



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

**CITY OF BIRCHWOOD VILLAGE
WASHINGTON COUNTY, MINNESOTA
June 10th, 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.

MISSION STATEMENT

The Birchwood Village City Council is dedicated to enhancing the quality of life for all residents by fostering a safe, inclusive, and thriving community. We are committed to responsible governance and transparent decision-making. Through collaboration with residents, businesses, and local organizations, we strive to improve public services and infrastructure while preserving the unique character of our city. Our goal is to make Birchwood Village a better place to live and grow for generations to come.

MEMBERS

Jennifer Arsenault, Mayor
Bridget Sperl, City Council
Kathy Weier, City Council
Ryan Eisele, City Council
Ryan Hankins, City Council

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

APPROVAL OF CITY COUNCIL AGENDA

OPEN PUBLIC FORUM – Matters presented in the Open Forum are limited to three (3) minutes. The Council will not debate issues but may direct Staff to provide information. Any matter that requires additional time or consideration by the Council may be tabled until a future meeting.

PRESENTATIONS –

CONSENT AGENDA –

- | | |
|---|----|
| 1. Approval of May 13, 2025 Regular Council Meeting minutes. | 3 |
| 2. Approval of May 2025 Claims Report, Balance Sheet and Year to Date Revenue – Expense Report. | 10 |
| 3. Acceptance of Planning Minutes – April 25, 2025 | 27 |

STAFF REPORTS –

1. City Administrator - Scott Hildebrand
2. City Engineer – Marcus Johnson
 - a. Update and Discussion regarding Lift Station project
 - b. Update and Possible Approval of 2025 Street Maintenance Project. 31

CITY BUSINESS-ACTION ITEMS –

1. Discussion and Possible Approval of 2026 Proposal for Assessment Services. 33
2. Discussion and Possible Approval of Resolution 2025-46 – Approving 4th of July Activities. 34
3. Discussion and Possible Approval of Resolution 2025-47 – Rink Boards and Posts – Barton Winter. 35
4. Discussion and Possible Approval of Resolution 2025-48 – Salary Reallocation for City Hall Supplies / Computer Software. 41
5. Discussion and Possible Approval of Resolution 2025-49 – Approving Acceptance of Donation. 42

CITY COUNCIL UPDATES -

ANNOUNCEMENTS/ UPCOMING EVENTS -

ADJOURNMENT

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

**MINUTES OF THE CITY COUNCIL MEETING
MAY 13, 2025, 6:45 P.M.**

MEMBERS:

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

STAFF:

Alan Kantrud	City Attorney
Scott Hildebrand	City Administrator
Marcus Johnson	City Engineer

GUESTS:

Lori Tella	Washington County Conservation District
Mary Cahill	
Jessie Granic	

Minutes prepared by Josh Rup of Minutes Solutions from a video recording.

1. CALL TO ORDER

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

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

3. APPROVAL OF THE AGENDA (0:02:33)

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

The following changes were made to the agenda:

- The City Engineer's report will be moved to the first discussion item under Staff Reports. The City Administrator's report will be second.

4. OPEN PUBLIC FORUM (0:04:00)

Mayor Arsenault opened the public forum.

Zach Mayhook, 531 Hall Avenue:

Zach Mayhook is a member of the Parks and Natural Resources Committee for Birchwood. He thanked Lori Tella and Mary-Sue for their service and contributions.

Mayor Arsenault closed the public forum.

Commented [JR1]: Please confirm Mary and Jessie's positions/organization they're representing.

5. PRESENTATIONS (0:04:56)

5.1 Washington County Conservation District (0:04:56)

On a motion made by Councilmember Hankins, seconded by Councilmember Weier, it was resolved that the Council supports the Parks Committee and Lori Tella and offers its general support regarding the project moving forward. All in favor. Motion carried.

Lori Tella explained that the Washington County Conservation District is the local soil and water, and they are involved in natural resource opportunities, soil health, and water quality. Two years ago, the City Parks Committee had invited the Washington County Conservation District to tour Tighe Schmitz Park and identify potential opportunities and natural resource concerns. A community forum was held to gather suggestions.

A storm water retrofit study from 2017 identified approximately six best practices to reduce phosphorus loading. Grants were pursued to assist with funding of the project, and eight project options or areas were highlighted. Area A, the shoreline and swale enhancement zone, has erosion and a swale is not draining properly. Area C has flooding, soil, and sediment deposits which require maintenance. Area D has a clogged basin that has sediment. Areas E, F, and H are all flooded. An aerial view of flooded areas was presented to the Council. Permission was obtained from the Committee to obtain \$70,000 of funding, and Washington County Conservation District applied on behalf of Birchwood Village. There is a 10% match promised by the City who will be conducting the bidding process and managing construction. Another community forum will be held and a review of final designs will be done with the Parks Committee before the project is placed for bids.

A Habitat Enhancement Landscape Pilot (HELP) grant of \$10,000 is offered by the Board of Soil and Water Resources. The WCD received \$250,000 which has been divided between several communities. The additional funds will be used for planting. A Rice Creek Watershed District grant up to \$750 will be pursued to obtain additional items in combination with native plantings. The grant will be issued upon completion of the project. An outreach event will be held on May 31, 2025, from 10:00 a.m. to 12:00 p.m. to engage the community and obtain feedback regarding the project. Regarding maintenance, it would cost \$250 to \$500 per BMP. Lori Tella noted that WCD encumbers the funds and the \$10,000 grant will be held for Birchwood Village. It was noted that the project should be completed in Q4, 2026.

5.2 Lake Links Fund Presentation (0:20:34)

Mary Cahill and Jessie Granic discussed Birchwood Village's portion of the Lake Links Trail. The goal of the Lake Links Trail is to connect all communities around White Bear Lake, and the trail will be designed for safe walking and biking. A task force committee consists of Mary Cahill, Jessie Granic, Ben Grey, Karen Freeberg, Brian McGinness, Ellen Maspratt, Mike Werner, and Janet Wernett. Cora Henkins is the Road Committee task force representative and Councilmember Sperl is the Board liaison.

A public forum was held in November, 2024, to obtain feedback from the community. A map of the potential trail was presented. Based on cost estimates and research, the project may cost less than \$35,000, and the Parks Committee was engaged to determine how to spend the remaining amount up to \$70,000. It was recommended to use the funds to paint the crosswalks, add additional signage regarding the sharing of the road, traffic mirrors located around Hull and Jay as well as Wildwood and Cedar. Funds could be used to install stencils along the bike path and to separate the walking and riding areas. Two electronic speed signs will be purchased and placed at 170 Wildwood. Two benches may be placed in Tighe Schmitz Park and Wildwood Park. The cost estimate includes vegetation removal equipment.

Commented [JR2]: Please confirm the spelling of the names

The Council was asked to create a resolution to support the project and pay the upfront costs for reimbursement. The Council was asked to commit to ongoing maintenance and support the grant application process. It was noted that the project could commence in July, 2025, and it could be completed by the end of the year. Councilmember Hankins recommended that an engineering firm review the scope of work and confirm the costs associated with the project. The grant should include costs of updating the road plan to accommodate the project. It was noted that extra funds could be used to repair potholes along the path. The Council asked whether the white stripe along the trail could be repainted.

5.3 Fire Department Presentation – 2024 Activity Summary (0:44:07)

Chief Greg Peterson provided a summary of 2024's activities and goals in 2025. At the present time, there are 18 full-time firefighter paramedics and one full-time firefighter EMT. There are 12 part-time staff members. Call volume in 2024 was 4,784; 78% of calls are regarding ambulance services and the remaining is fire and rescue. The top five categories for ambulance services are: ill individuals, breathing issues, psychiatric issues, falls, and unconsciousness. A total of 64% of patients are over the age of 60. It is anticipated that call volume will increase over the next several decades necessitating more resources.

Paramedics are trained at a high level from Regions EMS, and a trial program will commence regarding the use of IV Tylenol at 1,000 mg. The IV will be used to replace the use of narcotics to avoid potential opioid addictions. The fire department attended 56 planned events in 2024. A Vial of Life program was started which is a pouch that includes pertinent information for medical calls. A citizen's fire academy was started to educate the public regarding fire and safety prevention. Ride-alongs are done with physicians, doctors, and citizens. Training is ongoing for CPR, emergency community responses, and cardiac support among others. Chief Peterson shared a quote from a resident who acknowledged the efforts of the fire department.

