

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

**MINUTES OF THE CITY COUNCIL MEETING  
May 14, 2024, 6:45 P.M.**

**MEMBERS:**

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

**STAFF:**

Rebecca Kellen	City Administrator
Alan Kantrud	City Attorney

Minutes prepared by Rebecca Kellen from a video recording.

**1. CALL TO ORDER**

A. Mayor Ford called the meeting to order at 6:45PM. She announced that councilmember Weier would not be present at the meeting.

**2. APPROVE AGENDA**

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

A. The following changes were made to the agenda:

- a. Mayor Ford added Workers Comp Insurance Renewal, select Premium Options.
- b. Councilmember Hankins added 160 Cedar discussion.
- c. Councilmember McCarthy added Saturday open house announcement.

**3. PUBLIC FORUM (0:02:22)**

**Rachel Drew, 180 Cedar St** expressed concerns with oversight at the building project at 160 Cedar St with regards to height and drainage. She said that there was no impervious surface displacement study conducted and that the footings are shallow. She asked who is in charged of this project to which councilmember McCarthy explained the oversight of the permitting process that includes the Building Official, City Planner, and City Engineer and the council said that they would discuss this further after the public forum.

**Barton Winters, 1 Five Oaks Lane** said that he is unhappy with the traffic blockage at Cedar Ave. He also had complaints about the potholes on Hall Ave and expressed concerns with the possible changes that may occur at Tighe-Schmidt Park.

**Mary Cahill, 165 Birchwood Lane** asked that the council consider allowing some type of deer fencing in the code. She explained that she has had repeated issues with deer eating plants in her yard.

**4. ANNOUNCEMENTS (0:12:52)**

A. The Tighe-Schmidt Public Forum will take place on Saturday, May 18th from 10AM-12PM and it is possible that a city council quorum will be present. No voting will take place and it is meant to be a listening session to gather ideas. Councilmember McCarthy invited Barton Winters, 1 Five Oaks Lane, to participate in this session to give input on the future of Tighe-Schmidt.

B. The council expressed gratitude to the Parks Committee for their work on this.

**5. CITY BUSINESS (0:15:50)**

A. 160 Cedar Ave

- a. Councilmember Hankins proposed that the Planning Commission review the permit at their next meeting.
- b. Rachel Drew, 180 Cedar requested that someone meet with her to explain what is going on with the building project at 160 Cedar.
- c. Councilmember Foster expressed concerns with city costs and time associated with the proposed meeting and how this seems unwelcoming to new residents.
- d. Councilmember McCarthy recommended that the City Engineer, the City Planner, and Building Official meet with Rachel Drew to discuss her concerns to which Mayor Ford agreed.
- e. Councilmember Foster said that the meeting should occur offsite and not at 160 Cedar Ave to avoid disruption to those neighbors, unless permission is granted.
- f. Treasurer Mary Cahill asked who is going to pay for the site visit and the council discussed.
- g. Councilmember Hankins requested that Rachel Drew send him an email after the meeting.
- h. Attorney Kantrud read an email received from Building Inspector Jack Kramer indicating that concerns had been addressed to a representative for Rachel Drew around the set-backs, drainage and

the height of the building and suggested that the building official, engineer, and planner are paying attention to the project at 160 Cedar.

**On a motion made by Councilmember McCarthy, seconded by Councilmember Hankins, it was resolved to approve the City Engineer, Planner, and Building Official to meet with the homeowner at 180 Cedar for 1 hour to discuss her concerns about the building project at 160 Cedar and that the city would pay for this meeting. Councilmembers McCarthy, Hankins, and Mayor Ford in favor. Councilmember Foster opposed. Motion carried.**

**6. CONSENT AGENDA (0:29:32)**

**On a motion made by Councilmember McCarthy, seconded by Councilmember Hankins, it was resolved to approve the consent agenda items A,B,C,D,G,I,K and L. All in favor. Motion carried.**

- A. Item E – Approve Endorsing the Constitutional Amendment to Continue Funding Natural Resources
  - a. Councilmember Hankins asked for clarity on the item to which Administrator Kellen was uncertain and so it was decided that Administrator Kellen would put together a memo on the item and it would be revisited at the next meeting.
- B. Item F - Approve Recycling Grant Agreement
  - a. Councilmember McCarthy expressed concerns with some of the terms of the grant saying that there are a lot of very specific terms to the agreement such as insurance requirements to which Mayor Ford said that she confirmed that the insurance coverage is accurate and that this is an annual agreement so there is one report at the end of the year.

