

MINUTES OF THE SPECIAL MEETING OF THE CITY COUNCIL
CITY OF BIRCHWOOD VILLAGE
WASHINGTON COUNTY, MINNESOTA

September 4th, 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 resident 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

ROLL CALL

APPROVAL OF CITY COUNCIL AGENDA

Motion to approve the removal of Consent Agenda item #1. Moved by Mayor Arsenault, seconded by Sperl; all aye. Motion to approve agenda as amended. Moved by Hankins, seconded by Sperl; all aye.

OPEN PUBLIC FORUM-

PRESENTATIONS-

STAFF REPORTS-

1. As of 8/28/25, Engineer Johnson has notified WBL and Mahtomedi of road closure so they can plan for bus routes. They have Johnson's cell number if they have questions.
2. The Washington County Conservation District tree inspector, Cameron Blake, has finished the tree inspections and will provide his report when completed.

CITY BUSINESS-ACTION ITEMS

1. Discussion and possible authorization for the City Engineer to attend up to two meetings with the planning commission.

Motion to authorize the City Engineer to attend up to two meetings with the planning commission, dates to be determined. Moved by Hankins, seconded by Eisele; all aye.

2. Discussion and possible approval for the city to allow Bolton and Menk to update the Engineers estimate, scope, and estimated fees relating to updating the capital improvement plan (CIP) in the fall of 2025 to reflect past changes to the city and adjust the schedule as needed. Bolton and Menk bills based on an hourly rate and anticipates to not exceed \$1,500 dollars.

Motion to allow the City Engineer to update the CIP with new figures as needed in an amount not to exceed \$1500.00. Moved by Weier, seconded by Sperl; all aye.

3. Discussion and possible approval of authorizing City Engineer Johnson to spend up to \$10,000 for the Construction Inspection of the Tighe-Schmitz Stormwater Management Project. The estimate is based on an hourly rate and includes the following: Preconstruction meeting and submittal reviews, preconstruction site documentation/mark removals, part time onsite inspection, documentation, & project coordination, and a punchlist, final documentation, and final quantities.

Motion to spend a not-to-exceed amount of \$10,000.00 for construction inspection of the Tighe-Schmitz Stormwater Management Project to be allocated from the Parks and special revenues fund, \$7500.00 of which is acknowledged to be previously budgeted. Moved by Hankins, seconded by Eisele; all aye.

4. Discussion and possible authorization of \$5000 to Bolton and Menk for the 2025 road project inspection.

Motion to approve the expenditure of up-to \$5000.00 for the City Engineer to inspect/monitor the 2025 road project. Motion by Hankins, seconded by Weier; all aye.

5. Discussion and possible approval of 2025 deer hunt dates.

Motion to approve all dates suggested (5 sessions) in the proposed Resolution regarding the 2025 deer hunt. Motion by Weier, seconded by Sperl; roll-call vote called: Weier, aye; Hankins, nay, Eisele, nay; Sperl, aye, Mayor Arsenault, nay. Motion fails. Motion to approve the October 16-17 deer-hunting session as suggested in the proposed Resolution 2025-____. Moved by Weier, seconded by Hankins; 4 aye, 1 nay (Mayor Arsenault). Motion passes.

Motion to approved the suspension of City Code regarding hunting in the City as presented in Resolution 2025-____. Motion by Weier, seconded Sperl; 4 aye, 1 nay (Mayor Arsenault). Motion passes.

6. Discussion and scheduling of a work session to discuss Priebe Lake/Halls Marsh.

Meeting to-be-held on September 30th at 6:30 at City Hall and to be noticed as a public meeting.

7. Budget discussion and approval of 2026 preliminary budget.

Motion to approve the modifications to budget document as presented and adopt the same as the City's, "Preliminary Proposed Budget," set at \$712,794.04 (15.3% increase) as required by State Law and direct staff to communicate the same to Washington County. Motion by Weier, seconded by Eisele; all aye.

8. Nominate a council person to run the September 9th meeting.

Motion to appoint Member Ryan Eisele as acting-mayor for the September 9, 2025 City Council meeting. Moved by Hankins, seconded by Weier; all aye.

CONSENT AGENDA

A. A Resolution removing Birchwood Representative Susie Mahoney from the White Bear Lake Conservation District Board.

B. Approval of payment #3 in the amount of \$66,694.24 to Hentges for work on the lift station replacement.

Motion to approve payment #3 in the amount of \$66,694.24 to Hentges. Moved by

ADJOURNMENT

Motion to adjourn. Moved by Hankins, seconded by Eisele; all aye.

Disclaimer

The above minutes should be used as a summary of the motions passed and issues discussed at the meeting. This document shall not be considered a verbatim copy of every word spoken at the meeting.

Mayor

Deputy Clerk

Date

Date