5.4 Discussion Regarding Key Metrics (0:55:55)

Councilmember Sperl included a report in the meeting package that reassures the community that the Council will work with the City Administrator to populate key metrics for Birchwood.

6. CONSENT AGENDA (0:56:43)

On a motion made by Councilmember Hankins, seconded by Councilmember Sperl, it was resolved to approve the consent agenda except for the second item, the Treasurer's report, as presented. All in favor. Motion carried.

7. STAFF REPORTS (0:57:57)

7.1 Update and Discussion Regarding Wildwood Lift Station Reconstruction (0:57:58)

ACTION – City Engineer March Johnson will prepare a one-page overview of the project timeline and expectations. Weekly updates will be provided to the community.

City Engineer Marcus Johnson noted that the reconstruction is scheduled to commence in June, 2025. The EPA is current and the semiannual report was sent on April 29, 2025. A webinar will be held in the near future regarding the EPA grant portion. It was noted that the new lift station will be relatively flat, safer, and it is a larger structure. During construction, the north side of the intersection will remain open as the south side will be closed. The project may take one month to complete depending on the weather.

7.2 Update and Discussion Regarding 425 Lake Avenue Variance – Impervious Surfaces (1:03:21)

City Engineer Marcus Johnson prepared a memo for City Council regarding retaining walls. It is of the opinion of City Engineer Johnson that retaining walls do not meet the definition of impervious surface under the Birchwood City code.

7.3 Discussion of 2025 Street Project (1:09:00)

It was noted that pothole repairs need to be completed within 30 days after the project quote is approved. The remainder of the project should be completed by October 15, 2025. City Engineer Johnson proposed a temporary ditching of the road. Utility companies will be engaged to ensure that components are not exposed as construction is underway. The \$105,000 cost will include milling overlay, temporary ditching, and filling city potholes.

7.4 Discussion Regarding Council Expectations and Duties (1:09:45)

City Administrator Scott Hildebrand discussed the responsibilities of Council which include voting on city policies, laws, resolutions, a fiscally responsible budget, and to plan the community's future. City Administrator Hildebrand recommended a planning session with the Council.

8. CITY BUSINESS – ACTION ITEMS (1:13:43)

8.1 Discussion of Resolution 2025-44 – Establishing a Task Force to Evaluate the Replacement of Water Mains (1:13:46)

ACTION – Mayor Arsenault will prepare an application for potential task force committee members.

ACTION – Councilmember Hankins will prepare an objective statement for the task force.

Councilmember Hankins noted that the task force will allow for two meetings and a Q&A process with the City Engineer. If progress is made, and satisfactory questions are received regarding the water main replacement process, the task force can be extended. The Council noted that advertising for committee members can be done via email, the City website, and Facebook.

The Council noted that members should have a professional background and the committee should consist of new and long-term community members throughout the City. The potential committee members should be critical thinkers that are open to other opinions. The Council agreed that applications should be accepted until the next Council meeting. The committee members will be approved in June, 2025, and will meet during the month. Two additional meetings will be held on July, 2025, with a report prepared for the Council by August, 2025.

8.2 Discussion of Request to Repair Hydrant at 1 Birch Street (1:24:59)

On a motion made by Councilmember Hankins, seconded by Councilmember Eisele, it was resolved to permit City Administrator Hildebrand to determine whether the repair of fire hydrant on 1 Birch Street is an emergency situation, and if so, authorize an immediate repair. All in favor. Motion carried.

ACTION – City Administrator Hildebrand will consult the fire department to assess the state of the hydrant at 1 Birch Street.

A community member noted that the fire hydrant at 1 Birch Street needs to be rebuilt and the cost for repairs is approximately \$3,000 to \$4,000. Components will take up to four weeks to arrive. Mayor Arseneault noted that, if the situation is an emergency, a special Council meeting can be held to approve the matter or the Council can continue discussion during the next meeting.

8.3 Discussion of Request to Plant Ground Cover on the South Side of City Hall (1:36:06)

On a motion made by Councilmember Hankins, seconded by Councilmember Weier, it was resolved to authorize the request to plant ground cover on the south side of City Hall. All in favor. Motion carried.

8.4 Discussion of Request to Donate to the White Bear Fireworks Fund (1:39:15)

On a motion made by Councilmember Weier, seconded by Councilmember Eisele, it was resolved to approve the request to donate \$200 to the White Bear Fireworks Fund. All in favor. Motion carried.

8.5 Approval of Resolution 2025-42 – Discontinuing the Use of Blank Gunfire at July 4th Celebration (1:40:18)

ACTION – City Administrator Hildebrand will draft a revision to Section 609.020 of the ordinance regarding the discharge of a blank cartridge firearm and present it during the next meeting for review.

The Council noted that live blank gunfire has not occurred during July 4th celebrations in the past five years.

8.6 Approval of Resolution 2025-43 – Adopting Design Standards for Benches in Public Spaces (1:43:19)

On a motion made by Councilmember Weier, seconded by Councilmember Sperl, it was resolved to approve Resolution 2025-43 adopting design standards for benches in public spaces. All in favor. Motion carried.

Councilmember Sperl recommended that the design of benches in public spaces should be uniform throughout the City. The four benches that will be installed along Lakeings Trail should also be the same design.

Commented [JR3]: Please confirm the name.

8.7 Discussion Regarding Maintenance Repairs to 725 Birchwood Avenue

ACTION – City Administrator Hildebrand will obtain information regarding the disposal of sawdust in the manhole at 725 Birchwood Avenue.

Councilmember Eisele reported that there was a sewer backup on Birchwood Avenue. White Bayer was called to vacuum the manhole, jet the sewer line, and remove sawdust from the manhole. The repairs cost approximately \$3,200 to clean the sawdust.

8.8 Second Reading of Ordinance Revising Animals Fee Schedule and Revising Ordinance No. 605 Regarding Animals in the City Code (1:52:02)

On a motion made by Councilmember Hankins, seconded by Councilmember Sperl, it was resolved to adopt the ordinance amending the animal section of the fee schedule. All in favor. Motion carried.

On a motion made by Councilmember Hankins, seconded by Councilmember Eisele, it was resolved to adopt the ordinance amending ordinance No. 605 adopted March 12, 2019, titled "Animals." All in favor. Motion carried.

City Attorney Kantrud noted that a first reading will be followed by a public hearing to obtain feedback. Staff will make changes, then a second hearing will be held followed by a final hearing. The resolution will then be published or passed authorizing the summary publication. The process is Mayor Arsenault would open the public hearing on the fee schedule, close it, then a vote is held. This is followed by a public hearing opened regarding the animals code, then closed a vote held to pass the resolution with a summary publication released.

Mayor Arsenault opened a public hearing on the ordinance revising the animal fee schedule. No comments were made and Mayor Arsenault closed the public hearing.

Mayor Arsenault opened a public hearing on the ordinance regarding the amendment of ordinance No. 605 adopted on March 12, 2019, titled "Animals".

8.9 Approval of April, 2025, Treasurer's Report and Expenditures (1:58:32)

On a motion made by Councilmember Sperl, seconded by Councilmember Eisele, it was resolved to approve the Treasurer's Report and Expenditures for April, 2025. All in favor. Motion carried.

Councilmember Weier noted that the reimbursement to Barton for \$400 was voided, as the correct amount was less. The correct amount was reimbursed. The capital projects amount of negative \$13,000 was highlighted. City Administrator Hildebrand noted that the City did not receive the distribution for the year yet. The Council agreed that a working session can be arranged to review and comprehend accounting reports.

9. CITY COUNCIL UPDATES (2:05:26)

Councilmember Weier noted that there is a Tighe Schmitz planning session open house on May 31, 2025, from 10:00 a.m. to 12:00 p.m. to review the land water improvements and the improvements for Tighe Schmitz park.