**On a motion made by Councilmember McCarthy, seconded by Mayor Ford, it was resolved to approve the consent agenda F, Approve Recycling Grant Agreement. All in favor. Motion carried.**

- C. Item H – Approve Tree Inspector Agreement
  - a. Councilmember McCarthy questioned the inclusion of residential properties and expressed concerns with tree inspectors going on private property and said that all inspections should take place on public property or from public right of way.
  - b. Councilmember Hankins suggested that public property be prioritized.
  - c. The council thanked Washington Conservation District and resident and Parks Committee Member Mary Sue Simmons for helping to secure a tree inspector.

**On a motion made by Councilmember McCarthy, seconded by Mayor Ford, it was resolved to approve the consent agenda H, Approve Tree Inspector Agreement with the removal of inspections on private property. All in favor. Motion carried.**

D. Item J - Approve Techie Dudes Contract

- a. Councilmember McCarthy said that the advanced payment requirements in the contract are questionable and possibly not doable.
- b. Treasurer Mary Cahill said that an EFT can be set up and a resolution can be passed for ongoing approval, while the first month of June can be paid by check.

**On a motion made by Councilmember McCarthy, seconded by Mayor Ford, it was resolved to approve Item J, Techie Dudes Contract. All in favor. Motion carried.**

**7. CITY BUSINESS (0:40:35)**

A. Treasurer's Update – Treasurers Mary Cahill and Marsha Olson

- a. **Mary Cahill, City Treasurer**, explained that every year we submit our financial statements to the Office of the State Auditor (OSA) and that this year we received a response back that they wanted us to make changes. It was discovered that the coding in CTAS has been incorrect for years. This year the OSA did a deep dive audit of our statements and it was found that there were incorrect entries in operating expenses versus non-operating expenses. A handout was given with the new coding – see attachment. They changed the account numbers to align as requested by the OSA and also corrected the unallocated expenses to be allocated to the correct account as requested by OSA, even though we may not have a budgeted account for each item. An example of this is the expenses that were paid to LMC for attorney fees that we had coded as unallocated because they were not budgeted for - they were recoded correctly under attorney fees. No dollar values were changed, only the accounts that expenses were coded to. She said they also let Shelly Ruckert from Saint Anthony Village know that these account numbers have changed.

B. Workers Compensation Insurance Renewal (0:50:09)

- a. Administrator Kellen explained that the city needs to select its premium coverage option and in the past we had the regular premium option.

**On a motion made by Mayor Ford, seconded by Councilmember Foster, it was resolved to approve the renewal of the workers comp insurance with the regular premium option. All in favor. Motion carried.**

C. Deer Fencing (0:53:44)

- a. Councilmember McCarthy said that he thought that this was addressed in the code already but was unable to find it.

- b. The council agreed to do further research into the code and discuss it at the following month's meeting.

D. Road Maintenance Discussion – Marcus Johnson (0:55:08)

- a. Bids for 2024 Roadwork - Marcus Johnson, City Engineer, passed out and reviewed 3 quotes that were submitted by Nugent, Bituminous Roadways, and Minnesota Paving and Materials and said that Bituminous Roadways had the cheapest quote at \$107,785.42. (See attachment) He said that all providers were sound and suggested the council go with the cheapest quote. He said that he will oversee the project. He also said that the bituminous curb at 123 Cedar could be added to the work order and that the drainage seems to be flowing accordingly at the catch basin there. He said he would be able to provide the cost at a future date and would see if they could add that to the current quote. He said that there are more broken curbs and that could be added later as well. He said that the patching would begin soon and confirmed that the quotes include pothole repairs.

**On a motion made by Councilmember McCarthy, seconded by Mayor Ford, it was resolved to approve the proposal from Bituminous Roadways. All in favor. Motion carried.**

- b. Capital Improvement Plan Review - Engineer Johnson showed the plans and 2 options. He said that the plans were put together after a review of the previous robotics plans. The first map is the type of work being proposed. The next pages are the 2 options and the difference between the 2 options are the side streets and the timing of the work. He said that the plans can change depending on how the roads are affected this winter. He suggested that a plan be selected to have a point of record and to determine and plan for city budget needs.
  - 1. Councilmember McCarthy discussed that this will be helpful for planning purposes and councilmember Foster agreed and thanked Engineer Johnson for his efforts.
  - 2. Councilmember Hankins recommended that an option is selected and said that he had a preference toward option 1.
  - 3. Engineer Johnson said that he preferred option 1 but understands pushing the work back if necessary.
  - 4. Engineer Johnson mentioned that Xcel will be putting in all new gas mains in town to which Mayor Ford said that they will be attending the next city council meeting to explain the project. He said they also gave him a contact to work with the power/electric network, if needed.

