



**AGENDA OF THE REGULAR MEETING OF  
THE CITY COUNCIL**

**FOR THE CITY OF BIRCHWOOD VILLAGE  
WASHINGTON COUNTY, MINNESOTA  
February 11th, 2025  
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**

The City of Birchwood wishes to announce the resignation of our City Administrator, Rebecca Kellen, effective January 28, 2025.

**CITY BUSINESS**

- A. Presentation by Met Council's Dr Gail Cederberg  
"How Met Council Can Help Birchwood"
- B. Presentation by Commissioner Stan Karwoski  
"What Projects Are Going On in Washington County"\*
- C. Update By White Bear Conservation District  
Presentation by Shari Salzman-Hankins and Susie Mahoney
- D. Tighe-Schmitz Park Field Rental Agreement

-CONTINUED-

*\* Denotes items that have supporting documentation provided*

## **CITY BUSINESS – CONSENT AGENDA**

- A. Approve January 14<sup>th</sup> Treasurer's Report \*
- B. Approve January 14<sup>th</sup> City Council Meeting Minutes\*
- C. Approve January 17<sup>th</sup> Workshop Meeting Minutes\*
- D. Approve Resolution 2025-07, RE: Approve Therese Bellinger Temporary Raise\*
- E. Approve Resolution 2025-08, RE: Marcus Johnson, Engineer to Host an Open House for Discussing Birchwood's Drainage Issues, Road Plan, and Possible Water Main Replacement Options\*
- F. Approve Resolution 2025-09, RE: Approve Minute Solutions for Dictation Services\*
- G. Approve Resolution 2025-10, RE: Establish Lift Station Task Force\*
- H. Approve Resolution 2025-11, RE: Approve Access to City Website\*
- I. Approve Resolution 2025-12, RE: Add Ordinance 622, Regulation of Solicitors, To the Minnesota Court Information System (MNCIS)\*
- J. Approve Resolution 2025-13, RE: Redirect Bridget Sperl's Council Pay To Tree Fund\*
- K. Approve Resolution 2025-14, RE: Tree Steward Resolution\*
- L. Approve Resolution 2025-15, RE: Approve the Estimate from Bolton-Menk for Lift Station Repairs\*
- M. Approve Resolution 2025-16, RE: Approve to Post Opening\*
- N. Approve Resolution 2025-17, RE: Approve City Administrator Final Pay\*
- O. Present Bids for Radon Mitigation of Lower Level at City Hall\*

## **ADJOURN**

*\* Denotes items that have supporting documentation provided*



# Birchwood City Council Update

Washington County Commissioner Stan Karwoski

## Washington County Services



Community Services



Public Health and  
Environment



Public Works/  
Parks



Libraries



Sheriff's Office



County Attorney



Community Corrections



Property Records and  
Taxpayer Services

# Century Avenue Turnback and Reconstruction Project

- **2025** - Washington and Ramsey counties are anticipated to take over jurisdiction of State Highway 120 north of Interstate 694.
- **2027** - The jurisdictional transfer provides an opportunity to re-evaluate transportation needs. Based on technical analysis and public engagement, the recommended project improvements include:
  - Intersection control improvements
  - Multi-modal facilities
  - Pavement resurfacing
  - Stormwater treatment
  - Signing & striping



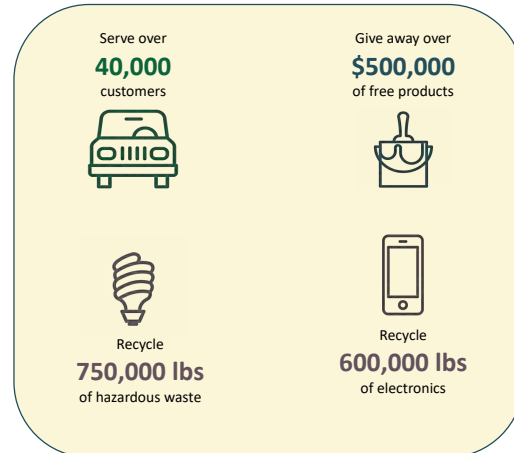
## North Environmental Center



### Key Features

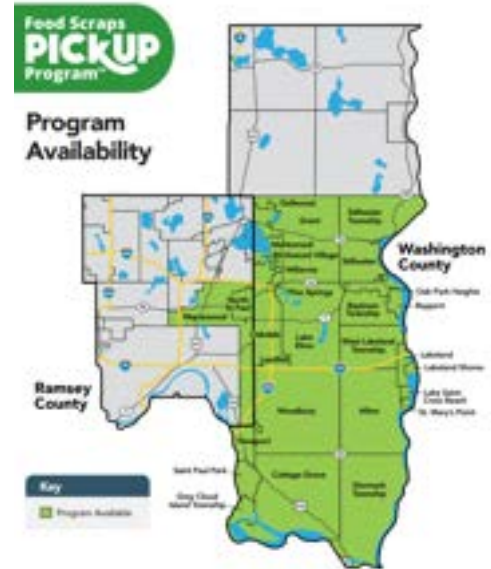
- 7,500 sq. ft. office building with office space for seven staff, two conference rooms, and educational Free Product Room for the public.
- 8,400 sq. ft. operations building with separate hazardous waste and non-hazardous waste storage spaces.
- Covered drive-through lane for convenient, year-round drop-off.
- Four acres for yard and tree waste collection.

### In 2025, the North Environmental Center will...



## Food Scraps Pickup Program

- Food scraps make up over 20% of household trash by weight.
- The Food Scraps Pickup Program is a free, voluntary recycling initiative for Washington and Ramsey County residents.
- Participants use special "food scrap bags" provided by the program to collect food scraps, which are placed in their trash carts or dumpsters. These bags are separated from the trash using robotic technology and turned into compost.
- Available to all Birchwood Village residents as of October 2024.
- Residents can try it out before signing up. Trial kits available at city hall
- Learn more by visiting [FoodScrapsPickup.com](https://FoodScrapsPickup.com) or calling 651-661-9393



## Central Service and License Center



- Location – In Woodbury at the end of the Gold Line Project
- Enhance access to County services
  - License Center
  - Career Force
  - Public Health Clinic
  - Community Services
  - Community Corrections
  - Elections
- Enhanced Sustainability
- Under construction with projected opening this fall

# Land and Water Legacy Program

## Big Marine Park Reserve Expansion

- Current 865.5 acres
  - Red = open to public
  - Green = owned
- Project Area 685 acres (blue circle)
- Funding
  - Land and Water Legacy Program (25%)
  - Metropolitan Council (75%)



## Lake Elmo Park Reserve Swim Pond Play Area

### Improvements:

- Upgrade to a regional destination playground
- New nature- and animal- themed equipment
- Custom shade structures
- Poured in-place surfacing
  - Maximize accessibility and safety
  - Works well with natural topography



Thank you!

## **Tiche-Schmitz Park Field Rental Agreement**

This Agreement (“Agreement”) is entered into on this [date] by and between Mahtomedi Youth Soccer Association (the “Association”) and the City of Birchwood Village (the “City”).

### **1. Purpose**

- The City agrees to rent field space at 410 Lake Ave, St Paul, MN 5511 to the Association for soccer practices, and related events during the specified rental period.

### **2. Term**

- Start Date: May 1<sup>st</sup>, 2025
- End Date: July 15<sup>th</sup>, 2025
  
- Days and Times of Use: The fields will be available for use during the week and weekends during the Fall and Summer season, except in the event of previously scheduled events approved by the City. The dates of those soccer seasons follow:
- Fall Season Dates: TBD
- Summer Season Dates: 5/1/25 – 7/15/25

### **3. Rental Fees**

- Fee Structure: The Association agrees to pay the City \$2,000 for the upcoming Spring/Summer soccer season due on [due date]. Payment will include mowing costs, which would be provided by the City.
  
- Payment Terms: Payment shall be made via [check, online payment, etc.].

### **4. Usage and Maintenance**



- Permitted Activities: Field space may only be used for activities directly related to the Association's soccer programming.
- Field Condition and Maintenance:
  - The City will be responsible for mowing; payment by the Association will include mowing expenses.
  - The Association will be responsible for line marking and goal setup.
  - The Association agrees to ensure cleanliness after use, including removal of all trash.
  - Damage Repairs: The Association agrees to report any damage caused by its activities and may be financially responsible for repairs.

## 5. Access and Equipment

- Access Rights: The City grants the Association and its members access to the field during scheduled hours, including use of the portable restroom located on-site.
- Equipment Usage: The City grants the Association and its members access to the field, goals, and restroom that are currently located on-site, during scheduled hours

## 6. Weather and Field Condition Cancellations

- Weather Cancellations: The City reserves the right to close the field due to adverse weather conditions. The Association will be notified as soon as possible and may receive credit for cancelled time.
- Field Condition Monitoring: The City will provide regular assessments of field conditions and may require closures for maintenance or repairs.

## 7. Insurance and Liability

- Insurance Requirement: The Association must provide proof of general liability insurance, listing the City as an additional insured party.

- Injury and Liability Waiver: The Association agrees to indemnify and hold the City harmless against any claims or injuries arising from its use of the field space.

## 8. Compliance and Conduct

- Adherence to Local Regulations: The Association agrees to comply with all local rules, ordinances, and guidelines.
- Conduct and Supervision: The Association is responsible for ensuring respectful conduct of its players, coaches, and spectators, as well as adequate supervision for minors.

## 9. Termination

- Termination Clause: Neither party may terminate this Agreement during an active soccer season. Both parties commit to fulfilling their obligations as outlined in this agreement for the entirety of the season. In the event of a dispute, disagreement, or issue that either party believes warrants termination, both parties agree to participate in good-faith mediation prior to taking any termination action. Any resulting costs shall be shared equally by both parties.
- Either party wishing to terminate the Agreement outside of an active season must provide a written notice at least 30 days before the intended termination date. The parties agree to attempt to resolve any underlying issues within this notice period through discussion or mediation if necessary.

## 10. Miscellaneous

- Amendments: Any amendments to this Agreement must be made in writing and signed by both parties.
- Entire Agreement: This Agreement constitutes the entire understanding between the parties and supersedes all prior negotiations or discussions.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first written above.