Mayor Arsenault has been working with City Engineer Johnson to obtain data regarding grants and capital improvement projects. Councilmembers Eisele and Hankins worked on enhancements to the website. In April, 2025, there were 2,600 views and 614 visitors to the website. Councilmember Sperl has been working to enhance the bulletin board and the City Facebook page. She is also working to enhance the safety of the stairs outside City Council.

10. ANNOUNCEMENTS/UPCOMING EVENTS (2:07:33)

It was noted that the announcement regarding the Tighe Schmitz planning session open house will be emailed to residents. The Council agreed to a working session with City Administrator Hildebrand on June 2, 2025, at 6:30 p.m.

11. ADJOURNMENT (2:10:02)

On a motion made by Councilmember Eisele, seconded by Councilmember Sperl, it was agreed that there was no further business of the Council to transact in the 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

Date

Date

City of Birchwood Village

Claims List for Approval

6/2/2025

Date Range : 5/2/2025 To 5/30/2025

<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>
05/16/2025	Xcel 2335-4	Electricity 3/20/25-4/20/25	7506*	\$10.85	601-49415-380-	Water Utility	\$10.85
05/19/2025	Xcel 4094-1	Gas Service 03/21/25-04/22/25 200 Wildwood Lift Station	7507*	\$29.49	605-49415-380-	Water Utility	\$29.49
05/19/2025	Xcel 9369-0	407 Lake Lift Station 2/21-3/21	7508*	\$27.83	605-49465-380-	Sewer Utility	\$27.83
05/19/2025	Quantum Fiber	Internet Service Fee	7509*	\$50.00	100-41955-314-	Phone/IT	\$50.00
05/22/2025	A T & T Mobility	Wireless for water tower- 5/2-6/1	7510*	\$53.75	601-49415-382-	Water Utility	\$53.75
05/30/2025	Bolton & Menk, Inc.	Survey Crew to Review Oakridge Drive	7512*	\$129.00	406-41935-300-	Capital Project Engineering Expense	\$129.00
05/30/2025	Bolton & Menk, Inc.	Lift Station Construction Planning and Observation	7513*	\$1,924.50	406-41935-300-	Capital Project Engineering Expense	\$1,924.50
05/30/2025	City of St. Anthony Village	2nd Q 2024 Utility Billing	7514*	\$4,357.11	601-41501-314-	Financial Administration	\$4,357.11
05/30/2025	Diamond Vogel	White Paint For Street Paint	7515*	\$97.50	100-43101-220-	Streets and Road Maintnc	\$97.50
05/30/2025	Earl F. Andersen	Be Police Bike Signs for Ash Path	7516*	\$117.30	100-43101-220-	Streets and Road Maintnc	\$117.30

Report Last Updated: 08/29/2014

Page 1 of 2.

Date Range : 5/2/2025 To 5/30/2025

<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>
05/30/2025	Gopher State One Call	April 31 Tickets	7517*	\$41.85	605-49455-314-	Utility Locates	\$41.85
05/30/2025	Arsenault, Jennifer	Paint & maps for hall, treats/town hall meeting & cleanup day, canopy-music in the park	7518*	\$443.01	100-41911-210- 100-41911-440- 100-45207-440-	Office Operations Supplies Office Operations Supplies Parks	\$86.67 \$153.60 \$202.74
Total For Selected Claims				\$7,282.19			\$7,282.19

Bridget M Spertl	City Council/Town Board	Date
Jennifer L Arsenault	City Council/Town Board, Mayor	Date
Katherine A Weier	City Council/Town Board	Date
Ryan P Eisele	City Council/Town Board	Date
Ryan Q Hankins	City Council/Town Board	Date

Date Range : 5/3/2025 To 5/30/2025

<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>
05/30/2025	Bolton & Menk, Inc.	2025 Street Improvement Recommendations	7537*	\$1,072.50	100-41925-300-	General Fund Engineering Expense	\$6,350.50
05/30/2025	Menards - Oakdale	Maintenance Supplies-Misc Shop/Park Supplies and Road Patch Repair	7538*	\$109.56	100-45207-400- 100-45207-400- 100-43101-400-	Capital Project Engineering Expense Parks Parks Streets and Road Maint	\$1,072.50 \$43.98 \$6.97 \$58.61
05/30/2025	Arsenault, Jennifer	Paper for Office and No Poop Signs	7539*	\$80.15	100-41911-210-	Office Operations Supplies	\$80.15
05/30/2025	Therese Bellinger	keyboard and adobe subscription	7540*	\$137.00	100-41911-200-	Office Operations Supplies	\$137.00
Total For Selected Claims				\$30,008.87			\$30,008.87

Date Range : 5/3/2025 To 5/30/2025

<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>
<hr/>							
Bridget M Sperl		City Council/Town Board				Date	
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Jennifer L Arsenault		City Council/Town Board, Mayor				Date	
<hr/>							
Katherine A Weiler		City Council/Town Board				Date	
<hr/>							
Ryan P Eisele		City Council/Town Board				Date	
<hr/>							
Ryan Q Hankins		City Council/Town Board				Date	

City of Birchwood Village

Claims List for Approval

6/3/2025

Date Range : 5/3/2025 To 5/30/2025

<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>
05/30/2025	Metropolitan Council - Env. Service	May Waste Water Services	7519*	\$5,131.86	605-49465-217-	Sewer Utility	\$5,131.86
05/30/2025	H.A. Kantrud, P.A.	Attorney Fees for May	7520*	\$2,500.00	100-41601-300-	Legal Services	\$2,500.00
05/30/2025	John Wikstrom	May City Planner Fees-	7521*	\$1,600.00	100-41925-300-	General Fund Engineering Expense	\$1,600.00
05/30/2025	LRS Portables, LLC	May Portable Potty	7522*	\$124.00	100-45207-314-	Parks	\$124.00
05/30/2025	Minnesota Department of Health	Community Water Supply Service Connection Fee for 4/1-6/30	7523*	\$860.00			
05/30/2025	Manship Plumbing & Heating Inc	May Retain, 6 Locates, Water Fountain Turn Ons	7524*	\$1,520.00	601-49415-437-	Water Utility	\$860.00 ⁴
05/30/2025	Merrick Inc.	Summer mailer--Newsletter	7525*	\$184.24	601-49435-350-	Newsletter	\$184.24
05/30/2025	MENARD'S - OAKDALE	Keyak Rack Repair, Carpet for Tighe, Trailer Repair	7526*	\$115.41			
05/30/2025	Minutes Solutions	Meeting Minutes 4/8 & 5/13 Council Meeting	7527*	\$545.00			
					100-45207-220-	Parks	\$11.94
					100-45207-440-	Parks	\$83.52
					100-41940-220-	General Government Buildings and Plant	\$19.95
					100-41950-320-	Cable Eqmnt and Service	\$290.00
					100-41950-320-	Cable Eqmnt and Service	\$255.00

City of Birchwood Village

Claims List for Approval

6/3/2025

Date Range : 5/3/2025 To 5/30/2025

<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>
05/30/2025	Therese Beilinger	Reimbursement Stamps	7528*	\$238.80	100-41911-200-	Office Operations Supplies	\$238.80
05/30/2025	Toshiba America Business Solutions	May Monthly Usage Allowance	7529*	\$10.62	100-41911-314-	Office Operations Supplies	\$10.62
05/30/2025	TSE, Inc. Work Account	Janitorial Services - 5/18 & 5/15	7530*	\$60.08	100-41940-314-	General Government Buildings and Plant	\$30.04
					100-41940-314-	General Government Buildings and Plant	\$30.04
05/30/2025	Stoltzman, Cris	Videography - Council Mtg--5/13-4 hrs	7531*	\$110.24	100-41950-314-	Cable Eqpt and Service	\$110.24
05/30/2025	Victor Lundee Company	Checks	7532*	\$462.43	100-41911-200-	Office Operations Supplies	\$462.43
05/30/2025	White Bear Lawn and Snow, LLC	165 Wildwood Ave Sink Hole, Patch Main Break, and Sidewalk repair on E Cty Line	7533*	\$2,498.00			
05/30/2025	White Bear Township	April Maintenance--Serv on dates 3/30, 4/2, 4/3, 4/11, Schoeder and Quality Flow	7534*	\$5,680.30	601-49425-400-	Wtr/Swr Emergency	\$2,498.00
05/30/2025	White Bear Township	Feb Maintenance--Serv on dates 2/3 & 2/24	7535*	\$618.18	605-49465-314-	Sewer Utility	\$5,680.30
05/30/2025	Bolton & Menk, Inc.	Engineering Consulting-RE: Open House Meet & Prep, Meet w/ Council members, Est Water Main	7536*	\$6,350.50	605-49465-314-	Sewer Utility	\$618.18

