



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

**CITY OF BIRCHWOOD VILLAGE
WASHINGTON COUNTY, MINNESOTA
August 12th, 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 –

1. Update regarding White Bear Lake Conservation District and the City of Birchwood Village. (Shari Hankins and Susie Mahoney)
2. 2026 Parks Committee Budget Proposal. 3
3. Lake Links Task Force Recommendations 8

CONSENT AGENDA –

1. Approval of July 08, 2025 Regular Council Meeting minutes. 10
2. Approval of July 14, 2025 Special Council Meeting minutes. 13

- 3. Approval of July 2025 Claims Report, Balance Sheet and Year to Date Revenue – Expense Report. 14
- 4. Approval of Resolution 2025-51 Accepting donation of Free Little Library. 26
- 5. Acceptance of August Sheriff Newsletter 27
- 6. Acceptance of Quarterly Recycling Report – Tennis Sanitation 30

STAFF REPORTS –

- 1. City Administrator - Scott Hildebrand
 - a. Discussion regarding July Maintenance report.
 - b. Discussion regarding Culvert unplugging.
 - c. Discussion regarding Variance and Planning Procedures.

- 2. City Engineer – Marcus Johnson
 - a. Discussion regarding the LRIP Grant. 31
 - b. Discussion and Possible Approval of LSL funding source Master Work Order Contract. 32
 - c. Discussion regarding Tighe Schmitz Park projects and time budgeting
 - d. Update and Possible Approval of 2025 Street Maintenance Project.
 - e. Discussion regarding Wildwood Lift Station Reconstruction. 36
 - f. Discussion and Possible Approval of Wildwood Lift Station Pay App No. 2. 37
 - g. Discussion regarding As-Built Survey – Morse Property

CITY BUSINESS-ACTION ITEMS –

- 1. Discussion and Update regarding Water Main Replacement Task Force
- 2. Discussion and Possible Action regarding sewer and catch basin cleanout.
- 3. Discussion and Possible Action regarding Toilet Efficiency Rebate (White Bear Lake).
- 4. Discussion regarding City Planning Process and Responsibilities. 39
- 5. Update regarding storm damage / debris removal.
- 6. Discussion and Possible Approval of tree inspector proposal (Cameron Black).
- 7. Discussion and Possible Approval of tree removal quote (To be provided, Steve Dean).
- 8. Discussion and Possible Approval of Agreement between the Washington Conservation District and the City of Birchwood Village. 46
- 9. Discussion and Possible Schedule of Special Meeting(s) for preliminary 2026 Budget Presentation. 49

CITY COUNCIL UPDATES -

ANNOUNCEMENTS/ UPCOMING EVENTS -

ADJOURNMENT

TO: Mayor Jennifer Arsenault
Council Member Ryan Eisele
Council Member Ryan Hankins
Council Member Bridget Sperl
Council Member Kathy Weier

FROM: Parks Committee

DATE: August , 2025

SUBJECT: **2026 PARKS COMMITTEE BUDGET PROPOSAL**

In April 2025 the City Council adopted Resolution 2025-38, entitled Declaring that the Parks and Natural Resources Committee Shall Determine and Advise on Dock Fees Allocation. The Resolution directed the Parks Committee to propose an annual budget and action plan and to report periodically on progress regarding completion of approved projects. The Resolution also requires the Committee to report on how money from dock fees is spent. The dock fees are payments paid by the Birchwood Dock Association for placing docks and boats on city beaches. The money collected by the City goes into a Special Revenue Fund, which was created in 2012 with the adoption of City Ordinance chapter 804. As of July 20, 2025, the Special Revenue Fund had a balance of \$31,823.05.

The Committee initially thought that it would be most helpful to provide the Council with a proposed budget by early August so the Council could take these proposed costs into effect when developing a proposed levy in August and then a final levy in December, each year. However, the Committee has found that it is difficult to identify specific projects for individual parks and even more difficult to develop proposed costs for possible projects. Also, the fact that much of the costs for projects will be funded through the Special Revenue Fund, or perhaps grant awards, means that costs for park projects should not have a significant impact on the levy. As a result, the Committee thought it would submit what the Council could consider a quarterly report, summarizing important factors that need to be considered in considering park projects and the status of ongoing and upcoming projects.

I. Important Factors.

A. Maintenance. The City must devote specific attention to the maintenance of our parks and the facilities within our parks. The work and expenses do not end when a project is initially completed. Moreover, to the extent the City is relying on grant funding to cover some of our expenses with regard to park projects, like the \$75,000 grant to improve Tighe-Schmitz Park the City has qualified for, continued maintenance of a grant-eligible project is normally a specified condition of the grant. Furthermore, it will often not be enough to rely on city staff and volunteers to maintain the parks. The City has to be prepared to incur expenses in hiring qualified people to undertake important tasks regarding maintaining our parks.

B. Professional Services. Neither the City nor the Parks Committee has the expertise to design and carry out many of the projects that the Parks Committee recommends and the City approves. Again, it will commonly be necessary to incur expenses to hire professionals who can design and implement many of the projects that are proposed.

C. Grants. The Committee and the Council have been alert to the possibility of obtaining grants for certain types of projects and this effort should continue going forward. There are numerous organizations and government agencies that make grants available to local communities to improve parks and recreational facilities and to protect the environment.

D. Public Participation. The Committee is hopeful that this report will be helpful to the City Council and to Birchwood residents in remaining advised of ongoing and potential projects that affect our park system. The Committee has made a concerted effort to keep residents advised of the work it is doing and to solicit ideas for how to improve Birchwood parks. The Committee held a couple public forums, some to solicit ideas from the public, and others to advise of ongoing projects. As part of the development of this memorandum, the Committee contacted officers of the Birchwood Dock Association to get their input regarding improvements to the beaches. Much of what the Committee is suggesting for future projects is the result of public input. The Committee will continue to be

open to hearing from the public. Also, the Minutes of each Parks Committee meeting are available on the City webpage.

II. 2026 Top Priorities.

The top priorities for 2026 are to complete the grant-funded work in Tighe-Schmitz Park and to undertake a project to improve the runoff situation at Elm Beach. The Elm Beach project will involve working with the Minnesota Department of Natural Resources since it is within the high water level of the lake. Two other projects that the Committee would like to address next year are to improve the Ash Beach access and implement control of runoff into Polly's Park. A potential 2026 project involves improvements at the Curt Feistner Memorial Preserve.

III. Ongoing Projects.

There are several ongoing projects that should be completed yet this year, 2025. These include painting a portion of the hockey rink and replacing some deteriorated posts and boards at the rink and installing netting behind the goal near Lake Avenue. Also, the backstop on the former ballfield in Tighe-Schmitz Park was removed this summer.

There are also ongoing projects that will carry over to 2026 and some projects that require attention every year. With the use of Lake Links Trail funds and the direction of the Lake Links Trail Task Force, various projects will be undertaken to improve the trail through Birchwood, such as installing signs and placing benches along the trail. The Committee anticipates that additional work on the boards at the hockey rink may also be necessary in 2026. Further, the Birch Beach rain garden will need attention every year.

A lower priority project is installation of new playground equipment, particularly in Tighe-Schmitz Park, and improvement of the picnic pavilion and amenities in the Park.

IV. Summary and Cost Estimates.

Table 1 attached to this memorandum summarizes those projects that the Committee would like the City to pursue in 2026, with a sense of the priority for each project. The table also lists several ongoing projects and periodic tasks, some of which should be completed during 2025. An estimated cost column is included but in many cases no firm figures are available. The Committee expects that costs to the City for these projects will come from the Special Revenue Fund and will not affect the levy, plus the Committee will continue to investigate grant possibilities.

Thank you for your consideration of the Parks Committee's recommendations.

TABLE 1 PROPOSED AND ONGOING PARK PROJECTS

| Project | Status | Estimated Cost |
|--|----------------------------|--|
| Tighe-Schmitz Water Management Projects | Ongoing | \$7,500 10% match of \$75,000 grant |
| Elm Beach – erosion control | Top Priority Major Project | Perhaps \$5000 Grant? |
| Ash Beach – access and safety | High Priority | Several thousand \$ |
| Polly’s Park – runoff control | High Priority | Couple thousand \$ |
| Polly’s Park – tree removal/planting | Some Priority | Perhaps \$2000 Grant? |
| Curt Feistner Memorial Preserve – improve access | Under consideration | Several thousand \$ Donations? |
| Hockey Rink – board replacement | Ongoing | Hundreds \$ Donations |
| Swim Buoy at Kay Beach | Ongoing | \$250 |
| Landscaping around Lift Station | Spring 2026 | \$250 |
| Tighe-Schmitz Pavilion Picnic facilities | Lower Priority | \$1000 |
| Birch Beach – rain garden | Annual | \$500 |
| Playground Equipment | Lower Priority | Thousands |
| Village Hall Landscaping | Ongoing | Volunteer |
| Hockey Rink - Netting | Fall 2025 | Material Costs \$1500 Donations City staff |
| Hockey Rink – paint surface | Fall 2025 | \$500 |
| Tighe – Schmitz Park – backstop removal | Fall 2025 | City staff |
| Lake Links Trail - amenities | 2026 | Grant funds |
| | | |

- Lake Links Task Force has worked hard to consider ideas and recommendations and has come up with a list of recommendations that meet our guiding principles of safety, feasibility, and usability for enhancing the existing trail through Birchwood connecting the Mahtomedi and White Bear portions.
- Drop dead deadline of Dec. 31, 2026
 - All work and reimbursements submitted by this date
 - Some items will be dependent on vendors
- With City Council approval of the resolution, city administration can submit the grant application. Our hope would be that this can be completed by the end of August.
 - Grant requires that the city commits to maintaining the enhancements to the trail for a minimum of 10 years.
- Spreadsheet of recommendations
 - Priorities met our guiding principle of enhancing the safety for all users and community members.
 - Priority/Safety
 - Priority/Enhancement
 - Misc. Expenditures
 - council will need to authorize engineer consultations
 - this is a reimbursable expense
 - Grant will more than cover these sections
 - Extra Items
 - may not be fully covered by grant funds depending on how much money is left after priority items have been addressed
 - Parks Committee collaboration
 - Addition Items
 - Crosswalk repainting
 - Road restriping
 - Picnic tables
 - Curt Feistner Memorial Preserve rest area
- Grant Requirements
 - All structures must be permanently installed
 - Concrete slabs will need to be poured for some items
 - No vendor or pricing at this time
 - Budgeted expenses include estimated amounts needed to cover this expense
- A few items could potentially be completed yet this fall:
 - Speed signs
 - Benches
 - Bike repair station
 - Water station
- Ongoing involvement of Lake Links and Parks committee
 - Questions
 - Support

| | ITEM | NOTES/DETAILS | BUDGET | QUOTE |
|---|--|--|--------------------|-------------------------------------|
| Priority Safety | Traffic Mirrors x2 or "Blind Corner" Signs | - Pending engineer consult *placement *will they be helpful? *maintenance - Alternative option = "Blind Corner" signs | \$2,000.00 | <input checked="" type="checkbox"/> |
| | Electronic Speed Signs | 2 signs at: - 600 Hall Ave. - 170 Wildwood Ave. | \$10,000.00 | <input checked="" type="checkbox"/> |
| | Sharrows | | \$7,500.00 | <input checked="" type="checkbox"/> |
| | Share the Road Signs | 10 x 24" diamond shape with bike, ped, & car image | \$500.00 | |
| | Walker Road Stencil | - Unsure if this item meets requirements for reimbursement - Would like council to consider regardless of reimbursement to help mark where the pedestrian and bike paths split @ Hall/Jay | \$100.00 | |
| | Total | | \$20,100.00 | |
| Priority Enhancement | Benches | 4 - 2@ Tighe Schmitz, 2 @ Wildwood 4 concrete slabs and installation | \$19,000.00 | <input checked="" type="checkbox"/> |
| | Bike Repair Station | - @ Wildwood Park - concrete slab and installation | \$4,000.00 | |
| | Water Station | - @ Tighe Schmitz Park - concrete slab and installation | \$4,000.00 | |
| | Total | | \$27,000.00 | |
| Misc. Expenditures | Engineer Consulting/Planning | Approx. \$125/hour | \$4,000.00 | |
| | Total | | \$4,000.00 | |
| | Total Priority Items | | \$51,100.00 | |
| Extra Items | Exercise Equipment/Fitness Stations | - Utilize any remaining funds toward equipment/installation costs - Parks Committee to partner and cover any overage | \$18,900.00 | |
| Additional Items Considered But Not Covered By Grant | Crosswalk Repainting x3 | - considered maintenance - Lake Links Task force recommends city to include in their regular maintenance plan for safety | | |
| | Road Restriping | - considered maintenance - Lake Links Task force recommends city to include in their budget for additional safety | | |
| | Picnic Tables | - grant does not cover replacement items | | |
| | Curt Feistner Memorial Preserve resting spot | - time constraints are prohibitive | | |