Mahtomedi Youth Soccer Association Representative

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

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Birchwood Village Representative

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

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

For the Period : 1/1/2025 To 1/31/2025

<u>Name of Fund</u>	<u>Beginning Balance</u>	<u>Total Receipts</u>	<u>Total Disbursed</u>	<u>Ending Balance</u>	<u>Less Deposits In Transit</u>	<u>Plus Outstanding Checks</u>	<u>Total Per Bank Statement</u>
General Fund	\$969,782.30	\$15,551.04	\$37,351.44	\$947,981.90	\$0.00	\$29,696.24	\$977,678.14
Special Rev Projects	\$21,023.05	\$0.00	\$0.00	\$21,023.05	\$0.00	\$300.00	\$21,323.05
Capital Project PW	(\$9,471.43)	\$0.00	\$0.00	(\$9,471.43)	\$0.00	\$0.00	(\$9,471.43)
Water	\$82,473.95	\$22,974.75	\$13,348.69	\$92,100.01	\$0.00	\$0.00	\$92,100.01
Sewer	\$41,815.03	\$17,630.62	\$0.00	\$59,445.65	\$0.00	\$127.07	\$59,572.72
<b>Total</b>	<b>\$1,105,622.90</b>	<b>\$56,156.41</b>	<b>\$50,700.13</b>	<b>\$1,111,079.18</b>	<b>\$0.00</b>	<b>\$30,123.31</b>	<b>\$1,141,202.49</b>

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



City of Birchwood Village  
Bank Reconciliation

US Bank  
General Fund #1-801-2001-5920  
1/31/2025

Genl Fund 4M #35389-101

<b>US Bank 4M balance</b>	<b>General Fund</b>	\$1,142,600.36	
<b>Outstanding Checks/ Deposits</b>	Outstanding Checks	(\$30,123.31)	
	Settlement Return	183.11	Will investigate.
	Deposit (US-Jan), (4M-Feb)	\$1,369.50	
	General Fund CheckBolton & Menk (US-Jan) (4M-Feb)	(\$4,387.00)	
<b>Bank Open Items</b>	US Bank Correction - Being Researched by MN Dept Revenue - went through bank twice.	\$455.58	US Bank (Ref # JLS1505511)- Utility Deposit.
	Quantum Fiber - Need to enter into CTAS	\$511.55	Should be applied to Q1 2025
	Techie Dudes - Need to enter into CTAS	\$50.00	
	Quantum Fiber - CTAS (Feb) (US-Jan)	\$247.00	
	Xcel - CTAS (Feb) (US-Jan)	\$50.00	
	Xcel - CTAS (Feb) (US-Jan)	\$10.41	
	Xcel - CTAS (Feb) (US-Jan)	\$28.00	
	Xcel - CTAS (Feb) (US-Jan)	\$29.83	
ATT - CTAS (Feb) (US-Jan)	\$54.15		
		\$1,111,079.18	
	<b>Balance Per Cash Control Statement</b>	<u>\$1,111,079.18</u>	
	DIFFERENCE	\$0.00	

Date of Report : 2/6/2025

## Outstanding Checks

<u>Date of Check</u>	<u>Check Number</u>	<u>To Whom Paid</u>	<u>Check Amount</u>
05/02/2023	32433	Flattum, David	\$243.81
09/03/2023	32589	Brunstad, Anthony	\$37.02
12/18/2023	32748	Kodiak Power Solutions	\$118.97
05/29/2024	32995	Folk Revival	\$300.00
07/25/2024	33082	Stoltzman, Cris	\$132.50
07/30/2024	33090	Press Publications	\$147.14
10/24/2024	EFT10242024-A	PERA	\$706.68
11/04/2024	33187	Menards - Oakdale	\$794.38
12/03/2024	33262	Lumen Technologies	\$6,000.00
12/11/2024	eft12112024	Techie Dudes	\$1,332.59
12/31/2024	33289	MENARD'S - OAKDALE	\$19.99
12/31/2024	33284	Gopher State One Call	\$8.10
12/31/2024	33285	Washington County - Property & Tax	\$10,648.70
12/31/2024	33301	Stoltzman, Cris	\$137.80
01/07/2025	33309	H.A. Kantrud, P.A.	\$4,500.00
01/10/2025	EFT011025B	MN Department of Revenue	\$693.58
01/30/2025	33318	Payroll Period Ending 01/30/2025	\$934.84
01/30/2025	33319	Payroll Period Ending 01/30/2025	\$2,192.32
01/30/2025	33320	Payroll Period Ending 01/30/2025	\$560.92
01/30/2025	33321	Payroll Period Ending 01/30/2025	\$613.97
02/03/2025	eft01262025	Quantum Fiber	\$50.00
02/06/2025	33322	PERA	\$676.52
02/06/2025	33323	Arsenault, Jennifer	\$380.00
02/06/2025	33324	BrightView Landscapes, LLC.	\$657.50
02/06/2025	33325	BrightView Landscapes, LLC.	\$7,361.25
02/06/2025	33326	CAPRA'S UTILITIES, INC	\$18,141.67
02/06/2025	33327	Chase Pelloquin	\$6,067.00
02/06/2025	33328	Companion Animal Control LLC	\$145.00
02/06/2025	33329	Gopher State One Call	\$64.85
02/06/2025	33330	H.A. Kantrud, P.A.	\$2,500.00
02/06/2025	33331	Heisdorffer, Kevin	\$3,000.00
02/06/2025	33332	John Wikstrom	\$1,600.00
02/06/2025	33333	LRS Portables, LLC	\$224.00
02/06/2025	33338	Roadkill Animal Control	\$103.00
02/06/2025	33334	Manship Plumbing & Heating Inc	\$2,820.00
02/06/2025	33335	Metropolitan Council - Env. Service	\$5,131.86
02/06/2025	33336	Minutes Solutions	\$330.00
02/06/2025	33337	Press Publications	\$360.69
02/06/2025	33339	Steve Dean	\$500.00
02/06/2025	33340	Telcom Construction	\$3,000.00
02/06/2025	33341	Toshiba America Business Solutions	\$10.62
02/06/2025	33342	TSE, Inc. Work Account	\$60.08
02/06/2025	33343	Stoltzman, Cris	\$96.46
02/06/2025	33344	White Bear Township	\$633.18
		<b>Total</b>	<b>\$84,036.99</b>

Fund Name: All Funds

Date Range: 01/01/2025 To 01/31/2025

<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>
01/03/2025	PERA	eft12312024*	Retirement funds-PR	N	Clerk - Treasurer	100-41401-121-	\$ 545.62
		eft12312024*	12/15/2024-12/28/2024, TB,BK, JR		Parks	100-45207-121-	\$ 171.76
		<b>Total For Check</b>	<b>eft12312024</b>				<b>\$ 717.38</b>
01/05/2025	Quantum Fiber	eft12262024*	Dec Internet Service Fee	N	Phone/IT	100-41955-314-	\$ 50.00
		<b>Total For Check</b>	<b>eft12262024</b>				<b>\$ 50.00</b>
01/07/2025	Therese Bellinger	33305*	Reimburse for Signature Stamp for Mayor	N	Office Operations Supplies	100-41911-200-	\$ 32.57
		<b>Total For Check</b>	<b>33305</b>				<b>\$ 32.57</b>
01/07/2025	Barton Winters	33306*	Reimburse-Rink Expense--Payment made in accordance of Resolutions 2024-05,2024-06,2024-51	N	Parks	100-45207-400-	\$ 560.00
		<b>Total For Check</b>	<b>33306</b>				<b>\$ 560.00</b>
01/07/2025	City of White Bear Lake	33307*	Quarterly Water Billing 9/18/2024-12/18/2024	N	Water Utility	601-49415-314-	\$ 13,348.69
		<b>Total For Check</b>	<b>33307</b>				<b>\$ 13,348.69</b>
01/07/2025	Wikstrom, John	33308*	Planning Services December	N	Sewer Engineering Expense	100-49485-300-	\$ 1,600.00
		<b>Total For Check</b>	<b>33308</b>				<b>\$ 1,600.00</b>
01/07/2025	H.A. Kantrud, P.A.	33309*	Attorney Serv for Dec 2024 and Jan 2025	N	Legal Services	100-41601-300-	\$ 2,000.00
		33309*				100-41601-300-	\$ 2,500.00
		<b>Total For Check</b>	<b>33309</b>				<b>\$ 4,500.00</b>
01/07/2025	City of White Bear Lake Fire	33310*	Fire Inspection and Fire Services -2024 1st Q	N	Fire	100-42201-314-	\$ 14,995.75
		<b>Total For Check</b>	<b>33310</b>				<b>\$ 14,995.75</b>
01/07/2025	Therese Bellinger	33311*	Office Supplies--Stamps and Office Supply	N	Office Operations Supplies	100-41911-200-	\$ 190.30
		<b>Total For Check</b>	<b>33311</b>				<b>\$ 190.30</b>



Fund Name: All Funds

Date Range: 01/01/2025 To 01/31/2025

<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>
01/07/2025	BrightView Landscapes, LLC.	33314*	Street Salt and Brine 12/29	N	Ice and Snow Removal	100-43125-210-	\$ 1,425.00
	<b>Total For Check</b>	<b>33314</b>					<b>\$ 1,425.00</b>
01/10/2025	IRS - US Treasury	EFT011025A	Federal Taxes - Q4 2024 -December Payment	N	Clerk - Treasurer	100-41401-100-	\$ 2,205.90
		EFT011025A				100-41401-100-	\$ 515.90
		EFT011025A				100-41401-100-	\$ 815.98
	<b>Total For Check</b>	<b>EFT011025A</b>					<b>\$ 3,537.78</b>
01/10/2025	MN Department of Revenue	EFT011025B	MN State Tax eFiling - 2024 Q4- December pymt	N	Clerk - Treasurer	100-41401-115-	\$ 693.58
	<b>Total For Check</b>	<b>EFT011025B</b>					<b>\$ 693.58</b>
01/10/2025	MN Department of Labor and Industry	EFT011025C	Building Permit Surcharge - Q4- 2024	N	Building Inspections Administration	100-42401-437-	\$ 15.68
	<b>Total For Check</b>	<b>EFT011025C</b>					<b>\$ 15.68</b>
01/16/2025	Payroll Period Ending 01/16/2025	33315	Office Payroll 12/29/24 - 1/11/2025	N	Clerk - Treasurer	100-41401-100-	\$ 880.52
	<b>Total For Check</b>	<b>33315</b>					<b>\$ 880.52</b>
01/16/2025	Payroll Period Ending 01/16/2025	33316	Office Payroll 12/29/24 - 1/11/2025	N	Clerk - Treasurer	100-41401-100-	\$ 2,192.32
	<b>Total For Check</b>	<b>33316</b>					<b>\$ 2,192.32</b>
01/16/2025	Payroll Period Ending 01/16/2025	33317	Office Payroll 12/29/24 - 1/11/2025	N	Parks	100-45207-100-	\$ 931.57
	<b>Total For Check</b>	<b>33317</b>					<b>\$ 931.57</b>
01/16/2025	PERA	EFT01162025*	Retirement funds-PR 12/29/24-01/11/25, TB,BK, JR	N	Clerk - Treasurer	100-41401-121-	\$ 560.90
		EFT01162025*			Parks	100-45207-121-	\$ 166.04
	<b>Total For Check</b>	<b>EFT01162025</b>					<b>\$ 726.94</b>
01/30/2025	Payroll Period Ending 01/30/2025	33318	Office Payroll 1/12 - 1/25/25	N	Clerk - Treasurer	100-41401-100-	\$ 934.84
	<b>Total For Check</b>	<b>33318</b>					<b>\$ 934.84</b>
01/30/2025	Payroll Period Ending 01/30/2025	33319	Office Payroll 1/12 - 1/25/25	N	Clerk - Treasurer	100-41401-100-	\$ 2,192.32
	<b>Total For Check</b>	<b>33319</b>					<b>\$ 2,192.32</b>
01/30/2025	Payroll Period Ending 01/30/2025	33320	Office Payroll 1/12 - 1/25/25	N	Clerk - Treasurer	100-41401-100-	\$ 560.92
	<b>Total For Check</b>	<b>33320</b>					<b>\$ 560.92</b>