Date Range : 5/1/2025 To 5/31/2025

<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>
05/14/2025	IRS - US Treasury	Federal Taxes - Q2 2025 - April Payment	7472	\$1,770.22	100-41401-100- 100-41401-100- 100-41401-100-	Clerk - Treasurer Clerk - Treasurer Clerk - Treasurer	\$538.12 \$998.56 \$233.54
05/14/2025	MN Department of Revenue	MN State Tax eFiling - 2025 Q2- April 2025 pynt	7473	\$359.49	100-41401-115- 100-41401-115-	Clerk - Treasurer Clerk - Treasurer	\$299.32 \$60.17
Total For Selected Claims				\$2,129.71			\$2,129.71

Bridget M Sperl	City Council/Town Board	Date
Jennifer L Arsenault	City Council/Town Board, Mayor	Date
Katherine A Weier	City Council/Town Board	Date
Ryan P Eisele	City Council/Town Board	Date
Ryan Q. Hankins	City Council/Town Board	Date

Date Range : 4/22/2025 To 5/22/2025

<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>
05/09/2025	PERA	Retirement funds-PR 4/20-5/3, tb, rk, jr	7504*	\$443.99	100-41401-121- 100-45207-121-	Clerk - Treasurer Parks	\$337.67 \$106.32
05/22/2025	PERA	Retirement funds-PR 5/4-5/17 tb, jr	7505*	\$497.80	100-41401-121- 100-45207-121-	Clerk - Treasurer Parks	\$346.50 \$151.30
Total For Selected Claims				\$941.79			\$941.79

Bridget M Sperl	City Council/Town Board		Date	
Jennifer L Arsenaunt	City Council/Town Board, Mayor		Date	
Katherine A Weier	City Council/Town Board		Date	
Ryan P Eisele	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
5/31/2024

Genl Fund 4M #35389-101

US Bank 4M balance	General Fund	\$882,146.13	
Outstanding Checks/ Deposits	Outstanding Checks	(\$42,956.41)	
Bank Open Items	MN Dept Revenue - went through bank twice.	\$511.55	Should be applied to Q2 2025
	MN Dept Revenue Difference (Researching)	(\$68.79)	
	Techie Dudes - Need to enter into CTAS	\$308.28	
	Xcel CTAS (June) US (May)	\$10.85	
	Xcel CTAS (June) US (May)	\$29.49	
	Xcel CTAS (June) US (May)	\$27.83	
	Techie Dudes CTAS (June) US (May)	\$384.06	
	ATT CTAS (June) US (May)	\$53.75	
	Quantum Fiber CTAS (June) US (May)	\$50.00	
	May 22nd Payroll CTAS (June) US (May)	\$2,668.11	
	US Bank (May) 4M (June)	(\$36.00)	
		\$843,128.85	
	Balance Per Cash Control Statement	<u>\$843,128.85</u>	
	DIFFERENCE	\$0.00	

As on 12/31/2025

General Fund

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
General Property Taxes (31001 through 31299)	618,134.00	8,916.80	(609,217.20)
Total Acct 310	618,134.00	8,916.80	(609,217.20)
LICENSES AND PERMITS	500.00	30.00	(470.00)
Total Acct 320	500.00	30.00	(470.00)
Building Permits	90,000.00	7,976.06	(82,023.94)
Kayak/Canoe Permits	1,700.00	1,780.00	80.00
Zoning Permits	300.00	60.00	(240.00)
Animal Licenses	100.00	1,695.00	1,595.00
Total Acct 322	92,100.00	11,511.06	(80,588.94)
Federal Grants and Aids	3,192.00	0.00	(3,192.00)
Total Acct 331	3,192.00	0.00	(3,192.00)
State Grants and Aid	603,000.00	0.00	(603,000.00)
Total Acct 334	603,000.00	0.00	(603,000.00)
CHARGES FOR SERVICES	0.00	850.00	850.00
Total Acct 340	0.00	850.00	850.00
City/Town Hall Rent	400.00	195.00	(205.00)
Total Acct 341	400.00	195.00	(205.00)
Court Fines	950.00	1,549.80	599.80
Total Acct 351	950.00	1,549.80	599.80
Miscellaneous	0.00	31.00	31.00
Total Acct 361	0.00	31.00	31.00
MISCELLANEOUS REVENUES	0.00	2,000.00	2,000.00
Interest Earning	48,000.00	18,207.87	(29,792.13)
Contributions and Donations from Private Sources	250.00	220.00	(30.00)
Refund-Reimbursement-Dividend	9,500.00	1,059.15	(8,440.85)
Escrow Deposits	35,000.00	3,000.00	(32,000.00)
Total Acct 362	92,750.00	24,487.02	(68,262.98)
Total Revenues	1,411,026.00	47,570.68	(1,363,455.32)
Other Financing Sources:			
Total Other Financing Sources	0.00	0.00	0.00

As on 12/31/2025

General Fund

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Disbursements:			
Ordinances and Proceedings			
Printing and Binding: Legal Notices Publishing	2,000.00	731.04	1,268.96
Total Acct 411	2,000.00	731.04	1,268.96
Mayor			
Training	0.00	380.00	(380.00)
WAGES AND SALARIES (101 through 109)	8,500.00	0.00	8,500.00
Employer Contributions for Retirement: PERA Contributions	680.00	0.00	680.00
Total Acct 413	9,180.00	380.00	8,800.00
Clerk - Treasurer			
WAGES AND SALARIES (101 through 109)	143,000.00	42,071.76	100,928.24
State Tax - Employee	11,200.00	2,625.69	8,574.31
Employer Contributions for Retirement: PERA Contributions	11,100.00	5,855.17	5,244.83
Elections			
Repair and Maintenance Supplies (221 through 229)	1,500.00	0.00	1,500.00
Total Acct 414	166,800.00	50,552.62	116,247.38
Assessing			
Contracted Services	6,700.00	6,103.00	597.00
Total Acct 415	6,700.00	6,103.00	597.00
Legal Services			
PROFESSIONAL SERVICES (301 through 319)	30,000.00	17,000.00	13,000.00
Professional Services: Legal Fees	3,500.00	0.00	3,500.00
Printing and Binding: General Notices and Public Information	500.00	0.00	500.00
Total Acct 416	34,000.00	17,000.00	17,000.00
Grants			
Grants	2,100.00	2,125.77	(25.77)
Planning and Zoning			
PROFESSIONAL SERVICES (301 through 319)	22,500.00	0.00	22,500.00
Office Operations Supplies			
OFFICE SUPPLIES (201 through 209)	0.00	2,150.62	(2,150.62)
Operating Supplies (211 through 219)	0.00	810.64	(810.64)
Repair and Maintenance Supplies (221 through 229)	0.00	122.14	(122.14)
Office Equipment	0.00	1,332.59	(1,332.59)
Contracted Services	0.00	53.10	(53.10)
Community Events	0.00	153.60	(153.60)
City Training and Development			
Training	2,000.00	0.00	2,000.00
Miscellaneous: Dues and Subscriptions	1,250.00	0.00	1,250.00
Animal Control			
Contracted Services	1,200.00	580.00	620.00
REPAIRS AND MAINTENANCE - CONTRACTUAL (401 through 409)	0.00	103.00	(103.00)
Software Expense			
Miscellaneous: Dues and Subscriptions	2,100.00	0.00	2,100.00
General Fund Engineering Expense			
PROFESSIONAL SERVICES (301 through 319)	14,500.00	23,526.00	(9,026.00)
General Government Buildings and Plant			
Repair and Maintenance Supplies (221 through 229)	1,500.00	19.95	1,480.05
Contracted Services	750.00	300.40	449.60
Communication (321 through 329)	5,000.00	2,205.00	2,795.00
OFFICE SUPPLIES (201 through 209)	2,000.00	0.00	2,000.00
Operating Supplies: Cleaning Supplies	100.00	0.00	100.00
Utility Services (381 through 389)	5,000.00	69.49	4,930.51

