ Employee to perform the functions and duties of the City Treasurer and to perform other legally permissible and proper duties and functions as the City shall from time to time assign. A Job Description of the enumerated job duties of the City Treasurer is attached hereto as “Exhibit 1.”
2. **EMPLOYMENT STATUS.** Employee shall be an employee “at will,” with the employment continuing until ended by either Employer or Employee.
3. **COMPENSATION.** Employer shall pay Employee a wage of \$_____ per hour, paid semimonthly on the first and the fifteenth day of each month. The Employee shall complete timesheets for all hours worked and provide the same to the Mayor or Acting Mayor for review prior to receiving the paycheck for those hours worked.
4. **HOURS OF WORK.** Employee is expected to work twelve (12) hours per week. Employee may determine the hours in each week to work but shall work at least six hours per week at City Hall on average over a pay period. Employee may be asked to work at City Hall during open office hours if the City Clerk/Coordinator is unavailable during this time. Employee shall be paid at the same hourly rate if maintaining open office hours during the Clerk/Coordinator’s absence requires more than twelve hours per week or if the Employee is asked by the Mayor or Acting Mayor to work additional hours in any pay period.
5. **OFFICE HOURS.** Open office hours at City Hall shall be 9:00am to 12:00pm on Mondays and Thursdays (subject to change at Council’s discretion).
6. **ATTENDANCE AT COUNCIL MEETINGS.** Employee shall attend regular and special city council meetings when requested by the Mayor or Acting Mayor and in the absence of the City Clerk/Coordinator. Employee shall be compensated at the specified hourly rate if

attendance at council meetings causes Employee to work in excess of twelve hours per week in the pay period.

7. **PENSION PLAN AND OTHER BENEFITS.** Employer shall contribute to the Public Employees Retirement Association (PERA) for Employee as required by State law, or an alternate pension plan, if selected by Employee, authorized by State law. Employer shall pay for Employee's FICA and Worker's Compensation contributions. Employee shall not be entitled to health insurance, life insurance, or any other benefits not enumerated herein.
8. **PERSONAL TIME.** Employee shall not accrue any paid personal time during the course of employment. Employee may request unpaid personal leave for up to four weeks in a calendar year.
9. **HOLIDAY LEAVE.** Employee shall be given unpaid holiday time off for ten (10) days per year for each of the following holidays: New Year's, Martin Luther King Jr, Presidents', Memorial, July 4th, Labor, Columbus, Veteran's, Thanksgiving and Christmas.
10. **PROFESSIONAL DEVELOPMENT.** Employer agrees to budget up to \$_____ to cover the costs of Employee's attendance at professional development courses or seminars and Employee's dues for membership in professional organizations or associations, relating to Employee's profession and Employee's continued professional participation, growth and advancement, for calendar year 2013. No expenses shall be authorized without the prior approval of the City Council.
11. **ANNUAL PERFORMANCE REVIEW.** Employee shall be given, at a minimum annual salary and performance reviews. Such reviews shall be conducted by the Personnel Committee, which shall report to the City Council.
12. **GENERAL EXPENSES.** Employer recognizes that certain expenses of a non-personal and generally job-affiliated nature will be incurred by Employee, and hereby agrees to reimburse Employee for such expenses. Such reimbursement shall be subject to review and approval by the City Council. Employee shall keep receipts or other proof of payment and submit them, along with an itemized ledger, to the City Council for review prior to reimbursement. The Employee shall be compensated for mileage at the rate established by the Internal Revenue Service. Employer may direct Employee to cease incurring certain expenses.
- ~~13.~~ **GENERAL CONDITIONS OF EMPLOYMENT.** The parties expressly agree that Employee's employment is "at-will." Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of Employer to terminate Employee's employment at any time, and for any reason. Furthermore, nothing in this Agreement shall prevent, limit or otherwise interfere with the right of Employee to resign at any time from his position with Employee; the Employer requests a courtesy notice of a minimum of two weeks.
14. **APPLICABILITY OF PERSONNEL POLICIES AND RESOLUTIONS.** Except where specifically abridged or modified by this Agreement, personnel policies as defined

and set forth for employees of Employer, whether previously enacted or to be enacted in the future, shall apply to this Employee.

15. **OTHER TERMS AND CONDITIONS OF EMPLOYMENT.** Employer and Employee may mutually agree to any other terms and conditions of employment of Employee as they may mutually deem appropriate from time-to-time, provided such terms and conditions are not inconsistent with the provisions of this Agreement, the laws of the State of Minnesota, the ordinances of Employer, or any other applicable laws. Subject to the provisions of this Agreement, Employee is not prohibited from securing additional employment elsewhere so long as the additional employment does not conflict with performing the basic functions of the city clerk job. Said additional employment shall not be with an employer in which the appearance or fact of a conflict of interest with the Employer is apparent.
16. **DECORUM.** Without the express written consent of the City Council, the Employee, acting within the scope of employment, shall not engage in activities, actions, public displays, or behavior that are directly contrary to the established policies, goals, programs or positions of Employer. The Employee shall not publicly offer opinions representing same to be the official position of Employer on any matter that has not been approved by the City Council for release. The Employee shall not use or disclose any information or data not otherwise already in the public domain for personal or financial gain. The Employee shall disclose to the City Council any direct, indirect or perceived conflicts of interest that the Employee may have relative to matters appearing before the City Council or as may be transacted by Employer in its routine operations.
17. **INDEMNIFICATION.** Employer shall defend and indemnify Employee pursuant to Minnesota Statutes § 466.07. In addition, Employer shall defend, hold harmless, and indemnify Employee from all torts; civil damages and penalties, and fines; and violation of statutes, laws, rules and ordinances, provided the Employee was lawfully acting in the performance of the duties of the position.
18. **ASSIGNMENTS AND SUBCONTRACTS.** None of the sums due, or about to become due, nor any of the work to be performed under this Employment Agreement by Employee shall be assigned to any third party without the prior written consent of Employer.
19. **APPLICABLE LAW.** This Employment Agreement shall be deemed to have been entered into and shall be construed and governed in accordance with the laws of the State of Minnesota.
20. **WAIVERS.** Failure of either party to insist, in any one (1) or more instances, upon the performance of any of the terms, covenants, or conditions of this Employment Agreement, or to exercise any right hereunder, shall not be construed as a waiver or relinquishment of the future exercise of such right, but the obligation of the other party with respect to such future performance shall continue in full force and effect.
21. **SEVERABILITY.** The invalidity or unenforceability of any particular provision of this Employment Agreement shall not affect the other provisions, and this Employment

Agreement shall be construed in all respects as if such invalid or unenforceable provision or provisions were omitted.

- 22. **AMENDMENTS.** The terms of this Employment Agreement may not be amended, modified, released, interpreted or changed in any manner, except by written instrument signed by both the Employer and Employee.
- 23. **HEADINGS.** The headings utilized herein are provided as aids in referencing provisions of this Employment Agreement, but shall not be utilized in interpretation or construction of the terms and conditions herein.
- 24. **MERGER.** This Employment Agreement and any attachment (when signed by both parties) contain the entire and only understanding or agreement between the parties in relation to the subject matter hereof. Any representations, provision, undertakings or conditions not contained herein shall be of no effect and nonbinding. This Agreement shall constitute the entire agreement between the parties and shall be binding upon and inure to the benefits of the heirs, executors, administrators and successors in interest of the parties. All previous agreements are considered to be null and void.
- 25. **FORCE MAJEURE.** Neither party shall be liable or deemed to be in default for any delay or failure to perform under this Employment Agreement resulting, directly or indirectly, from any cause beyond reasonable control, including, but not limited to, war, fire, riot, insurrection and acts of God.

IN WITNESS WHEREOF, Employer and Employee have caused this Agreement to be signed and executed, in duplicate, the day and year first written above.

EMPLOYER:

EMPLOYEE:

By: _____

Its: _____

Date: _____

Date: _____

CITY OF BIRCHWOOD
TITLE OF CLASS: TREASURER
SEPTEMBER 2012

Purpose of the Position

Perform general accounting functions, financial record keeping and other duties as required under Minnesota Statutes section 412.141 prescribed by law; fills in as City Clerk/Coordinator in the absence of the City Clerk/Coordinator

Supervision

Works under the general and administrative supervision of the City Council.