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

MINUTES OF CITY OF BIRCHWOOD VILLAGE REGULAR CITY COUNCIL MEETING

JULY 08, 2025

- A. Call to Order - The regular meeting of the City Council for the City of Birchwood Village was called to order by Mayor Jennifer Arsenault at 6:45 p.m., on Tuesday, July 08, 2025.
- B. Roll Call - The roll was taken with the following members present: Mayor Jennifer Arsenault, City Councilmembers Bridget Sperl, Ryan Eisele, Ryan Hankins and Kathy Weir. City Administrator Scott Hildebrand, City Attorney Alan Kantrud, and City Engineer Marcus Johnson were also present.
- C. Approval of Agenda - **Motion by Councilmember Hankins and seconded by Councilmember Sperl to approve the Amended Agenda as presented. Motion passed unanimously voice vote.**
- E. Public Forum – None
- F. Presentations - None
- G. Consent Agenda - **Motion by Councilmember Weir and seconded by Councilmember Eisele to approve the Consent Agenda, which included:**
1. Approval of June 10, 2025 Regular Council Meeting minutes.
 2. Approval of June 2025 Claims Report, Balance Sheet and Year to Date Revenue – Expense Report.
 3. Approval of Resolution 2025-50 – Approving Summary Publication of Animal Ordinance.
- Motion passed unanimously by voice vote.**
- H. Staff Reports –
1. City Administrator Hildebrand - None
 2. City Engineer Marcus Johnson
 - a. Discussed the culvert at 640 Wildwood Avenue – Resident inquired about placing a culvert under each driveway or being cleaned. The ditch hasn't been maintained, so the culverts are full of sediment. Marcus recommended cleaning but can come back if one needs replaced. **Motion by Councilor Hankins and second by Councilor Eisele to authorize \$500.00 to clean these culverts, then have Staff request additional funds if other culverts need cleaned. A maintenance plan will be addressed during a workshop. Motion passed unanimously by voice vote.**
 - b. Provided an update regarding the lift station project, which has been delayed. Excel will relocate gas services on Thursday and hopefully be finished on Friday. Equipment will arrive next week, and notices have gone out explaining the delay in schedule to affected residents. Temporary mailboxes should be in place on Monday

by the lake access. If there is an emergency, affected residents will be contacted ASAP.

- c. Requested approval of Pay Application No 1. This is partially covered by EPA and Rice Creek Watershed District. **Motion by Councilor Weier and seconded by Councilor Sperl to approve Pay App No 1 in the amount of \$116,468.45. Motion passed unanimously by voice vote.**

I. City Business – Action Items –

1. Mayor Arsenault provided an update regarding the Tree plan as a resident questioned the removal of diseased trees. The City has \$15,000.00 budgeted for tree removal. Jim has been handling trees on Cedar and Hall, which he is able to remove, but there are others beyond his capability. We need to discover who is responsible for the tree at 640 Hall. Additionally, the tree inspector from last year has been contacted. He can inspect all trees, but those in the r/o/w's.
2. Hildebrand provided a brief update regarding the City's insurance renewal.
3. Mayor Arsenault discussed the Curt Feister Memorial as she has been looking for funding and has ideas to share with the Parks Committee next Tuesday. A Notice of Quorum will be prepared.
4. Mayor Arsenault updated the Council regarding the Water Main Task Force, which met on June 26th. They were provided a packet of information both digitally and on paper. Questions were created, then forwarded to a volunteer, who will organize them for several people prior to submitting for a response. Once completed, they will form a report with their recommendations. Their next meeting in Thursday, July 10th.
5. Hildebrand discussed Scheduling a Work Session for July 22nd.
6. Review and Approval of Bolton & Menk invoices. Hankins questioned Resolutions which allocate specific amounts of hours or funding for specific projects. **Motion by Councilor Hankins moved and seconded by Councilor Weier to approve the invoice from last month. Motion passed unanimously by voice vote.**
7. Hildebrand discussed hiring Cris Stolzman to handle the City's Website and Social Media updates. **Motion by Councilor Hankins and seconded by Councilor Eisele to approve hiring Cris Stolzman to handle the City's Website and Social Media updates. Motion passed unanimously by voice vote.**
8. Councilor Hankins requested an update on the City Planner RFP. Hildebrand noted it had not been published but can and he will provide an update to the Council.
9. Councilor Hankins advised he has heard complaints regarding the Variance Procedure and requested an update regarding procedures from Ben. Hankins opined the City Planner should be making the call regarding planning variances. It is essential to seek data and transparency. Sperl would like a walk-through of the software.

J. Council Updates. –

Councilor Weier - wished to Thank Barton Winter for his work on the ice rinks and the Community Club for the 74th Annual parade.

Councilor Hankins – questioned the 2025 Roads project and expressed concerns of driveway flooding and costs. Johnson confirmed a survey was conducted prior to the 2025 Road project. Johnson stated that Performance Bonds are typically required at the \$175,000 project cost threshold. (A 5% bond) A bond often eliminates smaller contractors who cannot front that cost. Total project cost typically determines whether a performance bond / insurance policy is required.

A claim was not made on the prior year's work, because the repair was done to prior engineering specifications. Kantrud clarified that performance bonds are simply to ensure the work is done.

Johnson clarified there are different types of projects, a complete rework, where the road is pulled up and engineered, including drainage, etc.; Adding layers, which is not typically engineered, then seal-coating. Johnson did request keeping a more formal contract going forward.

Sperl requested a clear assessment of risks and advising for future projects. Johnson did not feel the Council was open to hearing the risks associated with paving over a 60 year old road. Johnson does want to be more proactive during budget time so the City is aware of expected costs and risks.

Councilor Sperl – complimented how Lake Links is working with Parks and future improvements such as benches, a water station, bike fixing and outdoor exercise equipment. There is positive interaction between the committees. A formal presentation will come in August.

- K. Announcements – Councilor Weier reminded of the Deer Hunt from October through December.
- L. Adjournment - Meeting adjourned at 8:11 p.m.

Respectfully submitted,

Scott W. Hildebrand
City Administrator

Jennifer Arsenault
Mayor

Minutes from the Birchwood Village Special Council Meeting

July 14, 2025

6:30 p.m.

Meeting was called to order at 6:30.

Present: Jennifer Arsenault, Kathy Weier, Ryan Eisele, Ryan Hankins

Also present: Alan Kantrud

City Business:

Contract for Bituminous Roadways for the 2025 Road Improvement Plan was approved.

Meeting adjourned at 6:31.

Minutes submitted by Jennifer Arsenault

City of Birchwood Village
Balance Sheet
As of July 31, 2025

ASSETS

| | | |
|--|----------------------------|-----------------|
| | Checking/Savings | |
| | PMA 4M Fund (Cash Control) | \$ 1,280,682.38 |

| | | |
|-----------------------------|--|------------------------|
| Total Current Assets | | \$ 1,280,682.38 |
|-----------------------------|--|------------------------|

LIABILITIES & EQUITY

| | | |
|--|------------------------------|------------------------|
| | Liabilities | \$ - |
| | Equity | |
| | Fund Balance January 1, 2025 | \$ 1,109,643.59 |
| | Net Income | \$ 171,038.79 |
| | Total Equity | \$ 1,280,682.38 |

| | | |
|---------------------------------------|--|------------------------|
| Total Liabilities & Equity | | \$ 1,280,682.38 |
|---------------------------------------|--|------------------------|

Balance Per Fund

| | | |
|--|-----------------------|-----------------|
| | General Fund | \$ 1,093,941.54 |
| | Special Revenue Fund | \$ 31,823.05 |
| | Capital Projects Fund | \$ (16,775.43) |
| | Water Fund | \$ 130,137.80 |
| | Sewer Fund | \$ 41,555.42 |

| | | |
|-----------------------------------|--|------------------------|
| Total Balance (Schedule 1) | | \$ 1,280,682.38 |
|-----------------------------------|--|------------------------|

City of Birchwood Village
Statement of Receipts Disbursements
As of July 31, 2025

| | July 2025 | YTD 2025 | Budget 2025 | Percent of Budget |
|---|---------------------|----------------------|------------------------|----------------------|
| 100: GENERAL FUND RECEIPTS | | | | |
| General Property Taxes | \$ 334,666 | \$ 343,583 | \$ 618,134 | 55.6% |
| Licenses & Permits | \$ - | \$ 30 | \$ 500 | 6.0% |
| Building Permits | \$ 1,650 | \$ 11,720 | \$ 90,000 | 13.0% |
| Kayak/Canoe Permits | \$ - | \$ 1,920 | \$ 1,700 | 112.9% |
| Zoning Permits | \$ 609 | \$ 669 | \$ 300 | 223.0% |
| Animal Licenses | \$ - | \$ 1,725 | \$ 100 | 1725.0% |
| Federal Grants & Aid | \$ 93,175 | \$ 93,175 | \$ 3,192 | 2919.0% |
| State Grants & Aid | \$ - | \$ - | \$ 603,000 | 0.0% |
| Small City Aid | \$ 5,790 | \$ 5,790 | \$ - | 0.0% |
| Charges for Services | \$ - | \$ 850 | \$ - | 0.0% |
| City/Town Hall Rent | \$ - | \$ 220 | \$ 400 | 55.0% |
| Court Fines | \$ 17 | \$ 1,813 | \$ 950 | 190.9% |
| Miscellaneous | \$ - | \$ 2,031 | \$ - | 0.0% |
| Interest Earning | \$ 4,347 | \$ 25,606 | \$ 48,000 | 53.3% |
| Contributions of Donations from Private Sources | \$ - | \$ 220 | \$ 250 | 88.0% |
| Refund-Reimbursement-Dividend | \$ - | \$ 7,064 | \$ 9,500 | 74.4% |
| Escrows Deposits | \$ - | \$ 6,000 | \$ 35,000 | 17.1% |
| Transfers from Other Funds | \$ - | \$ - | \$ - | 0.0% |
| TOTAL GENERAL FUND RECEIPTS | \$ 440,253 | \$ 502,414 | \$ 1,411,026 | 35.6% |
| 100: GENERAL FUND DISBURSEMENTS | | | | |
| Ordinances & Proceedings | \$ - | \$ 731.04 | \$ 2,000.00 | 36.6% |
| Mayor | \$ - | \$ 380.00 | \$ 9,180.00 | 4.1% |
| Clerk - Treasurer | \$ 14,541.57 | \$ 68,728.82 | \$ 165,300.00 | 41.6% |
| Elections | \$ - | \$ - | \$ 1,500.00 | 0.0% |
| Assessing | \$ - | \$ 6,108.54 | \$ 6,700.00 | 91.2% |
| Legal Services | \$ - | \$ 19,500.00 | \$ 34,000.00 | 57.4% |
| Grants | \$ - | \$ 2,125.77 | \$ 2,100.00 | 101.2% |
| Planning & Zoning | \$ - | \$ - | \$ 22,500.00 | 0.0% |
| Office Operations Supplies | \$ - | \$ 5,668.31 | \$ - | 0.0% |
| Insurance - Employee | \$ - | \$ 2,973.00 | \$ 3,250.00 | 91.5% |
| Animal Control | \$ 279.30 | \$ 1,107.30 | \$ 1,200.00 | 92.3% |
| Software Expense | \$ - | \$ - | \$ 2,100.00 | 0.0% |
| General Fund Engineering Expense | \$ - | \$ 25,126.00 | \$ 14,500.00 | 173.3% |
| General Government Buildings & Plant | \$ 519.78 | \$ 4,348.71 | \$ 14,800.00 | 29.4% |
| City Insurance | \$ - | \$ 12,715.00 | \$ 17,300.00 | 73.5% |
| Cable Equipment & Service | \$ - | \$ 2,335.70 | \$ 1,750.00 | 133.5% |
| Phone/IT | \$ - | \$ 2,732.61 | \$ - | 0.0% |
| Police | \$ - | \$ 48,674.78 | \$ 97,645.00 | 49.8% |
| Fire | \$ - | \$ 44,987.25 | \$ 65,087.00 | 69.1% |
| Building Inspections Administration | \$ - | \$ 20,495.32 | \$ 62,200.00 | 33.0% |
| Other Protection | \$ - | \$ 68.38 | \$ - | 0.0% |
| Streets & Road Maintenance | \$ - | \$ 4,487.96 | \$ 100,000.00 | 4.5% |
| Street Sweeping | \$ - | \$ - | \$ 4,000.00 | 0.0% |
| Tree Care | \$ - | \$ - | \$ 5,000.00 | 0.0% |
| Ice & Snow Removal | \$ - | \$ 47,413.15 | \$ 34,000.00 | 139.5% |
| Tree Removal | \$ - | \$ - | \$ 15,000.00 | 0.0% |
| Street Lighting | \$ - | \$ 6,984.96 | \$ 17,000.00 | 41.1% |
| Recycle | \$ 3,312.00 | \$ 9,936.00 | \$ 20,400.00 | 48.7% |
| Parks | \$ 3,879.85 | \$ 18,338.72 | \$ 40,250.00 | 45.6% |
| Lawn Care - Maintenance | \$ - | \$ - | \$ 8,000.00 | 0.0% |
| Water Resources | \$ - | \$ 1,148.28 | \$ 1,150.00 | 99.9% |
| Miscellaneous | \$ - | \$ 135.00 | \$ - | 0.0% |
| Unallocated Expenditures | \$ - | \$ - | \$ 500.00 | 0.0% |
| Escrow Refunds | \$ 3,000.00 | \$ 24,141.67 | \$ 30,000.00 | 80.5% |
| Transfer to Enterprise Fund | \$ - | \$ - | \$ 12,614.00 | 0.0% |
| Utility Reimbursement | \$ - | \$ - | \$ 600,000.00 | 0.0% |
| Newsletter | \$ - | \$ 883.00 | \$ - | 0.0% |
| TOTAL GENERAL FUND DISBURSEMENTS | \$ 25,532.50 | \$ 382,275.27 | \$ 1,411,026.00 | 27.1% |

