

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

**MINUTES OF THE SPECIAL CITY COUNCIL MEETING  
April 23, 2024, 6:45 P.M.**

**MEMBERS:**

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

**STAFF:**

Rebecca Kellen	City Administrator
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Minutes prepared by Rebecca Kellen from a video recording.

**1. CALL TO ORDER**

A. Mayor Ford called the meeting to order at 6:45PM.

**2. APPROVE AGENDA**

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

**3. CONSENT AGENDA (0:1:05)**

**On a motion made by Mayor Ford, seconded by Councilmember McCarthy, it was resolved to approve the consent agenda, Resolution 2024-23, Approving an IT Managed Services Agreement with Techie Dudes. All in favor. Motion carried.**

**4. CITY BUSINESS (0:1:53)**

A. Road Work Maintenance – City Engineer Marcus Johnson

- a. Mayor Ford thanked Marcus for his work in providing a plan that tackles the roughest areas first and optimized economies of scale.
- b. City Engineer Marcus Johnson reviewed the preliminary cost estimate that differs from the previous estimate in extending the area to be reclaimed further down on Oakridge Drive and adding the water main break patching. See attached.



- c. City Engineer Marcus Johnson said that the cost estimate is \$106,961.33.
- d. City Engineer Marcus Johnson said that the next step is for him to reach out to local contractors to get estimates and that hopefully the bids will be back prior to the next city council meeting for review.
- e. Councilmember McCarthy said that the plan is to do a reclaim and reshape to Oakridge Drive and Five Oaks Lane and mill and overlay on Oakhill Court and that the quote includes pothole patching.
- f. City Engineer Marcus Johnson said that his quote is conservative.
- g. City Engineer Marcus Johnson said that he doubled the pothole patching amount from the previous quote received from Nugent.
- h. Councilmember Hankins expressed gratitude to Marcus Johnson and Mayor Ford for their work on this.

On a motion made by Councilmember McCarthy, seconded by Councilmember Foster, it was resolved to approve City Engineer Marcus Johnson to get bids on the plan that was reviewed at the meeting. All in favor. Motion carried.

**5. MEETING CLOSE (0:10:30)**

On a motion duly made by Councilmember Hankins, seconded by Councilmember McCarthy, it was agreed that there was no further business for the Council to transact in an open session; the meeting was closed to the public at 6:55 p.m.

**DISCLAIMER**

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

  
\_\_\_\_\_  
Mayor Margaret Ford

5-14-24  
Date

  
\_\_\_\_\_  
City Administrator Becky Kellen

5-14-24  
Date

# PRELIMINARY COST ESTIMATE

2024 Pavement Maintenance Project  
 Birchwood Village, Minnesota

Option 3: Reclaim Five Oaks Lane/Oakridge Drive Overlay Oakhill Court

DATE: 4/15/2024

ITEM NO.	ITEM	QTY	UNIT	UNIT PRICE	TOTAL
<b>2024 Pavement Maintenance Project</b>					
1	Mobilization	1	LS	\$5,000.00	\$5,000.00
2	Traffic Control	1	LS	\$2,000.00	\$2,000.00
3	Edge Mill Bituminous	80	LF	\$10.00	\$800.00
4	Bituminous Removal and Patch	180	SY	\$50.00	\$9,000.00
5	Reclaim Existing Bituminous	2267	SY	\$10.00	\$22,666.67
6	Finished Grading	2267	SY	\$2.00	\$4,533.33
7	Type SP 12.5 Wearing Course Mixture (2,B) - Lower Lift	440	TON	\$80.00	\$35,200.00
8	Type SP 9.5 Wearing Course Mixture (1.5,B) - Upper Lift	200	TON	\$80.00	\$16,000.00
9	Pothole Patching	20	TON	\$250.00	\$5,000.00
10	Bituminous Tack Coat	292	GAL	\$5.00	\$1,461.33
11	Sawing Pavement	30	LF	\$10.00	\$300.00
12	Adjust Gate Valve	4	EA	\$500.00	\$2,000.00
13	Adjust Manhole Casting	6	EA	\$500.00	\$3,000.00

