

AGENDA OF THE REGULAR MEETING OF  
THE CITY COUNCIL  
CITY OF BIRCHWOOD VILLAGE  
WASHINGTON COUNTY, MINNESOTA  
January 13, 2015  
7:00 P.M.

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**ADMINISTER OATHS OF OFFICE TO NEW ELECTED OFFICIALS**

**APPROVE AGENDA**

**OPEN PUBLIC FORUM**

**ANNOUNCEMENTS**

**CITY BUSINESS – CONSENT AGENDA**

- A. Approval of Regular Meeting December 9, 2014 Minutes\*
- B. Resolution 2015-01, Accepting a Cash Donation from Artists Group Members\*
- C. Resolution 2015-02, Authorizing RWSCC to Broadcast and Re-Broadcast City Council Meetings
- D. Resolution 2015-03, Naming U.S. Bank and the 4M Fund as Official Depositories of Municipal Funds
- E. Resolution 2015-04, Designating the White Bear Press as the Official Newspaper for Publication

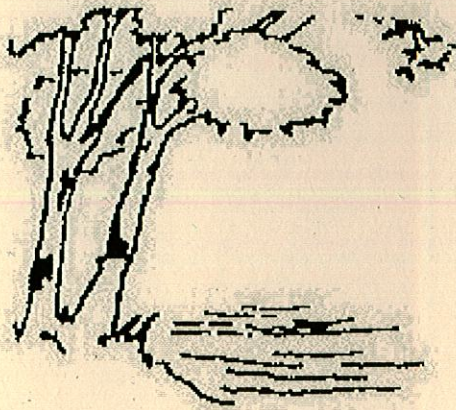
**CITY BUSINESS – REGULAR AGENDA**

- A. Approval of Treasurer's Report\*
- B. Second Reading of Ordinance 2014-11-02, Adding Vacant Building Language to City Code\*
- C. Resolution 2015-05, Approving Summary Publication of Ordinance 2014-11-02\*

\* Denotes items that have supporting documentation provided

- D. First Reading of Ordinance 2015-01-01, Amending the Variance Application Fee in the Fee Schedule\*
- E. First Reading of Ordinance 2015-01-02, Adopting a Self-Perpetuating Ordinance Relating to the Minnesota State Building Code\*
- F. City Attorney's Report
- G. City Administrator's Report
  - a. January 26, 2015 Workshop

**ADJOURN**



## OATH OF OFFICE

*State of Minnesota*

*City of Birchwood Village*

I, \_\_\_\_\_, do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of Minnesota, and that I will discharge faithfully the duties of the office of \_\_\_\_\_ in the City of Birchwood Village to the best of my judgment and ability.

\_\_\_\_\_  
*Signature*

*Subscribed and sworn to before me this* \_\_\_ *day of* \_\_\_\_\_ *2015.*

\_\_\_\_\_  
*Chris Mickelson*

*City Administrator-Clerk*

**CITY OF BIRCHWOOD VILLAGE  
REGULAR CITY COUNCIL MEETING  
December 9, 2014**

**MINUTES**

**MEMBERS PRESENT:** Mayor Mary Wingfield; Councilmembers: Mark Anderson, Bill Hullsiek, Randy LaFoy, and Kevin Woolstencroft

**STAFF PRESENT:** Alan Kantrud, City Attorney; Chris Mickelson, City Administrator

**OTHERS PRESENT:** Judy Duffy, 505 Lake Avenue; Larry Walker, 4020 E. County Line Rd.

**Mayor Wingfield** called the regular meeting to order at 7:00 p.m. The Pledge of Allegiance was recited.

**AGENDA APPROVAL:**

**Mayor Wingfield** added a discussion on the dock at Kay Beach to the end of the agenda.

**MOTION WAS MADE BY COUNCILMEMBER WOOLSTENCROFT AND SECONDED BY  
COUNCILMEMBER ANDERSON TO APPROVE THE AGENDA AS AMENDED. ALL AYES. MOTION  
PASSED.**

**OPEN PUBLIC FORUM:**

**Judy Duffy** spoke to the Council on behalf of the White Bear League of Women Voters. Their organization is compiling a directory of local governments in their area. They are also surveying and observing city councils with a specific interest in open meeting law.

**ANNOUNCEMENTS:**

**Mayor Wingfield** announced that the Birchwood Village Christmas party will be taking place at Birchwood City Hall from 6:00 - 8:00 p.m. on Wednesday, December 10<sup>th</sup>. Also, a Common Table event will be taking place sometime in January.

**Councilmember LaFoy** stated that a few canoes and kayaks are still being stored and the Birch Easement.

**Administrator Mickelson** stated they will be removed by the end of the week.

**CITY BUSINESS - CONSENT AGENDA**

- A. Approval of Regular Meeting November 11, 2014 Minutes**
- B. Approval of Special Meeting October 20, 2014 Minutes**

**MOTION WAS MADE BY COUNCILMEMBER LAFOY, SECONDED BY COUNCILMEMBER HULLSIEK TO APPROVE THE CONSENT AGENDA AS PRESENTED. ALL AYES. MOTION PASSED.**

**CITY BUSINESS - REGULAR AGENDA**

**A. Truth in Taxation/Adoption of Final Levy and Budget**

**a) Public Hearing**

**Larry Walker** asked why his taxes are increasing if Birchwood's levy is flat.

**Mayor Wingfield** stated Birchwood's levy for 2015 is \$326,299 which is the same amount as 2014.

**Administrator Mickelson** stated that increases in property valuation cause tax increases.

**Larry Walker** stated the valuation of his property has increased from last year.

**Attorney Kantrud** stated that the increase in property valuation plus homestead exclusion decreasing causes a noticeable tax increase.

No other comments from the public were received.

**MOTION WAS MADE BY COUNCILMEMBER LAFOY AND SECONDED BY COUNCILMEMBER HULLSIEK TO CLOSE THE PUBLIC HEARING. ALL AYES. MOTION PASSED.**

**b) Review Proposed 2015 Levy and Budget**

**Mayor Wingfield** stated that the 2015 Budget has been thoroughly discussed at the August and September Council meetings. The proposed budget for 2015 reflects a 0% change from 2014.

**c) Resolution 2014-23, Final Levy Adoption**

**MOTION WAS MADE BY COUNCILMEMBER WOOLSTENCROFT AND SECONDED BY COUNCILMEMBER ANDERSON TO APPROVE RESOLUTION 2014-23. ALL AYES. MOTION PASSED.**

**d) Resolution 2014-24, Final Budget Adoption**

**MOTION WAS MADE BY COUNCILMEMBER LAFOY AND SECONDED BY COUNCILMEMBER HULLSIEK TO APPROVE RESOLUTION 2014-24. ALL AYES. MOTION PASSED.**

**B. Approval of Treasurer's Report.**

**Mayor Wingfield** stated that the report does not include the December property tax payment from Washington County.

**Administrator Mickelson** stated that the money has probably already been electronically deposited and once confirmation has been received, the deposit will be added to the general ledger. The payment will be approximately \$170,000.

**MOTION WAS MADE BY COUNCILMEMBER LAFOY AND SECONDED BY COUNCILMEMBER HULLSIEK TO APPROVE THE TREASURER'S REPORT AS PRESENTED. ALL AYES. MOTION PASSED.**

**C. Second Reading of Ordinance 2014-11-01, Adding Excessive Consumption of Law Enforcement Services Language to City Code**

**Mayor Wingfield** stated that this language will allow the City to assess additional costs incurred in dealing with problem properties in Birchwood.

**MOTION WAS MADE BY COUNCILMEMBER LAFOY AND SECONDED BY COUNCILMEMBER HULLSIEK TO APPROVE ORDINANCE 2014-11-01 AS PRESENTED. ALL AYES. MOTION PASSED.**

**D. Resolution 2014-25, Approving Summary Publication of Ordinance 2014-11-01**

**MOTION WAS MADE BY COUNCILMEMBER LAFOY AND SECONDED BY COUNCILMEMBER HULLSIEK TO APPROVE RESOLUTION 2014-25 AS PRESENTED. ALL AYES. MOTION PASSED.**

**E. Second Reading of Ordinance 2014-11-02, Adding Vacant Building Language to City Code**

**Mayor Wingfield** asked if Building Official Kramer had an opportunity to review the proposed vacant building ordinance.

**Administrator Mickelson** stated that he has not received Building Official Kramer's input on the ordinance as of the meeting.

**Councilmember LaFoy** asked to table the second reading of Ordinance 2014-11-02 until Building Official Kramer's input has been received.

**Councilmember LaFoy** stated that wind and tree damage should be added to the exemptions found in section 407.04.

Second reading of Ordinance 2014-11-02 was tabled until the January 13, 2015 Birchwood City Council meeting.

**F. Resolution 2014-26, Approving Summary Publication of Ordinance 2014-11-02**

Resolution 2014-26 was tabled until the January 13, 2015 Birchwood City Council meeting.

**G. First Reading of Ordinance 2014-12-01, Amending the Variance Application Fee in the Fee Schedule**

**Administrator Mickelson** stated that the purpose of a variance application fee is to recoup costs incurred with the processing of a variance application. Publishing notice of a public hearing as required by the variance process costs the City \$75.00. With the current \$206.00 application fee, the remaining

money is not sufficient to cover staff hours incurred in assisting the applicant in completing the application, researching the application, preparing a memorandum for the Planning Commission and Council and presenting the application to both the Planning Commission and Council. A variance application fee of \$300.00 is recommended.

**Mayor Wingfield** asked Attorney Kantrud for the best method in proceeding with updates to the City's fee schedule.

**Attorney Kantrud** stated that when updating one fee, it provides a good opportunity to look at the entire slate of fees and update others as needed.

**Mayor Wingfield** stated the proposed variance application fee increase will be reviewed with all other fees at the January 2015 meeting.

#### **H. 2014 Tree Inspection Report**

**Mayor Wingfield** stated that Tree Inspector Dean's report is included in the Council packet. Dean asks how the Council would like to proceed in addressing dead and dying ash trees as they can be a breeding ground for ash borer.

**Councilmember Anderson** stated that with all the Ash trees in town and in the easements, it's a good idea to have Tree Inspector Dean remove dead ash trees.

**Mayor Wingfield** asked that Tree Inspector Dean further investigate ash trees in Birchwood and report back to the Council with findings.