Fund Name: All Funds

Date Range: 01/01/2025 To 01/31/2025

<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>
01/30/2025	Payroll Period Ending 01/30/2025	33321	Office Payroll 1/12 - 1/25/25	N	Parks	100-45207-100-	\$ 613.97
		<b>Total For Check</b>	<b>33321</b>				<b>\$ 613.97</b>
<b>Total For Selected Checks</b>							<b>\$ 50,700.13</b>

Fund Name: All Funds

Date Range: 01/01/2025 To 01/31/2025

<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>
01/07/2025	Ques	171736251*	Row Permit 24-0130, 364 Wildwood Ave	(01/07/2025) - eft	N	Building Permits	100-32211-	\$ 274.50
								<b>\$ 274.50</b>
01/09/2025	Calderon, Nancy	171736246*	Yoga Payment for Hall Rental Use	(01/09/2025) - cks	N	City/Town Hall Rent	100-34101-	\$ 120.00
								<b>\$ 120.00</b>
01/09/2025	Adams Heating	171736247*	Permit Pay 25-0001, 312 Wildwood Ave	(01/09/2025) - cks	N	Building Permits	100-32211-	\$ 151.00
								<b>\$ 151.00</b>
01/09/2025	Pierre, Robert	171736248*	Hall Rental Fee	(01/09/2025) - cks	N	City/Town Hall Rent	100-34101-	\$ 25.00
								<b>\$ 25.00</b>
01/09/2025	League of Minnesota Cities	171736249*	2024 Insurance Reimbursement for PC and WC Cooperative	(01/09/2025) - cks	N	Refund-Reimbursemnt-Dividend	100-36240-	\$ 408.00
								<b>\$ 408.00</b>
01/09/2025	Hullsiek, Bill	171736250*	Payment for Engineering Fees for lot split review	(01/09/2025) - cks	N	Building Permits	100-32211-	\$ 298.00
								<b>\$ 298.00</b>
01/10/2025	MN Management & Budget	171736259	Court Fines	(01/10/2025) -	N	Court Fines	100-35101-	\$ 173.33
								<b>\$ 173.33</b>
01/14/2025	Groundworks	171736252*	BP 25-0002, 152 Wildwood Ave	(01/14/2025) - eft	N	Building Permits	100-32211-	\$ 401.25
								<b>\$ 401.25</b>
01/21/2025	Fisher, Cortney	171736253*	BP 25-0002, 152 Wildwood Ave	(01/21/2025) - eft	N	Building Permits	100-32211-	\$ 254.31
								<b>\$ 254.31</b>

Fund Name: All Funds

Date Range: 01/01/2025 To 01/31/2025

<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>
01/27/2025	Morse, Avery	171736254*	Cert of Occupancy, 160 Cedar Street	(01/27/2025) - eft	N	Building Permits	100-32211-	\$ 30.00
								<b>\$ 30.00</b>
01/29/2025	Prime North Heating	171736255*	BP 25-0004, 268 Wildwood Ave	(01/29/2025) - eft	N	Building Permits	100-32211-	\$ 151.00
								<b>\$ 151.00</b>
01/31/2025	4 M Fund	171736256	January 25 interest	(01/31/2025) -	N	Interest Earning	100-36210-	\$ 4,121.70
						Interest Earning	100-36210-	\$ 226.15
								<b>\$ 4,347.85</b>
01/31/2025	Residents - via St Anthony Village	171736257	Utility Billing Receipts for January 2025	(01/31/2025) -	N	Water Consumption	601-37111-	\$ 13,415.45
						Water Utility User Fee	601-37112-	\$ 8,476.97
						Special Water Charges	601-37115-	\$ 297.23
						State Surcharge	601-37116-	\$ 513.74
						Penalties and Forfeited Discounts	601-37160-	\$ 91.39
						Sewer Consumption	605-37211-	\$ 9,118.89
						Sewer Minimum Charge	605-37212-	\$ 8,222.81
						Penalties and Forfeited Discounts	605-37260-	\$ 69.49
								<b>\$ 40,205.97</b>
01/31/2025	Washington County	171736258	Property Taxes-Second Half 2024. Amounts coded to Sewer and Water were collected by WACO.	(01/31/2025) -	N	General Property Taxes (31001 through 31299)	100-31001-	\$ 8,916.80
						Water Consumption	601-37111-	\$ 70.95
						Water Utility User Fee	601-37112-	\$ 50.10
						Water Main-break Surcharge	601-37113-	\$ 43.98
						Special Water Charges	601-37115-	\$ 1.80
						State Surcharge	601-37116-	\$ 3.60
						Administrative Fee Move/Out	601-37118-	\$ 8.60
						Penalties and Forfeited Discounts	601-37160-	\$ 0.94
						Sewer Consumption	605-37211-	\$ 109.49
						Sewer Minimum Charge	605-37212-	\$ 100.54
						Penalties and Forfeited Discounts	605-37260-	\$ 9.40
								<b>\$ 9,316.20</b>
<b>Total for Selected Receipts</b>								<b>\$ 56,156.41</b>

As on 1/31/2025

Special Rev Projects

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
<b>Receipts:</b>			
Total Revenues	0.00	0.00	0.00
<b>Other Financing Sources:</b>			
Total Other Financing Sources	0.00	0.00	0.00
<b>Disbursements:</b>			
Total Disbursements	0.00	0.00	0.00
<b>Other Financing Uses:</b>			
Total Other Financing Uses	0.00	0.00	0.00
Beginning Cash Balance		21,023.05	
Total Receipts and Other Financing Sources		0.00	
Total Disbursements and Other Financing Uses		0.00	
Cash Balance as of 01/31/2025		21,023.05	

As on 1/31/2025

Capital Project PW

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
<b>Receipts:</b>			
Total Revenues	0.00	0.00	0.00
<b>Other Financing Sources:</b>			
Total Other Financing Sources	0.00	0.00	0.00
<b>Disbursements:</b>			
Total Disbursements	0.00	0.00	0.00
<b>Other Financing Uses:</b>			
Total Other Financing Uses	0.00	0.00	0.00
Beginning Cash Balance		(9,471.43)	
Total Receipts and Other Financing Sources		0.00	
Total Disbursements and Other Financing Uses		0.00	
Cash Balance as of 01/31/2025		(9,471.43)	

As on 1/31/2025

Water

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
<b>Receipts:</b>			
Water Consumption	0.00	13,486.40	13,486.40
Water Utility User Fee	0.00	8,527.07	8,527.07
Water Main-break Surcharge	0.00	43.98	43.98
Special Water Charges	0.00	299.03	299.03
State Surcharge	0.00	517.34	517.34
Administrative Fee Move/Out	0.00	8.60	8.60
Penalties and Forfeited Discounts	0.00	92.33	92.33
<b>Total Acct 371</b>	<b>0.00</b>	<b>22,974.75</b>	<b>22,974.75</b>
<b>Total Revenues</b>	<b>0.00</b>	<b>22,974.75</b>	<b>22,974.75</b>
<b>Other Financing Sources:</b>			
<b>Total Other Financing Sources</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Disbursements:</b>			
Water Utility			
Contracted Services	0.00	13,348.69	(13,348.69)
<b>Total Acct 494</b>	<b>0.00</b>	<b>13,348.69</b>	<b>(13,348.69)</b>
<b>Total Disbursements</b>	<b>0.00</b>	<b>13,348.69</b>	<b>(13,348.69)</b>
<b>Other Financing Uses:</b>			
<b>Total Other Financing Uses</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Beginning Cash Balance</b>		<b>82,473.95</b>	
<b>Total Receipts and Other Financing Sources</b>		<b>22,974.75</b>	
<b>Total Disbursements and Other Financing Uses</b>		<b>13,348.69</b>	
<b>Cash Balance as of 01/31/2025</b>		<b>92,100.01</b>	

As on 1/31/2025

Sewer

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
<b>Receipts:</b>			
Sewer Consumption	0.00	9,228.38	9,228.38
Sewer Minimum Charge	0.00	8,323.35	8,323.35
Penalties and Forfeited Discounts	0.00	78.89	78.89
<b>Total Acct 372</b>	<b>0.00</b>	<b>17,630.62</b>	<b>17,630.62</b>
<b>Total Revenues</b>	<b>0.00</b>	<b>17,630.62</b>	<b>17,630.62</b>
<b>Other Financing Sources:</b>			
<b>Total Other Financing Sources</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Disbursements:</b>			
<b>Total Disbursements</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Other Financing Uses:</b>			
<b>Total Other Financing Uses</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Beginning Cash Balance</b>		<b>41,815.03</b>	
<b>Total Receipts and Other Financing Sources</b>		<b>17,630.62</b>	
<b>Total Disbursements and Other Financing Uses</b>		<b>0.00</b>	
<b>Cash Balance as of 01/31/2025</b>		<b>59,445.65</b>	



**Activity Summary (35389-101) General Fund**

**1/1/2025 - 1/31/2025**

<b>Investment Pool Summary</b>	<b>4M</b>	<b>4MP</b>
Beginning Balance	\$1,100,111.38	\$60,788.59
Dividends	\$4,121.70	\$226.15
Purchases	\$52,203.38	\$0.00
Checks Paid	(\$67,900.68)	\$0.00
Other Redemptions	(\$6,950.16)	\$0.00
Ending Balance	\$1,081,585.62	\$61,014.74
Average Monthly Rate	4.369%	4.381%
Share Price	\$1.000	\$1.000
<b>Total</b>	<b>\$1,081,585.62</b>	<b>\$61,014.74</b>
<b>Total Fixed Income</b>		<b>\$0.00</b>
<b>Account Total</b>		<b>\$1,142,600.36</b>

