



AGENDA OF THE REGULAR MEETING OF
THE CITY COUNCIL
CITY OF BIRCHWOOD VILLAGE
WASHINGTON COUNTY, MINNESOTA
September 25th, 2023
6:00 P.M.

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

PLEDGE OF ALLEGIANCE

APPROVE AGENDA

OPEN PUBLIC FORUM

CONSENT AGENDA

- A. Approve Revised July Meeting Minutes* (pp. 2-8)
- B. Approve Resolution 2023-39: Lift Station* (p. 9-10)

ANNOUNCEMENTS

CITY BUSINESS

- A. Wildwood Lift Station (site visit at 6:00PM)– Marcus Johnson, City Engineer* (p. 11)
- B. City Street Project Update – Marcus Johnson, City Engineer* (p. 12)
- C. Traffic Study for Wildwood – Margaret Ford, Mayor
- D. Finalize Budget* (pp. 13-19)
- E. Administrator’s Annual Performance Review (closed meeting)

ADJOURN

* Denotes items that have supporting documentation provided

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

**MINUTES OF THE CITY COUNCIL MEETING
JULY 11, 2023, 6:45 P.M.**

MEMBERS:

Margaret Ford	Mayor
Mark Foster	Councilmember
Ryan Hankins	Councilmember
Justin McCarthy	Councilmember
Katherine Weier	Councilmember

STAFF:

H. Alan Kantrud	City Attorney
Marcus Johnson	City Engineer
Therese Bellinger	City Staff

GUEST:

Heather Gustafson State Senator (from 6:45 p.m. to 6:57 p.m.)

Minutes prepared by Angela Fracassi of Minutes Solutions Inc. from a video recording.

1. CALL TO ORDER

Mayor Ford called the meeting to order at 6:45 p.m.

2. PLEDGE OF ALLEGIANCE

3. APPROVAL OF AGENDA (0:00:33)

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

Council added the following item to the agenda:

- Suggested Birchwood improvements
- Sand removal from streets
- Deer hunt
- Water utility user fees
- Water main break surcharge
- Pothole filling
- Construction site erosion

4. **OPEN PUBLIC FORUM (0:02:36)**

On a motion made by Councilmember McCarthy, seconded by Councilmember Hankins, it was resolved to close the open public forum. All in favor; motion carried.

5. **PRESENTATION FROM STATE SENOR HEATHER GUSTAFSON (0:03:35)**

State Senator Heather Gustafson introduced herself and stated that the purpose of her visit was to openly communicate with City Council. She highlighted some of the achievements in the last legislative session, which included education and public safety funding for cities. She was the vice-chair of education finance. She opened the floor to questions.

Councilmember McCarthy inquired about additional funding for roads, as the City of Birchwood village has a budget of \$500,000 for road repairs, and the cost of rebuilding one road can be over \$1 million.

Senator Gustafson responded that a bonding session is coming up, and advised Council to inform her of any proposals or any information related to bonding.

Councilmember Foster asked when the public safety funds would be made available.

Senator Gustafson responded that the fund will be available in the fall of 2023 and do not have an expiration date.

With no further questions, Senator Gustafson departed the meeting.

6. **ANNOUNCEMENTS (0:13:11)**

- a. **City Cleanup:** Mayor Ford thanked those to volunteered to help with the City Cleanup.
- b. **Fourth of July Parade:** Mayor Ford noted that the Fourth of July parade was successful and thanked the volunteers for their hard work.

7. **CONSENT AGENDA (0:14:22)**

On a motion made by Mayor Ford, seconded by Councilmember McCarthy, it was resolved to approve Consent Agenda items B, and E, as presented, and to table Consent Agenda Item A to a later meeting. All in favor; motion carried.

8. **CITY BUSINESS – OLD BUSINESS (0:15:45)**

a. **2023-02-VB (127 Wildwood Avenue) Variance (0:15:51):**

On a motion made by Councilmember McCarthy, seconded by Mayor Ford, it was resolved to deny the variance application for the following reasons:

1) The decision of the Planning Commission to deny the Application based on its findings;

2) The reasons for denial as detailed in the Memorandum provided by the City Engineer;

3) The lack of a ‘practical difficulty’ as defined in State and City Code as evidenced by the following:

- a) Plans for the deck were originally contemplated but abandoned by applicant to move the project forward, proving that the project was not dependent on the presence of the deck;
 - b) The property already has an existing deck “structure”;
 - c) The property clearly has a structure on it that forecloses any argument that the failure to obtain a variance would render the property useless and the structure sat in non-conformity when acquired (legal non-conforming) and thus the limitations came with the property;
- 4) Additionally, the strong opposition to the Request by the affected neighboring property owners and;
- 5) That the City may not authorize any variances that would expand a non-conforming use unless the requirements of Minn. Stat. 462.357 Subd. 1(e)(f) and(g) are met.

All in favor. Motion carried.