Total Estimated Construction Cost	<b>\$106,961.33</b>
10% Contingencies	\$10,696.13
Total Estimated Project Costs	<b>\$117,657.47</b>



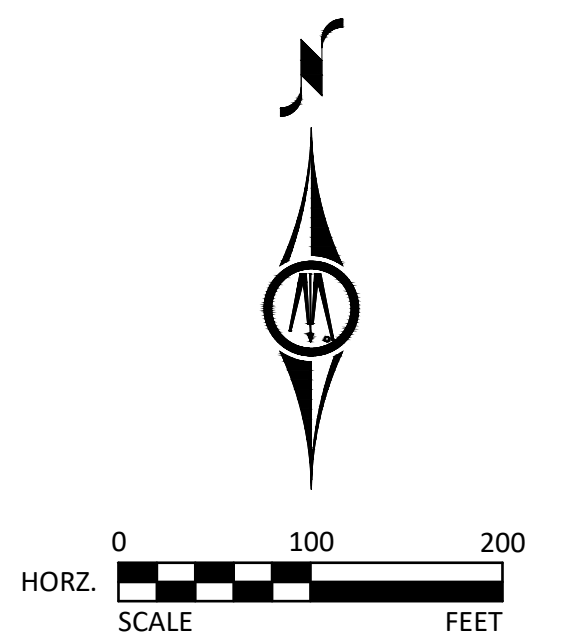
LEGEND



RECLAIM, RESHAPE, REPAVE AREA



MILL AND OVERLAY AREA





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Crack Fill and Seal Coat Groupings

Repair Method

Group 1
Group 2
Group 3
Group 4

Reclaim, Reshape, Repave
Mill + Overlay
Crack Fill and Seal Coat

# Option 1

STREET SEGMENT	FROM	TO	Reconstruction Year												
			2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036
Birch St.	Birchwood Ave.	End of St.		CFSC										CFSC	
Birchwood Ave.	East County Line Rd.	Cedar St./Hall Ave.						M+O				CFSC			
Birchwood Ave.	Cedar St./Hall Ave.	150' past Birchwood Ct.						M+O				CFSC			
Birchwood Ave.	End of St.	City Limits/End of St.										CFSC			
Birchwood Ct.	Birchwood Ave.	Center of cul-de-sac						M+O				CFSC			
Birchwood Lane	East County Line Rd.	Wildwood Ave.												CFSC	
Cedar St./Hall Ave.	East County Line Rd.	City Limits										M+O	M+O		CFSC
Cedar St.	Hall Ave.	Wildwood Ave.		CFSC											CFSC
Five Oaks Lane	Oakridge Dr.	Birchwood Lane	RRR									CFSC			
Hall Ct.	Hall Ave.	Center of cul-de-sac		CFSC											CFSC
Iris St.	Wildwood Ave.	Lake Ave.		CFSC											CFSC
Jay St.	Hall Ave.	Center of cul-de-sac		CFSC											CFSC
Lake Ave.	Wildwood Ave.	Iris St.						CFSC							CFSC
Lake Ave.	Iris St.	End of St.		CFSC											CFSC
Lakewood Lane	Lake Ave.	End of St.		CFSC											CFSC
Oakridge Dr.	Cedar St./Hall Ave.	Oakview Ct.	RRR									CFSC			
Oakridge Dr.	Oakview Ct.	Center of cul-de-sac							M+O			CFSC			
Oakview Court	Oakridge Dr.	Center of cul-de-sac	CFSC												CFSC
Oakhill Court	Oakridge Dr.	Center of cul-de-sac	M+O									CFSC			
Owl St.	Wildwood Ave.	End of St.		CFSC											CFSC
Rice/Rosa Lane	Birchwood Ave.	End of St.		CFSC											CFSC
White Pine Lane	Hall Ave.	Center of cul-de-sac		CFSC											CFSC
Wildwood Ave.	East County Line Rd.	Owl St.								M+O		CFSC			
Wildwood Ave. (One Way South)	Owl St.	625' South of Owl St.				RRR						CFSC			
Wildwood Ave. (One Way North)	Owl St.	625' South of Owl St.				RRR						CFSC			
Wildwood Ave	Lake Ave.	Iris St.					RRR					CFSC			
Wildwood Ave.	625' South of Owl St.-Lake Ave.	Iris St.-Hall Ave.										CFSC			