**Your PMA Representative**  
Laura Hamacher  
(612) 509-2563  
lhamacher@pmanetwork.com

**City of Birchwood Village**  
Marsha Olson  
207 Birchwood Ave  
Birchwood, MN 55110



**PMA Financial Network**  
2135 CityGate Lane, 7th Floor  
Naperville, IL 60563

Transaction Activity (35389-101) General Fund

4M 1/1/2025 - 1/31/2025

Transaction	Trade Date	Settle Date	Description	Redemption	Purchase	Share Price	Shares this Transaction
2367823	12/31/2024	01/02/2025	US Bank Checks Paid Redemption	(\$1,385.25)	\$0.00	\$1.000	(1,385.250)
2367824	01/02/2025	01/02/2025	US Bank Deposit Package Purchase	\$0.00	\$1,201.69	\$1.000	1,201.690
2368326	01/02/2025	01/02/2025	US Bank ACH Redemption, XCEL ENERGY-MN	(\$1,344.22)	\$0.00	\$1.000	(1,344.220)
2368327	01/02/2025	01/02/2025	US Bank ACH Redemption, TECHIE DUDES	(\$252.66)	\$0.00	\$1.000	(252.660)
2368328	01/02/2025	01/02/2025	US Bank ACH Purchase, TSYS/TRANSFIRST	\$0.00	\$562.63	\$1.000	562.630
2368977	01/02/2025	01/03/2025	US Bank Checks Paid Redemption	(\$954.37)	\$0.00	\$1.000	(954.370)
2369255	01/03/2025	01/06/2025	US Bank Checks Paid Redemption	(\$3,069.25)	\$0.00	\$1.000	(3,069.250)
2369256	01/03/2025	01/06/2025	US Bank Checks Paid Redemption	(\$2.00)	\$0.00	\$1.000	(2.000)
2369778	01/06/2025	01/06/2025	US Bank ACH Redemption, MN PERA	(\$717.38)	\$0.00	\$1.000	(717.380)
2369779	01/06/2025	01/06/2025	US Bank ACH Purchase, BIRCHWOOD	\$0.00	\$29,471.56	\$1.000	29,471.560
2370114	01/06/2025	01/07/2025	US Bank Checks Paid Redemption	(\$959.10)	\$0.00	\$1.000	(959.100)
2370626	01/07/2025	01/08/2025	US Bank Checks Paid Redemption	(\$3,000.00)	\$0.00	\$1.000	(3,000.000)
2370950	01/08/2025	01/08/2025	US Bank ACH Purchase, TSYS/TRANSFIRST	\$0.00	\$274.50	\$1.000	274.500
2371197	01/08/2025	01/09/2025	US Bank ACH Redemption, BIRCHWOOD	(\$183.11)	\$0.00	\$1.000	(183.110)
2371689	01/10/2025	01/10/2025	US Bank Deposit Package Purchase	\$0.00	\$1,002.00	\$1.000	1,002.000
2371690	01/10/2025	01/10/2025	US Bank Deposit Package Purchase	\$0.00	\$6,284.12	\$1.000	6,284.120
2372121	01/10/2025	01/10/2025	US Bank ACH Redemption, MN Dept of Labor	(\$15.68)	\$0.00	\$1.000	(15.680)
2372122	01/10/2025	01/10/2025	US Bank ACH Redemption, IRS	(\$3,537.78)	\$0.00	\$1.000	(3,537.780)
2372123	01/10/2025	01/10/2025	US Bank ACH Purchase, MN State-MMB	\$0.00	\$173.33	\$1.000	173.330
2374059	01/15/2025	01/15/2025	US Bank ACH Purchase, TSYS/TRANSFIRST	\$0.00	\$401.25	\$1.000	401.250
2374870	01/16/2025	01/17/2025	US Bank Checks Paid Redemption	(\$3,072.84)	\$0.00	\$1.000	(3,072.840)
2374871	01/17/2025	01/17/2025	US Bank Deposit Package Purchase	\$0.00	\$2,243.54	\$1.000	2,243.540
2375207	01/17/2025	01/17/2025	US Bank ACH Redemption, MN PERA	(\$726.94)	\$0.00	\$1.000	(726.940)
2376054	01/21/2025	01/21/2025	US Bank ACH Redemption, XCEL ENERGY-MN	(\$10.41)	\$0.00	\$1.000	(10.410)

Transaction	Trade Date	Settle Date	Description	Redemption	Purchase	Share Price	Shares this Transaction
2376055	01/21/2025	01/21/2025	US Bank ACH Redemption, XCEL ENERGY-MN	(\$28.00)	\$0.00	\$1.000	(28.000)
2376056	01/21/2025	01/21/2025	US Bank ACH Redemption, XCEL ENERGY-MN	(\$29.83)	\$0.00	\$1.000	(29.830)
2376449	01/21/2025	01/22/2025	US Bank Checks Paid Redemption	(\$4,059.57)	\$0.00	\$1.000	(4,059.570)
2376811	01/22/2025	01/22/2025	US Bank ACH Purchase, TSYS/TRANSFIRST	\$0.00	\$254.31	\$1.000	254.310
2377442	01/23/2025	01/23/2025	US Bank ACH Redemption, ATT	(\$54.15)	\$0.00	\$1.000	(54.150)
2377683	01/23/2025	01/24/2025	US Bank Checks Paid Redemption	(\$917.69)	\$0.00	\$1.000	(917.690)
2378374	01/24/2025	01/27/2025	US Bank Checks Paid Redemption	(\$3,372.61)	\$0.00	\$1.000	(3,372.610)
2378375	01/27/2025	01/27/2025	US Bank Deposit Package Purchase	\$0.00	\$837.25	\$1.000	837.250
2378897	01/27/2025	01/27/2025	US Bank ACH Redemption, QUANTUM FIBER	(\$50.00)	\$0.00	\$1.000	(50.000)
2378898	01/27/2025	01/27/2025	US Bank ACH Purchase, WASHINGTON COUNT	\$0.00	\$9,316.20	\$1.000	9,316.200
2379226	01/27/2025	01/28/2025	US Bank Checks Paid Redemption	(\$16,464.86)	\$0.00	\$1.000	(16,464.860)
2379574	01/28/2025	01/28/2025	US Bank ACH Purchase, TSYS/TRANSFIRST	\$0.00	\$30.00	\$1.000	30.000
2379801	01/28/2025	01/29/2025	US Bank Checks Paid Redemption	(\$28,904.44)	\$0.00	\$1.000	(28,904.440)
2380428	01/29/2025	01/30/2025	US Bank Checks Paid Redemption	(\$92.10)	\$0.00	\$1.000	(92.100)
2380429	01/29/2025	01/30/2025	US Bank Checks Paid Redemption	(\$1,293.00)	\$0.00	\$1.000	(1,293.000)
2380743	01/30/2025	01/30/2025	US Bank ACH Purchase, TSYS/TRANSFIRST	\$0.00	\$151.00	\$1.000	151.000
2380961	01/30/2025	01/31/2025	US Bank Checks Paid Redemption	(\$353.60)	\$0.00	\$1.000	(353.600)
11234671	01/31/2025	01/31/2025	Dividend Reinvest	\$0.00	\$4,121.70	\$1.000	4,121.700
				<b>(\$74,850.84)</b>	<b>\$56,325.08</b>		<b>(18,525.760)</b>

Beginning Balance: \$1,100,111.38 | Ending Balance: \$1,081,585.62

**Transaction Activity (35389-101) General Fund**

4MP 1/1/2025 - 1/31/2025

Transaction	Trade Date	Settle Date	Description	Redemption	Purchase	Share Price	Shares this Transaction
11234672	01/31/2025	01/31/2025	Dividend Reinvest	\$0.00	\$226.15	\$1.000	226.150
				<b>\$0.00</b>	<b>\$226.15</b>		<b>226.150</b>

Beginning Balance: \$60,788.59 | Ending Balance: \$61,014.74

## Current Portfolio

1/31/2025

Type	Code	Holding Id	Trade Date	Settle Date	Maturity Date	Description	Cost	Rate	NAV	Face/Par	Market Value
4M				01/31/2025		4M Account Balance	\$1,081,585.62	4.369%	\$1.000	\$1,081,585.62	\$1,081,585.62
4MP				01/31/2025		4MP Account Balance	\$61,014.74	4.381%	\$1.000	\$61,014.74	\$61,014.74
							<b>\$1,142,600.36</b>			<b>\$1,142,600.36</b>	<b>\$1,142,600.36</b>

**Time and Dollar Weighted Average Portfolio Yield:** n/a

**Weighted Average Portfolio Maturity:** n/a

Note: Weighted Yield & Weighted Average Portfolio Maturity are calculated using "Market Value" and are only based on the fixed rate investments.

## Portfolio Summary

Type	Allocation (%)	Allocation (\$)	Description
4M	94.660%	\$1,081,585.62	4M Account
4MP	5.340%	\$61,014.74	4MP Account

## Index

**Cost** is comprised of the total amount you paid for the investment including any fees and commissions.

**Rate** is the average monthly rate for liquid investments or the rate on the last business day of the month for SDA investments or the yield to maturity or yield to worst for fixed term investments.

**Face/Par** is the amount received at maturity for fixed rate investments.

**Market Value** reflects the market value as reported by an independent third-party pricing service. Certificates of Deposit and other assets for which market pricing is not readily available from a third-party pricing service are listed at "Cost".

## 4M MONTHLY STATEMENT DISCLAIMER

### 4M and 4M Plus Activity Summary

This section shows all of the activity in the 4M and 4M Plus shares. The Average Rate represents the average net interest rate over the previous month which is then annualized. Income Summary represents the interest earned for the Month and Fiscal Year to Date.

Information regarding the 4M Fund investment objectives, risks, charges and expenses can be found in the 4M Fund Information Statement, which can be obtained at [www.4MFund.com](http://www.4MFund.com) or by calling PMA at the phone number listed.

An investment in 4M and 4M Plus is not insured or guaranteed by the FDIC or any other governmental agency. Although the 4M and 4M Plus seek to maintain a stable value of \$1.00 per share, it is possible to lose money by investing in the 4M and 4M Plus.

Securities and municipal advisory brokerage services (investments purchased with proceeds from a municipal securities issuance), and investments cleared through our clearing firm, Pershing LLC, are offered through PMA Securities, LLC, a broker-dealer and municipal advisor registered with the SEC and MSRB, and a member of FINRA and SIPC. All other products and brokerage services are generally provided by PMA Financial Network, LLC. Thus, certificates of deposit ("CD"), savings deposit accounts ("SDA") and commercial paper ("CP") may be executed through either PMA entity, as applicable, depending on whether the investment was purchased with proceeds derived from municipal securities. PMA Securities, LLC and PMA Financial Network, LLC are operated under common ownership and are affiliated with PMA Asset Management, LLC.

### Fixed Rate Investment Activity

This section shows all of the fixed term investments purchased and sold, maturities, interest received, and activity. This will include all CD, SDA, CP, securities and money market funds purchased through PMA Financial Network, LLC or PMA Securities, LLC as applicable. It also shows the approximate market value of each security whose price is obtained from an independent source believed to be reliable. However, PMA cannot guarantee their accuracy. This data is provided for informational purposes only. Listed values should not be interpreted as an offer to buy or sell at a specific price. CD's and CP are listed at their original cost. Redemption of a CD prior to maturity may result in early withdrawal penalties. Market values are based on the last day of the month for which this report date range is ending. If the run date of this report is prior to the end of the current month, the market values are listed as equivalent to the cost values.

### Money Market Fund

The Rate shown for the money market fund represents the average net interest rate over the previous month which is then annualized. Information regarding the money market fund's investment objectives, risks, charges and expenses can be found in the money market fund's prospectus, which can be obtained by calling PMA at the phone numbers listed. The performance data featured represents past performance, which is no guarantee of future results. Investment returns will fluctuate. Current performance may be higher or lower than the performance data quoted. Please call PMA for the most recent performance figures.

