



AGENDA OF THE REGULAR MEETING OF
THE CITY COUNCIL
CITY OF BIRCHWOOD VILLAGE
WASHINGTON COUNTY, MINNESOTA
February 10, 2015
7:00 P.M.

CALL TO ORDER

PLEDGE OF ALLEGIANCE

APPROVE AGENDA

OPEN PUBLIC FORUM

ANNOUNCEMENTS

CITY BUSINESS – CONSENT AGENDA

- A. Approval of Regular Meeting January 13, 2015 Minutes*
- B. Approval of Workshop Meeting January 26, 2015 Minutes*
- C. Reappoint Councilmember Councilmember LaFoy to a Four Year Term as Representative for the Ramsey-Washington Suburban Cable Commission

CITY BUSINESS – REGULAR AGENDA

- A. Approval of Treasurer's Report*
- B. First Reading of Ordinance 2015-02-01, Amending Small Craft Storage Language in City Code*
- C. First Reading of Ordinance 2015-02-02, Amending Fees for Small Craft Storage at Public Lake Tracts in the City of Birchwood Village Fee Schedule*
- D. 2015 Committee Appointments
 - a. Create Volunteer Coordinator Position
- E. 2015 Tree Plan*
 - a. Removal of Box Elder at Birch Easement
- F. City Attorney's Report

* Denotes items that have supporting documentation provided

G. City Administrator's Report

- a. Discuss Quotes for Generator Receptacle Replacement at Lift Stations*

ADJOURN

* Denotes items that have supporting documentation provided

**CITY OF BIRCHWOOD VILLAGE
REGULAR CITY COUNCIL MEETING
January 13, 2015**

MINUTES

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

STAFF PRESENT: Alan Kantrud, City Attorney; Jack Kramer, Building Official; Chris Mickelson, City Administrator

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

City Administrator Mickelson administered the Oaths of Office to Mayor Wingfield, Councilmember Anderson, and Councilmember Woolstencroft.

AGENDA APPROVAL:

MOTION WAS MADE BY COUNCILMEMBER LAFOY AND SECONDED BY COUNCILMEMBER ANDERSON TO APPROVE THE AGENDA AS PRESENTED. ALL AYES. MOTION PASSED.

OPEN PUBLIC FORUM:

No comments from the public were received.

ANNOUNCEMENTS:

Mayor Wingfield announced that a Common Table event will be taking place on Thursday evening at City Hall starting at 5:30 p.m.

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 4M Fund Official Depositories of Municipal Funds
- E. Resolution 2015-04, Designating the White Bear Press the Official Newspaper for Publication

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

CITY BUSINESS - REGULAR AGENDA

A. Approval of Treasurer's Report

Mayor Wingfield stated that with the exception of the Water Enterprise Fund, all funds are in great shape. The Water Task Force will be meeting soon to address the negative balance of the Water Enterprise Fund.

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

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

Building Official Kramer stated that the ordinance the City is considering is well written and very thorough. Kramer did not think anything needed to be added to the ordinance but asked if the inclusion of the language in City Code was necessary.

Mayor Wingfield stated that a home has been vacant in Birchwood for many years, and this language puts the obligation on the property owner to take proactive steps to maintain the home in a safe condition. Also, this language would help in dealing with future vacant homes that have not been properly maintained.

City Attorney Kantrud asked Building Official Kramer for an appropriate vacant home registration fee.

Building Official Kramer stated that a \$500.00 registration fee would be reasonable.

Councilmember Anderson asked if one inspection a year was adequate or if a vacant home should be inspected multiple times each year.

Building Official Kramer stated two inspections each year would be a good starting point.

MOTION WAS MADE BY COUNCILMEMBER WOOLSTENCROFT AND SECONDED BY COUNCILMEMBER ANDERSON TO APPROVE ORDINANCE 2014-11-02 AS AMENDED. ALL AYES. MOTION PASSED.

C. Resolution 2015-05, Approving Summary Publication of Ordinance 2014-11-02

MOTION WAS MADE BY COUNCILMEMBER WOOLSTENCROFT AND SECONDED BY COUNCILMEMBER ANDERSON TO APPROVE RESOLUTION 2015-05 AS PRESENTED. ALL AYES. MOTION PASSED.

D. First Reading of Ordinance 2015-01-02, Adopting a Self-Perpetuating Ordinance Relating to the Minnesota State Building Code

Building Official Kramer stated this ordinance allows for Birchwood's City Code to automatically update to the most current edition of the Minnesota State Building Code.

Mayor Wingfield asked City Attorney Kantrud if the Council could adopt the new building code language without a second reading due to the administrative nature of the language.

City Attorney Kantrud stated that two separate motions should be made - one motion for the adoption of the language, and another motion to waive the second reading.

MOTION WAS MADE BY COUNCILMEMBER LAFOY AND SECONDED BY COUNCILMEMBER ANDERSON TO APPROVE ORDINANCE 2015-01-02 AS PRESENTED. ALL AYES. MOTION PASSED.

MOTION WAS MADE BY COUNCILMEMBER LAFOY AND SECONDED BY COUNCILMEMBER WOOLSTENCROFT TO WAIVE SECOND READING AND PUBLISH THE INCLUDED SUMMARY OF ORDINANCE 2015-01-02. ALL AYES. MOTION PASSED.

E. First Reading of Ordinance 2015-01-01, Amending the Variance Application Fee in the Fee Schedule

MOTION WAS MADE BY COUNCILMEMBER WOOLSTENCROFT AND SECONDED BY COUNCILMEMBER ANDERSON TO WAIVE SECOND READING AND ADOPT ORDINANCE 2015-01-01 AS PRESENTED. ALL AYES. MOTION PASSED.

F. City Attorney's Report

City Attorney Kantrud stated that a couple of driving related criminal cases in Birchwood have been processed in the last month.