Typical Duties

- Preparation of monthly reports of fund balances and year-to-date comparisons to budget.
- Preparation of periodic reports and forecasts of cash flow and cash positions, including year-end filings and budget reporting.
- Track due dates of investments, provided recommendations and then implementation of investments per Council approval.
- Evaluation of project costs and vendor fees.
- Preparation of annual budget worksheets, assist in developing annual budget process.
- Maintenance of the accounting system, including prompt entry of all receipts and disbursements, and reconciling accounts monthly.
- Deposit and transfer moneys between accounts and prepare bank reconciliations monthly.
- Attendance at meetings as directed by Council.
- Assist in completing grant and loan applications; administer grant moneys that are received.
- Provide access to financial books and records as required by law.
- Perform any other statutory duties under Minnesota Statutes section 414.141 prescribed by law.
- Perform other duties as assigned or requested by the City Council.
- Complete and file all financial information as required by the various regulatory agencies.

Date: September 5, 2011

To: Birchwood City Council
From: Cindie J Reiter, City Treasurer

Re: 2013 Proposed Budget and Levy

GENERAL FUND – 2013 Budget and Levy

Included for your review is the 2013 Proposed Budget Spreadsheet based on the determinations of the budget worksession on August 23, 2012. Notes to the spreadsheet are as follows:

- Changes made are indicated by a highlighted blue cell (on scanned copy sent via email)*
- Also provided is the WA County Property Tax Impact Worksheet (estimate)

The budget detail includes decreases and many increases in individual line items. If the proposed budget is adopted, the City Council would certify a PROPOSED levy of \$379,872. This is an increase of \$54,872 or 16.9% over the 2012 certified final levy of \$325,000. The proposed 2013 expenditures of \$379,110 are a 14.8% increase over the final budget of 2012 of \$346,888. These numbers are for operations only and do not include any Capital Projects that have yet to be identified for 2013 expenses.

Significant 2013 increases of \$52,000 in budget/levy items are as listed:

- Proposed Street projects: Seal Coat \$25,000 (w/o Hall-Cedar), Crack Seal \$10,000, Engineer \$9,000
- Recreation - Community Events \$1,500
- Park Supervisor position \$4,000
- Trees ALL expenses \$2,500

The 2013 PROPOSED Levy to be certified per statute by 9/15/2012 (9/17/12 this year) cannot be increased (except in specific/critical circumstances) when the FINAL Levy is certified in December. Therefore information gathered further on the city' budget and levy needs can be re-considered and will be up for comment at the Public Hearing to be held before final approval and certification to the county in December.

The City Council should consider that the remaining Capital Projects information.

Sewer Projects

In 2011 the council recommended funding the following projects from the Sewer Fund for a total expenditure of \$58,200.

- Manhole repairs - \$30,000 completed for \$32,700 (found further damage from tree roots)
- Lift station pump replacement - \$15,000 Wildwood Lift Stn. Rupp Pump replaced for \$6,182
- Video mains for cracks - \$4,200 completed for \$4266
- Lift station maintenance - \$9,000 ?*Inquiry: Define Maintenance? Emergency or prevent emergency?*

Increased sewer fees were approved by council with rate increase to be in effect on September 2012 invoices. This is to fund for the cost of sewer capital projects and listed and maintain fund balance.

Water Projects

In 2011 the Council recommended funding the hydrant replacement/maintenance project (\$22,000) and the valve testing (\$5,000) from the Water Fund. A review of the Water Fund showed that it does not have enough fund balance to cover these expenditures. The Council engaged the services of Shelly Rueckert to propose a new water fee that will, in part, cover these costs. The city council raised rates to take effect September 2012.

In 2012 the city entered into a contract with St. Paul Regional Water Service the contract includes language to address the \$27,000 in capital projects listed above. *Inquiry – how to allocate monthly??*

**Council packet spreadsheet is in black & white.*

Capital Projects

In 2011 City Council recommended funding the city hall improvements (\$15,000) from the Capital Projects Fund. In 2012 (small) city hall improvements have been done by volunteer or staff. The Capital Projects Fund account balance is currently about \$31,870.

Park Budget

The Park & OS Committee proposed a budget of \$25,000 at the worksession. City Council used this proposed park's budget and allocated \$8,000 from the Park Fund to fund 2013 proposed park improvement projects and \$17,000 for proposed 2013 park operations.. The Park Special Revenue Fund generates about \$4,200 a year from dock and lift fees. The Park Fund balance is currently about \$11,500.

Please call/email with any questions.

Patrick J. Breen

Birchwood City Treasurer

City of Birchwood Village Revenue and Expenditure Trends

Source: 2007 - 2011 Year End Financial Statements

A	E	F	G	H	I	J	K
							2013 Notes
							2013 Proposed
	2010	2011	2012	2012	Levy	Other Revenue	
3	Actual	Actual	Budget	Est. Actual			
RECEIPTS							
4							
5	323,491	315,354	325,000	325,000	379,872		
6	LICENSES AND PERMITS						
7	9,583		100	0		-	
8	0	10,659	8,500	8,200		8,200	
9	0		0	0		-	
10	0	206	0	0		-	
11	0	25	1,000	750		-	- 2013 not a renewal year
12	INTERGOVERNMENTAL REVENUES						
13	0	0	0	0		-	
14	32,985	0	0	0		-	
15	0	238	238	238		238	
16	3,500	13,404	0	0		-	Poss DNR app in 2013 Warm House
17	0	1,678	1,650	1,650		1,000	
18	0	7,595	7,000	8,000		7,000	
19	CHARGES FOR SERVICES						
20	GENERAL GOVERNMENT						
21	340	350	500	500		500	
22	Certified Bills						
23	1,116		0	0		-	
24	Delinquent Utilities - Garb/CEC						
24	PUBLIC SAFETY						
25	HIGHWAYS AND STREETS						
26	CULTURE AND RECREATION						
27	Park Fees						
28	5,900	0	0	0		-	Now in Spec Rev Fund
29	OTHER CHARGES						
29	State & Misc Fees						
30	0		0	0		-	
30	Sales Tax						
31	FINES AND FORFEITS						
32	1,277		735	650		650	
33	Forfeits						
34	MISCELLANEOUS REVENUES						
35	Surcharge						
36	1,332	33	1,000	25		-	
36	Interest Earnings						
37	Contrib. & Donations-Private						
	0	725	400	700		500	

City of Birchwood Village Revenue and Expenditure Trends

Source: 2007 - 2011 Year End Financial Statements

	A	E	F	G	H	I	J	K
		2010	2011	2012	2012	2013 Proposed	Other Revenue	
1								2013 Notes
2		Actual	Actual	Budget	Est. Actual	Levy		
3		0	250	0	300		-	LMCIT dividend
38	Refunds and Reimbursements	0		0			-	
39	Sale of Investments	70,000		0	0		-	
40	Recycling Charge (Matt/Williamie)	0		0	0		-	
41	Cable/Excess Franchise Fee	0		0	0		-	
42	Miscellaneous	4,702	2,741	500	0		100	
43	NON-LEVY REVENUE			21,888	21,261	0	18,238	0.86
44	TRANSFER FROM OTHER FUNDS			54,988	54,926			
45	Transfer from Sewer Fund	0		58,200				
46	Transfer from Capital Projects	0		15,000				
47	Transfer from Water Fund			27,000				
48	Transfer from General Fund							
49	Parks Special Revenue Fund			5,000				NOW Designated Fund
50	Sewer Loan	0						
51	Operating Transfer In							
52								
53				452,088	346,261			
54								
55	DISBURSEMENTS							
56		2,010	2,011					
57	GENERAL GOVERNMENT							
58	Publishing							
59	Printing and Binding	0	91	175	100	100		
60	Legal Notice Publication	2,719	1,683	2,000	3,500	2,000		
61	Subtotal Publication	2,719	1,774	2,175	3,600	2,100	0	
62	City Council							
63	Wages and Salaries	1,847	4,415	2,700	2,600	4,200		0 2012 Budget Amended by -1500
64	Clerk							
65	Wages and Salaries	51,131	57,501	56,000	56,050	58,240		Includes taxes & PERA
66	Federal Tax - Employee	0	0					2013 at 1.04% of 2012
67	State Tax - Employee	0	0					
68	Employer Cont.-Retirement	0	0					
69	Retirement - Employee	0	0					
70	Medicare - Employer	0	0					

