



AGENDA OF THE REGULAR MEETING OF
THE CITY COUNCIL
CITY OF BIRCHWOOD VILLAGE
WASHINGTON COUNTY, MINNESOTA
September 9, 2014
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 August 19, 2014 Minutes*
- B. Approval of Continuation Meeting July 22, 2014 Minutes*

CITY BUSINESS – REGULAR AGENDA

- A. Wildwood Park Lift Station Capacity Discussion
- B. Approval of Treasurer's Report*
- C. Resolution 2014-19, Establishing the Preliminary Levy Certification for the City's 2015 General Fund at \$326,299.00*
- D. Discuss Dumpsite for Water Main Breaks
- E. Appoint Alternate Representative to Ramsey-Washington Suburban Cable Commission
- F. Traffic Update (Speed and Traffic Count)*
- G. Water Task Force Discussion
- H. Water Billing Discussion
- I. Appoint City Councilmember for Term Ending December 2014

* Denotes items that have supporting documentation provided

J. Second Reading of Ordinance 2014-08-01, Adding Keeping of Miniature Pot-Bellied Pigs as Pets Language to City Code*

ADJOURN

* Denotes items that have supporting documentation provided

**CITY OF BIRCHWOOD VILLAGE
REGULAR CITY COUNCIL MEETING
August 19, 2014**

MINUTES

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

STAFF PRESENT: Alan Kantrud, City Attorney; Jason Foutz, City Treasurer; Chris Mickelson, City Clerk

OTHERS PRESENT: Mark Anderson, Streets and Roads Commission; Alan Mitchell, 23 Oakridge Drive; Ted Bearth, Washington County Commissioner

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 fall leaf collection and an update on lift station SCADA improvements.

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

OPEN PUBLIC FORUM:

Alan Mitchell provided the Council with an update on this summer's Music in the Park performances.

Washington County Commissioner Ted Bearth informed the Council that he will be seeking reelection this coming November.

ANNOUNCEMENTS:

Mayor Wingfield announced that she was in the process of putting together the fall newsletter and would like submissions by August 22nd.

Councilmember LaFoy announced that a fall plant exchange will be held at Birchwood City Hall on September 13th at 10:00 a.m.

Mayor Wingfield announced that 14 people participated in the annual swim across the lake event.

Mayor Wingfield announced that the Washington County Sheriff's Office will be holding a citizen's academy this fall. Individuals interested in participating can contact City staff.

2015 PRELIMINARY BUDGET - PUBLIC HEARING

A. 2015 Preliminary Budget Discussion

Mayor Wingfield opened the Public Hearing.

Alan Mitchell asked if the City will be funding Music in the Park for 2015.

Clerk Mickelson stated \$1500.00 for Music in the Park for 2015 will come from the Special Revolving Projects Fund.

Mayor Wingfield stated that the budget for 2015 will be \$326,299.00, which is the exact same amount as 2014's budget.

No other comments from the public were received.

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

WATER UTILITY RATE SETTING - PUBLIC HEARING

A. Adopt a \$10.00 per quarter Water Utility user fee.

Mayor Wingfield opened the Public Hearing.

No comments from the public were received.

MOTION WAS MADE BY COUNCILMEMBER HULLSIEK, SECONDED BY COUNCILMEMBER WOOLSTENCROFT TO CLOSE THE PUBLIC HEARING. ALL AYES. MOTION PASSED.

MOTION WAS MADE BY COUNCILMEMBER HULLSIEK, SECONDED BY COUNCILMEMBER WOOLSTENCROFT TO ADOPT RESOLUTION 2014-18, SETTING A \$10.00 WATER UTILITY USER FEE. ALL AYES. MOTION PASSED.

CITY BUSINESS - CONSENT AGENDA

A. Approval of Regular Meeting July 8, 2014 Minutes

B. Approval of Updated TSE, Inc. Community Employment Services Agreement.

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

CITY BUSINESS - REGULAR AGENDA

A. Approval of Treasurer's Report

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

B. City Investment Strategy Discussion

Treasurer Foutz stated that as a result of the City's reserve money being invested in a money market account that generates .05% interest, the City is currently earning approximately \$20.00 each month in interest income.

Mayor Wingfield stated that the proposal is to invest a portion of the City's reserve dollars in staggered certificates of deposit. The amount invested would be kept under \$250,000.00 to maintain FDIC insurance.

Treasurer Foutz stated that if the City invests \$250,000.00 throughout one year, the City would still have more than 50% of its operating budget in reserves as required by City Code and the Office of the State Auditor.

Mayor Wingfield stated that this issue was discussed by the Finance Committee and they recommended investing the City's reserve dollars in an account that generates more interest than what is currently being achieved.

MOTION WAS MADE BY MAYOR WINGFIELD, SECONDED BY COUNCILMEMBER LAFOY TO AUTHORIZE CITY STAFF TO INVEST \$40,000.00 OF CITY FUNDS EVERY TWO MONTHS IN FDIC INSURED CERTIFICATES OF DEPOSIT. ALL AYES. MOTION PASSED.