Fund Name: All Funds

Date Range: 07/01/2025 To 07/31/2025

| <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> |
|-------------|----------------------------|------------------|--|-------------------|-------------|--|--------------|----------------------|
| 07/01/2025 | Avery Morse | 171736408* | Permit 25-0046, 160 Cedar Street | (07/01/2025) - | N | Building Permits | 100-32211- | \$ 256.86 |
| | | | | | | | | \$ 256.86 |
| 07/03/2025 | Washington County | 171736422 | Property Taxes-First Half 2025. Amounts coded to Sewer and Water were collected by WACO. | (07/03/2025) - | N | General Property Taxes (31001 through 31299) | 100-31001- | \$ 334,665.75 |
| | | | | | | | 601-37111- | \$ 1,161.51 |
| | | | | | | | 601-37112- | \$ 726.20 |
| | | | | | | | 601-37113- | \$ 27.96 |
| | | | | | | | 601-37115- | \$ 21.72 |
| | | | | | | | 601-37116- | \$ 45.52 |
| | | | | | | | 601-37118- | \$ 8.81 |
| | | | | | | | 601-37160- | \$ 18.90 |
| | | | | | | | 605-37211- | \$ 1,073.49 |
| | | | | | | | 605-37212- | \$ 983.54 |
| | | | | | | | 605-37260- | \$ 18.98 |
| | | | | | | | | \$ 338,752.38 |
| 07/07/2025 | W S & D Permit Service | 171736410* | Permit 25-0048, 705 Birchwood Ave | (07/07/2025) - | N | Building Permits | 100-32211- | \$ 615.36 |
| | | | | | | | | \$ 615.36 |
| 07/08/2025 | Bill Lynaugh | 171736409* | Permit Z25-0024, 220 Wildwood Ave. | (07/08/2025) - | N | Zoning Permits | 100-32214- | \$ 274.50 |
| | | | | | | | | \$ 274.50 |
| 07/09/2025 | Craftsmen Home Improvement | 171736411* | Permit 25-0050, 707 Hall Ave. | (07/09/2025) - | N | Building Permits | 100-32211- | \$ 157.29 |
| | | | | | | | | \$ 157.29 |
| 07/10/2025 | MN Management & Budget | 171736419 | Court Fines | (07/10/2025) - | N | Court Fines | 100-35101- | \$ 16.66 |
| | | | | | | | | \$ 16.66 |

Fund Name: All Funds

Date Range: 07/01/2025 To 07/31/2025

| <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> | |
|-------------|------------------------------------|------------------|--|-------------------|-------------|-------------------------|-----------------------------------|---------------------|--------------|
| 07/14/2025 | Superior Fence & Rail | 171736412* | Permit 25-011, 23 Wildwood Ave. | (07/14/2025) - | N | Building Permits | 100-32211- | \$ 60.00 | |
| | | | | | | | | \$ 60.00 | |
| 07/14/2025 | Superior Fence & Rail | 171736423* | Permit Z25-011, 23 Wildwood Ave | (07/14/2025) - | N | Zoning Permits | 100-32214- | \$ 60.00 | |
| | | | | | | | | \$ 60.00 | |
| 07/18/2025 | MN Management & Budget | 171736424 | Small Cities Assistance | (07/18/2025) - | N | State and Misc fees | 100-34170- | \$ 5,789.50 | |
| | | | | | | | | \$ 5,789.50 | |
| 07/22/2025 | Laurie VanOstrand | 171736413* | Permit Z25-0051, 290 Jay Street | (07/22/2025) - | N | Zoning Permits | 100-32214- | \$ 274.50 | |
| | | | | | | | | \$ 274.50 | |
| 07/22/2025 | Boehm Heating Company | 171736414* | Permit 25-0053, 703 Birchwood | (07/22/2025) - | N | Building Permits | 100-32211- | \$ 151.00 | |
| | | | | | | | | \$ 151.00 | |
| 07/25/2025 | Hurlburt Heating & Plumbing | 171736415* | Permit 25-0054, 509 Lake | (07/25/2025) - | N | Building Permits | 100-32211- | \$ 151.00 | |
| | | | | | | | | \$ 151.00 | |
| 07/29/2025 | ASAP | 171736420* | EPA Lift Station Grant - Request #1 | (07/29/2025) - | N | Federal Grants and Aids | 100-33101- | \$ 93,174.76 | |
| | | | | | | | | \$ 93,174.76 | |
| 07/30/2025 | Great Lakes Windows & Siding | 171736416* | Permit 25-0047, 401 Wildwood Ave. | (07/30/2025) - | N | Building Permits | 100-32211- | \$ 258.75 | |
| | | | | | | | | \$ 258.75 | |
| 07/31/2025 | Residents - via St Anthony Village | 171736418 | Utility Billing Receipts for July 2025 | (07/31/2025) - | N | Water Consumption | 601-37111- | \$ 10,984.45 | |
| | | | | | | | Water Utility User Fee | 601-37112- | \$ 10,978.10 |
| | | | | | | | Special Water Charges | 601-37115- | \$ 354.49 |
| | | | | | | | State Surcharge | 601-37116- | \$ 534.17 |
| | | | | | | | Lift Station Replacement | 601-37119- | \$ 5,580.08 |
| | | | | | | | Penalties and Forfeited Discounts | 601-37160- | \$ 97.12 |
| | | | | | | | Sewer Consumption | 605-37211- | \$ 9,876.53 |

Fund Name: All Funds

Date Range: 07/01/2025 To 07/31/2025

| <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> |
|------------------------------------|-----------------|------------------|--------------------|-------------------|-------------|-----------------------------------|--------------|----------------------|
| | | | | | | Sewer Minimum Charge | 605-37212- | \$ 8,800.13 |
| | | | | | | Penalties and Forfeited Discounts | 605-37260- | \$ 77.18 |
| | | | | | | | | \$ 47,282.25 |
| 07/31/2025 | 4 M Fund | 171736421 | July 25 interest | (07/31/2025) - | N | Interest Earning | 100-36210- | \$ 4,122.22 |
| | | | | | | Interest Earning | 100-36210- | \$ 224.37 |
| | | | | | | | | \$ 4,346.59 |
| Total for Selected Receipts | | | | | | | | \$ 491,621.40 |

Fund Name: All Funds

Date Range: 07/01/2025 To 07/31/2025

| <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> |
|-------------|-------------------------------------|----------------|---|-------------|--|----------------|--------------------|
| 07/02/2025 | Manship Plumbing & Heating Inc | 33552* | June Retain, 2 Locates, Storm Sewer, Road patch at wildwood ave | N | Water Utility | 601-49415-314- | \$ 800.00 |
| | | 33552* | | | | 601-49415-314- | \$ 240.00 |
| | | 33552* | | | | 601-49415-314- | \$ 120.00 |
| | | 33552* | | | | 601-49415-314- | \$ 240.00 |
| | Total For Check | 33552 | | | | | \$ 1,400.00 |
| 07/02/2025 | Tennis Sanitation, LLC | 33553* | Recycling for Serv: may thru june 2025 | N | Recycle | 100-43300-314- | \$ 3,312.00 |
| | Total For Check | 33553 | | | | | \$ 3,312.00 |
| 07/02/2025 | Heisdorffer, Kevin | 33554* | Reissue of check #33331 which was cashed in a fraud case. | N | Escrow Refunds | 100-49250-810- | \$ 3,000.00 |
| | Total For Check | 33554 | | | | | \$ 3,000.00 |
| 07/02/2025 | MENARD'S - OAKDALE | 33555 | Drive Bit Set & Keyed T Handle Lock | N | General Government Buildings and Plant | 100-41940-220- | \$ 12.78 |
| | Total For Check | 33555 | | | | | \$ 12.78 |
| 07/02/2025 | Heating & Cooling Exxperts, LLC | 33556* | #4170 Repair A/C in Meeting Room | N | General Government Buildings and Plant | 100-41940-300- | \$ 507.00 |
| | Total For Check | 33556 | | | | | \$ 507.00 |
| 07/02/2025 | LRS Portables, LLC | 33557* | June Portable Potty | N | Parks | 100-45207-314- | \$ 174.00 |
| | Total For Check | 33557 | | | | | \$ 174.00 |
| 07/02/2025 | Metropolitan Council - Env. Service | 33558* | July Waste Water Services | N | Sewer Utility | 605-49465-217- | \$ 5,131.86 |
| | Total For Check | 33558 | | | | | \$ 5,131.86 |
| 07/02/2025 | Gopher State One Call | 33559* | June 24 Tickets | N | Utility Locates | 605-49455-314- | \$ 32.40 |
| | Total For Check | 33559 | | | | | \$ 32.40 |
| 07/03/2025 | Payroll Period Ending 07/03/2025 | 33560 | Office Payroll 6/15-6/28 | N | Clerk - Treasurer | 100-41401-100- | \$ 1,541.43 |
| | Total For Check | 33560 | | | | | \$ 1,541.43 |
| 07/03/2025 | Payroll Period Ending 07/03/2025 | 33561 | Office Payroll 6/15-6/28 | N | Clerk - Treasurer | 100-41401-100- | \$ 3,889.20 |
| | Total For Check | 33561 | | | | | \$ 3,889.20 |

Fund Name: All Funds

Date Range: 07/01/2025 To 07/31/2025

| <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> |
|-------------|----------------------------------|----------------------|---|-------------|---------------------|----------------|--------------------|
| 07/03/2025 | Payroll Period Ending 07/03/2025 | 33562 | Office Payroll 6/15-6/28 | N | Clerk - Treasurer | 100-41401-100- | \$ 750.83 |
| | Total For Check | 33562 | | | | | \$ 750.83 |
| 07/03/2025 | Payroll Period Ending 07/03/2025 | 33563 | Office Payroll 6/15-6/28 | N | Parks | 100-45207-100- | \$ 668.36 |
| | Total For Check | 33563 | | | | | \$ 668.36 |
| 07/03/2025 | PERA | eft07032025-a* | Retirement Funds PR 6/1-6/14, tb, jr | N | Clerk - Treasurer | 100-41401-121- | \$ 275.94 |
| | | eft07032025-a* | | | Parks | 100-45207-121- | \$ 85.88 |
| | Total For Check | eft07032025-a | | | | | \$ 361.82 |
| 07/03/2025 | PERA | eft07032025-b* | Retirement Funds PR 6/15-6/28, tb, sh, mo, jr | N | Clerk - Treasurer | 100-41401-121- | \$ 320.88 |
| | | eft07032025-b* | | | Parks | 100-45207-121- | \$ 93.58 |
| | Total For Check | eft07032025-b | | | | | \$ 414.46 |
| 07/14/2025 | IRS - US Treasury | EFT071425A | Federal Taxes - Q2 2025 -June Payment | N | Clerk - Treasurer | 100-41401-100- | \$ 811.04 |
| | | EFT071425A | | | | 100-41401-100- | \$ 189.68 |
| | | EFT071425A | | | | 100-41401-100- | \$ 353.59 |
| | Total For Check | EFT071425A | | | | | \$ 1,354.31 |
| 07/14/2025 | MN Department of Revenue | EFT071425B | MN State Tax eFiling - 2025 Q2- June 2025 pymt | N | Clerk - Treasurer | 100-41401-115- | \$ 185.05 |
| | | EFT071425B | | | | 100-41401-115- | \$ 75.83 |
| | Total For Check | EFT071425B | | | | | \$ 260.88 |
| 07/17/2025 | Payroll Period Ending 07/17/2025 | 33565 | Office Payroll 6/29-7/12 | N | Clerk - Treasurer | 100-41401-100- | \$ 1,307.89 |
| | Total For Check | 33565 | | | | | \$ 1,307.89 |
| 07/17/2025 | Payroll Period Ending 07/17/2025 | 33566 | Office Payroll 6/29-7/12 | N | Clerk - Treasurer | 100-41401-100- | \$ 1,196.40 |
| | Total For Check | 33566 | | | | | \$ 1,196.40 |
| 07/17/2025 | Payroll Period Ending 07/17/2025 | 33567 | Office Payroll 6/29-7/12 | N | Parks | 100-45207-100- | \$ 689.25 |
| | Total For Check | 33567 | | | | | \$ 689.25 |
| 07/17/2025 | PERA | eft07172025-a* | Retirement Funds PR 6/29-7/12, tb, sh, jr | N | Clerk - Treasurer | 100-41401-121- | \$ 1,059.57 |
| | | eft07172025-a* | | | Parks | 100-45207-121- | \$ 118.59 |
| | Total For Check | eft07172025-a | | | | | \$ 1,178.16 |
| 07/31/2025 | Payroll Period Ending 07/31/2025 | 33568 | Office Payroll 7/13-7/26 | N | Clerk - Treasurer | 100-41401-100- | \$ 1,387.84 |