The performance data featured represents past performance, which is no guarantee of future results. Investment returns will fluctuate. Current performance may be higher or lower than the performance data quoted. Please call PMA for the most recent performance figures.

### Additional Disclosures

All funds, and/or securities are located and safe kept in an account under the client's name at their custodial bank. Any certificates of deposit listed are located in the client's name at the respective bank. Any money market fund shares are held directly with the money market fund. It is recommended that any oral communications be re-confirmed in writing to further protect your rights, including rights under the Securities Investor Protection Act.

### Debt Securities

Some debt securities are subject to redemption prior to maturity. In the event of a partial or whole call of a security, the securities call will be automatically selected on a random basis as is customary in the securities industry. The probability that your securities will be selected is proportional to the amount of your holdings relative to the total holdings. Redemption prior to maturity could affect the yield represented. Additional information is available upon request.

A financial statement of PMA Securities, LLC is available for inspection at its office or a copy will be mailed to you upon written request.

PLEASE ADVISE PMA AND OUR CLEARING FIRM, PERSHING LLC, IMMEDIATELY OF ANY INACCURACY OR DISCREPANCY ON YOUR STATEMENT. FOR A CHANGE OF ADDRESS OR QUESTIONS REGARDING YOUR ACCOUNT, PLEASE NOTIFY YOUR PMA REPRESENTATIVE. ANY ORAL COMMUNICATIONS SHOULD BE RE-CONFIRMED IN WRITING.

### How to Contact PMA

Please call (630) 657-6400 or write to us at PMA, 2135 CityGate Lane, 7th Floor, Naperville, Illinois 60563.

### How to Contact Pershing, LLC

Please call (201) 413-3330 or write to Pershing, LLC, One Pershing Plaza, Jersey City, New Jersey, 07399

In accordance with FINRA Rule 2267, PMA Securities, LLC is providing the following information in the event you wish to contact FINRA. You may call (301) 590-6500 or write to FINRA at 1735 K Street NW, Washington, D.C. 20006-1500. In addition to the public disclosure number (800) 289-9999, FINRA provides an investor brochure which describes their Public Disclosure Program. Additional information is also available at [www.finra.org](http://www.finra.org).

Monthly Activity Summary

1/1/2025 - 1/31/2025

Class	Account	Beginning Balance	Contributions	Interest	Checks Paid	Other Withdrawals	Month End Balance
4M	35389 - 101 General Fund	\$1,100,111.38	\$52,203.38	\$4,121.70	(\$67,900.68)	(\$6,950.16)	\$1,081,585.62
4MP	35389 - 101 General Fund	\$60,788.59	\$0.00	\$226.15	\$0.00	\$0.00	\$61,014.74
LTD	35389 - 101 General Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		<b>\$1,160,899.97</b>	<b>\$52,203.38</b>	<b>\$4,347.85</b>	<b>(\$67,900.68)</b>	<b>(\$6,950.16)</b>	<b>\$1,142,600.36</b>

Date Range : 1/1/2025 To 1/31/2025

<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>
01/10/2025	IRS - US Treasury	Federal Taxes - Q4 2024 -December Payment	7338	\$3,537.78			
					100-41401-100-	Clerk - Treasurer	\$2,205.90
					100-41401-100-	Clerk - Treasurer	\$515.90
					100-41401-100-	Clerk - Treasurer	\$815.98
01/10/2025	MN Department of Revenue	MN State Tax eFiling - 2024 Q4- December pymt	7339	\$693.58			
					100-41401-115-	Clerk - Treasurer	\$693.58
01/10/2025	MN Department of Labor and Industry	Building Permit Surcharge - Q4- 2024	7340	\$15.68			
					100-42401-437-	Building Inspections Administration	\$15.68
<b>Total For Selected Claims</b>				<b>\$4,247.04</b>			<b>\$4,247.04</b>

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 : 12/16/2024 To 1/16/2025

<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>
01/16/2025	PERA	Retirement funds-PR 12/29/24-01/11/25, TB,BK, JR	58417*	\$726.94			
					100-41401-121-	Clerk - Treasurer	\$560.90
					100-45207-121-	Parks	\$166.04
<b>Total For Selected Claims</b>				<b>\$726.94</b>			<b>\$726.94</b>

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

City of Birchwood Village

Claims History

2/10/2025

Date Range : 1/1/2025 To 1/31/2025

Date	Vendor	Description	Claim #	Check #	Approved	Total	Account #	Detail
01/10/2025	IRS - US Treasury	Federal Taxes - Q4 2024 -December Payment	7338	EFT011025A	Yes	\$3,537.78	100-41401-100	\$2,205.90
01/10/2025	MN Department of Labor and Industry	Building Permit Surcharge - Q4-2024	7340	EFT011025C	Yes	\$15.68	100-41401-100	\$515.90
01/10/2025	MN Department of Revenue	MN State Tax eFiling - 2024 Q4-December pymt	7339	EFT011025B	Yes	\$693.58	100-41401-115	\$815.98
01/16/2025	PERA	Retirement funds-PR 12/29/24-01/11/25, TB,BK, JR	58417*	EFT01162025	Yes	\$726.94	100-41401-121	\$15.68
01/16/2025	Xcel 2335-4	Electricity 11/15/24-12/17/24	58422*	eft01162025	Yes	\$10.41	100-45207-121	\$166.04
01/16/2025	Xcel 9369-0	407 Lake Lift Station 11/17/24-12/18/24	58419*	eft01162025-	Yes	\$28.00	601-49415-380	\$10.41
01/17/2025	Xcel 4094-1	Gas Service 11/18/25-12/18/25	58418*	eft01172025	Yes	\$29.83	605-49465-380	\$28.00
01/22/2025	A T & T Mobility	200 Willwood Lift Station Wireless for water tower-1/2/25-2/1/25	58420*	eft01222025	Yes	\$54.15	601-49415-382	\$54.15
01/22/2025	Quantum Fiber	Jan Internet Service Fee	58421*	eft01262025	Yes	\$50.00	100-41955-314	\$50.00
01/31/2025	Arsenault, Jennifer	Reimburse for LMC Foundation and Mayor Assoc Fees	58424*	33323	Yes	\$380.00	100-41310-310	\$380.00
01/31/2025	BrightView Landscapes, LLC	Street Salt and Brine on 11/24--Missed billing from prior month-verified its due-TB	58425*	33324	Yes	\$657.50	100-43125-210	\$657.50
01/31/2025	BrightView Landscapes, LLC	Street Salt and Brine on 1/9	58426*	33325	Yes	\$7,361.25	100-43125-210	\$7,361.25
01/31/2025	CAPRA'S UTILITIES, INC	Water Main Break Work on 1/7--Major Repair-Lots of labor, vac truck, rubble dump plus sand	58427*	33326	Yes	\$18,141.67	100-49250-810	\$18,141.67
01/31/2025	Chase Peloquin	Assessing Serv - 2024 Last Q Permit Assessing	58428*	33327	Yes	\$6,067.00	100-41550-314	\$6,067.00
01/31/2025	Companion Animal Control LLC	Animal Control Services - Jan	58429*	33328	Yes	\$145.00	100-41916-314	\$145.00
01/31/2025	Gopher State One Call	Jan 11 Tickets	58430*	33329	Yes	\$64.85	605-49455-314	\$64.85
01/31/2025	H.A. Kantrud, P.A.	Attorney Fees for Feb	58431*	33330	Yes	\$2,500.00	100-41601-300	\$2,500.00

Date	Vendor	Description	Claim #	Check #	Approved	Total	Account #	Detail
01/31/2025	Heisdorffler, Kevin	Escrow Refund for New Home-Complete and Inspected--423 Wildwood Ave	58432*	33331	Yes	\$3,000.00	100-49250-810	\$3,000.00
01/31/2025	John Wikstrom	Dec City Planner Fees	58433*	33332	Yes	\$1,600.00	100-41925-300	\$1,600.00
01/31/2025	LRS Portables, LLC	Jan Portable Potty	58434*	33333	Yes	\$224.00	100-45207-314	\$224.00
01/31/2025	Manship Plumbing & Heating Inc	Sewer/Water-Jan Retain, Locates, Water Main Break	58435*	33334	Yes	\$2,820.00	601-49415-314	\$800.00
01/31/2025	Metropolitan Council - Env. Service	Jan Waste Water Services	58436*	33335	Yes	\$5,131.86	605-49465-217	\$240.00
01/31/2025	Minutes Solutions	Meeting Minutes -Jan 14 Council Meeting	58437*	33336	Yes	\$330.00	100-41950-320	\$330.00
01/31/2025	Press Publications	Ref 824150 Legal Budget Statement 01/02, Ref 825213-Ord 2024-12-01, 01/23	58438*	33337	Yes	\$360.69	100-41130-351	\$252.24
01/31/2025	Roadkill Animal Control	Deer Pickup on 12/4/25	58439*	33338	Yes	\$103.00	100-41130-351	\$108.45
01/31/2025	Steve Dean	Water Main Break Material Dump on 1/7/25	58440*	33339	Yes	\$500.00	100-41916-400	\$103.00
01/31/2025	Stoltzman, Cris	Videography - Council Mtg--1/14, 3.5 hrs Charged	58444*	33343	Yes	\$96.46	601-49425-314	\$500.00
01/31/2025	Telcom Construction	Escrow Refund for 125 Wildwood Ave--Rightway permit, Work inspected and complete	58441*	33340	Yes	\$3,000.00	100-49250-810	\$96.46
01/31/2025	Toshiba America Business Solutions	Jan Monthly Usage Allowance	58442*	33341	Yes	\$10.62	100-41911-314	\$3,000.00
01/31/2025	TSE, Inc. Work Account	Janitorial Services - 1/2 & 1/16	58443*	33342	Yes	\$60.08	100-41940-314	\$10.62
01/31/2025	White Bear Township	Dec Charges for Public Works Regular Maintenance	58445*	33344	Yes	\$633.18	605-49465-314	\$30.04
<b>Total For Selected Claims</b>								<b>\$58,333.53</b>

Date Range : 1/3/2025 To 1/31/2025

Date	Vendor	Description	Claim #	Total	Account #	Account Name	Detail
	<i>Ryan Eivins</i>		City Council/Town Board			Date	
	Katherine A Weiser		City Council/Town Board			Date	
	<i>Vanessa Anagnost</i>		City Council/Town Board, Mayor			Date	
	<i>Budget Spul</i>		City Council/Town Board			Date	
	Ryan Q Hankins		City Council/Town Board			Date	

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

**MINUTES OF THE CITY COUNCIL MEETING  
JANUARY 14, 2025, 6:45 P.M.**

**MEMBERS:**

Jennifer Arsenault	Mayor
Ryan Eisele	Councilmember
Ryan Hankins	Councilmember
Bridget Sperl	Councilmember
Katherine Weier	Councilmember

**STAFF:**

Rebecca Kellen	City Administrator
Alan Kantrud	City Attorney

Minutes prepared by Anh Nguyen of Minutes Solutions from a video recording.

1. **CALL TO ORDER**

Mayor Arsenault called the meeting to order at 6:45 p.m.