#### **I. City Administrator's Report**

##### **a.) Schedule a January Workshop**

**Mayor Wingfield** stated that the January workshop will include a discussion on the canoe/kayak racks at the easements, lift station/SCADA upgrades, and determining the Council's priorities for 2015.

A Workshop date of Monday, January 26, 2015 at 6:00 p.m. was determined by consensus of the Council. The Workshop will take place at Birchwood City Hall.

#### **J. Kay Beach Dock Discussion**

**Councilmember Anderson** stated he researched prices for new and used docks for Kay Beach. A dock with plastic decking would be best suited for Kay Beach as it requires far less maintenance compared to cedar decking. A new dock with plastic decking costs \$700 per section. A 70 foot dock would cost approximately \$5,000.

**Mayor Wingfield** stated the cost for a new dock could come from the special projects fund.

**Councilmember LaFoy** stated that would be a good use for the money Birchwood collects from residents with boat slips.

**MOTION WAS MADE BY MAYOR WINGFIELD AND SECONDED BY COUNCILMEMBER LAFOY TO AUTHORIZE COUNCILMEMBER ANDERSON AND ADMINISTRATOR MICKELSON TO PURCHASE A DOCK FOR KAY BEACH IN AN AMOUNT NOT TO EXCEED \$5,000.00. ALL AYES. MOTION PASSED.**

**K. City Attorney's Report**

**a. Update on Wildwood Park Lift Station Matter**

The meeting was closed as permitted by attorney-client privilege (section 13D.05).

**ADJOURN**

**MOTION WAS MADE BY COUNCILMEMBER LAFOY, SECONDED BY MAYOR WINGFIELD TO ADJOURN THE MEETING. ALL AYES. MOTION PASSED. MEETING ADJOURNED AT 8:20 P.M.**

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Mary Wingfield  
Mayor

ATTEST:

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Chris Mickelson  
City Administrator-Clerk



**RESOLUTION 2015-01**

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

**A RESOLUTION ACCEPTING A CASH DONATION FROM ARTISTS GROUP  
MEMBERS SALLY MCNAMARA AND SUSAN TURNOCK**

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

The City Council accepts the following cash donations from members of the  
Artists Group:

\$140.00 from Sally J. McNamara

\$10.00 from Susan E. Turnock

I certify that the City of Birchwood Village adopted the above Resolution on this  
13th day of January, 2015.

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Mary Wingfield, Mayor

ATTEST:

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Chris Mickelson  
City Administrator-Clerk

**RESOLUTION 2015-02**

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

**A RESOLUTION AUTHORIZING THE RAMSEY WASHINGTON SUBURBAN  
CABLE COMMISSION TO BROADCAST AND RE-BROADCAST CITY COUNCIL  
MEETINGS ON OTHER CABLE CHANNELS**

**WHEREAS**, all Regular and most Special meetings of the Birchwood Village City Council are broadcast on the City's public access channel through the Ramsey Washington Suburban Cable Commission (RWSCC); and

**WHEREAS**, RWSCC desires to have the authority to broadcast and re-broadcast these meeting on other cable channels of a public service nature including, but not limited to, On-Demand or a "C-SPAN" type of channel; and

**WHEREAS**, RWSCC is requesting permission from the City Council of the City of Birchwood Village for said broadcasting and re-broadcasting of Birchwood Village City Council meetings; and

**WHEREAS**, the City Council agrees that providing alternative venues and channels for residents to view City Council meetings is desirable and appropriate.

**NOW THEREFORE BE IT RESOLVED**, by the City Council of the City of Birchwood Village that it grants permission to the Ramsey Washington Suburban Cable Commission to broadcast and/or rebroadcast on other public-service, non-commercial cable channels any Council meeting that it originally broadcast live on the City's public access channel.

I certify that the City of Birchwood Village adopted the above Resolution on this 13th day of January, 2015.

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Mary Wingfield, Mayor

ATTEST:

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Chris Mickelson  
City Administrator-Clerk

**RESOLUTION 2015-03**

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

**A RESOLUTION NAMING U. S. BANK, N.A. AND THE MINNESOTA MUNICIPAL  
MONEY MARKET FUND (A/K/A "4M FUND") AS THE OFFICIAL DEPOSITORIES  
OF MUNICIPAL FUNDS**

**SECTION 1.** RESOLVED, that U. S. Bank, N.A. and the Minnesota Municipal Money Market Fund (a/k/a "4M Fund") are hereby designated as depositories for the funds of the City of Birchwood Village. The City Treasurer is authorized to deposit city funds therein.

**SECTION 2.** RESOLVED ALSO, that before any deposits are made that exceed the amount that is guaranteed by the Federal Deposit Insurance Corporation (FDIC), the depository must supply to the City a corporate surety bond in the amount of at least 10 percent more than the amount on deposit at the depository's cutoff hour. The bond is subject to the approval of the City Council. The surety bond must be conditioned to repay the above amount or any part thereof upon proper demand therefore and to perform such other duties in connection with the deposit as the council may require.

**SECTION 3.** RESOLVED FURTHER, that, in lieu of the above bond, the depository may furnish collateral in the manner and to the extent permitted by law. All such collateral must be approved by the City Council and accompanied by a written assignment providing that, upon default, the financial institution shall release to the City on demand, free of exchange or any other charges, the collateral pledged.

**SECTION 4.** RESOLVED FURTHER, all collateral must be placed in safekeeping in a restricted account at either a Federal Reserve Bank or in an account at a trust department of a commercial bank or other financial institution that is not owned or controlled by the financial institution that is furnishing the collateral. The selection must be approved by the City Council. In case of default upon the part of the depository, the City Council shall have full power and authority to sell such collateral or as much as may be necessary to realize the full amount due the city over such federal guarantee.

This designation is effective until subsequently rescinded by the Birchwood Village City Council.

I certify that the City of Birchwood Village adopted the above Resolution on this 13<sup>th</sup> day of January, 2015.

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Mary Wingfield, Mayor

Attest:

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Chris Mickelson  
City Administrator-Clerk

**RESOLUTION 2015-04**

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

A RESOLUTION DESIGNATING THE WHITE BEAR PRESS AS THE OFFICIAL  
NEWSPAPER FOR PUBLICATION FOR ALL CITY LEGAL NOTICES

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

The White Bear Press is designated as the official newspaper for all City of  
Birchwood Village legal notices.

I certify that the City of Birchwood Village adopted the above Resolution on this  
13th day of January, 2015.

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Mary Wingfield, Mayor

ATTEST:

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Chris Mickelson  
City Administrator-Clerk

As of 01/09/2015  
Fiscal Year:2014

<u>Name of Fund</u>	<u>Beginning Balance</u>	<u>Total Receipts</u>	<u>Total Disbursements</u>	<u>Ending Balance</u>
General Fund	\$568,328.07	\$380,852.31	\$362,890.81	\$586,289.57
Tree Canopy Care	\$0.00	\$0.00	\$0.00	\$0.00
Special Rev Projects	\$11,477.21	\$4,290.84	\$299.40	\$15,468.65
Spec Project-Elm Easement	\$0.00	\$0.00	\$0.00	\$0.00
Spec Rev - Warm House	\$0.00	\$962.43	\$962.43	\$0.00
Sewer 2004 Bonds	\$30,184.92	\$0.00	\$27,780.07	\$2,404.85
Birchwood In Re-hab Bond	\$745.04	\$0.00	\$183.00	\$562.04
Sewer Re-hab 2008 Debt	\$2,499.10	\$590.44	\$2,930.09	\$159.45
Cap Project - PW	\$5,726.27	\$40,739.44	\$42,706.80	\$3,758.91
Capital Projects	\$0.00	\$0.00	\$0.00	\$0.00
Cap Proj - Catchbasin	\$0.00	\$0.00	\$0.00	\$0.00
Water Enterprise Fund	\$23,834.51	\$66,189.05	\$100,275.10	(\$10,251.54)
Sewer Enterprise Fund	\$40,829.33	\$112,779.44	\$106,167.08	\$47,441.69
Sewer Infrastructure	\$30,000.00	\$0.00	\$0.00	\$30,000.00
<b>Total</b>	<b>\$713,624.45</b>	<b>\$606,403.95</b>	<b>\$644,194.78</b>	<b>\$675,833.62</b>

Fund Name: All Funds  
Date Range: 12/06/2014 to 01/09/2015

<u>Date</u>	<u>Remitter</u>	<u>Description</u>	<u>Receipt #</u>	<u>Total</u>	<u>Account #</u>	<u>Amount</u>
12/09/2014	Residents - via St Anthony Village	U/B 12/09/2014	1371	\$2,186.84	100-32250	\$75.00
					601-34110	\$1,236.44
					601-34170	\$19.08
					605-34190	\$856.32
12/10/2014	Washington County	December 2014 Tax Settlement	1373	\$170,570.68	100-31000	\$170,570.68
12/12/2014	Residents - via St Anthony Village	U/B 12/12/2014	1370	\$5,969.23	100-32250	\$399.71
					210-32260	\$100.00
					601-34110	\$1,827.08
					601-34160	\$2.11
					601-34170	\$61.69
					605-34160	\$4.45
					605-34190	\$3,574.19
12/16/2014	Residents - via St Anthony Village	U/B 12/16/2014	1369	\$1,945.48	100-32250	\$175.00
					601-34110	\$551.60
					601-34170	\$25.44
					605-34190	\$1,193.44
12/19/2014	Residents - via St Anthony Village	U/B 12/19/2014	1368	\$1,985.69	100-32250	\$99.98
					210-32260	\$100.00
					601-34110	\$537.92
					601-34160	\$1.40
					601-34170	\$18.05
					605-34160	\$4.45
					605-34190	\$1,223.89
12/23/2014	Residents - via St Anthony Village	U/B 12/23/2014	1367	\$3,220.02	100-32250	\$200.00
					210-32260	\$200.00
					601-34110	\$940.05
					601-34160	\$1.40
					601-34170	\$31.77
					605-34160	\$5.54
					605-34190	\$1,841.26
12/31/2014	Residents - via St Anthony Village	U/B 12/31/2014	1366	\$5,406.03	100-32250	\$327.18
					210-32260	\$100.00
					601-34110	\$1,766.01
					601-34170	\$52.77
					605-34190	\$3,160.07
01/02/2015	RWSCC	Cablecaster Reimbursement	1356	\$500.94	100-36240	\$500.94
01/02/2015	Fireside Hearth & Home	Building Permit	1357	\$25.93	100-32210	\$25.93
01/02/2015	Elder Jones	Building Permit	1358	\$226.04	100-32210	\$226.04
01/02/2015	LMCIT	2014 Dividend	1359	\$1,307.00	100-36240	\$1,307.00
01/02/2015	J & S Tree Service Inc.	Brush Removal Reimbursement	1360	\$250.00	100-36240	\$250.00
01/02/2015	Standard Heating	Building Permit	1361	\$66.07	100-32210	\$66.07
01/02/2015	Susan Turnock	Artists Group Donation	1362	\$10.00	100-36230	\$10.00