Fund Name: All Funds

Date Range: 07/01/2025 To 07/31/2025

| <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> |
|----------------------------------|-------------------------------------|----------------|--------------------------------|-------------|---------------------|----------------|---------------------|
| | Total For Check | 33568 | | | | | \$ 1,387.84 |
| 07/31/2025 | Payroll Period Ending 07/31/2025 | 33569 | Office Payroll 7/13-7/26 | N | Clerk - Treasurer | 100-41401-100- | \$ 1,196.40 |
| | Total For Check | 33569 | | | | | \$ 1,196.40 |
| 07/31/2025 | Payroll Period Ending 07/31/2025 | 33570 | Office Payroll 7/13-7/26 | N | Parks | 100-45207-100- | \$ 805.11 |
| | Total For Check | 33570 | | | | | \$ 805.11 |
| 07/31/2025 | Payroll Period Ending 07/31/2025 | 33571 | Office Payroll 7/13-7/26 | N | Parks | 100-45207-100- | \$ 1,245.08 |
| | Total For Check | 33571 | | | | | \$ 1,245.08 |
| 07/31/2025 | Companion Animal Control LLC | 33596 | Animal Control Services - July | N | Animal Control | 100-41916-314- | \$ 279.30 |
| | Total For Check | 33596 | | | | | \$ 279.30 |
| 07/31/2025 | Metropolitan Council - Env. Service | 33597* | Aug Waste Water Services | N | Sewer Utility | 605-49465-217- | \$ 5,131.86 |
| | Total For Check | 33597 | | | | | \$ 5,131.86 |
| 07/31/2025 | Manship Plumbing & Heating Inc | 33598* | July Retain, 2 Locates | N | Water Utility | 601-49415-314- | \$ 800.00 |
| | | 33598* | | | | 601-49415-314- | \$ 240.00 |
| | Total For Check | 33598 | | | | | \$ 1,040.00 |
| Total For Selected Checks | | | | | | | \$ 38,268.62 |

Date Range : 7/1/2025 To 7/31/2025

| <u>Date</u> | <u>Vendor</u> | <u>Description</u> | <u>Claim #</u> | <u>Check #</u> | <u>Approved</u> | <u>Total</u> | <u>Account #</u> | <u>Detail</u> |
|-------------|-------------------------------------|---|----------------|----------------|-----------------|--------------|------------------|---------------|
| 07/01/2025 | Techie Dudes | Monthly Service for cloud storage, backup and MS email exchange | 7595* | eft-01 | Yes | \$549.02 | 100-41955-314 | \$549.02 |
| 07/01/2025 | Xcel 2307-8 | Street Lighting Charges | 7601* | eft-02 | Yes | \$1,407.90 | 100-43160-380 | \$1,407.90 |
| 07/02/2025 | Gopher State One Call | June 24 Tickets | 7587* | 33559 | Yes | \$32.40 | 605-49455-314 | \$32.40 |
| 07/02/2025 | Heating & Cooling Exxperts, LLC | #4170 Repair A/C in Meeting Room | 7584* | 33556 | Yes | \$507.00 | 100-41940-300 | \$507.00 |
| 07/02/2025 | Heisdorffer, Kevin | Reissue of check #33331 which was cashed in a fraud case. | 7580* | 33554 | Yes | \$3,000.00 | 100-49250-810 | \$3,000.00 |
| 07/02/2025 | LRS Portables, LLC | June Portable Potty | 7585* | 33557 | Yes | \$174.00 | 100-45207-314 | \$174.00 |
| 07/02/2025 | Manship Plumbing & Heating Inc | June Retain, 2 Locates, Storm Sewer, Road patch at wildwood ave | 7578* | 33552 | Yes | \$1,400.00 | 601-49415-314 | \$800.00 |
| | | | | | | | 601-49415-314 | \$240.00 |
| | | | | | | | 601-49415-314 | \$120.00 |
| | | | | | | | 601-49415-314 | \$240.00 |
| 07/02/2025 | MENARD'S - OAKDALE | Drive Bit Set & Keyed T Handle Lock | 7583 | 33555 | Yes | \$12.78 | 100-41940-220 | \$12.78 |
| 07/02/2025 | Metropolitan Council - Env. Service | July Waste Water Services | 7586* | 33558 | Yes | \$5,131.86 | 605-49465-217 | \$5,131.86 |
| 07/02/2025 | Tennis Sanitation, LLC | Recycling for Serv: may thru june 2025 | 7579* | 33553 | Yes | \$3,312.00 | 100-43300-314 | \$3,312.00 |
| 07/03/2025 | PERA | Retirement Funds PR 6/1-6/14, tb, jr | 7588* | eft07032025-a | Yes | \$361.82 | 100-41401-121 | \$275.94 |
| | | | | | | | 100-45207-121 | \$85.88 |
| 07/03/2025 | PERA | Retirement Funds PR 6/15-6/28, tb, sh, mo, jr | 7589* | eft07032025-b | Yes | \$414.46 | 100-41401-121 | \$320.88 |
| | | | | | | | 100-45207-121 | \$93.58 |
| 07/14/2025 | IRS - US Treasury | Federal Taxes - Q2 2025 -June Payment | 7581 | EFT071425A | Yes | \$1,354.31 | 100-41401-100 | \$811.04 |
| | | | | | | | 100-41401-100 | \$189.68 |
| | | | | | | | 100-41401-100 | \$353.59 |
| 07/14/2025 | MN Department of Revenue | MN State Tax eFiling - 2025 Q2- June 2025 pymt | 7582 | EFT071425B | Yes | \$260.88 | 100-41401-115 | \$185.05 |
| | | | | | | | 100-41401-115 | \$75.83 |

| <u>Date</u> | <u>Vendor</u> | <u>Description</u> | <u>Claim #</u> | <u>Check #</u> | <u>Approved</u> | <u>Total</u> | <u>Account #</u> | <u>Detail</u> |
|-------------|--------------------------------|---|----------------|----------------|-----------------|--------------|--------------------------------|------------------------|
| 07/15/2025 | Techie Dudes | Replacement battery for power backup | 7596* | eft-17 | Yes | \$125.37 | 100-41955-314 | \$125.37 |
| 07/17/2025 | PERA | Retirement Funds PR 6/29-7/12, tb, sh, jr | 7590* | eft07172025-a | Yes | \$1,178.16 | 100-41401-121 100-45207-121 | \$1,059.57 \$118.59 |
| 07/17/2025 | Xcel 2335-4 | Electricity 5/19-6/18 | 7599* | eft-21-c | Yes | \$11.12 | 601-49415-380 | \$11.12 |
| 07/17/2025 | Xcel 4094-1 | Gas Service 5/21-6/19 200 Wildwood Lift Station | 7597* | eft-21-a | Yes | \$24.88 | 605-49415-380 | \$24.88 |
| 07/17/2025 | Xcel 9369-0 | 407 Lake Lift Station 5/20-6/19 | 7598* | eft-21-b | Yes | \$24.09 | 605-49465-380 | \$24.09 |
| 07/22/2025 | A T & T Mobility | Wireless for water tower- 7/2-8/1 | 7593* | eft-23 | Yes | \$53.95 | 601-49415-382 | \$53.95 |
| 07/26/2025 | Quantum Fiber | Internet Service Fee | 7594* | eft-28 | Yes | \$50.00 | 100-41955-314 | \$50.00 |
| 07/31/2025 | Bolton & Menk, Inc. | CC Meeting, General Engineering Help for City | 7602* | 33575 | Yes | \$3,173.50 | 100-41925-300 100-41925-300 | \$300.00 \$2,873.50 |
| 07/31/2025 | Bolton & Menk, Inc. | Row Permit Review for 540 Hall | 7603* | 33576 | Yes | \$82.50 | 100-41925-300 | \$82.50 |
| 07/31/2025 | Bolton & Menk, Inc. | Row Permit Review for Comcast Permit 25-0029 | 7604* | 33577 | Yes | \$82.50 | 100-41925-300 | \$82.50 |
| 07/31/2025 | Bolton & Menk, Inc. | Zoning Permit Review for 131 Wildwood | 7605* | 33578 | Yes | \$165.00 | 100-41925-300 | \$165.00 |
| 07/31/2025 | Bolton & Menk, Inc. | Zoning Permit Review for 131 Wildwood | 7606* | 33579 | Yes | \$2,912.00 | 406-41935-300 | \$2,912.00 |
| 07/31/2025 | Bolton & Menk, Inc. | Construction Observation of Lift Station | 7607* | 33580 | Yes | \$1,932.00 | 605-49485-300 | \$1,932.00 |
| 07/31/2025 | City of White Bear Lake | Water Services 3/18-6/18 | 7608* | 33581 | Yes | \$15,093.49 | 601-49415-314 | \$15,093.49 |
| 07/31/2025 | Companion Animal Control LLC | Animal Control Services - June | 7609* | 33582 | Yes | \$145.00 | 100-41916-314 | \$145.00 |
| 07/31/2025 | Companion Animal Control LLC | Animal Control Services - July | 7623 | 33596 | Yes | \$279.30 | 100-41916-314 | \$279.30 |
| 07/31/2025 | Core & Main | Water Main Supplies Purchased By Manship | 7610* | 33583 | Yes | \$145.73 | 601-49415-220 | \$145.73 |
| 07/31/2025 | Gopher State One Call | July 19 Tickets | 7611* | 33584 | Yes | \$24.30 | 605-49455-314 | \$24.30 |
| 07/31/2025 | H.A. Kantrud, P.A. | Attorney Fees for July | 7612* | 33585 | Yes | \$2,500.00 | 100-41601-300 | \$2,500.00 |
| 07/31/2025 | John Wikstrom | July City Planner Fees- | 7615* | 33588 | Yes | \$1,600.00 | 100-41925-300 | \$1,600.00 |
| 07/31/2025 | Manship Plumbing & Heating Inc | July Retain, 2 Locates | 7625* | 33598 | Yes | \$1,040.00 | 601-49415-314 | \$800.00 |

| <u>Date</u> | <u>Vendor</u> | <u>Description</u> | <u>Claim #</u> | <u>Check #</u> | <u>Approved</u> | <u>Total</u> | <u>Account #</u> | <u>Detail</u> |
|----------------------------------|-------------------------------------|---|----------------|----------------|-----------------|--------------|------------------|---------------------|
| | | | | | | | 601-49415-314 | \$240.00 |
| 07/31/2025 | Menard's - MAPLEWOOD | Misc Office Needs for Hall | 7613* | 33586 | Yes | \$43.77 | 100-41940-400 | \$43.77 |
| 07/31/2025 | MENARD'S - OAKDALE | Misc supplies for hall and city | 7614* | 33587 | Yes | \$154.92 | 100-41940-220 | \$59.97 |
| | | | | | | | 100-41940-220 | \$31.98 |
| | | | | | | | 100-41940-220 | \$62.97 |
| 07/31/2025 | Metropolitan Council - Env. Service | Aug Waste Water Services | 7624* | 33597 | Yes | \$5,131.86 | 605-49465-217 | \$5,131.86 |
| 07/31/2025 | PERA | Retirement Funds PR 7/13-7/26, tb, sh, jr | 7591* | eft | Yes | \$690.16 | 100-41401-121 | \$461.16 |
| | | | | | | | 100-45207-121 | \$229.00 |
| 07/31/2025 | SM Hentges | 1st Payment on Lift Station Contract | 7592* | 33574 | Yes | \$116,468.45 | 406-49465-314 | \$116,468.45 |
| 07/31/2025 | Stoltzman, Cris | Videography - Council Mtg--7/8--4 hrs | 7621* | 33594 | Yes | \$110.24 | 100-41950-314 | \$110.24 |
| 07/31/2025 | Therese Bellinger | Paint for Hall Rail and Steps | 7617* | 33590 | Yes | \$109.71 | 100-41940-220 | \$109.71 |
| 07/31/2025 | Top Green Co | Lawn Services for May thru June. Mowing and leaf clean up | 7618* | 33591 | Yes | \$4,800.00 | 100-45207-400 | \$1,600.00 |
| | | | | | | | 100-45207-400 | \$1,600.00 |
| | | | | | | | 100-45207-400 | \$1,600.00 |
| 07/31/2025 | Toshiba America Business Solutions | July Monthly Usage Allowance | 7619* | 33592 | Yes | \$10.62 | 100-41911-314 | \$10.62 |
| 07/31/2025 | TSE, Inc. Work Account | Janitorial Services - 7/3 and 7/16 | 7616* | 33589 | Yes | \$60.08 | 100-41940-314 | \$60.08 |
| 07/31/2025 | USS Minnesota One MT LLC | Solar Energy - June Charges-- | 7620* | 33593 | Yes | \$990.88 | 605-49465-380 | \$563.44 |
| | | | | | | | 100-41940-380 | \$116.58 |
| | | | | | | | 605-49465-380 | \$310.86 |
| 07/31/2025 | White Bear Township | Maintenance, 6/19, 6/23, 7/18 | 7622* | 33595 | Yes | \$4,411.26 | 605-49465-314 | \$4,411.26 |
| Total For Selected Claims | | | | | | | | \$181,543.27 |

City of Birchwood Village
August 12th, 2025 City Council Meeting

CLAIMS LIST APPROVAL SHEET

8/12/2025

Claims Total \$ 181,543.27

Number of Checks 47

Check Voids 0

Signature Approvals

Jennifer Arsenault, Mayor Date

Ryan Eisele, City Council Date

Ryan Hankins, City Council Date

Bridget Sperl, City Council Date

Katherine Weier, City Council Date

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

RESOLUTION NO. 2025-51

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 as recommended by the Parks Committee has been asked to accept a donation of a free little library from Debbie Harrod to be placed in Tighe Schmidt Park, 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 free little library to donation pursuant to MN Stat. 465.04.
2. That the City of Birchwood hereby allows the free little library to be placed in Tighe Schmidt Park at the discretion of the Parks committee and in conjunction with City Staff.

