



AGENDA OF THE REGULAR MEETING OF
THE CITY COUNCIL
CITY OF BIRCHWOOD VILLAGE
WASHINGTON COUNTY, MINNESOTA
August 6, 2024
6:45 P.M.

NOTE: Due to Open Meeting Law restrictions, the City Council may be discussing agenda items for the first time. Your patience and understanding is appreciated during this process.

PLEDGE OF ALLEGIANCE

APPROVE AGENDA

OPEN PUBLIC FORUM

ANNOUNCEMENTS

CITY BUSINESS – CONSENT AGENDA

- A. Approve Treasurer’s Report* (pp. 3-53)
 - 1. 2023 Financial Statement* (pp. 3-19)
- B. Approve July 9, 2024, Meeting Minutes* (pp. 54-82)
- C. Approve Resolution 2024-34, Requesting New Internet and Phone Services* (pp. 83-84)

CITY BUSINESS

- A. Roads Safety Task Force Proposals* (pp. 85-94)
- B. 2025 Budget Discussion* (pp. 95-102)
- C. Second Reading Ordinance 2024-07-01, Water and Sewer Permit on Fee Schedule* (p. 103)
 - a. Public Hearing
 - b. Council Deliberation and Approval
- D. Second Reading Ordinance 2024-07-02, Solicitors on Fee Schedule* (p. 104)
 - a. Public Hearing
 - b. Council Deliberation and Approval

- E. First Reading Ordinance 2024-08-01, Variance Application Criteria* (pp. 105-109)
 - a. First Reading and Council Deliberation
 - b. Order Second Reading and Public Hearing
- F. First Reading Ordinance 2024-08-02, Animal Barriers* (pp. 110-111)
 - a. First Reading and Council Deliberation
 - b. Order Second Reading and Public Hearing
- G. South Shore Trail Joint Powers Agreement* (pp. 112-114)
- H. Ash Path Split Rail Fence Quotes* (pp. 115-116)
- I. Vacant Properties* (p. 117)
- J. Hunt Electric Claim from July Treasurer's Report
- K. Administrator Updates
 - a. Lift Station Update – monthly* (p. 118)
 - b. Update on Recycling Grant* (p. 119)
 - c. Tree Inspection Update* (p. 120)

ADJOURN

As of 12/31/2023

Fund	Beginning Balance	Receipts	Sale of Investments	Transfers In	Disbursements	Purchase of Investments	Transfers Out	Ending Balance	Investment Balance	Total Balance
General Fund	758,861.69	736,402.52	0.00	2,500.00	573,188.35	0.00	0.00	924,575.86	0.00	924,575.86
Special Rev Projects	3,420.69	15,750.00	0.00	0.00	5,847.64	0.00	2,500.00	10,823.05	0.00	10,823.05
Capital Project PW	111,711.31	0.00	0.00	0.00	35,969.82	0.00	0.00	75,741.49	0.00	75,741.49
Water	51,557.07	159,150.33	0.00	0.00	139,921.78	0.00	0.00	70,785.62	0.00	70,785.62
Sewer	95,053.21	117,767.88	0.00	0.00	125,590.56	0.00	0.00	87,230.53	0.00	87,230.53
Total :	1,020,603.97	1,029,070.73	0.00	2,500.00	880,518.15	0.00	2,500.00	1,169,156.55	0.00	1,169,156.55

SCHEDULE 2

As Of: As of 12/31/2023

100: General Fund

Receipts:

Taxes

General Property Taxes (31001 through 31299)	507,475.79	
Total		507,475.79

Licenses and Permits

LICENSES AND PERMITS	2,153.23	
Building Permits	85,904.73	
Kayak/Canoe Permits	1,710.00	
Zoning Permits	300.00	
Animal Licenses	110.00	
Total		90,177.96

Intergovernmental Revenues (IGR)

State Grants and Aid	37,809.00	
Total		37,809.00

Charges for Services

City/Town Hall Rent	520.00	
Leaf Collection	3,316.01	
Total		3,836.01

Fines and Forfeits

Court Fines	933.75	
Total		933.75

Miscellaneous

Interest Earning	48,393.14	
Contributions and Donations from Private Sources	20.00	
Refund-Reimbursemnt-Dividend	17,756.87	
Escrow Deposits	30,000.00	
Total		96,170.01

Total Receipts	736,402.52
-----------------------	-------------------

Other Financing Sources:

Transfers from other Funds	2,500.00
----------------------------	----------

Disbursements:

General Government

GENERAL GOVERNMENT- Current	139.70
Ordinances and Proceedings- Current	4,343.90
Mayor- Current	1,612.30
Clerk - Treasurer- Current	123,650.75
Elections- Current	1,185.00
Financial Administration- Current	636.39
Assessing- Current	5,645.89
Legal Services- Current	22,738.00
Personnel Administration (44801 through 41899)- Current	1,126.33
Grants- Current	1,957.95
Office Operations Supplies- Current	2,249.54
Insurance - employee- Current	1,902.00
City Training and Development- Current	2,656.97

SCHEDULE 2

As Of: As of 12/31/2023

100: General Fund (Continued)

Disbursements: (Continued)

General Government (Continued)

Animal Control- Current	1,148.12	
Software Expense- Current	4,000.00	
General Fund Engineering Expense- Current	31,886.00	
General Government Buildings and Plant- Current	12,916.04	
City Insurance- Current	12,133.00	
Cable Eqpmt and Service- Current	11,749.96	
Refund of Overpayment of Permit Fees- Current	416.63	
Kayak / Canoe Permit Labels- Current	167.95	
Total		244,262.42

Public Safety

Police- Current	36,216.53	
Fire- Current	39,327.08	
Building Inspections Administration- Current	52,892.55	
Other Protection- Current	68.38	
Total		128,504.54

Public Works

PUBLIC WORKS- Current	850.00	
Streets and Road Mntnc- Current	11,250.00	
Street Sweeping- Current	3,500.00	
Ice and Snow Removal- Current	76,170.79	
Tree Removal- Current	23,000.00	
Street Lighting- Current	16,472.20	
Survey - Public Property- Current	1,000.00	
Recycle- Current	17,480.00	
Total		149,722.99

Culture and Recreation

Parks- Current	31,418.22	
Total		31,418.22

Conservation of Natural Resources

Water Resources- Current	1,100.18	
Total		1,100.18

Miscellaneous Expenditures

MISCELLANEOUS- Current	60.00	
Escrow Refunds- Current	18,000.00	
Sewer Utility- Current	120.00	
Total		18,180.00

Total Disbursements

573,188.35

Other Financing Uses:

SCHEDULE 2

As Of: As of 12/31/2023

210: Special Rev Projects

Receipts:

Licenses and Permits

Dock/Lift Permit Fee

15,750.00

Total

15,750.00

Total Receipts

15,750.00

Other Financing Sources:

Disbursements:

Culture and Recreation

Recreation- Current

3,359.99

Parks- Current

2,487.65

Total

5,847.64

Total Disbursements

5,847.64

Other Financing Uses:

Transfers to other Funds

2,500.00

SCHEDULE 2

As Of: As of 12/31/2023

406: Capital Project PW

Receipts:

Total Receipts

0.00

Other Financing Sources:

Disbursements:

General Government

Capital Project Engineering Expense- Current

3,469.82

Total

3,469.82

Public Works

Streets and Road Mntnc- Current

32,500.00

Total

32,500.00

Total Disbursements

35,969.82

Other Financing Uses:

SCHEDULE 2

As Of: As of 12/31/2023

601: Water

Receipts:

Proprietary Fund Revenues	
Water Consumption	96,530.68
Water Utility User Fee	46,808.51
Water Main-break Surcharge	10,000.31
Special Water Charges	1,025.73
State Surcharge	3,367.77
Certified Bills Collections	44.49
Administrative Fee Move/Out	478.98
Penalties and Forfeited Discounts	893.86
Total	159,150.33
Total Receipts	159,150.33

Other Financing Sources:

Disbursements:

General Government	
Financial Administration- Current	12,084.81
Total	12,084.81
Miscellaneous Expenditures	
Water Utility- Current	88,836.11
Wtr/Swr Emergency- Current	38,085.71
Newsletter- Current	915.15
Total	127,836.97
Total Disbursements	139,921.78

Other Financing Uses:

SCHEDULE 2

As Of: As of 12/31/2023

605: Sewer

Receipts:

Proprietary Fund Revenues	
Sewer Consumption	62,597.59
Sewer Minimum Charge	54,538.90
Sewer Only	29.07
Penalties and Forfeited Discounts	602.32
Total	<u>117,767.88</u>
Total Receipts	<u>117,767.88</u>

Other Financing Sources:

Disbursements:

Miscellaneous Expenditures	
Utility Locates- Current	396.95
Sewer Utility- Current	73,581.61
Sewer Engineering Expense- Current	50,715.75
Postage/Postal Permits- Current	896.25
Total	<u>125,590.56</u>
Total Disbursements	<u>125,590.56</u>

Other Financing Uses:

Water

STATEMENT OF REVENUES AND EXPENSES

For the Year Ended December 31, 2023

Operating Revenues

Water Consumption	96,530.68
Water Utility User Fee	46,808.51
Water Main-break Surcharge	10,000.31
Special Water Charges	1,025.73
State Surcharge	3,367.77
Certified Bills Collections	44.49
Administrative Fee Move/Out	478.98
Penalties and Forfeited Discounts	893.86
Total Operating Revenues	<u>159,150.33</u>

Operating Expenses

Financial Administration	12,084.81
Water Utility	88,836.11
Wtr/Swr Emergency	38,085.71
Newsletter	915.15
Total Operating Expenses	<u>139,921.78</u>

Operating Income (Loss)

19,228.55

Nonoperating Revenue (Expenses)

Total Nonoperating Revenues (Expenses)

Net Income (Loss) Before Operating Transfers

19,228.55

Transfers From Other Funds

0.00

Transfers To Other Funds

0.00

Net Income

19,228.55

Sewer

STATEMENT OF REVENUES AND EXPENSES

For the Year Ended December 31, 2023

Operating Revenues	
Sewer Consumption	62,597.59
Sewer Minimum Charge	54,538.90
Sewer Only	29.07
Penalties and Forfeited Discounts	602.32
Total Operating Revenues	<u>117,767.88</u>
Operating Expenses	
Utility Locates	396.95
Sewer Utility	73,581.61
Sewer Engineering Expense	50,715.75
Postage/Postal Permits	896.25
Total Operating Expenses	<u>125,590.56</u>
Operating Income (Loss)	<u>(7,822.68)</u>
Nonoperating Revenue (Expenses)	
Total Nonoperating Revenues (Expenses)	<u></u>
Net Income (Loss) Before Operating Transfers	<u>(7,822.68)</u>
Transfers From Other Funds	0.00
Transfers To Other Funds	0.00
Net Income	<u>(7,822.68)</u>

City of Birchwood Village

Water

Statement of Cash Flows

For the Year Ended December 31, 2023

Cash Flows From Operating Activities

Water Consumption	96,530.68
Water Utility User Fee	46,808.51
Water Main-break Surcharge	10,000.31
Special Water Charges	1,025.73
State Surcharge	3,367.77
Certified Bills Collections	44.49
Administrative Fee Move/Out	478.98
Penalties and Forfeited Discounts	893.86
Financial Administration	(12,084.81)
Water Utility	(88,836.11)
Wtr/Swr Emergency	(38,085.71)
Newsletter	(915.15)
Net Cash Provided (Used) for Operating Activities	19,228.55

Cash Flows From Noncapital Financing Activities

Net Cash Provided (Used) for Noncapital Financing Activities	0.00
---	-------------

Cash Flows From Capital and Related Financing Activities

Net Cash Provided (Used) for Capital and Related Financing Activities	0.00
--	-------------

Cash Flows From Investing Activities

Net Cash Provided (Used) for Investing Activities	0.00
--	-------------

Net Increase (Decrease) in Cash and Cash Equivalents	19,228.55
---	------------------

Cash and Cash Equivalents, January 1	51,557.07
--------------------------------------	-----------

Cash and Cash Equivalents, December 31	70,785.62
--	------------------

City of Birchwood Village

Sewer

Statement of Cash Flows

For the Year Ended December 31, 2023

Cash Flows From Operating Activities

Sewer Consumption	62,597.59
Sewer Minimum Charge	54,538.90
Sewer Only	29.07
Penalties and Forfeited Discounts	602.32
Utility Locates	(396.95)
Sewer Utility	(73,581.61)
Sewer Engineering Expense	(50,715.75)
Postage/Postal Permits	(896.25)
Net Cash Provided (Used) for Operating Activities	(7,822.68)

Cash Flows From Noncapital Financing Activities

Net Cash Provided (Used) for Noncapital Financing Activities	0.00
---	-------------

Cash Flows From Capital and Related Financing Activities

Net Cash Provided (Used) for Capital and Related Financing Activities	0.00
--	-------------

Cash Flows From Investing Activities

Net Cash Provided (Used) for Investing Activities	0.00
--	-------------

Net Increase (Decrease) in Cash and Cash Equivalents	(7,822.68)
---	-------------------

Cash and Cash Equivalents, January 1	95,053.21
--------------------------------------	-----------

Cash and Cash Equivalents, December 31	87,230.53
--	------------------

City of Birchwood Village
 STATEMENT OF INDEBTEDNESS
 For The Year Ended December 31, 2023

Bonded Indebtedness	Interest Rate	Issue Date	Final Maturity Date	Outstanding Jan 1, 2023	Issued in 2023	Paid in 2023	Outstanding Dec 31, 2023
---------------------	---------------	------------	---------------------	-------------------------	----------------	--------------	--------------------------

Total City Indebtedness

[a]

[b]

[c]

Note:

[*] Special Assessment Bonds and Revenue Bonds with General Obligation backing should not be classified as General Obligation Bonds.

[a] The Jan, 1 balance should agree with the Dec. 31 balance of the prior year.

[b] Amounts paid should agree with the amounts shown as principal paid on Schedule 2 and 4.

[c] Bonds Maturing January 1, which are paid on or before December 31, should not be included in the balance outstanding at December 31

For the period : 1/1/2023 To 12/31/2023

Investment Type	Description	Beginning Balance	Date	Deposits	Withdrawals	Ending Balance
	Total			0.00	0.00	0.00
	Total All Investments			0.00	0.00	0.00

As of As of 12/31/2023

Personal Services

IRS - US Treasury	26,832.40
League of MN Cities Insurance Trust	1,902.00
MN Department of Revenue	7,153.21
Payroll Period Ending 01/03/2023	2,263.71
Payroll Period Ending 01/04/2023	2,534.95
Payroll Period Ending 01/19/2023	2,553.55
Payroll Period Ending 01/31/2023	2,730.20
Payroll Period Ending 02/01/2023	2,517.44
Payroll Period Ending 02/16/2023	2,688.36
Payroll Period Ending 03/01/2023	4,140.62
Payroll Period Ending 03/16/2023	1,998.27
Payroll Period Ending 03/31/2023	1,998.27
Payroll Period Ending 04/05/2023	886.09
Payroll Period Ending 04/14/2023	1,998.27
Payroll Period Ending 04/24/2023	2,361.43
Payroll Period Ending 05/02/2023	760.55
Payroll Period Ending 05/09/2023	2,840.18
Payroll Period Ending 05/24/2023	3,303.62
Payroll Period Ending 06/02/2023	1,458.82
Payroll Period Ending 06/09/2023	3,255.33
Payroll Period Ending 06/22/2023	3,507.12
Payroll Period Ending 07/05/2023	5,170.15
Payroll Period Ending 07/20/2023	3,150.90
Payroll Period Ending 08/01/2023	3,007.51
Payroll Period Ending 08/14/2023	3,338.15
Payroll Period Ending 08/31/2023	3,119.56
Payroll Period Ending 09/03/2023	2,110.40
Payroll Period Ending 09/13/2023	2,999.45
Payroll Period Ending 09/27/2023	3,229.23
Payroll Period Ending 10/04/2023	1,861.44
Payroll Period Ending 10/13/2023	5,170.08
Payroll Period Ending 10/26/2023	5,880.18
Payroll Period Ending 11/10/2023	5,012.15
Payroll Period Ending 11/18/2023	3,689.99
Payroll Period Ending 12/07/2023	3,771.07
Payroll Period Ending 12/16/2023	4,404.71
Payroll Period Ending 12/20/2023	1,612.30
PERA	16,364.31

Supplies

Air Chek	38.85
Amazon	429.18
Bellinger, Therese	316.80
BrightView Landscapes, LLC.	44,861.40
Cahill, Mary	113.72
Core & Main	247.19
Deluxe	361.50
Hankins, Ryan	623.84
Kellen, Rebecca	87.97

As of As of 12/31/2023

Supplies (Continued)

MENARD'S - OAKDALE	87.40
Metropolitan Council - Env. Service	55,022.64
Rebecca Kellen	16.35
Rydeen, Jim	702.08
Schwaab, Inc.	167.95
Sorenson, Andy	317.64
St. Paul Stamp Works, Inc	56.10
Therese Bellinger	3,962.53
Washington County - Property & Tax	1,185.00

Other Services and Charges

A T & T Mobility	642.25
AirFresh Industries, Inc.	127.60
Allan Mitchell	159.99
Amazon	297.96
Amy & Adams	300.00
Andrew Gonyou	20.00
Asphalt Restoration Co. Inc	8,000.00
Bellinger, Therese	185.00
Bolton & Menk, Inc.	29,074.07
Brian Ogren	300.00
BrightView Landscapes, LLC.	31,302.40
Cahill, Mary	648.00
CAPRA'S UTILITIES, INC	22,060.28
Catalis LLC	1,000.00
Chase Peloquin	5,400.00
City of St. Anthony Village	9,333.81
City of White Bear Lake	64,841.50
City of White Bear Lake Fire	39,327.08
CivicPlus LLC	4,000.00
Companion Animal Control LLC	1,148.12
Cornerstone Land Surveying, Inc.	1,000.00
Croix Valley Inspections Inc	50,708.99
Dakota Supply Group	2,460.00
Dale Dahlquist	300.00
Dell Marketing LP	3,094.42
Dynamic Earth & Civil, LLC	850.00
Ellen Maas	300.00
Fabulous Fairlanes	300.00
Gopher State One Call	396.95
H.A. Kantrud, P.A.	19,500.00
H2O Analytics	2,000.00
Harmonic Relief	300.00
Heating & Cooling Exxperts, LLC	304.00
Hugo Equipment Company	60.85
Jennifer Eckes	300.00
John Wikstrom	4,800.00
Kamstrup Water Metering LLC	2,494.11
Kellen, Rebecca	935.44

As of As of 12/31/2023

Other Services and Charges (Continued)

Kodiak Power Solutions	1,532.31
League of MN Cities	1,165.00
League of MN Cities Insurance Trust	12,133.00
Legacy Celtic Music, LLC	300.00
LMCIT	3,238.00
LRS Portables, LLC	2,289.00
Lutmer, Tom	300.00
Manship Plumbing & Heating Inc	15,870.00
Mary Cahill	564.47
Menard's - MAPLEWOOD	49.52
MENARD'S - OAKDALE	2,906.11
Merrick Inc.	915.15
Metro - INET	6,156.00
Minnesota Department of Health	3,397.00
Minnesota Mayors Association	30.00
Minutes Solutions	3,275.00
MN Department of Labor and Industry	2,183.56
MN Department of Revenue	81.36
Nitti, Thomas	28.03
Northeast Youth & Family Services	1,957.95
Oakdale Rental	89.40
Press Publications	4,767.90
Rebecca Kellen	944.30
Reiss, Sue	(872.50)
Scottie Miller	300.00
St. Anthony Village	3,278.00
Steve Dean	24,100.00
Stoltzman, Cris	1,710.25
TA Schifsky & Sons, Inc.	50,315.00
Tennis Sanitation, LLC	17,480.00
Thatcher Engineering, Inc	45,370.00
Toshiba America Business Solutions	127.44
TSE, Inc. Work Account	575.71
USS Minnesota One MT LLC	9,691.61
Washington County - Property & Tax	245.89
Washington County Sheriff	36,284.91
Water Conservation Service Inc.	1,406.64
Weier, Katherine	350.00
White Bear Lake Fireworks Fund	200.00
White Bear Lk Conservation District	1,100.18
White Bear Locksmith	148.50
White Bear Township	6,256.53
Wikstrom, John	7,200.00
Xcel Energy	21,003.74

Capital Outlay

Debt Service

Other Financing Uses

As of As of 12/31/2023

Other Financing Uses (Continued)

AcM- DBA Apollo Heating, Air and PI	42.82
All Energy Solar, Inc	3,000.00
Belisle, Kim	16.70
Bernier, Michael and Jessica	14.77
Brunstad, Anthony	37.02
Cahill, Mary	896.25
Correcting Entry	6,000.00
Danks, Aden	60.00
Flattum, David	243.81
Internal Transfer	2,500.00
Judkins, Ross	26.58
Michaels Homes	3,000.00
Ohern, Thomas	44.63
Reis, Susan	3,000.00
Reiss, Sue	3,130.00
Therese Bellinger	113.68

Total **883,018.15**

City of Birchwood Village
Bank Reconciliation

US Bank
General Fund #1-801-2001-5920
7/31/2024

Genl Fund 4M #35172-101

**** BANK RECONCILIATION
NOT AVAILABLE DUE TO
THE TIMING OF THE REPORTS
BEING DUE. IT WILL BE INCLUDED
NEXT MONTH ALONG WITH THE
AUGUST RECONCILIATION.**