**City of Birchwood Village****Receipts Register****01/09/2015**

<u>Date</u>	<u>Remitter</u>	<u>Description</u>	<u>Receipt #</u>	<u>Total</u>	<u>Account #</u>	<u>Amount</u>
01/02/2015	Sally McNamara	Artists Group Donation	1363	\$140.00	100-36230	\$140.00
01/02/2015	Peter Atakpu	City Hall Rental	1364	\$25.00	100-34101	\$25.00
01/02/2015	Mary Wingfield	Stamp Purchase	1365	\$5.00	100-36140	\$5.00
<b>Total For Period</b>				<b>\$193,839.95</b>		
<b>Total Year To Date</b>				<b>\$608,959.93</b>		

Fund Name: All Funds  
Date Range: 12/06/2014 to 01/09/2015

<u>Date</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Check #</u>	<u>Total</u>	<u>Account #</u>	<u>Amount</u>
12/10/2014	Manship Plumbing & Heating Inc	Monthly Standby, Locates	28605	\$1,050.00	601-43180-305	\$1,050.00
12/10/2014	Ronnan, Kenny	Dec 2014 (2 Hours)	28606	\$45.00	100-41950-305	\$45.00
12/12/2014	Payroll Period Ending 12/12/2014		28607	\$201.85	100-45200-100	\$201.85
12/12/2014	Payroll Period Ending 12/12/2014		28608	\$30.01	100-45200-100	\$30.01
12/12/2014	Payroll Period Ending 12/12/2014		28609	\$157.60	100-45200-100	\$157.60
12/12/2014	Payroll Period Ending 12/12/2014		28610	\$130.67	100-45200-100	\$130.67
12/19/2014	Johnson, Amy	2014 Holiday Party Reimbursement	28611	\$153.89	100-49200-810	\$153.89
12/19/2014	Payroll Period Ending 12/19/2014		28612	\$1,502.63	100-41400-100	\$1,502.63
12/29/2014	Scott Howe	Reimbursement for Ice Rink/Warming House Supplies	28613	\$1,119.79	100-45200-810	\$1,119.79
12/29/2014	Payroll Period Ending 12/29/2014		28614	\$238.40	100-45200-100	\$238.40
12/29/2014	Payroll Period Ending 12/29/2014		28615	\$87.27	100-45200-100	\$87.27
12/29/2014	Payroll Period Ending 12/29/2014		28616	\$34.63	100-45200-100	\$34.63
12/29/2014	Payroll Period Ending 12/29/2014		28617	\$82.57	100-45200-100	\$82.57
12/30/2014	City of White Bear Lake	Water Purchase Qtr 4 2014	28623	\$5,419.26	601-43180-215	\$5,419.26
12/30/2014	Manship Plumbing & Heating Inc	Broken Water Main (12-16-14)	28646	\$960.00	601-43185-305	\$960.00
12/30/2014	CAPRA'S UTILITIES, INC	Repair Broken Water Main at E Co Line/Birchwood Ave 12/16/14	28660	\$4,179.48	601-43185-305	\$4,179.48
01/02/2015	Payroll Period Ending 12/31/2014		28618	\$1,834.52	100-41400-100	\$1,834.52
01/06/2015	Scott Howe	Reimbursement for Ice Rink/Warming House Supplies	28619	\$689.47	100-45200-810	\$689.47
01/06/2015	Tennis Sanitation, LLC	Recycling Contract Nov - Dec 2014	28620	\$1,656.00	100-44100-305	\$1,656.00
01/06/2015	Manship Plumbing & Heating Inc	Monthly Standby - December	28621	\$550.00	601-43180-305	\$550.00
01/06/2015	League of MN Cities	Membership Dues	28622	\$991.00	100-41920-433	\$991.00



## City of Birchwood Village

## Disbursements Register

01/09/2015

<u>Date</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Check #</u>	<u>Total</u>	<u>Account #</u>	<u>Amount</u>
01/06/2015	MN Department of Labor and Industry	Building State Surchage Qtr 4 2014	28624	\$16.64	100-42401-430	\$16.64
01/07/2015	Payroll Period Ending 01/06/2015		28625	\$39.24	100-45200-100	\$39.24
01/07/2015	Payroll Period Ending 01/06/2015		28627	\$104.77	100-45200-100	\$104.77
01/07/2015	Payroll Period Ending 01/06/2015		28628	\$115.58	100-45200-100	\$115.58
01/07/2015	Payroll Period Ending 01/06/2015		28629	\$232.94	100-45200-100	\$232.94
01/07/2015	Payroll Period Ending 01/06/2015		28630	\$160.95	100-45200-100	\$160.95
01/07/2015	Payroll Period Ending 01/06/2015		28631	\$361.35	100-45200-100	\$361.35
01/07/2015	Payroll Period Ending 01/06/2015		28632	\$240.11	100-45200-100	\$240.11
01/07/2015	Metropolitan Council Env. Service	Wastewater Service January 2014	28633	\$3,777.92	605-43190-217	\$3,777.92
01/07/2015	Press Publications	Ordinance Summary Publication	28634	\$59.40	100-41130-351	\$59.40
01/07/2015	SL - serco	Meter Reads - 11/19/2014	28635	\$310.00	601-43180-305	\$155.00
					605-43190-305	\$155.00
01/07/2015	SL - serco	Meter Repair (to be collected from account holders)	28636	\$385.00	601-43180-305	\$192.50
					605-43190-305	\$192.50
01/07/2015	Jack Kramer	Building Inspection Services 4th Qtr 2014	28637	\$1,504.31	100-42401-305	\$1,504.31
01/07/2015	PERA	Staff Retirement 12/19/2014 EFT	28638	\$264.60	100-41400-121	\$264.60
01/07/2015	PERA	Staff Retirement 01/02/2015 EFT	28639	\$274.40	100-41400-121	\$274.40
01/07/2015	Gopher State One Call	Locates - December 2014 (9 tickets)	28640	\$10.15	601-42805-305	\$10.15
01/07/2015	TSE, INC	City Hall Cleaning 12/4/14 & 12/18/14	28641	\$42.00	100-41940-305	\$42.00
01/07/2015	On-Site Sanitation Inc	Rental Monthly Unit - December 2014 - Warming House	28642	\$113.67	100-45200-305	\$113.67
01/07/2015	Birch Lawn Maitenance, Inc	Salt Critical Areas 12/16/14	28643	\$540.00	100-43125-305	\$540.00
01/07/2015	Wingfield, Mary	Reimbursement for Stamps and Keys	28644	\$82.27	100-41430-810	\$78.40
					100-45200-810	\$3.87
01/07/2015	Menards - Maplewood	Warming House Supplies	28645	\$84.66	100-45200-220	\$14.97
					100-45200-220	\$69.69

## City of Birchwood Village

## Disbursements Register

01/09/2015

<u>Date</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Check #</u>	<u>Total</u>	<u>Account #</u>	<u>Amount</u>
01/07/2015	Xcel Energy	Electric for Lift Stations, City Hall and Warming House	EFT1/20/15	\$811.01	100-41940-380	\$341.23
					100-45200-380	\$76.42
					605-43190-380	\$393.36
01/07/2015	Xcel Energy	Electric for Street Lights	EFT123114	\$1,248.53	100-43160-380	\$1,248.53
01/08/2015	Companion Animal Control LLC	Animal Control - Nov/Dec 2014	28647	\$100.00	100-42810-305	\$100.00
01/08/2015	Washington County Sheriff	2015 Annual CodeRED Fee	28648	\$68.38	100-42800-305	\$68.38
01/08/2015	Birch Lawn Maintenance, Inc.	Plowing 12/27/14	28649	\$720.00	100-43125-305	\$720.00
01/08/2015	Toshiba Business Solutions, USA Inc	Quarterly Maintenance 4th Qtr 2014	28650	\$24.44	100-41420-305	\$24.44
01/08/2015	Thatcher Engineering, Inc	Generator Proposal Review and Memorandum	28652	\$1,180.00	100-41650-300	\$1,180.00
01/08/2015	T.A. Schifsky	Elm Easement Spillway Improvements	28653	\$6,664.00	210-49200-305	\$6,664.00
01/08/2015	Northeast Youth & Family Services	1st half Participation 2015	28654	\$817.50	100-41905-435	\$817.50
01/08/2015	Washington County	Salt/Sand 11/10/14 - 12/10/14	28655	\$838.36	100-43125-210	\$838.36
01/08/2015	TA Schifsky & Sons, INC	Striping/Curb/Grading	28656	\$4,495.00	100-43100-305	\$4,495.00
01/08/2015	City of White Bear Lake	Fire Services Contract - December 2014	28657	\$1,496.25	100-42200-305	\$1,496.25
01/08/2015	Payroll Period Ending 01/08/2015		28658	\$113.47	100-45200-100	\$113.47
01/08/2015	On-Site Sanitation Inc	Rental Monthly Unit - January 2015 - Warming House	28659	\$113.67	100-45200-305	\$113.67
<b>Total For Period</b>				<b>\$48,524.61</b>		
<b>Total Year To Date</b>				<b>\$677,326.34</b>		