Mayor Wingfield stated the City is still interested in putting the speed reader on Hall Avenue during winter to exclude bike traffic.

City Attorney Kantrud stated he'll be at the County Government Center in a couple days and he'll speak with the Sheriff's Office.

G. City Administrator's Report

City Administrator Mickelson stated that the Council will be meeting in a workshop on Monday, January 26th at 6:00 p.m. to discuss goals and priorities for 2015.

ADJOURN

MOTION WAS MADE BY COUNCILMEMBER LAFOY, SECONDED BY COUNCILMEMBER ANDERSON TO ADJOURN THE MEETING. ALL AYES. MOTION PASSED. MEETING ADJOURNED AT 7:30 P.M.

ATTEST:

Mary Wingfield
Mayor

Chris Mickelson
City Administrator-Clerk

**CITY OF BIRCHWOOD VILLAGE
CITY COUNCIL WORKSHOP
January 26, 2015**

MINUTES

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

STAFF PRESENT: Steve Thatcher, City Engineer; Chris Mickelson, City Administrator

OTHERS PRESENT: Mary Sue Simmons, 418 Birchwood Courts

Mayor Wingfield called the workshop to order at 6:00 p.m.

REPORTS

A. Short/Long Term Sewer Facility Needs

The improvement of Birchwood's three lift stations was discussed. The transition to White Bear Township for lift station monitoring and inspection services was finished as of Monday, January 26, 2015. Additionally, the upgrade of Birchwood's SCADA system was complete as of January 26, 2015.

In the next year, a permanent generator will be installed at the lift station located at Wildwood Park. Grant funding to assist with this expense will be pursued. In the following year, rebuilding or expanding the capacity of the lift station located at Wildwood Park will be pursued.

B. Boat Rack Storage at Easements

Councilmember LaFoy developed a draft policy for resident's use of canoe/kayak racks at City easements. A draft policy will be included in the agenda for the Council's February 2015 meeting.

C. Committee Review/Evaluation

The Council considered possible changes to the Park Committee's bylaws. Draft language will be included in the agenda for the Council's February 2015 meeting.

D. Council Assignment Preferences

Councilmember LaFoy indicated is interest in continuing to serve as a representative on the Cable Commission. Mayor Wingfield discussed the creation of a volunteer coordinator position. Consideration was given to keeping all other Council assignments from 2014 the same for 2015. Formal action regarding Council assignments will take place at the February 2015 Council meeting.

E. 2015 Goals/Special Projects

Improvement of Birchwood's Wildwood Park lift station was identified as the primary goal for 2015. Additionally, installing a railing at City Hall, planting trees to replace previously removed trees, and road painting were identified as the Council's priorities for 2015.

ADJOURN:

The City Council Workshop was adjourned at 7:55 p.m.

Mayor Mary Wingfield

ATTEST:

Chris Mickelson
City Administrator-Clerk



CITY OF BIRCHWOOD VILLAGE
207 Birchwood Avenue
Birchwood Village, MN 55110
651-426-3403 tel
651-426-7747 fax
info@cityofbirchwood.com

February 11, 2015

Mr. Tim Finnerty
Executive Director, Ramsey/Washington Cable
2460 E
County Road F
White Bear Lake, MN 55110

Dear Mr. Finnerty,

At the Council meeting on February 10, 2015, Randy LaFoy was reappointed to a four year term as the City of Birchwood Village's Cable Commission representative.

Please contact me at (651) 426-3403 if you have any questions.

Sincerely,

Chris Mickelson
City Administrator
Birchwood Village

As of 02/05/2015
 Fiscal Year:2015

<u>Name of Fund</u>	<u>Beginning Balance</u>	<u>Total Receipts</u>	<u>Total Disbursements</u>	<u>Ending Balance</u>
General Fund	\$557,778.13	\$5,183.88	\$64,622.69	\$498,339.32
Special Rev Projects	\$15,468.65	\$999.95	\$6,664.00	\$9,804.60
Spec Rev - Warm House	\$0.00	\$0.00	\$0.00	\$0.00
Sewer 2004 Bonds	\$9,444.86	\$0.00	\$0.00	\$9,444.86
Birchwood In Re-hab Bond	\$1,157.24	\$0.00	\$0.00	\$1,157.24
Sewer Re-hab 2008 Debt	(\$7,179.94)	\$0.00	\$0.00	(\$7,179.94)
Cap Project - PW	\$3,758.91	\$0.00	\$0.00	\$3,758.91
Water Enterprise Fund	(\$7,070.08)	\$8,164.90	\$1,577.65	(\$482.83)
Sewer Enterprise Fund	\$72,748.17	\$14,590.21	\$10,912.96	\$76,425.42
Sewer Infrastructure	\$30,000.00	\$0.00	\$26,155.00	\$3,845.00
Total	\$676,105.94	\$28,938.94	\$109,932.30	\$595,112.58