The Applicants, Al and Sue Reece, addressed Council. They provided Council with various handouts with renderings of the proposed deck and its potential effects on the abutting property’s site lines. The Applicant claimed that a new plan was made and distributed, and that no feedback from abutters was received. The designer’s blueprint and a floorplan were included in the handouts. Ms. Reese provided further explanation of the floorplan, and highlighted the changes from the previous plan to ensure that site lines are not obstructed. She presented various artistic renditions of the site lines after the proposed deck’s construction. She provided and outlines documentation stated that the impervious surfaces will not change and were immaterial to the variance request. She noted that the house was in a pre-existing, non-conforming location.

Mayor Ford opened to floor to public comment.

Len Pratt, 301 Wildwood Avenue, noted that the proposed deck does not meet the high-water setback regulations. In order for a variance to be issued, the Applicant has to show that the variance was necessary and that no other option exists.

Ellen Maas Pratt commented that no new construction projects have received waivers from the 50-foot setback requirement, and that variances for structures already built have been grandfathered in. She also submitted some photos of the property and noted that she reviewed the documents that were part of the original application and prepared a summary of the issues with the application.

Lucy Maas Holtz noted her opposition to the application and noted that the proposal was incomplete. She also presented a timeline for the project and pointed out some inconsistencies.

b. Ordinance 2023-05-05 – Amending the Utility Availability Fees (1:27:45):

On a motion made by Councilmember McCarthy, seconded by Mayor Ford, it was resolved to approve Resolution 2032-35, approving of summary publication ordinance 2023-05-05. All in favor. Motion carried.

Councilmember Hankins presented a summary of the ordinance. He noted that the resolution number should be changed to 35 because he believed that resolution 34 had already been used.

Mayor Ford opened the floor to public comment.

Naja Gail, 419B Wildwood Avenue, thanked the Council for the clarification on the Code and stated that the ordinance would affect her. The contractor installing her plumbing lines has already applied for a permit and asked if he would need to apply again.

Councilmember Hankins clarified that the ordinance would go into effect on the day that it is published. He advised the resident to wait approximately two weeks and to apply for a new permit without paying for the old one.

c. 2023 Year-End Financial Audit RFP Publication (1:34:00):

On a motion made by Mayor Ford, seconded by Councilmember Weier, it was resolved to table the 2023 financial audit RFP publication to the Council meeting to be held in August of 2023. All in favor. Motion carried.

Mayor Ford suggested tabling discussion to the next meeting, in order to learn more about the scope of work and what to consider when selecting a firm.

d. Ordinance 2023-06-01 Solar Panels (1:36:36):

On a motion made by Councilmember McCarthy, seconded by Councilmember Hankins, it was resolved to table approval of Ordinance 2023-06-01 to a later date. All in favor. Motion carried.

On a motion made by Councilmember McCarthy, seconded by Mayor Ford, it was resolved to schedule time to workshop the conditions for ground-mounted solar panels at a later date. Motion carried.

Councilmember Hankins provided a brief summary of the ordinance and recommended tabling approval to a later date; however, he welcomed Council's suggestions.

Councilmember McCarthy expressed concern regarding the language around the height and setback requirements. He also recommended removing the language regarding visual impacts because they are subjective.

Councilmember Wier suggested that ground-mounted systems be reviewed by the Planning Commission as a variance, because it may have an impact on impervious surfaces, site views, and height.

Mr. Kantrud suggested that Council wants to encourage solar panels; however, making residents go through the variance applicant process can be discouraging. He suggested opting for a Conditional Use Permit instead, which is a simpler process. Councilmember McCarthy advised that roof-mounted units should be approved as soon as possible, and the conditions around ground-mounted units could be workshopped at a later date.

9. CITY BUSINESS – NEW BUSINESS (1:48:26)

Mayor Ford elected to return to the following Consent Agenda Items:

a. Approve Treasurer's Report (Consent Agenda Item C) (1:48:30):

On a motion made by Mayor Ford, seconded by Councilmember McCarthy, it was resolved to approve the Treasurer's Report, as amended. All in favor. Motion carried.

Councilmember Hankins highlighted some plumbing claims and advised that some of the more costly items should go through Council for approval in the future. He also noted a \$120 curb stop fee that should be paid by the homeowner and removed from the report.

b. Approve Mower Damage Claim (Consent Agenda Item D) (1:52:13):

On a motion made by Councilmember McCarthy, seconded by Mayor Ford, it was resolved to deny payment of the damage claim and to forward it to the insurance company. All in favor. Motion carried.

c. First Reading of Ordinance 2023-07-01 – Building Height (1:54:58):

On a motion by Mayor Ford, seconded by Councilmember Hankins, it was resolved to table the first reading of ordinance 2023-07-01. All in favor. Motion carried.

d. Request for Purchase of City Personal Computer (1:55:23):

On a motion made by Mayor Ford, seconded by Councilmember Foster, it was resolved to approve the desktop computer purchase for \$629 so everyone in the office has a working computer, and to revisit overall IT fees at a later date. All in favor. Motion carried.