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

01/09/2015

As of 12/31/2014

General Fund	Budget	Actual	Variance
<b>Receipts:</b>			
General Property Taxes	\$326,299.00	\$354,114.18	\$27,815.18
Total Acct 310	\$326,299.00	\$354,114.18	\$27,815.18
Business Licenses and Permits	\$0.00	\$711.93	\$711.93
Total Acct 321	\$0.00	\$711.93	\$711.93
Building Permits	\$0.00	\$7,684.10	\$7,684.10
Dog Licenses	\$0.00	\$405.00	\$405.00
Spring Leaf Collection	\$0.00	\$3,209.42	\$3,209.42
Dock/Lift Permit Fee	\$0.00	\$1,085.66	\$1,085.66
Zoning App Fee	\$0.00	\$206.00	\$206.00
Total Acct 322	\$0.00	\$12,590.18	\$12,590.18
State Grants and Aids	\$0.00	\$119.00	\$119.00
Total Acct 334	\$0.00	\$119.00	\$119.00
Recycle Grant	\$0.00	\$1,500.00	\$1,500.00
Cable Comm. Grant	\$0.00	\$6,205.14	\$6,205.14
Total Acct 336	\$0.00	\$7,705.14	\$7,705.14
City Hall and Garage Rent	\$0.00	\$108.00	\$108.00
Total Acct 341	\$0.00	\$108.00	\$108.00
Fines	\$0.00	\$1,379.92	\$1,379.92
Total Acct 351	\$0.00	\$1,379.92	\$1,379.92
Miscellaneous	\$0.00	\$223.38	\$223.38
Total Acct 361	\$0.00	\$223.38	\$223.38
Interest Earnings	\$0.00	\$185.50	\$185.50
Zoning Permits	\$0.00	\$206.00	\$206.00
Contrib. and Donations-Private	\$0.00	\$620.00	\$620.00
Refund-Reimbursemnt-Dividend	\$0.00	\$2,889.08	\$2,889.08
Total Acct 362	\$0.00	\$3,900.58	\$3,900.58
<b>Total Revenues</b>	<b>\$326,299.00</b>	<b>\$380,852.31</b>	<b>\$54,553.31</b>
<b>Other Financing Sources:</b>			
Sale of Investments		\$0.00	
Transfers from other Funds		\$0.00	
<b>Disbursements:</b>			
GENERAL GOVERNMENT	\$0.00	\$0.40	(\$0.40)
Total Acct 410	\$0.00	\$0.40	(\$0.40)
Publishing	\$2,080.00	\$1,184.04	\$895.96
Total Acct 411	\$2,080.00	\$1,184.04	\$895.96
City Council	\$4,200.00	\$954.90	\$3,245.10
Total Acct 413	\$4,200.00	\$954.90	\$3,245.10
Clerk - Treasurer	\$70,000.00	\$79,277.91	(\$9,277.91)

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

01/09/2015

Elections	\$4,650.00	\$2,870.87	\$1,779.13
Office Operations/Supplies	\$3,175.00	\$1,857.10	\$1,317.90
Postage/Postal Permits	\$650.00	\$1,394.44	(\$744.44)
Total Acct 414	\$78,475.00	\$85,400.32	(\$6,925.32)
Financial Administration	\$400.00	\$370.00	\$30.00
Accounting	\$2,000.00	\$0.00	\$2,000.00
Assessing	\$5,450.00	\$5,490.71	(\$40.71)
Insurance - employee	\$0.00	\$515.00	(\$515.00)
Total Acct 415	\$7,850.00	\$6,375.71	\$1,474.29
Legal Services	\$7,000.00	\$360.00	\$6,640.00
Engineer Service	\$7,000.00	\$4,686.45	\$2,313.55
Total Acct 416	\$14,000.00	\$5,046.45	\$8,953.55
Per Diem	\$600.00	\$475.00	\$125.00
Total Acct 418	\$600.00	\$475.00	\$125.00
Grants	\$0.00	\$1,788.00	(\$1,788.00)
Planning and Zoning	\$200.00	\$1,631.00	(\$1,431.00)
City Training and Development	\$3,163.00	\$0.00	\$3,163.00
City Hall-Gov't Buildings	\$9,000.00	\$3,934.66	\$5,065.34
City Insurance	\$8,190.00	\$7,037.00	\$1,153.00
Cable Eqmpt and Service	\$0.00	\$2,040.94	(\$2,040.94)
Phone/IT	\$0.00	\$5,775.06	(\$5,775.06)
Newsletter	\$125.00	\$0.00	\$125.00
Total Acct 419	\$20,678.00	\$22,206.66	(\$1,528.66)
Police	\$48,000.00	\$23,255.48	\$24,744.52
Total Acct 421	\$48,000.00	\$23,255.48	\$24,744.52
Fire	\$21,000.00	\$14,962.50	\$6,037.50
Total Acct 422	\$21,000.00	\$14,962.50	\$6,037.50
Building Inspection	\$8,100.00	\$4,236.22	\$3,863.78
Total Acct 424	\$8,100.00	\$4,236.22	\$3,863.78
Other Protection	\$100.00	\$0.00	\$100.00
Animal Control	\$600.00	\$1,019.19	(\$419.19)
Total Acct 428	\$700.00	\$1,019.19	(\$319.19)
Streets and Road Mntnc	\$6,000.00	\$15,743.40	(\$9,743.40)
Leaf Pick-Up	\$0.00	\$13,191.25	(\$13,191.25)
Seal Coat project	\$0.00	\$48,080.16	(\$48,080.16)
Street Sweeping	\$4,000.00	\$1,700.00	\$2,300.00
Ice and Snow Removal	\$16,000.00	\$21,823.84	(\$5,823.84)
Tree Removal	\$5,000.00	\$3,360.00	\$1,640.00
Weed Control	\$0.00	\$37.72	(\$37.72)
Utility - Drain Structure Care	\$2,000.00	\$0.00	\$2,000.00
Street Lights	\$15,000.00	\$13,879.62	\$1,120.38
Sewer Utility	\$0.00	\$499.98	(\$499.98)
Total Acct 431	\$48,000.00	\$118,315.97	(\$70,315.97)
Recycle	\$10,000.00	\$6,624.00	\$3,376.00
Total Acct 433	\$10,000.00	\$6,624.00	\$3,376.00
Sanitation - Recycling	\$0.00	\$3,312.00	(\$3,312.00)
Total Acct 441	\$0.00	\$3,312.00	(\$3,312.00)
Lawn Care/Mntnc	\$13,000.00	\$5,671.06	\$7,328.94
Total Acct 450	\$13,000.00	\$5,671.06	\$7,328.94

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

**01/09/2015**

Recreation	\$1,700.00	\$1,700.00	\$0.00
Total Acct 451	\$1,700.00	\$1,700.00	\$0.00
Parks	\$16,000.00	\$17,628.57	(\$1,628.57)
Total Acct 452	\$16,000.00	\$17,628.57	(\$1,628.57)
CONSERVATION - NATURAL RESOURC	\$1,916.00	\$1,915.78	\$0.22
Total Acct 461	\$1,916.00	\$1,915.78	\$0.22
Unallocated Expenditures	\$0.00	\$1,867.12	(\$1,867.12)
Total Acct 492	\$0.00	\$1,867.12	(\$1,867.12)
<b>Total Disbursements</b>	<b>\$296,299.00</b>	<b>\$322,151.37</b>	<b>(\$25,852.37)</b>
Other Financing Uses:			
Purchase of Investments		\$0.00	
Transfers to other Funds		\$40,739.44	
<b>Beginning Cash Balance</b>		<b>\$568,328.07</b>	
<b>Cash Balance as of 12/31/2014</b>		<b>\$586,289.57</b>	

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

01/09/2015

As of 12/31/2014

<b>Special Rev Projects</b>	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
<b>Receipts:</b>			
Dock/Lift Permit Fee	\$0.00	\$4,055.84	\$4,055.84
Zoning App Fee	\$0.00	\$200.00	\$200.00
Total Acct 322	\$0.00	\$4,255.84	\$4,255.84
 MISCELLANEOUS REVENUES	 \$0.00	 \$35.00	 \$35.00
Total Acct 362	\$0.00	\$35.00	\$35.00
 <b>Total Revenues</b>	 <b>\$0.00</b>	 <b>\$4,290.84</b>	 <b>\$4,290.84</b>
<b>Other Financing Sources:</b>			
Sale of Investments		\$0.00	
Transfers from other Funds		\$0.00	
 <b>Disbursements:</b>			
MISCELLANEOUS	\$0.00	\$35.00	(\$35.00)
Total Acct 490	\$0.00	\$35.00	(\$35.00)
 Unallocated Expenditures	 \$0.00	 \$264.40	 (\$264.40)
Total Acct 492	\$0.00	\$264.40	(\$264.40)
 <b>Total Disbursements</b>	 <b>\$0.00</b>	 <b>\$299.40</b>	 <b>(\$299.40)</b>
<b>Other Financing Uses:</b>			
Purchase of Investments		\$0.00	
Transfers to other Funds		\$0.00	
 <b>Beginning Cash Balance</b>		 <b>\$11,477.21</b>	
 <b>Cash Balance as of 12/31/2014</b>		 <b>\$15,468.65</b>	

As of 12/31/2014

<b>Spec Rev - Warm House</b>	<u><b>Budget</b></u>	<u><b>Actual</b></u>	<u><b>Variance</b></u>
Receipts:			
MISCELLANEOUS REVENUES	\$0.00	\$412.43	\$412.43
Contrib. and Donations-Private	\$0.00	\$550.00	\$550.00
Total Acct 362	\$0.00	\$962.43	\$962.43
<b>Total Revenues</b>	<b>\$0.00</b>	<b>\$962.43</b>	<b>\$962.43</b>
Other Financing Sources:			
Sale of Investments		\$0.00	
Transfers from other Funds		\$0.00	
Disbursements:			
Unallocated Expenditures	\$0.00	\$962.43	(\$962.43)
Total Acct 492	\$0.00	\$962.43	(\$962.43)
<b>Total Disbursements</b>	<b>\$0.00</b>	<b>\$962.43</b>	<b>(\$962.43)</b>
Other Financing Uses:			
Purchase of Investments		\$0.00	
Transfers to other Funds		\$0.00	
<b>Beginning Cash Balance</b>		<b>\$0.00</b>	
<b>Cash Balance as of 12/31/2014</b>		<b>\$0.00</b>	