City of Birchwood Village Revenue and Expenditure Trends

Source: 2007 - 2011 Year End Financial Statements

2013 Notes

	A	E	F	G	H	I	J	K	L
		2010	2011	2012	2012	2013 Proposed	Other Revenue		
1									
2		Actual	Actual	Budget	Est. Actual	Levy			
3	Social Security Employer	0	0						
71	Medicare - Employee	0	0						
72	Soc Security - Employee	0	0						
73	Other Pay	0	0						
74	Mileage	0	42						
75	Recording and Reporting	0	0						
76	Accounting (Treasurer)	0	0						
77	Professional Services	3,500	0						
78	Admin. Staff Subtotal	54,631	57,543	56,000	56,050	58,240	0		
79	Elections								
80	Wages and Salaries	4,311	0	3,500	3,500	0			
81	Operating Supplies	0	0	100	100	0			
82	Repair & Maint. Supplies	0	470	500	500	500			
83	Mileage	0	0	50	50	0			
84	Legal Notice Publication	0	0	250	250	0			
85	Elections Subtotal	4,311	470	4,400	4,400	500	0		
86	Office Supplies	2,846	2,236	2,500	2,000	2,000			
87	Operating Supplies	445	78	100	100	100			
88	Repair & Maint. Supplies	520	0	0	0	0			
89	Office Equipment	2,023	1,953	1,000	500	800			
90	Small Tools & Minor Equip	70	0	300	200	250			
91	Contracted Services	59	1,425	375	375	375			Copier
92	Postage/Postal Permits		0						
93	Office Supplies	433	642	800	650	650			
94	Refunds & Reimbursements	52	0		0	0			
95	Office Operations Subtotal	6,447	6,334	5,075	3,825	4,175	0		
96	Financial Administration								
97	Auditing Services	22,874	15,143						
98	Fees (banking)	472	393	400	400	400			
99	Subtotal	23,346	15,536	400	400	400	0		
100	Insurance - City								
101	Insurance	0							
102	General Liability Ins.	3,604	6,980	4,355	3,754	3,800			
103	Property Insurance	2,160	2,619	2,500	2,183	2,200			
104									
105									

2013 new rate code - effect until - est am decr

City of Birchwood Village Revenue and Expenditure Trends

Source: 2007 - 2011 Year End Financial Statements

A	E	F	G	H	I	J	K	L
	2010	2011	2012	2012	2013 Proposed	Other Revenue		
1								
2								
3								
106	Worker's Comp (for employees)	690	2,447	1,800	2,113	1,100		
107	Vehicle Insurance	69	69	72	69	70		
108	Excess Liability	900	900	927	90	90		KEJ included but now has coverage
109	Crime Coverage	133	118	125	118	120		
110	Municipal	0	0	745	0	0		
111	Insurance Subtotal	7,556	13,133	10,524	8,327	7,380		Now included in pkg (GL) cost
112	Assessing							
113	Contracted Services	5,164	5,324	5,325	5,436	5,450		
114	Legal Services							
115	Professional Services	15,731	7,004	8,000	7,800	7,200		2012 \$590 Parks ? Water contract not incl
116	Engineer Service							
117	Professional Services	2,818	5,491	6,000	4,500	15,000		Water contract not incl in 2012/2013 St projects
118	Per Diem	475	475	1,560	1,560	1,560		Parks to be paid??
119	Grants							Move this section to T&D?? CK OSA
120	Grants (pandemic 2008)	0	200			0		
121	Grants Counseling Center 2011	0	2,022	3,200	1,941	1,825		
122	Planning & Zoning							
123								
124	Services Subtotal	24,188	20,562	24,085	21,237	31,035		Why in this section?
125	City Training & Development							
126	Training	40	1,609	700	500	1,200		
127	Transportation	0	247	100	100	100		LMC conf 2013 - St Cloud
128	Dues & Subscriptions	5,275	992	1,000	1,100	1,035		
129	T & D Subtotal	5,315	2,848	1,800	1,700	2,335		LMC dues 3.5% incr. per memo
130	City Hall-Govt Buildings							
131	Repair, Operating & Maint. Supp	176	3,843	3,300	2,500	2,800		
132	Professional Services	182	6,904	0	0	0		2012 updates some done by vol/staff
133	Contracted Services	418	924	700	800	800		
134	Telephone	1,158	1,298	1,300	1,400	2,000		T&E rate incr .25% rev'd 8/25 & Annual carpet clean
135	Utility Services	3,249	3,298	4,000	3,500	3,500		Add cell phone 550
136	Buildings & Structures	10,861	0	0	0	0		
137	Computer/Internet	0	0	0	0	0		ADA ramp to be Cap Project in future
138	Gov't Bldgs Subtotal	16,044	16,267	9,300	8,200	9,100		
139	Cable Eqmnt and Service							
140	Contracted Services	1,106	1,064	1,200	700	800		
	Communication	26,785	0	0	0	0		

2013 Notes

City of Birchwood Village Revenue and Expenditure Trends

Source: 2007 - 2011 Year End Financial Statements

A	E	F	G	H	I	J	K	L
	2010	2011	2012	2012	2013 Proposed	Other Revenue		
1							2013 Notes	
2	Actual	Actual	Budget	Est. Actual	Levy			
3								
141	Newsletter							
142	Operating Supplies		0	180	25		Hard Copy by rgrst only	
143	Contracted Services	302	446					
144	Printing and Binding	0	0	400	200	100		
145	Communication Subtotal	28,193	1,510	1,600	1,080	925	0	
146	TOTAL	174,597	140,392	118,059	111,419	120,390	0	
147	PUBLIC SAFETY							
148	Police							
149	Contracted Services	85,637	88,505	90,935	89,776	91,348		2013 budget info received 2/6 prior on W/BL labor
150	Fire							
151	Contracted Services	21,867	20,078	20,500	21,317	20,593		2013 budget info received 8/27
152	Building Inspection (non levy)							
153	Small Tools and Minor Equipment		175					
154	Contracted Services	15,664	8,237	8,700	8,500	8,500	8,500	Offset by fee revenues.
155	Fees (variance, cond, use permits)	692	170	700	500	500	500	
156	Other Protection							
157	Contracted Services	1,015	0	68	95	100		Code Red
158	Dept. of Labor Fees	692	0					Included in Bldg Permit area
159	County Environmental Charge		0					
160	Animal Control	304	857	925	882		897	2013 budget info received 8/27
161	Operating Supplies		0					
162	Refuse Collection	0	0					
163	Refunds & Reimbursements		0					
164	PUBLIC SAFETY TOTAL	125,871	118,022	121,828	121,070	112,041	9,897	
165	PUBLIC WORKS							
166	Improv Other than Bldg	0	0	0				
167	Survey Public Spaces		0	6,800	6,800	1,000		Amended 8/7/2012
168	Highways, Streets & Roadways							
169	Repair & Maint. Supplies	516		1,000	600	750		
170	Contracted Services	10,460	10,292	6,000	5,000	6,000		
171	Street Sweeping	0		4,000	3,900	4,000		
172	Seal Coat	35,739				25,000		2013 Project per CC worksession
173	Crack Sealing	0	0			10,000		2013 Project per CC worksession
174	Street Signs		266	3,000	3,000	1,500		2012 signs yet to purchase