C. Ramsey-Washington Suburban Cable Commission Discussion

a. Authorize Councilmember LaFoy to serve as Representative

MOTION WAS MADE BY MAYOR WINGFIELD, SECONDED BY COUNCILMEMBER WOOLSTENCROFT TO AUTHORIZE COUNCILMEMBER LAFOY TO SERVE AS REPRESENTATIVE ON THE RAMSEY-WASHINGTON SUBURBAN CABLE COMMISSION WITH A TERM EXPIRING ON DECEMBER 31, 2014. 3 AYES, NO NAYES, LAFOY ABSTAINED. MOTION PASSED.

b. Announce opening for Alternate position to be filled at the September Council meeting.

Councilmember LaFoy stated that the position being filled would be a two year term. An article advertising the opening will be included in the fall newsletter.

Mayor Wingfield stated that the Alternate will be appointed at the September City Council meeting.

D. Elm Easement Spillway Discussion

Mark Anderson provided the Council with an estimate from T. A. Schifsky to improve the beach and existing spillway for a total cost of \$5,600.00.

MOTION WAS MADE BY MAYOR WINGFIELD, SECONDED BY COUNCILMEMBER HULLSIEK TO AUTHORIZE T.A. SCHIFSKY TO IMPROVE ELM EASEMENT IN AN AMOUNT NOT TO EXCEED \$5,600.00, TO BE PAID FROM THE SPECIAL REVOLVING PROJECTS FUND. ALL AYES. MOTION PASSED.

E. Approve the Hiring of City Clerk Mickelson to Position of Full-Time City Administrator at a Wage Consistent with 2015 Budget

Clerk Mickelson stated that the shared service agreement between Oakdale and Birchwood will no longer exist as of August 29th. As was discussed at the continuation of the Council meeting in July, Mickelson stated he would appreciate the opportunity to stay on staff with the City as City Administrator.

MOTION WAS MADE BY COUNCILMEMBER HULLSIEK, SECONDED BY COUNCILMEMBER WOOLSTENCROFT TO HIRE CLERK MICKELSON AS FULL-TIME CITY ADMINISTRATOR AT A WAGE CONSISTENT WITH THE 2015 BUDGET. ALL AYES. MOTION PASSED.

F. Address Council Vacancy

Mayor Wingfield stated that information will be included in the fall newsletter for individuals interested in applying to fill a Council vacancy for the remainder of 2014. The Council will be filling the vacancy at the September Council meeting. Individuals interested in serving in this position can speak with City staff.

G. First Reading of Ordinance 2014-08-01, Adding Keeping of Miniature Pot-Bellied Pigs as Pets Language to City Code.

Mayor Wingfield stated that the City Code is silent on the keeping of miniature pot-bellied pigs as pets and this is something that more cities are addressing.

MOTION WAS MADE BY COUNCILMEMBER HULLSIEK, SECONDED BY COUNCILMEMBER LAFOY FOR FIRST READING OF ORDINANCE 2014-08-01. 3 AYES, 0 NAYS, WINGFIELD ABSTAINED. SECOND READING TO OCCUR AT THE REGULAR CITY COUNCIL MEETING ON SEPTEMBER 9, 2014.

H. Fall Leaf Collection

Mayor Wingfield stated that the City will be providing leaf collection services this fall.

Clerk Mickelson stated that it is anticipated that a proposed fee of \$25.00 per resident will cover the costs the City incurs through providing the collection. Additionally, once residents have been added to the leaf collection list, they must request to be removed from the list.

Mayor Wingfield stated that pre-payment will not be necessary this fall as the contractor will maintain a record of all properties where leaves have been collected.

MOTION WAS MADE BY COUNCILMEMBER LAFOY, SECONDED BY COUNCILMEMBER HULLSIEK TO ADD A \$25.00 CHARGE TO RESIDENTS' UTILITY BILLS WHEN LEAF COLLECTION SERVICES ARE USED. ALL AYES. MOTION PASSED.

I. Lift Station/SCADA Improvements Discussion

Mayor Wingfield stated that Robert Connelly, the contractor performing the lift station improvements has provided the City with two proposals - one proposal includes the electrician's work at a 10% carrying cost, the other proposal does not include the electrician's costs. This additional cost equals \$750.00. **Councilmember Hullsiek** stated he is comfortable not carrying the electrician's costs on Connelly's proposal as both the electrician and Connelly have worked together on many jobs.

Mayor Wingfield stated that the work provided by Connelly and the electrician are distinct.

Mayor Wingfield stated it has come to her attention that the lift station located in Wildwood Park only has a half hour of emergency capacity. This issue will be investigated further and will be discussed at the September Council meeting.

ADJOURN:

**MOTION WAS MADE BY COUNCILMEMBER HULLSIEK, SECONDED BY COUNCILMEMBER LAFOY,
TO ADJOURN THE MEETING. ALL AYES. MOTION PASSED. MEETING ADJOURNED AT 8:03 P.M**

Mary Wingfield
Mayor

ATTEST:

Chris Mickelson
City Administrator-Clerk

**CITY OF BIRCHWOOD VILLAGE
CONTINUATION OF THE REGULAR CITY COUNCIL MEETING
July 22, 2014**

MINUTES

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

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

OTHERS PRESENT: Mark Anderson, Streets and Roads Commission; John Lund, Parks Commission

Mayor Wingfield reconvened the regular meeting at 6:30 p.m.