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

**01/09/2015**

**As of 12/31/2014**

<b>Sewer 2004 Bonds</b>	<u><b>Budget</b></u>	<u><b>Actual</b></u>	<u><b>Variance</b></u>
<b>Receipts:</b>			
<b>Total Revenues</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Other Financing Sources:</b>			
Sale of Investments		\$0.00	
Transfers from other Funds		\$0.00	
<b>Disbursements:</b>			
Assessing	\$0.00	\$15.00	(\$15.00)
Total Acct 415	\$0.00	\$15.00	(\$15.00)
Bond Payment	\$0.00	\$27,765.07	(\$27,765.07)
Total Acct 471	\$0.00	\$27,765.07	(\$27,765.07)
<b>Total Disbursements</b>	<b>\$0.00</b>	<b>\$27,780.07</b>	<b>(\$27,780.07)</b>
<b>Other Financing Uses:</b>			
Purchase of Investments		\$0.00	
Transfers to other Funds		\$0.00	
<b>Beginning Cash Balance</b>		<b>\$30,184.92</b>	
<b>Cash Balance as of 12/31/2014</b>		<b>\$2,404.85</b>	



As of 12/31/2014

Birchwood In Re-hab Bond	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Total Revenues	\$0.00	\$0.00	\$0.00
Other Financing Sources:			
Sale of Investments		\$0.00	
Transfers from other Funds		\$0.00	
Disbursements:			
Assessing	\$0.00	\$183.00	(\$183.00)
Total Acct 415	\$0.00	\$183.00	(\$183.00)
Total Disbursements	\$0.00	\$183.00	(\$183.00)
Other Financing Uses:			
Purchase of Investments		\$0.00	
Transfers to other Funds		\$0.00	
Beginning Cash Balance		\$745.04	
Cash Balance as of 12/31/2014		\$562.04	

As of 12/31/2014

<b>Sewer Re-hab 2008 Debt</b>	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Sewer Re-hab A and B	\$0.00	\$590.44	\$590.44
Total Acct 361	\$0.00	\$590.44	\$590.44
<b>Total Revenues</b>	<b>\$0.00</b>	<b>\$590.44</b>	<b>\$590.44</b>
Other Financing Sources:			
Sale of Investments		\$0.00	
Transfers from other Funds		\$0.00	
Disbursements:			
Assessing	\$0.00	\$243.00	(\$243.00)
Total Acct 415	\$0.00	\$243.00	(\$243.00)
DEBT SERVICE	\$0.00	\$2,687.09	(\$2,687.09)
Total Acct 470	\$0.00	\$2,687.09	(\$2,687.09)
<b>Total Disbursements</b>	<b>\$0.00</b>	<b>\$2,930.09</b>	<b>(\$2,930.09)</b>
Other Financing Uses:			
Purchase of Investments		\$0.00	
Transfers to other Funds		\$0.00	
<b>Beginning Cash Balance</b>		<b>\$2,499.10</b>	
<b>Cash Balance as of 12/31/2014</b>		<b>\$159.45</b>	

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

**01/09/2015**

**As of 12/31/2014**

<b>Cap Project - PW</b>	<b><u>Budget</u></b>	<b><u>Actual</u></b>	<b><u>Variance</u></b>
<b>Receipts:</b>			
<b>Total Revenues</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Other Financing Sources:</b>			
Sale of Investments		\$0.00	
Transfers from other Funds		\$40,739.44	
<b>Disbursements:</b>			
City Hall-Gov't Buildings	\$0.00	\$6,500.00	(\$6,500.00)
Total Acct 419	\$0.00	\$6,500.00	(\$6,500.00)
Streets and Road Mntnc	\$0.00	\$36,206.80	(\$36,206.80)
Total Acct 431	\$0.00	\$36,206.80	(\$36,206.80)
<b>Total Disbursements</b>	<b>\$0.00</b>	<b>\$42,706.80</b>	<b>(\$42,706.80)</b>
<b>Other Financing Uses:</b>			
Purchase of Investments		\$0.00	
Transfers to other Funds		\$0.00	
<b>Beginning Cash Balance</b>		<b>\$5,726.27</b>	
<b>Cash Balance as of 12/31/2014</b>		<b>\$3,758.91</b>	

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

**01/09/2015**

**As of 12/31/2014**

<b>Water Enterprise Fund</b>	<u><b>Budget</b></u>	<u><b>Actual</b></u>	<u><b>Variance</b></u>
<b>Receipts:</b>			
Water Fee	\$0.00	\$63,087.99	\$63,087.99
Penalty - Late Water/Sewer	\$0.00	\$349.00	\$349.00
State and Misc fees	\$0.00	\$2,231.59	\$2,231.59
Total Acct 341	\$0.00	\$65,668.58	\$65,668.58
 Miscellaneous	 \$0.00	 \$519.27	 \$519.27
Total Acct 361	\$0.00	\$519.27	\$519.27
 Interest Earnings	 \$0.00	 \$1.20	 \$1.20
Total Acct 362	\$0.00	\$1.20	\$1.20
 <b>Total Revenues</b>	 <b>\$0.00</b>	 <b>\$66,189.05</b>	 <b>\$66,189.05</b>
 <b>Other Financing Sources:</b>			
Sale of Investments		\$0.00	
Transfers from other Funds		\$0.00	
 <b>Disbursements:</b>			
Office Operations/Supplies	\$0.00	\$106.64	(\$106.64)
Postage/Postal Permits	\$0.00	\$126.06	(\$126.06)
Total Acct 414	\$0.00	\$232.70	(\$232.70)
 Financial Administration	 \$0.00	 \$4,605.42	 (\$4,605.42)
Assessing	\$0.00	\$16.50	(\$16.50)
Total Acct 415	\$0.00	\$4,621.92	(\$4,621.92)
 Utility Locates	 \$0.00	 \$428.60	 (\$428.60)
Total Acct 428	\$0.00	\$428.60	(\$428.60)
 Water Utility	 \$0.00	 \$56,182.73	 (\$56,182.73)
Wtr/Swr Emergency	\$0.00	\$38,807.56	(\$38,807.56)
Total Acct 431	\$0.00	\$94,990.29	(\$94,990.29)
 Unallocated Expenditures	 \$0.00	 \$1.59	 (\$1.59)
Total Acct 492	\$0.00	\$1.59	(\$1.59)
 <b>Total Disbursements</b>	 <b>\$0.00</b>	 <b>\$100,275.10</b>	 <b>(\$100,275.10)</b>
 <b>Other Financing Uses:</b>			
Purchase of Investments		\$0.00	
Transfers to other Funds		\$0.00	
 <b>Beginning Cash Balance</b>		 <b>\$23,834.51</b>	
 <b>Cash Balance as of 12/31/2014</b>		 <b>(\$10,251.54)</b>	

As of 12/31/2014

**Sewer Enterprise Fund**

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
<b>Receipts:</b>			
Penalty - Late Water/Sewer	\$0.00	\$562.64	\$562.64
Sewer Fee	\$0.00	\$112,150.73	\$112,150.73
Total Acct 341	\$0.00	\$112,713.37	\$112,713.37
Interest Earnings	\$0.00	\$6.00	\$6.00
Refund-Reimbursemt-Dividend	\$0.00	\$60.07	\$60.07
Total Acct 362	\$0.00	\$66.07	\$66.07
<b>Total Revenues</b>	<b>\$0.00</b>	<b>\$112,779.44</b>	<b>\$112,779.44</b>
<b>Other Financing Sources:</b>			
Sale of Investments		\$0.00	
Transfers from other Funds		\$0.00	
<b>Disbursements:</b>			
Office Operations/Supplies	\$0.00	\$106.64	(\$106.64)
Postage/Postal Permits	\$0.00	\$126.06	(\$126.06)
Total Acct 414	\$0.00	\$232.70	(\$232.70)
Financial Administration	\$0.00	\$4,605.42	(\$4,605.42)
Assessing	\$0.00	\$16.50	(\$16.50)
Total Acct 415	\$0.00	\$4,621.92	(\$4,621.92)
Engineer Service	\$0.00	\$225.00	(\$225.00)
Total Acct 416	\$0.00	\$225.00	(\$225.00)
Sewer Utility	\$0.00	\$78,537.94	(\$78,537.94)
Total Acct 431	\$0.00	\$78,537.94	(\$78,537.94)
Bond Payment	\$0.00	\$22,509.52	(\$22,509.52)
Total Acct 471	\$0.00	\$22,509.52	(\$22,509.52)
Unallocated Expenditures	\$0.00	\$40.00	(\$40.00)
Total Acct 492	\$0.00	\$40.00	(\$40.00)
<b>Total Disbursements</b>	<b>\$0.00</b>	<b>\$106,167.08</b>	<b>(\$106,167.08)</b>
<b>Other Financing Uses:</b>			
Purchase of Investments		\$0.00	
Transfers to other Funds		\$0.00	
<b>Beginning Cash Balance</b>		<b>\$40,829.33</b>	
<b>Cash Balance as of 12/31/2014</b>		<b>\$47,441.69</b>	

As of 12/31/2014

<b>Sewer Infrastructure</b>	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
<b>Total Revenues</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
Other Financing Sources:			
Sale of Investments		\$0.00	
Transfers from other Funds		\$0.00	
Disbursements:			
<b>Total Disbursements</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
Other Financing Uses:			
Purchase of Investments		\$0.00	
Transfers to other Funds		\$0.00	
<b>Beginning Cash Balance</b>		<b>\$30,000.00</b>	
<b>Cash Balance as of 12/31/2014</b>		<b>\$30,000.00</b>	

**ORDINANCE 2014-11-02**

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

**AN ORDINANCE ADDING VACANT BUILDING LANGUAGE TO CITY CODE**

The City Council of the City of Birchwood Village hereby ordains that Chapter 407 of the Municipal Code of the City of Birchwood Village is hereby adopted to read as follows:

Chapter 407. Vacant Buildings

Sec. 407.01. Declaration of policy.

Sec. 407.02. Definitions.

Sec. 407.03. Vacant building registration.

Sec. 407.04. Exemptions.

Sec. 407.05. Inspections.

Sec. 407.06. Notification.

Sec. 407.07. Penalties.

Sec. 407.08. Alternative procedures.

Sec. 407.09. Collection of unpaid fees.

Sec. 407.01. Declaration of policy.

The purpose of this chapter is to protect the public health, safety and welfare by enactment of this ordinance which:

(1) Establishes a program for identification and registration of vacant buildings.

(2) Determines the responsibilities of owners of vacant buildings and structures.

(3) Provides for administration, enforcement and penalties.

Sec. 407.02. Definitions.