US Bank 4M balance

General Fund

Outstanding Checks

Outstanding Checks
Deposit on bank not on 4/M
Deposit on bank not on 4/M
Deposit on bank not on 4/M
General Fund Checks clrd not on 4M

Bank Open Items

APS Checking (timing)
Additional UB Deposit
Settlement Returns (Jan)

Genl Ledger Open Items

ACH Refunds (booked 2/10)

Balance Per Cash Control Statement

=====

DIFFERENCE

\$0.00

Fund Name: All Funds

Date Range: 07/01/2024 To 07/31/2024

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
07/01/2024	Buberl Black Dirt, Inc	33022*	Black Dirt for Beach Maintenance	N	Parks	100-45207-220-	\$ 110.50
	Total For Check	33022					\$ 110.50
07/01/2024	Bolton & Menk, Inc.	33023*	Engineering Meetings Regarding 160 Cedar Street	N	General Fund Engineering Expense	100-41925-300-	\$ 2,291.00
	Total For Check	33023					\$ 2,291.00
07/01/2024	Bolton & Menk, Inc.	33024*	City Council Meeting Attendance and Misc Engineering Consultation	N	General Fund Engineering Expense	100-41925-300-	\$ 300.00
		33024*				100-41925-300-	\$ 1,264.00
	Total For Check	33024					\$ 1,564.00
07/01/2024	Bolton & Menk, Inc.	33025*	Lift Station Reconstruction--Coordination and Admin	N	Sewer Engineering Expense	605-49485-300-	\$ 3,552.00
	Total For Check	33025					\$ 3,552.00
07/01/2024	Bolton & Menk, Inc.	33026*	Engineering Serv for 117 Wildwood--Have Billed HO	N	General Fund Engineering Expense	100-41925-300-	\$ 79.00
	Total For Check	33026					\$ 79.00
07/01/2024	City of White Bear Lake Public Work	33027*	July 2024 Monthly Public Safety Facility Fire Services	N	Fire	100-42201-314-	\$ 1,196.42
	Total For Check	33027					\$ 1,196.42
07/01/2024	City of White Bear Lake Fire	33028*	Fire Srvc -July 2024	N	Fire	100-42201-314-	\$ 3,888.84
	Total For Check	33028					\$ 3,888.84
07/01/2024	Core & Main	33029*	Water Main Supplies Purchased By Manship	N	Water Utility	601-49415-220-	\$ 290.26
	Total For Check	33029					\$ 290.26
07/01/2024	Earl F. Andersen	33030*	No Parking Signs	N	Parks	100-45207-226-	\$ 187.95
	Total For Check	33030					\$ 187.95

Fund Name: All Funds

Date Range: 07/01/2024 To 07/31/2024

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
07/01/2024	ESRI	33031*	Software Program for Lead Pipe Inventory-Will be reimbursed by Bolton Menk	N	Recording and Reporting	100-41420-382-	\$ 1,247.00
		Total For Check	33031				\$ 1,247.00
07/01/2024	Gopher State One Call	33032*	May--39 Tickets	N	Utility Locates	605-49455-314-	\$ 51.30
		Total For Check	33032				\$ 51.30
07/01/2024	H.A. Kantrud, P.A.	33033*	Attorney Services -July 2024	N	Legal Services	100-41601-300-	\$ 1,500.00
		Total For Check	33033				\$ 1,500.00
07/01/2024	Hunt Electric	33034*	Inspection Fee for Electrical Outlet Added at City Hall	N	General Government Buildings and Plant	100-41940-220-	\$ 54.00
		Total For Check	33034				\$ 54.00
07/01/2024	John Wikstrom	33035*	June City Planner Fees	N	Planning and Zoning	100-41910-300-	\$ 1,600.00
		Total For Check	33035				\$ 1,600.00
07/01/2024	League of MN Cities Insurance Trust	33036*	Workers Comp Coverage Premium	N	City Insurance	100-41945-361-	\$ 2,095.00
		Total For Check	33036				\$ 2,095.00
07/01/2024	Manship Plumbing & Heating Inc	33037*	Sewer/Water-June-Retainer, Locates, Repair at Hall & Jay, 165 Wildwood Inspection	N	Water Utility	601-49415-314-	\$ 800.00
		33037*				601-49415-314-	\$ 240.00
		33037*				601-49415-314-	\$ 430.00
		Total For Check	33037				\$ 1,470.00
07/01/2024	MENARD'S - OAKDALE	33038*	Maintenance--White Paint	N	General Government Buildings and Plant	100-41940-220-	\$ 56.41
		Total For Check	33038				\$ 56.41
07/01/2024	Merrick Inc.	33039*	Q2 mailer--Summer Newsletter	N	Newsletter	601-49435-350-	\$ 185.71
		Total For Check	33039				\$ 185.71
07/01/2024	Metro - INET	33040*	IT Charges--June Tech Support and Personnel Recovery.	N	General Government Buildings and Plant	100-41940-320-	\$ 501.00
		Total For Check	33040				\$ 501.00
07/01/2024	TSE, Inc. Work Account	33041*	Janitorial Services - 6/6 and 6/20	N	General Government Buildings and Plant	100-41940-314-	\$ 29.95
		33041*				100-41940-314-	\$ 29.95

Fund Name: All Funds

Date Range: 07/01/2024 To 07/31/2024

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
		Total For Check	33041				\$ 59.90
07/01/2024	Therese Bellinger	33042*	Reimbursement for Misc Off Supplies & Postage	N	Office Operations Supplies	100-41911-200-	\$ 377.72
		Total For Check	33042				\$ 377.72
07/01/2024	Toshiba America Business Solutions	33043*	June Monthly Usage Allowance	N	Office Operations Supplies	100-41911-314-	\$ 10.62
		Total For Check	33043				\$ 10.62
07/01/2024	Stoltzman, Cris	33044*	Videography - Council Mtg June--4 hrs	N	Cable Eqpmt and Service	100-41950-314-	\$ 106.00
		Total For Check	33044				\$ 106.00
07/01/2024	USS Minnesota One MT LLC	33045*	Solar Energy Charges - May Charges	N	General Government Buildings and Plant	100-41940-380-	\$ 144.29
		33045*			Sewer Utility	605-49465-380-	\$ 384.76
		33045*				605-49465-380-	\$ 697.38
		Total For Check	33045				\$ 1,226.43
07/01/2024	Xcel 2335-4	EFT06182024A*	Electricity 4/21/24-05/20/2024	N	Water Utility	601-49415-380-	\$ 10.29
		Total For Check	EFT06182024A				\$ 10.29
07/01/2024	Xcel 9369-0	EFT06182024B*	407 Lake Lift Station 04/21/24-05/20/24	N	Sewer Utility	605-49465-380-	\$ 29.68
		Total For Check	EFT06182024B				\$ 29.68
07/01/2024	Xcel 4094-1	EFT06182024C*	Gas Service 04/21/24-05/20/24 200 Wildwood Lift Station	N	Water Utility	605-49415-380-	\$ 30.27
		Total For Check	EFT06182024C				\$ 30.27
07/01/2024	A T & T Mobility	EFT06222024*	Wireless for water tower- 6/2/24-7/1/24	N	Water Utility	601-49415-382-	\$ 53.95
		Total For Check	EFT06222024				\$ 53.95
07/02/2024	Folk Revival-c/o David Swanson	33046*	Music in the Park - July 21, 2024--Reprint with different name--initial chk voided	N	Recreation	210-45101-440-	\$ 300.00
		Total For Check	33046				\$ 300.00
07/03/2024	Metropolitan Council - Env. Service	33047*	Q2 SAC Reporting and Payment Requirement--For 160 Cedar Street--New Home Construction	N	Sewer Utility	605-49465-217-	\$ 2,460.15

Fund Name: All Funds

Date Range: 07/01/2024 To 07/31/2024

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
		Total For Check	33047				\$ 2,460.15
07/03/2024	Payroll Period Ending 07/03/2024	33048	Office Payroll 6/16 - 6/29/24	N	Clerk - Treasurer	100-41401-100-	\$ 1,006.77
		Total For Check	33048				\$ 1,006.77
07/03/2024	Payroll Period Ending 07/03/2024	33049	Office Payroll 6/16 - 6/29/24	N	Clerk - Treasurer	100-41401-100-	\$ 2,188.51
		Total For Check	33049				\$ 2,188.51
07/03/2024	Payroll Period Ending 07/03/2024	33050	Office Payroll 6/16 - 6/29/24	N	Parks	100-45207-100-	\$ 1,112.33
		Total For Check	33050				\$ 1,112.33
07/03/2024	PERA	EFT07032024-A*	Retirement funds-PR 6/16 - 6/29/24, TB, RK, JR	N	Clerk - Treasurer	100-41401-121-	\$ 587.10
		EFT07032024-A*			Parks	100-45207-121-	\$ 200.38
		Total For Check	EFT07032024-A				\$ 787.48
07/09/2024	IRS - US Treasury	EFT070924A	Federal Taxes - Q2 2024 -June Payment	N	Clerk - Treasurer	100-41401-100-	\$ 1,510.62
		EFT070924A				100-41401-100-	\$ 353.28
		EFT070924A				100-41401-100-	\$ 558.68
		Total For Check	EFT070924A				\$ 2,422.58
07/09/2024	MN Department of Revenue	EFT070924B	MN State Tax eFiling - 2024 Q2- June pymt	N	Clerk - Treasurer	100-41401-115-	\$ 579.21
		Total For Check	EFT070924B				\$ 579.21
07/12/2024	MN Department of Labor and Industry	EFT071224A*	Building Permit Surcharge - Q2-2024	N	Building Inspections Administration	100-42401-437-	\$ 546.48
		Total For Check	EFT071224A				\$ 546.48
07/18/2024	Payroll Period Ending 07/18/2024	33051	Office Payroll 6/30/24 - 7/13/24	N	Clerk - Treasurer	100-41401-100-	\$ 1,055.64
		Total For Check	33051				\$ 1,055.64
07/18/2024	Payroll Period Ending 07/18/2024	33052	Office Payroll 6/30/24 - 7/13/24	N	Clerk - Treasurer	100-41401-100-	\$ 51.08
		Total For Check	33052				\$ 51.08
07/18/2024	Payroll Period Ending 07/18/2024	33053	Office Payroll 6/30/24 - 7/13/24	N	Clerk - Treasurer	100-41401-100-	\$ 2,188.51
		Total For Check	33053				\$ 2,188.51
07/18/2024	Payroll Period Ending 07/18/2024	33054	Office Payroll 6/30/24 - 7/13/24	N	Parks	100-45207-100-	\$ 444.07
		Total For Check	33054				\$ 444.07
07/18/2024	Payroll Period Ending 07/18/2024	33055	Office Payroll 6/30/24 - 7/13/24	N	Clerk - Treasurer	100-41401-100-	\$ 946.44

Fund Name: All Funds

Date Range: 07/01/2024 To 07/31/2024

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
		Total For Check	33055				\$ 946.44
07/18/2024	Payroll Period Ending 07/18/2024	33056	Office Payroll 6/30/24 - 7/13/24	N	Parks	100-45207-100-	\$ 925.93
		Total For Check	33056				\$ 925.93
07/18/2024	PERA	EFT07182024-A*	Retirement funds-PR 6/30 - 7/13/24, TB, MO, RK, JR	N	Clerk - Treasurer	100-41401-121-	\$ 758.65
		EFT07182024-A*			Parks	100-45207-121-	\$ 163.58
		Total For Check	EFT07182024-A				\$ 922.23
07/25/2024	Bolton & Menk, Inc.	33057*	Engineering Site Visit for 160 Cedar St	N	General Fund Engineering Expense	100-41925-300-	\$ 790.00
		Total For Check	33057				\$ 790.00
07/25/2024	Bolton & Menk, Inc.	33058*	Engineer at CC Meeting and Mis Engineering Needs	N	General Fund Engineering Expense	100-41925-300-	\$ 300.00
		33058*				100-41925-300-	\$ 395.00
		Total For Check	33058				\$ 695.00
07/25/2024	Bolton & Menk, Inc.	33059*	Capital Improvement-Road	N	Capital Project Engineering Expense	406-41935-300-	\$ 2,340.00
		Total For Check	33059				\$ 2,340.00
07/25/2024	Bolton & Menk, Inc.	33060*	Engineering Plan Review for 160 Cedar Street	N	General Fund Engineering Expense	100-41925-300-	\$ 237.00
		Total For Check	33060				\$ 237.00
07/25/2024	Bolton & Menk, Inc.	33061*	Grant Coordination by Engineer	N	Sewer Engineering Expense	605-49485-300-	\$ 343.00
		Total For Check	33061				\$ 343.00
07/25/2024	Bolton & Menk, Inc.	33062*	CC Meeting and General Engineering Services	N	General Fund Engineering Expense	100-41925-300-	\$ 300.00
		33062*				100-41925-300-	\$ 1,774.00
		Total For Check	33062				\$ 2,074.00
07/25/2024	Buberl Black Dirt, Inc	33063*	Black Dirt for Beach Maintenance	N	Parks	100-45207-400-	\$ 51.00
		Total For Check	33063				\$ 51.00
07/25/2024	City of White Bear Lake Fire	33064*	Fire Srvc -Aug 2024	N	Fire	100-42201-314-	\$ 3,888.84
		Total For Check	33064				\$ 3,888.84
07/25/2024	City of White Bear Lake Public Work	33065*	Aug 2024 Monthly Public Safety Facility Fire Services	N	Fire	100-42201-314-	\$ 1,196.42

Fund Name: All Funds

Date Range: 07/01/2024 To 07/31/2024

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
	Total For Check	33065					\$ 1,196.42
07/25/2024	City of White Bear Lake	33066*	Quarterly Water Billing 03/18/2024-06/17/2024	N	Water Utility	601-49415-314-	\$ 11,805.89
	Total For Check	33066					\$ 11,805.89
07/25/2024	Companion Animal Control LLC	33067*	Animal Control Services -Aug 24 Retainer Only	N	Animal Control	100-41916-314-	\$ 80.00
	Total For Check	33067					\$ 80.00
07/25/2024	General Repair Service	33068*	Lift Station Pump Repair	N	Sewer Utility	605-49465-314-	\$ 8,009.43
	Total For Check	33068					\$ 8,009.43
07/25/2024	Gopher State One Call	33069*	June--62 Tickets	N	Utility Locates	605-49455-314-	\$ 83.70
	Total For Check	33069					\$ 83.70
07/25/2024	H.A. Kantrud, P.A.	33070*	Attorney Services -Aug 2024	N	Legal Services	100-41601-300-	\$ 1,500.00
	Total For Check	33070					\$ 1,500.00
07/25/2024	John Wikstrom	33071*	July City Planner Fees	N	General Fund Engineering Expense	100-41925-300-	\$ 1,600.00
	Total For Check	33071					\$ 1,600.00
07/25/2024	Wingfield, Mary	33072*	Reimburse Community Club Donation--Deposited In Error	N	MISCELLANEOUS	100-49001-430-	\$ 24.00
	Total For Check	33072					\$ 24.00
07/25/2024	MENARD'S - OAKDALE	33073*	No Parking Sign Hardware and Posts	N	General Government Buildings and Plant	100-41940-220-	\$ 19.48
	Total For Check	33073					\$ 19.48
07/25/2024	MENARD'S - OAKDALE	33074*	Hose to Water Newly Planted Trees	N	General Government Buildings and Plant	100-41940-220-	\$ 349.95
	Total For Check	33074					\$ 349.95
07/25/2024	Manship Plumbing & Heating Inc	33075*	Sewer/Water-July-Retainer, Locates, Storm Sewer Clean Out	N	Water Utility	601-49415-314-	\$ 800.00
		33075*				601-49415-314-	\$ 240.00
		33075*				601-49415-314-	\$ 240.00
	Total For Check	33075					\$ 1,280.00
07/25/2024	Metropolitan Council - Env. Service	33076*	Waste Water Services	N	Sewer Utility	605-49465-217-	\$ 5,335.64
	Total For Check	33076					\$ 5,335.64

Fund Name: All Funds

Date Range: 07/01/2024 To 07/31/2024

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
07/25/2024	Metro - INET	33077*	IT Charges--July Tech Support and Personnel Recovery.	N	General Government Buildings and Plant	100-41940-320-	\$ 501.00
		Total For Check					\$ 501.00
07/25/2024	Press Publications	33078*	Ref #810825, Candidate Filing	N	Ordinances and Proceedings	100-41130-351-	\$ 63.06
		Total For Check					\$ 63.06
07/25/2024	Press Publications	33079*	Ref #809801--Ord 2024-06-03 July 9 06/27	N	Ordinances and Proceedings	100-41130-351-	\$ 63.06
		Total For Check					\$ 63.06
07/25/2024	Hankins, Ryan	33080*	Reimburse for Website Hosting Subscription--Domain Annual	N	Software Expense	100-41921-230-	\$ 164.76
		Total For Check					\$ 164.76
07/25/2024	Tennis Sanitation, LLC	33081*	Recycling for Service Period: May - June 2024	N	Recycle	100-43300-314-	\$ 3,128.00
		Total For Check					\$ 3,128.00
07/25/2024	Stoltzman, Cris	33082*	Videography - Council Mtg July--5 hrs	N	Cable Eqpmt and Service	100-41950-314-	\$ 132.50
		Total For Check					\$ 132.50
07/25/2024	Toshiba America Business Solutions	33083*	July Monthly Usage Allowance	N	Office Operations Supplies	100-41911-314-	\$ 10.62
		Total For Check					\$ 10.62
07/25/2024	Therese Bellinger	33084*	Reimbursement for Trailer Registration	N	General Government Buildings and Plant	100-41940-587-	\$ 107.13
		Total For Check					\$ 107.13
07/25/2024	Tracy Printing, Inc.	33085*	Window Envelopes for Utility Mailings	N	Office Operations Supplies	100-41911-210-	\$ 284.20
		Total For Check					\$ 284.20
07/25/2024	Washington County Sheriff	33086*	Police Services- 219503 Jan - June 2024	N	Police	100-42101-314-	\$ 44,064.53
		Total For Check					\$ 44,064.53
07/30/2024	Payroll Period Ending 07/27/2024	33087	Office Payroll 7/14-7/27/2024	N	Clerk - Treasurer	100-41401-100-	\$ 1,153.40
		Total For Check					\$ 1,153.40
07/30/2024	Payroll Period Ending 07/27/2024	33089	Office Payroll 7/14-7/27/2024	N	Parks	100-45207-100-	\$ 316.21

Fund Name: All Funds

Date Range: 07/01/2024 To 07/31/2024

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
		Total For Check	33089				\$ 316.21
07/30/2024	Press Publications	33090*	Ref #811722-PN-ORD SEC 622 7/25 Ref #811721-PN-ORD SEC 621 7/25	N	Ordinances and Proceedings	100-41130-351-	\$ 73.57
		Total For Check	33090*			100-41130-351-	\$ 73.57
		Total For Check	33090				\$ 147.14
07/30/2024	Water Conservation Service Inc.	33091*	Water Main Leak Locates - 3/18-3/19. 262 Wildwood & 235 Cedar	N	Wtr/Swr Emergency	601-49425-300-	\$ 1,980.04
		Total For Check	33091				\$ 1,980.04
07/30/2024	Payroll Period Ending 07/27/2024	33092	Office Payroll 7/14-7/27/2024	N	Clerk - Treasurer	100-41401-100-	\$ 2,188.51
		Total For Check	33092				\$ 2,188.51
07/30/2024	Xcel 2335-4	EFT073024A*	Electricity 06/19/2024-07/21/2024	N	Water Utility	601-49415-380-	\$ 10.46
		Total For Check	EFT073024A				\$ 10.46
07/31/2024	Xcel 2307-8	EFT07012024-A ³	Street Lighting 7/1/2024	N	Street Lighting	100-43160-380-	\$ 1,346.14
		Total For Check	EFT07012024-A				\$ 1,346.14
07/31/2024	Xcel 2335-4	EFT07182024-A ³	Electricity 05/20/2024-06/19/2024	N	Water Utility	601-49415-380-	\$ 10.57
		Total For Check	EFT07182024-A				\$ 10.57
07/31/2024	Xcel 9369-0	EFT07182024-B ⁴	407 Lake Lift Station 05/20/2024-06/19/2024	N	Sewer Utility	605-49465-380-	\$ 28.54
		Total For Check	EFT07182024-B				\$ 28.54
07/31/2024	Xcel 4094-1	EFT07182024-C ⁴	Gas Service 05/20/2024-06/18/2024 200 Wildwood Lift Station	N	Water Utility	605-49415-380-	\$ 28.54
		Total For Check	EFT07182024-C				\$ 28.54
07/31/2024	A T & T Mobility	EFT07222024-A ³	Wireless for water tower- 7/2/2024-8/1/2024	N	Water Utility	601-49415-382-	\$ 53.75
		Total For Check	EFT07222024-A				\$ 53.75
07/31/2024	Xcel 2307-8	EFT07312024-A ³	Street Lighting 7/31/2024	N	Street Lighting	100-43160-380-	\$ 1,296.15

Fund Name: All Funds

Date Range: 07/01/2024 To 07/31/2024

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
			Total For Check		EFT07312024-A		\$ 1,296.15
Total For Selected Checks							\$ 140,544.32