As on 12/31/2025

General Fund

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Disbursements:			
REPAIRS AND MAINTENANCE - CONTRACTUAL (401 through 409)	450.00	127.96	322.04
City Insurance			
Insurance: General Liability	16,100.00	0.00	16,100.00
Utility Services (381 through 389)	1,200.00	0.00	1,200.00
Cable Eqpmnt and Service			
Contracted Services	1,750.00	648.02	1,101.98
Communication (321 through 329)	0.00	1,385.00	(1,385.00)
Phone/IT			
Contracted Services	0.00	2,210.55	(2,210.55)
Total Acct 419	79,500.00	37,923.83	41,576.17
Police			
Contracted Services	97,575.00	48,674.78	48,900.22
Communications: Telephone	70.00	0.00	70.00
Total Acct 421	97,645.00	48,674.78	48,970.22
Fire			
Contracted Services	65,087.00	29,991.50	35,095.50
Total Acct 422	65,087.00	29,991.50	35,095.50
Building Inspections Administration			
Contracted Services	60,000.00	20,474.41	39,525.59
Fees	2,200.00	20.91	2,179.09
Total Acct 424	62,200.00	20,495.32	41,704.68
Other Protection			
Contracted Services	0.00	68.38	(68.38)
Total Acct 428	0.00	68.38	(68.38)
Streets and Road Mntnc			
Repair and Maintenance Supplies (221 through 229)	100,000.00	929.35	99,070.65
Contracted Services	0.00	3,500.00	(3,500.00)
REPAIRS AND MAINTENANCE - CONTRACTUAL (401 through 409)	0.00	58.61	(58.61)
Street Sweeping			
Contracted Services	4,000.00	0.00	4,000.00
Tree Care			
Contracted Services	5,000.00	0.00	5,000.00
Ice and Snow Removal			
Operating Supplies (211 through 219)	17,000.00	30,277.65	(13,277.65)
Contracted Services	17,000.00	17,135.50	(135.50)
Tree Removal			
Contracted Services	15,000.00	0.00	15,000.00
Street Lighting			
Utility Services (381 through 389)	17,000.00	5,613.16	11,386.84
Total Acct 431	175,000.00	57,514.27	117,485.73
Recycle			
Contracted Services	20,400.00	6,624.00	13,776.00
Total Acct 433	20,400.00	6,624.00	13,776.00
Parks			
WAGES AND SALARIES (101 through 109)	25,200.00	8,510.87	16,689.13
Employer Contributions for Retirement: PERA Contributions	3,525.00	1,309.28	2,215.72
Operating Supplies (211 through 219)	0.00	246.40	(246.40)
Operating Supplies: Pet Waste Bags	50.00	45.99	4.01
Repair and Maintenance Supplies (221 through 229)	500.00	947.75	(447.75)
Contracted Services	3,025.00	1,194.00	1,831.00

As on 12/31/2025

General Fund

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Disbursements:			
REPAIRS AND MAINTENANCE - CONTRACTUAL (401 through 409)	3,000.00	1,137.72	1,862.28
Community Events	0.00	286.26	(286.26)
Medicare - Employee	750.00	0.00	750.00
Social Security Employer	1,800.00	0.00	1,800.00
Utility Services (381 through 389)	400.00	0.00	400.00
Contracted Services-Lake Links Trail	2,000.00	0.00	2,000.00
Lawn Care - Maintenance			
Contracted Services	8,000.00	0.00	8,000.00
Total Acct 452	48,250.00	13,678.27	34,571.73
Water Resources			
Fees	1,150.00	1,148.28	1.72
Total Acct 461	1,150.00	1,148.28	1.72
MISCELLANEOUS			
Refunds and Reimbursements	0.00	135.00	(135.00)
Total Acct 490	0.00	135.00	(135.00)
Unallocated Expenditures			
Miscellaneous (431 through 499)	500.00	0.00	500.00
Escrow Refunds			
Refunds and Reimbursements	30,000.00	24,141.67	5,858.33
Total Acct 492	30,500.00	24,141.67	6,358.33
Utility Reimbursement			
OFFICE SUPPLIES (201 through 209)	600,000.00	0.00	600,000.00
Newsletter			
PROFESSIONAL SERVICES (301 through 319)	0.00	883.00	(883.00)
Total Acct 494	600,000.00	883.00	599,117.00
Total Disbursements	1,398,412.00	316,044.96	1,082,367.04
Other Financing Uses:			
Transfer To Enterprise Fund			
Interfund Transfers	12,614.00	0.00	12,614.00
Total Acct 493	12,614.00	0.00	12,614.00
Total Other Financing Uses	12,614.00	0.00	12,614.00
Beginning Cash Balance		973,802.99	
Total Receipts and Other Financing Sources		47,570.68	
Total Disbursements and Other Financing Uses		316,044.96	
Cash Balance as of 12/31/2025		705,328.71	

As on 12/31/2025

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	3,000.00	(3,000.00)
Total Acct 451	0.00	3,200.00	(3,200.00)
Total Disbursements	0.00	3,200.00	(3,200.00)
Other Financing Uses:			
Total Other Financing Uses	0.00	0.00	0.00
Beginning Cash Balance		21,023.05	
Total Receipts and Other Financing Sources		14,000.00	
Total Disbursements and Other Financing Uses		3,200.00	
Cash Balance as of 12/31/2025		31,823.05	

As on 12/31/2025

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:			
Total Other Financing Sources	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Disbursements:			
Capital Project Engineering Expense			
PROFESSIONAL SERVICES (301 through 319)	<u>0.00</u>	<u>7,304.00</u>	<u>(7,304.00)</u>
Total Acct 419	<u>0.00</u>	<u>7,304.00</u>	<u>(7,304.00)</u>
Total Disbursements	<u>0.00</u>	<u>7,304.00</u>	<u>(7,304.00)</u>
Other Financing Uses:			
Total Other Financing Uses	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Beginning Cash Balance		(9,471.43)	
Total Receipts and Other Financing Sources		0.00	
Total Disbursements and Other Financing Uses		<u>7,304.00</u>	
Cash Balance as of 12/31/2025		(16,775.43)	

As on 12/31/2025

Water			
	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Water Consumption	0.00	31,550.06	31,550.06
Water Utility User Fee	0.00	25,191.49	25,191.49
Water Main-break Surcharge	0.00	5.94	5.94
Special Water Charges	0.00	796.96	796.96
State Surcharge	0.00	1,330.95	1,330.95
Administrative Fee Move/Out	0.00	(1.21)	(1.21)
Lift Station Replacement	0.00	4,715.62	4,715.62
Penalties and Forfeited Discounts	0.00	288.32	288.32
Total Acct 371	0.00	63,878.13	63,878.13
Sewer Consumption	0.00	(62.78)	(62.78)
Sewer Minimum Charge	0.00	(46.46)	(46.46)
Total Acct 372	0.00	(109.24)	(109.24)
Total Revenues	0.00	63,768.89	63,768.89
Other Financing Sources:			
Total Other Financing Sources	0.00	0.00	0.00
Disbursements:			
Financial Administration			
Contracted Services	0.00	8,650.23	(8,650.23)
Total Acct 415	0.00	8,650.23	(8,650.23)
Water Utility			
Repair and Maintenance Supplies (221 through 229)	0.00	312.69	(312.69)
Contracted Services	0.00	34,260.48	(34,260.48)
Utility Services (381 through 389)	0.00	53.66	(53.66)
Utility Services: Water	0.00	269.35	(269.35)
Fees	0.00	1,677.00	(1,677.00)
Wtr/Swr Emergency			
PROFESSIONAL SERVICES (301 through 319)	0.00	1,198.20	(1,198.20)
Contracted Services	0.00	10,250.30	(10,250.30)
REPAIRS AND MAINTENANCE - CONTRACTUAL (401 through 409)	0.00	2,498.00	(2,498.00)
Newsletter			
Printing and Binding (351 through 359)	0.00	184.24	(184.24)
Total Acct 494	0.00	50,703.92	(50,703.92)
Total Disbursements	0.00	59,354.15	(59,354.15)
Other Financing Uses:			
Total Other Financing Uses	0.00	0.00	0.00
Beginning Cash Balance		82,473.95	
Total Receipts and Other Financing Sources		63,768.89	
Total Disbursements and Other Financing Uses		59,354.15	
Cash Balance as of 12/31/2025		86,888.69	