5. Councilmember Foster questioned binding future councils to a plan at this point to which council member McCarthy said that the plan could be changed and Mayor Ford agreed that if a plan is selected it would allow residents to comment on it.

**On a motion made by Councilmember Hankins, seconded by Councilmember McCarthy and Mayor Ford, it was resolved to move forward with the proposed option 1. All in favor. Motion carried.**

**E. Curb Damage from Snow Removal – (1:12:30)**

- a. Mayor Ford said the last snow incident caused a lot of curb damage because the snow plowers cannot see the curb to which Engineer Johnson said that this is why concrete curb is preferred and suggested getting away from bituminous curb if possible.
- b. Engineer Johnson said that he would go through the area with Bituminous Roadways to determine which areas should be repaired and get an idea on pricing.

**On a motion made by Mayor Ford, seconded by Councilmember Hankins, it was resolved to authorize Engineer Johnson to get some pricing for repair of the curb damage from the snow plowing. All in favor. Motion carried.**

**F. 143 Wildwood Resident Request– (1:14:00)**

- a. Mayor Ford explained that there was a resident concern about the retaining wall and sidewalk to the dock at Ash Easement.
- b. Councilmember McCarthy said he has looked at it and it seems to be holding fine but what might need to be done is that some of the landscaping timbers need to be replaced. He asked that Engineer Johnson take a look at the retaining wall and maintenance man Jim Rydeen replace the landscaping timbers.
- c. Councilmember Hankins said that he spoke with the resident at 143 Wildwood who said the replacement request was mostly due to aesthetics to which councilmember McCarthy said it would be too expensive to fix for aesthetic purposes only. Councilmember Hankins agreed.
- d. Engineer Johnson said that from the picture that was included in the packet the retaining wall does not look to be failing but he would check it out.

**On a motion made by Councilmember McCarthy, seconded by Mayor Ford, it was resolved to have Maintenance Jim Rydeen fix the landscape timbers at Ash Easement. All in favor. Motion carried.**

G. City Planner \$300 Escrow Discussion– (1:18:53)

- a. Mayor Ford suggested that this item be held off until the following meeting when Planner Ben Wickstrom can attend, and the council agreed.

H. Joint Powers Agreement for South Shore Boulevard Trail Management–  
(1:19:28)

- a. Attorney Kantrud said he reached back out to the town and they agreed to add the 2 points that the council wanted in the agreement. He was unsure that they would be able to give a hard estimate on the costs. He said they will add the language and come back with the new agreement.

I. Sump Inspection and Cleaning (1:21:30)

- a. Administrator Kellen explained that she received a complaint about the drain at 165 Wildwood and in researching she found that previously the drains were assessed and cleaned annually. She said that maintenance man Jim Rydeen did some measurements but according to Water Superintendent Jon Manship there are more drains than were measured and he is going to get a list of all of them.
- b. Mayor Ford suggested that Jon Manship provide a final whole list of drains and consider which ones need cleaning.
- c. Councilmember Hankins said that there is a sump cleaning policy which reads that sumps will be cleaned when the water depth is at least 26" or less in at least 3 catch basins. He said that he thinks when we reach that threshold we clean all the sumps.
- d. Councilmember Foster inquired about a budget for this to which administrator Kellen said that we have a budget of \$2000 for drain cleaning.
- e. Councilmember McCarthy said to clean the drains up to the budget and to let council know if more money is needed, and referred additionally to a Birch raingarden that was previously authorized for clean out and that needs to be done as well.
- f. Councilmember McCarthy said that this is done by a company with a vacuum, not our maintenance.

- g. The council decided to move forward with drain cleaning including the Birch raingarden.

J. Washington County CDBG and HOME investment Partnership Program (1:26:29)

- a. Mayor Ford explained that this is a program that Birchwood has been participating in and this is the opportunity to continue to participate or opt out.
- b. Administrator Kellen said that the more precincts that participate the more money Washington County will get for distribution to which the council said that in participating they would be helping the county.

**On a motion made by Mayor Ford, seconded by Councilmember Hankins, it was resolved to approve the continued participation in supporting the Washington County CDBG and HOME Investment Partnership Program. All in favor. Motion carried.**

K. Emerald Ash Borer Grant (1:27:55)

- a. Mayor Ford explained that this was a previously applied for grant and that many of the trees have already been removed and now we are in the stage that we need to plant and that it expires in June and to be able to access the fund we will need to have them planted by end of June. The estimate to purchase the trees is close to \$6000. She said that part of the agreement is that these trees be replanted.