Passed and Adopted by the City Council of Birchwood Village on this 12th day of August, 2025.

Jennifer Arsenault
Mayor

ATTEST:

Scott Hildebrand
City Administrator



BIRCHWOOD

MONTHLY NEWSLETTER | AUGUST 2025



BACK-TO-SCHOOL SAFETY REMINDERS

As summer ends and students start to head back to school, safety is critical for those walking, biking, or taking the bus. Pedestrian and cyclist crashes with vehicles are rising, and they most often happen where people feel safest: crossings controlled by stop signs or signals. The Sheriff's Office urges everyone to keep these tips in mind:

DRIVERS

- Stop completely at least 10 feet from crosswalks or one full car length from pedestrians.
- Look right before turning right.
- Watch for people approaching from behind or the opposite direction when turning.
- Give cyclists at least three feet when passing.
- Slow for school buses with yellow flashing lights, and STOP for red flashing lights and cross arm. It's state law!

PEDESTRIANS

- Obey all traffic signals, signs, and barricades.
- Make eye contact with drivers.
- Treat each lane as a separate risk when crossing.
- Use sidewalks and paths; if unavailable, walk against traffic.
- Wear reflective gear or carry a light in the dark.

Everyone shares the road. Stay alert, be visible, and be predictable.

BICYCLISTS

- Ride in the direction of traffic when on roads or shoulders.
- Obey all traffic signs and signals; treat stop signs as yields only if the intersection is clear.
- Signal when turning, if able.
- Use lights and reflectors in low light.

NUMBER OF INCIDENTS

20

TRAFFIC STOPS

6

ONLINE CRIME DATABASE

Residents can access information about crime, accidents and other incidents in Washington County free through [CrimeMapping.com](https://www.washingtoncountywa.gov/CrimeMapping.com).



WC25040093 ASSIST OTHER AGENCY

3XX WILDWOOD AVENUE

At 5:51pm on July 27, a WCSO deputy spoke with a Koochiching County deputy who was trying to contact a Birchwood resident. The resident, who had been staying in a Koochiching County resort, had driven home with the wrong trailer. The trailer in question was believed to look very similar to the one belonging to the Birchwood resident, and at the time of this report it was believed to have been unintentional and was not being treated as a case of stolen property. The WCSO deputy was able to find and provide contact information for the Birchwood resident.

WC2504146 FIRE

5XX LAKE AVENUE

At 9:24pm on July 27, a deputy received a call back to the site of a recent fire related to severe thunderstorms and downed power lines in the area. The caller said the area was still smoldering. As the deputy responded, White Bear Lake Fire Department arrived, and public works and Xcel Energy were made aware of the situation.

MESSAGE FROM THE SHERIFF

We've now passed that turn in summer specific to our county, with the end of the Washington County Fair. We thank all of you who stopped by to visit our booth and connected with us, checked out our new Mobile Command vehicle and watched our amazing K9 team demonstrations.

Summer may be coming to an end, but things don't slow down for us here at the Sheriff's Office. In early July, deputies alerted the East Metro Human Trafficking Task Force to investigate the case of a 14-year-old girl brought to one of our communities, and subsequently several other young girls, which led to the arrests and charging of two men.

Our deputies on the Washington County Drug Task Force have been steadily interrupting the flow of narcotics and guns into our communities. Seizures as of July 1 included 7.1 kilograms of marijuana, 1.4 kilos of cocaine, 4.45 kilos of methamphetamine, ¾ pound of fentanyl powder, 495 doses of hallucinogens and 16 firearms. One highlight: the Drug Task Force had information about a vehicle coming from Chicago with fentanyl powder. The vehicle was stopped in Lake Elmo; ½ pound of fentanyl was seized and two arrests were made.

And, on July 30, the WCSO Community Impact Unit teamed up for speed enforcement with agencies in Dakota, Ramsey, Anoka, Chisago, Isanti, Pine and Kanabec counties. With a goal of reducing some of the unsafe driving behavior we see daily, the results were notable: 75 officers made 645 stops, and WCSO wrote 28 citations in four hours, including a driver going 91mph in a 60 zone.

We hope you enjoy these last weeks of summer, in safety and with the knowledge that our dedicated team of professionals is always on the clock, no matter what the season.



In service,

Sheriff Dan Starry

Total for City BIRCHWOOD VILLAGE: 20

| Incident Date | Case# | Address | Event Description |
|-----------------------|----------------------------|--|-------------------------------------|
| 7/3/2025 5:55:36 PM | WC25035240 | HALL AVE / JAY ST, BIRCHWOOD VILLAGE | DIRECTED PATROL |
| 7/3/2025 10:16:41 PM | WC25035304 | XXX LAKE AVE, BIRCHWOOD VILLAGE | FIREWORKS |
| 7/4/2025 9:47:29 AM | WC25035372 | EAST COUNTY LINE RD / BIRCHWOOD AVE, BIRCHWOOD VILLAGE | COMMUNITY CONTACT |
| 7/4/2025 3:39:35 PM | WC25035437 | JAY ST / HALL AVE, BIRCHWOOD VILLAGE | DIRECTED PATROL |
| 7/5/2025 10:11:25 PM | WC25035772 | XXX Wildwood Ave, BIRCHWOOD VILLAGE | FIREWORKS |
| 7/6/2025 3:08:39 AM | WC25035838 | XXX Lake Ave, BIRCHWOOD VILLAGE | DISTURBANCE |
| 7/6/2025 9:10:41 PM | WC25035973 | XXX Wildwood Ave, BIRCHWOOD VILLAGE | CIVIL MATTER/DISPUTE |
| 7/10/2025 3:22:10 PM | WC25036744 | HALL AVE / JAY ST, BIRCHWOOD VILLAGE | DIRECTED PATROL |
| 7/10/2025 11:22:47 PM | WC25036827 | XXX Lake Ave, BIRCHWOOD VILLAGE | DISTURBANCE |
| 7/16/2025 4:32:53 AM | WC25037845 | XXX Hall Ave, BIRCHWOOD VILLAGE | PUBLIC WORKS CONCERN |
| 7/18/2025 5:02:06 PM | WC25038316 | HALL AVE / JAY ST, BIRCHWOOD VILLAGE | DIRECTED PATROL |
| 7/19/2025 5:07:26 PM | WC25038470 | 4XXX East County Line Rd, BIRCHWOOD VILLAGE | ANIMAL COMPLAINT |
| 7/20/2025 3:37:19 PM | WC25038642 | JAY ST / HALL AVE, BIRCHWOOD VILLAGE | DIRECTED PATROL |
| 7/22/2025 10:51:54 AM | WC25039004 | XXX Cedar St, BIRCHWOOD VILLAGE | SUSPICIOUS PERSON/ACTIVITY |
| 7/27/2025 5:51:05 PM | WC25040093 | XXX Wildwood Ave, BIRCHWOOD VILLAGE | ASSIST OTHER AGENCY |
| 7/27/2025 9:24:51 PM | WC25040146 | XXX Lake Ave, BIRCHWOOD VILLAGE | FIRE |
| 7/27/2025 9:46:18 PM | WC25040151 | XXX Wildwood Ave, BIRCHWOOD VILLAGE | ROAD HAZARD |
| 7/28/2025 4:05:33 PM | WC25040306 | XXX Wildwood Ave, BIRCHWOOD VILLAGE | ALARM-BUSINESS/RES/FIRE/MEDICAL/ETC |
| 7/28/2025 9:48:32 PM | WC25040395 | XXX Wildwood Ave, BIRCHWOOD VILLAGE | ROAD HAZARD |
| 7/30/2025 5:02:53 PM | WC25040963 | XX White Pine Ln, BIRCHWOOD VILLAGE | ALARM-BUSINESS/RES/FIRE/MEDICAL/ETC |

Tennis Sanitation, L.L.C.

651-459-1887

"Recycling is Everyone's Future"

RECYCLING QUARTERLY REPORT
QUARTER 2 2025

Dear Birchwood Village Recycling Coordinator,

Tennis Sanitation is pleased to provide the following quarterly recycling report detailing the materials that were collected, processed and delivered to recycling markets from single family dwellings.

The Community Recycled:

| | APRIL | MAY | JUNE | NET | | |
|----------------------------|-------------|-------------|-------------|--------------|-------------|--|
| TYPE | Wght (tons) | Wght (tons) | Wght (tons) | Total Wgt | UNIT | DESCRIPTION |
| Cardboard: 32.62% | 1.86 | 2.02 | 2.12 | 6.00 | tons | Includes all cardboard boxes. |
| Paper: 29.67% | 1.69 | 1.84 | 1.93 | 5.46 | tons | Includes paper, newspaper and junk mail |
| Scrap Metal: 2.07% | 0.12 | 0.13 | 0.13 | 0.38 | tons | Metal pans and misc metal |
| Large Plastic: 1.54% | 0.09 | 0.10 | 0.10 | 0.28 | tons | Toys, patio furniture and large containers |
| Z-Bale Plastic: 2.86% | 0.16 | 0.18 | 0.19 | 0.53 | tons | Food and beverage containers |
| PET Plastic: 4.85% | 0.28 | 0.30 | 0.32 | 0.89 | tons | Food and beverage containers |
| Tin: 1.47% | 0.08 | 0.09 | 0.10 | 0.27 | tons | Includes all bi-metal and tin cans |
| Chipped Glass: 15.87% | 0.90 | 0.98 | 1.03 | 2.92 | tons | Includes all clear, brown and green colors |
| Aluminum: 2.63% | 0.15 | 0.16 | 0.17 | 0.48 | tons | Includes all aluminum cans |
| Linens 0.03% | 0.00 | 0.00 | 0.00 | 0.01 | tons | Reusable clothing and shoes |
| Milk Cartons: 0.29% | 0.02 | 0.02 | 0.02 | 0.05 | tons | Beverage cartons |
| Residuals 6.10% | 0.35 | 0.38 | 0.40 | 1.12 | tons | Includes all residuals and trash |
| Total Tons: 100.00% | 5.70 | 6.20 | 6.50 | 18.40 | Tons | Net total recycling for the quarter |

| TYPE | Single Fmly Weight (lbs) | Single Fmly Weight (lbs) | Single Fmly Weight (lbs) | NET /AVRGE Calcs. | |
|-----------|--------------------------|--------------------------|--------------------------|-------------------|---|
| Units: | 368 | 368 | 368 | 368 | Units collected per week |
| Wgt/home: | 30.98 | 33.70 | 35.33 | 33.33 | lbs Average pounds per unit collected per month |

Summary of report: This month illustrates resident's recycling efforts.

The above recycling break-out reflects the composite study based off of Tennis Recycle totals for 2024.

Great job on your recycling efforts.

Sincerely,

Greg & Willie Tennis

Tennis Sanitation

PO Box 62

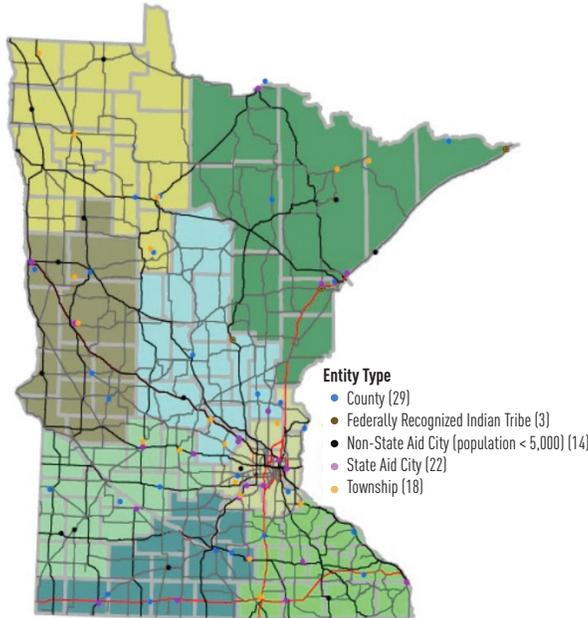
720 4th St St. Paul Park, MN 55071

2025 LOCAL ROAD IMPROVEMENT PROGRAM (LRIP)



Real People. Real Solutions.

The Local Road Improvement Program (LRIP) provides agencies with financial assistance for road construction or reconstruction projects with local, regional, or statewide significance. The LRIP funds projects that cannot reasonably be funded through other revenue sources. Regionally and locally significant projects support economic development, strengthen core business districts, improve freight movement (including farm-to-market routes), provide benefits to a trunk highway or county road, or improve a connection to a regional tourist destination.