Theresa Bellinger explained that the City staff require one additional desktop computer which would allow all City staff to work at the same time. This computer would replace the desktop that is currently inoperable.

e. Road Repair Bid from T.A. Shifsky (2:00:53):

On a motion made by Mayor Ford, seconded by Councilmember McCarthy, it was resolved to obtain an additional bid for road repairs which includes miscellaneous pothole repair and water main break repairs at White Pine Road and City Hall, and that Council schedule a special session to review the bid should it be received within two weeks. All in favor. Motion carried.

f. Street Sweeping (2:12:13):

On a motion made by Councilmember McCarthy, seconded by Mayor Ford, it was resolved to include street sweeping in the road repair bids to be reviewed at the special meeting. All in favor. Motion carried.

Councilmember Weier noted that she received several e-mails from residents concerned about street sweeping. Mayor Ford agreed to contact the contractor to verify whether street sweeping was completed. Councilmember McCarthy suggested that the road repair bids include street sweeping. Councilmember Hankins suggested that the contractors completing construction on Wildwood Avenue should be billed for a portion of the street sweeping.

g. Hourly Permit Fees (2:15:34):

On a motion made by Councilmember McCarthy, seconded by Mayor Ford, it was resolved to table the approval of the proposed changes to hourly permit fees. All in favor. Motion carried.

Theresa explained that the intention of the proposed changes is to process permit fees more efficiently. Mr. Kantrud advised Council to table the item so that the City Planner could be included in the conversation.

h. Staff Leave (2:24:36):

On a motion made by Councilmember Weier, seconded by Councilmember McCarthy, it was resolved to grant Rebecca Kellen up to 12 weeks of FMLA time, effective July 5, 2023. All in favor. Motion carried.

Council agreed to hold a special meeting to discuss hiring additional staff during Ms. Kellen’s absence.

i. Suggested Improvement Work (2:31:34):

On a motion by Councilmember Weier, seconded by Councilmember McCarthy, it was resolved to organize volunteers to install board on the ice rink and remove fallen trees and branches from the right-of-way. All in favor. Motion carried.

j. Deer Hunt (2:42:15): Councilmember Weier agreed to recruit volunteers to work on the deer hunt. She also agreed to present a proposal at the special Council meeting. It was noted that there have been significant records requests in the past regarding the deer hunt.

k. Water Main Break Surcharge (2:44:15): Councilmember Hankins expressed concern about the cost of the water main breaks, and suggested including a proposal at the special Council meeting. Council expressed support for the idea.

10. ADJOURNMENT

On a motion made by Mayor Ford, seconded by Councilmember Weier and carried unanimously, it was agreed that there was no further business of the Council to transact; the meeting was closed at 9:31 p.m. by Mayor Ford.

DISCLAIMER

The above minutes should be used as a summary of the motions passed and issues discussed at the meeting. This document shall not be considered a verbatim copy of every word spoken at the meeting.

Mayor Margaret Ford

City Administrator Becky Kellen

Date

Date

RESOLUTION 2023-39

RESOLUTION AUTHORIZING WORK BY BOLTON AND MENK AND BRAUN FOR WILDWOOD LIFT STATION REPLACEMENT PROJECT

WHEREAS, the City of Birchwood Village is in the process of designing a replacement for the Wildwood Lift Station to ensure the continued functionality and efficiency of the wastewater management system; and

WHEREAS, it has been determined that the following essential items need to be completed for the successful execution of this project:

- Electrical Plan and Design
- Demolition Plan
- Generator Assessment (with potential reuse of the existing generator)
- Soils Report (by Braun)
- Pump Sizing
- Consultation with Dale Reed regarding a Drain Line
- Consideration of Odor Control (to be discussed with Dale Reed)
- Reevaluation of Valve Vault Sizing
- Contingency Planning in case of location changes;

WHEREAS, the Council recognizes that the initial stages of the project require professional engineering and soil testing services to ensure that the project proceeds smoothly and in compliance with all regulations; and

WHEREAS, Bolton and Menk and Braun are qualified service providers for engineering and soil borings, respectively, for this project; and

WHEREAS, an allocation of \$30,000 is required to engage Bolton and Menk for engineering services and \$8,000 for soil borings to be performed by Braun;

NOW, THEREFORE, BE IT RESOLVED by the City Council of Birchwood Village that:

- An amount of \$30,000 is hereby authorized for Bolton and Menk for their engineering services related to the Wildwood Lift Station Replacement Project.
- An amount of \$8,000 is hereby authorized for Braun for the soil borings required for the project.
- The City Council shall continue to monitor the progress of the project and consider further allocations as necessary to ensure its successful completion.
- This resolution shall take effect immediately upon its passage.

PASSED AND ADOPTED this 25th day of September, 2023.