City of Birchwood Village Revenue and Expenditure Trends

Source: 2007 - 2011 Year End Financial Statements

	A	E	F	G	H	I	J	K	L
		2010	2011	2012	2012	2013 Proposed	Other Revenue		
		Actual	Actual	Budget	Est. Actual	Levy			
1								2013 Notes	
2									
3									
175	Street Maintenance Subtotal	46,715	10,558	14,000	12,500	47,250	0		
176	Street Lights								
177	Utility Services	14,847	14,679	15,000	15,000	15,600	0		
178	Drainage - Structure Care								
179	Stormwater Pond								
180	Contracted Services	228	2,042	2,800	2,800	800		Stormwater pond sediment removal 2012 amend	
181	Fees	400	117	600	400	400		MS4 permit fee	
182									
183	Subtotal	628	2,159	3,400	3,200	1,200	0		
184	Ice and Snow Removal								
185	Operating Supplies (salt, sand)	3,266	0	5,000	4,600	5,000			
186	Contracted Services	17,646	10,319	12,000	10,500	11,000			
187	Snow & Ice Subtotal	20,912	40,140	17,000	15,100	16,000	0		
188	Water Utility								
189	Refunds & Reimbursements	554	474	0	0	0			
190	Sewer Utility								
191	Refunds & Reimbursements	270	270	0	0	0			
192	Weed Control \$135 moved to line 232		0	0	0	0		line left in for formula purpose	
193	TOTAL	83,927	744	56,200	52,600	91,050	0		
194	CULTURE & RECREATION								
195	Recreation								
196	Operating Supplies	41	96	100	0	0			
197	Dues & Subscriptions	0	0	200	200	200			
198	Community Events		1,325	1,700	1,700	1,700		2013 amend per cc 8-23-12	
199	Parks								
200	Wages and Salaries	5,508	5,490	5,900	4,800	9,400		2012 was amended by +1500 cc wage	
201	Federal Tax - Employee							2012 no spvyr paid & warn winter little ice	
202	State Tax - Employee	34						2013 Siner park budget by 46/3k spec per cc	
203	Unemployment Compensation	174							
204	Medicare - Employer								
205	Social Security - Employer								
206	Social Security - Employee								
207	Medicare - Employee								
208	Office Supplies	30							
	Operating Supplies	1,392	979	350	440	500		2012 Pump Svc & BI	

City of Birchwood Village Revenue and Expenditure Trends

Source: 2007 - 2011 Year End Financial Statements

	A	E	F	G	H	I	J	K	L
		2010	2011	2012	2012	2013 Proposed			
1									2013 Notes
2									
3									
209	Repair & Maint. Supply/Contract	890	223	1,530	1,600	1,600		KEJ	
210	Professional Services	190	374						
211	Contracted Services	1,902	3,438	360	1,600	1,600		On-site - 2 parks	
212	Utility Services	507	901	900	1,128	1,200			
213	Fees	35	0						
214	Buildings & Structures	1,429	1,336	1,660	1,660	1,700		mobile mini warming house	
215	Furniture and Fixtures	1,212	0						
216	Garbage Pickup		0						
217	Tree Removal		0	600	850	1,000		Amend to add weed removal expense*	
218	Parks Project		0	0	0	0	8,000	Spec Fund #210 est. \$5000 rev	
219								proposed is 1.40% of est. actual (40% increase)	
220	TOTAL Parks & Recreation	13,304	12,741	11,900	12,078	17,000	8,000		
221	SANITATION	13,345	14,162	13,300	13,978	18,900	8,000		
222	Tree Car - Inspection & Removal								
223	Contracted Services	701	450	800	800	0			
224	Tree Removal								
225	Operating Supplies	321	0	250					
226	Diseased Trees	0	0	0	0	0			
227	Contracted Services	4,762	3,991	2,300	2,300	5,000		Total inclusive of inspection & removal per cv 8-23-12	
228	Sanitation - Recycling								
229	Contracted Services	12,537	11,047	11,050	11,500	12,000			
230	Recycling grant projects			1,650	1,000	1,000			
231	Lawn Care/Maintenance								
232	Contracted Services	4,480	5,065	6,000	5,100	6,000			
233	Weed Control	4,480	135	1,700	1,700	1,500			
234	TOTAL	27,280	20,688	23,750	22,400	25,500	0	*Lake shore treatment 2012 \$1700 adjustment	
235	CONSERVATION - NATURAL RESOURCE								
236	Fees, Dues & Subscriptions	1,719	1,609	1,700	1,697	2,082		2013 Per notice	
237	USGS Lake Study		0	4,000	4,000	500		2013 Contribution? Only if other cities pay	
238	TOTAL		1,609	5,700	5,697	2,582	0		
239	UNALLOCATED EXPENDITURES								
240	Other Pay	0	2,122						
241	Operating Supplies	0	0						
242	Refunds & Reimbursements	9,596	0	0					

City of Birchwood Village Revenue and Expenditure Trends

Source: 2007 - 2011 Year End Financial Statements

A	E	F	G	H	I	J	K	
	2010	2011	2012	2012	2013 Proposed	Other Revenue		
1							2013 Notes	
2	Actual	Actual	Budget	Est. Actual	Levy			
3	Sales Tax	0	0					
243	Miscellaneous	0	6,061	3,051	9,750		2012 budget Amended 4 survey & stopmwater pond	
244	Surcharge	0	0				2013 3% of 325K	
245	Gopher State and Locates	1,015	0					
246	Purchase of Investment	35,000	0					
247	Transfer to Capital Projects Fund		0					
248	Transfer to Sewer Fund		0					
249	Transfer to Water Fund		0					
250								
251	TOTAL	45,611	8,183	3,051	9,750	0	Budget \$398,110 - 346,888=\$1,222 14.8% Incr. \$398,110 Exp -\$18,238 Rev=\$379,872 Levy 379,872-325,000=\$54,872 proposed levy change 16.9% increase	
252	TOTAL OPERATING EXPENDITURES	472,350	371,336	341,888	330,215	380,213		
253	CAPITAL PROJECTS							
254	Catch Basins		19,139	0	0		RCWD Grant of \$13,404 offset full exp. 2011	
255	Video Sewer Mains for Cracks			4,200	5,105		2012 Pipe Service 4265/840	
256	Sewer Lift Station Pump		6,155	15,000	6,182		General Repair Svc - Deltwood pump 2011 emergency	
257	Sewer Lift Station Maintenance			9,000	0		WHAT TYPE Mmmc WBL responds to emergencies	
258	Sewer Manhole Covers			30,000	32,700		? Manhole lining - roots found when doing lids	
259	Water Valve			5,000			2012 SPWS contract inclusion -	
260	Water Hydrant Replacement		1,850	22,000			2012 SPWS contract inclusion -	
261	City Hall Renovations			15,000	940		2011 exp in GF for ext. paint/roof ADA Ramp project??	
262	Tennis Court			0	0			
263	Park Improvements			5,000	4,170		Park Improvement in Spec Fund 210	
264	TOTAL CAPITAL EXPENDITURES	0	27,144	105,200	49,097		see minutes of approved items for 2012	
265	TOTAL DISBURSEMENTS	472,350	398,480	447,088	379,312	380,213	17,897	
266	Transfer to Other Funds							
267								
268	Debt Service		169,583					
269	(NOT INCLUDED IN BUDGET after 2010)							emailed in color to CC - Print for Pkt B/W

Legal and Eng expenses - ALL to GF or water & Sewer as expense

Proposed Pay 2013 Property Tax Impact Worksheet

Taxing District: 0300 Birchwood

ESTIMATE
16.9% Levy INCR

STEP 1 - Calculate the Taxing District's Tax Rate:

Item	Actual Pay 2012 (A)	Proposed Pay 2013 (B)	%	Change (C)
1. Levy before reduction for state aids	\$325,000	\$379,872		16.9%
2. State Aids	-	\$0		0.0%
3. Certified Property Tax Levy	\$325,000	\$379,872		16.9% *
4. Fiscal Disparity Portion of Levy <i>2013 is not available</i>	-	\$0		0.0%
5. Local Portion of Levy	\$325,000	\$379,872		16.9%
6. Local Taxable Value <i>2013 is an ESTIMATE</i>	1,443,563	1,216,716		-15.7%
7. Local Tax Rate	22.514%	31.221%		38.7%
8. Market Value Referenda Levy	\$0	\$0		0.0%
9. Fiscal Disparity Portion of Levy (SD only) <i>2013 is not available</i>	-	\$0		0.0%
10. Local Portion of Levy	\$0	\$0		0.0%
11. Referenda Market Value <i>2013 is an ESTIMATE</i>	0	0		0.0%
12. Market Value Referenda Rate	0.00000%	0.00000%		0.0%

STEP 2 - Calculate the Impact of the Taxing District's Rate on Residential Homestead Taxes:

13. Assumes a -11.1% change in market value from 2012 to 2013, which is the city median change.

(D) Market Value Before Exclusion	(E) Homestead Market Value Exclusion	(F) Taxable Market Value	(G) Tax Capacity	(H) Taxing District Portion of Tax
--------------------------------------	---	-----------------------------	---------------------	---------------------------------------