Fund Name: All Funds
 Date Range: 01/10/2015 to 02/05/2015

<u>Date</u>	<u>Remitter</u>	<u>Description</u>	<u>Receipt #</u>	<u>Total</u>	<u>Account #</u>	<u>Amount</u>
01/13/2015	Residents - via St Anthony Village	U/B 01/09/2015	1380	\$11,994.54	100-32250	\$1,024.97
					210-32260	\$599.95
					601-34110	\$3,484.22
					601-34170	\$124.01
					605-34190	\$6,761.39
01/13/2015	Residents - via St Anthony Village	U/B 01/12/2015	1381	\$1,360.32	100-32250	\$75.00
					601-34110	\$616.29
					601-34170	\$14.31
					605-34190	\$654.72
01/20/2015	Residents - via St Anthony Village	U/B 01/16/2015	1382	\$701.23	100-32250	\$75.00
					601-34110	\$211.80
					601-34160	\$6.86
					601-34170	\$6.36
					605-34160	\$6.25
					605-34190	\$394.96
01/26/2015	Residents - via St Anthony Village	U/B 01/23/2015	1383	\$1,489.66	100-32250	\$174.73
					100-36140	\$50.00
					601-34110	\$410.14
					601-34160	\$18.59
					601-34170	\$14.10
					605-34160	\$29.22
					605-34190	\$792.88
01/30/2015	Residents - via St Anthony Village	U/B 01/30/2015	1384	\$550.84	100-32250	\$50.00
					601-34110	\$162.77
					601-34160	\$2.45
					601-34170	\$7.37
					605-34160	\$9.42
					605-34190	\$318.83
02/04/2015	Andrew Sorenson Construction	Building Permit	1377	\$41.00	100-32210	\$41.00
02/04/2015	Andrew Sorenson Construction	Building Permit	1378	\$171.75	100-32210	\$171.75
02/04/2015	WS&D Permit Service	Building Permit	1379	\$244.14	100-32210	\$244.14
Total For Period				\$16,553.48		
Total Year To Date				\$28,938.94		

Fund Name: All Funds
 Date Range: 01/10/2015 to 02/05/2015

<u>Date</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Check #</u>	<u>Total</u>	<u>Account #</u>	<u>Amount</u>
01/13/2015	Payroll Period Ending 01/13/2015		28662	\$554.10	100-41310-100	\$554.10
01/13/2015	Payroll Period Ending 01/13/2015		28663			VOID
01/13/2015	Payroll Period Ending 01/13/2015		28664	\$1,010.25	100-41310-100	\$1,010.25
01/13/2015	PERA	Council Retirement	EFT11315	\$150.00	100-41310-121	\$150.00
01/14/2015	Payroll Period Ending 01/14/2015		28665	\$188.39	100-41310-100	\$188.39
01/14/2015	Payroll Period Ending 01/14/2015		28666	\$524.10	100-41310-100	\$524.10
01/14/2015	Payroll Period Ending 01/14/2015		28667	\$1,202.40	100-41310-100	\$1,202.40
01/14/2015	Payroll Period Ending 01/14/2015		28668	\$277.05	100-41310-100	\$277.05
01/14/2015	PERA	Council Retirement	EFT11415	\$60.00	100-41310-121	\$60.00
01/16/2015	Payroll Period Ending 01/16/2015		28669	\$1,505.92	100-41400-100	\$1,505.92
01/16/2015	PERA	Staff Retirement (1/16/15)	EFT11615	\$274.40	100-41400-121	\$274.40
01/20/2015	MN Department of Revenue	State W/H Q4 2014 EFT	EFT12015	\$582.16	100-41310-115 100-41400-115 100-45200-115	\$100.00 \$452.82 \$29.34
01/21/2015	Northeast Lock Corp	Keys for Lift Stations	28670	\$98.52	605-43190-999	\$98.52
01/22/2015	IRS - US Treasury	FED Taxes Q4 2014	EFT12215	\$4,313.50	100-41310-110 100-41310-160 100-41310-162 100-41310-164 100-41310-166 100-41400-110 100-41400-160 100-41400-162 100-41400-164 100-41400-166 100-45200-110 100-45200-160 100-45200-162 100-45200-164 100-45200-166	\$200.00 \$74.04 \$316.57 \$74.04 \$316.57 \$952.59 \$202.29 \$864.98 \$202.29 \$864.98 \$53.47 \$18.16 \$77.68 \$18.16 \$77.68
01/23/2015	Payroll Period Ending 01/23/2015		28671	\$267.56	100-45200-100	\$267.56
01/23/2015	Payroll Period Ending 01/23/2015		28672	\$76.19	100-45200-100	\$76.19
01/23/2015	Payroll Period Ending 01/23/2015		28673	\$41.56	100-45200-100	\$41.56
01/23/2015	Payroll Period Ending 01/23/2015		28674	\$27.70	100-45200-100	\$27.70

<u>Date</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Check #</u>	<u>Total</u>	<u>Account #</u>	<u>Amount</u>
01/23/2015	Payroll Period Ending 01/23/2015		28675	\$153.26	100-45200-100	\$153.26
01/23/2015	Payroll Period Ending 01/23/2015		28676	\$107.88	100-45200-100	\$107.88
01/23/2015	Payroll Period Ending 01/23/2015		28677	\$342.58	100-45200-100	\$342.58
01/30/2015	Payroll Period Ending 01/30/2015		28678	\$1,505.92	100-41400-100	\$1,505.92
01/30/2015	PERA	Staff Retirement (1/30/15)	ETF013015	\$274.40	100-41400-121	\$274.40
02/04/2015	Manship Plumbing & Heating Inc	Monthly Standby	28679	\$670.00	601-43180-305	\$670.00
02/04/2015	TSE, INC	City Hall Cleaning 1/22/15	28680	\$21.00	100-41940-305	\$21.00
02/04/2015	Gopher State One Call	Locates - January 2015 (7 tickets)	28681	\$13.15	100-42805-305	\$13.15
02/04/2015	Metropolitan Council Env. Service	Wastewater Service February 2015	28682	\$3,777.92	605-43190-217	\$3,777.92
02/04/2015	Steve Dean Tree Trimming	Remove Broken Spruce from Birch (1/10/15)	28683	\$360.00	100-43135-305	\$360.00
02/04/2015	Payroll Period Ending 02/04/2015		28684	\$69.26	100-45200-100	\$69.26
02/04/2015	Payroll Period Ending 02/04/2015		28685	\$80.80	100-45200-100	\$80.80
02/04/2015	Lund, John	Emergency Tree Removal (2/1/15)	28686	\$25.00	100-43135-305	\$25.00
02/04/2015	Ronnan, Kenny	Jan 2015 (1.5 Hours)	28687	\$45.00	100-41950-305	\$45.00
02/04/2015	City of Roseville	Jan 2015 IT/Phone Services	28688	\$404.88	100-41955-305	\$64.55
					100-41955-305	\$340.33
02/04/2015	TSE, INC	City Hall Cleaning 1/8/15	28689	\$21.00	100-41940-305	\$21.00
02/04/2015	Gopher State One Call	2015 Annual Fee	28690	\$100.00	100-42805-305	\$100.00
02/04/2015	Menards - Maplewood	Lights for City Hall	28691	\$23.72	100-41940-200	\$23.72
02/04/2015	Birch Lawn Maintenance	Plowing (1/8, 1/9, 1/14)	28692	\$810.00	100-43125-305	\$810.00
02/04/2015	City of White Bear Lake	Fire Services Contract - January 2015	28693	\$1,503.42	100-42200-305	\$1,503.42
02/04/2015	Xcel Energy	Electric for Street Lights	EFT2415.1	\$1,246.31	100-43160-380	\$1,246.31
02/04/2015	Xcel Energy	Lift Stations, Ice Rink/Warming House, City Hall	EFT2415.2	\$935.03	100-41940-380	\$351.77
					100-45200-380	\$130.03
					605-43190-380	\$453.23