Fund Name: All Funds

Date Range: 07/01/2024 To 07/31/2024

<u>Date</u>	<u>Remitter</u>	<u>Receipt #</u>	<u>Description</u>	<u>Deposit ID</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-P</u>	<u>Total</u>	
07/01/2024	Vibar, James	171736163*	BP 24-0086, 127 Birchwood Ave	(07/01/2024) -	eft	N Building Permits	100-32211-	\$ 258.75	
								\$ 258.75	
07/02/2024	Hartman, John	171736164*	Zoning a24-0200, 234 Cedar St	(07/02/2024) -	eft	N Building Permits	100-32211-	\$ 60.00	
								\$ 60.00	
07/02/2024	Lundquist, Riki	171736165*	Utility EFT Payment--8164.02	(07/02/2024) -	eft	N MISCELLANEOUS REVENUES	100-36200-	\$ 90.00	
								\$ 90.00	
07/03/2024	Heimer, Ralph	171736152*	CC Donation Deposited In Error--	(07/03/2024) -		N MISCELLANEOUS REVENUES	100-36200-	\$ 4.00	
								\$ 4.00	
07/03/2024	Ehlenz, Tim	171736153*	BP 24-0062, 161 Wildwood Ave	(07/03/2024) -		N Building Permits	100-32211-	\$ 509.75	
								\$ 509.75	
07/03/2024	Werra, Melissa	171736166*	Utility Payment for #8734	(07/03/2024) -	eft	N MISCELLANEOUS REVENUES	100-36200-	\$ 78.64	
								\$ 78.64	
07/03/2024	Washington County	171736180	Property Taxes-First Half 2024. Amounts coded to Sewer and Water were collected by WACO.	(07/03/2024) -		N General Property Taxes (31001 through 31299)	100-31001-	\$ 309,942.32	
							Water Consumption	601-37111-	\$ 1,895.42
							Water Utility User Fee	601-37112-	\$ 1,338.32
							Water Main-break Surcharge	601-37113-	\$ 1,175.03
							Special Water Charges	601-37115-	\$ 48.02
							State Surcharge	601-37116-	\$ 96.10
							Administrative Fee Move/Out	601-37118-	\$ 229.64
							Penalties and Forfeited Discounts	601-37160-	\$ 25.23
							Sewer Consumption	605-37211-	\$ 1,967.47
							Sewer Minimum Charge	605-37212-	\$ 1,806.63
							Penalties and Forfeited Discounts	605-37260-	\$ 168.88
								\$ 318,693.06	

Fund Name: All Funds

Date Range: 07/01/2024 To 07/31/2024

<u>Date</u>	<u>Remitter</u>	<u>Receipt #</u>	<u>Description</u>	<u>Deposit ID</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-P</u>	<u>Total</u>
07/05/2024	Berg, Jim	171736167*	Utility Payment for #8606-00	(07/05/2024) - eft	N	MISCELLANEOUS REVENUES	100-36200-	\$ 65.22 \$ 65.22
07/11/2024	Bear Roofing	171736168*	BP 24-0069	(07/11/2024) - eft	N	Building Permits	100-32211-	\$ 302.25 \$ 302.25
07/11/2024	Reiss, Al	171736169*	Rightaway Permit a24-0204, 127 Wildwood	(07/11/2024) - eft	N	Building Permits	100-32211-	\$ 200.00 \$ 200.00
07/11/2024	Standard Heating	171736170*	BP 24-0054,	(07/11/2024) - eft	N	Building Permits	100-32211-	\$ 151.00 \$ 151.00
07/11/2024	Donovan, Lara	171736171*	BP 24-0049	(07/11/2024) - eft	N	Building Permits	100-32211-	\$ 409.00 \$ 409.00
07/12/2024	Mattco Excavating	171736172*	BP 24-0083, 131 Wildwood	(07/12/2024) - eft	N	Building Permits	100-32211-	\$ 39.25 \$ 39.25
07/12/2024	Reiss, Al	171736173*	Escrow Deposit, 127 Wildwood	(07/12/2024) - eft	N	Escrow Deposits	100-36245-8	\$ 3,000.00 \$ 3,000.00
07/16/2024	Nickolaus, Tony	171736174*	Rightaway Permit and Escrow Dep, 117 Wildwood	(07/16/2024) - eft	N	Building Permits Escrow Deposits	100-32211- 100-36245-8	\$ 274.50 \$ 3,000.00 \$ 3,274.50
07/17/2024	Morse, Avery	171736175*	New Water Meter Charge, 160 Cedar St	(07/17/2024) - eft	N	MISCELLANEOUS REVENUES	100-36200-	\$ 200.00 \$ 200.00
07/18/2024	Morse, Avery	171736176*	BP 24-0040, 160 Cedar St	(07/18/2024) - eft	N	Building Permits	100-32211-	\$ 151.00 \$ 151.00
07/22/2024	Bonfe	171736177*	BP 24-0090, 5 Oaks Lane	(07/22/2024) - eft	N	Building Permits	100-32211-	\$ 151.00 \$ 151.00

Fund Name: All Funds

Date Range: 07/01/2024 To 07/31/2024

<u>Date</u>	<u>Remitter</u>	<u>Receipt #</u>	<u>Description</u>	<u>Deposit ID</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-P</u>	<u>Total</u>
07/23/2024	Werra, Melissa	171736178*	BP 24-0082, 369 Wildwood Ave	(07/23/2024) -	eft	N Building Permits	100-32211-	\$ 162.06
								<hr/> \$ 162.06
07/24/2024	Haupt, Mark	171736179*	Zoning Permit, z24-0005, 520 Hall Ave	(07/24/2024) -	eft	N Building Permits	100-32211-	\$ 60.00
								<hr/> \$ 60.00
07/25/2024	Telcom	171736154*	Rightaway Permit 24-0085, 125 Wildwood	(07/25/2024) -		N Building Permits	100-32211-	\$ 274.50
								<hr/> \$ 274.50
07/25/2024	Telcom	171736155*	Rightaway Permit 24-0085, 125 Wildwood--Escrow Dep	(07/25/2024) -		N Escrow Deposits	100-36245-8	\$ 3,000.00
								<hr/> \$ 3,000.00
07/25/2024	Schaffhausen, Mark	171736156*	Payment for Eng Services	(07/25/2024) -		N Building Permits	100-32211-	\$ 237.00
								<hr/> \$ 237.00
07/25/2024	Ramsey/Washington Cable Commission	171736157*	Suburban Cable Commission--2nd Q Funds	(07/25/2024) -		N Refund-Reimbursemnt-Dividend	100-36240-	\$ 344.50
								<hr/> \$ 344.50
07/25/2024	Newpew, Nick	171736158*	Kayak Rack Rental	(07/25/2024) -		N Kayak/Canoe Permits	100-32212-	\$ 35.00
								<hr/> \$ 35.00
07/25/2024	Corliss, K	171736159*	Kayak Rack Catchup	(07/25/2024) -		N Kayak/Canoe Permits	100-32212-	\$ 10.00
								<hr/> \$ 10.00
07/25/2024	Haupt, Mark	171736160*	Kayak Rack Catchup	(07/25/2024) -		N Kayak/Canoe Permits	100-32212-	\$ 10.00
								<hr/> \$ 10.00
07/25/2024	Nickolaus, Tony	171736161*	Payment for Engineering Services	(07/25/2024) -		N Building Permits	100-32211-	\$ 79.00
								<hr/> \$ 79.00
07/25/2024	Bolton-Menk	171736162*	Reimbursement for Arc Gis Subscription	(07/25/2024) -		N CHARGES FOR SERVICES	100-34001-	\$ 1,247.00
								<hr/> \$ 1,247.00

Fund Name: All Funds

Date Range: 07/01/2024 To 07/31/2024

<u>Date</u>	<u>Remitter</u>	<u>Receipt #</u>	<u>Description</u>	<u>Deposit ID</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-P</u>	<u>Total</u>
Total for Selected Receipts								<u>\$ 333,096.48</u>

As on 7/31/2024

Special Rev Projects

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Dock/Lift Permit Fee	0.00	14,000.00	14,000.00
Total Acct 322	0.00	14,000.00	14,000.00
Total Revenues	0.00	14,000.00	14,000.00
Other Financing Sources:			
Total Other Financing Sources	0.00	0.00	0.00
Disbursements:			
Recreation			
Miscellaneous (431 through 499)	0.00	200.00	(200.00)
Community Events	0.00	3,600.00	(3,600.00)
Total Acct 451	0.00	3,800.00	(3,800.00)
Total Disbursements	0.00	3,800.00	(3,800.00)
Other Financing Uses:			
Total Other Financing Uses	0.00	0.00	0.00
Beginning Cash Balance		10,823.05	
Total Receipts and Other Financing Sources		14,000.00	
Total Disbursements and Other Financing Uses		3,800.00	
Cash Balance as of 07/31/2024		21,023.05	

As on 7/31/2024

Water

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Water Consumption	0.00	37,438.00	37,438.00
Water Utility User Fee	0.00	25,737.98	25,737.98
Water Main-break Surcharge	0.00	16,677.94	16,677.94
Special Water Charges	0.00	846.51	846.51
State Surcharge	0.00	1,671.33	1,671.33
Administrative Fee Move/Out	0.00	827.63	827.63
Penalties and Forfeited Discounts	0.00	620.88	620.88
Total Acct 371	0.00	83,820.27	83,820.27
Total Revenues	0.00	83,820.27	83,820.27
Other Financing Sources:			
Transfer From General Fund	0.00	6,287.74	6,287.74
Total Acct 392	0.00	6,287.74	6,287.74
Total Other Financing Sources	0.00	6,287.74	6,287.74
Disbursements:			
Financial Administration			
Contracted Services	0.00	7,870.00	(7,870.00)
Total Acct 415	0.00	7,870.00	(7,870.00)
Water Utility			
Repair and Maintenance Supplies (221 through 229)	0.00	1,267.65	(1,267.65)
Contracted Services	0.00	72,308.56	(72,308.56)
Utility Services (381 through 389)	0.00	70.60	(70.60)
Utility Services: Water	0.00	506.01	(506.01)
Fees	0.00	1,720.00	(1,720.00)
Wtr/Swr Emergency			
PROFESSIONAL SERVICES (301 through 319)	0.00	3,297.88	(3,297.88)
Contracted Services	0.00	29,165.90	(29,165.90)
Newsletter			
Printing and Binding (351 through 359)	0.00	373.87	(373.87)
Total Acct 494	0.00	108,710.47	(108,710.47)
Total Disbursements	0.00	116,580.47	(116,580.47)
Other Financing Uses:			
Total Other Financing Uses	0.00	0.00	0.00
Beginning Cash Balance		70,785.62	
Total Receipts and Other Financing Sources		90,108.01	
Total Disbursements and Other Financing Uses		116,580.47	
Cash Balance as of 07/31/2024		44,313.16	

As on 7/31/2024

Sewer

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Refund-Reimbursemnt-Dividend	0.00	11,173.27	11,173.27
Total Acct 362	0.00	11,173.27	11,173.27
Sewer Consumption	0.00	30,762.20	30,762.20
Sewer Minimum Charge	0.00	27,431.73	27,431.73
Penalties and Forfeited Discounts	0.00	598.75	598.75
Total Acct 372	0.00	58,792.68	58,792.68
Total Revenues	0.00	69,965.95	69,965.95
Other Financing Sources:			
Transfer From General Fund	0.00	4,580.10	4,580.10
Total Acct 392	0.00	4,580.10	4,580.10
Total Other Financing Sources	0.00	4,580.10	4,580.10
Disbursements:			
Water Utility			
Contracted Services	0.00	570.00	(570.00)
Utility Services (381 through 389)	0.00	87.57	(87.57)
Utility Locates			
Contracted Services	0.00	405.05	(405.05)
Sewer Utility			
Sewer - Wastewater Charge	0.00	44,778.33	(44,778.33)
Contracted Services	0.00	33,940.36	(33,940.36)
Utility Services (381 through 389)	0.00	6,912.51	(6,912.51)
Sewer Engineering Expense			
PROFESSIONAL SERVICES (301 through 319)	0.00	38,574.00	(38,574.00)
Postage/Postal Permits			
Communications: Postage	0.00	296.14	(296.14)
Total Acct 494	0.00	125,563.96	(125,563.96)
Total Disbursements	0.00	125,563.96	(125,563.96)
Other Financing Uses:			
Total Other Financing Uses	0.00	0.00	0.00
Beginning Cash Balance		87,230.53	
Total Receipts and Other Financing Sources		74,546.05	
Total Disbursements and Other Financing Uses		125,563.96	
Cash Balance as of 07/31/2024		36,212.62	

As on 7/31/2024

Capital Project PW

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Total Revenues	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Other Financing Sources:			
Transfer From General Fund	0.00	30,000.00	30,000.00
Total Acct 392	<u>0.00</u>	<u>30,000.00</u>	<u>30,000.00</u>
Total Other Financing Sources	<u>0.00</u>	<u>30,000.00</u>	<u>30,000.00</u>
Disbursements:			
Capital Project Engineering Expense			
PROFESSIONAL SERVICES (301 through 319)	0.00	2,340.00	(2,340.00)
Total Acct 419	<u>0.00</u>	<u>2,340.00</u>	<u>(2,340.00)</u>
Sewer Engineering Expense			
PROFESSIONAL SERVICES (301 through 319)	0.00	632.00	(632.00)
Total Acct 494	<u>0.00</u>	<u>632.00</u>	<u>(632.00)</u>
Total Disbursements	<u>0.00</u>	<u>2,972.00</u>	<u>(2,972.00)</u>
Other Financing Uses:			
Total Other Financing Uses	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Beginning Cash Balance		75,741.49	
Total Receipts and Other Financing Sources		30,000.00	
Total Disbursements and Other Financing Uses		<u>2,972.00</u>	
Cash Balance as of 07/31/2024		<u>102,769.49</u>	

Date Range : 6/2/2024 To 7/2/2024

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
07/02/2024	Folk Revival-c/o David Swanson	Music in the Park - July 21, 2024--Reprint with different name--initial chk voided	7056*	\$300.00	210-45101-440-	Recreation	\$300.00
Total For Selected Claims				\$300.00			\$300.00

Justin R. McCarthy	City Council/Town Board	Date
Katherine A Weier	City Council/Town Board	Date
Margaret Arola Ford	City Council/Town Board, Mayor	Date
Robert Mark Foster	City Council/Town Board	Date
Ryan Q Hankins	City Council/Town Board	Date

Date Range : 6/3/2024 To 7/3/2024

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
07/03/2024	Metropolitan Council - Env. Service	Q2 SAC Reporting and Payment Requirement--For 160 Cedar Street--New Home Construction	7057*	\$2,460.15	605-49465-217-	Sewer Utility	\$2,460.15
Total For Selected Claims				\$2,460.15			\$2,460.15

Justin R. McCarthy	City Council/Town Board	Date
Katherine A Weier	City Council/Town Board	Date
Margaret Arola Ford	City Council/Town Board, Mayor	Date
Robert Mark Foster	City Council/Town Board	Date
Ryan Q Hankins	City Council/Town Board	Date

Date Range : 7/30/2024 To 7/30/2024

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
07/30/2024	Press Publications	Ref #811722-PN-ORD SEC 622 7/25 Ref #811721-PN-ORD SEC 621 7/25	7084*	\$147.14			
					100-41130-351-	Ordinances and Proceedings	\$73.57
					100-41130-351-	Ordinances and Proceedings	\$73.57
07/30/2024	Water Conservation Service Inc.	Water Main Leak Locates - 3/18-3/19. 262 Wildwood & 235 Cedar	7100*	\$1,980.04			
					601-49425-300-	Wtr/Swr Emergency	\$1,980.04
Total For Selected Claims				\$2,127.18			\$2,127.18

Justin R. McCarthy	City Council/Town Board	Date
Katherine A Weier	City Council/Town Board	Date
Margaret Arola Ford	City Council/Town Board, Mayor	Date
Robert Mark Foster	City Council/Town Board	Date
Ryan Q Hankins	City Council/Town Board	Date

Date Range : 6/25/2024 To 7/25/2024

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
07/25/2024	Bolton & Menk, Inc.	Engineering Site Visit for 160 Cedar St	7069*	\$790.00	100-41925-300-	General Fund Engineering Expense	\$790.00
07/25/2024	Bolton & Menk, Inc.	Engineer at CC Meeting and Mis Engineering Needs	7070*	\$695.00	100-41925-300-	General Fund Engineering Expense	\$300.00
					100-41925-300-	General Fund Engineering Expense	\$395.00
07/25/2024	Bolton & Menk, Inc.	Capital Improvement-Road	7071*	\$2,340.00	406-41935-300-	Capital Project Engineering Expense	\$2,340.00
07/25/2024	Bolton & Menk, Inc.	Engineering Plan Review for 160 Cedar Street	7072*	\$237.00	100-41925-300-	General Fund Engineering Expense	\$237.00
07/25/2024	Bolton & Menk, Inc.	Grant Coordination by Engineer	7073*	\$343.00	605-49485-300-	Sewer Engineering Expense	\$343.00
07/25/2024	Bolton & Menk, Inc.	CC Meeting and General Engineering Services	7074*	\$2,074.00	100-41925-300-	General Fund Engineering Expense	\$300.00
					100-41925-300-	General Fund Engineering Expense	\$1,774.00
07/25/2024	Buberl Black Dirt, Inc	Black Dirt for Beach Maintenance	7075*	\$51.00	100-45207-400-	Parks	\$51.00
07/25/2024	City of White Bear Lake Fire	Fire Srvc -Aug 2024	7076*	\$3,888.84	100-42201-314-	Fire	\$3,888.84

Date Range : 6/25/2024 To 7/25/2024

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
07/25/2024	City of White Bear Lake Public Work	Aug 2024 Monthly Public Safety Facility Fire Services	7077*	\$1,196.42	100-42201-314-	Fire	\$1,196.42
07/25/2024	City of White Bear Lake	Quarterly Water Billing 03/18/2024-06/17/2024	7078*	\$11,805.89	601-49415-314-	Water Utility	\$11,805.89
07/25/2024	Companion Animal Control LLC	Animal Control Services -Aug 24 Retainer Only	7079*	\$80.00	100-41916-314-	Animal Control	\$80.00
07/25/2024	General Repair Service	Lift Station Pump Repair	7080*	\$8,009.43	605-49465-314-	Sewer Utility	\$8,009.43
07/25/2024	Gopher State One Call	June--62 Tickets	7081*	\$83.70	605-49455-314-	Utility Locates	\$83.70
07/25/2024	H.A. Kantrud, P.A.	Attorney Services -Aug 2024	7082*	\$1,500.00	100-41601-300-	Legal Services	\$1,500.00
07/25/2024	John Wikstrom	July City Planner Fees	7083*	\$1,600.00	100-41925-300-	General Fund Engineering Expense	\$1,600.00
07/25/2024	Wingfield, Mary	Reimburse Community Club Donation--Deposited In Error	7085*	\$24.00	100-49001-430-	MISCELLANEOUS	\$24.00
07/25/2024	MENARD'S - OAKDALE	No Parking Sign Hardware and Posts	7086*	\$19.48	100-41940-220-	General Government Buildings and Plant	\$19.48
07/25/2024	MENARD'S - OAKDALE	Hose to Water Newly Planted Trees	7087*	\$349.95	100-41940-220-	General Government Buildings and Plant	\$349.95

Date Range : 6/25/2024 To 7/25/2024

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
07/25/2024	Manship Plumbing & Heating Inc	Sewer/Water-July-Retainer, Locates, Storm Sewer Clean Out	7088*	\$1,280.00			
					601-49415-314-	Water Utility	\$800.00
					601-49415-314-	Water Utility	\$240.00
					601-49415-314-	Water Utility	\$240.00
07/25/2024	Metropolitan Council - Env. Service	Waste Water Services	7089*	\$5,335.64			
					605-49465-217-	Sewer Utility	\$5,335.64
07/25/2024	Metro - INET	IT Charges--July Tech Support and Personnel Recovery.	7090*	\$501.00			
					100-41940-320-	General Government Buildings and Plant	\$501.00
07/25/2024	Press Publications	Ref #810825, Candidate Filing	7091*	\$63.06			
					100-41130-351-	Ordinances and Proceedings	\$63.06
07/25/2024	Press Publications	Ref #809801--Ord 2024-06-03 July 9 06/27	7092*	\$63.06			
					100-41130-351-	Ordinances and Proceedings	\$63.06
07/25/2024	Hankins, Ryan	Reimburse for Website Hosting Subscription--Domain Annual	7093*	\$164.76			
					100-41921-230-	Software Expense	\$164.76
07/25/2024	Tennis Sanitation, LLC	Recycling for Service Period: May - June 2024	7094*	\$3,128.00			
					100-43300-314-	Recycle	\$3,128.00
07/25/2024	Stoltzman, Cris	Videography - Council Mtg July--5 hrs	7095*	\$132.50			
					100-41950-314-	Cable Eqpmt and Service	\$132.50
07/25/2024	Toshiba America Business Solutions	July Monthly Usage Allowance	7096*	\$10.62			
					100-41911-314-	Office Operations Supplies	\$10.62

Date Range : 6/25/2024 To 7/25/2024

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
07/25/2024	Therese Bellinger	Reimbursement for Trailer Registration	7097*	\$107.13	100-41940-587-	General Government Buildings and Plant	\$107.13
07/25/2024	Tracy Printing, Inc.	Window Envelopes for Utility Mailings	7098*	\$284.20	100-41911-210-	Office Operations Supplies	\$284.20
07/25/2024	Washington County Sheriff	Police Services- 219503 Jan - June 2024	7099*	\$44,064.53	100-42101-314-	Police	\$44,064.53
Total For Selected Claims				\$90,222.21			\$90,222.21