Unless otherwise expressly stated, the following terms shall, for the purpose of this chapter, have the meanings indicated in this section.

(1) Dangerous structure: A structure which is potentially hazardous to persons or property, including, but not limited to:

a. A structure which is in danger of partial or complete collapse;

b. A structure with any exterior parts which are loose or in danger of falling; or

c. A structure with any parts, such as floors, porches, railings, stairs, ramps, balconies or roofs, which are accessible and which are either collapsed, in danger of collapsing or unable to support the weight of normally imposed loads.

(2) Enforcement officer: The city staff or any duly authorized representative.

(3) Owner. Those shown to be the owner or owners on the records of the Washington County Department of Property Taxation, those identified as the owner or owners on a vacant building registration form, holder of an unrecorded contract for deed, a mortgagee or vendee in possession, a mortgagor or vendor in possession, assignee of rents, receiver, executor, trustee, lessee, other person, firm or corporation in control of the freehold of the premises or lesser state therein, mortgagee for the benefit of the owner or owners of the beneficial interests in possession, or its nominee. Any such person shall have a joint and several obligation for compliance with the provisions of this chapter.

(4) Secured by other than normal means: A building secured by means other than those used in the design of the building.

(5) Unoccupied: A building which is not being used legally for living or sleeping.

(6) Unsecured: A building or portion of a building which is open to entry by unauthorized persons without the use of tools or ladders.

(7) Vacant building; categorical classification standards: A building or portion of a building which is:

a. Unoccupied and unsecured. A building or portion of a building meeting this definition is deemed a category I building.

b. Unoccupied and secured by other than normal means. A building or portion of a building meeting this definition is deemed a category I building.

c. Unoccupied and a dangerous structure. A building or portion of a building meeting this definition is deemed a category III building.

d. Unoccupied and condemned. A building or portion of a building meeting this definition is deemed a category II building.

e. Unoccupied and has multiple housing or building code violations. A building or portion of a building meeting this definition is deemed a category II building.

f. Condemned and illegally occupied. A building or portion of a building meeting this definition is deemed a category II building.

g. Unoccupied for a period of time over three hundred sixty-five (365) days and during which time the enforcement officer has issued an order to correct nuisance conditions. A building or portion of a building meeting this definition is deemed a category I building.

For the purpose of regulating vacant buildings, the following additional categorical standards may also apply:

Any category I building or portion thereof may be deemed a category II building where the building or portion thereof would also meet the combination of any two (2) category I classifications standards under this section.

Any category I building or portion thereof may be deemed a category II building where the building or portion thereof also meets the definition of a vacant building under subdivision (7)(b) of this section or is unoccupied and has, for a period greater than thirty (30) days, no more than one (1) boarded window.

Any category II building or portion thereof may be deemed a category III building where the building or portion thereof also meets the definition of a nuisance building under chapter 404.110 of this code or has been a category II vacant building for more than twenty-four (24) consecutive months. For the purpose of computing the number of months under this paragraph, the calculation shall commence as of the date the subject building becomes a vacant building as defined under section 407.02(7)a., b. and d. through g. No deferment, or any appeal filed with the legislative enforcement officer, regarding any enforcement action or order, shall serve to stay the computation of the number of months under this paragraph.

(8) Code violations: violations of any code adopted and/or enforce by the city, which may include but not be limited to the City of Birchwood Village Code, codes covering plumbing, electrical, mechanical or building construction, installation or maintenance standards, zoning or fire codes.

Sec. 407.03. Vacant building registration.

(a) The owner shall register with the enforcement officer not later than thirty (30) days after any building in the city becomes a vacant building, as defined in section 407.02(7).



(b) The registration shall be submitted on forms provided by the enforcement officer and shall include the following information supplied by the owner:

(1) A description of the premises;

(2) The names and addresses of the owner or owners;

(3) The names and addresses of all known lienholders and all other parties with an ownership interest in the building;

(4) The period of time the building is expected to remain vacant; and a plan and timetable for returning the building to appropriate occupancy or use and/or for demolition of the building.

(c) The owner shall order and pay for a code compliance inspection in accordance with Minnesota State Building Code within sixty (60) days after the designation of any building or portions thereof classified under Code § 407.02(7) as a category II or a category III vacant building. The code compliance inspection is required regardless of the building's legal occupancy standard or intended use. Owners of category II or III vacant buildings on the effective date of this ordinance that have not ordered a code compliance inspection shall have sixty (60) days following the effective date of this ordinance to order and pay for a code compliance inspection.

(d) In order to decrease the risk of fire, explosion or dangerous conditions, the owner shall install an excess flow automatic gas shut-off valve ("excess flow valve") on the building's gas piping immediately downstream of the gas meter outlet within sixty (60) days after the designation of any building or portions thereof classified under Code § 407.02 (7) as a category II or a category III vacant building. If the owner fails to install an excess flow valve, the enforcement officer, under the authority of Code 619, may install the excess flow valve on the building and enter the building if necessary. The costs incurred by the city for installation of the excess flow valve shall be assessed against the property as a summary nuisance abatement under the provisions of Code 619. Owners of category II or III vacant buildings with active water and gas service on the effective date of this ordinance shall have sixty (60) days following the effective date of this ordinance to install an excess flow valve. Prior to installation of the excess flow valve, the owner, or another who can demonstrate a secured interest in the property must obtain the required permits from the City. Any excess flow valve model must be approved and installed as required by the Department of Safety and Inspections.

(e) The procedures in paragraph (d) above may not be followed under the following conditions:

(1) If the enforcement officer determines that failure to install an excess flow valve constitutes an immediate danger or hazard which if not immediately addressed will endanger the health or safety of the public, the city may proceed with an emergency abatement under the provisions of Chapter 619

(2) The owner or another who can demonstrate a secured interest in the property shall be exempt from the requirements of subdivision (d) above if the following conditions are met:

(i) The owner or another who can demonstrate a secured interest in the property has registered the building as a vacant building with the enforcement officer; and

(ii) After registration, the owner or another who can demonstrate a secured interest in the property has received or ordered a code compliance inspection and has shut off gas service and winterized the property.

(f) For all vacant buildings, the owner shall submit a plan and timetable for demolition or rehabilitation which must meet the approval of the enforcement officer. The enforcement officer shall require completion of the plan within a reasonable period of time, up to three hundred sixty-five (365) days. The plan submitted shall comply with the Housing provisions of Chapter

404 . Any repairs, improvements or alterations to the property must comply with any applicable housing or building codes.

(g) All applicable laws and codes shall be complied with by the owner. The owner shall notify the enforcement officer of any changes in information supplied as part of the vacant building registration within thirty (30) days of the change. If the plan or timetable for the vacant building is revised in any way, the revisions must meet the approval of the enforcement officer.

(h) The owner and the subsequent owners shall keep the building secured and safe and the building and ground properly maintained until the rehabilitation or demolition has been completed.

(i) Failure of the owner or any subsequent owner to maintain the building and premises that result in a summary abatement completed by the city shall be grounds for revocation of the approved plan and shall be subject to any applicable penalties provided by law.

(j) The new owner(s) shall register or re-register the vacant building with the enforcement officer within thirty (30) days of any transfer of an ownership interest in a vacant building. The new owner(s) shall comply with the approved plan and timetable submitted by the previous owner until any proposed changes are submitted and meet the approval of the enforcement officer.

(k) Vacant building fees:

(1) The owner of a vacant building shall pay an annual registration fee of one thousand four hundred forty dollars (\$1,440.00) each year the building remains a vacant building. The registration fee is intended to at least partially recoup, and shall be reasonably related to the administrative costs for registering and processing the vacant building owner registration form and for the costs of the city in monitoring the vacant building site.

(2) The first annual fee shall be paid no later than thirty (30) days after the building becomes vacant. If the fee is not paid within thirty (30) days of being due, the owner shall be subject to prosecution as prescribed in section 407.05

(3) The fee shall be paid in full prior to the issuance of any building permits, with the exception of a demolition permit.

(4) All delinquent fees shall be paid by the owner prior to any transfer of an ownership interest in any vacant building. If the fees are not paid prior to any transfer, the new owner shall pay the annual fee no later than thirty (30) days after the transfer of ownership and subsequent annual fees shall be due on the original anniversary date.

(l) The enforcement officer shall include in the file any property-specific written statements from community organizations, other interested parties or citizens regarding the history, problems, status or blighting influence of a vacant building.

(m) Any building or portion of a building classified as a vacant building under this section shall be posted with a placard by the enforcement officer. The placard shall include all the information specified under Chapter 404.130(1).

Sec. 407.04. Exemptions.

(1) Fire, wind and tree damaged structures fee exemption. In order to encourage the prompt renovation of property, the owner of a fire, wind or tree damaged building may be exempt from paying vacant building fees required under the chapter; provided, that within thirty (30) days from the date of the damage, the owner at the time of the damage, submits a request for a exemption in writing to the enforcement officer. This request shall include the following information supplied by the owner:

(a) A description of the premises.

(b) The names and address of the owner or owners.

(c) A statement of intent to repair and reoccupy the building in an expedient manner.

(d) An exemption granted under this section shall be valid for no more than ninety (90) days. In the event that the owner of the property at the time of the damage who received an exemption under this section should, at any time after the damage, transfer to another person any ownership interest in the subject property, the exemption under this section is immediately void and any new owner(s) shall be responsible for paying any required vacant building fees.

Sec. 407.05. Inspections.

The enforcement officer shall inspect any premises in the city for the purpose of enforcing and assuring compliance with the provisions of this chapter. Upon the request of the enforcement officer, an owner shall provide access to all interior portions of an unoccupied building in order to permit a complete inspection.

Sec. 407.06. Notification.

The enforcement officer shall maintain a current list, updated monthly of all vacant buildings which have become known to the enforcement officer, as well as a list of all previously declared vacant buildings which are no longer subject to the provisions of this chapter. The vacant building list shall be public as and to the extent provided by law. A copy of the list shall be available for review in the office of building code inspections or the fire marshal's office as the case may be.

Sec. 407.07. Penalties.

Any person violating any provision of this chapter or providing false information to the enforcement officer shall be punished as provided by section 619 of the city code.

Sec. 407.08. Alternative procedures.

Nothing in this chapter shall be deemed to abolish or impair existing remedies of the city authorized under Chapters 619 or Minnesota Statutes Section 463.15 through 463.26. Any conflicts between this chapter and Chapters 404 and 619 will be superseded by the provisions of Chapter 404 and 619.