City of Birchwood Village

Disbursements Register

02/05/2015

<u>Date</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Check #</u>	<u>Total</u>	<u>Account #</u>	<u>Amount</u>
02/05/2015	Washington County	Jul-Dec 2014 Police Services	28694	\$24,314.98	100-42100-305	\$24,314.98
02/05/2015	Press Publications	Legal Notice Publications	28695	\$191.25	100-41130-351	\$76.50
					100-41130-351	\$68.85
					100-41130-351	\$45.90
02/05/2015	White Bear Township	Engineering Costs for SCADA Improvements	28696	\$515.11	605-43190-305	\$515.11
02/05/2015	Washington County	Salt (4.92 Tons)	28697	\$420.67	100-43125-210	\$420.67
02/05/2015	Connelly Industrial Electronics	Lift Station/SCADA Improvements	28698	\$26,155.00	610-43190-999	\$26,155.00
02/05/2015	City of White Bear Lake	Lift Station Inspection/Maintenance November 2014	28699	\$1,549.40	605-43190-305	\$1,549.40
Total For Period				\$76,790.74		
Total Year To Date				\$109,932.30		

As of 02/05/2015

General Fund

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Building Permits	\$0.00	\$774.93	\$774.93
Spring Leaf Collection	\$0.00	\$2,121.01	\$2,121.01
Total Acct 322	\$0.00	\$2,895.94	\$2,895.94
City Hall and Garage Rent	\$0.00	\$25.00	\$25.00
Total Acct 341	\$0.00	\$25.00	\$25.00
Miscellaneous	\$0.00	\$55.00	\$55.00
Total Acct 361	\$0.00	\$55.00	\$55.00
Contrib. and Donations-Private	\$0.00	\$150.00	\$150.00
Refund-Reimbursemnt-Dividend	\$0.00	\$2,057.94	\$2,057.94
Total Acct 362	\$0.00	\$2,207.94	\$2,207.94
Total Revenues	\$0.00	\$5,183.88	\$5,183.88
Other Financing Sources:			
Sale of Investments		\$0.00	
Transfers from other Funds		\$0.00	
Disbursements:			
Publishing	\$0.00	\$250.65	(\$250.65)
Total Acct 411	\$0.00	\$250.65	(\$250.65)
City Council	\$0.00	\$5,047.51	(\$5,047.51)
Total Acct 413	\$0.00	\$5,047.51	(\$5,047.51)
Clerk - Treasurer	\$0.00	\$9,484.11	(\$9,484.11)
Office Operations/Supplies	\$0.00	\$24.44	(\$24.44)
Postage/Postal Permits	\$0.00	\$78.40	(\$78.40)
Total Acct 414	\$0.00	\$9,586.95	(\$9,586.95)
Engineer Service	\$0.00	\$1,180.00	(\$1,180.00)
Total Acct 416	\$0.00	\$1,180.00	(\$1,180.00)
Grants	\$0.00	\$817.50	(\$817.50)
City Training and Development	\$0.00	\$991.00	(\$991.00)
City Hall-Gov't Buildings	\$0.00	\$800.72	(\$800.72)
Cable Eqpmt and Service	\$0.00	\$45.00	(\$45.00)
Phone/IT	\$0.00	\$404.88	(\$404.88)
Total Acct 419	\$0.00	\$3,059.10	(\$3,059.10)
Police	\$0.00	\$24,314.98	(\$24,314.98)
Total Acct 421	\$0.00	\$24,314.98	(\$24,314.98)
Fire	\$0.00	\$2,999.67	(\$2,999.67)
Total Acct 422	\$0.00	\$2,999.67	(\$2,999.67)
Building Inspection	\$0.00	\$1,520.95	(\$1,520.95)
Total Acct 424	\$0.00	\$1,520.95	(\$1,520.95)
Other Protection	\$0.00	\$68.38	(\$68.38)

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

02/05/2015

Utility Locates	\$0.00	\$113.15	(\$113.15)
Animal Control	\$0.00	\$100.00	(\$100.00)
Total Acct 428	\$0.00	\$281.53	(\$281.53)
Streets and Road Mntnc	\$0.00	\$4,495.00	(\$4,495.00)
Ice and Snow Removal	\$0.00	\$3,329.03	(\$3,329.03)
Tree Removal	\$0.00	\$385.00	(\$385.00)
Street Lights	\$0.00	\$2,494.84	(\$2,494.84)
Total Acct 431	\$0.00	\$10,703.87	(\$10,703.87)
Recycle	\$0.00	\$1,656.00	(\$1,656.00)
Total Acct 433	\$0.00	\$1,656.00	(\$1,656.00)
Parks	\$0.00	\$4,021.48	(\$4,021.48)
Total Acct 452	\$0.00	\$4,021.48	(\$4,021.48)
Total Disbursements	\$0.00	\$64,622.69	(\$64,622.69)
Other Financing Uses:			
Purchase of Investments		\$0.00	
Transfers to other Funds		\$0.00	
Beginning Cash Balance		\$557,778.13	
Cash Balance as of 02/05/2015		\$498,339.32	