14. **Actual Pay 2012**

Pay 2012 MV	76,000 @40% - rem @ 9%	(D) - (E)	500,000@1.0% rem @ 1.25%	(A7 x G) + (A12 x D)
267,900	13,100	254,800	2,548	\$573.66
112,500	27,100	85,400	854	\$192.27
168,700	22,100	146,600	1,466	\$330.06
281,200	11,900	269,300	2,693	\$606.30
449,900	0	449,900	4,499	\$1,012.90

19. **Proposed Pay 2013**

Pay 2012 MV X 0.889	76,000 @40% - rem @ 9%	(D) - (E)	500,000@1.0% rem @ 1.25%	(B7 x G) + (B12 x D)
238,150	15,800	222,350	2,224	\$694.36
100,000	28,200	71,800	718	\$224.17
150,000	23,700	126,300	1,263	\$394.32
250,000	14,700	235,300	2,353	\$734.63
400,000	1,200	398,800	3,988	\$1,245.09

24. **Percentage Change from 2012 to 2013**

24.	-11.1%	20.6%	-12.7%	-12.7%	21.0%
25.	-11.1%	4.1%	-15.9%	-15.9%	16.6%
26.	-11.1%	7.2%	-13.8%	-13.8%	19.5%
27.	-11.1%	23.5%	-12.6%	-12.6%	21.2%
28.	-11.1%	0.0%	-11.4%	-11.4%	22.9%

Median HOME VALUE
TAX AFFECT

2013 \$ 694.36
2012 573.66

\$ 120.70

INCR IN Tax \$\$\$
\$ 120.70/YR
MEDIAN VALUE HOME

ON 400K VALUE HOME

1245
1013

\$ 232 INCR

REFERENCE ONLY

Proposed Pay 2013 Property Tax Impact Worksheet

Taxing District: 0300 Birchwood

STEP 1 - Calculate the Taxing District's Tax Rate:

Item	Actual Pay 2012 (A)	Proposed Pay 2013 (B)	% Change (C)
1. Levy before reduction for state aids	\$325,000	\$350,000	7.7%
2. State Aids	-	\$0	0.0%
3. Certified Property Tax Levy	\$325,000	\$350,000	7.7%
4. Fiscal Disparity Portion of Levy 2013 is not available	-	\$0	0.0%
5. Local Portion of Levy	\$325,000	\$350,000	7.7%
6. Local Taxable Value 2013 is an ESTIMATE	1,443,563	1,216,716	-15.7%
7. Local Tax Rate	22.514%	28.766%	27.8%
8. Market Value Referenda Levy	\$0	\$0	0.0%
9. Fiscal Disparity Portion of Levy (SD only) 2013 is not available	-	\$0	0.0%
10. Local Portion of Levy	\$0	\$0	0.0%
11. Referenda Market Value 2013 is an ESTIMATE	0	0	0.0%
12. Market Value Referenda Rate	0.00000%	0.00000%	0.0%

STEP 2 - Calculate the Impact of the Taxing District's Rate on Residential Homestead Taxes:

13. Assumes a -11.1% change in market value from 2012 to 2013, which is the city median change.

(D) Market Value Before Exclusion	(E) Homestead Market Value Exclusion	(F) Taxable Market Value	(G) Tax Capacity	(H) Taxing District Portion of Tax
--------------------------------------	---	-----------------------------	---------------------	---------------------------------------

Actual Pay 2012				
Pay 2012 MV	76,000 @40% - rem @ 9%	(D) - (E)	500,000@1.0% rem @ 1.25%	(A7 x G) + (A12 x D)
14. 267,900	13,100	254,800	2,548	\$573.66
15. 112,500	27,100	85,400	854	\$192.27
16. 168,700	22,100	146,600	1,466	\$330.06
17. 281,200	11,900	269,300	2,693	\$606.30
18. 449,900	0	449,900	4,499	\$1,012.90

7.7%
Incr. in Levy

Proposed Pay 2013				
Pay 2012 MV X 0.889	76,000 @40% - rem @ 9%	(D) - (E)	500,000@1.0% rem @ 1.25%	(B7 x G) + (B12 x D)
19. 238,150	15,800	222,350	2,224	\$639.76
20. 100,000	28,200	71,800	718	\$206.54
21. 150,000	23,700	126,300	1,263	\$363.31
22. 250,000	14,700	235,300	2,353	\$676.86
23. 400,000	1,200	398,800	3,988	\$1,147.19

Percentage Change from 2012 to 2013				
24. -11.1%	20.6%	-12.7%	-12.7%	11.5%
25. -11.1%	4.1%	-15.9%	-15.9%	7.4%
26. -11.1%	7.2%	-13.8%	-13.8%	10.1%
27. -11.1%	23.5%	-12.6%	-12.6%	11.6%
28. -11.1%	0.0%	-11.4%	-11.4%	13.3%

REFERENCE ONLY

Membership Dues Invoice

Effective during 2012-2013



City of Birchwood

Dues Amount: \$913

(Dues amount rounded to nearest dollar.)

Population: 870

(Population represents the 2011 State Demographer and Metropolitan Council Estimates.)

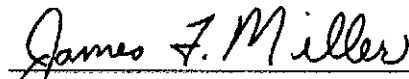
Dues are based on your population. See how we calculated your dues at www.lmc.org/dues

For membership dues in the League of Minnesota Cities for the year beginning September 1, 2012. Annual dues for membership in the League of Minnesota Cities include subscriptions to Minnesota Cities magazine.* Pursuant to the disclosure requirements of Minnesota Statutes, Section 6.76, the proportionate amount of dues spent for lobbying purposes is 10.5%.

Payment from Public Funds Authorized by Minn. Stats, Sec. 465.58

I declare under the penalties of law that the foregoing account is just and correct and that no part of it has been paid.

Dated: September 1, 2012



James F. Miller
Executive Director, League of Minnesota Cities

Please Remit To:

Finance Department
League of Minnesota Cities
145 University Ave W
St Paul, MN 55103-2044

Include this invoice or invoice
#168274 with your payment.

Questions: billing@lmc.org
Phone: (651) 281-1200

*Annual dues include subscriptions to *Minnesota Cities* magazine at \$30 per subscription according to the following schedule based on population: 249 or less, 6; 250-4999, 11; 5000-9999, 15; 10000-19999, 20; 20000-49999, 25; 50000-299999, 30; 300000+, 35. For further information on subscriptions contact the League offices. This information is given in order to meet postal regulations. Please do not use as a basis for payment.



Minnesota
Mayors
Association

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2012-2013

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Secretariat services
provided by:
League of Minnesota Cities
145 University Avenue West
St. Paul, MN 55103-2044
(651) 281-1200

INVOICE

FOR MEMBERSHIP DUES IN THE MINNESOTA MAYORS
ASSOCIATION

For the Fiscal Year Beginning September 1, 2012

**Annual Dues
for
Minnesota Mayors Association Membership.....\$30.00***

Minnesota Mayors Association Membership Dues for:

Mayor _____

City _____

Mayor's E-mail (only) _____

Make Check Payable To: **League of Minnesota Cities**

Send To: Minnesota Mayors Association
c/o Finance Department
League of Minnesota Cities
145 University Avenue West
St. Paul, MN 55103-2044

Payment from public funds authorized by Minn. Stat., Sec. 471.96

Please return this form with payment. Questions regarding this invoice may be referred to the League Finance Department at 651-281-1200.

*Note that there was a dues increase of \$10 approved by the membership at the Association's Annual Business Meeting in Winona on April 28, 2012.

RESOLUTION 2012-25

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

A RESOLUTION ESTABLISHING THE PRELIMINARY LEVY CERTIFICATION
FOR THE CITY'S GENERAL FUND AT \$_____

WHEREAS, the State of Minnesota requires municipalities to adopt a proposed preliminary levy certification for its General Fund; and

WHEREAS, municipalities are required to adopt a 2013 Preliminary Levy Certification on or before September 17, 2012; and

WHEREAS, the City Council of the City of Birchwood Village wishes to comply with State law in this area;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BIRCHWOOD VILLAGE, WASHINGTON COUNTY, MINNESOTA that the 2013 General Fund Preliminary Levy to be certified to Washington County is established at \$_____.