Justin R. McCarthy

City Council/Town Board

Date

Katherine A Weier

City Council/Town Board

Date

Margaret Arola Ford

City Council/Town Board, Mayor

Date

Robert Mark Foster

City Council/Town Board

Date

Ryan Q Hankins

City Council/Town Board

Date

Date Range : 6/3/2024 To 7/3/2024

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
07/03/2024	PERA	Retirement funds-PR 6/16 - 6/29/24, TB, RK, JR	7058*	\$787.48			
					100-45207-121-	Parks	\$200.38
					100-41401-121-	Clerk - Treasurer	\$587.10
Total For Selected Claims				\$787.48			\$787.48

Justin R. McCarthy	City Council/Town Board	Date
Katherine A Weier	City Council/Town Board	Date
Margaret Arola Ford	City Council/Town Board, Mayor	Date
Robert Mark Foster	City Council/Town Board	Date
Ryan Q Hankins	City Council/Town Board	Date

Date Range : 7/9/2024 To 7/9/2024

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
07/09/2024	IRS - US Treasury	Federal Taxes - Q2 2024 -June Payment	7059	\$2,422.58			
					100-41401-100-	Clerk - Treasurer	\$1,510.62
					100-41401-100-	Clerk - Treasurer	\$353.28
					100-41401-100-	Clerk - Treasurer	\$558.68
07/09/2024	MN Department of Revenue	MN State Tax eFiling - 2024 Q2- June pymt	7060	\$579.21			
					100-41401-115-	Clerk - Treasurer	\$579.21
Total For Selected Claims				\$3,001.79			\$3,001.79

Justin R. McCarthy	City Council/Town Board	Date
Katherine A Weier	City Council/Town Board	Date
Margaret Arola Ford	City Council/Town Board, Mayor	Date
Robert Mark Foster	City Council/Town Board	Date
Ryan Q Hankins	City Council/Town Board	Date

Date Range : 6/18/2024 To 7/18/2024

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
07/18/2024	PERA	Retirement funds-PR 6/30 - 7/13/24, TB, MO, RK, JR	7062*	\$922.23			
					100-45207-121-	Parks	\$163.58
					100-41401-121-	Clerk - Treasurer	\$758.65
Total For Selected Claims				\$922.23			\$922.23

Justin R. McCarthy	City Council/Town Board	Date
Katherine A Weier	City Council/Town Board	Date
Margaret Arola Ford	City Council/Town Board, Mayor	Date
Robert Mark Foster	City Council/Town Board	Date
Ryan Q Hankins	City Council/Town Board	Date

Date Range : 7/30/2024 To 7/30/2024

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
07/30/2024	Xcel 2335-4	Electricity 06/19/2024-07/21/2024	7101*	\$10.46	601-49415-380-	Water Utility	\$10.46
Total For Selected Claims				\$10.46			\$10.46

Justin R. McCarthy

City Council/Town Board

Date

Katherine A Weier

City Council/Town Board

Date

Margaret Arola Ford

City Council/Town Board, Mayor

Date

Robert Mark Foster

City Council/Town Board

Date

Ryan Q Hankins

City Council/Town Board

Date

Date Range : 6/25/2024 To 7/25/2024

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
07/18/2024	Xcel 2335-4	Electricity 05/20/2024-06/19/2024	7063*	\$10.57	601-49415-380-	Water Utility	\$10.57
07/18/2024	Xcel 9369-0	407 Lake Lift Station 05/20/2024-06/19/2024	7064*	\$28.54	605-49465-380-	Sewer Utility	\$28.54
07/18/2024	Xcel 4094-1	Gas Service 05/20/2024-06/18/2024 200 Wildwood Lift Station	7065*	\$28.54	605-49415-380-	Water Utility	\$28.54
07/01/2024	Xcel 2307-8	Street Lighting 7/1/2024	7066*	\$1,346.14	100-43160-380-	Street Lighting	\$1,346.14
07/22/2024	A T & T Mobility	Wireless for water tower- 7/2/2024-8/1/2024	7068*	\$53.75	601-49415-382-	Water Utility	\$53.75
Total For Selected Claims				\$1,467.54			\$1,467.54

Date Range : 6/25/2024 To 7/25/2024

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
	Justin R. McCarthy		City Council/Town Board				Date
	Katherine A Weier		City Council/Town Board				Date
	Margaret Arola Ford		City Council/Town Board, Mayor				Date
	Robert Mark Foster		City Council/Town Board				Date
	Ryan Q Hankins		City Council/Town Board				Date



MAILING ADDRESS	ACCOUNT NUMBER	DUE DATE	
BIRCHWOOD CITY OF 207 BIRCHWOOD AVE SAINT PAUL MN 55110-1610	51-5592307-8	07/31/2024	
	STATEMENT NUMBER	STATEMENT DATE	AMOUNT DUE
	884183263	07/03/2024	\$1,296.15

QUESTIONS ABOUT YOUR BILL?

See our website: xcelenergy.com
 Please Call: 1-800-481-4700
 Fax: 1-800-311-0050
 Or write us at: XCEL ENERGY
 PO BOX 8
 EAU CLAIRE WI 54702-0008

SUMMARY OF CURRENT CHARGES (detailed charges begin on page 2)

Other Recurring Charges	\$1,342.39
Non-Recurring Charges / Credits	-\$46.24 CR
Current Charges	\$1,296.15

ACCOUNT BALANCE (Balance de su cuenta)

Previous Balance	\$1,346.14
Payment Received	Auto Pay 07/01
	-\$1,346.14 CR
Balance Forward	\$0.00
Current Charges	\$1,296.15
Amount Due (Cantidad a pagar)	\$1,296.15

INFORMATION ABOUT YOUR BILL

Thank you for your payment.

Missing from claims list

RETURN BOTTOM PORTION WITH PAYMENT ONLY • PLEASE DO NOT INCLUDE OTHER REQUESTS • SEE BACK OF BILL FOR CONTACT METHODS



ACCOUNT NUMBER	DUE DATE	AMOUNT DUE	AMOUNT ENCLOSED
51-5592307-8	07/31/2024	\$1,296.15	Automated Bank Payment

JULY						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Your bill is paid through an automated bank payment plan.

AV 01 010838 10037H 41 D**5DGT



BIRCHWOOD CITY OF
 207 BIRCHWOOD AVE
 SAINT PAUL MN 55110-1610



XCEL ENERGY
 P.O. BOX 4176
 CAROL STREAM IL 60197-4176

010838 1/2



City of Birchwood Village

Receipt # : 171736129*
 Date : 06/25/24
 Deposit Date/ID : (06/25/2024) - CK
 Received From : Lind, Brian
 Description : Donation for Community Club-Deposited in error. Will issue Reimbursement-Community Club.
 Notes : ck#6338--Donation for Community Club

<u>Fund</u>	<u>Account</u>	<u>Program Code</u>	<u>Amount</u>
100:General Fund	36200:MISCELLANEOUS REVENUES		\$20.00
Total Amount			\$20.00

Authorized By: _____

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

**MINUTES OF THE CITY COUNCIL MEETING
July 9, 2024, 6:45 P.M.**

MEMBERS:

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

STAFF:

Rebecca Kellen	City Administrator
Alan Kantrud	City Attorney

Minutes prepared by Rebecca Kellen from a video recording.

1. CALL TO ORDER (0:16:13)

A. Mayor Ford called the meeting to order at 6:46PM.

2. APPROVE AGENDA

On a motion made by Councilmember Weier, seconded by Councilmember McCarthy, 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 Discussion of Excess Gravel.
- b. Councilmember McCarthy added Halls Marsh Update.

3. PUBLIC FORUM (0:17:34)

John Winters, 429 Lake Ave expressed gratitude for the 4th of July Parade and thanked the council for their service.

Barton Winters, 1 Five Oaks Lane said that he is concerned with Tighe-Schmidt Park and in particular the area behind the hockey rink that needs to be drained. He also said he thinks extra stop signs and other speed deterrents in Birchwood are not necessary and that people may avoid driving through Birchwood if they are implemented.

Rachel Drew, 180 Cedar St discussed engineering hours mentioned at the last meeting saying they were excessive according to her ask, with respect to 160 Cedar. She apologized for where she may have confused issues and requested the “bad neighbor” rhetoric be stopped as this is about the permitting process and drainage at 160 Cedar. She talked about her experience with the engineer and said she still has concerns about the drainage.

4. ANNOUNCEMENTS (0:24:03)

- A. The August city council meeting will take place on August 6th instead of August 13th due to elections. That meeting will not be live streamed but will be recorded and posted to U-tube.

5. CONSENT AGENDA (0:24:33)

On a motion made by Councilmember Hankins, seconded by Councilmember Weier, it was resolved to approve the Consent Agenda items B and C. All in favor. Motion carried.

A. Item A – Treasurer’s Report

- a. Councilmember McCarthy said that the donation received from Brian Lind deposited on 6/25/24 (receipt 171736129*), donation to the community club need to be removed, and Mayor Ford directed Administrator Kellen to have the Treasurer remove the charge.
- b. Councilmember Hankins questioned claim 7044*, the disbursement of \$54 on June 30th to Hunt Electric, saying that the electrician did not get a permit for the work initially and he does not think it is reasonable to pay him for a permit he did not get before the work began. He requested the claim be disallowed. Mayor Margaret suggested that it be looked into further and revisited next month to which Council member Hankins agreed.

On a motion made by Councilmember Hankins, seconded by Mayor Ford, it was resolved to approve consent agenda item A, Treasurer’s Report, except for receipt 171736129* and claim 7044*, as indicated above. All in favor. Motion carried.

6. CITY BUSINESS (0:28:12)

A. 24-01-VB (425 Lake) Variance

- a. **Carson Schifsky, Representing Robert Davidson, 425 Lake**, said that this is a stabilization project creating a retaining wall and the variance is for the setback to the WBL OHWL. He said they initially started with a concrete retaining wall, and after a couple of visits with the planning commission it was changed to a boulder outcropping because that was more natural looking, and they made other changes to better suit the look and appeal of the lakeshore. He said the goal

is to stabilize the hillside which is eroding with a retaining wall. There is an existing deck as well that would be rebuilt at the same time in a similar location. The deck is a landing with a stairway down to the lake creating access down the hill to the lake.

- b. Mayor Ford asked if there would be plantings as part of the project to which Mr. Schifsky replied that there would be. He said there is rip rap near the shoreline that is going to stay. The retaining wall will be set back behind it. The section in between will get plantings with grass up on top of the retaining wall.
- c. Councilmember Hankins said that originally this was a variance where the setback from the lake was 15 ft., and the required setback is 50'. That was the only variance that was requested and that was the only publication that was made in the paper. At the second planning commission meeting the variance was revised to go from a 4' wall to a wall that was almost 8' that required an additional variance. As a result of the additional variance, we are holding a second public hearing here so that we can hear neighborhood input.
- d. **Mayor Ford Opened the Public Hearing.**
- e. **Robert Davidson, 425 Lake**, said that when they did the extension to the house in 2009, the builders overlooked the planning and the consequence of that is that they have massive erosion on the left-hand side of the garden, so the primary issue is to stop the erosion. And the second objective is to do landscaping along with the project.
- f. **Kathy Madore, 413 Lake**, said that the pictures she saw were of the concrete wall and she was concerned about that look and now she understands it's going to be stone. She also wanted to know how far away it is going to be from her lot line. She requested plants be planted there. She agrees they need to fix the erosion but wanted to get more details on the direction of the wall, height and how far it will go out. She also wanted verification that there is not going to be any runoff on her property because now there is a downspout that runs onto her property. She also wanted to make sure that when the work commences, they are on his side doing the work because she has irrigation systems there. Her side is not very wide, and she has a retaining wall there and is concerned about damage to that wall. She said she prefers the stones to the concrete and requested perennials be planted.
- g. Mr. Schifsky responded that the wall will be 3'-5' off the property line and there will be planting on the lower side facing the lake as well as the side and that was part of the changes that they made after the planning commission meeting. He stated they added rain gardens on the top and there is also going to be down spouts going in the drain

tile and drain boxes going over to the rain gardens so it's going to eliminate all the gutter run off that is going towards her property. The council asked whether the distance was 3' or 5'. The council discussed the scale of the drawings to which Mr. Schifsky replied that the survey is to scale and that the distance from her property line is 5'.

- h. The survey was put up for viewing and Mr. Schifsky showed where the elevation would be the full 7' height and then as the hill steps back the elevation will be less because the wall will die off into the hillside. He showed where the rainwater that is coming off the downspouts of the house is going to be captured. He showed a drawing of how the wall dies back into the hillside and said that there will be about 1' exposed at the point of entry into the hillside. He showed where the side and bottom of the retaining wall would get planted. He reviewed the drainage plan.
- i. Robert Davidson, 425 Lake, said that his gardening purpose is to make sure they do not see the wall and that shrubberies will be put in and, in a year or two the growth will cover the side and also commented about making sure it is 5' from Ms. Madore's property.
- j. **John Winters, 429 Lake**, said he is the neighbor on the other side, and they have no objections at all, and they love the project.

On a motion made by Councilmember Foster, seconded by Councilmember McCarthy, it was resolved to close the public hearing. All in favor. Motion carried.

- k. Councilmember Hankins asked about the scale of the survey to which Mr. Schifsky said the depth may not be to scale but the location is accurate. He also explained that it is 5' from the property line however using boulders leaves some room for variation, unlike concrete. Mr. Schifsky said he will keep them at 5' from the property line. He was asked about the distance away from the OHWL to which he responded 15' is the majority of the wall and there is a section that is 10'. Councilmember Hankins then said that the minimum setback from the lake then is 10', not 15' and clarified he is asking for a variance from 50' to 10' to which he said correct.
- l. Councilmember Hankins asked about the deck and stairs. Mr. Schifsky said the dimensions of the deck are 4'X8' and the current one is an irregular trapezoidal shape probably a little larger than the proposed. He said that the deck is being shifted and a portion of the new deck will be in a place where there currently is no deck. He asked

about the setback of the lower stairway of the deck from the East property line to which Mr. Schifsky responded about 20 feet.

- m. **Barb Winters, 429 Lake**, said she has a wall that they have had there since they purchased the property, and the proposed wall is trying to meet up with that wall and not go any further toward the lake.
- n. Councilmember Hankins asked about the existing impervious surface of the property being at 30.69% and the project adding 268 square feet, and the application states they will be going to 40.2% to which Mr. Schifsky said that that is because of some of the pavers that are considered pervious. Councilmember Hankins said that an increase of 268 square feet is a 2.1% increase which would mean impervious surface increases from 30.7% to roughly 32.8%.
- o. Councilmember Hankins stated that the second variance is the variance to build a wall in excess of 4' which is prohibited unless part of a building (302.0705, solid walls). He said the variance is for building a wall 7' high. He went on to say that they were not applying for any variance for the impervious surface already over 25% and being increased to which Mr. Schifsky said then yes if it's needed, they would apply for that.
- p. Councilmember Hankins asked about moving the dirt on the property referencing city code 302.055.2.a.4 – no grading or filling shall be permitted within 20 feet of the OHWL of the lake and Councilmember Hankins asked Mr. Schifsky about requesting a variance to that code. Mr. Schifsky said he is looking to build a retaining wall to stop the erosion and will need to get as many variances needed to do so. He thought it would be one variance to build a retaining wall outside of code to which the Councilmember McCarthy said that is not how it works. Councilmember McCarthy said that this protects the city and the applicant.
- q. Attorney Kantrud said that each variance must be heard as such and go through the same process, and they cannot be generated on the spot. He said that an amended application would be required, and each variance would need to be heard by the planning commission and have a public hearing.
- r. Councilmember Hankins expressed concerns with the planning commission having to review more variances. Mr. Schifsky said that there were changes in the application after the conversations with the planning commission to try to address some of the concerns but was under the impression that those additions could be addressed at this meeting and was not asked to submit another application. Councilmember Hankins said there were two more variances he thought were needed.

- s. Attorney Kantrud recommended the council act on the variances that were presented and said Mr. Schifsky should request additional variances with an amended application.
- t. Councilmember Hankins said he thought there were 6 total variances needed and that the application was for 2. He listed out the following variance needed:
 - 1. 302.020, structural location requirements.
 - 2. 302.050, Impervious Surfaces and Lot Coverage.
 - 3. 302.055.2.a.4, land disturbance activity standards - no grading of filling shall be permitted within 20 feet of the OHWL of the lake.
 - 4. 302.055.2d7b3, requires protective buffer stripe of vegetation at least 16.5' back from the OWHM.
 - 5. 302.070.5, retaining walls.
 - 6. 302.080, stairs of lifts to lake or water body - landings may be permitted at a minimum interval of 20'
- u. Councilmember McCarthy said that the reason this is begin scrutinized is because it is by the lake so there is run off and habitat concerns for animals on the lake. He explained that a rewrite of the code was completed and needed DNR approval, so habitat is a consideration. He asked about rain gardens and if there were design specs for those and requested those be submitted. He had concerns with impervious surface. He asked about the infiltration rate. He said the base amount of impervious surface is 25% and if one exceeds that there is a required infiltration rate and asked if Mr. Schifsky had that information to which he replied he did not. He asked about using rain gardens and native plants without the retaining wall so there is not that run off from erosion to which Mr. Schifsky said that he believed the retaining wall was the best solution.
- v. Councilmember Weier asked questions about the stairs and location of the deck and the drainage plans. She asked about the part above the retaining wall if it was flat to which Mr. Schifsky responded it would be sloped, but less than it is now. She asked about the soil being moved below. Mr. Schifsky said the existing rip rap will stay and in between that and the retaining wall it will be planted. She thought the boulder wall is more appealing and confirmed that workers will stay on the property while working.
- w. Councilmember Hankins asked about what alternatives were considered to resolve the problem other than a retaining wall. He referred to a DNR pamphlet regarding alternatives to retaining walls and asked if these were considered. Mr. Schifsky said he thought that leveling the slope more would be their best preventative measure against erosion.

- x. Mayor Ford said that the planning commission recommended approval of the variance requests.
- y. Councilmember McCarthy said that he has concerns they are treating a symptom and not the problem, the impervious surface, and the runoff. He said he would like to see the drainage plans to the rain gardens. He is unsure whether they would need a retaining wall or not if they treated the runoff problem which is due to impervious surface.
- z. Councilmember Weier said she is also interested in seeing the plans for the rain garden but otherwise likes the plan.
- aa. Councilmember Hankins said he thinks this wall will stick out being so close to the lake and he does not agree that it meets the character of the locality. He also said he thinks the increase in impervious surface requires compensation and there is no shoreline planning in the current plan. He expressed his concerns about the variances being discussed and was not convinced they fit in with the intent of the ordinance.
- bb. The council discussed which variances were being discussed and Administrator Kellen said a new letter was sent out to surrounding residents informing them of a second variance request, the increase in the retaining wall height. Mayor Ford said that the 2 variances in question for that meeting were the OHWM setback and the height of the wall.

On a motion made by Councilmember Weier, seconded by Mayor Ford, it was resolved to approve the variance request for a retaining wall partially 10' and partially 15' from the OHWM of WBL. Mayor Ford and Councilmembers Weier and Foster in favor. Councilmembers McCarthy and Hankins opposed. Motion carried.

- cc. Mayor Ford listed the following the reasons:
 - 1. There is a practical difficulty due to the extensive slope in front of the property towards the lake.
 - 2. The condition which results in the need for a variance was not created by the applicants actions or design solutions. The applicant shall have the burden of proof showing that no other reasonable design solution exists.
 - 3. Granting of the variance will result in no increase in the amount of water draining from the property.
 - 4. It will not impair the supply of light and air to adjacent property or unreasonably diminish property values within the surrounding area.

5. It will not impact health, welfare, or safety of the residents of the city.

On a motion made by Councilmember Weier, seconded by Councilmember Foster, it was resolved to adopt as findings the reason for the variance listed above and also that it is a reasonable use of the property. Mayor Ford and Councilmembers Weier and Foster in favor. Councilmembers McCarthy and Hankins opposed. Motion carried.

- dd. The council went on to discuss lot merge requirements and councilmember Hankins said that the lots need to be merged. Mayor Ford asked Robert Davidson if he was aware of this requirement, and he said he was not. The decision was made to have him register the 2 parcels as one PID according to state statues which would be a condition of the variance. Mr. Davidson was told how to complete the lot merge process.

On a motion made by Mayor Ford, seconded by councilmember Weier, it was resolved to approve the second variance request for the height of the retaining wall to a maximum of 7' above grade with the conditions listed below, as well as the requirement to merge the 2 lots into one PID. Mayor Ford and Councilmembers Weier and Foster in favor. Councilmembers McCarthy and Hankins opposed. Motion carried.

1. The applicant receives approval of all necessary jurisdictional permits.
2. Applicant secure all applicable construction permits for the wall and stairway.
3. The applicant receives approval of the design parameter, calculations, and plans by the City engineer, City planner, and City building official as applicable.
4. Stairway and landing reconstruction shall meet all code requirements.
5. No increase in runoff onto adjacent properties.

ee. John Winters, 429 Lake Ave, said the lot lines have been messed up for years.

ff. Councilmember McCarthy asked that an agenda item be added for August to discuss with the Planner, Ben Wickstrom, what happened with this variance. (1:52:32)

B. White Bear Lake Conservation District Board Applicants (1:54:41)

- a. Mayor Ford explained that there are 2 spots to fill.