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

02/05/2015

As of 02/05/2015

Special Rev Projects

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Dock/Lift Permit Fee	\$0.00	\$999.95	\$999.95
Total Acct 322	\$0.00	\$999.95	\$999.95
Total Revenues	\$0.00	\$999.95	\$999.95
Other Financing Sources:			
Sale of Investments		\$0.00	
Transfers from other Funds		\$0.00	
Disbursements:			
Unallocated Expenditures	\$0.00	\$6,664.00	(\$6,664.00)
Total Acct 492	\$0.00	\$6,664.00	(\$6,664.00)
Total Disbursements	\$0.00	\$6,664.00	(\$6,664.00)
Other Financing Uses:			
Purchase of Investments		\$0.00	
Transfers to other Funds		\$0.00	
Beginning Cash Balance		\$15,468.65	
Cash Balance as of 02/05/2015		\$9,804.60	

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

02/05/2015

As of 02/05/2015

Spec Rev - Warm House

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Total Revenues	\$0.00	\$0.00	\$0.00
Other Financing Sources:			
Sale of Investments		\$0.00	
Transfers from other Funds		\$0.00	
Disbursements:			
Total Disbursements	\$0.00	\$0.00	\$0.00
Other Financing Uses:			
Purchase of Investments		\$0.00	
Transfers to other Funds		\$0.00	
Beginning Cash Balance		\$0.00	
Cash Balance as of 02/05/2015		\$0.00	

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

02/05/2015

As of 02/05/2015

Sewer 2004 Bonds

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Total Revenues	\$0.00	\$0.00	\$0.00
Other Financing Sources:			
Sale of Investments		\$0.00	
Transfers from other Funds		\$0.00	
Disbursements:			
Total Disbursements	\$0.00	\$0.00	\$0.00
Other Financing Uses:			
Purchase of Investments		\$0.00	
Transfers to other Funds		\$0.00	
Beginning Cash Balance		\$9,444.86	
Cash Balance as of 02/05/2015		\$9,444.86	

As of 02/05/2015

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:			
Total Disbursements	\$0.00	\$0.00	\$0.00
Other Financing Uses:			
Purchase of Investments		\$0.00	
Transfers to other Funds		\$0.00	
Beginning Cash Balance		\$1,157.24	
Cash Balance as of 02/05/2015		\$1,157.24	

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

02/05/2015

As of 02/05/2015

Sewer Re-hab 2008 Debt

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Total Revenues	\$0.00	\$0.00	\$0.00
Other Financing Sources:			
Sale of Investments		\$0.00	
Transfers from other Funds		\$0.00	
Disbursements:			
Total Disbursements	\$0.00	\$0.00	\$0.00
Other Financing Uses:			
Purchase of Investments		\$0.00	
Transfers to other Funds		\$0.00	
Beginning Cash Balance		(\$7,179.94)	
Cash Balance as of 02/05/2015		(\$7,179.94)	

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

02/05/2015

As of 02/05/2015

Cap Project - PW

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Total Revenues	\$0.00	\$0.00	\$0.00
Other Financing Sources:			
Sale of Investments		\$0.00	
Transfers from other Funds		\$0.00	
Disbursements:			
Total Disbursements	\$0.00	\$0.00	\$0.00
Other Financing Uses:			
Purchase of Investments		\$0.00	
Transfers to other Funds		\$0.00	
Beginning Cash Balance		\$3,758.91	
Cash Balance as of 02/05/2015		\$3,758.91	

As of 02/05/2015

Water Enterprise Fund

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Water Fee	\$0.00	\$7,860.16	\$7,860.16
Penalty - Late Water/Sewer	\$0.00	\$29.50	\$29.50
State and Misc fees	\$0.00	\$275.24	\$275.24
Total Acct 341	\$0.00	\$8,164.90	\$8,164.90
Total Revenues	\$0.00	\$8,164.90	\$8,164.90
Other Financing Sources:			
Sale of Investments		\$0.00	
Transfers from other Funds		\$0.00	
Disbursements:			
Utility Locates	\$0.00	\$10.15	(\$10.15)
Total Acct 428	\$0.00	\$10.15	(\$10.15)
Water Utility	\$0.00	\$1,567.50	(\$1,567.50)
Total Acct 431	\$0.00	\$1,567.50	(\$1,567.50)
Total Disbursements	\$0.00	\$1,577.65	(\$1,577.65)
Other Financing Uses:			
Purchase of Investments		\$0.00	
Transfers to other Funds		\$0.00	
Beginning Cash Balance		(\$7,070.08)	
Cash Balance as of 02/05/2015		(\$482.83)	

As of 02/05/2015

Sewer Enterprise Fund

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Penalty - Late Water/Sewer	\$0.00	\$50.21	\$50.21
Sewer Fee	\$0.00	\$14,540.00	\$14,540.00
Total Acct 341	\$0.00	\$14,590.21	\$14,590.21
Total Revenues	\$0.00	\$14,590.21	\$14,590.21
Other Financing Sources:			
Sale of Investments		\$0.00	
Transfers from other Funds		\$0.00	
Disbursements:			
Sewer Utility	\$0.00	\$10,912.96	(\$10,912.96)
Total Acct 431	\$0.00	\$10,912.96	(\$10,912.96)
Total Disbursements	\$0.00	\$10,912.96	(\$10,912.96)
Other Financing Uses:			
Purchase of Investments		\$0.00	
Transfers to other Funds		\$0.00	
Beginning Cash Balance		\$72,748.17	
Cash Balance as of 02/05/2015		\$76,425.42	