I certify that the City Council of the City of Birchwood Village adopted the above Resolution on this 11th day of September, 2012.

Alan Mitchell, Mayor

ATTEST:

Dale Powers
City Clerk-Coordinator

RESOLUTION 2012-26

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

**A RESOLUTION ADOPTING THE PRELIMINARY MUNICIPAL GENERAL FUND
BUDGET FOR 2013**

WHEREAS, the City of Birchwood Village established a preliminary certification of the tax levy of the City of Birchwood Village at its September 11, 2012 meeting; and

WHEREAS, the City Council for the City of Birchwood Village wishes to establish its preliminary 2013 general fund budget which must be certified to the Washington County Auditor/Treasurer by September 17, 2012;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BIRCHWOOD VILLAGE, WASHINGTON COUNTY, MINNESOTA, that the preliminary general fund budget in the amount of \$ _____ has been adopted; and

BE IT FURTHER RESOLVED that the City will be conducting a public hearing on the proposed 2013 budget at 7:00pm on Tuesday, December 11, 2012 at the City Hall; and

BE IT FURTHER RESOLVED that the preliminary budget is hereby attached to this resolution as an exhibit.

I certify that the City Council of the City of Birchwood Village adopted the above Resolution on this 11th day of September, 2012.

Alan Mitchell, Mayor

ATTEST:

Dale Powers
City Clerk-Coordinator



CITY OF BIRCHWOOD VILLAGE
207 Birchwood Avenue
Birchwood Village, MN 55110
651-426-3403 tel
651-426-7747 fax
birchwoodvillage@comcast.net

MEMORANDUM

DATE: September 4, 2012
TO: Mayor and Council
FROM: Council Member Anthony Sampair
RE: Proposed Changes to Section 617.360 of the Birchwood City Code: Neighborhood Meeting

It has come to the Council’s attention that in the 2nd year of the Birchwood Dock Association meetings (for the 2012 boating season), the “Neighborhood Meeting” as called out by Ordinance 617.360 did not occur or occurred in such a manner as to not follow the ordinance. There were no meeting minutes of the “Neighborhood meeting”, there was confusion to the neighbors of the Public Lake Tracts when the meeting was to be conducted, and whether or not proper invitations were delivered. All of this occurred correctly in the 1st year of operation. The Birchwood Dock Association held the meeting on the same date as their membership meeting approximately an hour or so prior to the membership meeting. Proper invitations were delivered. The ordinance appeared to be followed in the spirit it was intended.

Since there appeared to be discourse and a different interpretation to the ordinance in the Birchwood Dock Associations 2nd year of operations (2011 fall – 2012 fall-or 2012 dock season), I believe it is prudent to amend such Ordinance so as not allow this misinterpretation of Ordinance 617.360. At the July 2012 City Council Meeting a Discussion of this proposed Ordinance Amendment, the Birchwood Dock Association Executives in attendance agreed with the intent of the amendment. This revision more clearly defines and assures a separate Neighborhood Meeting of adjacent neighbors to the Public Lake Tract occurs—or at the least attempted.

Former Council Member Nino Nardecchia also agrees with the amendment; as he put it, *“...when we originated this ordinance we wanted to embody what all Lake Tract owners do every spring before putting out their docks. They speak with their neighbors about placement, etc. We wanted to hold the Public Lake Tracts to that same standard. It worked so well in the 1st season (2011 Dock Season). It literally made for the fastest council meeting for approval of permits in over 30 years...because neighbor to neighbor they had all worked it out. Now they may not agree on everything, yet just having the meetings with the neighbors shows common courtesy just like each private owner shows their neighbor. That’s the spirit we want to keep going forward. The wording was slightly ambiguous, and this revision with minor changes more clearly defines what has worked and will work going forward.”*

I recommend we pass this ordinance as revised and amended here in as supported above and previous discussions.

Existing Language

617.360 **NEIGHBORHOOD MEETING.** Prior to submitting a Dock Permit Application Package, the Dock Association shall hold a meeting, to which each adjoining neighbor of a Public Lake Tract shall be invited, to discuss the placement and operation of the proposed dock for the upcoming Boating Season. The Dock Association shall include in its Dock Permit Application Package the minutes of that meeting. The minutes shall include the persons in attendance, issues discussed, areas of agreement, and unresolved issues. At a minimum, the meeting shall address the following issues:

- (1.) Proposed length the Dock Association's dock.
 - (2.) Proposed configuration of the Dock Association's dock, including number and location of boat slips, lifts, canopies and shore ramps.
 - (3.) Proposed location and orientation of the Dock Association's dock and shore ramps on the Public Lake Tract relative to the shore line and property boundaries.
-

New Language

617.360 **SPECIAL NEIGHBORHOOD MEETING.** Prior to submitting a Dock Permit Application Package and prior to the Dock Association's meeting to discuss the placement and operation of the proposed docks for the upcoming Boating Season, the Dock Association shall hold a special meeting to which each adjoining neighbor of a Public Lake Tract shall be invited to discuss the placement and operation of the proposed docks for the upcoming Boating Season. The Dock Association shall provide written notice of the meeting to neighboring property owners within 200 feet of a Public Lake Tract's boundaries, and to the City Clerk, at least one (1) week prior to the meeting. The notice shall contain the time, date, location, and purpose of the meeting. The City Clerk shall post the notice on the bulletin board outside city hall.

The Dock Association shall include in its Dock Permit Application Package that is submitted to the City Council the minutes of the Special Neighborhood meeting. The minutes shall include the persons in attendance, issues discussed, areas of agreement, and unresolved issues. The City Council shall not review nor approve any Dock Permit Application Package that does not include the minutes of the Special Neighborhood meeting.

At a minimum, the meeting shall address the following issues:

- (1) The proposed length, and distance into White Bear Lake from the ordinary high water level, of each of the Dock Association's docks.
- (2) The proposed configuration of each of the Dock Association's docks, including the number and location of boat slips, lifts, canopies and shore ramps.
- (3) The proposed location and orientation of each of the Dock Association's docks and shore ramps on the Public Lake Tract relative to the shore line and property boundaries.

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

**AN ORDINANCE AMENDING SECTION 617.360 OF THE MUNICIPAL CODE OF THE CITY OF
BIRCHWOOD VILLAGE TO CLARIFY THE REQUIREMENT OF A SPECIAL NEIGHBORHOOD
MEETING AS PART OF THE DOCK PERMIT APPLICATION PROCESS**

THE COUNCIL OF THE CITY OF BIRCHWOOD VILLAGE ORDAINS:

- 1. That Section 617.360 of the Municipal Code of the City of Birchwood Village is hereby deleted and removed in its entirety and replaced with the new Section 617.360 set forth below.**

617.360 SPECIAL NEIGHBORHOOD MEETING. Prior to submitting a Dock Permit Application Package and prior to the Dock Association's meeting to discuss the placement and operation of the proposed docks for the upcoming Boating Season, the Dock Association shall hold a special meeting to which each adjoining neighbor of a Public Lake Tract shall be invited to discuss the placement and operation of the proposed docks for the upcoming Boating Season. The Dock Association shall provide written notice of the meeting to neighboring property owners within 200 feet of a Public Lake Tract's boundaries, and to the City Clerk, at least one (1) week prior to the meeting. The notice shall contain the time, date, location, and purpose of the meeting. The City Clerk shall post the notice on the bulletin board outside city hall.

The Dock Association shall include in its Dock Permit Application Package that is submitted to the City Council the minutes of the Special Neighborhood meeting. The minutes shall include the persons in attendance, issues discussed, areas of agreement, and unresolved issues. The City Council shall not review nor approve any Dock Permit Application Package that does not include the minutes of the Special Neighborhood meeting.

At a minimum, the meeting shall address the following issues:

- (1) The proposed length, and distance into White Bear Lake from the ordinary high water level, of each of the Dock Association's docks.
- (2) The proposed configuration of each of the Dock Association's docks, including the number and location of boat slips, lifts, canopies and shore ramps.
- (3) The proposed location and orientation of each of the Dock Association's docks and shore ramps on the Public Lake Tract relative to the shore line and property boundaries.