Sec. 407.09. Collection of unpaid fees.

(1) Written notice.

a. Written notice of fees. The department of safety and inspections shall, in addition to any other action the department may undertake, serve written notice of the fees in conformance with the requirements set forth in this chapter.

b. Notice for collection of fees shall include the amount of the vacant building fee that is the responsibility of the building owner and a statement that the fee shall be paid within the time period(s) identified in the notice.

(2) Fee and liability. The city shall be entitled to collect the costs of vacant building registration and monitoring. The fees associated with the vacant building program shall be a debt owed to the city and unpaid costs shall be collected by special assessment under the authority in Minnesota Statutes, Section 429.101. Action under this section does not preclude any other civil or criminal enforcement procedure.

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

Adopted by the City of Birchwood Village City Council this \_\_ day of \_\_\_\_\_, 2015

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Mary Wingfield  
Mayor

Attest:

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Chris Mickelson  
City Administrator-Clerk

**State of Minnesota  
County of Washington  
City of Birchwood Village  
Resolution No. 2015-05**

**A Resolution Approving Summary Publication of Ordinance No. 2014-11-02— Adding  
Vacant Building Language to City Code**

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

WHEREAS, the City has adopted Ordinance 2014-11-02, which adds Chapter 407 to City Code to provide more specific regulations regarding registration and inspection procedures for vacant buildings within the City; and

WHEREAS, the new ordinance is lengthy and would be costly for the City to publish in its entirety as required by law for the adoption of an ordinance.

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

1. Because the terms of Ordinance 2014-11-02 are lengthy, the City may publish the attached summary of the Ordinance as allowed by statute, and need not publish the entire ordinance. The attached summary clearly informs the public of the intent and effect of the Ordinance. Summary publication has been approved by at least a 4/5 vote of the City Council.
2. The effective date of the Ordinance amendments shall be upon their publication by summary as required by law.

Voting in Favor:

Voting Against:

Resolution duly seconded and passed this 13<sup>th</sup> day of January, 2015.

\_\_\_\_\_  
Mary Wingfield, Mayor

Attest:

\_\_\_\_\_  
Chris Mickelson  
City Administrator-Clerk

## **SUMMARY OF ORDINANCE 2014-11-02**

On January 13, 2015, the Birchwood City Council enacted Ordinance 2014-11-02, relating to vacant buildings, which adds Chapter 407 to City Code. The terms of the new Ordinance are lengthy, and the City Council has approved summary publication of the Ordinance. The new Code terms are summarized as follows:

Section 407.01 provides for the purpose of the ordinance.

Section 407.02 defines terms used throughout the ordinance.

Section 407.03 requires registration of vacant buildings.

Section 407.04 allows for exemptions from the ordinance.

Section 407.05 provides inspection procedure to ensure compliance with the ordinance.

Section 407.06 requires the municipality to maintain a regularly updated list of all vacant buildings in its jurisdiction.

Section 407.07 defines penalties for violation of the ordinance.

Section 407.08 defines alternative procedures in the event this ordinance conflicts with state statute or other City ordinances.

Section 407.09 defines the procedure for collection of unpaid fees.

A full copy of Ordinance 2014-11-02 is available for inspection at City Hall during regular office hours and may also be mailed upon written request.

Chris Mickelson  
City Administrator

**ORDINANCE 2015-01-01**

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

**AN ORDINANCE AMENDING THE VARIANCE APPLICATION FEE IN THE CITY  
OF BIRCHWOOD VILLAGE FEE SCHEDULE**

**WHEREAS**, the City of Birchwood Village adopted a fee schedule in 2012; and

**WHEREAS**, included in the fee schedule, a fee of \$206.00 was adopted for variance applications; and

**WHEREAS**, this fee is intended to cover all of the City of Birchwood Village's costs associated with processing a variance application; and

**WHEREAS**, currently, the City of Birchwood Village incurs costs associated with processing a variance application that exceed \$206.00.

**NOW, THEREFORE, BE IT ORDAINED** that the City Council of the City of Birchwood Village hereby amends the fee schedule to read as follows:

Variance Application Fee.....\$300.00

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

Adopted by the City of Birchwood Village City Council this \_\_ day of \_\_\_\_\_, 2015

\_\_\_\_\_  
Mary Wingfield  
Mayor

Attest:

\_\_\_\_\_  
Chris Mickelson  
City Administrator-Clerk

# CITY OF BIRCHWOOD VILLAGE 2012 FEE SCHEDULE

## GENERAL FEES

Compact Disk.....	\$1.00 per disk
Copies (Black and White).....	\$0.10 per page 8 ½ x 11 and 8 ½ x 14 \$0.20 per page 11 x 17
Copies (Color).....	\$0.50 per page
Dog License.....	\$10.00 bi-annual; \$3.00 late fee if paid after February 15
-Replacement Dog Tag.....	\$1.00
Facsimile.....	\$1.00 first page; \$0.50 each additional page
Hall Rental.....	\$25.00 plus \$100.00 refundable deposit
Postage & Envelopes for Mailings & Public Hearing Notices...\$0.11 plus postage	
Returned Check.....	\$30.00

## DOCK ASSOCIATION FEES

Boat Lift Storage.....	\$100.00 per lift
Dock Association Boat Slip Permit.....	\$200.00 per slip
Dock Association Dock Permit.....	\$100.00 per dock
Dock Application Review Fee.....	\$150.00

## PLANNING AND ZONING FEES

Comprehensive Plan Amendment Application Fee.....	\$500.00
Conditional Use Permit Application Fee.....	\$400.00
Home Occupation Permit Application Fee.....	\$100.00
Interim Use Permit Application Fee.....	\$400.00
Planned Unit Development Application Fee.....	\$650.00
Rezoning Application Fee.....	\$650.00
Subdivision: Minor Subdivision/Lot Split Application Fee.....	\$225.00
Subdivision Preliminary Plat Application Fee.....	\$450.00
Street Vacation.....	\$150.00
Variance Application Fee.....	\$206.00
Zoning Permits: Shed, Driveway, or Fence.....	\$ 30.00

## BUILDING PERMIT FEES

TOTAL VALUATION	FEE
\$1.00 to \$500.00	\$29.50
\$501.00 to \$2,000.00	\$23.50 for the first \$500.00 plus \$3.05 for each additional \$100.00 or fraction thereof, to and including \$2,000.00
\$2001.00 to \$25,000.00	\$69.25 for the first \$2,000.00 plus \$14.00 for each additional \$1,000.00 or fraction thereof, to and including \$25,000.00



\$25,001.00 to \$50,000.00	\$391.25 for the first \$25,000.00 plus \$10.10 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00
\$50,001.00 to \$100,000.00	\$643.75 for the first \$50,000.00 plus \$7.00 for each additional \$1,000.00 or fraction thereof, to and including \$100,000.00.
\$100,001.00 to \$500,000.00	\$993.75 for the first \$100,000 plus \$5.60 for each additional \$1,000.00 or fraction thereof, to and including \$500,000.00
\$500,001.00 to \$1,000,000.00	\$3,233.75 for the first \$500,000.00 plus \$4.75 for each additional \$1,000.00 or fraction thereof, to and including \$1,000,000.00
\$1,000,001.00 and up	\$5,608.75 for the first \$1,000,000.00 plus \$3.15 for each additional \$1,000.00 or fraction thereof.

Other Inspections and Fees:

Inspections outside of normal business hours . . . (Minimum charge - two hours)	\$47.00 per hour*
Re-inspection fees . . . . .	\$47.00 per hour*
Inspection for which no fee is specifically indicated (Minimum charge - one-half hour) . . .	\$47.00 per hour*
Plan Review . . . . .	50% of the building permit fee
Additional plan review required by changes, additions or revisions to Plans (minimum charge - one-half hour). . . . .	\$47.00 per hour*
Outside consultants for plan checking and inspections or both . . . . .	Actual costs**

\*Or the total hourly cost to the city, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages, and fringe benefits of the employees involved.

\*\*Actual cost includes administrative and overhead costs.

## DEMOLITION AND WRECKING OF BUILDINGS FEES

\$25.00 for the first 1,000 square feet, plus \$10.00 for each additional 1,000 square feet or fraction thereof. The minimum permit fee is \$25.00.

## GRADING FEES

### Plan Review Fees:

<u>100 cubic yards or less</u>	<u>No fee</u>
<u>101 to 1,000 cubic yards</u>	<u>\$40</u>
<u>1,001 to 10,000 cubic yards</u>	<u>\$50</u>
<u>10,001 to 100,000 cubic yards</u>	<u>\$50 for first 10,000 cubic yards</u> <u>\$25 for each additional 10,000 or fraction thereof.</u>
<u>101,000 to 200,000 cubic yards</u>	<u>\$300 for first 100,000 cubic yards</u> <u>\$15 for each additional 10,000 or fraction thereof.</u>
<u>200,001 cubic yards or more</u>	<u>\$400 for first 200,000 cubic yards</u> <u>\$10 for each additional 10,000 or fraction thereof.</u>

### Permit Fees:

<u>100 cubic yards or less</u>	<u>\$25</u>
<u>101 to 1,000 cubic yards</u>	<u>\$40 for first 100 cubic yards</u> <u>\$25 for each additional 100 or fraction thereof.</u>
<u>1,001 to 10,000 cubic yards</u>	<u>\$200 for first 1,000 cubic yards</u>

	<u>\$20 for each additional 1,000 or fraction thereof.</u>
<u>10,001 to 100,000 cubic yards</u>	<u>\$350 for first 10,000 cubic yards</u> <u>\$75 for each additional 10,000 or fraction thereof.</u>
<u>101,000 cubic yards or more</u>	<u>\$1,000 for first 100,000 cubic yards</u> <u>\$40 for each additional 10,000 or fraction thereof.</u>

### UTILITY CONNECTION FEES

Buildings or dwellings existing or constructed in the City of Birchwood Village must connect to the municipal water and sanitary sewer system so long as it is reasonably available. Prior to connecting to public utilities, the owner or representative must pay the following fees:

(a) Metropolitan Council Sewer Access Charge SAC fee as established by the Metropolitan Council per state statute MN 473.517.

(b.) City Sewer Connection (SAC) Fees.