As of 02/05/2015

Sewer Infrastructure	<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:			
Sewer Utility	\$0.00	\$26,155.00	(\$26,155.00)
Total Acct 431	\$0.00	\$26,155.00	(\$26,155.00)
Total Disbursements	\$0.00	\$26,155.00	(\$26,155.00)
Other Financing Uses:			
Purchase of Investments		\$0.00	
Transfers to other Funds		\$0.00	
Beginning Cash Balance		\$30,000.00	
Cash Balance as of 02/05/2015		\$3,845.00	

ORDINANCE 2015-02-01

CITY OF BIRCHWOOD VILLAGE
WASHINGTON COUNTY, MINNESOTA

AN ORDINANCE AMENDING SMALL CRAFT STORAGE
LANGUAGE IN CITY CODE

The City Council of the City of Birchwood Village hereby ordains that Chapter 617 (Public Lake Tracts) of the Municipal Code of the City of Birchwood Village is hereby amended to read as follows:

SECTION 617.200: GENERAL PUBLIC REGULATIONS: The Public Lake Tracts shall be subject to the following rules and regulations:

- 617.215 1. Small Craft Storage. Only Birchwood residents may store canoes, kayaks, and other small non-motorized watercraft on racks located at City Easements. Residents may not rent their small craft to non-residents. Small craft shall be stored in racks when not in use. Such craft may be stored on a Public Lake Tract only during the Boating Season and the owner shall remove them during the non-Boating Season. Owners of small craft must not leave any chains or locks on the racks at the end of each Boating Season. As a matter of courtesy, families who own more than one small craft are encouraged to place both craft on the same rack.
2. Permit Required. Residents must purchase a permit from the City Clerk to store small craft on racks at City Easements. The cost for each permit is \$10.00 annually. A sticker accompanying the permit must be placed on each small craft registered with the City. When purchasing a permit, the small craft owner must show proof of ownership and residency.
3. Penalty for Violation. The owner of small craft determined to not have a valid permit will be charged \$25.00. If, after notice, a small craft without a sticker remains on a rack, the City reserves the right to remove the small craft and charge the owner a \$50.00 removal cost.

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

CHAPTER 617: PUBLIC LAKE TRACTS

SECTION 617.100: DEFINITIONS AND PURPOSE

617.110 **DEFINITIONS.** As used in this chapter, the terms defined in this section shall have the following meanings.

617.111 "Public Lake Tract" is defined as and shall mean each tract of land running to and abutting the shoreline of White Bear Lake, which lands are owned by the City, subject to the right of City residents to use same for access to White Bear Lake. The Public Lake Tracts are Kurt Feistner Beach, Ash Beach, Birch Beach, Elm Beach, Dellwood Beach and Kay Beach. Said properties are sometimes referred to elsewhere in the City's Code, as "lake tract easements," "public easements," or "lake easements" and such terms shall be considered to be synonymous with "Public Lake Tract".

617.112 "Dock Association" is defined as a private entity, nonprofit, or other incorporated association whose membership is limited to City of Birchwood Village residents that may be issued a Dock Permit by the City to install and maintain a private dock on one of the Public Lake Tracts subject to the rights of the City to permit and regulate the use of the dock.

617.113. "Boating Season" is defined as April 1 through October 31 of each year.

617.114 "Install" is defined as placing within the physical boundaries of a Public Lake Tract or in its associated authorized dock use area.

617.115 "Quiet Activities" are defined as activities that do not generate loud noises.

- 617.116 "Dock Maintenance fees" are fees set by the Dock Association to pay for dock association approved dock maintenance and capital improvement expenditures.
- 617.117 "WBLCD" shall mean the White Bear Lake Conservation District.
- 617.118 "Boat Slip Permit" shall mean a permit issued by the City granting the holder the opportunity to install and use a boat on a particular dock at one of the City's Public Lake Tracts during a Boating Season. Such permit is subject to the payment of the appropriate fee as set forth in Chapter 701 and compliance with all provisions of this ordinance. Such permits shall not be considered a sale or other transfer of the City's underlying riparian rights, of which the City shall retain ownership.
- 617.119 "Dock Permit" shall mean a permit issued by the City to a Dock Association to allow the installation of a dock on a Public Lake Tract. Such permit is subject to the payment of the appropriate fee as set forth in Chapter 701 and compliance with all provisions of this ordinance. Such permits shall not be considered a sale or other transfer of the City's underlying riparian rights, of which the City shall retain ownership.

617.150. **PURPOSE:** The purpose of Chapter 617 is to maintain and improve the Public Lake Tracts in a manner that promotes the following objectives:

- (1.) Ensure availability of proper facilities to serve all residents. In development of its facilities, Birchwood shall strive to maintain a balance of suitable recreational activities for all persons within the municipality.
- (2.) Strive to improve the Public Lake Tracts and their use and availability to all residents of Birchwood, and the fair and equitable use of the docks installed thereon.
- (3.) Upgrade the Public Lake Tracts, as necessary, to ensure the health, safety and general well being of the residents with respect to the use and enjoyment of those facilities.
- (4.) Provide for multiple uses in keeping with the character and physical layout of each Public Lake Tract and the residential character of the neighborhood.

SECTION 617.200: GENERAL PUBLIC REGULATIONS: The Public Lake Tracts shall be subject to the following rules and regulations:

617.210 **Public Property.** All Public Lake Tracts are public property and open to general recreation.