A. 2015 Budget

The 2015 Budget was discussed with a preliminary levy of \$326,299.00 proposed and considered.

MOTION WAS MADE BY COUNCILMEMBER LAFOY AND SECONDED BY MAYOR WINGFIELD TO ORDER A PUBLIC HEARING FOR THE 2015 BUDGET TO OCCUR AT THE REGULAR CITY COUNCIL MEETING ON AUGUST 19TH, 2014. ALL AYES. MOTION PASSED.

B. City Hall Staffing/Planning/Building Inspection

Staffing for Birchwood city services for 2015 was discussed.

MOTION WAS MADE BY COUNCILMEMBER HULLSIEK, SECONDED BY COUNCILMEMBER WOOLSTENCROFT TO TERMINATE THE SHARED SERVICE AGREEMENT BETWEEN BIRCHWOOD AND OAKDALE, EFFECTIVE AUGUST 29, 2014. ALL AYES. MOTION PASSED

MOTION WAS MADE BY COUNCILMEMBER WOOLSTENCROFT, SECONDED BY COUNCILMEMBER HULLSIEK TO TERMINATE THE ZONING ADMINISTRATIVE SERVICES AGREEMENT BETWEEN WHITE BEAR LAKE AND BIRCHWOOD, EFFECTIVE DECEMBER 31, 2014. ALL AYES. MOTION PASSED.

MOTION WAS MADE BY COUNCILMEMBER WOOLSTENCROFT, SECONDED BY COUNCILMEMBER HULLSIEK TO TERMINATE THE BUILDING INSPECTION AGREEMENT BETWEEN WHITE BEAR LAKE AND BIRCHWOOD, EFFECTIVE DECEMBER 31, 2014. ALL AYES. MOTION PASSED.

MOTION WAS MADE BY COUNCILMEMBER HULLSIEK, SECONDED BY COUNCILMEMBER WOOLSTENCROFT TO HIRE A CONTRACT BUILDING INSPECTOR, TO BEGIN JANUARY 1, 2015. ALL AYES. MOTION PASSED.

MOTION WAS MADE BY COUNCILMEMBER HULLSIEK, SECONDED BY COUNCILMEMBER LAFOY TO CREATE THE GREG DONOVAN MANAGEMENT FELLOWSHIP PROGRAM, PARTNERING BIRCHWOOD WITH DR. CRAIG WALDRON OF HAMLINE UNIVERSITY TO TRAIN FUTURE CITY MANAGERS. ALL AYES. MOTION PASSED.

C. Lift Station SCADA/Controls

Robert Connelly's proposal for lift station SCADA improvements was discussed.

MOTION WAS MADE BY MAYOR WINGFIELD, SECONDED BY COUNCILMEMBER WOOLSTENCROFT TO CONTRACT WITH CONNELLY INDUSTRIAL ELECTRONICS FOR LIFT STATION UPGRADES. ALL AYES. MOTION PASSED.

D. Order Public Hearing for August City Council Meeting for Water Rates

MOTION WAS MADE BY MAYOR WINGFIELD, SECONDED BY COUNCILMEMBER WOOLSTENCROFT TO ORDER A PUBLIC HEARING FOR THE AUGUST CITY COUNCIL MEETING TO ADDRESS WATER UTILITY RATES.

E. Move August City Council Meeting to August 19th due to Primary Election on August 12th

MOTION WAS MADE BY COUNCILMEMBER LAFOY, SECONDED BY COUNCILMEMBER HULLSIEK TO MOVE THE AUGUST 12, 2014 CITY COUNCIL MEETING TO AUGUST 19, 2014 AT 7:00 P.M. AT BIRCHWOOD CITY HALL. ALL AYES. MOTION PASSED.

F. City Hall Sidewalk

Mark Anderson presented the Council with drawings and cost estimates for City Hall sidewalk improvements.

MOTION WAS MADE BY COUNCILMEMBER LAFOY, SECONDED BY COUNCILMEMBER HULLSIEK TO AUTHORIZE THE EXPENDITURE OF AN AMOUNT NOT TO EXCEED \$7,000.00 FOR CITY HALL SIDEWALK IMPROVEMENTS. ALL AYES. MOTION PASSED.

G. Elm Easement Spillway

This item will be discussed at the August 19, 2014 City Council meeting.

I. Boat Rack Storage at Easements

John Lund provided the Council with an overview of canoe and kayak storage at the public easements. Options to improve storage at easements will be considered and discussed at a future meeting.

J. Miniature Pot Bellied Pig Ordinance

The first reading for this item will be at the August 19, 2014 City Council meeting.