**On a motion made by Councilmember Foster, seconded by Councilmember Hankins, it was resolved to approve purchase of the trees for \$5915. All in favor. Motion carried.**

L. 131 Wildwood Vacant Property (1:32:16)

- a. Councilmember Hankins said that this is a property that has been vacant for 2.5 years that has not been well maintained. He said that the administration sent a correspondence regarding registration of vacant properties and shortly after that the property was on that market. He asked that if they have not registered the property within 30 days we revisit and decide what to do next and said that this is important to the neighbors because there may be a rodent problem.
- b. Administrator Kellen said that the property has not yet been registered as vacant.



- c. Councilmember McCarthy addressed Attorney Kantrud suggesting criminal prosecution if the property is not registered.
- d. The council discussed the timing of the registration.
- e. Administrator Kellen said that the letter was sent 4/23/24.
- f. Councilmember McCarthy asked about the gas and utility shut off at the property and referenced subsection F of the vacant building code that requires a plan and timetable be submitted for demolition of rehabilitation that meets the approval of the enforcement officer. He said that this plan should include a remedy to the possible rodent issue.
- g. Councilmember McCarthy said to send them another letter and give them another 30 days from the first letter and if nothing happens then Attorney Kantrud is to move toward criminal prosecution.

**On a motion made by Councilmember McCarthy, seconded by Mayor Ford, it was resolved to approve administration to send them another letter and give them until 5/23/24 to register the property as vacant and to come up with a plan to fix the rodent issue and if they do not then authorized Attorney Kantrud to criminally charge them. All in favor. Motion carried.**

M. 310/312 Wildwood (1:38:04)

- a. Councilmember Hankins requested the real estate listing be shown and said that the properties have been sold. He said that the property has come back for a flip and said that the listing said that the properties need extensive renovation or tear down and build new.
- b. Councilmembers noted exposed wiring, mold, roof issues, and potentially unsafe areas when looking at the pictures and suggested that it may be condemnable.
- c. Attorney Kantrud said that it is being sold as an investment opportunity and that it is not move in ready and recommended that Building Official Jack Kramer inspect the property and that possibly the occupancy permit needs to be pulled.
- d. Councilmember McCarthy referenced item F in the vacant building code that says that there needs to be a plan in place and that the new owners need to comply with this.

- e. Councilmember Hankins suggested that a letter be sent to the new owner saying that within 60 days they must bring the properties into compliance with the building code or demolish the properties.
- f. Councilmember McCarthy said he thought Building Official Jack Kramer should inspect the properties to see if the occupancy permit should be pulled.

**On a motion made by Councilmember McCarthy, seconded by Mayor Ford, it was resolved to approve Building Official Jack Kramer to inspect the property and for him to work with the owner to submit a plan to either demolish or rehab the property within 60 days. All in favor. Motion carried.**

N. 232 Cedar Ave (1:44:51)

- a. Attorney Kantrud explained that he has been working with the bank, management company, and local company that is there doing the work and there has been a slow but progressive movement on the property. He said that he took pictures a few days ago and that it is in acceptable condition.
- b. Councilmember McCarthy said it looks much better now.
- c. Councilmember Hankins suggested that he reach out to the bank to tell them that it is OK and to not let it get any worse.
- d. Councilmember Hankins said it is on an auction website right now.

O. Ash Path Discussion (1:50:20)

- a. Mayor Ford explained that at the last meeting the path was toured by council and it was found that walking from north to south the path encroached on a private lot and it was determined that they could correct the path a little bit to the west a little farther toward the center and that work is underway. She said that the private items on the public land have been removed but landscaping blocks may still need to be removed. She said that the next step would be a simple fence to help delineate the path.
- b. Councilmember Hankins said that he recommended that Mayor Ford continue to work with homeowners to remove personal property to which she responded that she was working with Attorney Kantrud as well and agreed to continue to work with homeowners in the area. She said they would look into the fence.

8. MEETING CLOSE (1:53:55)

On a motion duly made by Councilmember McCarthy, seconded by Councilmember Hankins, it was agreed that there was no further business of the Council to transact in an open session; the meeting was closed to the public at 8:39 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

6-11-24  
Date

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

6-11-24  
Date



## ATTACHMENTS

CTAS account changes				
Old acct	New acct	Old Fund	New Fund	Description
43180	49415	100,601	601	Water Utility
43185	49425	100,601	601	Water/Sewer Emergency
41960	49435	601	601	Newsletter
49201	49405	100	601, 605	Utility Refund
41430	49495	605	605	Postage for newsletter
41650	41925	100, 406,605	100	General Funds Engineering Expense
41650	49485	100, 406,605	406	Capital Projects Engineering Expense
41650	49435	100, 406,605	605	Sewer Funds Engineering Expense
42805	49455	605	605	Utility Locates
43190	49465	605	605	Waste Water
49201	41501	100	100	Financial Administration expense