617.215 **Small Craft Storage.** Canoes, kayaks, and other small non-motorized watercraft shall be stored in racks when not in use, shall be properly licensed, and shall be registered with the City. Such craft may be stored on the Public Lake Tract only

during the Boating Season and the owner shall remove them during the non-Boating Season. Crafts in violation of this provision may be removed by the City for storage or disposal, including charging of storage fees or disposal fees to the owner, in the City's discretion.

617.220 **Structures.** Structures may not be placed on public property without City Council approval.

617.225 **Posted Regulations.** All persons using a Public Lake Tract shall comply with the following regulations:

- Docks are private property
- Public Lake Tract closed from 9:30 PM to 6:00 AM
- Quiet activities only from 6:00 AM to 8:00 AM
- No alcoholic beverages
- No vehicle assisted boat launching allowed
- No all-terrain vehicles or snowmobiles allowed
- No glass beverage containers allowed
- VIOLATORS SHALL BE PROSECUTED

617.230 **Signs.** The City shall post the regulations set forth in Section 617.225 on a sign at the entrance of each Public Lake Tract.

617.235 **No Use as Boat Launch.** No person shall launch or land any trailered watercraft on or from any shoreline of a Public Lake Tract.

617.240 **No Dock Without Permit.** No docks shall be installed on any Public Lake Tract unless:

- (1.) A Dock Permit for the dock has been issued by City Council; and
- (2.) A WBLCD dock license application for the dock is first approved by the City Council and then the same application is submitted to and approved by the WBLCD; and
- (3.) All applicable Chapter 701 Dock Association Dock Permit and Boat Slip Permit Fees; and WBLCD dock license fees have been paid.

617.245. **Vehicle and Trailer Parking Prohibited.** No person shall park or cause to be parked any house, hauling or boat trailer upon any Public Lake Tract. The City Council may adopt such parking regulations for automobiles thereon as it may deem necessary. Unless such regulations are adopted, parking of automobiles on any Public Lake Tract shall be prohibited.

617.250. **Storage Prohibited.** No person shall store or allow to remain on any Public Lake Tract any personal property such as boats, oars, motors, boat hoists, or other

ORDINANCE 2015-02-02

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

**AN ORDINANCE AMENDING FEES FOR SMALL CRAFT STORAGE AT PUBLIC
LAKE TRACTS IN THE CITY OF BIRCHWOOD VILLAGE FEE SCHEDULE**

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

WHEREAS, small craft storage permit, violation and removal fees were not included in the 2012 fee schedule; and

WHEREAS, these fees are intended to cover all of the City of Birchwood Village's costs associated with processing small craft permits and managing public racks.

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

<u>Annual Small Craft Permit.....</u>	<u>\$10.00</u>
<u>Use of Small Craft Rack Without a Permit.....</u>	<u>\$25.00</u>
<u>Small Craft Removal Fee.....</u>	<u>\$50.00</u>

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



Spring 2015 Tree & Shrub Order Form
 Washington Conservation District
 455 Hayward Ave N
 Oakdale Mn 55128
 Phone: 651-330-8220 • FAX: 651-330-7747

PLEASE PRINT

Name: _____ Date ordered: _____
 Address _____ Telephone: _____
 City, State, Zip _____ Daytime Telephone: _____

Email Address _____ *Please Print*

These trees are to be used for urban and rural conservation purposes-windbreaks, reforestation, erosion control, and food and cover for wildlife. These trees cannot be resold. All trees are bare root and sold in bundles of 25. Prices include sales tax

Signature

Species	Size	No of Bundles	Cost
CONIFER TRANSPLANTS @ \$35.00 PER BUNDLE (PRICES INCLUDE SALES TAX)			
White Pine	12 - 24"		
Balsam Fir	12 - 24"		
White Spruce	12 - 24"		
Red(Norway) Pine	12 - 24"		
White Cedar	12 - 24"		
Norway Spruce	12 - 24"		

Species	Size	No of Bundles	Cost
HARDWOOD TREES @ \$35.00 PER BUNDLE (PRICES INCLUDE SALES TAX)			
Butternut	12 - 24"		
Paper Birch	18 - 24"		
Red Maple	18 - 24"		
Hackberry	12 - 24"		
River Birch	12 - 24"		
White Oak	12 - 24"		
Pin Oak	12 - 24"		
Black Walnut	12 - 18"		
American Linden (basswood)	12 - 24"		

Species	Size	No of Bundles	Cost
SMALL TREES/SHRUBS @ \$35.00 PER BUNDLE (PRICES INCLUDE SALES TAX)			
American Highbush Cranberry	12 - 18"		
Serviceberry (Juneberry)	18 - 24"		
American Wild Plum	12 - 18"		
Ninebark	12 - 18"		
Common Chokecherry	12 - 18"		
Hazelnut	12 - 18"		
Staghorn Sumac	12 - 24"		
Redosier Dogwood	12 - 18"		
Common Purple Lilac	12 - 18"		

*Bird Packet are \$53.00per bundle of 30 trees			
*Bird Packet 5 each of the following trees, Bur Oak, White Oak, Black Cherry, White Pine, Chokecherry, Wild plum	12 - 18 " 30 trees		

Total tree costs \$

TREE PLANTING BARS AND "TREE PLANTED/KEEP OFF" ALUMINUM SIGNS

Prices include sales tax

Item	Price	Quantity Ordered	Cost
Tree Sign	\$ 2.00		
Tree Planting Bar can NOT be purchase after February 3 rd 2015	\$46.00		

Tree bars and signs costs \$

Payment must be received with order. Please do not send cash.

Make checks payable to the Washington Conservation District (WCD). We do NOT accept fax orders.

The Washington CD does not guarantee survival of nursery stock.

We accept all orders subject to the same conditions we accept from our suppliers.