Margaret Ford, Mayor, City of Birchwood Village

ATTEST:

Rebecca Kellen, City Clerk, City of Birchwood Village



**BOLTON
& MENK**

Real People. Real Solutions.

3507 High Point Drive North
Bldg. 1 Suite E130
Oakdale, MN 55128

Ph: (651) 704-9970
Bolton-Menk.com

9-6-2023

City of Birchwood Village

Madam Mayor and City Council,

Wildwood Lift Station Project

- Location needs to be determined.
 - Once the location has been determined, we can schedule soil borings (roughly \$8,000)
 - Site Visit, Design, and specifications to be completed following (\$30,000)
 - Environmental Review done by EPA (expect it to take roughly 2 months)
 - Once Environmental Review is complete, Plans will posted and bid.
 - Construction to Start in Spring 2024
 - Does the city want Bolton and Menk to do construction inspection?

CIP/Roadbotics

- Roadbotics is completed and maps are attached.
- Based on the findings of Roadbotics and comparing it with utility maps, would recommend starting with a Wildwood Ave project following the lift station project. See attached estimate.
- Starting budget suggestion is \$100,000. With projects planned for every 3 years.
 - With Current budget, assessments, franchise fees, bond, etc. would be necessary.
- Roads cycle on Seal Coat and Crack Filling every 7 years.
- High priority streets would be Oakhill Court, Oakridge Drive, Birchwood Court, Five Oaks Lane, Wildwood Ave (4" watermain also in the street).

PLOP

- MOA has been sent to Rice Creek Watershed District for review.

Sincerely,

Bolton & Menk, Inc.

Marcus A. Johnson

Marcus Johnson
Project Engineer

PRELIMINARY COST ESTIMATE

Wildwood Avenue Improvements
City of Birchwood Village, Minnesota

DATE: 9/6/2023

ITEM NO.	ITEM	QTY	UNIT	UNIT PRICE	TOTAL
Street Improvements					
1	Mobilization	1	LS	\$28,000.00	\$28,000.00
2	Traffic Control	1	LS	\$5,000.00	\$5,000.00
3	Subgrade Excavation	290	CY	\$15.00	\$4,350.00
5	Common Excavation	1150	CY	\$25.00	\$28,750.00
6	Stabilizing Aggregate	290	CY	\$25.00	\$7,250.00
7	Aggregate Base, Class 5	2800	TN	\$16.50	\$46,200.00
8	Type SP 12.5 Wearing Course Mixture (2,B) - Lower Lift	440	TN	\$95.00	\$41,800.00
9	Type SP 9.5 Wearing Course Mixture (2,B) - Upper Lift	320	TN	\$95.00	\$30,400.00
10	Bituminous Tack Coat	270	GAL	\$4.00	\$1,080.00
11	Sawing Bituminous Pavement	500	LF	\$5.00	\$2,500.00
12	Sawing Concrete Pavement	300	LF	\$7.00	\$2,100.00
13	Bituminous Curb and Gutter	1550	LF	\$15.00	\$23,250.00
14	Concrete Driveway Pavement	433	SY	\$80.00	\$34,600.00
15	Bituminous Driveway Pavement	433	SY	\$65.00	\$28,112.50
16	Topsoil Borrow	200	CY	\$55.00	\$11,000.00
17	Storm Sewer Improvements	1	LS	\$8,000.00	\$8,000.00
18	Seed and Hydromulch	1	LS	\$8,000.00	\$8,000.00
19	Salvage and Reinstall Sign	1	LS	\$2,000.00	\$2,000.00
Watermain Improvements					
20	8" Watermain	1000	LF	\$80.00	\$80,000.00
21	6" Watermain	150	LF	\$65.00	\$9,750.00
22	8" Gate Valve and Box	2	EA	\$3,000.00	\$6,000.00
23	6" Gate Valve and Box	2	EA	\$2,000.00	\$4,000.00
24	Hydrant	2	EA	\$5,500.00	\$11,000.00
25	Watermain Fittings	400	LBS	\$11.00	\$4,400.00
Services Improvements					
26	4" PVC Service Pipe	1700	LF	\$35.00	\$59,500.00
27	1" Water Service Pipe	1700	LF	\$30.00	\$51,000.00
28	1" Corporation Stop	34	EA	\$300.00	\$10,200.00
29	1" Curb Stop and Box	34	EA	\$300.00	\$10,200.00
Total Estimated Construction Cost - Wildwood Avenue Street Improvements					\$558,442.50
Permitting, Administrative, Legal, Engineering & Material Testing					\$111,688.50
15% Contingencies					\$83,766.38
Total Estimated Project Costs					\$753,897.38