ADJOURN:

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

Mary Wingfield
Mayor

ATTEST:

Chris Mickelson
City Administrator-Clerk

Fund Name: All Funds
 Date Range: 08/15/2014 to 09/05/2014

<u>Date</u>	<u>Remitter</u>	<u>Description</u>	<u>Receipt #</u>	<u>Total</u>	<u>Account #</u>	<u>Amount</u>
08/19/2014	Washington County	2014 Recycling Grant	1285	\$1,500.00	100-33620	\$1,500.00
08/19/2014	Corliss, Karleen	Building permit	1286	\$127.90	100-32210	\$127.90
08/19/2014	Residents - via St Anthony Village	U/B 08/08/2014	1287	\$1,001.29	100-32260	\$35.00
					100-36140	\$50.00
					601-34110	\$642.97
					601-34170	\$11.32
					605-34190	\$262.00
08/26/2014	Chimney Caps Plus	Building Permit	1300	\$61.70	100-32210	\$61.70
08/28/2014	Ramsey/Washington Cable Commission	reimbursement	1301	\$1,649.00	100-36240	\$1,649.00
09/04/2014	Residents - via St Anthony Village	U/B 08/29/2014	1302	\$96.43	601-34110	\$21.77
					601-34170	\$1.64
					605-34190	\$73.02
09/04/2014	Residents - via St Anthony Village	U/B 08/28/2014	1303	\$265.43	601-34110	\$93.68
					601-34170	\$1.59
					605-34190	\$170.16
09/04/2014	Residents - via St Anthony Village	U/B 08/18/2014	1304	\$487.67	100-32250	\$25.00
					100-32260	\$196.50
					601-34110	\$51.65
					601-34170	\$3.18
					605-34190	\$211.34

Total For Period **\$5,189.42**

Total Year To Date **\$355,198.06**

Fund Name: All Funds
Date Range: 08/15/2014 to 09/05/2014

<u>Date</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Check #</u>	<u>Total</u>	<u>Account #</u>	<u>Amount</u>
08/21/2014	Rush, Kris and Steve	Pro Rate Boat Slip Fee 2014 Refund	28412	\$64.40	210-49200-810	\$64.40
09/02/2014	Northeast Lock Corp	Lift Station Key Duplication	28418	\$40.00	605-49200-999	\$40.00
09/04/2014	City of White Bear Lake	July Building Inspection and Zoning fees	28419	\$1,453.00	100-41910-305	\$1,453.00
09/04/2014	City of White Bear Lake	July Lift Station Fees	28420	\$1,664.80	605-43190-305	\$1,664.80
09/04/2014	Toshiba Business Solutions, USA Inc	Quarterly Maintenance	28421	\$22.43	100-41420-305	\$22.43
09/04/2014	TSE, INC	City Hall Cleaning 08/07/13	28422	\$21.00	100-41940-305	\$21.00
09/04/2014	Wildwood Electric Service	City hall electrical	28423	\$135.00	100-41940-400	\$135.00
09/04/2014	ES&S Systems & Software, INC	Election Transfer cases	28424	\$28.79	100-41410-210	\$28.79
09/04/2014	Birchwood Dock Association	Transfer of Dock fees	28425	\$175.00	100-49200-999	\$175.00
09/04/2014	Phil Nusbaum	Music in the Park	28426	\$75.00	100-45100-440	\$75.00
09/04/2014	Steve Howard	Music in the Park	28427	\$75.00	100-45100-440	\$75.00
09/04/2014	FP Mailing Solutions	Postage Machine - September - November rental	28428	\$125.34	100-41430-230	\$125.34
09/04/2014	Press Publications	2015 Preliminary Election publication	28430	\$44.55	100-41130-351	\$44.55
09/04/2014	On-Site Sanitation Inc	Rental Monthly Unit - August 2014 - Tennis Court/Tighe	28431	\$179.93	100-45200-305 100-45200-305	\$92.98 \$86.95
09/04/2014	Scott Miller	Music in the Park 2014	28432	\$150.00	100-45100-440	\$150.00
09/04/2014	Tom Lutmer	Music in the Park 2014	28433	\$150.00	100-45100-440	\$150.00
09/04/2014	John Barrett	Music in the Park 2014	28434	\$150.00	100-45100-440	\$150.00
09/04/2014	MN Dept of Health Drinking Water	Water Supply Connection Srvc Qtrly Fee 2014	28435	\$534.00	601-43180-430	\$534.00
09/04/2014	City of Oakdale	3 Qtr prorated payment	28436	\$9,224.11	100-41400-305	\$9,224.11
09/04/2014	Ronnan, Kenny	August 2014 (3Hours)	28437	\$67.50	100-41950-305	\$67.50
09/04/2014	Anderson, Nicholas	Cable operation for council Meeting (2 hours)	28438	\$45.00	100-41950-305	\$45.00