<b>Estimated Yearly Construction Cost</b>	\$ 120,605	\$ 67,614	\$ 152,778	\$ 168,667	\$ 122,084	\$ -	\$ 94,173	\$ 100,466	\$ 83,213	\$ 99,820	\$ 99,820	\$ 92,760	\$ 91,400
<b>Annual Revenue</b>	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000
<b>Cash Flow</b>	-\$20,605	\$11,781	-\$40,997	-\$109,664	-\$131,748	-\$31,748	-\$25,921	\$23,614	\$90,401	\$140,581	\$190,761	\$248,001	\$306,601

**NOTE:** Annual Revenue is anticipated to remain at \$100,000 until 2031 when it will increase to \$150,000. The Crack Fill and Seal Coat repair cycle will begin in 2031.

Crack Fill and Seal Coat Groupings

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Reclaim, Reshape, Repave
Mill + Overlay
Crack Fill and Seal Coat

# Option 1

STREET SEGMENT	FROM	TO	Reconstruction Year									
			2037	2038	2039	2040	2041	2042	2043	2044	2045	
Birch St.	Birchwood Ave.	End of St.						CFSC				
Birchwood Ave.	East County Line Rd.	Cedar St./Hall Ave.				CFSC						
Birchwood Ave.	Cedar St./Hall Ave.	150' past Birchwood Ct.				CFSC						
Birchwood Ave.	End of St.	City Limits/End of St.				CFSC						
Birchwood Ct.	Birchwood Ave.	Center of cul-de-sac				CFSC						
Birchwood Lane	East County Line Rd.	Wildwood Ave.						CFSC				
Cedar St./Hall Ave.	East County Line Rd.	City Limits								RRR	RRR	
Cedar St.	Hall Ave.	Wildwood Ave.								RRR	RRR	
Five Oaks Lane	Oakridge Dr.	Birchwood Lane				CFSC						
Hall Ct.	Hall Ave.	Center of cul-de-sac						CFSC				
Iris St.	Wildwood Ave.	Lake Ave.						CFSC				
Jay St.	Hall Ave.	Center of cul-de-sac						CFSC				
Lake Ave.	Wildwood Ave.	Iris St.						CFSC				
Lake Ave.	Iris St.	End of St.						CFSC				
Lakewood Lane	Lake Ave.	End of St.						CFSC				
Oakridge Dr.	Cedar St./Hall Ave.	Oakview Ct.				CFSC						
Oakridge Dr.	Oakview Ct.	Center of cul-de-sac				CFSC						
Oakview Court	Oakridge Dr.	Center of cul-de-sac						CFSC				
Oakhill Court	Oakridge Dr.	Center of cul-de-sac				CFSC						
Owl St.	Wildwood Ave.	End of St.						CFSC				
Rice/Rosa Lane	Birchwood Ave.	End of St.						CFSC				
White Pine Lane	Hall Ave.	Center of cul-de-sac						CFSC				
Wildwood Ave.	East County Line Rd.	Owl St.					CFSC					
Wildwood Ave. (One Way South)	Owl St.	625' South of Owl St.					CFSC					
Wildwood Ave. (One Way North)	Owl St.	625' South of Owl St.					CFSC					
Wildwood Ave	Lake Ave.	Iris St.					CFSC					
Wildwood Ave.	625' South of Owl St.-Lake Ave.	Iris St.-Hall Ave.					CFSC					
<b>Estimated Yearly Construction Cost</b>			\$ -	\$ -	\$ -	\$ 100,466	\$ 83,213	\$ 92,760	\$ -	\$ 397,834	\$ 397,834	
<b>Annual Revenue</b>			\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	
<b>Cash Flow</b>			\$ 456,601	\$ 606,601	\$ 756,601	\$ 806,135	\$ 872,922	\$ 930,162	\$ 1,080,162	\$ 832,328	\$ 584,494	