City of Birchwood Village Revenue and Expenditure Trends

Source: 2022 budget and actuals, 2023 known expenditures

		2021	2022	2023	2024					
RECEIPTS										
General Property Taxes (levy)		\$512,000.00	\$512,000.00	\$493,841.00	\$644,808.59					
DISBURSEMENTS										
		2021	2022	2023	2024	Comments	2022 Actual	YTD 2023	Notes from 8/8/23 CC Mtg	Notes from 9/12/23 CC Mtg
GENERAL GOVERNMENT										
Publishing										
Printing and Binding	100-41130-350	\$500.00	\$500.00	\$500.00	\$500.00	\$500 for job posting, posting was logged to Misc versus printing- keep				
Legal Notice Publication (WBP)	100-41130-351	\$2,000.00	\$2,000.00	\$2,000.00	\$2,500.00	inc based on 2023 YTD	\$1,330.00	\$1,752.00	Changed from 3K to 2500.	
Subtotal Publication		\$2,500.00	\$2,500.00	\$2,500.00	\$3,000.00					
City Council										
Wages and Salaries	100-41310-100	\$8,500.00	\$8,500.00	\$8,500.00	\$4,500.00	2 council members have declined their 2024 salary. 3 have declined their 2023 salary. Keeping budget as is for future years	\$8,500.00	NA	Changed from 8500 to 1200 due to 3 councilmembers declining salaries	Changed from 1200 to 4500.
Employer Cont.-Retirement	100-41310-121	\$200.00	\$200.00	\$200.00	\$0.00	Pera does not apply	\$200.00			
Medicare - Employer	100-41401-100	\$130.00	\$130.00	\$130.00	\$67.50		\$127.50			
Social Security Employer	100-41401-100	\$530.00	\$530.00	\$530.00	\$292.50		\$552.50			
City Council Subtotal		\$9,360.00	\$9,360.00	\$9,360.00	\$4,860.00					
Clerk										
Wages and Salaries	100-41401-100	\$55,000.00	\$43,000.00	\$70,380.00	\$73,195.00	assume 6% inc eff 5/1, Becky started end of April 2022, pro-rated				
Employer Cont.-Retirement	100-41401-121	\$4,200.00	\$3,250.00	\$9,853.20	\$10,247.30					
Medicare - Employer	100-41401-100	\$850.00	\$650.00	\$1,055.70	\$1,097.93					
Social Security Employer	100-41401-100	\$3,500.00	\$2,700.00	\$4,574.70	\$4,757.68					
Other Pay (insurance stipend)	100-41401-100	\$0.00	\$0.00	\$0.00	\$0.00					
Accounting (Assistant Treasurer, & Deputy Clerk)										
Wages and Salaries	100-41401-100	\$29,815.00	\$18,000.00	\$37,990.00	\$61,306.00	Deputy Clerk and Treasurer, assume 6 % inc, Therese started in April 2023 @ \$30 hourly. Assume 30 hrs per week Deputy Clerk, 20 hours per month Treasurer @ \$10 hourly.	\$46,800.00	\$2,400.00		Changed from 51306 to 61306
Employer Cont.-Retirement	100-41401-121	\$2,640.00	\$0.00	\$5,318.60	\$336.00					
Medicare - Employer	100-41401-100	\$515.00	\$300.00	\$569.85	\$919.59					
Social Security Employer	100-41401-100	\$2,200.00	\$1,500.00	\$2,469.35	\$3,984.89					