City of Birchwood Village

Disbursements Register

09/05/2014

<u>Date</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Check #</u>	<u>Total</u>	<u>Account #</u>	<u>Amount</u>
09/04/2014	Wingfield, Mary	Reimbursement for Stamps	28439	\$336.00	100-41430-810	\$336.00
09/04/2014	KEvin Woolstencroft	Reimbursement for Weed control chemicals	28440	\$37.72	100-43140-810	\$37.72
09/04/2014	City of St. Anthony Village	Q3 UB Administration	28441	\$1,963.01	601-41500-305 605-41500-305	\$981.50 \$981.51
09/04/2014	City of Roseville	Sept 2014 IT/Phone Services	28442	\$417.50	100-41955-305 100-41955-305	\$368.75 \$48.75
09/04/2014	KEJ Enterprizes	city clean up	28443	\$4,095.00	100-45010-305 100-45200-305	\$2,700.00 \$1,395.00
09/04/2014	Tennis Sanitation, LLC	Recycling contract	28444	\$1,656.00	100-44100-305	\$1,656.00
09/04/2014	Metropolitan Council Env. Service	Wastewater Service September 2014	28445	\$3,701.31	605-43190-217	\$3,701.31
09/04/2014	Payroll Period Ending 09/04/2014		28446	\$339.38	100-41400-100	\$339.38
09/04/2014	Payroll Period Ending 07/31/2014		28448	\$60.03	100-45200-100	\$60.03
09/04/2014	Payroll Period Ending 09/04/2014		28449	\$461.75	100-45200-100	\$461.75
09/04/2014	Xcel Energy	Lift Stations/Warming House/City Hall	eft09.14	\$617.03	100-41940-380 100-45200-380 605-43190-380	\$116.15 \$12.53 \$488.35
09/05/2014	TSE, INC	City Hall Cleaning 08/21/14	28450	\$21.00	100-41940-305	\$21.00
09/05/2014	Companion Animal Control LLC	July/August 2014	28451	\$235.00	100-42810-305	\$235.00
09/05/2014	Gopher State One Call	Locates - August 2014 (17 emails)	28452	\$24.65	601-42805-305	\$24.65
Total For Period				\$28,390.23		
Total Year To Date				\$489,520.83		

As of 09/05/2014
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	\$204,894.08	\$291,403.23	\$481,818.92
Special Rev Projects	\$11,477.21	\$3,635.00	\$299.40	\$14,812.81
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	\$36,206.80	\$10,258.91
Water Enterprise Fund	\$23,834.51	\$35,322.55	\$64,043.00	(\$4,885.94)
Sewer Enterprise Fund	\$40,829.33	\$69,054.12	\$65,712.81	\$44,170.64
Sewer Infrastructure	\$30,000.00	\$0.00	\$0.00	\$30,000.00
Total	\$713,624.45	\$355,198.06	\$489,520.83	\$579,301.68

As of 12/31/2014

General Fund

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
General Property Taxes	\$326,299.00	\$183,543.50	(\$142,755.50)
Total Acct 310	\$326,299.00	\$183,543.50	(\$142,755.50)
Business Licenses and Permits	\$0.00	\$711.93	\$711.93
Total Acct 321	\$0.00	\$711.93	\$711.93
Building Permits	\$0.00	\$4,945.73	\$4,945.73
Dog Licenses	\$0.00	\$395.00	\$395.00
Spring Leaf Collection	\$0.00	\$1,723.45	\$1,723.45
Dock/Lift Permit Fee	\$0.00	\$850.66	\$850.66
Total Acct 322	\$0.00	\$7,914.84	\$7,914.84
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	\$33.00	\$33.00
Water Fee	\$0.00	\$131.27	\$131.27
Total Acct 341	\$0.00	\$164.27	\$164.27
Fines	\$0.00	\$694.95	\$694.95
Total Acct 351	\$0.00	\$694.95	\$694.95
Miscellaneous	\$0.00	\$223.38	\$223.38
Total Acct 361	\$0.00	\$223.38	\$223.38
Interest Earnings	\$0.00	\$116.99	\$116.99
Zoning Permits	\$0.00	\$206.00	\$206.00
Contrib. and Donations-Private	\$0.00	\$620.00	\$620.00
Refund-Reimbursemnt-Dividend	\$0.00	\$2,874.08	\$2,874.08
Total Acct 362	\$0.00	\$3,817.07	\$3,817.07
Total Revenues	\$326,299.00	\$204,894.08	(\$121,404.92)
Other Financing Sources:			
Sale of Investments		\$0.00	
Transfers from other Funds		\$0.00	
Disbursements:			
GENERAL GOVERNMENT	\$0.00	\$0.40	(\$0.40)
Total Acct 410	\$0.00	\$0.40	(\$0.40)
Publishing	\$2,080.00	\$649.44	\$1,430.56
Total Acct 411	\$2,080.00	\$649.44	\$1,430.56
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	\$59,472.70	\$10,527.30