**NOTE:** Annual Revenue is anticipated to remain at \$100,000 until 2031 when it will increase to \$150,000. The Crack Fill and Seal Coat repair cycle will begin in 2031.





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Crack Fill and Seal Coat Groupings

Repair Method

Group 1
Group 2
Group 3
Group 4

Reclaim, Reshape, Repave
Mill + Overlay
Crack Fill and Seal Coat

# Option 2

STREET SEGMENT	FROM	TO	Reconstruction Year												
			2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036
Birch St.	Birchwood Ave.	End of St.			CFSC									CFSC	
Birchwood Ave.	East County Line Rd.	Cedar St./Hall Ave.		M+O								CFSC			
Birchwood Ave.	Cedar St./Hall Ave.	150' past Birchwood Ct.		M+O								CFSC			
Birchwood Ave.	End of St.	City Limits/End of St.										CFSC			
Birchwood Ct.	Birchwood Ave.	Center of cul-de-sac		M+O								CFSC			
Birchwood Lane	East County Line Rd.	Wildwood Ave.												CFSC	
Cedar St./Hall Ave.	East County Line Rd.	City Limits								M+O	M+O			CFSC	
Cedar St.	Hall Ave.	Wildwood Ave.			CFSC									CFSC	
Five Oaks Lane	Oakridge Dr.	Birchwood Lane	RRR									CFSC			
Hall Ct.	Hall Ave.	Center of cul-de-sac			CFSC									CFSC	
Iris St.	Wildwood Ave.	Lake Ave.			CFSC									CFSC	
Jay St.	Hall Ave.	Center of cul-de-sac			CFSC									CFSC	
Lake Ave.	Wildwood Ave.	Iris St.						CFSC						CFSC	
Lake Ave.	Iris St.	End of St.			CFSC									CFSC	
Lakewood Lane	Lake Ave.	End of St.			CFSC									CFSC	
Oakridge Dr.	Cedar St./Hall Ave.	Oakview Ct.	RRR									CFSC			
Oakridge Dr.	Oakview Ct.	Center of cul-de-sac							M+O			CFSC			
Oakview Court	Oakridge Dr.	Center of cul-de-sac							CFSC					CFSC	
Oakhill Court	Oakridge Dr.	Center of cul-de-sac	M+O									CFSC			
Owl St.	Wildwood Ave.	End of St.			CFSC									CFSC	
Rice/Rosa Lane	Birchwood Ave.	End of St.			CFSC									CFSC	
White Pine Lane	Hall Ave.	Center of cul-de-sac			CFSC									CFSC	
Wildwood Ave.	East County Line Rd.	Owl St.								M+O			CFSC		
Wildwood Ave. (One Way South)	Owl St.	625' South of Owl St.							RRR				CFSC		
Wildwood Ave. (One Way North)	Owl St.	625' South of Owl St.						RRR					CFSC		
Wildwood Ave	Lake Ave.	Iris St.				RRR							CFSC		
Wildwood Ave.	625' South of Owl St.-Lake Ave.	Iris St.-Hall Ave.											CFSC		