	100-41501-314					St. Anthony does not complete bank reconciliation, remove, add \$10,000 for audit			Changed from 10K to 8K per the 8/8/23 Mtg.
Contracted Services (SAV bank rec.)		\$2,400.00	\$2,400.00	\$2,400.00	\$8,000.00				
Office Support									
	100-41401-100	\$1,000.00	\$1,000.00	\$1,000.00	\$0.00	Has not worked since 2020, too difficult to keep current			
Wages and Salaries									
Medicare - Employer	100-41401-100	\$15.00	\$15.00	\$15.00	\$0.00				
Social Security Employer	100-41401-100	\$62.00	\$62.00	\$62.00	\$0.00				
Admin. Staff Subtotal		\$102,197.00	\$72,877.00	\$135,688.40	\$163,844.38				
Elections									
Wages and Salaries	100-41410-100	\$0.00	\$0.00	\$0.00	\$0.00				
Operating Supplies	100-41410-210	\$0.00	\$0.00	\$0.00	\$0.00				
Contracted Services (Wash. Cty. JPA)	100-41410-314	\$4,750.00	\$5,510.00	\$5,510.00	\$9,137.00	Confirmed actuals for 2024			
Repair & Maint. Supplies	100-41410-220	\$1,140.00	\$1,140.00	\$1,140.00	\$1,332.00	Confirmed actuals for 2024			
Elections Subtotal		\$6,090.00	\$6,850.00	\$6,850.00	\$10,469.00	Confirmed actuals for 2024			
Office Supplies									
	100-41911-200	\$2,000.00	\$2,100.00	\$2,100.00	\$1,900.00	Donated supplies keeping supply cost down, suggest decreasing by \$200	\$960.00	\$827.00	
Office Supplies									
	100-41911-230	\$0.00	\$0.00	\$0.00	\$0.00	2023 purchased web-cam for planning commission			
Office Equipment									
	100-41911-314	\$625.00	\$625.00	\$250.00	\$200.00	printer maintenance fee, currently \$11 month plus any high usage fee			
Contracted Services (Toshiba)									
Postage/Postal Permits									
	100-41430-200					added postage costs since mailings are related to a variety of services. Utility mailings, permits, variances, and other notifications			Goes to 0 per the 8/8/23 mtg. •Eliminate postage fees related to utility billing, as the funds can be recouped through utility fees.
Office Supplies		Non Levy	Non Levy	Non Levy	\$0.00				
Office Operations Subtotal		\$2,625.00	\$2,725.00	\$2,350.00	\$2,100.00				
Financial Administration									
	100-41501-437	\$400.00	\$400.00	\$0.00	\$0.00	we haven't incurred fees for services			
Fees (banking)									
Subtotal		\$400.00	\$400.00	\$0.00	\$0.00				
Insurance - City									
Insurance									
Packaged Liability (incl. gen. liab.)	100-41945-361	\$6,200.00	\$6,500.00	\$8,500.00	\$ 11,781.00	Comfirmed for 2024	\$8,385.00	\$10,933.00	
Property Insurance	100-41945-362						\$277.00		
	100-41945-150	\$2,663.00	\$3,100.00	\$3,100.00	\$ 2,768.00	unknown until we have the audit. Leaving the same as 2022.	\$2,768.00	\$1,902.00	
Worker's Comp (for employees & contractors per audit)									
Excess Liability	100-41945-369	\$855.00	\$855.00	\$855.00	\$855.00		\$855.00	\$1,200.00	
Insurance Subtotal		\$9,718.00	\$10,455.00	\$12,455.00	\$15,404.00				

Assessing													
Contracted Services	100-41550-314	\$5,550.00	\$5,550.00	\$6,000.00	\$6,500.00	Per new fee schedule from contractor							
Legal Services													
Professional Services	100-41601-300	\$18,000.00	\$18,000.00	\$18,000.00	\$18,000.00	assume same rate							
Engineer Service													
Professional Services	100-41650-300	\$7,000.00	\$10,000.00	\$12,000.00	\$18,000.00	based on actuals for services that are for city only, does not include lift station-part of sewer utility billing?						Went from 25350 to 18K per 8/8/23 mtg.	
Planner Service													
Professional Services	100-41650-300		\$2,000.00	\$1,000.00	\$5,000.00	planner is paid \$1600 a month, need to determine how to allocate expense. Contract began in mid April	0					Updated to 2K per the 8/8/23 meeting	Changed from 2K to 5K.
Planning & Zoning	100-41910-314												
Services Subtotal		\$30,550.00	\$35,550.00	\$37,000.00	\$47,500.00								
City Training & Development													
Training (Admin & Council)	100-41914-310	\$3,000.00	\$3,000.00	\$2,000.00	\$2,000.00	Kathy Weier and Becky training for 2023, keep for future needs, 2022 Foster and Kellen	\$579.00	\$1,462.00					
Travel & Subsistence (Admin trainings)	100-41914-334												
Dues & Subscriptions (LMC memberships, etc.)	100-41914-433	\$1,040.00	\$1,105.00	\$1,137.00	\$1,237.00	assume \$100 inc in 20	\$1,137.00						
Grants - Counseling Center (NYFS)	100-41905-438	\$2,000.00	\$1,805.00	\$1,805.00	\$1,805.00	assume inc based on prior yr	\$1,805.00	\$1,958.00				Went from 2K to \$1805 as per the 8/8/23 meeting	
T & D Subtotal		\$6,040.00	\$5,910.00	\$4,942.00	\$5,042.00								
City Hall-Gov't Buildings													
Repair, Operating & Maint. Supplies	100-41940-220	\$765.00	\$810.00	\$810.00	\$2,500.00	many supplies for 2023 have been donated, 2022 included \$1700 for door, 2023 included checks (\$362) plan on window upgrade of \$2000	\$2,022.00	\$782.00					
Professional Services	100-41940-300												
Contracted Services (janitorial)	100-41940-314	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	TSE \$660, add \$340 for other		\$330.00					
Utility Services	100-41940-380	\$3,500.00	\$3,500.00	\$3,500.00	\$5,000.00	Includes utility services for gas, lighting, solar, plus boiler repair, increase based on 2022 actuals	\$5,057.00	\$2,409.00					
Buildings & Structures	100-41940-520												