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

09/05/2014

Elections	\$4,650.00	\$562.12	\$4,087.88
Office Operations/Supplies	\$3,175.00	\$1,512.35	\$1,662.65
Postage/Postal Permits	\$650.00	\$1,061.34	(\$411.34)
Total Acct 414	\$78,475.00	\$62,608.51	\$15,866.49
Financial Administration	\$400.00	\$300.00	\$100.00
Accounting	\$2,000.00	\$0.00	\$2,000.00
Assessing	\$5,450.00	\$28,677.81	(\$23,227.81)
Insurance - employee	\$0.00	\$515.00	(\$515.00)
Total Acct 415	\$7,850.00	\$29,492.81	(\$21,642.81)
Legal Services	\$7,000.00	\$360.00	\$6,640.00
Engineer Service	\$7,000.00	\$3,328.55	\$3,671.45
Total Acct 416	\$14,000.00	\$3,688.55	\$10,311.45
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	\$1,528.00	(\$1,328.00)
City Training and Development	\$3,163.00	\$0.00	\$3,163.00
City Hall-Gov't Buildings	\$9,000.00	\$5,235.59	\$3,764.41
City Insurance	\$8,190.00	\$7,037.00	\$1,153.00
Cable Eqpmt and Service	\$0.00	\$1,827.19	(\$1,827.19)
Phone/IT	\$0.00	\$4,522.56	(\$4,522.56)
Newsletter	\$125.00	\$0.00	\$125.00
Total Acct 419	\$20,678.00	\$21,938.34	(\$1,260.34)
Police	\$48,000.00	\$68.38	\$47,931.62
Total Acct 421	\$48,000.00	\$68.38	\$47,931.62
Fire	\$21,000.00	\$11,970.00	\$9,030.00
Total Acct 422	\$21,000.00	\$11,970.00	\$9,030.00
Building Inspection	\$8,100.00	\$3,676.35	\$4,423.65
Total Acct 424	\$8,100.00	\$3,676.35	\$4,423.65
Other Protection	\$100.00	\$0.00	\$100.00
Animal Control	\$600.00	\$919.19	(\$319.19)
Total Acct 428	\$700.00	\$919.19	(\$219.19)
Streets and Road Mntnc	\$6,000.00	\$316.80	\$5,683.20
Leaf Pick-Up	\$0.00	\$2,135.00	(\$2,135.00)
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	\$18,136.34	(\$2,136.34)
Tree Removal	\$5,000.00	\$1,940.00	\$3,060.00
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	\$11,104.00	\$3,896.00
Sewer Utility	\$0.00	\$1,345.23	(\$1,345.23)
Total Acct 431	\$48,000.00	\$84,795.25	(\$36,795.25)
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	\$1,656.00	(\$1,656.00)
Total Acct 441	\$0.00	\$1,656.00	(\$1,656.00)
Lawn Care/Mntnc	\$13,000.00	\$4,681.06	\$8,318.94
Total Acct 450	\$13,000.00	\$4,681.06	\$8,318.94

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

09/05/2014

Recreation	\$1,700.00	\$1,831.85	(\$131.85)
Total Acct 451	\$1,700.00	\$1,831.85	(\$131.85)
Parks	\$16,000.00	\$11,327.75	\$4,672.25
Total Acct 452	\$16,000.00	\$11,327.75	\$4,672.25
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	\$1,390.23	(\$1,390.23)
Total Acct 492	\$0.00	\$1,390.23	(\$1,390.23)
Total Disbursements	\$296,299.00	\$250,663.79	\$45,635.21
Other Financing Uses:			
Purchase of Investments		\$0.00	
Transfers to other Funds		\$40,739.44	
Beginning Cash Balance		\$568,328.07	
Cash Balance as of 12/31/2014		\$481,818.92	

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

09/05/2014

As of 12/31/2014

Special Rev Projects

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Dock/Lift Permit Fee	\$0.00	\$3,400.00	\$3,400.00
Zoning App Fee	\$0.00	\$200.00	\$200.00
Total Acct 322	\$0.00	\$3,600.00	\$3,600.00
MISCELLANEOUS REVENUES	\$0.00	\$35.00	\$35.00
Total Acct 362	\$0.00	\$35.00	\$35.00
Total Revenues	\$0.00	\$3,635.00	\$3,635.00
Other Financing Sources:			
Sale of Investments		\$0.00	
Transfers from other Funds		\$0.00	
Disbursements:			
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)
Total Disbursements	\$0.00	\$299.40	(\$299.40)
Other Financing Uses:			
Purchase of Investments		\$0.00	
Transfers to other Funds		\$0.00	
Beginning Cash Balance		\$11,477.21	
Cash Balance as of 12/31/2014		\$14,812.81	

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

09/05/2014

As of 12/31/2014

Spec Rev - Warm House

	<u>Budget</u>	<u>Actual</u>	<u>Variance</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
Total Revenues	\$0.00	\$962.43	\$962.43
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)
Total Disbursements	\$0.00	\$962.43	(\$962.43)
Other Financing Uses:			
Purchase of Investments		\$0.00	
Transfers to other Funds		\$0.00	
Beginning Cash Balance		\$0.00	
Cash Balance as of 12/31/2014		\$0.00	

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

09/05/2014

As of 12/31/2014

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:			
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)
Total Disbursements	\$0.00	\$27,780.07	(\$27,780.07)
Other Financing Uses:			
Purchase of Investments		\$0.00	
Transfers to other Funds		\$0.00	
Beginning Cash Balance		\$30,184.92	
Cash Balance as of 12/31/2014		\$2,404.85	

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

09/05/2014

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	

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

09/05/2014

As of 12/31/2014

Sewer Re-hab 2008 Debt

	<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
Total Revenues	\$0.00	\$590.44	\$590.44
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)
Total Disbursements	\$0.00	\$2,930.09	(\$2,930.09)
Other Financing Uses:			
Purchase of Investments		\$0.00	
Transfers to other Funds		\$0.00	
Beginning Cash Balance		\$2,499.10	
Cash Balance as of 12/31/2014		\$159.45	

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

09/05/2014

As of 12/31/2014

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		\$40,739.44	
Disbursements:			
Streets and Road Mntnc	\$0.00	\$36,206.80	(\$36,206.80)
Total Acct 431	\$0.00	\$36,206.80	(\$36,206.80)
Total Disbursements	\$0.00	\$36,206.80	(\$36,206.80)
Other Financing Uses:			
Purchase of Investments		\$0.00	
Transfers to other Funds		\$0.00	
Beginning Cash Balance		\$5,726.27	
Cash Balance as of 12/31/2014		\$10,258.91	