Commented [AN1]: Please confirm, as the recording started during the public forum.

2. **PLEDGE OF ALLEGIANCE**

3. **SWEARING IN**

Jennifer Arsenault was sworn in as Mayor of the City of Birchwood Village.

Bridget Sperl was sworn in as Councilmember of the City of Birchwood Village.

Commented [AN2]: Please confirm; this was not captured in the recording but is based on the meeting materials.

4. **LEGISLATIVE UPDATE FROM MINNESOTA HOUSE REP. BRION CURRAN**

This item was not included in the video recording.

5. **APPROVAL OF AGENDA**

The following items were added to the Administrator's Update:

- Tree Update
- Recycling Update

Commented [AN3]: Please confirm. This item was not included in the video recording but was determined based on discussions during the administrator's updates. There is usually a formal motion to approve the agenda, which the client will have to add.

6. **OPEN PUBLIC FORUM (0:00:00)**

Mayor Arsenault opened the public forum.

**Cable Commission Representatives** reported on their efforts to liaise between the City's residents and Comcast.

Commented [AN4]: Please note: Additional comments made are not included as the recording only captured the tail end of the public forum.

Mayor Arsenault closed the public forum.

7. **ANNOUNCEMENTS (0:02:32)**

7.1 **City Council Workshop**

The next workshop is scheduled for January 27, 2025, at 7:00 p.m.

7.2 **2025 City Council Meeting Schedule**

The schedule is available on the City's website and notice boards.

8. **CONSENT AGENDA (0:03:00)**

**On a motion made by Councilmember Hankins, seconded by Councilmember Weier, it was resolved to approve consent agenda items B to G, as presented. All in favor. Motion carried.**

8.1 **Treasurer's Report (0:03:50)**

**On a motion made by Councilmember Hankins, seconded by Councilmember Weier, it was resolved to approve the Treasurer's Report for the period ending December 31, 2024. All in favor. Motion carried.**

*ACTION – The City Administrator will confirm the labor cost for the Ash Path fencing and whether it can be included in the Special Revenue Fund.*

*ACTION – The City Administrator will confirm the authorization for check No. 33240.*

*ACTION – The City Administrator will confirm the details of check No. 33251.*

Councilmember Hankins suggested charging the supplies for the Ash Path fencing to the Special Revenue Fund and proposed passing a resolution at the next Council meeting to transfer the associated expenses from the General Fund to the Special Revenue Fund.

Councilmember Hankins also inquired about the authorization for check No. 33240 in the amount of \$4,028.66, payable to White Bear Township.

Councilmember Weier asked why check No. 33251, in the amount of \$3,354 for the Lift Station Lift Reconstruction, payable to Bolton & Menk, was included in the Treasurer's Report if the expense dated back to September, 2023.

8.2 **City Planner Contract (0:21:30)**

**On a motion made by Councilmember Hankins, seconded by Councilmember Sperl, it was resolved to defer action on the city planner contract to the next Council meeting. All in favor. Motion carried.**

*ACTION – Councilmember Hankins will review the city planner contract and confirm billable hours with City Planner Ben Wickstrom before the next Council meeting.*

Councilmember Hankins clarified that the City Planner was seeking fee adjustments in the contract, particularly a salary increase. However, the modified city planner contract included in the agenda was not the version originally approved by the Council. The correct contract was only provided to Council a few hours before the meeting.

Councilmember Hankins noted the City Planner initially requested \$2,000 per month, which was negotiated down to \$1,600 per month, totaling an annual salary of \$19,200. Council had budgeted \$5,000 for the City Planner's services, anticipating that some of those expenses would be recouped through billable hours to residents. However, the City Planner now wanted the billable hour funds to go directly to him in addition to the \$19,200 salary, which would be significantly impact the City's budget. Councilmember Hankins requested an analysis of the City Planner's billable hours over the past six months before moving forward with the contract.

**9. CITY BUSINESS (10:13)**

**9.1 Tighe-Schmitz Park Field Rental Agreement for Soccer (0:11:30)**

*ACTION – The City Administrator will follow up with the Mahtomedi Soccer Association regarding the City's preferred method of payment for the Tighe-Schmitz Park Field Rental Agreement for soccer.*

*ACTION – The City Administrator will confirm with Top Green whether \$2,000 is sufficient to cover the City's mowing costs.*

**Dustin Crescent, Mahtomedi Soccer Association (MSA) Board member,** introduced himself.

Councilmember Weier clarified that the \$2,000 rental fee for the Tighe-Schmitz Park field was proposed to cover the City's mowing costs. He requested confirmation from the City's landscaper that the \$2,000 would be enough to cover the cost of mowing its parks. Councilmember Weier also reported that the Parks Committee plans to address some water issues at Tighe-Schmitz Park, which should not interfere with the proposed use of the field. Additionally, Councilmember Weier recommended a correction to the rental agreement, proposing that the payment receipt date be set to be April 1, 2025, one month prior to the start of the field's use. This would ensure mowing costs are covered beforehand and give the Mahtomedi Soccer Association time to stripe the field.

Councilmember Sperl asked whether a schedule would be posted to inform residents of the field's designated use. Dustin Crescent also noted that a spring schedule will be established after final registration is confirmed. An MSA Board meeting is scheduled for January 16, 2025, at which time historical data on field usage will be available.

Councilmember Hankins abstained from making comments due to a conflict of interest.

Councilmember Eisele asked for clarification on the \$2,000 rental fee, noting that the large space had been unused for some time. Councilmember Eisele expressed a preference for seeing the space used at a minimal cost to the MSA.

Dustin Crescent explained that the MSA currently has a rental agreement for a field in Hugo, which presents a challenging commute for some families. Therefore, the MSA is looking for a closer field. Dustin Crescent confirmed that, for the age group, parents typically drop off and pick up their children from the field. Dustin Crescent also requested confirmation on the City's preferred method of payment.

Further discussion was deferred to the next Council meeting, pending confirmation of the City's mowing costs and the proposed field usage schedule.

**9.2 Second Reading Ordinance 2024-12-01, Fee Schedule Changes for Sewer and Utility Fee Changes (0:28:45)**

**9.2.1 Public Hearing**

Mayor Arsenault opened the public hearing. There were no comments from the public, and the hearing was then closed.

**9.2.2 Council Deliberation and Approval**

**On a motion made by Councilmember Weier, seconded by Councilmember Sperl, it was resolved to approve Ordinance 2024-12-01, Fee Schedule Changes for Sewer and Utility Fee Changes subject to amending the lift station replacement fee to \$20 per quarter for three quarters, no retroactive billing to residents, and amending Section 2 to state, "This ordinance becomes effective on March 1, 2025." All in favor. Motion carried.**

*ACTION – Councilmember Weier will include a notice in the next newsletter stating that the \$20 per quarter lift station replacement fee applies only for the next three quarters in 2025 and is not an ongoing fee.*

Councilmember Sperl noted a 12% increase and inquired about the reason for such a large increase.

Mayor Arsenault noted Shelly Rueckert, St. Anthony's Village Finance Director, had mentioned at the previous Council meeting that White Bear Lake had raised their rates, and the fee increase was a cost pass-through to the City. Administrator Kellen clarified that Shelly Rueckert had provided additional information in a packet circulated during the first reading of Ordinance 2024-12-01.

Councilmember Weier recommended that Councilmember Sperl review the recording of the previous Council meeting for additional insight on the fee changes.

Councilmember Hankins requested that Section 2 state, "This ordinance becomes effective on March 1, 2025," to avoid retroactive charges for residents. Additionally, Councilmember Hankins proposed changing the lift station replacement fee from \$14.50 over four quarters to \$20 per quarter over three quarters. Council agreed and noted that residents need to be notified of the fee changes.

**9.2.3 Authorization of Summary Publication by Resolution 2025-06 (1:51:55)**

**On a motion made by Councilmember Hankins, seconded by Councilmember Eisele, it was resolved to approve the addition of Resolution 2025-06 and the corresponding Summary Publication to the agenda under Item 9.2.3. All in favor. Motion carried.**

**On a motion made by Councilmember Hankins, seconded by Councilmember Weier, it was resolved to approve Resolution 2025-06, Approving the Summary Publication of Ordinance for Publication. All in favor. Motion carried.**

**9.3 Administrative Appeals (0:53:55)**

**9.3.1 Discuss Administrative Appeal Fee**

Council discussed whether to distinguish between appeals made for one's own property versus appeals related to complaints about another person's property. Councilmember

Commented [AN5]: Please confirm. This item was added to the agenda at the end of the meeting and was drafted during the course of the meeting and referred to as Resolution 2025-04; however, I believe this to be an error as the meeting packet already had a Resolution 2025-04 and 2025-05 (under Hockey Rink Board Replacement) and I suspect that this should be Resolution 2025-06. The client can correct this if I am wrong.



Hankins noted that state statute defines separate processes for complaints and appeals. Attorney Kantrud suggested limiting the appeal process to complaints involving other people's property.

Councilmember Sperl supported the appeal fee and requested that the process be simplified for residents. Councilmember Eisele also expressed support but recommended a lower fee for appeals involving one's own property to ease the burden on residents appealing permit denials. Council noted that appeals, whether based on permit denials or complaints, require the same amount of administrative time from City staff. Mayor Arsenault supported the fee, highlighting the administrative burden associated with the appeal process.

Attorney Kantrud emphasized the importance of the appeal process in maintaining a record of Council decisions in the event of litigation.

#### **9.3.2 First Reading of Ordinance 2025-01-01, An Ordinance Amending Ordinance No. 310 and Titled "Administrative Appeals"**

##### **i) First Reading and Council Deliberation**

**On a motion made by Councilmember Weier, seconded by Councilmember Eisele, it was resolved to approve the first reading of Ordinance 2025-01-01, An Ordinance Amending Ordinance No. 310 and Titled "Administrative Appeals" and to order a second reading and public hearing. All in favor. Motion carried.**

Further discussion was deferred to the Council workshop.

##### **ii) Order Second Reading and Public Hearing**

#### **9.3.3 First Reading of Ordinance 2025-01-02, An Ordinance Amending the City Fee Schedule**

##### **i) First Reading and Council Deliberation**

**On a motion made by Councilmember Weier, seconded by Councilmember Hankins, it was resolved to approve the first reading of Ordinance 2025-01-02, An Ordinance Amending the City Fee Schedule and to order a second reading and public hearing. All in favor. Motion carried.**

##### **ii) Order Second Reading and Public Hearing**

#### **9.4 Discuss and Approve Appeal of Administrative Decision Form (1:36:00)**

Councilmember Hankins suggested removing this item, as he did not believe forms should be approved by Council. There were no objections from Council.

#### **9.5 Council Liaison Designations (1:36:15)**

Mayor Arsenault noted Council also discussed appointing a Deputy Mayor and designating a liaison to the Dock Association.

#### **9.5.1 Planning Commission**

Council agreed to designate Councilmember Hankins to the Planning Commission.