Total trees, tree bars & signs costs	\$ <input style="width: 100px;" type="text"/>
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TREE AND SHRUB INFORMATION GUIDE

Species	Shade Tolerance	Soil Moisture Preference	Drought Tolerance	Mature Height feet	Growth Rate	Wildlife Value	Special Characteristics
White Spruce	good	moist, loam to clay	fair	80-100	medium	excellent, cover attracts 156 larval insects	dense foliage, good wildlife cover
Norway Spruce	good	moist, loam to clay	fair	80-100	medium	excellent, cover in winter, nesting, food	dense foliage, pendulous branching
White Pine	fair	moist, well drained	poor	80-100	fast	good, cover, attracts 191 larval insects	soft needle, smooth bark
Balsam fir	excellent	moist, well drained	good	40-60	medium	good, nesting, food attracts 156 larval insects	excellent for Christmas trees
Red (Norway) Pine	poor	moist, sand to loam	fair	50-80	med-fast	fair, cover, food attracts 203 larval insects	long needle, open growth habit
White cedar	fair	moist, to well drain	good	40-50	Slow	excellent, for severe weather cover	moderately tolerant to salt spray
Pin oak	poor	clays to sandy loams	poor	50-75	fair	excellent, food, cover nesting perching	Leaves turning russet, bronze or red
Butternut	fair	moist rich loams	good	40-60	med-fast	fair, perching, nesting, food	Wood is a favorite among wood carvers
River Birch	poor	moist, well drained	good	40-70	medium	fair, cover, food attracts 413 larval insects	medium tolerance to salt spray
Black walnut	poor	moist rich loams	poor	40-60	med-fast	fair, perching, nesting some food	roots exude a natural herbicide, juglone, toxic to tomatoes
Red Maple	fair	moist, poorly drained	fair	70-80	medium	excellent, food attracts 287 larval insects	street and lawn plantings, red fall color
Paper Birch	poor	moist, well drained	poor	50-70	fast	good, nesting, food attracts 413 larval insects	peely, chalky, white bark
American Linden	fair	moist to well drained	poor	70 - 100	medium	good, perching, nesting attracts 130 larval insects	also known as the bee tree for its high quality of honey
Basswood	fair	moist to dry	good	30-130	fast	very good, nesting perching 41 larval insects	purplish berries valuable to wildlife yellow fall color
Hackberry	fair	moist clay to sandy loams	Good	60-100	medium	Excellent, attracts 518 larval insects	Attractive urban shade tree when space permits
White oak	fair	moist, well drained	good	15-20	med-fast	excellent, food cover attracts 429 larval insects	white flowers, fruit, yellow to orange fall colors
Common Chokecherry	good	moist to dry	good	3-10	med-fast	excellent bees, butterflies, and birds	spring flowers, does not spread by rhizome
Ninebark	fair	moist, well drained	good	8-15	medium	good, nesting, cover	fragrant blue-violet cluster of flowers
Common Purple Lilac	fair	moist, well drained	fair	6-15	medium	excellent, food, cover, attracts 119 larval insects	white flowers in spring, edible fruit
Juneherry (serviceberry)	good	wet, poorly drained	fair	7-10	medium	very good, food, attracts 115 larval insects	wet sites, red twigs, berries, fall color maroon
Redosier Dogwood	good	moist, well drained	fair	10-12	medium	excellent, nesting, food, attracts 124 larval insects	edible brown nut, fall color yellow to red
Hazelnut	fair	moist, well drained, cool conditions	poor	8-16	medium	excellent, food, attracts 151 larval insects	important food source for over-wintering bird species
American Highbush Cranberry	fair	poor dry sites	good	8-15	medium	good, nesting, escape cover	Spread by root suckers, excellent fall colors
Staghorn sumac	poor	moist, well drained	fair	10-12	fast	excellent, nesting, food, attracts 429 larval insects	good as clump plantings, fragrant
American Plum	NA	moist, well drained				excellent for the birds	5 different species of trees and shrubs bur oak, white oak, black cherry, white pine, common chokecherry and wild plum

TREE SPACING RECOMMENDATIONS

Proper spacing for your trees is critical. Because tree seedlings are small, there is a tendency to plant them too close together. Please refer to the following table to determine how many trees you will need.

Type	In Row Spacing	Between Row Spacing
Shrubs	3' - 6'	6' - 8'
Small Trees	4' - 8'	6' - 8'
Hardwoods	8' - 16'	10' - 16'
Pine	8' - 12'	10' - 12'
Spruce	14' - 16'	14' - 16'

Attracting larval insects is most important during winter and early spring, it is a food source for the birds. This information was taken from Doug Tallamy's book *Bringing Nature Home*.

For wildlife plantings, mixed plantings of shrubs and trees should average ten feet apart in rows and between rows (approximately 500 seedlings per acre). For more information contact Washington Conservation District at 651-330-2880-24. PLEASE CHECK WEBSITE FOR SOLD OUT TREES! www.mnwcd.org



MEMORANDUM

TO: Birchwood City Council
FROM: Chris Mickelson, City Administrator
DATE: February 5, 2015
SUBJECT: Generator Receptacle Replacement

As discussed at the January 26, 2015 City Council workshop, the transition to White Bear Township for lift station monitoring and inspection services is complete with the exception of replacing each lift station's 60 amp generator receptacle to match White Bear Township's 100 amp receptacle.

Estimates for the replacement of Birchwood's receptacles were solicited from Short Stop Electric and Larry Lanoux Electric. Short Stop Electric submitted a cost estimate of \$525.00 per lift station, or \$1575.00 for the total project. A formal cost estimate has not been received from Larry Lanoux Electric; however, it was communicated by Mr. Lanoux that the total project would cost approximately \$3000.00.

Options at this point would be to approve Short Stop Electric for the replacement of Birchwood's receptacles, allow Larry Lanoux Electric more time to submit a formal estimate, or contact additional electrical firms in an attempt to secure more estimates.