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

09/05/2014

As of 12/31/2014

Water Enterprise Fund

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Water Fee	\$0.00	\$33,415.96	\$33,415.96
Penalty - Late Water/Sewer	\$0.00	\$175.41	\$175.41
State and Misc fees	\$0.00	\$1,432.45	\$1,432.45
Total Acct 341	\$0.00	\$35,023.82	\$35,023.82
Miscellaneous	\$0.00	\$297.53	\$297.53
Total Acct 361	\$0.00	\$297.53	\$297.53
Interest Earnings	\$0.00	\$1.20	\$1.20
Total Acct 362	\$0.00	\$1.20	\$1.20
Total Revenues	\$0.00	\$35,322.55	\$35,322.55
Other Financing Sources:			
Sale of Investments		\$0.00	
Transfers from other Funds		\$0.00	
Disbursements:			
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	\$3,632.59	(\$3,632.59)
Assessing	\$0.00	\$16.50	(\$16.50)
Total Acct 415	\$0.00	\$3,649.09	(\$3,649.09)
Utility Locates	\$0.00	\$357.55	(\$357.55)
Total Acct 428	\$0.00	\$357.55	(\$357.55)
Water Utility	\$0.00	\$33,507.07	(\$33,507.07)
Wtr/Swr Emergency	\$0.00	\$26,295.00	(\$26,295.00)
Total Acct 431	\$0.00	\$59,802.07	(\$59,802.07)
Unallocated Expenditures	\$0.00	\$1.59	(\$1.59)
Total Acct 492	\$0.00	\$1.59	(\$1.59)
Total Disbursements	\$0.00	\$64,043.00	(\$64,043.00)
Other Financing Uses:			
Purchase of Investments		\$0.00	
Transfers to other Funds		\$0.00	
Beginning Cash Balance		\$23,834.51	
Cash Balance as of 12/31/2014		(\$4,885.94)	

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

09/05/2014

As of 12/31/2014

Sewer Enterprise Fund

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Penalty - Late Water/Sewer	\$0.00	\$273.73	\$273.73
Sewer Fee	\$0.00	\$68,774.39	\$68,774.39
Total Acct 341	\$0.00	\$69,048.12	\$69,048.12
Interest Earnings	\$0.00	\$6.00	\$6.00
Total Acct 362	\$0.00	\$6.00	\$6.00
Total Revenues	\$0.00	\$69,054.12	\$69,054.12
Other Financing Sources:			
Sale of Investments		\$0.00	
Transfers from other Funds		\$0.00	
Disbursements:			
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	\$3,632.59	(\$3,632.59)
Assessing	\$0.00	\$16.50	(\$16.50)
Total Acct 415	\$0.00	\$3,649.09	(\$3,649.09)
Engineer Service	\$0.00	\$225.00	(\$225.00)
Total Acct 416	\$0.00	\$225.00	(\$225.00)
Sewer Utility	\$0.00	\$61,566.02	(\$61,566.02)
Total Acct 431	\$0.00	\$61,566.02	(\$61,566.02)
Unallocated Expenditures	\$0.00	\$40.00	(\$40.00)
Total Acct 492	\$0.00	\$40.00	(\$40.00)
Total Disbursements	\$0.00	\$65,712.81	(\$65,712.81)
Other Financing Uses:			
Purchase of Investments		\$0.00	
Transfers to other Funds		\$0.00	
Beginning Cash Balance		\$40,829.33	
Cash Balance as of 12/31/2014		\$44,170.64	

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

09/05/2014

As of 12/31/2014

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:			
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		\$30,000.00	
Cash Balance as of 12/31/2014		\$30,000.00	

RESOLUTION NO. 2014-19
CITY OF BIRCHWOOD VILLAGE
WASHINGTON COUNTY, MINNESOTA

**RESOLUTION ESTABLISHING THE PRELIMINARY LEVY CERTIFICATION FOR
THE CITY'S 2015 GENERAL FUND AT \$326,299.00**

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

WHEREAS, the City Council is required to adopt its 2015 Preliminary Levy Certification on or before September 15, 2014.

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

1. The 2015 General Fund Budget has been established with a Preliminary Levy Certification at \$326,299.00
2. The City of Birchwood Village will conduct its Truth in Taxation Public Hearing on the proposed 2015 Budget at the City's regular City Council meeting Tuesday, December 9, 2014 at 7:00 p.m.

Voting in Favor:

Voting Against:

Resolution duly seconded and passed this 19th day of August, 2014.