- b. **Susie Mahoney, 479 Lake Ave**, said that she is currently on the WBLCD said that she would like to continue in her role.
- c. **Shari-Salzman Hankins, 183 Wildwood**, said she wants to serve Birchwood and would like to help conserve the lake.

On a motion made by Councilmember McCarthy, seconded by Councilmember Weier, it was resolved to reappoint Susie Mahoney to the WBLCD Board for another 3-year term. All in favor. Motion carried.

On a motion made by Councilmember McCarthy, seconded by Councilmember Weier, it was resolved to appoint Shari-Salzman Hankins to the WBLCD Board for a 3-year term, replacing Darin DeYoung. All in favor. Motion carried.

C. Second Reading Ordinance 2024-06-01 (621) Personal Property on City Property (1:59:01)

- a. Councilmember McCarthy said that it was difficult to put in the ordinance how to make an exception for sharing toys at the beach that could not be exploited so to resolve this he built in administrative discretion.
- b. Mayor Ford opened the public hearing.

On a motion made by Councilmember McCarthy, seconded by Councilmember Weier, it was resolved to close the public hearing. All in favor. Motion carried.

On a motion made by Councilmember McCarthy, seconded by Councilmember Foster, it was resolved to approve Ordinance 2024-06-01. All in favor. Motion carried.

On a motion made by Councilmember McCarthy, seconded by Councilmember Weier, it was resolved to approve Resolution 2024-30. All in favor. Motion carried.

D. Second Reading 2024-06-02 (622) Solicitors (2:02:16)

- a. Councilmember McCarthy explained that solicitors have been more prevalent in Birchwood recently and he does not think people should not have to not answer their doors. He included a registration form with the materials. He said that enforcement can be easy because the homeowner can ask to see the license of the solicitor.

On a motion made by Councilmember McCarthy, seconded by Councilmember Hankins, it was resolved to close the public hearing. All in favor. Motion carried.

- b. Councilmember Weier said that she believes this will be hard to enforce and if someone is pestering you in your yard you can call the sheriff to which councilmember Foster agreed and he added his concerns around the administrative burden and the consequences outweighing the benefits. He had concerns with us becoming the nuisance police.
- c. Councilmember Hankins said overall he is supportive, and it is done in other cities.

On a motion made by Councilmember McCarthy, seconded by Councilmember Hankins, it was resolved to approve Ordinance 2024-06-02. Councilmembers McCarthy, Hankins, and Mayor Ford in favor. Councilmembers Foster and Weier opposed. Motion carried.

On a motion made by Councilmember McCarthy, seconded by Councilmember Hankin, it was resolved to approve Resolution 2024-31. All in favor. Motion carried.

E. First Reading Ordinance 2024-07-02, Solicitors on Fee Schedule – (2:10:33)

- a. Mayor Ford explained that this this the fee being added to the fee schedule for solicitors and the council clarified that amount of the fee and ultimately decided on \$100.

On a motion made by Councilmember McCarthy, seconded by Councilmember Weier, it was resolved to order a second hearing of Ordinance 2024-07-02, setting the solicitor registration fee at \$100. All in favor. Motion carried.

F. First Reading Ordinance 2024-07-01, Water and Sewer Permit on Fee Schedule (2:12:54)

- a. Mayor Ford explained that this was a catch, that we did not have this on the fee schedule.

On a motion made by Councilmember Weier, seconded by Councilmember Hankins, it was resolved to order a second hearing of Ordinance 2024-07-01. All in favor. Motion carried.

- b. Councilmember Hankins commented on a few corrections he had for the ordinance write up.

G. Lawn Mowing Quotes – (2:16:34)

- a. Councilmember McCarthy talked about the problems with mowing and the council discussed the quotes.

On a motion made by Mayor Ford, seconded by Councilmember McCarthy, it was resolved to approve the bid from Top Green for weekly mowing. All in favor. Motion carried.

H. Ash Path Fence Quotes – (1:20:25)

- a. Councilmember McCarthy said that the council would like fencing to delineate the path and city owned property. The path of the trail would need to be moved a bit. He said the money from this would come from the special revenue fund/dock association money.
- b. Mayor Ford said that our maintenance staff could do a split rail because the companies we contacted do not offer that and she thought that was more appropriate in that area anyway.
- c. Councilmember Weier suggested they start with the cheapest option available.
- d. The council asked that administration find out how much it would cost to do a split rail fence on Ash Path.

I. Trail from White Pine to Birchwood Avenue (2:33:52)

- a. Councilmember McCarthy discussed establishing a trail that starts at White Pine and goes through a little section of Mahtomedi and ends up on Birchwood Ave. He said Mahtomedi has given up permission to move forward and the trail provides more space for people to walk that is not on Hall Ave. He asked that we get a legal description of the property. He wanted to know if the council was interested in moving forward.
- b. Attorney Kantrud said that it is already surveyed and that an agreement with Mahtomedi would be necessary.
- c. Councilmember McCarthy said he would assign contacting Mahtomedi to the Parks Committee.

On a motion made by Councilmember McCarthy, seconded by Mayor Ford, it was resolved to pursue establishing a trail from White Pine to Birchwood Ave. All in favor. Motion carried.

J. 131 Wildwood – Approve RESOLUTION 2024-32 (2:42:12)

- a. Councilmember Hankins explained that vacant properties result in a lot of complaints and our fee was recently dropped and is very reasonable. He said they were given another month and still have not registered so it is time to site them. He had concerns about them not registering.
- b. Administrator Kellen said that they contracted for the demolition of the property and that Scott Berg and Len Pratt have been in contact with her.

On a motion made by Councilmember Hankins, seconded by Councilmember McCarthy, it was resolved to approve Resolution 2024-32, excluding the section where the city attorney is supposed to cite them. All in favor. Motion carried.

K. 310/312 Wildwood – Approve RESOLUTION 2024-33 (2:46:42)

- a. Attorney Kantrud said that he is in contact with law enforcement about the properties regarding the citations referenced in the previous resolution.

On a motion made by Councilmember McCarthy, seconded by Councilmember Hankins, it was resolved to approve Resolution 2024-33. All in favor. Motion carried.

L. Temporary No Parking Signs on south side of Wildwood Ave (Ash Path - Highway 120) (2:51:22)

- a. Councilmember Hankins explained that there has been a lot of construction in that area and so no parking signs were purchased and added on one side of the road to minimize traffic issues.

M. Excess Gravel from Roadwork (2:53:37)

- a. The council discussed where excess gravel could be piled up. They discussed Polly's Park as an option and decided to ask Engineer Marcus Johnson to see if Polly's Park would work. Mayor Ford said she would discuss it with Engineer Johnson.

N. Halls Marsh Update (2:56:00)

- a. Councilmember McCarthy said he heard from a member of the Parks Committee that there is a crack in the Priebe outfall pipe that goes under Tighe-Schmidt, which is one of the reasons it is wet. Rice Creek is now saying Birchwood Village owns that pipe and must pay for repairs. The estimate is \$10,000. He offered 2 possible responses. First Rice Creek does not have an easement for their water running into Hall's Marsh and the only thing they have is our permission. We can tell them that they no longer have permission to deposit their stormwater into Hall's Marsh. Secondly, MN 103b.245.1.b Special Tax District - we can create a special tax district within the Watershed to tax the WBL residents that send their storm water to Priebe Lake.

O. MS4: Storm Water Pollution Prevention Program Review (1:50:20)

- a. Mayor Ford explained that this is needed annually, and the plan is included in the packet.

Councilmember McCarthy moved to open the public hearing, seconded by councilmember Weier. There was no one present for the public hearing. Mayor Ford closed the public hearing.

P. Administrator Updates (3:05:15)

- a. Administrator Kellen said there is nothing new on the lift station and we are still waiting for the cultural review to finalize. She said that she has been working with Techie Dudes and Metro-Net and the IT conversion is in process, and that we have until the end the year to complete the conversion. She said that she looked into the Legislative-Citizen Commission on Minnesota Resources and that the RFP process for 2025 was past and she will be looking for additional opportunities.
- b. Councilmember Hankins said to ask about the phones if they are included in the Techie Dudes contract and Councilmember McCarthy said to put a resolution in the consent agenda to purchase Adobe.

7. MEETING CLOSE (2:26:40)

On a motion duly made by Councilmember McCarthy, seconded by Mayor Ford, 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 9:44 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

City Administrator Becky Kellen

Date

Date

VARIANCE for 425 Lake Ave retaining wall

Madore, Kathy <KathyMadore@edinarealty.com>

Sun 7/7/2024 8:36 PM

To: Rebecca Kellen <Rebecca.Kellen@cityofbirchwood.com>

Cc: hakantrud@protonmail.com <hakantrud@protonmail.com>; Ben Wikstrom <benwikstrom@gmail.com>; Madore, Kathy <KathyMadore@edinarealty.com>; Madore, Lisa <LisaMadore@edinarealty.com>; Justin McCarthy <justin.mccarthy@cityofbirchwood.com>; Mark Foster <mark.foster@cityofbirchwood.com>; Kathy Weier <Kathy.Weier@cityofbirchwood.com>; Ryan Hankins <Ryan.Hankins@cityofbirchwood.com>; Margaret Ford <Margaret.Ford@cityofbirchwood.com>; patrickhughes@ricecreek.org <patrickhughes@ricecreek.org>; AGrace@ricecreek.org <AGrace@ricecreek.org>

📎 1 attachments (416 KB)

EXHIBIT C SURVEY 413 Lake Ave.pdf;

To Rebecca Kellen and City Council members:

I was out of the country during the time all of this was being discussed and therefore missed the opportunity to speak at the meetings. Thus, I am writing to all for consideration on parts of this approval for a concrete retaining wall. I just received all the information on the variance request as of June 29, 2024. Now that I am aware of this variance request and reviewed all the documents furnished, I respectfully request the City of Birchwood as well as any other governmental agencies that make a decision on this variance request, to consider my requests before approving all parts of this variance.

First, I am certainly not in opposition to Mr. and Mrs. Davidson controlling the erosion they are experiencing on their bank. I am, however, in opposition to their use of a "Concrete Wall" which I would be facing constantly on the east side of my property. The Davidson's would not be looking at it based on the angle their home faces.

It would have been neighborly if the Davidson's had talked to me about their plans so we could discuss this versus my having to now put in writing my concerns to the City and the other governmental agencies.

In reading through the staff comments and recommendations, I note Number 4 which states: "Neighborhood property values will not be diminished with approval of the variance and construction of the "WALL".

If I am reading the redlining as to the location of the "WALL", it is on my east side as well as facing the lake and it would be 4 feet high.

I do not believe the staff recommendations of Numbers 3 and 4 are accurate. Number 3 maintains ("the character of the neighborhood would not be altered with approval of the variance"). The character is altered! Property values would be diminished!

In going through the other staff recommendations, i.e. Number 2 that "a retaining wall is a reasonable request to mitigate the problem." It does not appear that staff inquired if Mr. or Mrs. Davidson had any other landscape companies furnish any other designs that were not so harsh as a concrete wall even if it is facing the lake.

My property WILL BE IMPACTED on the east if a concrete wall is placed there, it certainly will decrease my value looking at that which I do not look at now!

Has there been any discussion of perennial plantings on the Davidson's west side for a softer versus the harsh hard look? There are many good landscape companies that could design a more esthetically pleasing concept for a lakeshore property of their caliber to protect their investment as well as mine.

I respectfully request the City approve and if approval is needed by other agencies, the following:

1. As a part of the retaining wall approval, that Davidson's have perennials planted that will conceal the wall so my view is not looking at concrete. I am attaching photos of a steep slope in Birchwood where the homeowner had plantings done to prevent erosion to keep the impervious surface calculation within range that is esthetically pleasing for the neighborhood. (Exhibit A 407 Lake Ave retaining wall and plantings photos).

2. Clarification of how long the wall will be on my east side as there are no calculations noted on the survey.

Also clarification if it will commence at the west corner of their home as noted on the survey?

3. How far will the wall be from my property line as that is also not noted on the survey?

4. I also want to verify that no water runoff will be directed toward my property.

5. I also want to verify when the work commences, access will be on the Davidson's east side not my side. On my east side, I have some perennials planted, an irrigation system, healthy mature trees and a very expensive stone retaining wall (photo which I am submitting as Exhibit B-retaining wall and Exhibit B Trees on East property line) that will not be able to withstand work being done on the east side of my house.

6. I have attached a survey of my property at 413 Lake Avenue, Birchwood to insure there are no lines of discrepancy on the east/west sides (Exhibit C). I believe this should be verified for accuracy before any work commences.

Thank you again for your consideration of my requests and taking the time to read though my comments. Please feel free to email me with any questions or observations that you may have. It's my hope to get this all worked out in everyone's best interests.

Sincerely,

Kathy Madore
Homeowner
413 Lake Avenue
Birchwood, Minnesota 55110
651-592-4444



Exhibit A 407 Lake Ave
landscaping on hillside



Exhibit A 407 Lake Ave
retaining walls and
plantings





Exhibit B trees on 413 Lake Ave east property line

KATHY MADORE

- 📞 651.592.4444
- ✉️ kathymadore@edinarealty.com
- 📍 2137 4th St, White Bear Lake, MN
- 🌐 www.themadores.edinarealty.com



LISA MADORE

- 📞 651.216.1335
- ✉️ lisamadore@edinarealty.com
- 📍 2137 4th St, White Bear Lake, MN
- 🌐 www.themadores.edinarealty.com

EDINA REALTY

ALERT! Edina Realty will never send you wiring information via email or request that you send us personal financial information by email. If you receive an email message like this concerning any transaction involving Edina Realty, **do not respond** to the email and **immediately contact your agent via phone.**

CERTIFICATE OF SURVEY

FOR: Kathy Madore

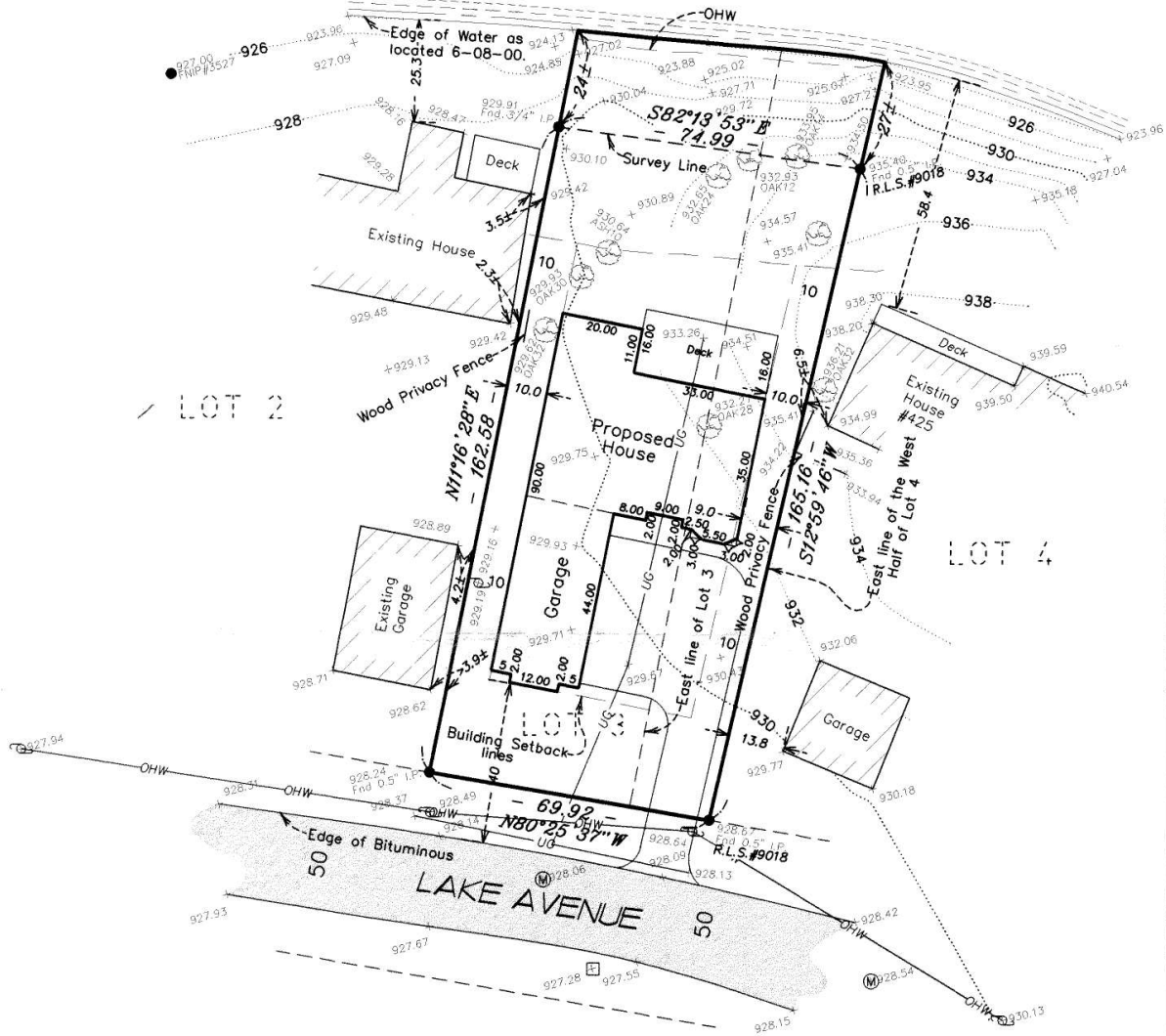
NORTH



1 INCH = 30 FEET

HIGHEST KNOWN WATER ELEV-926.7 (NGVD 1929)
 LOWEST FLOOR - 929.7
 DNR ID. # - 82-167
 OHWL-924.7 (PER DNR)

WHITE BEAR LAKE
 (WATER ELEV-924.0± AS LOCATED 06-08-00)



PROPERTY DESCRIPTION

Lot 3 and the West Half of Lot 4, Block 1, LAKEWOOD PARK THIRD ADDITION, Washington County, Minnesota.

LEGEND

- Denotes Iron Monument Found
- 892.3○ Denotes Proposed Elevation.
- x1011.2 Denotes Existing Elevation.
- ↘ Denotes Direction of Drainage.
- ⊠ Denotes Wood Hub at 11 foot offset.
- ⊙ Denotes Existing Tree
- Denotes Catch Basin
- Ⓜ Denotes Manhole
- ⋯ Denotes Existing Contour
- OHW— Denotes Overhead Wire

PROPOSED ELEVATIONS:

GARAGE FLOOR =
 TOP OF BLOCK =
 LOWEST FLOOR =
 TOP OF FOOTING =

NOTES:

- 2 foot Contour Interval
- N.G.V.D. Vertical Datum
- BENCHMARK: Top Nut Hydrant, 350' East of Ash on Birchwood. Elev. = 997.64
- Bearing's shown are on assumed datum.

I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly Registered Land Surveyor under the laws of the State of Minnesota.

DANIEL W. OBERMILLER

Date: 26 June 00 Reg. No. 25341

JOB# 00311HS



E.G. RUD & SONS, INC.
 LAND SURVEYORS
 9100 LEXINGTON AVE. NE 75
 CIRCLE PINES, MN 55014
 TEL. (763) 786-5556 FAX. (763) 786-6007

Fwd: July Meeting Invitation

Toni Berg <tonibergrealtor@gmail.com>

Thu 7/4/2024 12:58 PM

To: Rebecca Kellen <Rebecca.Kellen@cityofbirchwood.com>; Ryan Hankins <Ryan.Hankins@cityofbirchwood.com>

Hi Rebecca,

Below is the email that I sent to Ryan Hankins today 7/4/24 regarding 131 Wildwood Ave White Bear Lake. He replied that there will be another meeting on 7/9/24 that we could attend. We are living in Florida so that is not possible. We plan to tear down the property with the help of Len Pratt who is a realtor/builder and neighbor in Birchwood also. Len Pratt has the property listed for sale for us. We had Xcel out to remove the electric meter yesterday and we are just waiting for the gas meter to be removed and then they can move along with tearing down the house. Could you please relay this information for us.

Thanks
Toni Berg

----- Forwarded message -----

From: **Toni Berg** <tonibergrealtor@gmail.com>
Date: Thu, Jul 4, 2024 at 10:25 AM
Subject: Re: July Meeting Invitation
To: Ryan Hankins <Ryan.Hankins@cityofbirchwood.com>

Hi Ryan,

My husband Scott called you twice on July 1, 2024 and left you a message to call him back. He has not heard from you as of 7/4/24.

The first time we have received anything from the City of Birchwood on this matter was by email 6/3/24.

Scott has spoken to Rebecca from Birchwood, and he spoke with you as well shortly after the first email was sent.

We are in the process of having the house taken down and Xcel has taken the electric meter out as of 7/3/24 and we are waiting to hear when they can take the gas meter out. We are working with Len Pratt, the listing agent, and Mattco Excavating to remove the house.

Please give us some time to get the house taken down?

You can reach us by phone as well to discuss. I know Scott gave you his cell but just so you have it again, he can be reached at 651-208-2579.