#### 9.5.2 Parks and Natural Resources Committee

Council agreed to designate Councilmembers Sperl and Weier to the Parks and Natural Resources Committee.

#### 9.5.3 Personnel Committee

Council agreed to designate Mayor Arsenault and Councilmember Eisele to the Personnel Committee.

#### 9.5.4 Lake Links Task Force

Council agreed to designate Councilmember Sperl to the Lake Links Task Force.

#### 9.5.5 Deputy Mayor

Council agreed to designate Councilmember Weier as Deputy Mayor.

#### 9.5.6 Dock Association

Council agreed to designate Mayor Arsenault to the Dock Association.

#### 9.6 Parks Committee Term Renewals (1:40:50)

**On a motion made by Councilmember Weier, seconded by Councilmember Hankins, it was resolved to approve the reappointment of Zack and Amy to the Parks Committee for a two-year term and to request applicants to fill the vacancy on the Parks Committee. All in favor. Motion carried.**

Commented [AN6]: Please confirm; full names were not provided

It was noted that Zack and Amy's terms will expire in February, 2025, and Councilmember Weier requested that Council move forward with their re-appointment to the Parks Committee for a two-year term each. It was also noted that there is a vacancy on the Parks Committee that was previously held by Mayor Arsenault.

Commented [ED17]: Please confirm; full names were not provided

#### 9.7 Hockey Rink Board Replacement (0:41:50)

**On a motion made by Councilmember Sperl, seconded by Councilmember Weier, it was resolved to approve Resolution 2025-04, Approving Acceptance of Gift. All in favor. Motion carried.**

**On a motion made by Councilmember Eisele, seconded by Councilmember Weier, it was resolved to approve Resolution 2025-05, Approving Purchase of Replacement Boards for Ice Rink as amended. All in favor. Motion carried.**

*ACTION – Attorney Kantrud will draft a letter for the City Administrator to send to Barton Winters.*

Councilmember Weier reported that boards were replaced at the ice rink in January, 2025, following approval at the Council meeting in January, 2024. However, receipts for the work were not submitted. Barton Winters replaced additional boards at the rink in November, 2024. The total cost for the board replacements in January, 2024, and November, 2024, was \$1,120.

The donation for the replacement boards was \$460, for a total of \$560, including a previously passed resolution to accept a \$100 donation. The resolution to approve the board purchase

was for \$400, as Council had previously approved a separate \$160 expenditure for replacement boards.

**Barton Winters, 1 Five Oaks Lane**, clarified that he replaced six boards in January, 2024, and 17 boards in November, 2024. He reported deteriorating bolts at the ice rink that should be addressed as a maintenance issue.

Mayor Arsenault thanked Barton Winters for his donation and noted that the Parks Committee will address the ice rink during the summer. Councilmember Weier clarified that the fence post for the net will be installed in the spring through the Parks Committee. Councilmember Weier also noted that the number of boards to be replaced in Resolution 2025-05 should be amended from five to 17.

Councilmember Hankins referred to an incident in the Sheriff's report in which Barton Winters called the Sheriff on City staff Jim Rydeen on December 25, 2024, due to concerns about the ice rink's condition. Councilmember Hankins advised that the City would be issuing a letter to Barton Winters regarding his conduct on that date.

Councilmember Hankins further recommended that all donations be formally accepted by the Council before installation at the ice rink. Councilmember Hankins thanked Barton Winters for the donation and for the resident's work, and emphasized the importance of residents maintaining a respectful environment for City staff.

#### **9.8 Key Metrics (1:43:00)**

Council reviewed a key metrics document provided by Councilmember Sperl. Further discussion was deferred to the Council workshop.

#### **9.9 Administrator Updates (1:46:20)**

##### **9.9.1 Lift Station Update**

Administrator Kellen reported that the lift station contract has been signed. City Engineer Marcus Johnson will attend the next Council meeting to discuss the costs that Bolten & Menk will charge the City for support with the lift station project. Administrator Kellen also advised that Bolten & Menk's assistance will be needed for the grant.

##### **9.9.2 Tree Update**

Administrator Kellen reported that the Washington Conservation District tree inspector has assessed the City's public spaces and identified 12 to 15 trees that are considered dangerous or hazardous if they were to fall. Administrator Kellen noted that Steve Deen has offered to assist but will need help identifying the trees. Mayor Arsenault suggested issuing a Request for Proposals for the required tree work, given the number of trees involved. Additionally, Mayor Arsenault suggested that the Council draft a tree plan during the upcoming Council workshop.

##### **9.9.3 Recycling Grant Update**

*ACTION – Councilmembers will send any suggested recycling projects to the City Administrator.*

Administrator Kellen reported that the recycling report was submitted on January 13, 2025. Four projects were completed for the recycling grant, as follows:

- Three bins were added to the parks with clearer stickers.
- Two ordinances were combined into one, and the waste recycling product ordinance was revised.
- Communication through newsletters and Facebook.
- A mattress recycling program, which will be offered again for 2025.

The grant application must be submitted by February 28, 2025. Administrator Kellen requested that Council provide any additional suggested projects to include in the application. If no further projects are suggested, Administrator Kellen will proceed with submitting the grant based on the base amount.

10. **MEETING CLOSE (2:04:25)**

**On a motion made by Councilmember Hankins, seconded by Councilmember Eisele, 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.**

**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 Jennifer Arsenault

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## **Draft Minutes of Birchwood City Council Workshop-January 27, 2025**

Call to Order at 6:30

Present: Jennifer Arsenault, Ryan Eisele, Ryan Hankins, Kathy Weier, Bridget Sperle, Marcus Johnson

Approve Agenda – Motion made by Hankins, seconded by Eisele. Motion passed.

Open Public Forum- Opened and closed. No one present to speak

Workshop Business

### 1. Discussion Items

#### Old Business

1. Marcus Johnson presented ideas for addressing the drainage issues on Oakridge Dr. and how to handle road replacement going forward. Marcus was asked to put together an estimate for a CIP which includes incorporating the replacement of water lines into the current road plan. Once the estimate of the plan is complete, an open house will be held to get resident feedback.

#### New Business

1. Tree Plan-Using the \$15,000 available for tree removal, Council agreed on prioritizing the most hazardous trees for removal. If Steve Dean cannot remove those trees, the City will get quotes from other tree removal services.
2. Key Metrics-Council agreed that reporting on key metrics is important going forward.
3. Administrative Appeals -All were in favor of the wording of the Administrative Appeals ordinance. There was discussion on whether the examples given should be part of the actual ordinance.
4. Grant Committee-As Council pursues projects going forward, interested residents will be asked to research possible grants for which we could apply to fund the projects.
5. Website Access-A resolution will be proposed at the City Council meeting giving Jennifer Arsenault and Ryan Eisele temporary access to the website. This access is intended only for informing residents of current events and upgrades to the functioning of the website itself.
6. Ice Rink Policy-A draft ice rink policy has been submitted to the Parks Committee. They will present their recommendations to Council.
7. The MNCIS resolution involves solicitation within the City. The resolution will be presented at the February Council meeting.

8. Radon mitigation for City Hall-The radon level in City Hall is high. Hankins will instruct staff to get quotes on mitigation.
9. City Planner Contract-Hankins is working on the final language for Ben Wickstrom's contract.
10. Lift Station Task Force-A resolution will be presented at the February Council meeting to propose a Lift Station Task Force. The purpose of the task force is to make sure the City doesn't miss any deadlines for grant fund distribution.
11. Social Events-The City will be hosting seasonal social events in order to build community connection.

Meeting adjourned at 8:35.

Draft minutes submitted by Jennifer Arsenault

**To:** Birchwood City Council

**From:** Jennifer Arsenault

**RE:** Authorizing a temporary pay increase for Therese Bellinger

For the past several weeks, Therese Bellinger has been instrumental in completing tasks that have resulted in a continuation of service to the residents of Birchwood Village. Moving forward, Therese has agreed to assist staff and Council however possible, through this transitional staffing period.

**Resolution No. 2025-07**

**A Resolution Requesting Council authorize temporarily increasing Therese Bellinger's hourly rate to \$36.04**

**WHEREAS**, it is the Council's responsibility to make decisions based on what is best for the City in the short- and long-term

**WHEREAS**, the City relies on and values Therese Bellinger's knowledge and work ethic

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

**Directive to Marsha Olsen, City Treasurer** : Marsha Olsen is hereby directed to increase the hourly rate of Therese Bellinger to \$36.04 an hour beginning on February 12, 2025.

Adopted this 11<sup>th</sup> day of February 2025.

Mayor

---

City Clerk

---

**To:** Birchwood City Council

**From:** Jennifer Arsenault

**RE:** Approval for Marcus Johnson, City Engineer, to move forward with an open house for discussing the drainage issue, the Road CIP and possible replacement of water lines

Marcus Johnson has requested permission to hold an open house for residents of Birchwood Village. The purpose of the open house would be to get resident feedback on drainage issues, the Road CIP and a plan to begin the replacement of water lines. The target date for the open house is April, 2025.

**Resolution No 2025-08**

**A Resolution granting Council approval to Marcus Johnson’s request to host an open house for the purpose of gathering input from residents and answering questions residents might have about work within the City.**

**WHEREAS, Council is tasked with making decisions on what is best for the entire City**

**WHEREAS, Council has made communicating with Birchwood Village residents a priority**

**WHEREAS, communication is integral to transparency**

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

Marcus Johnson may hold an open house at City Hall in April, 2025.

Adopted this 11<sup>th</sup> day of February, 2025.

Mayor

---

City Clerk

---



**To:** Birchwood City Council

**From:** Jennifer Arsenault

**RE:** Authorizing Minute Solutions to transcribe the video recording of the City Council meetings into written minutes

While the City of Birchwood Village engages in the hiring process of a city clerk or administrator, additional outside support will be needed to fulfill the tasks normally done by the city administrator.

Resolution No. 2025-09

**A Resolution Requesting Council temporarily hire Minute Solutions to write the minutes for City Council meetings**

**WHEREAS**, it is the Council's responsibility to make decisions based on what is best for the City in the short- and long-term

**WHEREAS**, the City is obligated to produce accurate minutes for our residents and interested parties

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

**Directive to Therese Bellinger, City Clerk:** Therese Bellinger is directed to hire Minute Solutions to transcribe the City Council meeting minutes until further notice.

Adopted this 11<sup>th</sup> day of February 2025.

Mayor

City Clerk

**RESOLUTION NO. 2025-10**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BIRCHWOOD VILLAGE, MINNESOTA, ESTABLISHING A TASK FORCE FOR THE REPLACEMENT OF LIFT STATION #2 (WILDWOOD LIFT STATION)**

**WHEREAS**, the City of Birchwood Village has received two grants to fund the replacement of Lift Station #2, also known as the Wildwood Lift Station; and

**WHEREAS**, the City Council deems it necessary to establish a task force to oversee the project and ensure its successful completion;

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

1. Establishment of Task Force: A task force is hereby established for the purpose of overseeing the replacement of Lift Station #2 (Wildwood Lift Station).
2. Appointment of Council Members: Two members of the City Council are hereby appointed to serve on the task force. The appointed members are:
  - a) Mayor Jennifer Arsenault
  - b) Council Member Ryan Hankins
3. City Administrator Participation: The City Administrator is directed to attend meetings of the task force upon request.
4. Task Force Authority: The task force is authorized to establish its own bylaws for internal governance.
5. Duration: The task force shall cease to operate upon completion of all tasks related to the lift station construction and receipt of grant monies.