I.T./Internet/Telephone (Metro-INET & GovOffice)	100-41940-320	\$9,100.00	\$5,250.00	\$5,250.00	\$ 9,351.00	\$513 monthly for Metro- INET, add \$1200 for additional PC support in 2024, hosting fee Gov Office \$600	\$6,744.00	\$3,611.00	Gov office was bought out by Catalis which is now costing \$1995.yr for 2024 (or \$1000)
Contracted I.T. Software (Microsoft & iDrive & permitting technology)	100-41940-320		\$900.00	\$900.00	\$ 3,100.00	Added the permitting	\$813.00		
Gov't Bldgs Subtotal		\$14,365.00	\$10,560.00	\$11,460.00	\$20,951.00				
Cable Eqpmt and Service									
Contracted Services (videographer)	100-41950-314				\$1,500.00	Cable commission has been reimbursing due to grant. Need to see if continues for 2024. Longer meetings.	\$1,722.75	\$787.50	
Communication (Minutes Solutions and zoom)	100-41950-320			\$3,000.00	\$4,180.00	cancelled zoom. Longer meetings, resulting in increased costs, YTD is 6 mo		\$2,090.00	
Communication Subtotal		\$0.00	\$0.00	\$3,000.00	\$5,680.00				
TOTAL Gen Government		\$183,845.00	\$157,187.00	\$225,605.00	\$278,850.38				
PUBLIC SAFETY									
Police									
Contracted Services	100-42101-314	\$63,500.00	\$64,805.00	\$72,500.00	\$91,869.66	Washington County proposes to add one additional person to the force. Note: we should get a grant of \$30 K to help pay for enforcement of police, fire, etc, note: 2022 included \$866.47 for additional patrol	\$65,688.87	6 mo = \$36,216.53	
Fire									
Contracted Services	100-42201-314	\$29,545.00	\$32,845.00	\$36,590.00	\$0.00	new contract amount	\$32,845.00		Went from 37809 to 0 due to grant in that exact amount
Building Inspection (non levy)									
Contracted Services	100-42401-314	Non Levy	Non Levy	Non Levy	Non Levy	paid Inspector \$50,709 for 2022. Non-Levy due to admin salary, permit cost and software			
Fees (variance, cond.use permits)	100-42401-437	Non Levy	Non Levy	Non Levy	Non Levy				
Other Protection									
Contracted Services (Code Red)	100-42801-314	\$100.00	\$100.00	\$100.00	\$70.00	lowered due to actual cost	\$68.00	\$68.00	

Animal Control	100-41916-314	\$1,000.00	\$1,000.00	\$1,000.00	\$1,200.00	\$80 monthly plus any animal reporting, if resident animal bill resident, if undetermined city pays	\$1,557.40	\$703.00		
PUBLIC SAFETY TOTAL		\$94,145.00	\$98,750.00	\$110,190.00	\$93,139.66					
PUBLIC WORKS										
Highways, Streets & Roadways										
Repair & Maint. Supplies	100-43101-220									
Contracted Services (Pot Holes)	100-43101-314	\$6,000.00	\$10,000.00	\$14,000.00	\$100,000.00	NOTE: \$33,787 was taken from capital projects fund for 2022, and \$ 32,500 for 2023, additional repair for \$8K expected. Expenses include mill and overlay- part of capital expense below	\$43,965.00	\$42,500.00	went from 20,500 to 30K per 8/8/23 meeting	Changed from 30K to 100K.
Street Sweeping	100-43103-314	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00	paid for fall/spring, did not occur in 2022	0	\$3,500.00		
Street Maintenance Subtotal		\$10,000.00	\$14,000.00	\$18,000.00	\$104,000.00					
Street Lights										
Utility Services	100-43160-380	\$15,000.00	\$15,000.00	\$16,800.00	\$ 16,800.00	2023 YTD is for 7 months, keep same as budget	\$17,368.00	\$9,680.00		
Drainage - Structure Care										
Contracted Services (sewer cleanout - Schifsky's)	100-43150-314	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	not recorded as occurred. Should keep service?				
Fees (mpca)	100-43150-437	\$400.00	\$400.00	\$400.00	\$400.00	not recorded				
Subtotal		\$2,400.00	\$2,400.00	\$2,400.00	\$2,400.00					
Ice and Snow Removal										
Operating Supplies (salt, sand)	100-43125-210	\$5,000.00	\$5,000.00	\$7,500.00	\$20,000.00	NOTE: 2023 season was unusual snow fall, plus gas increases. Billing is difficult to determine supplies versus just services. 2022 actuals were significantly less, however both years were over budget.	\$12,971.00	\$44,868.00		
Contracted Services (Birch)	100-43125-314	\$17,000.00	\$17,000.00	\$20,000.00	\$20,000.00		\$16,941.00	\$31,302.00		
Snow & Ice Subtotal		\$22,000.00	\$22,000.00	\$27,500.00	\$40,000.00					
Water Utility										
Refunds & Reimbursements	100-43180-810	Non Levy	Non Levy	Non Levy	Non Levy					
Sewer Utility										
Refunds & Reimbursements	100-43190-810	Non Levy	Non Levy	Non Levy	Non Levy					
TOTAL - Public Works		\$49,400.00	\$53,400.00	\$64,700.00	\$163,200.00					
CULTURE & RECREATION										
Recreation										
Dues & Subscriptions (WBLCD)	100-45101-433	Non Levy	Non Levy	Non Levy	Non Levy					