Toni Berg

On Mon, Jul 1, 2024 at 4:55 PM Ryan Hankins <Ryan.Hankins@cityofbirchwood.com> wrote:

Hi Scott and Toni,

Please attend our council meeting on Tuesday, July 9, 2024 at 6:45 pm at the Birchwood Village Hall for our discussion of the following resolution: **A Resolution Directing the City Attorney to Cite the Owners of 131 Wildwood Ave for Failing to Register the Property as Vacant**

Thanks,
-Ryan

Resolution No. 2024-XX

A Resolution Directing the City Attorney to Cite the Owners of 131 Wildwood Ave for Failing to Register the Property as Vacant

WHEREAS, it has been brought to the attention of the City Administration that the property located at 131 Wildwood Ave has been vacant for a period of two years; and

WHEREAS, Building Inspector Jack Kraemer has confirmed through an inspection that the property is indeed vacant; and

WHEREAS, the rodent activity originating from the improperly rodent-proofed dwelling on the property is a public nuisance; and

WHEREAS, the City has ordinances requiring properties to be registered within 30 days of becoming vacant to ensure proper maintenance and safety standards are met; and

WHEREAS, the owners of 131 Wildwood Ave., Scott and Toni Berg, have failed to comply with the City's vacant property registration requirements, despite contacting the city but not completing the registration or paying the fee; and

WHEREAS, the owners of 131 Wildwood Ave. have not updated the address of 131 Wildwood Ave. to their current mailing address in the Washington County property records; and

WHEREAS, the property is classified by the county as non-homestead, indicating that the owners do not occupy it; and

WHEREAS, the City previously sent a letter to the property owners at the address listed in the property records and an address in Mahtomedi, and the property should have been registered by May 23, 2024; and

WHEREAS, Toni and Scott Berg, who are owners of the property, were invited to the June Council meeting by the email address listed on Toni Berg's realtor website on June 2, 2024.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF The City of Birchwood, Minnesota:

Directive to City Attorney:

1. No later than July 23, 2024, cite Scott and Toni Berg for failing to register a vacant dwelling.
2. Every two weeks after the initial citation.

Directive to City Administrator:

The City Administrator is hereby directed to:

3. Schedule a time for Building Inspector Jack Kraemer to inspect the property for code compliance and rodent infestation. This inspection will be coordinated with the property owners via email or telephone.
4. Assess the \$480 vacant building registration fee to the property taxes of 131 Wildwood Ave., as a special assessment.

Adopted this 9th day of July, 2024.

Mayor

Fw: July 9th 2024 City Council Meeting Agenda Packet

Rebecca Kellen <Rebecca.Kellen@cityofbirchwood.com>

Mon 7/8/2024 1:28 PM

To: Rebecca Kellen <Rebecca.Kellen@cityofbirchwood.com>

Bcc: margaret ford <margaret.ford@cityofbirchwood.com>; Ryan Hankins <ryan.hankins@cityofbirchwood.com>; kathy weier <kathy.weier@cityofbirchwood.com>; Mark Foster <mark.foster@cityofbirchwood.com>; Justin McCarthy <justin.mccarthy@cityofbirchwood.com>

Please see the update below from Ryan Heiserman regarding 310/312 Wildwood.



Rebecca Kellen, MBA

City Administrator

City of Birchwood Village, MN

office: (651) 426-3403

fax: (651) 426-7747

email: rebecca.kellen@cityofbirchwood.com

website: <http://www.cityofbirchwood.com/>



Confidentiality Notice: The information contained in this e-mail communication and any attached documentation may be privileged, confidential or otherwise protected from disclosure. They are intended for the sole use of intended recipient(s). Any unauthorized review, use, disclosure, distribution or copying is prohibited. The unauthorized disclosure or interception of e-mail is a federal crime. See 18 U.S.C. SEC. 2517(4). If you are not the intended recipient, please contact the sender by replying to this e-mail and destroying/deleting all copies of this message.

From: Ryan Heiserman <ryan@heisermanhomes.com>

Sent: Monday, July 8, 2024 1:02 PM

To: Rebecca Kellen <Rebecca.Kellen@cityofbirchwood.com>

Cc: City of Birchwood Village <info@cityofbirchwood.com>; Cris Stoltzman <cstol0501@gmail.com>; Alan Kantrud <hakantrud@protonmail.com>; Ben Wikstrom <benwikstrom@gmail.com>; Carson Schifsky <carson@schifskycompanies.com>; Shari Salzman-Hankins <shari.salzman@gmail.com>; Trevor Morehead <more0195@gmail.com>; tonibergrealtor@gmail.com <tonibergrealtor@gmail.com>

Subject: Re: July 9th 2024 City Council Meeting Agenda Packet

Hi Rebecca,

We have no plans for the home other than to sell the property and allow the next owner to do whatever they want within the confines of what the city will allow.

I hope that's helpful

Sent from my iPhone

On Jul 3, 2024, at 11:42 AM, Rebecca Kellen <Rebecca.Kellen@cityofbirchwood.com> wrote:

Attached you will find the July 9th Agenda packet and it can be found online here:
[July_9_2024_City_Council_Packet_FINAL.pdf \(cityofbirchwood.com\)](http://www.cityofbirchwood.com/July_9_2024_City_Council_Packet_FINAL.pdf)

<Outlook-bliut5i2.png>

Rebecca Kellen, MBA

City Administrator
City of Birchwood Village, MN
office: (651) 426-3403
fax: (651) 426-7747
email: rebecca.kellen@cityofbirchwood.com
website: <http://www.cityofbirchwood.com/>



Confidentiality Notice: The information contained in this e-mail communication and any attached documentation may be privileged, confidential or otherwise protected from disclosure. They are intended for the sole use of intended recipient(s). Any unauthorized review, use, disclosure, distribution or copying is prohibited. The unauthorized disclosure or interception of e-mail is a federal crime. See 18 U.S.C. SEC. 2517(4). If you are not the intended recipient, please contact the sender by replying to this e-mail and destroying/deleting all copies of this message.

<July 9 2024 City Council Packet FINAL.pdf>

I am bidding the other properties at also 5 hours of time.

Mow & Trim 5 hours x 165.00 = \$825.00 dollars.

Leaf pickup & dumping 7 hours x 165.00= \$1155.00 dollars.

Quality is A+ rated with Minnesota Better Business Bureau. All I need is the day you want us to start mowing and I will email you our lawn service agreement for your signature.

David J Miller

Quality Snow Plowing & Lawn Service, Inc.

Roseville, Minnesota 55113

612.366.2590 or docmbroker@aol.com

Fw: 131 Wildwood Update

Therese Bellinger <Therese.Bellinger@cityofbirchwood.com>

Mon 7/8/2024 2:57 PM

To: Rebecca Kellen <Rebecca.Kellen@cityofbirchwood.com>

Hi Len,

Thank you.

I have forwarded your email to our City Administrator, Rebecca Kellen.

Regards,

Therese

Therese Bellinger

Deputy Clerk

207 Birchwood Ave

Birchwood Village, MN 55110

Office: (651) 426-3403

Fax: (651) 426-7747

Email: therese.bellinger@cityofbirchwood.com

Website: <http://www.cityofbirchwood.com>

Confidentiality Notice: The information contained in this e - mail communication and any attached documentation may be privileged, confidential or otherwise protected from disclosure. They are intended for the sole use of intended recipients(s). Any unauthorized review, use, disclosure, distribution or copying is prohibited. The unauthorized disclosure or interception of e-mail is a federal crime. See 18 U.S.C. SEC.2517(4). If you are not the intended recipient, please contact the sender by replying to this e-mail and destroying/deleting all copies of this message.

From: Len Pratt <lepratt@pratthomes.com>

Sent: Monday, July 8, 2024 2:47 PM

To: Therese Bellinger <Therese.Bellinger@cityofbirchwood.com>

Cc: Ben Wikstrom <benwikstrom@gmail.com>; Toni Berg <tonibergrealtor@gmail.com>; Scott Berg <stberg5396@gmail.com>

Subject: 131 Wildwood Update

Therese..let this email serve as notice to the City of Birchwood the the owners Scott and Toni Berg have contracted with Mattco Excavation to tear 131 down and remove it from the site. This should suffice the request of the City to have them appear before the City Council to explain their plan for the existing structure. Thank you, Len Pratt (on behalf of Scott and Toni Berg)

Sent from my iPhone

2024 Road Project Question

Marcus Johnson <Marcus.Johnson@bolton-menk.com>

Mon 7/8/2024 3:33 PM

To: Rebecca Kellen <Rebecca.Kellen@cityofbirchwood.com>

Rebecca,

I have been meaning to ask the council this question. With the Reclaiming, there will be excess gravel on the roadway. My thought initially was to have Bituminous roadways collect and move the excess reclaim somewhere in the city and we can use it for the future trail projects we have been discussing....

If not we will either plan to try and use as much of it as possible (without causing drainage issues) and have them haul away the excess we can not use.

If you can pass this question onto council, I would appreciate it.

Thanks!

Marcus Johnson, PE
Project Engineer | Associate
Bolton & Menk, Inc.
Mobile: (507) 440-0537

Resolution 2024-34

Requesting Subscription to 500 Megabit Quantum Internet Service and New Phone Service

WHEREAS, the City of Birchwood Village requires a reliable and high-speed internet connection to support its operations and new technological initiatives; and

WHEREAS, our new technology provider, Techie Dudes, has indicated the necessity of a hard cutover from our current provider, Metro-Inet; and

WHEREAS, the 500 megabit Quantum internet service will meet the City's needs for speed and reliability; and

WHEREAS, the \$50 per month cost of this service can be billed to the Suburban Community Channel under our capital grant; and

WHEREAS, the City also requires a new phone service that provides sufficient minutes and reliability for city operations; and

WHEREAS, Microsoft Office offers phone service for \$180 per year with 3,000 minutes per month per user; and

WHEREAS, Zoom offers phone service for the same price, with unlimited minutes per user per month; and

WHEREAS, it is necessary to port the City's phone number to the new service by obtaining a letter of authorization from Metro-INET;

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

- 1. City staff are directed to subscribe to the 500 megabit Quantum internet service, with the costs billed to the Suburban Community Channel under our capital grant.**
- 2. City staff are further directed to evaluate and subscribe to either *Microsoft Teams Phone with Calling Plan* or *Zoom US & Canada Unlimited* for the new phone service, at the cost of \$180 per year per user, for two users.**
- 3. City staff are instructed to port the City's phone number to the chosen new phone service by obtaining a letter of authorization from our current phone**

provider, Metro-INET, and ensure that the phone number rings all City administrative employees.

- 4. City staff shall provide necessary notifications to residents via email regarding any outages that may occur during the cutover process.**
- 5. Once new phone and internet services have been established and the City's phone number has been ported to the new service, City staff shall coordinate with Techie Dudes to complete the migration from Metro-Inet.**
- 6. City staff shall provide written updates to the council each month until migration to Techie Dudes is complete, and upon completion.**

Adopted this 6th day of August, 2024.

Resolution duly seconded and passed this _____th day of _____, 2024.

Margaret Ford, Mayor

Attest:

Rebecca Kellen, City Administrator-Clerk

Road Safety Resolutions

Proposals from the Road Safety Committee

RESOLUTION #1

- The road safety committee proposes a uniform 20 MPH speed limit throughout Birchwood. Increase patrol for 20 MPH speed limit.
 - Residents were in agreement at the open public forum on 6/6/24 to promote resident safety.
 - Two Washington County Sheriffs in attendance at the forum were in agreement.
 - Narrow roadways without sidewalks, hidden driveways, a residential community with small children, and limited sight lines are dangerous for pedestrians, bikers, and walkers.
 - Along with markings and road signs being proposed by the bike committee, the 20MPH will encourage slower traffic.
 - Ron has been in contact with Mahtomedi regarding recommendations and pricing for signs
 - Cedar/Hall Avenue at 25 MPH runs east to Mahtomedi where the speed limit is 20 MPH. Other Birchwood streets are 20 MPH.
 - A speed study that was done 10/23/23 at 164 Wildwood Ave. showed 691 vehicles traveling between 19 and 36 MPH.
 - A speed study that was done on 5/16/24 at 509 Wildwood Ave showed 600 vehicles traveling between 23 and 49 MPH.
 - A speed study that was done on 5/24/24 at 600 Hall Avenue showed 498 vehicles traveling between 23 and 49 MPH
 - This number of vehicles traveling at excess speeds is unacceptable

COST

- Ron and Art have agreed to replace signs \$650
- Contracted cost for new signs \$1200
- See the break down of pricing on the spread sheet

Resolution #2

The road safety committee proposes the addition of 2 new crosswalks with signage on Wildwood Ave. Locations at Birch Beach/Owl street and Grotto. Add a concrete pad on each side of the pavement crosswalk marking for a safe area for pedestrians.(add to road project)

- School buses from Mahtomedi and White Bear Lake stop on Wildwood Ave at Birch Beach and Owl street at least 8-12 times per day. A near miss for 2 children walking across the street occurred.
- People park on Owl street and cross Wildwood Ave to access the beach.
- Residents agreed to the additional crosswalks at the forum.
- Washington County Sheriffs agreed with the crosswalks and centerline signage stating that it would slow traffic and improve safety.
- A walkway at Grotto is unmarked and unsafe for pedestrians.

COST

- Paint the crosswalk \$600
- Install 4 signs, “Stop Pedestrian Crossing” and 4 posts
 - Ron and Art to do the signs \$800
 - Contract the work \$1200
- Install centerline signage
 - Ron and Art to do the signs \$732
 - Contract the work \$832
- See pricing spread sheet

Resolution #3

Propose the addition of one stop sign on Wildwood Ave at 368 Wildwood Ave.

- A near miss occurred. A stop exists for West bound traffic, but not east bound. Poor sight line on Wildwood Ave. going east.
- Narrow and hidden driveways and roadway.
- To calm traffic and slow speed

Cost

- Ron and Art \$200
- Contracted \$250

Resolution #4

The road safety committee proposes the addition of 2-4 solar powered radar speed signs

- Flashing speed signs alert the vehicle driver to the speed limit and their current speed.
- Solar powered radar speed signs are effective in reducing speed.

• **Cost**

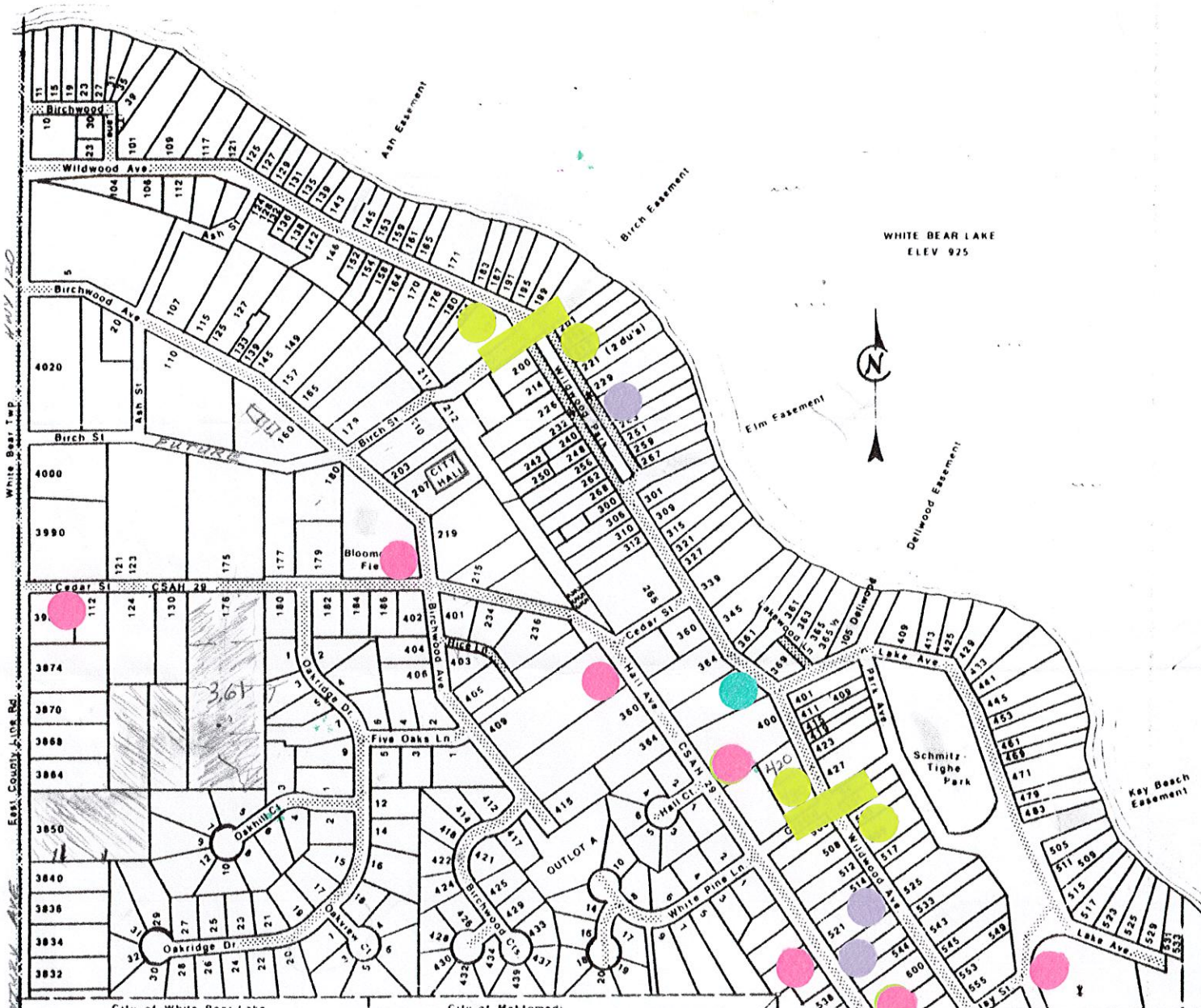
- One sign \$4053.99
- Four signs \$16215.96 (budget for next year)

City of Birchwood Village – 2024 Road Safety Tack Force

Item	Description	Cost		Sub Totals	
		Material	Labor	Ron & Art	Contracted
1	Adopt a 20 MPH city wide speed limit within Birchwood. This excludes Century Ave (HWY 120) on the city's west border				
1a	Replace 9 - 25 MPH Speed Limit signs to 20 MPH. 24" x 30" 3M Reflective from Highway Traffic Supply (Amazon)	9 @ \$55.00 = \$495	Ron & Art - \$0	\$495.00	
			Sub Contracted 9hrs @ \$50 = \$450		\$945.00
1b	Install 1 new 20 MPH sign with post on Iris Street between Wildwood Ave & Lake Ave	\$55.00 Sign \$100.00 Post & Hardware	Ron & Art - \$0	\$155.00	
			Sub Contracted 2 hrs @ \$50 = \$100		\$255.00
2	Addition of 2 new pedestrian crosswalks with signage on Wildwood Ave Locations at Birch Beach/Owl Street and Grotto				
2a	Paint Crosswalk on the pavement	Labor & Material Sub-contacted estimate on Blain, MN 2014 booklet 2 @ \$300			\$600.00
2b	Install 4 Sign Posts 8'-0" U Channel post and Hardware (Amazon)	4 signs @ \$100 = \$400 4 Post & Hardware @ \$100 = \$400	Ron & Art - \$0	\$800.00	
	Install 4 Signs (Stop Pedestrian Crossing) 24"x30" Reflective from Highway Traffic Supply (Amazon)		Sub Contracted 8 hrs @ \$50 = \$400		\$1,200.00
2c	Install centerline signage at each location. 12"X24" Reflective Lime, STOP Symbol "FOR PEDESTRIANS", Vertical Panel Barricade W/28 Lb. Base	Two (2) @ \$366= \$732	Ron & Art - \$0	\$732.00	
			Sub Contracted 2 hrs @ \$50 = \$100		\$832.00
3	Addition of one (1) Stop Sign on Wildwood Ave at 368 Wildwood (southeast bound traffic before Lake Ave)	1 sign @ \$100 1 post @ \$100	Ron & Art - \$0	\$200.00	
			Sub Contracted 1 hrs @ \$50 = \$50		\$250.00
4	Addition of 4 new Solar Powered Radar Speed signs. Two (2) signs on Wildwood Ave and two (2) on Hall Ave. LED Lighting Solutions	4 signs @ \$4053.99 = \$16215.96 Shipping = \$410 4 posts @ \$150 = \$600	Ron & Art - \$0	\$17,225.96	
			Sub Contracted 8 hrs @ \$50 = \$400		\$17,625.96

Using Ron Malles and Art Arsenault's labor at no cost	\$19,607.96
Paint Crosswalk on the pavement	\$600.00
TAX (6.75%) :	\$1,323.54
Unknown factors (15%) :	\$2,941.19
Total not to exceed :	\$24,472.69

Using city hired labor for all four proposals	\$21,107.96
TAX (6.75%) :	\$1,424.79
Unknown factors (15%) :	\$3,166.19
Total not to exceed :	\$25,698.94



Legend

Resolution #1

● Ten (10) 20 MPH Signs

Resolution #2

● Proposed Four (4) Ped Crossing signs

Proposed Two (2) Painted Crosswalks on the pavement with CL signage

Resolution #3

● Proposed One (1) Stop Sign

Resolution #4

● Proposed One to Four (1 to 4) Solar powered Speed Signs

CITY OF BIRCHWOOD VILLAGE
PROPOSED BUDGET 2025

* Rev: 07/26/2024

Actual 2021	Actual 2022	Actual 2023	Actual Thru 7/9	Budget 2024	Prop Budget 2025
----------------	----------------	----------------	--------------------	----------------	---------------------

100 - GENERAL FUND

100: GENERAL FUND RECEIPTS

Taxes

General Property Taxes	\$ 525,758	\$ 526,595	\$ 507,476	\$ 454	\$ 573,535	\$ 583,947	A
Total Property Taxes	\$ 525,758	\$ 526,595	\$ 507,476	\$ 454	\$ 573,535	\$ 583,947	