Date: April 10, 2023

To: LMCIT members and agents

From: LMCIT workers' compensation payroll audit and underwriting staff

Re: **Updated workers' compensation payroll audit rules moving forward**

As a result of a recent Workers' Compensation Reinsurance Association (WCRA) program audit<sup>1</sup> of LMCIT, LMCIT will be following updated audit rules on all workers' compensation payroll audits conducted on LMCIT member coverage agreements that expire in 2023 and after. This means there will be a few changes to the process.

***Definition of, and deduction rules for, payroll used to calculate premiums***

- Items such as vehicle allowances, taxable gift cards, vehicle stipends, etc., will be included in workers' compensation payroll. The Trust will no longer be using PERA as a benchmark for excluding these items.
- Severance compensation paid to terminated employees for accrued vacation and sick time wages will be included in the calculation of workers' compensation payroll in accordance with the MWCA Basic Manual Rules 2B-1e and 2B-2e.
- Payments made to employees who opt-out of health insurance benefits will be included when reporting workers' compensation payroll.

***Payroll for elected and appointed officials***

There is also a change related to the payroll reporting for elected and appointed officials - class code 9411. Historically LMCIT has assigned a payroll of \$18,200 for each member for class code 9411 regardless of the actual amounts paid to elected and appointed officials. The annual manual premium charge for each member for this job class was \$93 for 2022 and \$95 for 2023. Moving forward, the payroll auditors will be required to capture and report the actual payroll each member pays to elected and appointed officials. (LMCIT needs to report the actual amounts to WCRA.) While the actual payroll will show up on payroll audit reports members see, LMCIT will continue to charge the flat annual manual charge of \$93 for 2022 and \$95 for 2023. *Thus, for this reporting change for class code 9411, there will be no impact on LMCIT members' premiums.*

***Anticipated impact on LMCIT members***

- The workers' compensation payroll auditors will be asking for slightly different information moving forward.
- The impact of the updated rules on LMCIT member premiums will be nominal.

If there is any concern about the impact on premium because of the updated audit rules during this period of transition, don't hesitate to contact your LMCIT underwriter.

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<sup>1</sup> LMCIT is required to comply with the WCRA reporting criteria for each member's payroll by job class. The WCRA criteria generally follows rules set by the MN Workers' Compensation Insurance Association (MWCA).

# League of Minnesota Cities Insurance Trust

Group Self-Insured Workers' Compensation Plan  
145 University Avenue West St. Paul, MN 55103-2044 Phone (651) 215-4173

## Notice of Premium Options for Standard Premiums of Less than \$25,000

BIRCHWOOD VILLAGE, CITY OF  
207 BIRCHWOOD AVENUE  
BIRCHWOOD, MN 55110-1610

Agreement No.: WC 1003175\_Q-8  
Agreement Period:  
From: 06/12/2024  
To: 06/12/2025

Enclosed is a quotation for workers' compensation deposit premium. **Note: Renewal Coverage will be bound as per the expiring coverage arrangement, including coverage for elected and appointed officials, with the premium indicated on the quote, unless the member or agent sends a written request not to bind renewal coverage.**

<u>PAYROLL DESCRIPTION</u>	<u>CODE</u>	<u>RATE</u>	<u>ESTIMATED PAYROLL</u>	<u>DEPOSIT PREMIUM</u>
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SEE ATTACHED SCHEDULE FOR DETAILS

Manual Premium				2,328
Credit		0.90		-233
Standard Premium				2,095
Deductible Credit		0.00%		0
Premium Discount				0
Net Deposit Premium				\$2,095
Adjustment for Commission*				0
Total Net Deposit Premium				\$2,095

\*Workers compensation rates assume a 2% standard commission. The commission adjustment accounts for the commission difference, above or below 2%.

**Agent:**  
01356 North Risk Partners LLC  
2010 Centre Pointe Blvd  
Mendota Heights, MN 55120-1200

## Notice of Premium Options for Standard Premiums of Less than \$25,000 (Con't)

### OPTIONS

Please indicate below the premium option you wish to select. You may choose only one option and you cannot change options during the agreement period.

1. <input type="checkbox"/> Regular Premium Option	Net Deposit Premium	Commission Adjustment	Total Net Deposit Premium
	2,095	0	2,095

2.  **Deductible Premium Option**  
 Deductible options are available in return for a premium credit applied to your estimated standard Premium of \$ 2,095. The deductible will apply per occurrence to paid medical costs only. There is no aggregate limit.