PROGRAM DISTRIBUTION GOAL

- 30% state aid cities
- 35% counties
- 30% small cities, townships, and federally recognized Indian Tribes
- 5% discretionary

In each MnDOT district, counties compete against counties, state-aid cities against state-aid cities, and small cities/townships/Federal Tribes against small cities/townships/Federal Tribes. Awards are geographically distributed with the goal of funding at least one county project, one state-aid project, and one small city/township/Federal Tribes project all within each MnDOT district.

2025 PROGRAM HIGHLIGHTS

- Approximately \$47M available for competitive solicitation
- Maximum award has historically been \$1.5M
- Eligible Applicants: Counties, State Aid Cities, Small Cities, Townships, and Federally Recognized Indian Tribes (non-state aid cities and townships need a county sponsor)
- Eligible project types include local road construction or reconstruction projects outside trunk highway rights-of-way
- Construction costs only, including stormwater, ponding, and ped/bike infrastructure associated with a corridor project
- Projects expected to be constructed between 2026 and 2028
- No set local match required for eligible applicants
- Projects that have received legislatively selected appropriations (“earmarks”) or previous LRIP grants are not eligible for funding under this solicitation

ANTICIPATED 2025 SOLICITATION TIMELINE

| | |
|--|---------------|
| Solicitation Open: | Fall 2025 |
| Project Application Deadline: | December 2025 |
| LRIP Advisory Committee Convenes: | March 2026 |
| Awards announced: | April 2026 |

Note: The award schedule is subject to change depending on the number of applications submitted and review time required. A funding agreement must be finalized with State Aid before projects are bid or any project work begins.

WHY IS THIS MONEY IMPORTANT?

The LRIP program is one of few competitive sources that can be used on any local road. It is also one of the few state competitive sources for transportation projects in Greater Minnesota.

WHY BOLTON & MENK

We are unmatched in helping align projects with LRIP successes. Since 2017, we have helped clients **SECURE \$66.5M IN LRIP FUNDS, LEVERAGING \$195M** in total project costs.

Contact your Bolton & Menk Client Service Manager for more information.
Program Website: <http://www.dot.state.mn.us/stateaid/lrip.html>

Bolton-Menk.com

C_058_072425



State of Minnesota Master Contract Work Order Contract

SWIFT Contract Number: 272873 _____

Master Contract T-Number: 2312A

This Work Order Contract is between the State of Minnesota, acting through its Commissioner of Health (“State” or “MDH”) and Bolton & Menk Inc, whose designated business address is 7533 Sunwood Drive Northwest, STE 206, Ramsey, MN 55303 (“Contractor”). This Work Order Contract is issued under the authority of Master Contract T-Number **2312A** (“Master Contract”), SWIFT Master Contract Number 231149, and is subject to all provisions of the Master Contract which is incorporated by reference.

Contract

1. Term of Contract

1.1 Effective date. July 1, 2025, or the date the State obtains all required signatures under Minn. Stat. § 16C.05, subd. 2, whichever is later. The Contractor must not begin work under this contract until this contract is fully executed and the Contractor has been notified by the State’s Authorized Representative to begin work.

1.2 Expiration date. 90 days after the Effective date, or until all obligations have been satisfactorily fulfilled, or **October 31, 2025**, whichever occurs first.

2. Scope of Work

The Contractor shall perform all duties described in this Work Order Contract to the satisfaction of the State.

The Contractor, who is not a State employee, will work directly with the Birchwood Village Community Public Water Supply (CPWS) staff to review the MDH supplied initial service line inventory data for the CPWS. The Contractor will then use tasks from Category A and Category B, as defined in Exhibit C1 of the Master Contract; to update inventory data, including but not limited to, reclassification of the service line material classified as “unknown” on the initial inventory, while not exceeding the budgeted contract limit as stated in Clause 3, Consideration and Payment, of this Work Order Contract.

The Contractor will work directly with the CPWS staff to create a record keeping system to ensure the inventory data can be updated by the CPWS staff, as needed.

The updated inventory is to be compiled in an MDH approved format and submitted to Health.LSInventory@state.mn.us for MDH review and approval. An alternative submission method may be approved by MDH on a case-by-case situation. The Contractor will share the updated inventory data that was submitted to MDH on behalf of the CPWS, with the appropriate CPWS staff.

The updated inventory is due to the State within 90 days from the fully executed date of this Work Order agreement.

3. Consideration and Payment

3.1 Consideration. The State will pay for all services actually performed by the Contractor under this Work Order Contract as detailed in Exhibit A: Budget, which is attached and incorporated into this Work Order.

- 3.1.1 Staffing Expenses. The Contractor will not exceed \$74,595.00 for staffing expenses.
- 3.1.2 Project Expenses. Reimbursement for specific project expenses listed in Exhibit A: Budget, as incurred by the Contractor as a result of this Work Order Contract, will not exceed \$330.00.

- 3.1.2.1 Geographic Information System (GIS) software access and licensure. A year of **new** GIS software access and licenses for up to three CPWS staff, incurred by the Contractor as a result of this Work Order Contract, will not exceed \$0.00. **License renewals are not eligible for reimbursement.**

- 3.1.2.1.1 Requirements for GIS software access and license reimbursement:

- 1. Documentation of the CPWS's request to the Contractor for GIS software;
 - 2. receipt of Contractor's purchase from the software company and;
 - 3. The MDH GIS License and Training Documentation form signed by CPWS staff. Contractor will provide two hours of training to CPWS staff on the use of the GIS software on service line inventory data entry and updates. Form will be completed by the Contractor and signed by a CPWS staff upon completion of the required training.

- 3.1.3 Total Obligation. The total obligation of the State for all compensation and reimbursements to the Contractor under this Work Order Contract will not exceed \$74,925.00.

- 3.2 Invoices. The State will promptly pay the Contractor after the Contractor presents an itemized invoice for the goods received or services actually performed, and the State's Authorized Representative accepts the invoiced goods or services.

- 3.2.1 Invoices must include all items listed in Exhibit D1, Supplement 1 of the Master Contract.

- 3.2.2 All invoices must be electronically submitted to the following email address by the 10th day of the following month of incurred expense: Health.LSIInventoryTA@state.mn.us. Subject line: Technical Assistance for CPWS (Name) invoice for (Month). Final invoices for the Work Order Contract must be submitted within **45 days** from the Work Order expiration date.

4. Project Managers

The State's Project Manager is Corey Mathisen, Engineer Principal, corey.mathisen@state.mn.us, 651-201-4494 or their successor. The State's Authorized Representative will certify acceptance on each invoice submitted for payment.

The Contractor's Project Manager is Marcus Johnson, P.E., Marcus.Johnson@bolton-menk.com or their successor. If the Contractor's Project Manager changes at any time during this Work Order Contract, the Contractor must immediately notify MDH.

5. Diverse Spend Reporting.

If the total value of this Work Order Contract may exceed \$500,000, including all extension options, Contractor must track and report, on a quarterly basis, the amount paid to diverse businesses both: 1) directly to subcontractors performing under this Work Order Contract, and 2) indirectly to diverse businesses that provide supplies/services to your company (in proportion to the revenue from this Work Order Contract compared to Contractor's overall revenue). When this applies, Contractor will register in a free portal to help report the Tier 2 diverse spend, and the requirement continues as long as this Work Order Contract is in effect.

1. **State Encumbrance Verification**

Individual certifies that funds have been encumbered as required by Minn. Stat. §§ 16A.15 and 16C.05

Print Name: Christina Mish

Signature: Christina Mish Digitally signed by Christina Mish Date: 2025.07.09 10:31:10 -05'00'

Title: Accounting Officer Date: 7/9/2025

SWIFT Contract No. 272873/3000124332/REQ 2471

2. **Contractor**

The Contractor certifies that the appropriate person has executed the Contract on behalf of the Contractor as required by applicable articles, bylaws, resolutions, or ordinances.

Print Name: Michael Boex

Signature: Michael Boex Signed by: Michael Boex BBA07E7E2C5148E

Title: Principal Engineer Date: 7/18/2025 | 6:55:46 AM CDT

3. **State Agency**

With delegated authority

Print Name: Martina L Cameron

Signature: Martina L Cameron DocuSigned by: Martina L Cameron B9061C8F0BF5405

Title: Finance Director Date: 7/18/2025 | 2:17:43 PM CDT

4. **Commissioner of Administration**

As delegated to The Office of State Procurement

Print Name: Sherry Van Horn

Signature: Sherry Van Horn DocuSigned by: Sherry Van Horn 398E1997D828140C

Title: Contracts Specialist Date: 7/21/2025 | 12:39:48 PM CDT

Admin ID: _____

Exhibit A: Budget

Community Public Water Supply (CPWS) Name: Birchwood Village
 Contractor Name: Bolton & Menk

| Staffing Expenses: | Hourly Rate | |
|--|--------------------|---|
| Administrative Assistant | \$130.00 | |
| Communications Specialist | \$155.00 | |
| Engineer 1 | \$155.00 | |
| Field Technician | \$145.00 | |
| GIS Technician | \$155.00 | |
| Project Manager | \$220.00 | |
| Total Staffing Hours Not To Exceed: | | 574 |
| Total Staffing Expenses Not To Exceed: | | \$74,595.00 |
| | | |
| Project Expenses: | | Note: |
| Geographic Information System (GIS) Software/license | \$ - | \$1,500 max per system. New GIS software/lice |
| Mailing/copies | \$ 230.00 | A \$2.00 max per "private unknown" service li |
| Data request charges from the County | \$ 100.00 | |
| Total Project Expenses Not To Exceed: | \$ 330.00 | |
| | | |
| Total Obligation: | | \$ 74,925.00 |



Real People. Real Solutions.

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

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

8-7-2025

City of Birchwood Village

Council,

Wildwood Lift Station Reconstruction

Hentges has begun their work, all 3 structures are installed. Currently, they are working on the guts of the lift stations, electrical, and testing. Bituminous is expected to go back into place in the next 3-4 weeks to wrap up the project.

Also attached is Pay App 2. Within Pay App 2 progress pay request. In this you will see 5% retainage pulled out. With council approval of pay app 2, Bolton and Menk will submit pay app 2 to the EPA.

Please feel free to contact me at marcus.johnson@bolton-menk.com or 507-440-0537 with any questions.

Sincerely,

Bolton & Menk, Inc.

Marcus Johnson PE
Associate Project Engineer

Contractor's Application for Payment

| | |
|---|--|
| Owner: <u>City of Birchwood Village</u> | Owner's Project No.: _____ |
| Engineer: <u>Bolton & Menk, Inc.</u> | Engineer's Project No.: <u>ON1.131616</u> |
| Contractor: <u>S.M. Hentges & Sons, Inc.</u> | Agency's Project No.: _____ |
| Project: <u>Wildwood Avenue Lift Station Replacement</u> | |
| Contract: _____ | |
| Application No.: <u>2</u> | Application Date: <u>8/1/2025</u> |
| Application Period: From <u>7/2/2025</u> to <u>7/31/2025</u> | |

| | | |
|--|----|------------|
| 1. Original Contract Price | \$ | 585,037.21 |
| 2. Net change by Change Orders | \$ | - |
| 3. Current Contract Price (Line 1 + Line 2) | \$ | 585,037.21 |
| 4. Total Work completed and materials stored to date (Sum of Column G Lump Sum Total and Column J Unit Price Total) | \$ | 368,573.44 |
| 5. Retainage | | |
| a. <u>5%</u> X <u>\$ 368,573.44</u> Work Completed | \$ | 18,428.67 |
| b. _____ X <u>\$ -</u> Stored Materials | \$ | - |
| c. Total Retainage (Line 5.a + Line 5.b) | \$ | 18,428.67 |
| 6. Amount eligible to date (Line 4 - Line 5.c) | \$ | 350,144.77 |
| 7. Less previous payments | \$ | 116,468.45 |
| 8. Amount due this application | \$ | 233,676.32 |
| 9. Balance to finish, including retainage (Line 3 - Line 4) | \$ | 216,463.77 |

Contractor's Certification

The undersigned Contractor certifies, to the best of its knowledge, the following:

(1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;

(2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such liens, security interest, or encumbrances); and

(3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Contractor: S.M. Hentges & Sons, Inc.

| | |
|-------------------------------------|--------------------------------------|
| Signature: _____ | Date: <u>8/4/2025</u> |
| Name: <u>Dustin Goranson</u> | Title: <u>Project Manager</u> |

| | |
|---|--------------------------|
| Recommended by Engineer | Approved by Owner |
| By: _____ | By: _____ |
| Name: <u>Marcus Johnson</u> | Name: _____ |
| Title: <u>Associate Project Engineer</u> | Title: _____ |
| Date: <u>8/1/2025</u> | Date: _____ |

Progress Estimate - Unit Price Work

Contractor's Application for Payment

| | | | |
|-------------|--|-------------------------|------------|
| Owner: | City of Birchwood Village | Owner's Project No.: | |
| Engineer: | Bolton & Menk, Inc. | Engineer's Project No.: | DN1.131616 |
| Contractor: | S.M. Hentges & Sons, Inc. | Agency's Project No.: | |
| Project: | Wildwood Avenue Lift Station Replacement | | |
| Contract: | | | |