As on 12/31/2025

Sewer			
	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Sewer Consumption	0.00	24,506.82	24,506.82
Sewer Minimum Charge	0.00	21,737.40	21,737.40
Penalties and Forfeited Discounts	0.00	233.62	233.62
Total Acct 372	0.00	46,477.84	46,477.84
Total Revenues	0.00	46,477.84	46,477.84
Other Financing Sources:			
Total Other Financing Sources	0.00	0.00	0.00
Disbursements:			
Office Operations Supplies			
Operating Supplies (211 through 219)	0.00	140.52	(140.52)
Total Acct 419	0.00	140.52	(140.52)
Storm Drainage			
REPAIRS AND MAINTENANCE - CONTRACTUAL (401 through 409)	0.00	400.00	(400.00)
Total Acct 431	0.00	400.00	(400.00)
Water Utility			
Utility Services (381 through 389)	0.00	117.31	(117.31)
Utility Locates			
Contracted Services	0.00	132.35	(132.35)
Sewer Utility			
Sewer - Wastewater Charge	0.00	20,323.66	(20,323.66)
Contracted Services	0.00	13,367.72	(13,367.72)
Utility Services (381 through 389)	0.00	695.20	(695.20)
Sewer Engineering Expense			
PROFESSIONAL SERVICES (301 through 319)	0.00	20,872.50	(20,872.50)
Total Acct 494	0.00	55,508.74	(55,508.74)
Total Disbursements	0.00	56,049.26	(56,049.26)
Other Financing Uses:			
Total Other Financing Uses	0.00	0.00	0.00
Beginning Cash Balance		41,815.03	
Total Receipts and Other Financing Sources		46,477.84	
Total Disbursements and Other Financing Uses		56,049.26	
Cash Balance as of 12/31/2025		32,243.61	

MEETING MINUTES (Draft)

Birchwood Planning Commission Regular Meeting

City Hall - 7:00 PM Regular Meeting 4/24/2025

Submitted by Michael Kraemer – secretary

COMMISSIONERS PRESENT: – Andy Sorenson, Michael Kraemer, Casey Muhm, , Michelle Maiers-Atakpu

COMMISSIONERS ABSENT: Michael McKenzie

OTHERS PRESENT: City Council Members – Ryan Hankins, Ryan Eisele, Scott Hildebrand, Sue and Mike Tschida, Kathy Madore, Ben Wikstrom, Carson Schifsky, Bridget Sperl

1. CALL TO ORDER: Chairman - Sorenson called meeting to order at 7:00 PM.
2. PUBLIC FORUM
 - a. None
3. APPROVE AGENDA
 - a. Motion by Maiers-Atakpu, 2nd by Kraemer to approve agenda. Vote: Yes -4, No – 0. Motion passed.
4. APPROVE MINUTES – Minutes from March 6, 2025 special meeting were distributed at the meeting but were tabled since no one had a chance to review them.
5. REGULAR AGENDA
 - a. Item A – Variance(s) Review – Retaining Wall Construction 425 Lake Ave.
 - i. Public Hearing
 1. Kathy Madore and Sue Tschida requested retaining wall information details:
 - a. What is the plan for the downspouts from 425 that direct drainage toward north property line.
 - i. Carson Schifsky contractor for 425 Lake Ave responded the drainage would be directed toward lake and away from the property line.
 - ii. He also indicated yard drainage would be captured in rain garden in NE corner of the lakeside yard of 425 lake parcel.
 - ii. Variance #1 – i. 302.050, Impervious Surfaces and Lot Coverage.
 1. Findings of Fact – Review letter from City Engineer – Marcus Johnson dated 4.21.2025 recommended to consider the retaining walls impervious contribution as de minimis.
 2. Advisory Motion by Maiers-Atakpu, 2nd by Muhm: As a result of City Engineer recommendation, it is recommended there is no

need for this variance and the application for variance be waived.

Advisory Vote: Yes – 4, No – 0.

- iii. Variance #2 – ii. 302.005.2.a.4, Land Disturbances Activity Standards [no grading or filling shall be permitted within 20 feet of the OHWL of White Bear Lake.

a. Finding of Fact

i. Per Planning Commission Meeting 6.27.2024:

1. The naturally occurring shoreline slope on the property exists within 10' of the OHW, is steep and slope erosion is occurring and ongoing maintenance will remain an issue.
2. The slope of the property, creating the need for the wall and variance are peculiar to the land, is not caused by action of the owner.
3. A retaining wall within the OHWL setback is a reasonable solution and is a reasonable request to mitigate the problem.
4. The retaining wall construction will trigger and provide the opportunity to reconstruction deteriorating existing wooden stairway system.
5. The character of the neighborhood would not be altered with approval of the variance.
6. Neighborhood property values will not be diminished with approval of the variance and construction of the wall.
7. The construction of the wall as proposed will not increase the amount of water draining from the property.
8. The construction of the wall will not impair an adequate supply of light and air to the adjacent properties.
9. The variance was evaluated on its own merits and the decision was not influenced by input from outside parties.
10. The proposed wall construction and resultant site is a reasonable use for the property under the terms of the Zoning Code.

- ii.* (per PC discussion 4.24.2025) disturbances of grading and filling within 20 feet of the OHWL are required to construct the retaining wall solution.

b. Planning Commission Recommendation:

- i.* Advisory Motion by Kraemer, 2nd by Maier-Atakpu: The City Council consider granting the variance **with conditions**. Advisory vote: Yes – 4, No – 0.
- ii.* **Conditions:** Planning Commission recommendation of approval of the variance is contingent on compliance with the following conditions.
 - 1. Applicant submit grading and drainage plans and obtain City Engineer approval.
 - 2. Applicant submit raingarden plans for City Engineer review and gain approval.
 - 3. Applicant submit detailed retaining wall plans prepared by a certified engineer (as required by City code for walls over 4' in height) for City Engineer review and obtain approval.
 - 4. Applicant submit plans for stairway and landing replacement and obtain City Engineer approval.
 - 5. Stairway and landings meet all codes and meet City code for consideration as impervious.
 - 6. The applicant receives approval of all necessary jurisdictional permits.
 - 7. The applicant receives approval of the design, calculations, and plans by the City engineer, City planner, and City building official as applicable.
 - 8. No increase in runoff onto adjacent properties.

***iv.* Variance #3 - ii. 302.055.b7b3, requires protective buffer strip of vegetation at least 16.5' back from OHWL.**

a. Finding of Fact

- 1. Carson Schifsky – Contractor verbally indicated he will move the retaining wall so this variance requirement is not necessary.

2. Advisory Motion by Maiers-Atakpu, 2nd by Muhm to recommend this variance be denied since it is no longer necessary per the contractor's input. Advisory Vote: Yes – 4, No – 0.

ADJOURN 8:40 PM

- b. Motion by Muhm, 2nd by Maiers-Atakpu to adjourn meeting. Vote: Yes - 4, No – 0. Motion passed.