	Deductible per Occurrence	Premium Credit	Credit Amount	Net Deposit Premium	Commission Adjustment	Total Net Deposit Premium
<input type="checkbox"/>	\$250	0.50%	-10	2,085	0	2,085
<input type="checkbox"/>	\$500	0.90%	-19	2,076	0	2,076
<input type="checkbox"/>	\$1,000	1.70%	-36	2,059	0	2,059
<input type="checkbox"/>	\$2,500	3.00%	-63	2,032	0	2,032
<input type="checkbox"/>	\$5,000	4.50%	-94	2,001	0	2,001
<input type="checkbox"/>	\$10,000	6.00%	-126	1,969	0	1,969
<input type="checkbox"/>	\$25,000	10.00%	-210	1,885	0	1,885
<input type="checkbox"/>	\$50,000	14.00%	-293	1,802	0	1,802

This quotation is for a deposit premium based on your estimate of payroll and selected options. Your final actual premium will be computed after an audit of payroll subsequent to the close of your agreement year and will be subject to revisions in rates, payrolls and experience modification. While you are a member of the LMCIT Workers' Compensation Plan, you will be eligible to participate in dividend distributions from the Trust based upon claims experience and earnings of the Trust.

If you desire the coverage offered above, please return this signed document for the option you have selected.

This quotation should be signed by an authorized representative of the member requesting coverage.

Signature	Title	Date
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**Notice of Premium Options for Standard Premiums of Less than \$25,000  
(Con't)**

**CONTINUATION SCHEDULE FOR QUOTATION PAGE**

<u>REMUNERATION</u>	<u>RATE</u>	<u>CODE</u>	<u>DESCRIPTION</u>	<u>EST. PREM</u>
14,356	8.21	5506	GENERAL MAINTENANCE	1,179
130,115	0.65	8810	CLERICAL OFFICE EMPLOYEES NOC	846
3,180	7.01	9016	SKATING RINK OPERATION	223
3,000	0.00	9411	ELECTED OR APPOINTED OFFICIALS	80
Manual Premium				2328.0





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<b>To:</b> BIRCHWOOD VILLAGE	<b>Contact:</b>
<b>Address:</b> WHITE BEAR LAKE	<b>Phone:</b>
	<b>Fax:</b>
<b>Project Name:</b> BIRCHWOOD VILLAGE 2024 REHAB	<b>Bid Number:</b>
<b>Project Location:</b> Oakridge Drive, BIRCHWOOD VILLAGE	<b>Bid Date:</b> 5/10/2024

**Item Description**

- MOBILIZATION
- TRAFFIC CONTROL
- EDGE MILL BIT
- 2" BIT REMOVAL AND PATCH
- RECLAIM
- FINSH GRADE
- 12.5 WEARING COURSE (SPWEB330B)
- 9.5 WEARING COURSE (SPWEA330B)
- POTHOLE PATCHING
- TACK
- SAWING PAVEMENT
- ADJUST GATE VALVE
- ADJUST MANHOLE

**Total Bid Price: \$107,785.42**

**Notes:**

- All work to be completed in 2024.
- Proposed Work Does Not Include: Landscape Restoration, Irrigation Repair/Restoration, Private Utility Locates/Repairs, Sub-soil Corrections, Erosion Control, Towing Charges, Permits and Fees, Multiple Mobilizations, Surveying or any Unforeseen Conditions, Guarantee on drainage or ponding of water on lots with less than 1% slope. No epoxy or thermoplastic striping.  
**If wear course is to be placed after October 31, Bituminous Roadways cold weather paving advisory will need to be signed.**
- Noted Addn: None
- For more information: [www.bitroads.com](http://www.bitroads.com)

**Payment Terms:**

This proposal is subject to credit approval and is valid for 10 calendar days, after which time price quotes may be withdrawn without notice. This quote is based on standard AGC subcontract language and shall become a rider to any contract.

Payment due upon receipt of invoice. A finance charge of 1 1/2% per month (18% per year) will be charged on any balance over 30 days past invoice date, unless otherwise agreed upon in writing. We gladly accept Visa, Mastercard, Discover & American Express.

<https://bitroads.com/About-Us/75th-Anniversary>

**ACCEPTED:**

The above prices, specifications and conditions are satisfactory and are hereby accepted.