Licenses and Permits

Business Licenses and Permits

Licenses & Permits	\$ 180	\$ -	\$ 2,153	\$ 15	\$ -	\$ 500	
Total Business Licenses and Permits	\$ 180	\$ -	\$ 2,153	\$ 15	\$ -	\$ 500	

Non-Business Licenses and Permits

Building Permits	\$ 49,463	\$ 90,328	\$ 85,905	\$ 50,343	\$ -	\$ 90,000	
Kayak/Canoe Permits	\$ 2,065	\$ 1,740	\$ 1,710	\$ 1,965	\$ -	\$ 1,700	
Zoning Permits	\$ 1,045	\$ 370	\$ 300	\$ -	\$ -	\$ 300	
Animal Licenses	\$ 680	\$ 1,160	\$ 110	\$ 110	\$ -	\$ 100	
Dock/Lift Permit Fee	\$ -	\$ 1,000	\$ -	\$ -	\$ -	\$ -	B
Zoning App Fee	\$ -	\$ 1,588	\$ -	\$ 50	\$ -	\$ -	
Total Non-Business Licenses and Permits	\$ 53,253	\$ 96,186	\$ 88,025	\$ 52,468	\$ -	\$ 92,100	

Intergovernmental Revenues (Igr)

Federal IGR

Federal Grants & Aid	\$ -	\$ 960	\$ -	\$ 3,192	\$ -	\$ 3,192	C
Total State Igr	\$ -	\$ 960	\$ -	\$ 3,192	\$ -	\$ 3,192	

State IGR

State Grants & Aid	\$ 22,477	\$ -	\$ 37,809	\$ -	\$ -	\$ 603,000	D
--------------------	-----------	------	-----------	------	------	------------	---

Rent Total Igr from Other Local Governmental Units

	\$ 22,477	\$ -	\$ 37,809	\$ -	\$ -	\$ 603,000	
--	-----------	------	-----------	------	------	------------	--

Charges for Services

General Government

Charges for Services	\$ -	\$ -	\$ -	\$ 750	\$ -	\$ -	E
City/Town Hall Rent	\$ 91	\$ 380	\$ 520	\$ 475	\$ -	\$ 400	
General Government	\$ -	\$ -	\$ -	\$ 960	\$ -	\$ -	F
Total General Government	\$ 91	\$ 380	\$ 520	\$ 2,185	\$ -	\$ 400	

Fines and Forfeits

Fines

Court Fines	\$ 2,060	\$ 2,832	\$ 934	\$ 66	\$ -	\$ 950	G
Total Fines	\$ 2,060	\$ 2,832	\$ 934	\$ 66	\$ -	\$ 950	

Other Revenues

Miscellaneous	\$ 4,840	\$ 3,108	\$ -	\$ 21	\$ -	\$ -	
Interest Earning	\$ -	\$ 27,670	\$ 48,393	\$ 27,584	\$ -	\$ 48,000	
Contributions of Donations from Private Sources	\$ 510	\$ 6,407	\$ 20	\$ 180	\$ -	\$ 250	
Refund-Reimbursement-Dividend	\$ 9,489	\$ 9,283	\$ 17,757	\$ 7,026	\$ -	\$ 9,500	
Escrows Deposits	\$ 15,200	\$ 162,000	\$ 30,000	\$ 9,000	\$ -	\$ 30,000	
Total Other Revenues	\$ 30,039	\$ 208,467	\$ 96,170	\$ 43,811	\$ -	\$ 87,750	

CITY OF BIRCHWOOD VILLAGE
 PROPOSED BUDGET 2025

* Rev: 07/26/2024

Other Financing Sources

Inter Fund Transfers In

Transfers from Other Funds

Total Inter Fund Transfers In

TOTAL GENERAL FUND RECEIPTS

Actual 2021	Actual 2022	Actual 2023	Actual Thru 7/9	Budget 2024	Prop Budget 2025
\$ 25,040	\$ 15,000	\$ 2,500	\$ -	\$ -	\$ -
\$ 25,040	\$ 15,000	\$ 2,500	\$ -	\$ -	\$ -
\$ 670,868	\$ 856,106	\$ 738,903	\$ 102,191	\$ 573,535	\$ 1,371,839

CITY OF BIRCHWOOD VILLAGE
PROPOSED BUDGET 2025

* Rev: 07/26/2024
100: GENERAL FUND DISBURSEMENTS

General Government

General Government

Refunds & Reimbursements
Total Other General Government

Actual 2021	Actual 2022	Actual 2023	Actual Thru 7/9	Budget 2024	Prop Budget 2025
\$ -	\$ -	\$ 140	\$ -	\$ -	\$ -
\$ -	\$ -	\$ 140	\$ -	\$ -	\$ -

Legislative

Ordinance & Proceedings

Printing & Binding: Legal Notices Publishing
Total Legislative

\$ 1,787	\$ 1,330	\$ 4,344	\$ 336	\$ 3,000	\$ 3,000
\$ 1,787	\$ 1,330	\$ 4,344	\$ 336	\$ 3,000	\$ 3,000

Executive

Mayor and City Council

Wages & Salaries
Employer Contributions for Retirement: PERA Contributions
Total Executive

\$ 7,779	\$ 5,840	\$ 1,612	\$ -	\$ 4,500	\$ 8,500
\$ 443	\$ 250	\$ -	\$ -	\$ 360	\$ 680
\$ 8,222	\$ 6,090	\$ 1,612	\$ -	\$ 4,860	\$ 9,180

City/Town Clerk

Clerk - Deputy Clerk - Treasurer

Wages & Salaries
State Tax - Employee
Employer Contributions for Retirement: PERA Contributions
Fees

\$ 63,971	\$ 81,527	\$ 103,524	\$ 63,042	\$ 134,501	\$ 143,000
\$ 3,555	\$ 4,811	\$ 7,153	\$ 3,534	\$ 10,760	\$ 11,200
\$ 6,314	\$ 9,107	\$ 12,974	\$ 8,581	\$ 10,583	\$ 11,100
\$ 10	\$ -	\$ -	\$ -	\$ -	\$ -

Elections

Repair & Maintenance Supplies
Contracted Services - Election Judges
Recording & Reporting: Utility Services - Water
Printing & Binding: Legal Notices Publishing
Total City/Town Clerk

\$ 1,150	\$ 1,185	\$ 1,185	\$ -	\$ 1,332	\$ 1,500
\$ -	\$ 8,969	\$ -	\$ 1,332	\$ 9,137	\$ -
\$ -	\$ -	\$ -	\$ 1,247	\$ -	\$ -
\$ -	\$ 305	\$ -	\$ -	\$ -	\$ -
\$ 75,001	\$ 105,904	\$ 124,836	\$ 77,736	\$ 166,313	\$ 166,800

Financial Administration

Financial Administration

Contracted Services - Financial Administration
Communications: Postage
Fees

\$ -	\$ -	\$ 527	\$ -	\$ 6,000	\$ -
\$ -	\$ -	\$ 28	\$ -	\$ -	\$ -
\$ -	\$ -	\$ 81	\$ -	\$ -	\$ -

Assessing

Contracted Services
Total Financial Administration

\$ 5,671	\$ 11,919	\$ 5,646	\$ 6,432	\$ 6,500	\$ 6,700
\$ 5,671	\$ 11,919	\$ 6,282	\$ 6,432	\$ 12,500	\$ 6,700

Law

Legal Services

Professional Services
Professional Services: Legal Fees

\$ 19,500	\$ 16,500	\$ 19,500	\$ 10,500	\$ 18,000	\$ 20,000
\$ -	\$ -	\$ 3,238	\$ 7,011	\$ -	\$ 3,500

Personnel Administration

Printing & Binding: General Notices & Public Information
Total Law

\$ -	\$ -	\$ 1,126	\$ -	\$ -	\$ 500
\$ 19,500	\$ 16,500	\$ 23,864	\$ 17,511	\$ 18,000	\$ 24,000

CITY OF BIRCHWOOD VILLAGE
PROPOSED BUDGET 2025

* Rev: 07/26/2024

Other General Government

Grants

	Actual 2021	Actual 2022	Actual 2023	Actual Thru 7/9	Budget 2024	Prop Budget 2025	
Grants	\$ 1,752	\$ 1,805	\$ 1,958	\$ 2,054	\$ 2,054	\$ 2,100	M

Planning & Zoning

Professional Services - Planning - Ben	\$ 1,750	\$ -	\$ 12,000	\$ 11,200	\$ 5,000	\$ 22,500	
--	----------	------	-----------	-----------	----------	-----------	--

Contracted Services - Planning	\$ 6,120	\$ -	\$ -	\$ -	\$ -	\$ -	
--------------------------------	----------	------	------	------	------	------	--

City Training & Development

Training	\$ 175	\$ 304	\$ 1,462	\$ 1,228	\$ 2,000	\$ 2,000	
----------	--------	--------	----------	----------	----------	----------	--

Miscellaneous: Dues & Subscriptions - LMC	\$ 1,103	\$ 1,412	\$ 1,195	\$ -	\$ 1,237	\$ 1,250	
---	----------	----------	----------	------	----------	----------	--

Animal Control

Contracted Services	\$ 800	\$ 1,557	\$ 1,148	\$ 400	\$ 1,200	\$ 1,200	N
---------------------	--------	----------	----------	--------	----------	----------	---

Software Expense

Miscellaneous: Dues & Subscriptions	\$ 30	\$ -	\$ 4,000	\$ 2,100	\$ -	\$ 2,100	O
-------------------------------------	-------	------	----------	----------	------	----------	---

General Fund Engineering Expense

Professional Services - Engineering	\$ -	\$ -	\$ 19,886	\$ 8,443	\$ 12,000	\$ 14,500	P
-------------------------------------	------	------	-----------	----------	-----------	-----------	---

General Government Buildings & Plant

Office Supplies	\$ 405	\$ 946	\$ 1,932	\$ 1,079	\$ 1,900	\$ 2,000	
-----------------	--------	--------	----------	----------	----------	----------	--

Operating Supplies: Cleaning Supplies	\$ -	\$ -	\$ 16	\$ 330	\$ -	\$ 100	
---------------------------------------	------	------	-------	--------	------	--------	--

Repair & Maintenance Supplies	\$ 54	\$ 2,022	\$ 327	\$ 379	\$ 2,500	\$ 2,500	
-------------------------------	-------	----------	--------	--------	----------	----------	--

Office Equipment	\$ -	\$ 25	\$ 412	\$ -	\$ -	\$ -	
------------------	------	-------	--------	------	------	------	--

Professional Services	\$ -	\$ 2,676	\$ 304	\$ 396	\$ -	\$ -	
-----------------------	------	----------	--------	--------	------	------	--

Contracted Services - Cleaning	\$ 344	\$ 516	\$ 576	\$ 416	\$ 4,100	\$ 750	Q
--------------------------------	--------	--------	--------	--------	----------	--------	---

Communication	\$ 10,151	\$ 6,184	\$ 8,388	\$ 3,191	\$ 9,351	\$ 5,000	R
---------------	-----------	----------	----------	----------	----------	----------	---

Utility Services	\$ 1,889	\$ 2,381	\$ 2,879	\$ 437	\$ 5,000	\$ 5,000	S
------------------	----------	----------	----------	--------	----------	----------	---

Repairs & Maintenance	\$ 238	\$ 259	\$ 332	\$ 462	\$ 200	\$ 450	
-----------------------	--------	--------	--------	--------	--------	--------	--

City Insurance

Workers Compensasion	\$ 3,237	\$ 2,768	\$ 1,902	\$ 2,095	\$ 2,768	\$ 3,000	
----------------------	----------	----------	----------	----------	----------	----------	--

Insurance: General Liability	\$ 7,297	\$ 8,385	\$ 10,933	\$ 12,430	\$ 11,781	\$ 13,100	
------------------------------	----------	----------	-----------	-----------	-----------	-----------	--

Insurance: Property	\$ -	\$ 277	\$ -	\$ -	\$ -	\$ -	
---------------------	------	--------	------	------	------	------	--

Excess Liability	\$ -	\$ 855	\$ 1,200	\$ -	\$ 855	\$ 1,200	
------------------	------	--------	----------	------	--------	----------	--

Cable Equipment & Service

Office Equipment	\$ -	\$ -	\$ 3,445	\$ 480	\$ -	\$ -	
------------------	------	------	----------	--------	------	------	--

Contracted Services	\$ 1,937	\$ 1,723	\$ 1,710	\$ 663	\$ 1,500	\$ 1,750	
---------------------	----------	----------	----------	--------	----------	----------	--

Communication	\$ -	\$ -	\$ 6,435	\$ 870	\$ -	\$ -	
---------------	------	------	----------	--------	------	------	--

Miscellaneous: Dues & Subscriptions	\$ -	\$ -	\$ 160	\$ -	\$ -	\$ -	
-------------------------------------	------	------	--------	------	------	------	--

Refund of Overpayment of Permit Fees

Refunds and Reimbursements	\$ -	\$ -	\$ 417	\$ 395	\$ -	\$ -	
----------------------------	------	------	--------	--------	------	------	--

Kayak/Canoe Permit Labels

Office Supplies	\$ -	\$ -	\$ 168	\$ -	\$ -	\$ -	
-----------------	------	------	--------	------	------	------	--

Total Other General Government	\$ 37,283	\$ 34,094	\$ 83,185	\$ 49,047	\$ 63,446	\$ 80,500	
---------------------------------------	------------------	------------------	------------------	------------------	------------------	------------------	--

CITY OF BIRCHWOOD VILLAGE
PROPOSED BUDGET 2025

* Rev: 07/26/2024

Public Safety

Police

Contracted Services

Total Police

Fire

Contracted Services

Total Fire

Building Administration

Contracted Services - Inspector

Total Fees Department of Labor & Industry

Total Building Inspections

Other Protection

Contracted Services - Code Red

Total Other Protection

Highways Streets & Roadways

Highways Streets & Roadways

Contracted Services - Pothole Repair / Crack Seal/ Seal Coat

Street Sweeping

Contracted Services

Tree Care

Contracted Services - Tree Inspector

Ice & Snow Removal

Operating Supplies: Salt & Sand

Contracted Services

Tree Removal

Contracted Services - Steve Dean

Street Lighting

Utility Services

Survey-Public Property

Professional Services

Total Highways Streets & Roadways

Recycling

Recycling

Contracted Services - Recycling

Total Other Recycling

	Actual 2021	Actual 2022	Actual 2023	Actual Thru 7/9	Budget 2024	Prop Budget 2025
Contracted Services	\$ 42,019	\$ 96,073	\$ 36,217	\$ 36,217	\$ 87,027	\$ 97,575
Total Police	\$ 42,019	\$ 96,073	\$ 36,217	\$ 36,217	\$ 87,027	\$ 97,575
Contracted Services	\$ 31,823	\$ 30,108	\$ 39,327	\$ 35,597	\$ -	\$ 40,500
Total Fire	\$ 31,823	\$ 30,108	\$ 39,327	\$ 35,597	\$ -	\$ 40,500
Contracted Services - Inspector	\$ 22,196	\$ 21,932	\$ 50,709	\$ 41,905	\$ -	\$ 60,000
Total Fees Department of Labor & Industry	\$ 1,108	\$ 2,169	\$ 2,184	\$ 716	\$ -	\$ 2,200
Total Building Inspections	\$ 23,304	\$ 24,100	\$ 52,893	\$ 42,621	\$ -	\$ 62,200
Contracted Services - Code Red	\$ 68	\$ 68	\$ 68	\$ -	\$ 70	\$ 70
Total Other Protection	\$ 68	\$ 68	\$ 68	\$ -	\$ 70	\$ 70
Contracted Services - Pothole Repair / Crack Seal/ Seal Coat	\$ 42,293	\$ 10,000	\$ 11,250	\$ -	\$ 50,000	\$ 82,614
Contracted Services	\$ 2,124	\$ -	\$ 3,500	\$ 2,000	\$ 4,000	\$ 4,000
Contracted Services - Tree Inspector	\$ 1,300	\$ 1,300	\$ -	\$ -	\$ 5,000	\$ 5,000
Operating Supplies: Salt & Sand	\$ 3,273	\$ 12,971	\$ 44,868	\$ 15,935	\$ 20,000	\$ 20,000
Contracted Services	\$ 9,512	\$ 16,941	\$ 31,302	\$ 806	\$ 20,000	\$ 20,000
Contracted Services - Steve Dean	\$ 6,607	\$ 500	\$ 23,000	\$ 4,387	\$ 15,000	\$ 10,000
Utility Services	\$ 14,896	\$ 16,072	\$ 16,472	\$ 6,400	\$ -	\$ 17,000
Professional Services	\$ -	\$ -	\$ 1,000	\$ 3,740	\$ -	\$ 2,000
Total Highways Streets & Roadways	\$ 86,065	\$ 63,575	\$ 131,393	\$ 33,631	\$ 114,000	\$ 160,614
Contracted Services - Recycling	\$ 14,352	\$ 16,192	\$ 17,480	\$ 9,200	\$ 15,980	\$ 20,400
Total Other Recycling	\$ 14,352	\$ 16,192	\$ 17,480	\$ 9,200	\$ 15,980	\$ 20,400

CITY OF BIRCHWOOD VILLAGE

PROPOSED BUDGET 2025

* Rev: 07/26/2024

Culture & Recreation

Parks and City Maintenance

	Actual 2021	Actual 2022	Actual 2023	Actual Thru 7/9	Budget 2024	Prop Budget 2025
Wages & Salaries	\$ 15,866	\$ 15,051	\$ 23,020	\$ 9,639	\$ 24,170	\$ 25,200
Employer Contributions for Retirement: PERA Contributions	\$ 2,223	\$ 1,490	\$ 3,391	\$ 1,378	\$ 3,383	\$ 3,525
Medicare - Employer	\$ -	\$ -	\$ -	\$ -	\$ 363	\$ 750
Social Security - Employer	\$ -	\$ -	\$ -	\$ -	\$ 1,692	\$ 1,800
Operating Supplies: Pet Waste Bags	\$ -	\$ -	\$ 50	\$ -	\$ -	\$ 50
Repair & Maintenance Supplies	\$ -	\$ 132	\$ 918	\$ 236	\$ -	\$ 500
Repair & Maintenance Supplies: Sign Repair Materials	\$ -	\$ -	\$ 9	\$ 591	\$ -	\$ -
Professional Services	\$ -	\$ -	\$ 185	\$ -	\$ -	\$ -
Contracted Services - Porta Potties	\$ 1,923	\$ 6,508	\$ 2,717	\$ 1,318	\$ 2,930	\$ 3,025
Utility Services	\$ 75	\$ 270	\$ 400	\$ 29	\$ 685	\$ 400
Repairs & Maintenance	\$ 4,578	\$ 1,624	\$ 730	\$ 50	\$ 1,000	\$ 1,000
Lake Links Trail Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,000
Miscellaneous	\$ 2,348	\$ 8,704	\$ -	\$ -	\$ -	\$ -
Total Parks	\$ 27,013	\$ 33,779	\$ 31,418	\$ 13,240	\$ 34,222	\$ 38,250

Conservation of Natural Resources

Fees	\$ 2,220	\$ 1,791	\$ 1,100	\$ 740	\$ 740	\$ 1,150	U
Total Other Conservation of Natural Resources	\$ 2,220	\$ 1,791	\$ 1,100	\$ 740	\$ 740	\$ 1,150	

Miscellaneous Expenditures

Professional Services	\$ 920	\$ 2,925	\$ -	\$ -	\$ -	\$ -
Miscellaneous	\$ 30	\$ 605	\$ -	\$ -	\$ -	\$ -
Refunds & Reimbursements	\$ 15	\$ 113	\$ 60	\$ -	\$ -	\$ -
Total Other Miscellaneous Expenditures	\$ 965	\$ 3,643	\$ 60	\$ -	\$ -	\$ -

Miscellaneous - Unallocated Expenditures

Office Supplies	\$ -	\$ 69	\$ -	\$ -	\$ -	\$ -	
Office Equipment	\$ -	\$ 1,423	\$ -	\$ -	\$ -	\$ -	
Contracted Services	\$ -	\$ 1,052	\$ -	\$ -	\$ -	\$ -	
Communications	\$ 85,339	\$ 685	\$ -	\$ -	\$ -	\$ -	
Miscellaneous	\$ 441	\$ 25,215	\$ -	\$ 12,281	\$ 2,000	\$ 500	V
Fees	\$ -	\$ 199	\$ -	\$ -	\$ -	\$ -	
Refunds & Reimbursements	\$ -	\$ 2,878	\$ -	\$ -	\$ -	\$ -	
Total Miscellaneous - Unallocated Expenditures	\$ 85,780	\$ 31,521	\$ -	\$ 12,281	\$ 2,000	\$ 500	

Escrow Refunds

Miscellaneous	\$ -	\$ 24,100	\$ -	\$ -	\$ -	\$ -
Refunds & Reimbursements	\$ -	\$ 144,100	\$ 18,000	\$ 6,000	\$ -	\$ 30,000
Total Escrow Refunds	\$ -	\$ 168,200	\$ 18,000	\$ 6,000	\$ -	\$ 30,000

Other Financing Uses: Transfer to Enterprise Funds

Interfund Transfers - Capital Improvement Fund	\$ -	\$ 32,317	\$ -	\$ 40,868	\$ 30,000	\$ 30,000
Total Other Financing Uses	\$ -	\$ 32,317	\$ -	\$ 40,868	\$ 30,000	\$ 30,000

Proprietary Fund Expenses

Sewer Engineering Expenses

Professional Services - Engineering	\$ 33,635	\$ 51,912	\$ -	\$ -	\$ -	\$ 600,000
-------------------------------------	-----------	-----------	------	------	------	------------

TOTAL GENERAL FUND DISBURSEMENTS

\$ 494,707	\$ 729,116	\$ 573,189	\$ 381,956	\$ 552,159	\$ 1,371,439
-------------------	-------------------	-------------------	-------------------	-------------------	---------------------

**CITY OF BIRCHWOOD VILLAGE
PROPOSED BUDGET 2025 NOTES**

A The budget is made using a cash basis of accounting. This spreadsheet Includes both levy and non levy items for tranparency. This is the reason the disbursements are increased from the 2024 budget.

