

CITY OF BIRCHWOOD VILLAGE  
207 BIRCHWOOD AVENUE  
BIRCHWOOD, MINNESOTA

MINUTES OF THE SPECIAL CITY COUNCIL MEETING  
July 31, 2024, 500 P.M.

**MEMBERS:**

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

**STAFF:**

Rebecca Kellen	City Administrator
Marcus Johnson	City Engineer

Minutes prepared by Rebecca Kellen from a video recording.

**1. CALL TO ORDER (0:00:23)**

A. Mayor Ford called the meeting to order at 5:00PM.

**2. APPROVE AGENDA**

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

**3. CITY BUSINESS (0:1:07)**

A. Tighe-Schmitz Project Background

- a. Councilmember McCarthy said that this project came out of collaboration with Washington Conservation District and the Parks Committee, looking at projects that will help with drainage issues and run off, and that we can apply for a grant to have most of the project paid for. He said we need to do a 10% match and 80K is what is estimated for project costs, so Birchwood would need to come up with 8K. He said that in this meeting he is hoping the council will authorizing Lori Tella, Washington Conservation District, to go in front of the board and ask for the grant.
- b. **Lori Tella, Washington Conservation District (WCD)**, discussed a 2017 study that prioritized projects, which is in the comp plan. She

said they have a list of 30 projects. She showed a schematic of the park and discussed areas of the park that need better filtration.

B. Potential Projects Identified

- a. Lori Tella, Washington Conservation District, said that there are projects in the comp plan from a study done 2017. Pages 14 and 15 of the packet list the projects that have been laid out. Basic designs have been done and Birchwood just needs to pick which ones to move forward with.
- b. Ms. Tella discussed the most feasible projects, in her opinion, using the schematic in the packet:
  1. Area A – wet pond,
  2. Area B - filled with water so put in filtration,
  3. Area C - highest priority – down to Dellwood beach. C seems like a good place to start.
  4. D – clogged drain, can remedy this.

C. WBIF Funding Opportunity

- a. Lori talked about the grant – Watershed Based Implementation Funding Grant Program. She said that community interest warranted the momentum. She said the grant requires a 10% match. She also discussed the required 10-year maintenance plan and that Birchwood can contract with their maintenance department if needed. After 10 years, the maintenance agreement is no longer needed. She said that not a lot of communities have projects identified so it is likely we will get the grant. She said she would be developing the project in the winter and then in July 2025 the contract would be signed. She said that Birchwood would have 2 full years, until 2027, to complete the project.

D. Project Costs

- a. Requires 10% match, or \$8,000.

E. Roles and Responsibilities

- a. Ms. Tella said that WCD will apply for the grant on our behalf and can accept funds on our behalf, but they do not DO the work and all contracts would be through the city. WCD would help manage and distribute the funds.
- b. **Marcus Johnson, City Engineer**, said that the plans look good to him, and this is a good opportunity for the city especially by the hockey rink where it always seems wet.

- c. **Mary Sue Simmons, Parks Committee Member**, said that tomorrow Lori is presenting to the board and asked about timeline to which Ms. Tella responded that she would let us know as soon as she hears.

F. Next Steps

On a motion made by Councilmember McCarthy, seconded by Councilmember Weier, it was resolved to approve Lori Tella, WCD, to make the presentation to the Board for a Birchwood Watershed Based Implementation Funding Grant at the meeting on August 1<sup>st</sup>. All in favor. Motion carried.

4. MEETING CLOSE (0:24:00)

On a motion duly made by Councilmember McCarthy, seconded by Councilmember Hankins, it was agreed that there was no further business of the Council to transact in an open session; the meeting was closed to the public at 5:24 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.

  
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Mayor Margaret Ford

9-10-24  
Date

  
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City Administrator Becky Kellen

9-10-24  
Date



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