**QUOTE FORM FOR
2025 STREET MAINTENANCE
PROJECT NO. 24X.136805
CITY OF BIRCHWOOD VILLAGE, MINNESOTA**

STATEMENT OF ESTIMATED QUANTITIES						
ITEM NO.	ITEM	NOTES	UNIT	QUANTITY	UNIT PRICE	TOTAL AMOUNT
1	MOBILIZATION		LS	1	6,900 ⁰⁰	\$ 6,900 ⁰⁰
2	TRAFFIC CONTROL		LS	1	6,325 ⁰⁰	\$ 6,325 ⁰⁰
3	1" MILL BITUMINOUS PAVEMENT		SY	3150	1 ⁴⁸	\$ 4,662 ⁰⁰
4	BITUMINOUS PATCHING		SY	350	52 ³⁰	18,305 ⁰⁰
5	TYPE SP 9.5 BITUMINOUS WEARING COURSE MIXTURE (3,B)		TON	280	122 ⁵⁰	34,244 ⁰⁰
6	BITUMINOUS TACK COAT		GAL	252	2 ⁰⁰	504 ⁰⁰
7	REMOVE AND REPLACE BITUMINOUS CURB		LF	200	17 ⁴⁶	3,492 ⁰⁰
8	SAWCUTTING PAVEMENT		LF	200	2 ⁴⁸	496 ⁰⁰
9	ADJUST GATE VALVE AND BOX		EA	2	691 ⁵⁰	1,383 ⁰⁰
10	ADJUST MANHOLE CASTING AND RINGS		EA	5	1,110 ⁰⁰	5,550 ⁰⁰
11	UTILITY POTHOLING (FOR DITCH GRADING)		LS	1	3,171 ⁰⁰	3,171 ⁰⁰
12	DITCH GRADING	(EV)	CY	100	70 ¹⁰	7,010 ⁰⁰
13	SITE RESTORATION		LS	1	5,826 ⁰⁰	5,826 ⁰⁰
14	POTHOLE REPAIR (CITY WIDE)		LS	1	28,858 ⁰⁰	28,858 ⁰⁰
TOTAL QUOTE						\$ 126,726.00

The quantities herein are approximate only. Payment will be made for the actual quantities of work ordered and installed. We have examined the site of the work and are acquainted with all conditions affecting the construction of the work.

We understand and agree that the City may chose to award the project to the lowest responsible quote or in the best interest of the City. The City reserves the right to reject any or all quotes, to waive any informalities in any quote, and to omit any part of the above work.

We agree that if this Proposal is accepted, we will execute a Contract in the form attached to this quote package. If we are awarded the Contract, we will complete the work by **October 15, 2025**.

Respectfully submitted,

Contractor Name Valley Paving, Inc.
 Signature *Nicholas Gulenchin*
 Signed by Nicholas Gulenchin
 Title Estimator/Project Manager
 Contact Phone Number 952-207-0738
 Address 8800 13th Ave. E.
Shakopee, MN 55379

**QUOTE FORM FOR
2025 STREET MAINTENANCE
PROJECT NO. 24X.136805
CITY OF BIRCHWOOD VILLAGE, MINNESOTA**

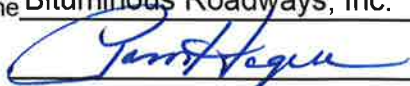
STATEMENT OF ESTIMATED QUANTITIES						
ITEM NO.	ITEM	NOTES	UNIT	QUANTITY	UNIT PRICE	TOTAL AMOUNT
1	MOBILIZATION		LS	1	11,000.00	11,000.00
2	TRAFFIC CONTROL		LS	1	1,500.00	1,500.00
3	1" MILL BITUMINOUS PAVEMENT		SY	3150	3.00	9,450.00
4	BITUMINOUS PATCHING		SY	350	61.50	21,525.00
5	TYPE SP 9.5 BITUMINOUS WEARING COURSE MIXTURE (3,B)		TON	280	100.00	28,000.00
6	BITUMINOUS TACK COAT		GAL	252	1.00	252.00
7	REMOVE AND REPLACE BITUMINOUS CURB		LF	200	30.00	6,000.00
8	SAWCUTTING PAVEMENT		LF	200	2.00	400.00
9	ADJUST GATE VALVE AND BOX		EA	2	450.00	900.00
10	ADJUST MANHOLE CASTING AND RINGS		EA	5	900.00	4,500.00
11	UTILITY POTHOLING (FOR DITCH GRADING)		LS	1	1,500.00	1,500.00
12	DITCH GRADING	(EV)	CY	100	100.00	10,000.00
13	SITE RESTORATION		LS	1	5,000.00	5,000.00
14	POTHOLE REPAIR (CITY WIDE)		LS	1	12,500.00	12,500.00
TOTAL QUOTE						112,527.00

The quantities herein are approximate only. Payment will be made for the actual quantities of work ordered and installed. We have examined the site of the work and are acquainted with all conditions affecting the construction of the work.

We understand and agree that the City may chose to award the project to the lowest responsible quote or in the best interest of the City. The City reserves the right to reject any or all quotes, to waive any informalities in any quote, and to omit any part of the above work.

We agree that if this Proposal is accepted, we will execute a Contract in the form attached to this quote package. If we are awarded the Contract, we will complete the work by **October 15, 2025**.

Respectfully submitted,

Contractor Name Bituminous Roadways, Inc.
 Signature 
 Signed by Pam Hague
 Title Secretary
 Contact Phone Number 651-686-7001
 Address 1520 Commerce Drive
Mendota Heights MN 55120

Birchwood Village

Assessment Year 2026 Proposal for Assessing Services

This proposal is based on a current parcel count of 449 Total Parcels.

Annual Assessment Cost

The proposed annual cost for Assessment Services will be:

Six Thousand Three Hundred Dollars & 0/100
\$6,300.00

New Construction & Building Permits

The annual cost for Building Permits will be based on the following schedule:

Type	Rate per Permit
New Apartment/Commercial/Industrial/Exempt	\$50.00
New Residential Dwellings	\$40.00
All Other Permits	\$4.00

Parcel Additions

The annual cost increase for newly created parcels will be \$12.00 per parcel per year.

Payment Schedule

The 2026 invoice will be provided to the City on January 15, 2026 payable within 30 days of receipt.

Sincerely,



Chase Peloquin, SAMA
Birchwood City Assessor

**CITY OF BIRCHWOOD VILLAGE
WASHINGTON COUNTY, MINNESOTA**

RESOLUTION NO. 2025-46

APPROVING 4TH OF JULY ACTIVITIES

WHEREAS, the City of Birchwood is a Municipality as defined in Minnesota, and,

WHEREAS, the City of Birchwood has previously authorized the 4th of July Parade road closure and had maintenance place barricades before the event and remove them after the festivities conclude, and,

WHEREAS, the City of Birchwood has provided an additional sanitary toilet at Elm easement for the day of the 4th of July parade during the festivities and had the toilet picked up after, and,

NOW, THEREFORE, BE IT RESOLVED by the City Council of Birchwood Village, Minnesota as follows:

1. That the City of Birchwood hereby authorizes the road closure for the 74TH annual Birchwood Village 4th of July Parade and will provide road barriers to be placed for during that event.
2. That the City of Birchwood village will provide a sanitary toilet at Elm easement for the 4th of July parade event and will remove it after.

Passed and Adopted by the Council of the City of Birchwood Village on this 10th day of June, 2025.

Jennifer Arsenault
Mayor

ATTEST:

Scott Hildebrand
City Administrator

**CITY OF BIRCHWOOD VILLAGE
WASHINGTON COUNTY, MINNESOTA**

RESOLUTION NO. 2025-47

APPROVING ACCEPTANCE OF DONATION

WHEREAS, the City of Birchwood is a Municipality as defined in Minnesota, and,

WHEREAS, the City of Birchwood is authorized to accept “gifts” pursuant to Minnesota Statutes 465.04 as defined in Minnesota, and,

WHEREAS, the City of Birchwood has been asked to accept a donation of a replacement boards, posts and labor in the value of \$1775.00 for the hockey Rink from Barton Winter, and,

NOW, THEREFORE, BE IT RESOLVED by the City Council of Birchwood Village, Minnesota as follows:

1. That the City of Birchwood hereby accepts the board, post and labor assistance to donation pursuant to MN Stat. 465.04.
2. That the City of Birchwood hereby allow Barton Winter to help city staff with removal of the boards and posts.
3. That the City of Birchwood allow Barton Winter to assist with replacement of boards and posts with staff leading the replacement efforts.
4. That Barton Winter will complete a volunteer release form prior to any work being completed and staff and Barton, do a test post to ensure the job does not require additional equipment prior to proceeding with additional removals and city staff report back to City Administrator that all efforts match the quote prior to full activity being completed.

Passed and Adopted by the City Council of Birchwood Village on this 10th day of June, 2025.