	210-45101-440					Music in the park costs \$3000 annually, plus \$200 contribution to WBL for fireworks. Costs are offset by Dock Assoc fees				
Community Events (Volunteer, Music in the Park, an firew		Non Levy	Non Levy	Non Levy	Non Levy					
TOTAL Recreation		\$0.00	\$0.00	\$0.00	\$0.00					
Parks										
Wages and Salaries	100-45207-100	\$21,500.00	\$21,500.00	\$22,800.00	\$24,170.00	through June. Assume 6% inc as summer/fall hours increase	\$15,051.00	\$12,006.09		
Employer Cont.-Retirement	100-45207-121	\$850.00	\$850.00	\$3,192.00	\$3,383.80					
Medicare - Employer	100-41401-100	\$450.00	\$450.00	\$342.00	\$362.55					
Social Security - Employer	100-41401-100	\$1,780.00	\$1,780.00	\$1,596.00	\$1,691.90					
Operating Supplies	100-45207-210									
Repair & Maint. Supply/Contractual	100-45207-400	\$2,000.00	\$2,100.00	\$2,100.00	\$1,000.00	2022 included wood chipper, not used in 2023	\$1,624.00	\$571.00		
Contracted Services (porta potty)	100-45207-314	\$2,500.00	\$2,500.00	\$2,500.00	\$2,930.00	price increase \$185.50 monthly budgeted - excel	\$2,242.50	\$974.60		
Utility Services	100-45207-380	\$800.00	\$800.00	\$800.00	\$685.00	emergency	\$270.00	\$399.72		
Fees	100-45207-530				\$0.00					
Projects										
Parks GF Subtotal		\$29,880.00	\$29,980.00	\$35,382.00	\$36,398.55					
TOTAL Parks & Recreation		\$29,880.00	\$29,980.00	\$35,382.00	\$36,398.55					
SANITATION										
Tree Care - Inspection & Removal										
Contracted Services (tree inspector)	100-43104-314	\$1,300.00	\$1,300.00	\$1,300.00	\$5,000.00	need to hire new contractor	\$1,300.00			
Tree Removal										
Operating Supplies	100-43135-210									
Contracted Services	100-43135-314	\$5,000.00	\$5,000.00	\$5,000.00	\$15,000.00	Cost went up substantially due to easements and parks that had Emerald Ash trees removed.	\$500.00	\$22,500.00	Changed from 20K to 15K per the 8/8/23 mtg	
Sanitation - Recycling										
Contracted Services (Tennis Sanitation)	100-43300-314	\$14,500.00	\$14,500.00	\$17,664.00	\$17,480.00	YTD is for 8 months	\$16,192.00	\$11,592.00		
Lawn Care/Maintenance										
Contracted Services	100-45208-100	\$0.00	\$0.00	\$0.00	\$0.00					
TOTAL - Sanitation		\$20,800.00	\$20,800.00	\$23,964.00	\$37,480.00					
CONSERVATION - NATURAL RESOURCE										
Fees, Dues & Subscriptions (WBLCD)	100-46101-437	\$2,000.00	\$2,000.00	\$2,000.00	\$740.00	actual based on info f	\$1,791.00	\$1,100.00		
TOTAL - Conservation		\$2,000.00	\$2,000.00	\$2,000.00	\$740.00					
UNALLOCATED EXPENDITURES										
Miscellaneous	100-49201-430	\$1,930.00	\$2,000.00	\$2,000.00	\$ 2,000.00	catch all, note 2022 Zoom and PC's were logged				
Transfer to Capital Projects Fund	100-49360-722	\$30,000.00	\$30,000.00	\$30,000.00	\$ 30,000.00	road repair				
Sewer L/S 1 Project	100-49365-530	\$100,000.00	\$100,000.00	\$0.00	\$ -	assume bond or utility billing to cover sewer lift project?				
Village Hall Restoration	100-41940-220		\$17,883.00	\$0.00	\$ 3,000.00	New window for 2024				
Transfer to Water Fund					\$ -					
TOTAL - Other Unallocated		\$131,930.00	\$149,883.00	\$32,000.00	\$35,000.00					

TOTAL OPERATING EXPENDITURES (DISBURSEMENTS)		\$512,000.00	\$512,000.00	\$493,841.00	\$644,808.59					
		<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2023</u>					
	Levy	\$ 512,000	\$ 512,000	\$ 493,841	\$ 644,809					
	Proposed \$\$ Change	\$ 23,500	\$ 23,500	-\$18,159.00	\$150,967.59					
	Proposed % Change	4.81%	4.81%	-3.55%	30.57%					