2024 Levy	2025 Proposed Levy	Change
\$ 573,534.59	\$ 583,947.00	1.82%

2024 Disbursements	2025 Proposed Disbursements	Change
\$ 552,158.50	\$ 1,371,439.00	148.38%

B The Dock/Lift Permit Fees have been moved to the Special Revenue Fund.

C Recycling Grant.

D This number includes:

Gas Tax	\$	23,000.00
---------	----	-----------

The following are for the Liftstation:

EPA Federal Grant	\$	480,000.00	
RCWD	\$	100,000.00	** This can be used towards
Total	\$	603,000.00	the city match of \$120,000.00.

E The actual in 2024 was from Jason Tell for reimbursement of planning services.

F The actual in 2024 was from Elizabeth Simning for a vacant building registration fee.

G The actuals in 2022 were elevated due to city road closures and detours resulting in elevated fines. Sarah Halvorson from Washington County is investigating the low 2024 numbers.

H WBL Press Publications.

I This amount is made up of the following:

Mayor	\$	2,500.00	
City Council	\$	6,000.00	(\$1,500.00 * 4 Members)
	\$	8,500.00	

J Three positions:

2024 Budget	\$	134,501.00
Less Past Treasurer	\$	1,050.00
	\$	133,451.00
Clerk/Deputy 4%	\$	138,789.04
Add New Treasurer	\$	4,200.00
Total	\$	142,989.04

K League of MN Cities Legal.

L Advertising for Open Positions.

M Northeast Youth and Family Services.

N Companion Animal Control.

O The City's permitting software purchased from Civic Plus. The initial investment of \$4,000 with yearly charges of \$2,100 every year after.

P Bolton & Menk.

**CITY OF BIRCHWOOD VILLAGE
PROPOSED BUDGET 2025 NOTES**

Q Cleaning Services - TSE, Inc.

R Metro INET and forecasted Techie Dudes, internet and phone lines.

S USS Minnesota One MT LLC

T Road Maintenance:	\$ 15,000.00
Potholes	\$ 67,614.00
Seal Coat & Crack Se Total	\$ 82,614.00

U White Bear Lake Conservation Fees.

V The actual in 2024 was paid to General Service Repair for lift station repair.

**ORDINANCE NO. 2024-07-01
CITY OF BIRCHWOOD VILLAGE
WASHINGTON COUNTY, MINNESOTA
AN ORDINANCE AMENDING ORDINANCE 2024-01-02 (THE FEE SCHEDULE)
REGARDING SEWER AND WATER PERMIT FEES**

The City of Birchwood Village has a Fee Schedule prescribing the fees for various services provided memorialized in/by Ordinance 2024-01-02 and the City would like to add a charge to cover the costs associated with the expense of processing and issuing sewer and water permits.

The City Council of the City of Birchwood Village does hereby ordain that the fee schedule is hereby amended by adding the following fee:

SEWER AND WATER PERMIT	Sewer and Water Permit	202.030, 202.040	\$150.00	8/2024
	State Surcharge	Minnesota Statute 326B.148	\$1.00	

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

Adopted by the City of Birchwood Village City Council this 6th day of August, 2024.

Margaret Ford, Mayor

Attested:

Rebecca Kellen
City Clerk-Administrator

ORDINANCE 2024 – 07-02

**CITY OF BIRCHWOOD VILLAGE
WASHINGTON COUNTY, MINNESOTA
AN ORDINANCE AMENDING THE FEE SCHEDULE**

The City Council of the City of Birchwood Village hereby ordains that the fee schedule is hereby amended by adding the following fee:

SOLICITOR REGISTRATION FEES	SOLICITOR REGISTRATION FEE (PER YEAR)	622	\$100.00
--	--	------------	-----------------

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

Adopted by the City of Birchwood Village City Council this ___ day of _____ 2024.

To: Birchwood City Council

From: Ryan Hankins

Re: Revisions to Variance Application Criteria

We have been struggling to deliver completed variance applications to the city council and planning commission. The following provides clear descriptions of what is required, that staff must mark variances as complete within 14 days, and variances should include each required piece documentation, or should explain why omissions are not needed.

Thank you to Mike Kramer for excellent suggestions, and to the planning commission for its review in July.

ORDINANCE NO. 2024-08-01

AN ORDINANCE REPLACING SUBSECTION 304.020 OF THE CITY CODE TITLED “VARIANCE APPLICATION REQUIREMENTS” IN SECTION 304 OF THE CITY CODE TITLED “ZONING CODE: VARIANCES”

The City Council of The City of Birchwood Village, Minnesota ordains:

Section 1. Enactment. The following section replaces section 304.020 of the City Code.

304.020 Variance Application Requirements. Before consideration of a variance, an application for variance shall be made on forms provided by the City Administrator. The application must be accompanied by the required information described below and by all required fees. City zoning staff shall mark an application complete only if it includes the following items or shall include an explanation of why each omitted item is unnecessary. Incomplete applications shall be returned to the applicant within fourteen days of application.

- a). The legal description and address of parcel.
- b). Name, address, and phone number of applicant (and of owner if owner is not the applicant).
- c). Plot plan draw to scale (Including a bar scale on the plan). Lot elevations and contour lines (existing and proposed). Cross sections of disturbed areas and proposed structures.
- d). Plan showing existing and proposed new work and changed structures, landscaping and areas on the lot. (i.e. critical spot elevations at structures and changes in existing site contours. Proposed structures material specifications. Proposed foundations, volumes of material disturbance, landscaping layout, slope stabilization and erosion control plans and materials.) The plan shall include sufficient detail and dimensions to determine which variances are necessary, and in what dimensions, and to evaluate the project against requirements.
- e). Existing structures and site elevations/contours on adjacent lots.
- f). A certificate by a registered professional land surveyor verifying the location of all buildings, setbacks, and building and impervious surface area coverage.
- g). A certificate by a registered professional land surveyor or engineer certifying other facts that, in the opinion of the city, are necessary for evaluation of the application. (i.e. stormwater maintenance plan, drainage plan, etc.)
- h). A separate enumeration of each section, including a clear reference to the section of the code to which a variance is requested along with a demonstration that each criterion set forth in section 304.040 is met for each enumerated section.

h). Evidence demonstrating compliance with regulations of other governmental units when required by provisions of this code, State Law, or regulations of other governmental units. Non-limiting examples of government units which may have applicable regulations including the State of Minnesota, Rice Creek Watershed District, Minnesota Department of Natural Resources, White Bear Lake Conservation District, and Minnesota Pollution Control Agency.

Section 2. Effective Date.

This ordinance becomes effective from and after its passage and publication.

Passed by the City Council of The City of Birchwood, Minnesota this 9th day of September, 2024.

Mayor

Attested:

City Clerk

MEETING MINUTES (Draft)

Birchwood Planning Commission Regular Meeting

City Hall - 7:00 PM Regular Meeting 7/25/2024

Submitted by Michael Kraemer – secretary

COMMISSIONERS PRESENT: – Michael McKenzie – Vice Chairperson, Michael Kraemer, Casey Muhm,

COMMISSIONERS ABSENT:, Andy Sorenson, Michelle Maiers-Atakpu

OTHERS PRESENT: Council Member Ryan Hankins – Council Member

TO ORDER: Meeting called to order by Vice-Chairperson McKenzie at 7:05 PM.

1. PUBLIC FORUM
 - a. none
2. APPROVE AGENDA
 - a. Motion by Muhm, 2nd by McKenzie to approve agenda as presented. Vote: Yes - 3, No – 0. Motion passed.
3. REGULAR AGENDA
 - a. Item A – Review/Approve June 27, 2024 Planning Commission Meeting Minutes.
 - i. Motion by Muhm, 2nd by Kraemer to approve the minutes. Vote: Yes – 3, No – 0, Motion passed.
 - b. Item B – Revisions to Variance Application Requirements – Replacement Subsection 304.020 City Code
 1. Review and Discuss Variance Application –
 - i. Document centered around providing as much variance application guidance as possible in effort to improve the quality and completeness of the variance applications being submitted to the Planning Commission.
 2. Discuss Recommendations to City Council
 - a. Planning Commission **Recommendation:** It is the opinion of the Planning Commission that the draft document as presented was a good discussion on the details and expectations on the quality and thoroughness expected by the Planning Commission. Advisory Motion by McKenzie and 2nd by Muhm recommending the Council approve the document as submitted. Advisory Vote: Yes – 3, No – 0.
4. **Suggested additional agenda item for August, 2024 Planning Commission meeting.** Set dates for November and December, 2024 Planning Commission meetings since the 4th Thursday of each of these month’s conflicts with Thanksgiving and Christmas holidays.

ADJOURN 7:37 PM

- a. Motion by Motion by Muhm, 2nd by Kraemer to adjourn meeting. Vote: Yes - 3, No – 0. Motion passed.

To: Birchwood City Council
From: Margaret Ford and Ryan Hankins
Re: Animal Barriers

A couple months back, we discussed an ordinance allowing deer fencing. The following proposal addresses that need, without creating a non-conforming structure that could be used to build something else. It includes other pests as well.

ORDINANCE NO. 2024-08-02

**AN ORDINANCE ADOPTING SECTION 6XX OF THE CITY CODE TITLED
“ANIMAL BARRIERS”**

The City Council of The City of Birchwood, Minnesota ordains:

Section 1. **Enactment.** Chapter 623 entitled “ANIMAL BARRIERS” is hereby enacted to read as follows:

Chapter 623: ANIMAL BARRIERS

623.010. Purpose. The City finds that residents benefit from growing and maintaining foliage, vegetation and gardens, and that deer, rabbits, rodents and other animals cause damage that impacts the public welfare. Allowing temporary animal barriers protects foliage, vegetation and gardens.

623.020. Definitions.

1. Height Above Grade. shall mean the vertical distance before construction at a point on the surface of the earth to the top of the barrier or posts above that point.
2. Structure. shall have the definition in § 300.020.
3. Temporary. shall mean constructed with methods and materials that can be dismantled and relocated without lasting changes to the site.

623.030. Temporary Animal Barriers. Notwithstanding City Code Section 302, a temporary barrier to protect foliage, vegetation and gardens from damage by deer, rabbits, rodents or other animals may be erected and maintained. Such barrier shall:

1. be constructed of plastic, fabric or wire mesh, but not wood, chain link or other materials, and
2. surround only foliage, vegetation or gardens; and
3. be at least 90% open; and

4. be of the minimum width necessary and not exceed a height above grade of eight feet at any point; and
5. be set back at least ten feet from any street or road and at least 25 feet from any ordinary high water line; and
6. not constitute a structure; and
7. be supported only by attachment to a structure or posts driven into the earth, without concrete or other underground support.

623.040 Repeal or Modification. Upon adoption, repeal or modification of this ordinance, temporary animal barriers that no longer comply with City Code shall be removed or made compliant within six months.

623.050. No Permit Required. No permit shall be required to construct any temporary animal barrier in accordance with § 6XX.030.

623.060 Penalty. Any person violating any provision of this ordinance shall, upon conviction, be punished by a fine not exceeding \$1,000 or by imprisonment for a period not exceeding 90 days, or both, plus, in either case, the costs of prosecution.

Section 2. **Effective date.** This ordinance becomes effective from and after its passage and publication.

Passed by the City Council of The City of Birchwood, Minnesota this 9th day of September, 2024.

Mayor

Attested:

City Clerk

JOINT POWERS AGREEMENT
City of Birchwood Village and Town of White Bear
Trail Management Agreement

This Joint Powers Agreement made and entered into this _____ day of December, 2023 by and between the City of Birchwood Village, Washington County, (“City”) Minnesota and Town of White Bear, Ramsey County, (“Town”) Minnesota.

WHEREAS, the parties, pursuant to the provision of Minnesota Statutes Chapter 471.59, are authorized to enter into agreements to exercise jointly the governmental powers and functions each has individually; and,

WHEREAS, the County of Ramsey did, as part of the reconstruction of South Shore Boulevard construct a trail along the Northerly and Easterly right-of-way of South Shore Boulevard; and

WHEREAS, approximately two hundred and sixty feet of said trail lies within the boundaries of the City of Birchwood Village as shown on Exhibit A hereto; and,

WHEREAS, the City of Birchwood Village is responsible for the maintenance, repair, or reconstruction of said trail to the extent said trail lies within the City’s boundaries; and

WHEREAS, the City has requested the Town maintain, repair, and if necessary reconstruct said trail. And the Town has agreed to be responsible for maintenance, repair, and reconstruction of said trail.

NOW, THEREFORE, it is hereby agreed by and between the parties hereto as follows:

1. That the Town shall be responsible for the maintenance, repair, and reconstruction of the trail. This shall include but not be limited to snow removal, surface sealing, crack repair, pavement repair, and any other maintenance and repairs that Town, at its sole discretion, deems necessary to maintain the trail in a safe condition. The Town shall have sole discretion as to the means and methods used to carry out the duties set forth above.
2. Costs. By the tenth day of each calendar month, the Town shall send an invoice to the City outlining the work performed pursuant to this Agreement and stating the costs to

be reimbursed. The City shall pay said invoice within thirty (30) days of the Town transmitting said invoice.

3. Reconstruction. If the Town determines the trail must be reconstructed, and in the event the Town elects to reconstruct that portion of the trail lying within Town boundaries and requires reconstruction of that portion lying within the boundaries of the City, the Town shall retain those engineering services necessary to prepare plans and specifications for both the trail lying within the Town boundaries and that part of the trail governed by this Agreement. The Town shall consult with the City regarding said plans and specifications, however: the Town retains final authority over all plans and specifications. The City hereby appoints the Town as its agent and grants the Town the authority to obtain bids for the completion of the work set forth in the plans and specifications approved. The City retains the right to accept or reject any contract for the work to be performed pursuant to this section. However, if the City rejects any such contract, the Town reserves the right to terminate this Agreement with thirty (30) days written notice to the City.

The City shall be responsible for its share of the engineering and contract costs relating to the reconstruction of the trail. Such share will be based on the ratio of the lengths of the City trail being reconstructed to the length of the entire trail being reconstructed.

4. The parties agree to indemnify each other and hold each other harmless from any and all claims, causes of action, lawsuits, judgments, charges, demands, costs, and expenses, including, but not limited to, interest involved therein and attorneys' fees and costs and expenses connected therewith, arising out of or resulting from the failure of either party to satisfy the provisions of this agreement or for damages caused to other parties as a result of the manner in which the offending party performs or fails to perform duties imposed on each party by the terms of this agreement.
5. Unless otherwise stated this agreement shall remain in full force and effect until terminated by mutual agreement of the parties, by operation of this agreement, or by an independent arbitrator in the event that there is not a mutual agreement.

6. It is agreed that, except as specifically provided hereby the execution of this agreement, neither party relinquishes any rights or powers possessed by it, neither party is relieved of any responsibility, duty or obligation imposed on it by law or regulation.
7. Data Practices:
 - a. The parties agree to comply with the Minnesota Data Practices Act and all other state and federal laws relating to data privacy or confidentiality;
 - b. The parties will immediately report to each other any requests from third parties for information relating to this Agreement.
 - c. The parties agree to promptly respond to each other's inquiries concerning data requests.
8. Arbitration of Disputes: Any controversy claim arising out of or relating to this Agreement or breach thereof shall be settled by arbitration in accordance with the rules of the American Arbitration Association. Judgment upon the award rendered by the arbitrator may be entered in any court having jurisdiction thereof.

IN WITNESS WHEREOF, the parties hereto have caused this agreement to be executed by their respective duly authorized representatives.

Dated

12/18/23

TOWN OF WHITE BEAR

By 
Its Town Board Chair

By 
Its Clerk-Treasurer

Dated

CITY OF BIRCHWOOD VILLAGE

By _____
Its Mayor

By _____
Its City Administrator

Hi Becky,

Following is what I come up with for a two rail, 120' cedar fence from Menards.

13 cedar posts at \$17.69 each = \$230

24 cedar rails at \$15.59 each = \$374

Auger Oakdale rental per day = \$125

31 labor hours at \$25 per hour = \$775 (pickup material at Menards, pickup and drop off auger, prepare estimate, install fence)

Hopefully tree roots and rocks aren't bad.

Total approximately \$1504.00

Let me know if you have questions or you think I may have missed something.

Thanks, Ron



To: Birchwood City Council
From: Ryan Hankins
Re: Vacant Properties

In June and July, the council passed directives directing the city attorney to cite the owner(s) of 310 and 312 Wildwood Ave. for several violations of city code. Among other issues, there has been significant erosion from the properties onto Wildwood Ave. with the rain, and the erosion has been concerning to residents. In discussions with Alan, he indicated that the sheriff's commander has been out of town, and that the codes had not been entered into the court record-keeping system. In the July council meeting, we understood that we would see enforcement moving forward by our August meeting. I'd like to understand what further enforcement steps we have and invite the sheriff to attend our September meeting to help us understand the enforcement process, and whether delays of months are reasonable.

The city council further directed the city administrator to assess 310 and 312 Wildwood Ave and 131 Wildwood Ave. the vacant building registration fee. We should get an update from staff on the status of those assessments. Because the properties have been listed for sale, it may be important to levy the assessments quickly. My understanding is that they must be levied by resolution, similarly to how we certify assessments of utility bills.

One small note of progress: 131 Wildwood Ave. was just demolished.

MEMORANDUM

DATE: 7/26/24

TO: City Council
FROM: Rebecca Kellen, City Administrator
COPIED:
SUBJECT: Lift Station Update



Birchwood Village

August Update: Our EPA Region 5 representative was replaced so we reached out to the new representatives and Mayor Margaret, Engineer Marcus Johnson and I met with her 7/25/24. We discussed funding and required contract language. She confirmed that our documents should not be submitted on grants.gov prior to the cultural review being completed. She told us that she will be the person completing the cultural review and to expect about a month for completion. The documents for the cultural review were resent to her. Also, our SAM.gov registration is due for renewal and is underway, about ½ way complete. It expires in October of 2024.

July Update: This memo is to notify the City Council that the cultural review packets for the Office of the State Archaeologist, State Historic Preservation Office, and Tribal Historic Preservation Offices were submitted to the required parties on 5/22/24, for the Lift Station. All offices have a minimum of 30 days to respond. At this point we have received responses from 2 tribes. The Office of the State Archaeologist and the State Historic Preservation Office have been running behind with their reviews typically taking between 45-60 days.

After we are notified by the EPA that we have passed the environmental review then we will need to submit the required documents on Grants.gov (they requested that we wait until we pass the environmental review to submit those.) In conversations with Engineer Marcus Johnson, he said that after the environmental review approval, the EPA will tell us if we need anything particular in our plans and then it goes back to the EPA for a final review, and upon completion we will post bids.

Regards,
Rebecca Kellen
City Clerk
City of Birchwood Village, MN
office: (651) 426-3403
email: rebecca.kellen@cityofbirchwood.com
website: <http://www.cityofbirchwood.com/>

MEMORANDUM

DATE: 7/5/24

TO: City Council
FROM: Rebecca Kellen, City Administrator
COPIED:
SUBJECT: Recycling Grant Update



Birchwood Village

This is an update on where we are at with our 4 grant deliverables for our Washington County Grant in the amount of \$3192.

- Ordinance Review – Staff has met with FOTH and they are in the process of reviewing our city code sections 401 and 402.
- Promotional and Educational Materials – Spring and Summer Newsletter included information about recycling and several Washington County Recycling Events have been shared over Facebook.
- Mattress Recycling – Took Place in June, 2024. There was a total of 22 Birchwood Village residents that participated.
- Bins in Parks and City Hall – Staff has been working with the MN Chamber of Commerce Representatives who recommended we add recycling bins to Dellwood, Tighe-Schmitz, and Elm. These 3 bins, free of charge, have been placed. The other recommendation was to add clearer signage to the area, possible including metals signs but at a minimum suggested stickers/labels. **Staff would like city councils' opinion on adding metal signage to the beaches with for recycling.** See the attached pages.

Regards,
Rebecca Kellen
City Clerk
City of Birchwood Village, MN
office: (651) 426-3403
email: rebecca.kellen@cityofbirchwood.com
website: <http://www.cityofbirchwood.com/>

MEMORANDUM

DATE: 7/31/24

TO: City Council
FROM: Rebecca Kellen, City Administrator
COPIED:
SUBJECT: Tree Inspection Update



Birchwood Village

The tree inspection took place the week of July 22nd and the results are forthcoming. Prior to the tree inspection, city staff met with the inspector and requested that certain trees that had been reported be checked out as well as the residential homes where Oak Wilt was reported in the previous inspection to determine if these properties remain with Oak Wilt. Once the city obtains the results of such inspections it will be made available.

Regards,
Rebecca Kellen
City Clerk
City of Birchwood Village, MN
office: (651) 426-3403
email: rebecca.kellen@cityofbirchwood.com
website: <http://www.cityofbirchwood.com/>