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 11th day of September, 2012

Attest: _____ Mayor
Alan Mitchell

Attest: _____, City Clerk
Dale Powers

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

RESOLUTION 2012-27

A Resolution Approving Ordinance 2012-10 Amending Section 617.360 of the Municipal Code of the City of Birchwood Village to Clarify the Requirement of a Special Neighborhood Meeting as Part of the Dock Permit Application Process

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

WHEREAS, it has come to the attention of the Birchwood Village City Council that there was a level of confusion as to whether the requirement in Section 617.360 requiring a meeting between the Birchwood Dock Association and the owners of property adjoining the public lake tracts to discuss the Dock Permit Application for the placement of docks for the upcoming Boating Season can be met during the course of the Association's dock permit review meeting or must be held separately from said meeting; and

WHEREAS, the City Council desires to clarify that the neighbor meeting referenced in the above recital is to be a separate meeting and to be held prior to the Association's dock permit review meeting; and

WHEREAS, the City Council, at its July 10, 2012 meeting, reviewed language amending Section 617.360 to clarify the status of the neighbor meeting and scheduled a public hearing pursuant to its Rules of Procedure to be held during its September 11, 2012 Council Meeting; and

WHEREAS, the City Council conducted said public hearing on September 11, 2012; and

WHEREAS, the proposed Ordinance is deemed by the City Council to be reasonable and appropriate.

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

1. That Section 617.360 of the City Code, titled "NEIGHBORHOOD MEETING" is hereby deleted in its entirety and replaced with a new Section 617.360 titled "SPECIAL NEIGHBORHOOD MEETING".
2. That the text of the new Section 617.360 is as indicated on the attached exhibit.
3. The effective date of this Ordinance shall be upon publication as required by law.

Adopted by the City Council on this 11th day of September, 2012.

Approved:

Alan Mitchell, Mayor

Attest:

Dale Powers, City Clerk/Coordinator

617.360 **SPECIAL NEIGHBORHOOD MEETING.** Prior to submitting a Dock Permit Application Package and prior to the Dock Association's meeting to discuss the placement and operation of the proposed docks for the upcoming Boating Season, the Dock Association shall hold a special meeting to which each adjoining neighbor of a Public Lake Tract shall be invited to discuss the placement and operation of the proposed docks for the upcoming Boating Season. The Dock Association shall provide written notice of the meeting to neighboring property owners within 200 feet of a Public Lake Tract's boundaries, and to the City Clerk, at least one (1) week prior to the meeting. The notice shall contain the time, date, location, and purpose of the meeting. The City Clerk shall post the notice on the bulletin board outside city hall.

The Dock Association shall include in its Dock Permit Application Package that is submitted to the City Council the minutes of the Special Neighborhood meeting. The minutes shall include the persons in attendance, issues discussed, areas of agreement, and unresolved issues. The City Council shall not review nor approve any Dock Permit Application Package that does not include the minutes of the Special Neighborhood meeting.

At a minimum, the meeting shall address the following issues:

- (1) The proposed length, and distance into White Bear Lake from the ordinary high water level, of each of the Dock Association's docks.
- (2) The proposed configuration of each of the Dock Association's docks, including the number and location of boat slips, lifts, canopies and shore ramps.
- (3) The proposed location and orientation of each of the Dock Association's docks and shore ramps on the Public Lake Tract relative to the shore line and property boundaries.

CITY OF BIRCHWOOD VILLAGE
WASHINGTON COUNTY
STATE OF MINNESOTA

SNOW PLOWING AND REMOVAL SERVICES
REQUEST FOR PROPOSALS

Sealed proposals, plainly marked "Snow Plowing and Removal Services – City of Birchwood Village" on the outside of the mailing envelope as well as the sealed envelope, addressed as follows:

Dale Powers, City Coordinator-Clerk
City of Birchwood Village
207 Birchwood Avenue
Birchwood, MN 55110

will be accepted until the close of business Tuesday, July 31, 2012.

(SUBSEQUENTLY EXTENDED TO THE CLOSE OF BUSINESS FRIDAY, AUGUST 31, 2012)

REQUEST FOR PROPOSALS

The City of Birchwood Village is soliciting proposals from contractors who wish to provide snow plowing and removal services on the City's local road network. The term of the contract is anticipated to begin on October 1, 2012 and conclude on April 30, 2014; however, the City Council reserves the right to modify the term of the contract.

The City of Birchwood Village reserves the right to reject any or all proposals, to waive technical or legal deficiencies, and to accept any proposal that it may deem to be in the best interest of the City.

Contractors will be required to carry proper insurance to cover damages to City and private property. The contractor will be responsible for any property damage (lawn, fencing, curbing, mailbox, etc.) adjacent to streets they are contracted to plow. All damage must be repaired or replaced within a reasonable amount of time, as determined by the City Coordinator-Clerk.

SUBMITTAL REQUIREMENTS

Contractors must submit the following:

1. **Proposal Form:** Rates per Unit per Hour quoted on the proposal shall be valid for the term of the contract. Unit hourly pricing must be inclusive, to include cost of equipment, all labor costs, overhead, etc. Unit refers to each piece of equipment with operator(s). Please include with your proposal a list of equipment (make, model, size, number of units, etc.) that will be used for the City's snow removal operations. **All drivers must be properly licensed operators.** The Contractor is responsible for updating operator information as necessary. The City reserves the right to verify this information at any time before awarding of the contract or any time during the duration of the contract. Any Contractor who fails to supply photocopies of the operator licenses if requested will be subject to disqualification.
2. **Proof of Insurance as specified under "Insurance Requirements".**

The Contractor may submit such additional information as it deems necessary or helpful to the City's evaluation process.

EVALUATION CRITERIA

Proposals will be evaluated using the following criteria:

1. Rates per unit per hour;
2. The Contractor's past performance and reputation for timely, workman-like performance;

3. The Contractor's willingness to commit to timely service;
4. Ability to provide 24-hour emergency service;
5. Submission of all required information with the proposal.

By submitting a proposal, the Contractor authorizes the City to undertake such investigation as may be necessary to verify the Contractor's qualifications and reputation. The Contractor may be requested to execute a release(s) in favor of third parties who have information relative to the Contractor's qualifications and reputation. Refusal to execute a release may result in disqualification.

Rejection/Disqualification: Proposals may be rejected:

- a) If the proposal is on a form other than that furnished by the City;
- b) If there are unauthorized additions, conditions or irregularities which may make the proposal incomplete, indefinite, or ambiguous as to its meaning;
- c) If more than one proposal is submitted for the same work from an individual, firm, or corporation under the same or different name;
- d) If there is evidence of collusion among bidders; or
- e) Failure to submit all required information.

Delivery of Proposals: When sent by mail, the sealed proposal shall be addressed to the City at the address and in the care of the official in whose office the proposals are to be received. All proposals shall be filed prior to the time and at the place specified in the invitation for proposals. The City reserves the right to reject late proposals. Faxed and scanned proposals are NOT acceptable.

Withdrawal of Proposals: A proposal may be withdrawn unopened after it has been sent if such request is received in writing prior to the time specified bid opening.

Reservation of Rights: The City of Birchwood Village reserves the right to reject any or all proposals, to waive technical or legal deficiencies, and to accept any proposal that it may deem to be in the best interest of the City.

GENERAL REQUIREMENTS SNOW PLOWING AND REMOVAL SERVICES

1. The Contractor must ensure that all equipment used must be properly registered and inspected. The City reserves the right to verify this information.
2. Upon notice of acceptance, the Contractor must provide phone numbers where employees can be reached. The inability to make contact with the Contractor within a reasonable amount of time is cause for the City to utilize another Contractor for service.
3. All snow removal operations, including the location and timing of disposal of snow, will be scheduled and directed by the City Coordinator-Clerk.
4. All equipment must be equipped with a revolving or flashing amber light. Trucks hauling snow shall have side boards no higher than 9 feet.
5. Subcontracting is NOT allowed.
6. The City shall have no obligation to engage the service of the Contractor for a specified number of times.
7. The Contractor shall be knowledgeable and comply with all federal, state and local laws, rules, regulations and ordinances that may be applicable to the operation of the equipment used by the Contractor for snow removal services.

INSURANCE REQUIREMENTS

Insurance shall be in such a form as will protect the Contractor from all claims and liabilities for damages for bodily injury, including accidental death, and for property damage, which may arise from operations under this contract.