Jennifer Arsenault
Mayor

ATTEST:

Scott Hildebrand
City Administrator

PROJECTED BOARD REPLACEMENT COSTS

THE FOLLOWING ARE PROJECTED BOARD REPLACEMENT COSTS. MOST OF THESE BOARDS ARE WHAT I CALL "DASHER" BOARDS THAT ARE THE TOP HORIZONTAL BOARDS WHICH ARE 10" WIDE. THESE BOARD DON'T GET A LOT OF WATER SATURATION AND FREEZING DUE TO THEIR POSITION, BUT THEY DO GET A LOT OF SUNLIGHT WHICH LEADS TO DEGRADATION. I WOULD SAY THAT MOST OF THESE BOARDS ARE FROM 1996, SO CLOSE TO 30 YEARS OLD. THERE ARE ALSO 6 VERTICAL SIDE BOARDS WHICH ARE 12" WIDE. AS I HAVE MENTIONED PREVIOUSLY, THESE BOARDS START TO CRACK AND DEGRADE BASED UPON A COMBINATION OF PUCKS, FREEZING WATER AND SUNLIGHT.

WE ALSO HAVE 12 (Twelve) 6" X 8" X 8' POSTS THAT NEED TO BE REPLACED. THESE HAVE DEGRADED (ERODED) AT THEIR BASE TO THE POINT WHERE THEY EITHER HAVE NO CONNECTION TO THE GROUND OR A GREATLY REDUCED CROSS SECTION ATTACHED TO THE GROUND. THESE ARE NOT THAT EXPENSIVE GIVEN THE AMOUNT OF SOLID LUMBER IN EACH POLE. I BELIEVE THAT I CAN SUCCESSFULLY REPLACE THESE WITH THE PROPER JACK FOR REMOVAL.

ALL BOARDS ARE KNOWN AS 2" THICK, PRESSURE TREATED SOUTHERN PINE (AC2) FROM MENARDS

ALL 6" X 8" X 8' POSTS ARE PRESSURE TREATED (AC2) RED PINE FROM DISCOUNT POST AND POLE, BECKER, MINNESOTA

10" WIDE

8' X 10" (\$14.23/BOARD X 3 BOARDS) = \$42.69

10' X 10" (\$19.31/BOARD X 3 BOARDS) = \$57.93

16' X 10" (\$29.69/BOARD X 7 BOARDS) = \$207.83

18' X 10" (\$40.09/BOARD X 2 BOARDS) = \$80.18

TOTAL= \$388.63

12" WIDE

16' X 12" (\$43.60/BOARD X 4 BOARDS) = \$174.40

18' X 12" (\$58.89/BOARD X 2 BOARDS) = \$117.78

TOTAL= \$292.18

6" X 8" X 8' POSTS (\$45/POST X 12 POSTS) = \$540 OVERALL TOTAL = \$1220

TAX (ESTIMATED) \$1220 X 8.875= \$108

DELIVERY COST \$213

TAX ON DELIVERY \$213 X 8.875 = \$19

TOTAL= \$1220 (LUMBER) + TAX (\$108) + DELIVERY (\$213) + TAX ON DELIVERY (\$19)

= \$1560

FASTENER COSTS

5/8 X 5" LAG BOLTS (36) APPROX COST \$30

#10 X 3" (\$14.99 X .25) = \$3.75

#10 X 3.5" (\$14.99 X .25) = \$3.75

#10 X 4" (\$14.99 X .25) = \$3.75

TOTAL = \$41

RENTAL: POST REMOVAL TOOL (REDDYRENTS) \$120/WEEK

CONCRETE QUICKCRETE 12 BAGS (60LB) X 4.48/BAG = \$54

TOTAL = \$174

OVERALL TOTAL = \$41+\$1560 + \$174= \$1775

OVERALL TOTAL INCLUDING FASTENERS = \$1775, I WANT THIS DONE BEFORE NEXT ICE SEASON SO I WILL PAY ALL.



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- Generators
- Hardwood Floor Installation & Care
- Heaters & Fans
- Hoists
- Insulation Tools
- Interior Walls & Ceiling
- Jacks
- Kitchen & Bath Remodeling
- Ladders
- Lawn/Garden/Outdoor Equipment
- Lifts
- Locators & Detectors
- Lot Maintenance

Fencing Equipment

POST PULLER

Daily: \$40.00

Weekly: \$120.00

Quantity: 1 for a period of

1

☒ day(s)

☐ week(s)



Image for reference only
Details may look different
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ADDITIONAL INFORMATION

- This is a wheel able post puller. It is designed to pull up to 16" for 40' of post.
- Working load lifting capacity: 4660 LBS
- Unit dimensions: 30" wide, 29" deep, 63.5" high.
- Unit weight: 115LBS
- Carrying capacity: 600LBS

Add to Cart

* Prices are subject to change. Sales tax and damage waiver will be added at the time of reservation.

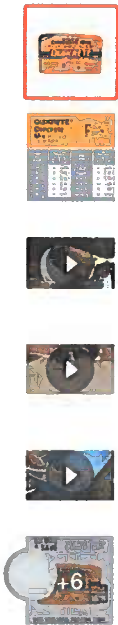
* Please call us for any questions on our **post puller rentals** in **Minneapolis MN, St. Louis Park MN, and neighboring communities.**



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Internet # 100318478 Model # 110160 Store SKU # 929514

Quikrete
60 lb. Concrete Mix
★★★★★ (11050) Questions & Answers (1300)



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BULK PRICE AVAILABLE
\$4.48
Buy 56 or more \$4.03


- 4000 psi average compressive concrete strength
- Ideal for pouring concrete slabs and setting posts
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Maplewood Store
✓ 574 in stock Aisle 24, Bay 017

Product Weight (lb.): 60 lb
60 lb 80 lb

Pickup at Maplewood	Delivering to 55109
Pickup Today 574 in stock FREE	Delivery Today 7,847 available \$2.99

 **Get it delivered as soon as today.** Schedule your delivery in checkout.

 **How much will you need?**
Please note: calculations are estimates only

William's House

Door

Fence

Fence

Post
Replacement

Fence
1
2
3
4
5
6
7
8
9
Door
10
11
12
13
Fence

**CITY OF BIRCHWOOD VILLAGE
WASHINGTON COUNTY, MINNESOTA**

RESOLUTION NO. 2025-48

SALARY REALLOCATION FOR CITY HALL SUPPLIES / SOFTWARE

WHEREAS, the City of in Birchwood Village has outdated Office Equipment and Computer Software;
and

WHEREAS, the cost of Office Equipment and Computer Software has risen, but is essential for City
Staff to better serve the City of Birchwood Village; and

WHEREAS, Council Member Ryan Eisele has voluntarily proposed redirecting his 2025 council salary
of \$1,500 to the General Fund for investment in City Hall Supplies to include computer equipment /
software upgrades to better serve our citizens.

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

Salary Suspension: Compensation for Council Member Ryan Eisele shall be suspended for the
calendar year 2025.

Designated Expenditures: These funds shall be used for: City Hall Office Equipment and
Computer Software.

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

Passed and Adopted by the City Council of the City of Birchwood Village on this 10th day of June, 2025.

Jennifer Arsenault, Mayor

ATTEST:

Scott Hildebrand, City Administrator

**CITY OF BIRCHWOOD VILLAGE
WASHINGTON COUNTY, MINNESOTA**

RESOLUTION NO. 2025-49

APPROVING ACCEPTANCE OF DONATION

WHEREAS, the City of Birchwood is a Municipality as defined in Minnesota, and,

WHEREAS, the City of Birchwood is authorized to accept “gifts” pursuant to Minnesota Statutes 465.04 as defined in Minnesota, and,

WHEREAS, the City of Birchwood has been asked to accept a donation of HP flat screen computer monitors.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Birchwood Village, Minnesota as follows:

1. That the City of Birchwood hereby accepts the donation of HP flat screen computer monitors to donation pursuant to MN Stat. 465.04.
2. That the City of Birchwood is appreciative of the donation as it saves funds for other activities within the City.

Passed and Adopted by the City Council of Birchwood Village on this 10th day of June, 2025.

Jennifer Arsenault
Mayor

ATTEST:

Scott Hildebrand
City Administrator