Application No.: 2 Application Period: From 07/02/25 to 07/31/25 Application Date: 08/01/25

| A Bid Item No. | B Description | C Contract Information | | E Unit Price (\$) | F Value of Bid Item (C X E) (\$) | F1 Previous Estimate | | G Work Completed | | I Materials Currently Stored (not in G) (\$) | J Work Completed and Materials Stored to Date (H + I) (\$) | K % of Value of Item (J / F) (%) | L Balance to Finish (F - J) (\$) |
|-------------------|--|---------------------------|-------|---------------------------------|-------------------------------------|----------------------------------|-------------------------------|--|---|---|---|-------------------------------------|-------------------------------------|
| | | D Item Quantity | Units | | | F2 Quantity Previous Estimate | F2 Value Previous Estimate | G Estimated Quantity Incorporated in the Work | H Value of Work Completed to Date (E X G) (\$) | | | | |
| | | | | | | | | | | | | | |
| 1 | CONSTRUCTION OF ALL FACILITIES AS SHOWN ON THE CONTRACT DRAWINGS AND AS SPECIFIED IN THE CONTRACT SPECIFICATIONS | 1.00 | LS | 585,037.21 | 585,037.21 | 0.20 | 116,468.45 | 0.63 | 368,573.44 | | 368,573.44 | 63% | 216,463.77 |
| | | | | Original Contract Totals | \$ 585,037.21 | | \$ 116,468.45 | | \$ 368,573.44 | \$ - | \$ 368,573.44 | 63% | \$ 216,463.77 |

To: Birchwood City Council

From: Ryan Hankins and Jennifer Arsenault

Subject: Establish City planning process and responsibilities

We would like to propose and establish processes and procedures for the city planner.

| |
|---|
| Motion: Adopt the following procedures as Birchwood's City Planner Process and Responsibilities and request staff provide them to the City Planner. |
|---|

City of Birchwood: City Planner Responsibilities & Processes

This document establishes the official responsibilities and procedural framework for the City Planner in the City of Birchwood. It serves as a comprehensive guide to the planner's duties in permit review, code compliance, and public engagement. The processes outlined herein are designed to ensure transparency, efficiency, and legal compliance in all planning and zoning matters, from simple administrative permits to complex development applications.

Part 1: Responsibilities of the City Planner

The City Planner for the City of Birchwood is responsible for managing land use activities to ensure orderly and efficient development in the city. These responsibilities are divided into general oversight, permit-specific duties, complaint/appeal management, and advisory roles.

A. General Oversight and Compliance

- **Legal and Engineering Review & Sign-Off:** In all cases, other than standard Plumbing, Electrical, Mechanical and similar permits, the planner is responsible for ensuring all legal and engineering requirements are met. This duty is fulfilled by obtaining a formal sign-off from relevant officials—including the City Engineer, City Attorney, Building Inspector, and Plumbing Inspector—indicating that an application meets all applicable codes under their purview. The planner may depend on these officials for advice and formal review in all matters.
- **Outside Agency Coordination:** For permits requiring outside agency approval, such as variances where the Department of Natural Resources (DNR) must receive notice of the public hearing pursuant to statute, the planner is responsible for ensuring this notification occurs. This duty is fulfilled by either directly providing notice to the agency or by obtaining confirmation that city staff have timely performed the requirement.
- **Statutory Deadline Management (MN Stat. § 15.99):** The planner is responsible for tracking and ensuring that all statutory deadlines for application processing under Minnesota Statute 15.99 are met. This includes:
 - **15-Day Completeness Review:** Making a determination within 15 days of submission whether an application is complete. The criteria for completeness are established by the City Council, Planning

Commission, city code, and the submission requirements detailed elsewhere in this document.

- **Notification:** If an application is found to be incomplete, the planner must promptly send a letter, or ensure city staff send one, to the applicant detailing the deficiencies.
- **Final Deadlines:** Taking all necessary actions to prevent any permit or variance from being granted automatically due to a lapse in any review period.
- **Post-Approval Compliance:** For major development projects, monitors compliance with conditions of approval after a permit has been issued. This may involve coordinating with the Building Inspector during construction to ensure that site work is implemented as in city code and as permitted or approved by the Planning Commission or City Council. The planner may also conduct site inspections to verify compliance with permits and city code.
- **Official Record-Keeping:** Responsible for ensuring that a complete and permanent record of all land use applications, staff reports, and final decisions is provided to the city for official record-keeping, and for maintaining the official zoning map.
- **Electronic Permitting System Management:** Utilizes and maintains the city's electronic permitting system, ensuring that all application statuses, reviews, communications, and final actions are accurately and promptly recorded.
- **Special Circumstances and Escalation:** If the City Planner determines that a special or emergency Planning Commission meeting is necessary to handle a zoning matter, is unable to resolve a zoning issue with internal staff, or determines that the city is at risk of violating a legal deadline or other legal requirement, they must contact the Mayor and the City Council liaison to the Planning Commission as early as is feasible.

B. Permit-Specific Responsibilities

A primary function of this role is the administration, review, and processing of various permits, categorized by type and complexity.

1. Administrative Permit Review : The City Planner is the primary authority for the administrative review, processing and issuance of building and zoning permits to ensure compliance with city ordinances, building codes, and the comprehensive plan.

2. Case Resolution and Interpretation: The City Planner serves as the key decision-maker for specific permits when ambiguity arises during the standard administrative process:

- **Plumbing, Electrical, Mechanical and similar Permits:** While these permits are typically handled administratively by other departments, the City Planner is responsible for interpreting code and making a final determination when an application presents ambiguity or unique circumstances.

3. Major Development and Land Use Application Management: The City Planner is responsible for the comprehensive management of complex applications that require public hearings and legislative approval from the Planning Commission and City Council.

- **Initial Review:** Conducts the initial technical review of all applications for:
 - Variances
 - Conditional Use Permits (CUPs)
 - Interim Use Permits (IUPs)
 - Subdivisions and Plats
 - Rezoning Requests
 - Other requests that are not administratively handled or covered in city code.
- **Staff Reporting:** Prepares detailed staff reports with findings of fact and professional recommendations for the Planning Commission and City Council. For variance applications, the report must cite the full set of city codes that require a variance for the project to proceed.
- **Public Hearing Coordination:** Manages the public notification process, including ensuring that notices are published in the official newspaper as required by code and statute. The planner also presents case information during public hearings.
- **Liaison Role:** Acts as the primary liaison between the applicant, the public, the Planning Commission, and the City Council throughout the application process.

C. Complaint and Appeal Management

- **Zoning Complaints:** When a complaint is filed alleging that zoning work is being completed without a permit, exceeds a permit's scope, or is otherwise contrary to city code, the City Planner shall make a determination of the complaint's validity. If the complaint is found to be valid, the planner shall stop construction as necessary and coordinate with the City Attorney to manage the matter.

- **Appeals of Administrative Decisions:** When an appeal is made alleging that a permit was issued in error or another administrative decision was incorrect, the planner's role is to act as a neutral administrator of the process. The planner shall assemble all information relating to the appeal for the Planning Commission and handle the appeal pursuant to city code. In the case of an appeal, the planner shall not revise any part of the original administrative decision, nor reverse or amend any permit.

D. Advisory and Code Maintenance

- **Pre-Application Meetings:** Coordinates and conducts pre-application meetings with potential applicants for complex projects to provide initial feedback and guidance on city processes and code requirements before a formal application is submitted.
- **Code Review and Improvement:** Proactively reviews city codes and ordinances related to planning and zoning, recommending improvements and updates to the Planning Commission and City Council to ensure they are current, effective, and legally sound.
- **Applicant and Public Guidance:** Answers questions and provides advice on city codes to applicants, residents, and other stakeholders. This guidance is intended to clarify requirements and processes, not to provide specific design solutions.
- **Advising City Leadership:** Serves as a key advisor to the City Council and Planning Commission on all planning and zoning matters, providing professional expertise, analysis, and recommendations to inform their decision-making.
- **Meeting Attendance:** Attends Planning Commission meetings regularly and City Council meetings upon request to present cases, answer questions, and provide professional advice on zoning matters.

Part 2: Permit Processing Workflow

1. Application Submittal and Initial Routing

All permit applications are submitted to city staff, either on paper or through the city's electronic permitting system. Based on the permit type, applications are routed as follows:

- **Plumbing, Electrical, and Mechanical Permits:** Routed for standard administrative issuance upon fee payment, unless ambiguity is identified, in which case it is forwarded to the City Planner.
- **Building, Zoning and Fence Permits:** Routed directly to the City Planner for administrative review.
- **Major Development and Land Use Applications (Variance, CUP, IUP, etc.):** Routed directly to the City Planner for comprehensive review.

2. Administrative Review Process

For applications handled administratively by the planner (e.g., Building, Zoning):

1. The City Planner provides the permit application to relevant officials (e.g., City Engineer, Building Inspector) for their review and sign-off.
2. The City Planner reviews the application to determine if it meets all requirements of the city code, incorporating the sign-offs from other officials.
3. If the application is fully compliant, the planner provides a letter of approval to city staff.
4. City staff then issue the permit upon payment of the required fee by the applicant.

3. Major Development and Land Use Application Process

This process is initiated for applications requiring major land use approval. This includes proposals for which the city code requires a Conditional Use Permit (CUP), Interim Use Permit (IUP), or similar special permit, as well as proposals that do not meet standard code requirements and thus require a variance.

1. **Application Submittal and Completeness Review:** The process begins when an applicant submits a formal application for a major land use approval. The planner conducts the 15-day completeness review as required by statute. If the application is deemed incomplete, the planner notifies the applicant in writing.
 - **Application Completeness:** The planner shall determine if the application is sufficiently detailed to determine the full extent of the request and to ensure all other codes are met. *Note: Applications must be sufficiently detailed so that the city can require that the final permit be issued for the exact documents and plans provided.*

- **Code Compliance:** The planner shall determine if the application meets all applicable aspects of the city code, aside from the specific relief or approval being requested. For variance applications, the applicant must work with the City Planner to identify every city code provision the project would violate. This includes direct violations and any indirect violations that occur as a result of another requested variance (e.g., if a variance to reduce a setback then causes a violation of a lot coverage requirement).
- 2. **Planner's Sufficiency & Compliance Review:** Once an application is deemed complete, the planner coordinates a comprehensive technical review. This involves circulating the application to the City Engineer, City Attorney, Building Inspector, and other officials to obtain their formal sign-off. The planner then conducts a final detailed review to determine the following:
 - **Justification for Approval:** The planner shall determine if the application meets the specific legal requirements and findings necessary to grant the requested action (e.g., variance findings, conditional use permit standards) as defined in the city code.
 - **Commission Readiness:** The planner shall determine if the application and all supporting material are sufficient to meet the review requirements of the Planning Commission.
- 3. **Staff Report and Scheduling:** If the application meets all review requirements, the planner prepares a comprehensive staff report. This report includes analysis and recommended conditions to protect the interests of the city and residents. The planner then submits the complete application package to city staff for inclusion in the next Planning Commission agenda. This submission must occur at least **10 days** prior to the scheduled meeting.
- 4. **Planning Commission Meeting:** The planner attends the meeting to:
 - Introduce the application to the Commission.
 - Present the staff report, describing the proposal and whether it meets code and the requirements for the requested action (e.g., variance, CUP, etc.).
 - Answer technical questions but allow the Planning Commission to conduct its deliberations.
- 5. **City Council Transmittal:** Following the Planning Commission's action, the planner ensures that the Commission's recommendation, findings of fact, and any proposed conditions are accurately documented and formally conveyed to the City Council for its final consideration and action.

Agreement Between the Washington Conservation District and the City of Birchwood Village

PARTIES: This letter of agreement will set forth the work to be provided by the Washington Conservation District (WCD) to the City of Birchwood Village (City) to perform tree inspections.

TERM OF CONTRACT: The effective date of the agreement is from June 1, 2025 to December 31, 2025.

SCOPE OF SERVICES: Work to be performed by the WCD includes the following tasks:

- a. Perform 32 hours of tree inspections on city public property prior to August 15th.
- b. Other tree services as requested.

COST AND PAYMENTS: Costs for services for these activities shall not exceed **\$3,000.00**. Services will be provided by the WCD Natural Resource Specialist) @ \$77/hr. Invoices will be sent on a quarterly basis and will list specifically the work performed. Invoices are payable by the City of Birchwood Village within 60 days. Office supplies, normal office reproduction expenses, and transportation are included in the hourly rate. Other expenses are to be reimbursed at actual cost.

RELATIONSHIP: This agreement in no way shall constitute, nor be construed in such a way to create an employment relationship between the City and the WCD. WCD staff shall not be entitled to any rights, privileges, or benefits of employees of the City.