AMOUNT OF INSURANCE

Comprehensive General Liability: Bodily injury or property damage - \$2,000,000 each occurrence and general aggregate.

Automobile and Truck Liability: Bodily injury or property damage - \$2,000,000 each occurrence and general aggregate

Comprehensive General Liability coverage and Automobile and Truck Liability coverage may be met with a combination of coverage including excess and umbrella liability coverage.

TYPES OF INSURANCE FOR CONTRACTOR

Purchase and maintain the following types of insurance:

- (A) Full Workers Comprehensive Insurance coverage for all people employed by the Contractor to perform work under this Contract. This insurance shall be in the amount of \$500,000 for each covered accident, illness, or disease, or such other amount that may be required by the most current laws of the State of Minnesota, whichever is greater.
- (B) Comprehensive General Liability Coverage covering bodily injuries and property damage shall also include coverage for injury to, or destruction of, wires, pipes, conduits, and similar property located above or below the surface of the ground, whether public or private.
- (C) Automobile and Truck Liability covering bodily injury and property damage that covering the operation of all motor vehicles and equipment, whether or now owned by the Contractor, being operated in connection of the prosecution of work under this Contract.

EVIDENCE OF INSURANCE

As evidence of insurance coverage, the City may, in lieu of actual policies, accept an official Certificate of Insurance from the insurance company certifying that all the insurance policies specified above are in force for the specified period. The Contractor shall submit evidence of insurance to the City at the time of execution of the Contract. Written notice shall be given to the City of Birchwood Village, Minnesota at least thirty (30) days prior to cancellation or non-renewal of such insurance coverage.

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

PROPOSAL FORM

The undersigned agrees that he/she has read the proposal documents including the Submittal Requirements, Evaluation Criteria, General Requirements, and Insurance Requirements, and agrees to the terms and conditions set forth therein. Proposer specifically understands that the City reserves the right to contract with as many vendors as it deems necessary for the safe, efficient, and timely removal of snow.

Proposer further agrees that this proposal is not made jointly or in conjunction, cooperation or collusion with any person, firm, corporation or other legal entity.

Proposer agrees that no officer, agent or employee of the City of Birchwood Village is directly or indirectly interested in this proposal.

Submitted by Authorized Agent:

Print Name and Title

1. Contact Information:

Company Name: _____

Company Address: _____

City, State, ZIP: _____

Contact Person: _____

Telephone Number (General): _____

Telephone Number (Contact Person): _____

E-Mail Address: _____

2. Services Provided:

A. Does your company charge extra/separate fees for the following:

- 1. Getting equipment to the City? YES NO
- 2. Separate fees for operator and machines? YES NO
- 3. Fuel surcharges? YES NO
- 4. Please list any other extra fees that would be included on your invoice:

B. Would there be a discounted price for services if a multiple-year contract was in place? YES NO

If YES, detail how that discount is calculated: _____

3. Has your company done this type of work before? YES NO

a. If YES, how frequently during the last 3 seasons?

1. All 3 seasons
2. 2 seasons
3. 1 season
4. Less than 1 season

b. What equipment will you use? Indicate ages and hours of each piece of equipment:

c. How many workers would be used to complete the snow plowing and removal? ____

1. Describe training, certification, and experience of all persons most likely to complete the snow plowing and removal. _____

REFERENCES (Name, Address, Telephone, E-mail):

1. _____
2. _____
3. _____

MEMORANDUM

REC'D JUL 26 2012

Date: July 26, 2012
 To: Bill Short, Clerk/Treasurer
 From: Dale Reed, Public Works Director
 Re: Proposal for the City of Birchwood's Snow and Ice Control

You have requested that the Public Work's Department develop a proposal for the City of Birchwood's Snow and Ice Control 2012/2013 season. Below I have provided an estimate of what the hourly rates would be for snow and ice control callouts for the City of Birchwood.

Type of Equipment:

1-ton w/dumpbox, plow, sander and Operator	\$175.00/hr
Single Axle Dump Truck with plow, wing, and sander and Operator	\$250.00/hr

Treated Salt

Per ton	\$85
---------	------

The estimated time to complete an average snowfall of 2-4 inches is 2 hours. We will need to use both types of equipment to accommodate the differing street widths and designs located within the boundaries of the City of Birchwood.

Contract Prerequisites:

Trimming of trees to height of at least 14' above the roadway, on the street side to prevent damage to the snow removal equipments cab/chassis, mirrors and emergency beacons. Many of the streets within the City are in need of tree trimming. While they maybe low now they will even be lower in a freezing rain or wet snow scenario. Even without considering the damage the branches could potentially to the equipment, the equipment would most likely also break the branch, causing a possible public relations issue with a resident.

Exclusions/Unknowns:

- What is the expected service level by the City of Birchwood? Knowing that the Township streets take priority.
- Do they have a Snow and Ice Control policy that identifies when they will do what? For instance, if freezing rain and/or a light snow has occurred would we

respond by salting all their hills, curves and intersections? Who makes the call and what level of service are they expecting?

- No restoration of landscaping/improvements, i.e. retaining walls, plantings, decorative fixtures and etc., located within the Right-of-Way is included with the hourly rate.
- Is there snow that will need to be hauled away during a normal winter or is there never a problem with snow storage?

RECD JUL 31 2012

CITY OF BIRCHWOOD VILLAGE

WASHINGTON COUNTY

STATE OF MINNESOTA

PROPOSAL FORM


The undersigned agrees that he/she has read the proposal documents including the Submittal Requirements, Evaluation Criteria, General Requirements, and Insurance Requirements, and agrees to the terms and conditions set forth therein. Proposer specifically understands that the City reserves the right to contract with as many vendors as it deems necessary for the safe, efficient, and timely removal of snow.

Proposer further agrees that this proposal is not made jointly or in conjunction, cooperation or collusion with any person, firm, corporation or other legal entity.

Proposer agrees that no officer, agent or employee of the City of Birchwood Village is directly or indirectly interested in this proposal.

Submitted by Authorized Agent:

KEJ ENTERPRISES



PRES

Print Name and Title

KEJ ENTERPRISES

KEN JOHNSON

OWNER / PRESIDENT

1. Contact Information:

Company Name: KEJ ENTERPRISES

Company Address: 611 FLORENCE AVE

City, State, ZIP: MAHTOMEDI, MINN 55115

Contact Person: KEN JOHNSON

Telephone Number (General): 651-779-7777

Telephone Number (Contact Person): 651-775-0843

E-Mail Address: KEN.JOHNSON8@COMCAST.NET

2. Services Provided:

A. Does your company charge extra/separate fees for the following:

1. Getting equipment to the City? YES NO

2. Separate fees for operator and machines? YES NO

3. Fuel surcharges? YES NO

4. Please list any other extra fees that would be included on your invoice:

NONE

B. Would there be a discounted price for services if a multiple-year contract was in place? YES NO

If YES, detail how that discount is calculated: _____

10% DISCOUNT IF 2 YR CONTRACT

3. Has your company done this type of work before? YES NO

a. If YES, how frequently during the last 3 seasons?

1. All 3 seasons

2. 2 seasons

3. 1 season

4. Less than 1 season

b. What equipment will you use? Indicate ages and hours of each piece of equipment:

1992 FORD L-8000 DUMP - 85⁰⁰ P/HR
12' PLOW / 8' WING / SANDER

2003 FORD F-250 w/9' PLOW - 65⁰⁰ P/HR

2003 FORD F-250 w/7' SNOWBLOWER - 75⁰⁰ P/HR

CAT 920 LOADER - 90⁰⁰ P/HR

c. How many workers would be used to complete the snow plowing and removal? 2

1. Describe training, certification, and experience of all persons most likely to complete the snow plowing and removal. _____

KEN JOHNSON - OVER 25 YEARS PLOWING EXPERIENCE
PLOWING BIRCHWOOD PAST 2 YEARS
PLOWING DELLWOOD PAST 12 YEARS

STEVE ALLBRIGHT - PLOWING LAST 4 YEARS WITH KEN JOHNSON

REFERENCES (Name, Address, Telephone, E-mail):

1. DAVE BROOKS 651-270-3198
2. VIC SOCHA 651-335-4455
3. CRAIG BERGER 651-230-2927