**Buyer:** \_\_\_\_\_

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

**Date of Acceptance:** \_\_\_\_\_

**CONFIRMED:**

**BITUMINOUS ROADWAYS, INC. - MENDOTA HEIGHTS**

**Authorized Signature:** \_\_\_\_\_

**Estimator:** Paul Hildestad  
952-250-2898 Paul.Hildestad@bitroads.com

# Quote Form

2024 Pavement Maintenance Project Birchwood Village, Minnesota  
 Reclaim Five Oaks Lane/Oakridge Drive Overlay Oakhill Court

DATE: 4/29/2024

**ITEM**

NO.	ITEM	QTY	UNIT	UNIT	TOTAL
<b>2024 Pavement Maintenance Project</b>					
1	Mobilization	1	LS	\$3,780.00	\$3780.00
2	Traffic Control	1	LS	\$1,080.00	\$1080.00
3	Edge Mill Bituminous (0"-2" Tie in Joint or DW Edge)	80	LF	\$10.88	\$870.00
4	2" Bituminous Removal and Patch	180	SY	\$38.88	\$6999.00
5	Reclaim Ex. Bituminous (Remove Excess Reclaim Material offsite)	2267	SY	\$5.40	\$12241.00
6	Finished Grading (Including Tolerancing/Surveying/compaction)	2267	SY	\$3.24	\$7345.00
7	Type SP 9.5/12.5 Wear Course Mixture (2,B) - Upper/Lower Lift	440	TON	\$110.16	\$48470.00
8	Type SP 9.5 Wearing Course Mixture (1.5,B) - Upper Lift	200	TON	\$110.16	\$22032.00
9	Pothole Patching (9.5 MM)	20	TON	\$110.80	\$2216.00
10	Bituminous Tack Coat (CSS1-H)	292	GAL	\$4.32	\$1261.00
11	Sawing Pavement (Includes Bituminous Removals)	30	LF	\$12.93	\$388.00
12	Adjust Gate Valve	4	EA	\$675.00	\$2700.00
13	Adjust Manhole Casting	6	EA	\$864.00	\$5184.00
<b>Total Construction Cost</b>				<b>Total Construction Cost</b>	<b>\$114,566.00</b>

Quote Form

Bolton & Menk, Inc.

Page 1 of 1

## 2024 PAVEMENT MAINTENANCE PROJECT

BIRCHWOOD VILLAGE, MINNESOTA



**FIGURE 1: 2024 MAINTENANCE AREA**

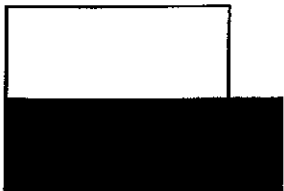
# **BOLTON & MENK**

APRIL 2024

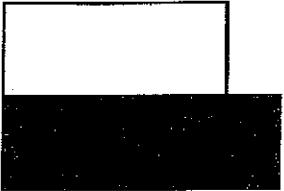
OAKHILL COURT

OAKRID

LEGEND



RECLAIM, RESHAPE, REPAVE AREA



MILL AND OVERLAY AREA

0      100      200  
HORZ.  
SCALE      FEET

**2024 PAVEMENT MAINTENANCE PROJECT**

BIRCHWOOD VILLAGE, MINNESOTA

TYPICAL SECTION



**FIGURE: TYPICAL SECTION**

APRIL 2024

⊕

12'-13'

12'-13'

PROJECT NOTES:

1. COMPACTION SHALL BE ORDINARY COMPACTION
  2. RUBBER TIRE ROLLER MUST BE USED ON TOP LIFT OF BITUMINOUS
  3. RECLAIMER SHALL GO MINIMUM OF 6" DEPTH TO BLEND EXISTING AGGREGATE
  4. ASSUMED SLOPE OF 2% AWAY FROM CROWN, FIELD VERIFY
  5. STREET WIDTHS AND LENGTHS ARE BELOW
- 5.1. FIVE OAKS LANE: LENGTH 350' AND WIDTH 24'
  - 5.2. OAKHILL COURT: LENGTH 480' AND WIDTH 26'
  - 5.3. OAKRIDGEDRIVE: LENGTH 480' AND WIDTH 25'

PAVEMENT REPLACEMENT AREA

TYPICAL CONSTRUCTION

(MILL AND OVERLAY WITH SPOT CURB REPLACEMENT)

INSTALL TEMPORARY TRAFFIC CONTROL PRIOR TO CONSTRUCTION.