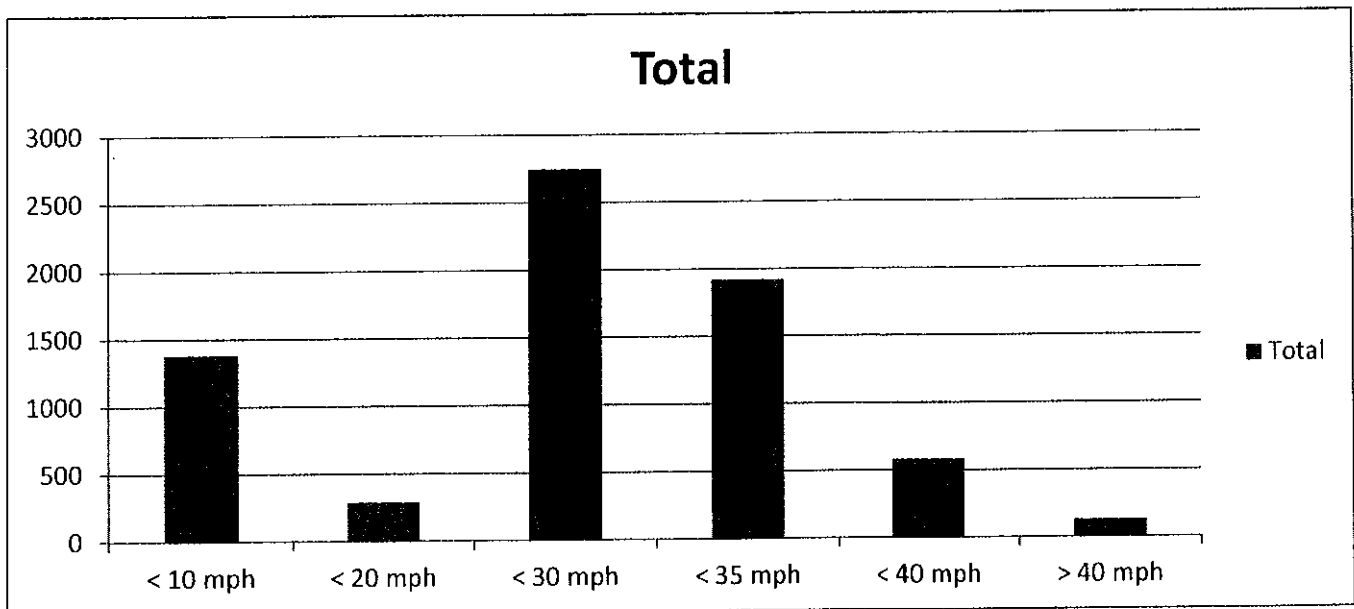
Mary Wingfield, Mayor

Attest:

Chris Mickelson
City Administrator-Clerk

Row Labels	Count of Speed	% of Total
< 10 mph	1381	20%
< 20 mph	289	4%
< 30 mph	2746	39%
< 35 mph	1921	27%
< 40 mph	582	8%
> 40 mph	130	2%
Grand Total	7049	100%

90% of Speed is 10 mph or less above the speed limit



ORDINANCE 2014-08-01

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

**AN ORDINANCE ADDING KEEPING OF MINIATURE POT-BELLIED PIGS AS PETS
LANGUAGE TO CITY CODE**

The City Council of the City of Birchwood Village hereby ordains that Chapter 605 of the Municipal Code of the City of Birchwood Village is hereby adopted to read as follows:

605.029

MINIATURE VIETNAMESE POT-BELLIED PIGS.

(1) Restrictions. Miniature Vietnamese Potbellied Pigs may be kept within the City limits if it is kept as a "Domestic-House Pet" as defined in Code 605.010 (1), and shall be subject to the following conditions:

- (a) The possession of a Vietnamese Potbellied Pig is limited to two (2) per residence.
- (b) Male Vietnamese Potbellied Pigs must be neutered when they reach the age of four weeks.
- (c) Adult Vietnamese Potbellied Pigs shall not weigh more than 100 pounds or stand more than 22 inches at the shoulders.
- (d) Vietnamese Potbellied Pigs shall undergo a blood test to show that the animal is free from pseudorabies.

(2) Consent. The applicant for any permit required under the provisions of this section shall provide with the application the written consent of seventy-five (75) percent of the owners or occupants of real property within the City and within 100 feet of the outer boundaries of the premises for which the permit is being requested. However, where a street or right-of-way separates the premises for which the permit is being requested from the other neighboring property, no consent is required from the owners or occupants or property located on the opposite side of the street or right-of-way.

(3) License. No person shall keep, maintain Vietnamese pot-bellied pigs on property located within the City of Birchwood Village unless a license is obtained pursuant to the provisions stated herein. Application shall be made on a form provided by the city Clerk. The fee shall be established from time to time by resolution as set forth in Chapter 701.

- (i) A license shall be issued for a period of two years
- (ii) Upon completion of the application form, receipt of the license fee, and proof that the Vietnamese potbellied pig is free from pseudorabies, the City Clerk shall cause a license to be issued to the applicant.

(4) Inspection. The Animal Control Officer shall, at any reasonable time, be permitted upon the premises where Vietnamese pot-bellied pig(s) are kept for the purpose of making an inspection to determine compliance with this Chapter.

605.065. Animals other than dogs or cats or those licensed under Chapter 605, shall be impounded when found running at large within the City limits and disposed of in accordance with law.

605.071 The owner shall be entitled to resume possession of any impounded animal, except as herein provided in the cases of certain dogs, upon compliance with the license provisions of 605.020, 605.028 or 605.029 of this Code and the payment of impoundment fees set forth herein.

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 _____, 2014

Mary Wingfield
Mayor

Attest:

Chris Mickelson
City Clerk