INDEMNIFICATION & INSURANCE: The City agrees it will defend, indemnify and hold harmless the WCD, its board members and employees against any and all liability, loss, costs, damages and expenses, including attorney's fees, which the City its council members or employees may hereafter sustain, incur, or be required to pay arising out of the WCD performance or failure to adequately perform its obligations pursuant to this agreement. Likewise, the WCD agrees that it will defend, indemnify and hold harmless the City, its council members and employees against any and all liability, loss, costs, damages and expenses, including attorneys' fees, which the WCD its board members or employees may hereafter sustain, incur, or be required to pay arising out of the actions of the City. The parties acknowledge and agree that any exposure to liability of the City or the WCD, or the acts or omissions of their respective officers, agents board members and employees will not exceed the limits provided for in is governed by Minn. Stat. section 466.

EQUAL EMPLOYMENT OPPORTUNITY- CIVIL RIGHTS: During the performance of this Agreement, the WCD agrees to the following: No person shall, on the grounds of race, color, religion, age, sex, disability, marital status, public assistance, criminal record, creed or national origin, be excluded from full employment rights in, be denied the benefits of, or be otherwise subjected to discrimination under any program, service, or activity under the provisions of and all applicable federal and state laws against discrimination including the Civil Rights Act of 1964.

RECORDS: Under Minn Stat. section 16C.05, the WCD's books, records, documents and accounting procedures and practices relevant to this grant are subject to examination by the State and/or the State Auditor or Legislative Auditor, as appropriate for a minimum of six years from the end of this agreement.

DATA PRIVACY: All data collected, created, received, maintained, or disseminated, or used for any purpose in the course of the WCD's performance of the Agreement is governed by the Minnesota Government Data Practices Act, Minnesota 1984, Section 13.01, et seq. Or any other applicable state statutes and state rules

adopted to implement the Act, as well as state statutes and federal regulations on data privacy. The WCD agrees to abide by these statutes, rules and regulations and as they may be amended.

TERMINATION: Either the WCD or City may terminate this Agreement with or without cause by giving the other party thirty (30) days written notice prior to the effective date of such termination.

In Witness Whereof, the WCD and City have duly executed this Agreement as of the date and year referenced herein.

Jennifer Arsenault
Mayor, Birchwood Village

Jay Riggs
District Manager, Washington Conservation District

Date

Date

City of Birchwood Village
Proposed Budget
2026

| | July 2025 | YTD 2025 | Budget 2025 | Percent of Budget | 2026 Proposed Budget |
|---|---------------------|----------------------|------------------------|----------------------|-------------------------|
| 100: GENERAL FUND RECEIPTS | | | | | |
| General Property Taxes | \$ 334,666 | \$ 343,583 | \$ 618,134 | 55.6% | |
| Licenses & Permits | \$ - | \$ 30 | \$ 500 | 6.0% | |
| Building Permits | \$ 1,650 | \$ 11,720 | \$ 90,000 | 13.0% | |
| Kayak/Canoe Permits | \$ - | \$ 1,920 | \$ 1,700 | 112.9% | |
| Zoning Permits | \$ 609 | \$ 669 | \$ 300 | 223.0% | |
| Animal Licenses | \$ - | \$ 1,725 | \$ 100 | 1725.0% | |
| Federal Grants & Aid | \$ 93,175 | \$ 93,175 | \$ 3,192 | 2919.0% | |
| State Grants & Aid | \$ - | \$ - | \$ 603,000 | 0.0% | |
| Small City Aid | \$ 5,790 | \$ 5,790 | \$ - | 0.0% | |
| Charges for Services | \$ - | \$ 850 | \$ - | 0.0% | |
| City/Town Hall Rent | \$ - | \$ 220 | \$ 400 | 55.0% | |
| Court Fines | \$ 17 | \$ 1,813 | \$ 950 | 190.9% | |
| Miscellaneous | \$ - | \$ 2,031 | \$ - | 0.0% | |
| Interest Earning | \$ 4,347 | \$ 25,606 | \$ 48,000 | 53.3% | |
| Contributions of Donations from Private Sources | \$ - | \$ 220 | \$ 250 | 88.0% | |
| Refund-Reimbursement-Dividend | \$ - | \$ 7,064 | \$ 9,500 | 74.4% | |
| Escrows Deposits | \$ - | \$ 6,000 | \$ 35,000 | 17.1% | |
| Transfers from Other Funds | \$ - | \$ - | \$ - | 0.0% | |
| TOTAL GENERAL FUND RECEIPTS | \$ 440,253 | \$ 502,414 | \$ 1,411,026 | 35.6% | \$ - |
| 100: GENERAL FUND DISBURSEMENTS | | | | | |
| Ordinances & Proceedings | \$ - | \$ 731.04 | \$ 2,000.00 | 36.6% | |
| Mayor | \$ - | \$ 380.00 | \$ 9,180.00 | 4.1% | |
| Clerk - Treasurer | \$ 14,541.57 | \$ 68,728.82 | \$ 165,300.00 | 41.6% | |
| Elections | \$ - | \$ - | \$ 1,500.00 | 0.0% | |
| Assessing | \$ - | \$ 6,108.54 | \$ 6,700.00 | 91.2% | |
| Legal Services | \$ - | \$ 19,500.00 | \$ 34,000.00 | 57.4% | |
| Grants | \$ - | \$ 2,125.77 | \$ 2,100.00 | 101.2% | |
| Planning & Zoning | \$ - | \$ - | \$ 22,500.00 | 0.0% | |
| Office Operations Supplies | \$ - | \$ 5,668.31 | \$ - | 0.0% | |
| Insurance - Employee | \$ - | \$ 2,973.00 | \$ 3,250.00 | 91.5% | |
| Animal Control | \$ 279.30 | \$ 1,107.30 | \$ 1,200.00 | 92.3% | |
| Software Expense | \$ - | \$ - | \$ 2,100.00 | 0.0% | |
| General Fund Engineering Expense | \$ - | \$ 25,126.00 | \$ 14,500.00 | 173.3% | |
| General Government Buildings & Plant | \$ 519.78 | \$ 4,348.71 | \$ 14,800.00 | 29.4% | |
| City Insurance | \$ - | \$ 12,715.00 | \$ 17,300.00 | 73.5% | |
| Cable Equipment & Service | \$ - | \$ 2,335.70 | \$ 1,750.00 | 133.5% | |
| Phone/IT | \$ - | \$ 2,732.61 | \$ - | 0.0% | |
| Police | \$ - | \$ 48,674.78 | \$ 97,645.00 | 49.8% | |
| Fire | \$ - | \$ 44,987.25 | \$ 65,087.00 | 69.1% | |
| Building Inspections Administration | \$ - | \$ 20,495.32 | \$ 62,200.00 | 33.0% | |
| Other Protection | \$ - | \$ 68.38 | \$ - | 0.0% | |
| Streets & Road Maintenance | \$ - | \$ 4,487.96 | \$ 100,000.00 | 4.5% | |
| Street Sweeping | \$ - | \$ - | \$ 4,000.00 | 0.0% | |
| Tree Care | \$ - | \$ - | \$ 5,000.00 | 0.0% | |
| Ice & Snow Removal | \$ - | \$ 47,413.15 | \$ 34,000.00 | 139.5% | |
| Tree Removal | \$ - | \$ - | \$ 15,000.00 | 0.0% | |
| Street Lighting | \$ - | \$ 6,984.96 | \$ 17,000.00 | 41.1% | |
| Recycle | \$ 3,312.00 | \$ 9,936.00 | \$ 20,400.00 | 48.7% | |
| Parks | \$ 3,879.85 | \$ 18,338.72 | \$ 40,250.00 | 45.6% | |
| Lawn Care - Maintenance | \$ - | \$ - | \$ 8,000.00 | 0.0% | |
| Water Resources | \$ - | \$ 1,148.28 | \$ 1,150.00 | 99.9% | |
| Miscellaneous | \$ - | \$ 135.00 | \$ - | 0.0% | |
| Unallocated Expenditures | \$ - | \$ - | \$ 500.00 | 0.0% | |
| Escrow Refunds | \$ 3,000.00 | \$ 24,141.67 | \$ 30,000.00 | 80.5% | |
| Transfer to Enterprise Fund | \$ - | \$ - | \$ 12,614.00 | 0.0% | |
| Utility Reimbursement | \$ - | \$ - | \$ 600,000.00 | 0.0% | |
| Newsletter | \$ - | \$ 883.00 | \$ - | 0.0% | |
| TOTAL GENERAL FUND DISBURSEMENTS | \$ 25,532.50 | \$ 382,275.27 | \$ 1,411,026.00 | 27.1% | \$ - |

City of Birchwood Village
Proposed Budget
2026

| | July 2025 | YTD 2025 | Budget 2025 | Percent of Budget | 2026 Proposed Budget |
|---|--------------|---------------|----------------|----------------------|-------------------------|
| 210: SPECIAL REVENUE PROJECTS REVENUE | | | | | |
| Dock/Lift Permit Fee | \$ - | \$ 14,000.00 | \$ - | 0.0% | |
| 210: TOTAL SPECIAL REVENUE FUND RECEIPTS | \$ - | \$ 14,000.00 | \$ - | 0.0% | \$ - |
| 210: SPECIAL REVENUE PROJECTS DISBURSEMENTS | | | | | |
| Recreation | \$ - | \$ 3,200.00 | \$ - | 0.0% | |
| 210: TOTAL SPECIAL REVENUE FUND DISBURSEMENTS | \$ - | \$ 3,200.00 | \$ - | 0.0% | \$ - |
| 406: CAPITAL PROJECT RECEIPTS | \$ - | \$ - | \$ - | 0.0% | |
| 406: TOTAL CAPITAL PROJECT FUND RECEIPTS | \$ - | \$ - | \$ - | 0.0% | \$ - |
| 406: CAPITAL PROJECT FUND DISBURSEMENTS | | | | | |
| Capital Project Engineering Expense | \$ - | \$ 7,304.00 | \$ - | 0.0% | |
| 406: TOTAL CAPITAL PROJECT FUND DISBURSEMENTS | \$ - | \$ 7,304.00 | \$ - | 0.0% | \$ - |
| 601: WATER FUND RECEIPTS | | | | | |
| Water Consumption | \$ 12,145.96 | \$ 50,101.05 | \$ - | 0.0% | |
| Water Utility User Fee | \$ 11,704.30 | \$ 42,513.29 | \$ - | 0.0% | |
| Water Main-Break Surcharge | \$ 27.96 | \$ 33.90 | \$ - | 0.0% | |
| Special Water Charges | \$ 376.21 | \$ 1,223.17 | \$ - | 0.0% | |
| State Surcharge | \$ 579.69 | \$ 2,182.79 | \$ - | 0.0% | |
| Administrative Fee Move/Out | \$ 8.81 | \$ 7.60 | \$ - | 0.0% | |
| Lift Station Replacement | \$ 5,580.08 | \$ 12,954.64 | \$ - | 0.0% | |
| Penalties & Forfeited Discounts | \$ 116.02 | \$ 513.68 | \$ - | 0.0% | |
| Sewer Consumption | \$ - | \$ (62.78) | \$ - | 0.0% | |
| Sewer Minimum Charge | \$ - | \$ (46.46) | \$ - | 0.0% | |
| 601: TOTAL WATER FUND RECEIPTS | \$ 30,539.03 | \$ 109,420.88 | \$ - | 0.0% | \$ - |
| 601: WATER FUND DISBURSEMENTS | | | | | |
| Financial Administration | \$ - | \$ 8,650.23 | \$ - | 0.0% | |
| Utility Reimbursement | \$ - | \$ 95.36 | \$ - | 0.0% | |
| Water Utility | \$ 2,440.00 | \$ 39,078.08 | \$ - | 0.0% | |
| Water/Sewer Emergency | \$ - | \$ 13,563.90 | \$ - | 0.0% | |
| Newsletter | \$ - | \$ 369.46 | \$ - | 0.0% | |
| 601: TOTAL WATER FUND DISBURSEMENTS | \$ 2,440.00 | \$ 61,757.03 | \$ - | 0.0% | \$ - |
| 605: SEWER FUND RECEIPTS | | | | | |
| Sewer Consumption | \$ 10,950.02 | \$ 40,669.14 | \$ - | 0.0% | |
| Sewer Minimum Charge | \$ 9,783.67 | \$ 35,917.15 | \$ - | 0.0% | |
| Penalties & Forfeited Discounts | \$ 96.16 | \$ 418.51 | \$ - | 0.0% | |
| 605: TOTAL SEWER FUND RECEIPTS | \$ 20,829.85 | \$ 77,004.80 | \$ - | 0.0% | \$ - |
| 605: SEWER FUND DISBURSEMENTS | | | | | |
| Office Operations Supplies | \$ - | \$ 140.52 | \$ - | 0.0% | |
| Storm Drainage | \$ - | \$ 400.00 | \$ - | 0.0% | |
| Water Utility | \$ - | \$ 177.17 | \$ - | 0.0% | |
| Utility Locates | \$ 32.40 | \$ 221.45 | \$ - | 0.0% | |
| Sewer Utility | \$ 10,263.72 | \$ 55,452.77 | \$ - | 0.0% | |
| Sewer Engineering Expense | \$ - | \$ 20,872.50 | \$ - | 0.0% | |
| 605: TOTAL SEWER FUND DISBURSEMENTS | \$ 10,296.12 | \$ 77,264.41 | \$ - | 0.0% | \$ - |