Estimated Yearly Construction Cost

Annual Revenue

Cash Flow

\$ 117,658	\$ 102,151	\$ 67,614	\$ 168,667	\$ 76,389	\$ 96,322	\$ 97,120	\$ 99,820	\$ 99,820	\$ 100,466	\$ 83,213	\$ 92,760	\$ 91,400
\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000
-\$17,658	-\$19,809	\$12,577	-\$56,090	-\$32,479	-\$28,801	-\$25,921	\$24,260	\$74,440	\$123,974	\$190,761	\$248,001	\$306,601

**NOTE:** Annual Revenue is anticipated to remain at \$100,000 until 2031 when it will increase to \$150,000. The Crack Fill and Seal Coat repair cycle will begin in 2033 and occur every 7 years.

Crack Fill and Seal Coat Groupings

Repair Method

Group 1
Group 2
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Reclaim, Reshape, Repave
Mill + Overlay
Crack Fill and Seal Coat

# Option 2

STREET SEGMENT	FROM	TO	Reconstruction Year										
			2037	2038	2039	2040	2041	2042	2043	2044	2045		
Birch St.	Birchwood Ave.	End of St.							CFSC				
Birchwood Ave.	East County Line Rd.	Cedar St./Hall Ave.				CFSC							
Birchwood Ave.	Cedar St./Hall Ave.	150' past Birchwood Ct.				CFSC							
Birchwood Ave.	End of St.	City Limits/End of St.				CFSC							
Birchwood Ct.	Birchwood Ave.	Center of cul-de-sac				CFSC							
Birchwood Lane	East County Line Rd.	Wildwood Ave.							CFSC				
Cedar St./Hall Ave.	East County Line Rd.	City Limits									RRR	RRR	
Cedar St.	Hall Ave.	Wildwood Ave.									RRR	RRR	
Five Oaks Lane	Oakridge Dr.	Birchwood Lane				CFSC							
Hall Ct.	Hall Ave.	Center of cul-de-sac							CFSC				
Iris St.	Wildwood Ave.	Lake Ave.							CFSC				
Jay St.	Hall Ave.	Center of cul-de-sac							CFSC				
Lake Ave.	Wildwood Ave.	Iris St.							CFSC				
Lake Ave.	Iris St.	End of St.							CFSC				
Lakewood Lane	Lake Ave.	End of St.							CFSC				
Oakridge Dr.	Cedar St./Hall Ave.	Oakview Ct.				CFSC							
Oakridge Dr.	Oakview Ct.	Center of cul-de-sac				CFSC							
Oakview Court	Oakridge Dr.	Center of cul-de-sac							CFSC				
Oakhill Court	Oakridge Dr.	Center of cul-de-sac				CFSC							
Owl St.	Wildwood Ave.	End of St.							CFSC				
Rice/Rosa Lane	Birchwood Ave.	End of St.							CFSC				
White Pine Lane	Hall Ave.	Center of cul-de-sac							CFSC				
Wildwood Ave.	East County Line Rd.	Owl St.					CFSC						
Wildwood Ave. (One Way South)	Owl St.	625' South of Owl St.					CFSC						
Wildwood Ave. (One Way North)	Owl St.	625' South of Owl St.					CFSC						
Wildwood Ave	Lake Ave.	Iris St.					CFSC						
Wildwood Ave.	625' South of Owl St.-Lake Ave.	Iris St.-Hall Ave.					CFSC						
<b>Estimated Yearly Construction Cost</b>			\$ -	\$ -	\$ -	\$ 100,466	\$ 83,213	\$ 92,760	\$ -	\$ 397,834	\$ 397,834		
<b>Annual Revenue</b>			\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000		
<b>Cash Flow</b>			\$456,601	\$606,601	\$756,601	\$806,135	\$872,922	\$930,162	\$1,080,162	\$832,328	\$584,494		

**NOTE:** Annual Revenue is anticipated to remain at \$100,000 until 2031 when it will increase to \$150,000. The Crack Fill and Seal Coat repair cycle will begin in 2033 and occur every 7 years.