1. EDGE MILL EXISTING BITUMINOUS PAVEMENT.
2. PATCH BITUMINOUS BASE AS DIRECTED BY ENGINEER.
3. ADJUST STRUCTURES AND VALVE BOXES IN PAVEMENT WITH ADJUSTING RINGS AS DIRECTED BY ENGINEER.
4. PAVE BITUMINOUS WEARING COURSE.
5. MAINTAIN ACCESS FOR LOCAL TRAFFIC AND EMERGENCY VEHICLES AT ALL TIMES. CONTRACTOR SHALL BE RESPONSIBLE FOR ALL TRAFFIC CONTROL

1.5" TYPE 9.5 WEARING COURSE (SPWEA330B)

BITUMINOUS TACK COAT (2357)

2" TYPE 12.5 WEARING COURSE (SPWEA330B)

6-9" EXISTING AGGREGATE BASE, RECLAIM 6" DEEP

2" TYPE 9.5 WEARING COURSE (SPWEA330B) BITUMINOUS TACK COAT (2357)

EXISTING 2" WEARING COURSE

6-9" EXISTING AGGREGATE BASE, CL 5 (2211)

NOT TO SCALE

## RECLAIM SECTION

NOT TO SCALE

## OVERLAY SECTION

**MPM**  
**MINNESOTA**  
**PAVING & MATERIALS**  
A GRM COMPANY

<b>To:</b> Birchwood Village	<b>Contact:</b>
<b>Address:</b> Any, MN	<b>Phone:</b>
	<b>Fax:</b>
<b>Project Name:</b> Birchwood - 2024 Pavement Maintenance Project	<b>Bid Number:</b>
<b>Project Location:</b>	<b>Bid Date:</b> 5/3/2024

Line #	Item #	Item Description	Estimated Quantity	Unit	Unit Price	Total Price
	10	MOBILIZATION	1.00	LS	\$7,000.00	\$7,000.00
	20	TRAFFIC CONTROL	1.00	LS	\$3,000.00	\$3,000.00
	30	EDGE MILL BITUMINOUS	80.00	LF	\$20.00	\$1,600.00
	40	2" BITUMINOUS REMOVAL AND PATCH	180.00	SY	\$45.00	\$8,100.00
	50	RECLAIM EXISTING BITUMINOUS	2,267.00	SY	\$3.25	\$7,367.75
	60	FINISH GRADING	2,267.00	SY	\$3.00	\$6,801.00
	70	TYPE SP 12.5 WEARING COURSE SPWEA330B	440.00	TON	\$115.00	\$50,600.00
	80	TYPE SP 9.5 WEARING COURSE SPWEA330B	200.00	TON	\$115.00	\$23,000.00
	90	POTHOLE PATCHING	20.00	TON	\$400.00	\$8,000.00
	100	BITUMINOUS TACK	292.00	GAL	\$3.00	\$876.00
	110	SAWING PAVEMENT	30.00	LF	\$20.00	\$600.00
	120	ADJUST GATE VALVE	4.00	EACH	\$1,200.00	\$4,800.00
	130	ADJUST MANHOLE CASTING	6.00	EACH	\$1,200.00	\$7,200.00

**Total Bid Price: \$128,944.75**

**Notes:**

- Thank you for the opportunity to quote your construction needs.
- **PROPOSAL IS VALID FOR 3 DAYS FROM BID DATE.**
- All items are tied. Quote can only be separated by negotiated agreement.
- MPM is signatory to the International Union of Operating Engineers Local 49 and Teamsters Union Local 120.
- Tax Included.
- Bond cost is included in our quote. NO deduct for bond cost will be accepted.
- QA/QC is included for our scope of work.
- QUOTE EXCLUDES: Traffic control, permits, fees, aggregate base or tolerance of aggregate base, saw cutting, milling, casting adjustments, dewatering, striping, signage, backfilling, and incidentals.
- Incidental costs are excluded unless specifically identified in our quote.
- Testing by others.
- Turf establishment of disturbed areas is excluded.
- Pavement marking / striping is excluded.
- Estimated Quantities to be adjusted and paid for on a unit price basis.
- MPM is not responsible for trench settlement.
- MPM will not be held responsible for any kind of reflective cracking.
- Retainage is limited to the amount held by owner on MPM's items. If no retainage is held by the owner then retainage is excluded from our quote.
- Flagging is excluded from our quote.
- Surveying is excluded from our quote.

**Payment Terms:**

Payment will be made to MPM within 10 days of the Prime Contractor receiving payment from the Owner.

<p><b>ACCEPTED:</b> The above prices, specifications and conditions are satisfactory and are hereby accepted.</p> <p><b>Buyer:</b> _____</p> <p><b>Signature:</b> _____</p> <p><b>Date of Acceptance:</b> _____</p>	<p><b>CONFIRMED:</b> <b>Minnesota Paving &amp; Materials</b></p> <p><b>Authorized Signature:</b> _____</p> <p><b>Estimator:</b> Luke Tulip</p>
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