- |     |                         |                        |
|-----|-------------------------|------------------------|
| (1) | Single Family Dwellings | \$500.00 per home      |
| (2) | Two Family Dwellings    | \$1000.00 per dwelling |

(c ) Water Connection (WAC) Fees

- |     |                         |                         |
|-----|-------------------------|-------------------------|
| (1) | Single Family Dwellings | \$500.00 per home       |
| (2) | Two Family Dwellings    | \$1,000.00 per dwelling |

### CERTIFICATE OF OCCUPANCY

If a permit shall require a certificate of occupancy, a fee of \$10.00 shall be paid at the time of issuance.

### PLUMBING PERMIT FEES

Plumbing Fixture Unit Fees:

Residential fee (minimum permit fee)	\$25.00
Non-Residential fee (minimum permit fee)	\$35.00
For each fixture or fixture opening	\$10.00
For each gas piping outlet, stove, dryer etc.	\$ 5.00

For each water heater and/or vent	\$30.00
For each lawn sprinkler system backflow protection device	\$20.00
For each atmospheric-type vacuum breaker	\$ 1.00
For each backflow protection device (other than items 6 & 7)	\$20.00
Clothes washers: First five or less	\$20.00
For each additional unit	\$ 7.00
For each flammable waste trap or catch basin	\$ 5.00
For each sewage ejector	\$15.00
For each water softener	\$20.00
For each ground run for existing buildings	\$15.00
For each water distribution piping extension or alteration	\$20.00
For each rainwater leader	\$10.00
Main gas line	\$10.00

Sewer and Water: Unit Fee Schedule:

Street excavation/refundable deposit	\$25.00/\$1,500
For each water tap	\$20.00
For each sewer tap	\$20.00
For each residential water line installation or repair	\$30.00
For each residential sewer line installation or repair	\$30.00
For each non-residential water line installation or repair	\$45.00
For each non-residential sewer line installation or repair	\$45.00
For each hydrostatic and conductivity test	\$45.00
Storm Sewer	\$30.00

Value-Based Repairs/Alterations: Unit Fee Schedule:

Repair or alteration of any plumbing system based on value:	
-First \$100.00 (of value)	\$15.00
-For each additional \$100.00 (of value) or fraction thereof	\$ 2.00

Backflow Protection Test Filing Fee: For each RPZ or double check/double gate valve \$15.00

### HEATING PERMIT FEES

For the installation of any new or replacement central heating and/or air conditioning system, or in floor heating with heat source, the permit fee is 1% of estimated cost or the minimum, whichever is greater.

Minimum Fee - Heating system \$60.00

Minimum Fee - Air Conditioning \$30.00

Minimum Fee - Heating and Air Conditioning \$90.00

(a) For alteration or repair to any central heating and/or air conditioning system, the permit fee is 1% of the estimated cost or \$20.00, whichever is greater.

(b) For each appliance or piece of equipment regulated by the code, but not classed in other appliance categories, or for which no other fee is listed in the code, the fee is 1% of the estimated cost or \$25.00, whichever is greater.

(c) For the extension or alteration of ductwork in one and two family dwellings whereby the work is supplemental to a current building permit, the permit fee is 1% of the estimated value or \$20.00, whichever is greater.

(d) For the installation, alteration, or repair of each process piping system, the fee is 1% of the estimated value or \$30.00, whichever is greater.

(e) For the installation of a fireplace, the fee is 1% of the estimated cost or \$25.00, whichever is greater.

(f) For a review of plans and other data the fee is equal to 25% of the permit fee or \$ ##.00, whichever is greater.

### ELECTRICAL FEES

Electrical fees shall be applied as established in Minnesota Statutes Section 326B.37.

### FIRE SPRINKLER SYSTEM FEES

(a) For each fire suppression cooking hood extinguisher system \$30.00

(b) For each bath or tank system \$30.00

(c) For each automatic fire suppression system  
1 to 10 heads, including risers \$30.00  
Each additional 10 heads or fraction thereof \$ 3.00

(d) For each on site fire hydrant \$35.00

- (e) Building standpipe systems per building \$50.00
- (f) Fire Alarm \$30.00
- (g) Fire Permit Plan Review Fee 50% of the permit fee

**STATE SURCHARGE FEES**

If the fee for the permit issued is fixed in amount the surcharge is equivalent to one-half mil (0.0005) of the fee or \$5.00, whichever amount is greater. For all other permits the surcharge is as follows:

VALUATION OF STRUCTURE, ADDITION OR ALTERATION	SURCHARGE COMPUTATION
\$1,000,000 or less	.0005 x valuation ( <del>minimum \$5.00</del> )
\$1,000,000 to \$2,000,000	\$500 + .0004 x (Value - \$1,000,000)
\$2,000,000 to \$3,000,000	\$900 + .0003 x (Value - \$2,000,000)
\$3,000,000 to \$4,000,000	\$1200 + .0002 x (Value - \$3,000,000)
\$4,000,000 to \$5,000,000	\$1400 + .0001 x (Value - \$4,000,000)
Greater than \$5,000,000	\$1500 + .0005 x (Value - \$5,000,000)

**BUILDING MOVING FEES**

The fee to move a building from its present location in Birchwood to any other site, whether or not the new site is within Birchwood, shall be \$100.00.

**WATER AND SEWER RELATED FEES**

- Water Use...\$13.25 for the first 800 cubic feet; \$1.65 per additional 100 cubic feet; plus \$1.59 state surcharge
- Sewer Fee (metered, quarterly)...\$28.00 for the first 800 cubic feet; \$3.50 per additional 100 cubic feet
- Sewer Fee (unmetered, quarterly).....\$40.00
- Outside sewer/water installation or repair permit.....\$60.50
- Turning water service on or off at street.....\$150.00
- Utility Bill Late Fee......5% of the unpaid balance

### **ADDITIONAL FEES**

**Late Fee:** In the event a person shall engage in conduct for which a permit or license is required without first paying the appropriate fee and obtaining the permit or license, the fee established shall be doubled.

**Additional Fee:** An additional fee, not to exceed actual expenses or the original amount of the fee (whichever is less), shall be paid if the City Council determines that the applicant has changed the project after submission of the initial application, or if it is necessary to conduct an excessive number of reinspections of the project in order to ensure compliance with the City Code or the terms of the permit or license.

**Fines:** Payment of any late fee or additional fees shall be in addition to any fines that may be imposed for violation of the City Code.

### **REFUNDS**

The City will refund  $\frac{1}{2}$  of the fee for the permit or license if the applicant requests a refund within 15 days after the fee is paid and no action has been taken by the City on the request for the permit or license.

## Self-Perpetuating Sample Ordinance - Example

Ordinance No. \_\_\_\_\_ Adopting the Minnesota State Building Code

**AN ORDINANCE ADOPTING THE MINNESOTA STATE BUILDING CODE. THIS ORDINANCE: PROVIDES FOR THE APPLICATION, ADMINISTRATION, AND ENFORCEMENT OF THE MINNESOTA STATE BUILDING CODE BY REGULATING THE ERECTION, CONSTRUCTION, ENLARGEMENT, ALTERATION, REPAIR, MOVING, REMOVAL, DEMOLITION, CONVERSION, OCCUPANCY, EQUIPMENT, USE, HEIGHT, AREA, AND MAINTENANCE OF ALL BUILDINGS AND/OR STRUCTURES IN THIS MUNICIPALITY; PROVIDES FOR THE ISSUANCE OF PERMITS AND COLLECTION OF FEES THEREOF; PROVIDES PENALTIES FOR VIOLATION THEREOF; REPEALS ALL ORDINANCES AND PARTS OF ORDINANCES THAT CONFLICT THEREWITH. THIS ORDINANCE SHALL PERPETUALLY INCLUDE THE MOST CURRENT EDITION OF THE MINNESOTA STATE BUILDING CODE WITH THE EXCEPTION OF THE OPTIONAL APPENDIX CHAPTERS. OPTIONAL APPENDIX CHAPTERS SHALL NOT APPLY UNLESS SPECIFICALLY ADOPTED.**

This municipality does ordain as follows:

**Section 1 Codes adopted by reference.** The Minnesota State Building Code, as adopted by the Commissioner of Labor and Industry pursuant to Minnesota Statutes chapter 16B.59 to 16B.75, including all of the amendments, rules and regulations established, adopted and published from time to time by the Minnesota Commissioner of Labor and Industry, through the Building Codes and Standards Unit, is hereby adopted by reference with the exception of the optional chapters, unless specifically adopted in this ordinance. The Minnesota State Building Code is hereby incorporated in this ordinance as if fully set out herein.

**Section 2. Application, Administration and Enforcement.** The application, administration, and enforcement of the code shall be in accordance with Minnesota State Building Code. The code shall be enforced within the extraterritorial limits permitted by Minnesota Statutes, 16B.62, subdivision 1, when so established by this ordinance.

The code enforcement agency of this municipality is called the \_\_\_\_\_. This code shall be enforced by the Minnesota Certified Building Official designated by this Municipality to administer the code (Minnesota statute 16B.65) subdivision 1.

**Section 3. Permits and Fees.** The issuance of permits and the collection of fees shall be as authorized in Minnesota Statutes, 16B.62, subdivision 1. Permit fees shall be assessed for work governed by this code in accordance with the fee schedule adopted by the municipality in i.e.: City Code #, Ordinance # etc. In addition, a surcharge fee shall be collected on all permits issued for work governed by this code in accordance with Minnesota statute 16B.70.

**Section 4. Violations and Penalties.** A violation of the code is a misdemeanor (Minnesota statutes 16B.69).

**Section 5. Building Code Optional Chapters.** The Minnesota State Building Code, established pursuant to Minnesota Statutes 16B.59 to 16B.75 allows the Municipality to adopt by reference and enforce certain optional chapters of the most current edition of the Minnesota State Building Code.

The following optional provisions identified in the most current edition of the State Building Code are hereby adopted and incorporated as part of the building code for this municipality.

- 1.
2. *(Municipality must specifically identify optional provisions elected for code adoption here)*
- 3.

**Section 6. Effective Date of Ordinance.** The effective date of this Ordinance is \_\_\_\_\_.

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

Attest: \_\_\_\_\_

Title: \_\_\_\_\_

Reviewed By: \_\_\_\_\_

Title: \_\_\_\_\_