PASSED AND ADOPTED by the City Council of Birchwood Village, Minnesota, this 11<sup>th</sup> day of February, 2025.

Mayor

---

ATTEST:

---

City Clerk

---

**RESOLUTION NO. 2025-11**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BIRCHWOOD VILLAGE, MINNESOTA, GRANTING WEBSITE ACCESS TO MAYOR JENNIFER ARSENAULT AND CITY COUNCIL MEMBER RYAN EISELE**

**WHEREAS**, the City of Birchwood Village maintains an official website to provide information to its residents and the public; and

**WHEREAS**, it is essential to keep the city website up-to-date with current and accurate information; and

**WHEREAS**, Mayor Jennifer Arsenault and City Council member Ryan Eisele have expressed willingness to assist in updating outdated information and adding current information to the city website;

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

1. Mayor Jennifer Arsenault and City Council member Ryan Eisele are hereby granted access to the City of Birchwood Village website for the purpose of updating outdated information and adding up-to-date information.
2. City Council is directed to provide Mayor Jennifer Arsenault and City Council member Ryan Eisele with the necessary access credentials and permissions to perform these website updates.
3. Mayor Jennifer Arsenault and City Council member Ryan Eisele shall coordinate with the City Administrator to ensure all updates are consistent with city policies and guidelines.
4. Grantees shall contact the City Administrator to relinquish access when it is no longer needed.
5. Grantees shall provide a summary of any significant changes to the City Council.

**ADOPTED** by the City Council of the City of Birchwood Village, Minnesota, this 11th day of February, 2025.

Mayor

---

ATTEST:

---

City Clerk

---

**CITY OF BIRCHWOOD VILLAGE**

**RESOLUTION NO. 2025-12**

**A RESOLUTION TO ADD ORDINANCE 622, REGULATION OF SOLICITORS, TO THE MINNESOTA COURT INFORMATION SYSTEM (MNCIS)**

**WHEREAS**, the City of Birchwood Village has enacted Ordinance 622 to regulate solicitation activities within the City in order to protect residents from unwanted solicitation and ensure accountability of solicitors; and

**WHEREAS**, the City has received numerous complaints from residents about unwanted and improper solicitation practices; and

**WHEREAS**, in order for a solicitor to be cited immediately by the Washington County Sheriff for violations of Ordinance 622, the ordinance must be added to the Minnesota Court Information System (MNCIS); and

**WHEREAS**, inclusion of Ordinance 622 in MNCIS will enhance the enforcement of the ordinance and ensure timely handling of violations within the judicial system.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF BIRCHWOOD VILLAGE, MINNESOTA:**The City Council hereby directs the City Attorney, to take all necessary steps to ensure Ordinance 622, Regulation of Solicitors, is added to the Minnesota Court Information System (MNCIS).

Adopted by the City Council of Birchwood Village this [Insert Date].

**Approved:**

Mayor

---

Attested:

---

City Clerk

---

**Resolution 2025-13**

Salary Reallocation for Emerald Ash Borer Mitigation and Urban Forest Preservation

**WHEREAS**, Emerald Ash Borer (EAB) infestations have damaged trees in Birchwood Village; and

**WHEREAS**, untreated EAB infestations lead to increased tree mortality, creating public safety hazards and escalating infrastructure repair costs; and

**WHEREAS**, Council Member Bridget Sperl has voluntarily proposed redirecting her 2025 council salary of \$1,500 to fund urgent tree preservation efforts;

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

Salary Suspension: Compensation for Council Member Bridget Sperl shall be suspended for calendar year 2025.

Designated Expenditures: These funds shall be used for:

Removal of hazard trees

Replacement plantings

Sunset Provision: This resolution expires on December 31, 2025, with unused funds reverting to the General Fund.

ADOPTED this 11th day of February 2025.

Mayor, City of Birchwood Village

---

City Clerk

---

**To:** Birchwood City Council  
**From:** Jennifer Arsenault  
**RE:** Authorizing the Tree Stewards to volunteer within the City

The City was contacted by Jessica Sahu-Teli, Water Education Senior Technician at East-Metro Water Resource Education Program. She is working with the U of M extension to train a cohort of Tree Stewards this Spring ( April 5<sup>th</sup> & 12<sup>th</sup> ) to serve in Washington County. Tree Stewards will be trained in: basic tree biology and identification, best practices for planting, mulching, watering, staking, fertilizing, trunk protection, developmental pruning of young trees, pruning suckers and sprouts, and common tree disease, pests, and defects.

The Tree Stewards will report to city supervisor for assignments to complete and complete 25 hours of work per year in tree care maintenance or community events.

The City of Birchwood Village will need to provide a supervisor for the Tree Steward to receive assignments from and report to, identify high needs areas for Tree Steward maintenance and provide at least 25 hours of work/community events per year for the Tree Stewards to complete.

**Resolution No. 2025-14**

**A Resolution requesting Council authorize the Tree Stewards to volunteer within the City.**

**WHEREAS,** the City values our trees and the canopy they provide

**WHEREAS,** volunteers are needed to assist in maintaining the City and its assets

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

The Tree Stewards are welcome to provide volunteer tree care to the City.

Adopted this 11<sup>th</sup> day of February, 2025.

Mayor

---

City Clerk

---



Real People. Real Solutions.

3507 High Point Drive North  
Bldg. 1 Suite E130  
Oakdale, MN 55128

Ph: (651) 704-9970  
Bolton-Menk.com

1-21-2025

City of Birchwood Village

Council,

I was tasked with bringing an estimated Bolton and Menk construction inspection and administration costs to the council. Below are my expected estimations.

Construction Inspection – \$30,000 Estimate is based on an hourly rate, estimating roughly 150 hours for part time inspection.

- Estimate includes the following:
  - Preconstruction meeting and submittal review
  - Preconstruction site documentation/mark removals bypass setup
  - 6-8 weeks of the bulk of construction
  - Punchlist, final documentation, and final quantities

Construction Administration - \$13,000 Estimate is based on an hourly rate.

- Estimate includes the following:
  - Review weekly payroll reports and fringe benefit plans to verify compliance with Davis Bacon Requirements
  - Monitor Apprentice registrations.
  - Assist the contractor(s) to:
    - Rectify any wage rate errors and document resolution.
    - Secure additional wage classifications, if needed.
  - Prepare monthly disbursement requests for City to review, sign and submit to EPA representative.
  - Prepare closeout checklist items for City to review and submit to EPA representative.

Construction Staking - \$3,000 Estimate is based on an hourly rate.

- Staking would consist of staking the Center and offsets of structures, corners of pads, edges of pavement, and forcemain relocation.

Sincerely,

**Bolton & Menk, Inc.**

A handwritten signature in blue ink that reads 'Marcus A. Johnson'.

**Marcus Johnson**

Associate Project Engineer

**To:** Birchwood City Council

**From:** Jennifer Arsenault

**RE:** Approving Bolton-Menk's Cost Estimate for the construction and administration fees for the Wildwood lift station project

Bolton-Menk has been charged with preparation for and oversight of the lift station replacement. Part of that task is working with various governmental agencies to properly document the use and request of grant monies.

**Resolution No 2025-15**

**A Resolution requesting Council approval of Bolton Menk's estimate for the construction and administration fees for the lift station project**

**WHEREAS**, Bolton-Menk has been integral in the oversight of the Wildwood lift station project

**WHEREAS**, the City is relying on Bolton-Menk to properly document and administer grant money received for the lift station replacement

**WHEREAS**, the City desires avoiding construction delays due to improper documentation and/or procedural errors

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

The estimate submitted by Marcus Johnson on behalf of Bolton-Menk is hereby approved.

Adopted this 11<sup>th</sup> day of February, 2025.

Mayor

---

City Clerk

---



**To:** Birchwood City Council

**From:** Jennifer Arsenault

**RE:** Approval from Council for the Personnel Committee to post a job for a new City Administrator.

With the resignation of the City Administrator, the Personnel Committee would like to evaluate staffing needs and have Council's approval to enter into discussions with current staff to determine staffing needs moving forward. The Committee will bring its findings and staffing proposal before the full Council for approval.

**Resolution No 2025-16**

**A Resolution granting Council approval for the Personnel Committee to post a job opening for a new City Administrator.**

**WHEREAS, Council is responsible for judiciously staffing Birchwood Village**

**WHEREAS, there is currently a vacancy in City staff**

**WHEREAS, the Personnel Committee is the liaison between the City Staff and full Council**

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

The Personnel Committee may move forward with posting a job opening for the City Administrator position.

Mayor

---

City Clerk

---

**To:** Birchwood City Council

**From:** Jennifer Arsenault

**RE:** Approval from Council for final payment to Rebecca Kellen

With the resignation of Rebecca Kellen, the Council is asked to approve the former City Administrator's final payroll check.

**Resolution No 2025-17**

**A Resolution granting Council approval for the final payroll check to Rebecca Kellen.**

**WHEREAS, Rebecca Kellen has given her sixty day notice**

**WHEREAS, the City attorney has advised the City to honor the sixty days of regular pay**

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

**The Council agrees to pay Rebecca Kellen her regular pay through the sixty day notice, March 28, 2025.**

**Mayor**

---

**City Clerk**

---



2-10-25

RE: Radon Mitigation Contractor

Robert Carlson of Healthy Homes will visit City Hall to provide an estimation for radon mitigation for City Hall.

Phone number: 952-220-9407

RESOLUTION NO. 2025-xx

**RADON MITIGATION PRICE QUOTES**

**WHEREAS**, the City of Birchwood Village has conducted a long-term radon test in the basement of the Village Hall, where staff members work; and

**WHEREAS**, the test results indicate a radon level of 6.2 picocuries per liter (pCi/L); and

**WHEREAS**, the Environmental Protection Agency (EPA) recommends that homes be fixed if the radon level is 4 pCi/L or more; and

**WHEREAS**, radon is the second leading cause of lung cancer overall and the leading cause among non-smokers, responsible for an estimated 21,000 lung cancer deaths every year in the United States; and

**WHEREAS**, the health and safety of our staff members is of utmost importance;

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF BIRCHWOOD VILLAGE:**

1. The City Council acknowledges that the radon level of 6.2 pCi/L in the Village Hall basement exceeds the EPA's recommended action level.
2. The City Council directs staff to obtain at least two quotes from certified radon mitigation professionals for the installation of an active radon mitigation system in the Village Hall.
3. Staff shall present these quotes to the City Council for review and approval.
4. Staff shall conduct a short-term radon test annually.

PASSED AND ADOPTED by the City Council of Birchwood Village on this 11th day of February, 2025.

Mayor

ATTEST:

City Clerk